



# BY-LAWS TO THE CONSTITUTION OF HOBART GIRLS SOFTBALL LEAGUE, INC.

(Amended November 20, 2011)

## **ARTICLE I: MEMBERSHIP AND DUES:**

1. Each playing member in the league shall pay yearly dues as voted on by the Executive Board of Directors, on or before opening day of the current season. Failure to pay said dues shall result in ineligibility to participate unless a waiver has been granted by the Executive Board of Directors.
2. A late registration fee shall be assessed to anyone signing up after the last registration date, the amount of the late fee to be determined by the Executive Board of Directors.
3. If a girl is unable to pay dues because of financial reasons, her circumstances will be referred to the Executive Board of Directors for investigation, consideration of a waiver and resolution.
4. Said dues will not be refunded after opening day, unless by vote of the Executive Board of Directors for unusual circumstances.
5. A member signing up to play after the majority of her team's games have been played will be assessed one-half (1/2) of the original assessment.
6. Registration fees will be waived for children of the Executive Board of Directors members after their first term has been served and for each consecutive year served thereafter.

## **ARTICLE II: OFFICERS, EXECUTIVE BOARD OF DIRECTORS, AND BOARD OF DIRECTORS:**

1. All elected officials of the Executive Board of Directors, Managers, Coaches and other individuals who have reason to be involved with members representing the Hobart Girls Softball League will be required to be of exemplary moral and ethical conduct. All said persons will be subject to a criminal background check and should not have a past or present which represents abusive or potentially abusive harm or influences to others. Of specific concern are named areas of potential youth abuse, which include physical, mental, chemical, or sexual abuse

activities. Also any additional unnamed form which could serve to harm or have abusive influences to members of the Hobart Girls Softball League.

- a. In furtherance of the above, it is the individual and collective duty of all elected officials of the Executive Board of Directors, Managers, Coaches, and other responsible individuals to actively pursue and ensure the safeguard of all youth members of the Hobart Girls Softball League.
2. The Treasurer, Secretary and the Concession Stand Manager shall be the signatories to the checking account. No two members of the same family shall be allowed to hold the office of Treasurer, Secretary or Concession Stand Manager where their signatures are required on a league check.
3. The Executive Board of Directors consists of the Officers and the eight (8) elected Executive Board of Directors Members at Large. The Executive Board of Directors is responsible for all corporate business.
4. The Executive Board of Directors members shall serve for one year and serve from the conclusion of the September general meeting through the following year's September general meeting.
  - a. Any infraction of these By-laws can result in dismissal of an Executive Board of Directors or Board of Director member. Any complaint, or charges of impropriety, must be in writing and filed with any member of the Executive Board of Directors. As soon as possible thereafter an Executive Board of Directors meeting will be scheduled to accommodate the accused; the accuser; and a quorum of two thirds of the Executive Board of Directors members. This meeting will be "chaired" by the highest-ranking member in attendance not associated with the charges. The individuals will be given equal time to present and defend the charges. After hearing the issues, the Executive Board of Directors will discuss the issues presented, outside the presence of the parties involved, and by secret ballot render its decision. A majority of 2/3 of the vote will be needed for any disciplinary action or dismissal.
5. The Executive Board of Directors shall be the interpreting body for the By-laws, Constitution, and League Rules.
6. All Executive Board of Directors shall be bonded. Any Executive Board of Directors who is deemed unable to be bonded shall be immediately discharged from the Executive Board of Directors. The Executive Board of Directors may determine that other members of the league must be bonded due to the nature of their involvement in the League. Any such member who is deemed unable to be bonded shall be immediately discharged of their responsibilities.
7. The Executive Board of Directors is comprised of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Purchasing Agent, Umpire-in-Chief, Director of Umpires, Concession Stand Manager, Concession Stand Director, Cross Town Coordinator and eight (8) Executive Board of Directors Members at Large. The Board of Directors shall include the Executive Board of Directors and the approved league managers, and shall be responsible for all league business.
8. In the event a member of the Executive Board of Directors resigns, a new member shall be appointed by the Executive Board of Directors through a secret ballot election, with all members of the Executive Board of Directors who are present allowed to vote. All resignations

must be submitted to the Executive Board of Directors in writing. All submitted resignations are final. Any member who resigns will not be allowed to hold a position on the Executive Board of Directors for the remainder of the term.

9. Members of the Board of Directors shall be prepared to turn in any and all materials owned by this league at the conclusion of the September general meeting. Any member who has League owned material not returned by the end of the September General Meeting may be assessed a replacement fee, as determined by, and at the sole discretion of, the Executive Board of Directors. Failure to return said League owned material, or payment of the assessed replacement fee, may result in a referral for criminal charges.
10. All contracting out by this league, with a cost greater than \$500, shall be handled by competitive bidding, with at least two (2) quote bids and the approval of the Executive Board of Directors and Board of Directors.
11. Robert's Rules of Order shall govern all meeting of the league, in principal. Robert's Rules of Order shall not supersede the League's By-laws, Constitution, or League Rules.

### **ARTICLE III: ELECTIONS AND VOTING:**

1. Elections for the Executive Board of Directors will take place at the August picnic/awards night.
2. The nominations for the ballot of officers and elected board members shall be opened on June 1; and shall be closed and presented to the Board of Directors at the July general meeting.
3. To be nominated for an officer position, the candidate must be a current member of the Board of Directors with voting rights as detailed below in Article III, paragraph 6.
4. In the event there is an open position after the annual election, a new member of the Executive Board of Directors shall be appointed by the Executive Board of Directors through a secret ballot election, with all members of the Executive Board of Directors who are present allowed to vote.
5. Parents and legal guardians, who are paying members and not on the Board of Directors, are each entitled to one (1) vote at the meeting, when elections are held, provided they have attended at least five (5) general meetings during the year from August through July.
6. All members of the Board of Directors who have attended at least six (6) general meetings during the year from August through July will have the right to vote in the August elections.
7. The Executive Board of Directors will be authorized to grant voting rights to non-paying members, as defined above in subsection 3, by reason of the time devoted to the league, for general elections only, provided they have attended five (5) scheduled meetings during the year, from August through July. These voting rights will be determined prior to the August general meeting.
8. The Executive Board of Directors shall officially start their term at the conclusion of the September general meeting. Managers who are members of the Board of Directors shall officially start their term upon confirmation by the Executive Board of Directors.

### **ARTICLE IV: GENERAL MEETINGS:**

1. The Board of Directors will meet the third Sunday of each month at 7:00 p.m. during the year, except for the month of December. Advance notice of the date, time and place of the meetings will be given by the President.
2. All meetings will be open meetings to all parents and the general public.
3. A sign-in sheet will be provided at the beginning of each meeting to establish attendance for voting privileges at the August elections.
4. Only members of the Board of Directors will be given voting rights (one vote) and the right to make motions at all general meetings, except the President, or in the Presidents absence the highest-ranking Executive Board Member who shall chair the meeting. The President, or in the Presidents absence the chair of the meeting, will have a vote only when the vote will materially affect the outcome of the motion.
5. Each member of the Executive Board of Directors will be given one vote at all Executive Board of Directors meetings, with the exception of the President. The President, or in the Presidents absence the highest-ranking Executive Board Member who shall chair the meeting, will have a vote only when the vote will materially affect the outcome of the motion..

## **ARTICLE V: TREASURY:**

1. The Treasurer, Concession Stand Manager, and the Purchasing Agent shall submit the books for an annual, end of term, audit to the audit committee by October 31<sup>st</sup>. An audit committee of not less than four (4) Executive Board of Directors members shall conduct the audit before the November general meeting. The Treasurer, Secretary, Concession Stand Manager, and Purchasing Agent shall not be a part of the audit committee, but may be present. A second End of the Fiscal Year audit shall be conducted in advance of the February General Meeting, the results of said audit to be released at the February General Meeting. In addition to these audits, quarterly audits shall be conducted and the results shall be presented at the General Meetings. All audits shall be opened to any Board of Director member.
2. In the event that any of the officers whose signatures are required on a check resigns before the term of his/her office is completed, an audit must be taken immediately.
3. The Treasure shall cause to be prepared all fiscal documentation for tax preparation by the February General Meeting.
4. A budget must be presented and approved no later than the November meeting each year.
5. The Treasurer shall be required to submit a written itemized report of expenditures to the Executive Board of Directors and at each General meeting. This report should include receipts for all expenditures.
6. There shall be two (2) signatures on any and all checks: that of the Treasurer, and/or Concession Stand Manager, and/or Secretary.
  - a. No check shall be issued that has not had the "Paid To" line properly filled in.
  - b. All unbudgeted expenditures over \$500.00 must be approved by the Executive Board of Directors and Board of Directors. Any unauthorized expenditure may be the financial responsibility of the individual(s) involved, as determined by the Executive Board of Directors.

7. The President, or in the President's absence the 1st or 2nd Vice President, shall be responsible for retrieving the League's mail from the post office. Once received, the mail shall be reviewed and then turned over to the Secretary. The Secretary shall record all mail received and present a report to the Board of Directors. All bills, invoices and payment received shall then be given to the Treasurer to be properly dispersed. The Treasurer, Secretary or Concession Stand Manager shall not be allowed to retrieve the League's mail from the post office.

## **ARTICLE VI: AMENDMENTS:**

1. Amendments to these By-Laws may be made by presentation to the league's Board of Directors at 3 consecutive General Meetings and a vote of 2/3 of the members at the third such reading.