

Massillon Girls Softball Association Bylaws

Article I – Organization

This organization shall be a non-profit unincorporated association and shall be known as the Massillon Girls Softball Association.

Article II – Purpose

Section 1. The objective of the Massillon Girls Softball Association shall be to support, promote, and maintain a high standard of integrity and good sportsmanship.

Section 2. To achieve this objective, the Massillon Girls Softball Association will provide a supervised program of competitive softball under the rules and policies of USA Softball and the Stark County Girls Softball Association. All board members and coaches shall bear in mind that winning is secondary and the molding of our children to become future adults and citizens is the primary objective.

Article III – Articles of Organization

Section 1. The “Articles of Organization” of this Association shall include:

- The bylaws of this Association
- The Certificate (or articles) of incorporation of this Association

Article IV – The Board

Section 1. The Executive Board shall consist of the officers of the Massillon Girls Softball Association; to include the President, Vice President, Treasurer, and Secretary.

Section 2. The Board shall consist of the executive officers of the Massillon Girls Softball Association as well as seven (7) elected trustees.

Section 3. The duties of the Board shall be:

- To adopt rules and regulations for the conduct of its meetings and the management of the Massillon Girls Softball Association.
- The Board shall have the power, by majority vote, to discipline, suspend, or remove any member of the Massillon Girls Softball Association in accordance with the procedures set forth in Article VII.
- The Board shall receive, at the annual meeting of the Massillon Girls Softball Association, a report verified by the President and the Treasurer or by a majority of the Board showing:
 1. The whole amount of real and personal property owned by the Massillon Girls Softball Association.
 - a. Where located
 - b. Where and how invested
 - c. The amount and nature of property acquired during the year immediately preceding the date of the report
 - d. The manner of acquisition
 - e. The purposes, objects, or persons to or for which applications, appropriations, or expenditures have been made.

Article V – Election of Officers

Section 1. The Board of the Association shall consist of a President, Vice President, Secretary, Treasurer, and seven (7) Trustees all of whom shall hold office for the ensuing two (2) years and not for more than two (2) consecutive terms holding the same office unless the Board waives this provision.

Section 2. Voting will take place in July.

Section 3. Elected term shall consist of two (2) consecutive years.

Section 4. Any person interested in joining the Massillon Girls Softball Association Board (term starting August 1st) must have their name submitted to a current Executive Board member prior to the May board meeting.

- Any person wishing to join the Board MUST attend the May and June board meetings.
 1. Failure to attend either of these meetings will result in termination of candidacy.

Section 5. Should a vacancy of office occur, the President may appoint a replacement for the remainder of the current term, contingent on Board approval.

Section VI – Duties of Officers

Section 1. President

- The President shall be responsible for conduction of the affairs of the Association and for executing the policies established by the Board.
- The President shall present a report of the condition of the Association at the annual meeting or at other such times as the Board shall deem appropriate.
- The President shall be responsible for the conduct of the Massillon Girls Softball Association in strict conformity to the policies, principles, rules and regulations of USA SOFTBALL and the STARK COUNTY GIRLS SOFTBALL ASSOCIATION, as agreed upon under the conditions of the charter issued by that organization.
- The President shall preside over all meetings of the Board
- The President shall appoint and be responsible for all managers, coaches, field crew, and equipment crews at all times.
- The President shall investigate all complaints, irregularities, or conditions detrimental to the Massillon Girls Softball Association and report them to the Board as circumstances warrant.
- The President may create standing committees as he/she deems necessary, and delegate such powers to them as the Board deems advisable.
- The President, with the assistance of the Board, shall examine the application and proof of age eligibility before a player may be accepted to a team in the Massillon Girls Softball Association.
- The President must volunteer a minimum of 15 hours/month during peak softball season, April 1st through Mid October, and a minimum of 10 hours/month from Mid October through March 31st. **(Volunteer hours DO NOT include Coaching, Score-keeping, or Umpiring).**

Section 2. Vice President

- The Vice President shall act as aid to the President.

- The Vice President shall act as President in the event of the absence, death, or incapacity of the President and shall assume his/her duties for the balance of the term.
- The Vice President must volunteer a minimum of 15 hours/month during peak softball season, April 1st through Mid October, and a minimum of 10 hours/month from Mid October through March 31st. **(Volunteer hours DO NOT include Coaching, Score-keeping, or Umpiring).**

Section 3. Treasurer

- It will be the duty of the Treasurer to receive all monies due to the Massillon Girls Softball Association and deposit all monies into an account approved by the Board.
- The Treasurer shall maintain a checking account in the name of the Massillon Girls Softball Association. All checks and disbursements will bear the signature of at least two (2) of the Treasurer, President, and/or Vice President.
- The Treasurer will disburse the funds of the Massillon Girls Softball Association only for the purposes approved by the Board.
- The Treasurer will present a monthly statement, printed from the checking account, at all board meetings which will be reviewed by the President and Vice President.
- The Treasurer will submit any financial statements or record book within 48 hours of request by the Board or a parent of the Association.
- The Treasurer will have an accurate up to date accounting record of all financials at any given time.
- The Treasurer will make sure that yearly taxes are filed no later than February 15th.
- The Treasurer must volunteer a minimum of 15 hours/month during peak softball season, April 1st through Mid October, and a minimum of 10 hours/month from Mid October through March 31st. **(Volunteer hours DO NOT include Coaching, Score-keeping, or Umpiring).**

Section 4. Secretary

- The Secretary shall keep and maintain the minutes from all board meetings and any other meeting as directed by the President or Vice President.
- The Secretary shall keep all records of the voting membership and shall conduct correspondence as required by the President or the Board.
- The Secretary shall work in union with the President to maintain a communicative organization.
- The Secretary shall type up and print out a monthly meeting agenda.
- The Secretary shall upload any and all meeting notes to the Massillon Girls Softball Association Board Facebook page within one (1) week of the last meeting.
 1. All communications to and from the Massillon Girls Softball Association are to be recorded in a manner that they can be referred to by any board member at any time.
- The Secretary shall read the previous month's meeting minutes at the beginning of the current month's meeting, to be approved by the board.
- The Secretary shall take attendance at all meetings.
- The Secretary shall check the PO Box on a bi-weekly basis and the day of the monthly meeting.

- The Secretary must volunteer a minimum of 15 hours/month during peak softball season, April 1st through Mid October, and a minimum of 10 hours/month from Mid October through March 31st. **(Volunteer hours DO NOT include Coaching, Score-keeping, or Umpiring).**

Section 5. Trustees

- The Trustee will be required to sit on one or more committee.
- The Trustee must volunteer a minimum of 15 hours/month during peak softball season, April 1st through Mid October, and a minimum of 10 hours/month from Mid October through March 31st. **(Volunteer hours DO NOT include Coaching, Score-keeping, or Umpiring).**

Article VII – Termination of Membership

Section 1. Any Board Member may resign from this Association provided that all indebtedness to the Massillon Girls Softball Association has been paid.

- Such resignation shall be in writing to the Secretary of the Massillon Girls Softball Association.

Section 2. Any board member of the Massillon Girls Softball Association who misses two (2) consecutive meetings without sufficient cause will terminate his/her position.

- Excused absences include coaching, work, personal business, personal illness, death in the family and vacation.

1. A member will be excused by contacting the President, Vice President, Treasurer, or Secretary.

Section 3. Any board member or coach charged with misconduct or with any act prejudicial to the best interest of this Association and against whom such charges are sustained, after an opportunity to appear before the Board in their own defense, may, at the discretion of the Board, be expelled from the Association

- Upon such action by the Board, the Secretary shall notify the member in writing without need for further explanation.

Section 4. Any board member whose membership in this Association has been terminated for any reason shall forfeit all interest in any funds, property, rights, or privileges.

Article VIII – Committees

Section 1. The standing committees shall be:

- Concession Stand
- Fundraising
- Uniform
- Equipment
- Field Crew
- Web Page/Face Book
- Sponsorships
- Audit
- Marketing

Section 2. Special committees shall be created by the Board as needed.

Section 3. No committee work shall be undertaken without the approval of the Board.

- Once Board approval have been issued, it is the responsibility of the committee to execute actions in accordance with the Board's recommendations.

Article IX – Meetings

Section 1. Regular meetings of the Massillon Girls Softball Association shall be held on the second Wednesday of each month, year round, unless a situation arises and the date needs to be changed.

- The annual meeting shall be held in July
- The President may call for an emergency or special meeting of the Board at any time a situation arises that cannot wait for the next scheduled meeting.

Section 2. The presence in person of one half of the Board will constitute a quorum at all meetings of the Massillon Girls Softball Association.

Section 3. An agenda shall be prepared for each monthly meeting.

- The secretary shall present the minutes from the previous month's meeting to be approved by the board.
 1. Any business that may have been approved in the interim since the last Board meeting shall be included in the current month's minutes in order to have a record of the transaction.
- The Treasurer shall present a report of expenses from the previous month to be approved by the Board.
- Committee Chairmen shall give a report on any progress made by their committee in the previous month.
- Any old business tabled from a previous meeting shall be discussed and, if necessary, brought to the Board for approval.
- Any new business shall be brought to the table for discussion and, if necessary, brought to the Board for approval.

Section 4. When voting is necessary, a motion must be brought to the floor by an Executive Board Member or two (2) Trustees

- A Trustee can present and Executive Board Member with a proposal to be voted on, at any time.
- Proposals brought by Trustees may be anonymous, if the Trustee so wishes.

Section 5. Any reversal of a prior vote must be kept in writing and filed.

Article X – Financial and Accounting

Section 1. The Board shall decide all matters pertaining to the finances of the Massillon Girls Softball Association.

Section 2. The Board may plan or recommend the raising or accumulation of revenue.

Section 3. The fiscal year for the Massillon Girls Softball Association shall run from October 1st thru September 30th.

Section 4. The audit committee shall audit the Treasurer's books one (1) week in advance of the annual July meeting.

Section 5. All disbursements of the Massillon Girls Softball Association shall be made by check and signed by at least two (2) of the Treasurer, President, and/or Vice President.

Article XI – Non Profit Organization

The Massillon Girls Softball Association is organized and shall operate as a non-profit organization for the social welfare, civic improvement, and similar non-profit purposes. Any income received shall be applied only to the non-profit purposes and objectives of the Massillon Girls Softball Association. No part of this income shall be used to benefit any Board Member of the Massillon Girls Softball Association.

The Massillon Girls Softball Association is organized exclusively for charitable, religious, educational, and/or scientific purposes, the making of distributions to organizations that qualify as exempt organizations under SECTION 501(C) (3) of the Internal Revenue Code, or corresponding section of any further Federal Tax Code.

No part of the net earnings of the Massillon Girls Softball Association shall benefit or be distributed to its members, trustees, or other private persons, except when the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the Massillon Girls Softball Association shall be the carrying on of propaganda or otherwise attempting to influence legislation. The organization shall not participate in or intervene in (including the publishing or distributions of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by the organization exempt from federal income tax under SECTION 501(C)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under SECTION 170 (C)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

Upon the dissolution of the Massillon Girls Softball Association, all assets shall be distributed for one or more exempt purposes within the meaning of SECTION 501(C)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government or to a State or Local Government for Public Purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations as said COURT shall determine, which are organized and operated exclusively for such purposes.

Article XII – Amendments

This constitution and Bylaws may be amended, repealed, or altered in whole or part by a majority vote, at any duly organized meeting of the Board, provided that notice of the proposed change shall have been given at the previous regular meeting.

Article XIII – Parliamentary Authority

“Roberts Rule of Order Newly Revised” shall govern the proceeding of all meetings, except where it conflicts with the Bylaws of the Massillon Girls Softball Association.

Article XIV – Miscellaneous

Section 1. Any person who is proposed or duly elected to the Board of the Massillon Girls Softball Association shall be deemed to have accepted these Bylaws and shall be bound by them in all respects.

Section 2. Any person wishing to become a board member, coach or wishing to volunteer in any way, having direct contact or supervision of players, must sign a code of conduct and undergo a background check, including criminal background, and sign a non-conviction statement, to ascertain fitness for the position.

Section 3. A player shall be bound to her home Association, defined as:

- The Association for which she last played and/or the legal residence of the custodial parent/guardian, and shall not play on any other Stark County Girls Softball Association Team.
- Release shall be granted at the discretion of the home Association and must be FILED IN WRITING WITH THE TEAM ROSTER.
- Players without proper releases shall be deemed illegal and subject to a one (1) year suspension.

Section 5. Team Set Up

- When the Association has multiple teams at a particular age level, whenever possible, player placement will be determined by birth year, in an effort to keep girls of the same age together.
- The Massillon Girls Softball Association will permit players to play up to a higher age group, on a case by case basis, with board approval, provided that no hardship is created by the move at either age group.
 1. Hardship being defined as a team having fewer than 11 players or more than 14 for age groups 10u and up.
 2. Hardship being defined as a team having fewer than 13 players or more than 16 for age group 8u.
- With regard to fall ball, age groups shall be defined according to a player's age for the following spring, unless specifically requested otherwise and approved by the Board.
- Once a player has been permitted to play up she will not be forced back down against her wishes regardless of any hardship that may exist in subsequent seasons.