

# Clarence Girls Softball League

## Constitution and Bylaws

### ARTICLE I

#### NAME

- A) This organization shall be known as the Clarence Girls' Softball League, Inc.
- B) The Clarence Girls' Softball League, Inc. is a Type A, Not-for Profit Corporation as filed with the New York State Department of State on February 27, MCMXCV. The corporation shall have the powers set forth in Section 202 of the Not-for-profit Corporation Law, together with the power to solicit and receive grants, bequests and contributions for the league purposes.

### ARTICLE II

#### PURPOSES

- A) The objective of the Clarence Girls' Softball League shall be to introduce, establish, teach, promote youth softball to girls and to encourage the individual participant's confidence, self-worth; leading to an active, constructive lifestyle.
- B) These objectives will be achieved by providing participants with supervised practices, competitive softball games to all girls regardless of ability and/or leagues, divisions, clinics for instructional and coaching purposes, competitions, and tournaments.
- C) Coaches and other involved participants will help develop players in the skills of the game of softball, with a strong emphasis on sportsmanship. A positive learning experience must be obtained win or lose through the competitive spirit of a team. The exhibition of good character and good sportsmanship shall be reflected by the examples and proper attitudes of the coach.
- D) We shall do any act incidental or connected with the forgoing purposes for the advancement of the corporation as well as research, organize, plan and develop softball areas, softball fields, recreation facilities containing facilities incidental to or connected with softball.

## **ARTICLE III**

### **MEMBERSHIP**

- A) The girls residing in Clarence, Akron, and Newstead or attending school in Clarence or Akron are eligible for membership. The membership is affected by either registering a participant for competitive play or by actively participating in league operations.
- B) The T-Ball Division will be comprised of 1st graders and Kindergarteners; Ponytail Division 2nd & 3rd graders; AAA Division 4th graders; International Division 5th graders; Major Division 6th graders; Junior Division 7th and 8th graders; and the Senior Division 9th, 10th, 11th and 12th grade at the time of Spring registration. The Travel Division will be comprised of ages 23 & under, 18 & under, 16 & under, 14 & under, 12 & under and 10 and under as of Jan 1.
- C) Players may not register after the first regular season game, with the exception of new residents or by a ruling by the board of directors. Each team's roster will be reviewed at the end of the team formation meeting by attending board members.
- D) Team and player assignments will be the responsibility of the Divisional Coordinators as designated by the executive Board of Directors. League policy shall be provided for team formation criteria to each coordinator.
- E) House League Team Formation
  - ✓ Start with coach and daughter
  - ✓ Honor players' requests for (1) friend (requests for specific coaches will not necessarily be honored)
  - ✓ Combine players by school, neighborhood if they didn't request a friend
  - ✓ Combine with the nucleus of the previous year's team to equalize the talent
  - ✓ Check for only one sponsor per team associated to a particular player
  - ✓ Players must play in their assigned division based on grade. Only exception allowed would be for a player to move up one division level based on siblings who are one year apart or less

## **ARTICLE IV**

### **BASIC POLICIES**

- A) This organization shall be non-commercial, nonsectarian and non-partisan. The name of the organization or names of any members in their official capacities shall not be used in endorsement of a commercial concern of a partisan interest or for any purpose other than the regular work of the organization.
- B) This organization shall not, directly or indirectly, participate or intervene in any way in any political campaign on behalf of, or in a position to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- C) In the event of dissolution of this organization, the assets of the organization shall be donated to the Town of Clarence, New York- Recreational Department.

## **ARTICLE V** **GOVERNMENT**

- A) The governing body of the Clarence Girls' Softball League Inc. will be the Board of Directors composed of the following:

### **Executive Board**

Commissioner	House League Director
Treasurer	Executive Secretary
Registration Director	Travel League Director
Director of League Development	

### **Directors**

Sponsor/ Uniform Director	International Division
Clinics/Facilities Coordinator	AAA Division Coordinator
Equipment Manager	Ponytail Division Coordinator
Assistant Equipment Manager	T-Ball Division Coordinator
Umpire Coordinator	Web Services Director
Senior Division Coordinator	Booster Director
Junior Division	Tournament Director
Major Division Coordinator	

- B) The Executive Board shall comprise of the officers of the Not-for-profit Corporation and shall follow the rules and bylaws as filed with NY State. The Commissioner is president, House League Director is vice-president, Executive Secretary is secretary and the Treasurer is treasurer and three at large directors. Corporate duties of the officers shall be determined at the annual Not for profit Corporation meeting.
- C) The Board of Directors will be elected at the annual board meeting to be held after the end of the season. Term of office shall be one year from October 1<sup>st</sup> till September 30th.
- D) Each member of the Board of Directors including the commissioner shall have one vote on all official business even if more than one position is held. Should a tie vote occur, the commissioner may cast a second tie-breaking vote to break a deadlock only if a quorum is met.
- E) Any member of the Board of Directors may call a meeting by giving notice to all members of the Board at least 48 hours in advance of the proposed meeting. A quorum requires the presence of at least one half of the Board of Directors to conduct official business.

## **ARTICLE VI**

### **ELECTIONS**

An annual nominations meeting followed by an annual election meeting shall be held after the end of the season of each year on such date and time and place as may be fixed by the Commissioner. The purpose of the meeting shall be for the election of officers and Board of Directors for the upcoming season and for the consideration of such other business as may properly come before it. Directors shall be notified of the meetings at least ten days prior to the date.

- A) Executive Board of Directors - Commissioner, Executive Secretary, Treasurer, House League Director, Travel League Director, Director of League Development & Registration Director shall be elected by a two-thirds majority vote of the Board of Directors.
- B) Nominations to the Board of Directors are to be presented to the Executive Board by the general membership at the end of the season and will be recorded by the Executive Secretary. The Executive Board will then review the nominations for qualified candidates and will select the nominees by majority vote. Candidates seeking a nomination for a specific position will not be eligible to vote.
- C) New members to the Board of Directors will be elected by majority vote of current Board of Directors. When two candidates for a given position are nominated, the vote shall be by written secret ballot. Candidates seeking a specific board position shall not be eligible to vote. If a Board position is left vacant after the election, an appointment will be made to fill the position, with approval, by majority vote of the Executive Board at a special executive session meeting.
- D) General membership shall be defined as any active adult participant: such as director's coaches, assistants and players.

## **ARTICLE VII**

### **DUTIES OF OFFICERS**

- A) Commissioner shall be directly responsible for all operations of the league. He/she shall direct, delegate, supervise and manage all activities of the league and the Board of Directors. He/she shall preside at all general meetings and board meetings. At an annual meeting will be responsible for submitting a report on league activities. In his\her absence the Executive Secretary will act on his/her behalf. Other duties include town liaison, booster management, overseeing fund raising, determining overall league needs, oversee league growth, field scheduling, and the building and capital improvements of fields and facilities.
- B) House League Director shall assist the commissioner wherever deemed necessary in the management and direction of the league, including booster club management, team selection, determine if fields are playable, post rainouts on the Hotline, registration, season planning, enforcement of league policies,

coach selection, uniform distribution, and shall oversee team sponsorship and shall oversee the umpire coordinator duties.

- C) Executive Secretary shall assist the Commissioner and Board for the smooth operation of the league including administrative functions, conduct board elections, team formation, registration, season planning, coach selection, keeping the directors informed of all procedures, policies, records and history. He/she shall keep the records of the league, announce board meetings, and keep minutes, handle official correspondence and work with the Web Coordinator for updating web site. The Executive Secretary shall work with the Registration Director on league registration and shall keep record and statistics on players, registrations, coaches, board members. He/she shall oversee league publicity, marketing, advertising and promotion of the league's activities through the media and correspondence.
- D) Treasurer shall handle all fiscal matters of the league, travel teams and booster club. He/she will be responsible for recording and depositing all monies at the bank promptly after receiving, and shall pay all regular and current expenses in a timely fashion. All expenses must be approved by board vote. He/she shall verify payment of all player registration fees and shall disperse all umpire fees. He/she will be responsible for filing the not for profit annual tax returns.
- E) Travel League Director shall assist the commissioner in all business that affects travel teams and will recommend and communicate at all board meetings to the Board of Directors on the direction of the Travel Division. This includes submitting coach candidates for approval, selection of players through tryouts, meeting with coaches and league officials for the smooth operation of the division. He/she shall be responsible for recruiting teachers, the education of softball techniques, training and will maintain, distribute and collect the league video library. He/she shall work in conjunction with the Director of League Development to ensure a consistent approach to teaching fundamentals
- F) Director of League Development shall assist the commissioner wherever necessary for the smooth operation of the league and will be responsible to promote, execute, and run player clinics, coach's clinics, and travel coach advanced clinics. He/she shall oversee, develop and evaluate player talent for travel teams. He/she shall partner with and work closely with the Clinics and Facilities Director
- G) Registration Director shall assist the commissioner wherever deemed necessary in the management and direction of the league. He/she shall work closely with the Executive Secretary to promote, conduct, process, edit and record the league registration. He/she shall identify coach candidates and volunteers and recommend the number of teams based upon current registration and previous year's statistics and the number of player per team based upon uniforms availability.
- H) Sponsor/Uniform Director he/she shall conduct the league team sponsorship drive with the help of the Booster Director and the entire board from January thru March securing sponsors for each house league team prior to the spring coaches meeting. Then shall assist the Treasurer in follow up in collection of sponsorship fees prior to opening day. He/she shall order, inventory and coordinate distribution of uniforms
- I) Clinics and Facilities Director shall be responsible for the securing and scheduling gym space and practice space for player clinics, coaches' clinics, umpire clinics, and pitching clinics. He/she shall be responsible for overseeing the operation of the town indoor practice facility, which includes scheduling, and communicating with the baseball league. He/she shall oversee the operation and

scheduling of the outdoor batting cage and promote its use to all the coaches and players. He/she shall partner with and work closely with the Director of League Development

- J) Division Coordinators shall be responsible for communications between the Coaches and the Board of Directors and shall meet with their coaches regularly during the season to direct, motivate, solve problems and address concerns. Division Coordinators shall preside at the beginning of the season coaches and teams formations meeting and will form teams in appropriate divisions with the approval of the House League Director. Division Coordinators shall represent their respective divisions at all board meetings and shall be responsible for conducting all official business that affects their division. This includes rescheduling games, distribution of schedules, uniforms, equipment, trophies and managing league picnics.
- K) Equipment Manager shall be responsible for all league equipment and supplies and shall maintain the inventory. He shall identify needs and order new supplies from the town funds each year including balls, bats, catchers equipment, pitcher plates, first aid kits, score books, rule books and training equipment. He shall maintain all equipment by repairing, cleaning and restocking to provide good supplies for all teams. He is responsible for distribution and collection from all team coaches by keeping record. Annually an inventory count and report will be given at a regular board meeting. The Equipment Manager shall enlist assistant equipment managers.
- L) Umpire Coordinator shall enlist, phone, schedule, reschedule make-up game umpires and help train umpires for each house game in the Senior, Junior, Major, International and AAA Divisions. It is imperative that all games in these divisions have an umpire scheduled. Should an umpire shortage occur; the House League Director shall help recruit coaches to fill the umpire vacancies. Umpires names and phone numbers shall be submitted to the Board. Records need to be kept by name of umpire, number of games umpired, amount paid to umpire and the recorded log turned in to the Treasurer at the end of the season.
- M) Tournament Director shall help coordinate with the booster directors and be involved in the running the Annual Clarence Invitational Tournament. He/she shall communicate with other leagues and travel teams to schedule tournament play games and shall report to the board with options, dates, fees and contacts.
- N) Booster Director shall be responsible for fund raising for girls' softball in Clarence as approved by the Board of Directors. He/she shall work closely with all Directors in recruiting boosters and volunteers, advertising functions, and maintaining the inventory of related equipment and supplies. This includes all league sponsors, concessions and special events.
- O) Web Services Director shall oversee, develop, update and maintain the Clarence Girls Softball Web site. He/she shall work closely with the Executive Directors to provide for promoting and developing the web and computer software development for the better management, communication and marketing of our league.

## **ARTICLE VIII**

### **FINANCE**

- A) The Executive Board of Directors shall have control and management of the league property, assets and finances.
- B) The funds shall be deposited in the name of Clarence Girls' Softball League with such a bank or insured financial institution as the Board of Directors may designate.
- C) Sources of income:
  - 1. Registration fees to be set by the Board of Directors.
  - 2. Request for monies/services from the Town of Clarence Recreation Department as determined by the Board of Directors.
  - 3. Team Sponsors.
  - 4. Donations, bequests, grants and contributions.
  - 5. Fund raising activities as approved by the Board of Directors.
- D) The financial year is January 1st through December 31st.

## **ARTICLE IX**

### **RULES OF PLAY**

- A) All house league coaches, players and umpires shall abide by the Official Softball Playing Rules as adopted by the Amateur Softball Association of America (FAST PITCH). Travel teams may abide by NSA rules as designated by travel leagues or tournaments.
- B) Permanent exceptions and variations to these rules can be suggested by the respective Division Coordinators, but must be approved by the Board of Directors as a change in bylaws with a two-thirds majority
- C) The umpire on the field has the final say in the outcome of the games; however the Division Coordinator, and/or the House League Director shall be called upon to settle disputes.

**ARTICLE X**  
**Travel Division Policies**

- A) The purpose of the Travel Division is to provide an opportunity for girls from the Clarence Girls Softball League to compete at a higher level.
- B) The Travel Division will host teams from each age bracket if there are enough participants. This will include 23& under, 18 & under, 16 & under, 14 & under, 12 & under and 10 & under. Teams can play in the NFL, WNY Fast Pitch or Metro League.
- C) Coach Selection: Travel coach candidates shall interview with the Travel League Director for approval by a majority vote of the Clarence Girls Softball League Board of Directors. Travel coaches are strongly encouraged to attend ASA, NSA, College and other coach's clinics and to perpetuate their knowledge of softball. Travel coaches shall assist the Director of League Development by acting as teachers and instructors for other coaches and all players at league clinics.
- D) League eligible travel players in 8th grade or below are required to register and play in the house league. Players are required to participate in a minimum of fifty percent of their house league games to be eligible for travel play. Players not fulfilling this obligation will be suspended from their travel team. Travel coaches should not schedule travel games to conflict with the house league games.
- E) Tryouts for travel teams and team formation will be held in the fall as designated and supervised by the Travel League Director and the Executive Directors for the following Spring/Summer season to allow for practice during the winter months
- F) All travel team formation will occur through formal league tryouts as published by the Travel Director. The NFL, WNY Fast Pitch, and the Metro coaches with the help of the Travel Coordinator will fill out their rosters respectively from the tryout participants giving first consideration to Clarence /Akron/Newstead residents.
- G) Players on a younger travel team may be used as a temporary "call up" player for a travel team above their age bracket with approval of their travel coach within Travel League policy.
- H) Outside players not affiliated with or not participants in Clarence Girls Softball are discouraged but can play on a tournament/travel teams in certain circumstances. To help become more competitive, non-resident players will be allowed based on Age Division & Travel League as follows:

<u>Age</u>	<u>NFL/WNY</u>	<u>Metro</u>
18U	5	5
16U	5	4
14U	4	3
12U	2	2

The request for non-resident players must be submitted and approved by the Travel Director with full registration fees and town release forms being completed. \*Each team must get board approval if they reach the maximum amount of non-resident players (Ratified Nov. 1, 2006)

- I) Travel Games and tournaments should not be scheduled to conflict with House League games. Exceptions need approval by the House League Director.

- J) The Clarence Girls Softball League will keep separate accounting for the Travel Division by team with the intent of each team being self-supportive as administered by the League Treasurer. Each travel team will set their own budget based on tournaments entered, league fees, equipment needs. At the end of each season a team audit will be conducted by the league treasurer on each travel team. Should an overpayment of team fees be calculated, they will be disbursed and refunded for each player directly to the parents for that season. Each team can qualify for a \$300 stipend at the end of the year by meeting league requirements. (Judged based on participation in House League clinics, working concession stand , Day in the Park, and other league sponsored events)
- K) Travel teams are encouraged to do their own team fund raising. Travel division or league wide fundraisers will be subject to approval by the CGSL Board of Directors.
- L) Clarence Girls Softball League reserves the right to hire pitching instructors for clinics at pay rate determined by the board. This will be administered by the Director of League Development with help from the Clinics and Facilities Director and accounted for by the League Treasurer.
- M) The Clarence Girls Softball League and the Boosters Club will not pay for individual player clinics. (I.E.. pitching clinics, private instruction, college programs & clinics etc)
- N) Any disparity that occurs with the travel program will be reviewed by the Travel Director with the travel committee and submitted to the Clarence Girls Softball League Executive Board of Directors for approval.

## **ARTICLE XI**

### **MISCELLANEOUS PROVISIONS**

- A) Parliamentary Authority - Robert's Rules shall govern the proceedings of all regular and special meetings except as provided for in these by-laws.
- B) Amendments - These articles and by-laws may be amended, repealed or altered in whole or part by a two-thirds vote majority of the Board of Directors at any regular or special meeting providing notice of the proposed action is given to all voting Board members and a quorum is attained. A quorum requires the presence of one-half of the Directors to conduct official business.
- C) Effective Date of Constitution shall be effective immediately upon adoption by the Clarence Girls' Softball League Board of Directors.