



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



### Article I. TITLE, PURPOSE, POWERS, POLICIES LOCATION, OFFICES, AND REGISTERED AGENT

- 1.01 Title:** The league will be known as the Round Rock Sertoma Girls Softball League, Inc. (RRSGSL) and will at all times be operated and conducted as a non-profit organization in accordance with the laws of the State of Texas.
- 1.02 Purpose:** The purpose of RRSGL is:
- (a) To provide quality recreation in the form of slow-pitch and fast-pitch softball for girls and young ladies, meeting the requirements of the Board of Directors.
  - (b) To implant in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they may be finer, stronger adults.
  - (c) To provide supervised competitive and non-competitive athletic games.
- 1.03 Powers:** The powers RRSGL may exercise are those specifically defined by these By-Laws. The Board of Directors will be the final authority on any matter relating to the operations of the softball program, including, but not limited to, the placement of players on teams, approval of coaches, and preparation of team rosters.
- 1.04 Policies:** No individual or group is authorized to commit the Round Rock Sertoma Girls Softball League to any agreement or obligation without specific approval.
- 1.05 Location:** The headquarters of RRSGL will be located at the Hall of Fame Complex within Old Settlers Park, P.O. Box 1864, Round Rock, Texas 78680.
- 1.06 Offices and Registered Agent:** RRSGL will have and continually maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical to the principal office of RRSGL in the state of Texas, and the address of the registered office may be changed by the Board of Directors.

### Article II. MEMBERSHIP and OPERATIONS

- 2.01 Membership:** RRSGL is a member of, and operates under the auspices of PONY Baseball/Softball, Inc.
- 2.02 Rules and Regulations:** All rules and regulations contained in the *Softball for Girls*, published by PONY Baseball/Softball, for the current year will apply unless covered by exceptions in league rules. Rules not found in either the PONY Softball rulebook or league rules, ASA rulebook will apply.
- 2.03 Grievances:** Any concerned citizen may address the functioning of the Board of Directors and make comments concerning procedures utilized.
- (a) The comments must be in writing and one of the following:
    - (i) Presented in person during the public comment time for a period not to exceed ten (10) minutes during the first part of any board meeting, or



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



(ii) Submitted to the President for presentation. The President will present the comments to the Board.

(b) The comments may or may not be discussed and acted upon. The item may be added to the agenda by majority vote of Board Members. An answer in writing will then be issued as expeditiously as possible by the President of the Board of Directors or designee appointed by the President.

### Article III. MEETINGS

**3.01 Purpose:** Meetings of the Board of Directors will be called for the purpose of transacting business and/or disseminating information about the operations of RRSGL.

**3.02 Regular Meetings:** Regular meetings of the Board of Directors will be held, as set by the Board of Directors. The Board of Directors may provide by resolution the time and place, within the State of Texas, for the holding of additional/regular meetings of the Board without other notice than such resolution.

**3.03 Notice of Regular Meetings:** Notice of regular meetings will be posted on the Round Rock Sertoma Girls Softball web site ([www.rrsgsl.org](http://www.rrsgsl.org)) five (5) calendar days prior to the meeting.

**3.04 Special Meetings:** Special meetings of the Board of Directors may be called by or at the request of the President or any four (4) elected Directors. The person or person authorized to call special meetings of the Board may fix any place as a place for holding any special meetings of the Board called by them.

**3.05 Notice of Special Meetings:** Notice of any special meeting of the Board of Directors will be give at least three (3) days previously thereto by written notice delivered personally or by email to each Director at his/her email address as shown by the records of the RRSGL. If notice be given by email such notice will be deemed to be delivered when notification is sent.

Each Director may waive notice of such meeting. The attendance of a Director at any meeting will constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these By-Laws.

**3.06 Agendas:** The President shall determine the agenda for Board meetings. Any member of the Board may request that an item be placed on the agenda. The President makes the final determination as to whether to place an item on the agenda unless a majority of the Board members request to add an item or otherwise amend the agenda.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



If an item is removed from the agenda, the President will timely inform the Board member requesting item the reason for removing. Board members shall receive the agenda at least five (5) calendar days before the meeting.

- 3.07 Absences:** All directors that are unable to attend a schedule meeting or function shall try to provide a “Notice of Absence” by contacting the President or Secretary at least 48 hours prior to the meeting or function by phone, email, or personal contact.

Any director that does not attend a meeting of The Board that was properly notified and called and did not provide a “notice of absence” shall be noted in the minutes of that meeting as being “absent without notice”.

- 3.08 Quorum:** A majority of the number of voting Directors then in office constitutes a quorum for transacting business at any Board meeting. The Directors present at a duly called or held meeting at which quorum is present may continue to transact business even if enough Directors leave the meeting so that less than a quorum remains.

## Article IV. VOTING OFFICERS, BOARD OF DIRECTORS, AND DUTIES

- 4.01** The Administration and Affairs of the Corporation and the determination of rules and regulations will be vested in RRSGL Board of Directors.
- 4.02 RRSGLS Board of Directors:** The Board of Directors will consist of a President, Vice President, Secretary, and Treasurer, and such other offices as may be authorized by the Board of Directors. The duties of the office held by these directors will be as designated in, but not limited to, descriptions of duties contained within these By-Laws.
- 4.03 President:** The President will be the chief executive officer of RRSGL and will preside at all meetings of members and the Board of Directors. The President will sign all written contracts and obligations of RRSGL when directed to do so by the Board of Directors and will perform such other duties as may be prescribed by the members in session or by the Board of Directors.
- 4.04 Vice President:** The Vice President will have the power and will perform such duties as may be prescribed by the President with the approval of the Board of Directors. If at any time the President is unable to serve or conduct meetings, the Vice President will become acting President.
- 4.05 Secretary:** The Secretary will keep all records and proceedings of RRSGL, conduct correspondence, and perform other duties as may be prescribed by the President with the approval of the Board of Directors. If the Vice President is unable to act in place of the President, then the Secretary will become acting President.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- 4.06 Treasurer:** The Treasurer will collect, keep, and account for all money and property belonging to RRSGL. He or she will disburse the same only upon the order of the President or the Board of Directors. He or she will account for all assets at each meeting of members, or when requested by the Board of Directors.

The Treasurer will establish accounts in the name of RRSGL in such banks, trust companies, or other depositories as will be determined by the Board of Directors. Withdrawals from such bank accounts will be made only upon the signature of the Treasurer or other members of the Board of Directors as designated by the President.

The Board of Directors may require withdrawals exceeding a specified amount to require the signature of the Treasurer and one other member of the Board of Directors. Should the Board of Directors decide that more than one signature on any check issued on an account of RRSGL require multiple signatures, then the Treasurer will be one of the authorizing signing officers.

- 4.07 Other Board of Director Positions:** The Board will approve ALL appointed positions. Appointed positions make up the members of the RRSGL Board. Any deletion or addition of appointed positions requires approval of current voting members. Appointed positions of the league may consist of, but not limited to, the following:

Publicity and Communication

Registration and Webmaster

Sponsorship and Uniforms

Director of Concessions

Commissioner

Assistant Director of Concessions

Scheduler/Tournament Director/Special  
Divisions Coordinator

Equipment and Awards

- 4.08 Duties of Other RRSGL Board of Directors:** The duties of other offices authorized by the Board of Directors will be specified in a separate document (Attachment A) from these By-Laws.

- 4.09 Advisory Directors:** In addition, the league may have non-voting, ex-officio, directors (the "Advisory Directors").

The Advisory Directors shall be ex-officio member of the Board of Directors and shall be entitled to notice of and to attend meeting of the Board of Directors. Advisory Directors shall not be entitled to vote unless otherwise provided the Articles of Incorporation or these By-Laws.

The Duties and responsibilities of the Advisory Directors will be determined by the Board.

- 4.10 Voting:** ALL members of the Board of Directors will have one vote related to voting matters brought before the Board of Directors, unless otherwise specified by descriptive duties of their office.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

BY-LAWS

A Texas Non-Profit Corporation



## Article V. ELECTION AND TERMS OF OFFICE

**5.01 Terms of Office:** All Board members will be elected for one-year terms. All terms will commence on August 1<sup>st</sup> and end on July 31<sup>st</sup>. Members may be re-elected to any position without limitation as to the number of terms each may serve. Each member will hold office until a successor has been duly elected and has been qualified as set forth in Section 5.02.

**5.02 Selection of the RRSGL Board of Directors:** The Board of Directors will be elected by the following procedures:

- (a) The incumbent Board of Directors will select the new Board of Directors.
- (b) Potential candidates for the Board of Directors will be solicited by a nominating committee composed of at least four (4) active members of the Board of Directors. The nominating committee will meet starting April 1<sup>st</sup> as scheduled by committee chair thereafter and will solicit candidates for the Board of Directors. Additional nominations will be accepted from the floor at the regular meeting of RRSGL if offered.
- (c) All persons, including incumbent Board of Directors, who wish to be considered for the Board of Directors, must submit a letter of application to the chairperson of the nominating committee no later than April 30<sup>th</sup>. On the application, the candidate must specify which position on the Board of Directors they wish to hold. If more than one position is acceptable, the candidate must list the positions in order of preference.
- (d) ALL candidates will be schedule for private interviews with the existing Board of Directors no later than May 15<sup>th</sup>. The candidate will be allowed to make a short statement in his or her own behalf. The Board of Directors will then have the opportunity to ask questions.
- (e) The Board of Directors will then meet in Executive Session to elect the new Board of Directors. The elections will be held by position. The election of the Board members shall occur on or before June 15<sup>th</sup>.
- (f) In order for a current Board of Directors be eligible to take part in the selection of a specific board position, he or she may not be a candidate for that position nor may his or her spouse or any other family member be a candidate for that position.
- (g) Only current Board of Directors may be present during the selection of each board position. The selection of each position will involve the discussion of each candidate's qualification, followed by a secret ballot. The candidate receiving the most votes will be designated the winner. If a tie should occur for first place, a run-off election will be held for those candidates who have tied for first place. This process will continue until a single candidate receives more votes than any of the others.
- (h) At the conclusion of all voting, it will be the responsibility of the incumbent Secretary to notify all candidates of the election results within three (3) days.

**5.03 Vacancies:** If a vacancy should occur in the office of any director, such vacancy will be filled from the membership by a majority vote of remaining members of the Board present as its regular meeting. The new Directors will complete the term of the vacated office.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- 5.04 Removal of Board Member:** Any member of the Board of Directors may be removed, with cause, at any time, by an affirmative 2/3 vote of all the current voting members of the Board of Directors. The votes will occur during Executive Session at a regular scheduled meeting and will be conducted by secret ballot.
- (a) Any voting member of the Board of Directors may submit a request for removal in writing, signed and provide to all voting Board of Directors to place the issue on the agenda at the next regularly scheduled board meeting. The request must contain details as to why the request is being submitted.
  - (b) The Board member will have the opportunity to give a statement for a period of no longer than ten (10) minutes on why he or she should not be removed. The Board Member will have the option to provide the statement during Open Meeting or Executive Session. In addition, the Board will allow public comments on behalf of the Board Member for no longer than fifteen (15) minutes total.
  - (c) A Board Member who has been removed shall not be eligible for any Board positions for a period of one (1) calendar year from the date of removal.

## Article VI. COMMITTEES

**6.01 Committees:** The Board of Directors, by resolution adopted by a Quorum of the Board of Directors in office, may designate and appoint one or more standing committees, each of which will consist of at least three (3) Board Members, with one member being appointed by the President to serve as Chairperson. The President shall appoint members to the committees no later than ten (10) days after the Board has established the committee. The committee may include members of the community if adopted by the Board. Committee duties and responsibilities will be outlined at the time of appointment. The Board of Directors may create any standing committees that include but not limited to:

- Committee
- Rule/By-Law Committee
- Dispute Resolution Committee

However, no such committee will have the authority of the Board of Directors in reference to amending, altering, or repealing the By-Laws; electing, appointing, or removing any member of such committee or any Director or Officer of RRSGL; amending the Articles of Incorporation, adopting a plan of merger or adopting a plan of consolidation with another Association; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of RRSGL; authorizing the voluntary dissolution of RRSGL or revoking proceedings thereof; adopting a plan for the distribution of the assets or RRSGL; or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it will not be amended, altered, or repealed by such committee.





# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



The designation and appointment of such committee or committees and the delegation thereof of authority will not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed on it or by law.

### Article VII. FISCAL POLICIES

- 7.01 Fiscal Year:** The fiscal year of RRSGL will begin on August 1<sup>st</sup> and end of July 31<sup>st</sup>.
- 7.02 Accounts and Monies:** The books and accounts of RRSGL will kept in accordance with sound accounting practices. All monies received from registration, donations, sponsor fees, advertisements, fund-raising projects, and concessions will be utilized to provide uniforms, equipment, awards, playing fields, umpires, and other expenses of RRSGL. All movement and activity of savings accounts or other savings instruments of RRSGL will be done only by the approval of the Board of Directors.
- 7.03 Fees and Fundraising of RRSGL:** Registration fees, sponsor fees, and fees for advertisement space will be determined by the Board of Directors. All fundraising events using the RRSGL League's name, or held at any RRSGL activity, will have prior approval of the Board of Directors.
- 7.04 General Expenditures of RRSGL:** Expenditures less than \$750.00 that have not been previously included in the budget will require approval of the President or Vice President in the President's absence, Treasurer, Secretary plus one other Board of Director. Expenditures exceeding \$750.00 that have not been previously included in the budget will require approval of the Board of Directors.
- 7.05 Concession Expenditures of RRSGL:** The Board of Directors in charge of concessions will have funds available for purchase of concession items in a separate "concession checking account." The management of this fund will be as follows:
- (a) The starting balance of this account will be \$5000.00 starting August 1<sup>st</sup> of each fiscal year. These starting funds will be transferred from the general fund account.
  - (b) Expenditures out of this account, up to \$1,000.00, can be purchased by the Director of Concessions and/or the Assistant Director of Concessions.
  - (c) Receipts for these expenses must be submitted to the Treasurer within three (3) days after purchase for accountability to the Board of Directors.
  - (d) Budgeted expenses charged to accounts with approved vendors of RRSGL, who submit itemized billings to the Treasurer for payment and who are paid from the RRSGL General Fund, may exceed \$1,000.00.
  - (e) The income for concessions sales will be accounted for by two (2) Board of Directors. These funds will be reconciled each evening on a form established and approved by the Board of Directors. The funds will be deposited in the safe located within the concession stand.
  - (f) ALL deposits from concession sales will be deposited, by an authorized signatory of the General Fund Checking Account and/or Concession Checking Account, in the "concession checking account". These deposits will be made at least once a week.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



(g) ALL funds over the \$5000.00 starting balance in the “concession checking account” will be transferred monthly into the general fund account.

**7.06 Budget for RRSGL:** The Board of Directors, following assumption of office, will formulate and approve a budget for league operations no later than September 30<sup>th</sup> of the current fiscal year. This budget will include operating income and expenses for the fiscal year operations of RRSGL.

**7.07 Dissolution of RRSGL:** Upon dissolution of RRSGL, the Board of Directors will, after paying or making provision for the payment of all the liabilities of RRSGL, dispose of all of the assets of RRSGL exclusively for the purposes of RRSGL in such manner, or to such organization or organizations organized and operated exclusively for like purposes as will at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors will determine. Any such assets not so disposed of will be disposed by the District Court of the county in which the principal office of RRSGL is then located, exclusively for such purposes or to such organization or organizations, as said court will determine, which are organized and operated exclusively for such purposes.

## Article VIII. INDEMNITY

**8.01 Suit Against Association:** RRSGL will indemnify any Director of Officer or former Director of Officer of RRSGL for expenses and costs (including attorneys’ fees) actually and necessarily incurred by him or her in connection with any claim asserted against him or her, by action in court or otherwise, by reason of him or her being or having been such Director of Officer, except in relation to matters as to which he or she will have been guilty of gross negligence or willful misconduct with respect to the matter in which indemnity is sought.

**8.02 Suit by or in Right of Association:** RRSGL will indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of RRSGL to procure a judgement in its favor by reason of the fact that he or she is or was a Director of Officer against expenses (including attorneys’ fees) actually and reasonably incurred by him or her in connection with such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of RRSGL and except that no indemnification will be made in respect of any claim, issue, or matter as to which such person will have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to RRSGL unless and only to the extent that the appropriate court of the State of Texas or the court in which such action or suite was brought will determine upon application that, despite the adjudication of liability but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the appropriate court of the State of Texas or such court will deem proper.





# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- 8.03 Advance for Expenses:** Expenses incurred in connection with any claim for which indemnity is provided under this Article VIII, may be paid by RRSGL in advance of the final disposition of such action, suit, or proceeding, upon receipt of an undertaking by or on behalf of the Director or Officer to repay such amount unless it will ultimately be determined that he or she is entitled to be indemnified by RRSGL as authorized in this Article.
- 8.04 Other Rights:** The indemnification provided by Article VIII will not be deemed exclusive of any other rights to which those indemnified may be entitled under any other By-Law, agreement, vote of Members or otherwise, but as to actions in his or her official capacity and as to actions in another capacity while holding such office, and will continue as to a person who has ceased to be a Director or Officer and will inure to the benefit of the heirs, executors, and administrators of such a person.
- 8.05 Insurance:** RRSGL shall purchase and maintain insurance on behalf of any person who is or was a Director or Officer of RRSGL against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not RRSGL would have the power to indemnify him or her against such liability under the provisions of Article VIII or the Texas Non-Profit Corporation Act.

### Article IX. CONTRACTS, PAYMENTS, DEPOSITS, AND GIFTS

- 9.01 Contracts:** The Board of Directors may authorize any Officer or Association member, agent or agents of RRSGL, in addition to the Officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of RRSGL. Such authority may be general or confined to specific instances.
- 9.02 Payments:** All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of RRSGL will be signed by such Officer, or Officers, agent or agents of RRSGL and in such manner as will be determined by resolution of the Board of Directors. Such instruments over \$750.00 will be signed by the Treasurer, and countersigned by the President or other designated Officer of RRSGL.
- 9.03 Deposits:** All funds of RRSGL will be deposited to the credit of RRSGL in such banks, trust companies, or other depositories as the Board of Directors may select.
- 9.04 Gifts:** The Board of Directors may accept and make on behalf of RRSGL any contribution, gift, bequest, or devise for the general purpose or for any special purpose of RRSGL. No member of the Board of Directors, elected or assigned, may accept kickbacks from vendors for any reason. Discounts and “free” items, such as pictures, are allowed with board approval and only if offered to all sitting board members.

### Article X. BOOKS AND RECORDS



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- 10.01** RRSGL will keep correct and complete books and records of account and will also keep minutes of the proceedings of its meetings, Board of Directors meetings, and meetings of committees having any of the authority of the Board of Directors, and will keep at the registered or principal office of a record giving names and addresses of the members entitled to vote. All books and records of RRSGL may be inspected by any member or his agent, for any proper purpose at any reasonable time.
- 10.02** Records required by these By-Laws to be maintained by specific Officers of RRSGL will be kept by said Officers. Permanent copies of these records will also be kept at the headquarters of RRSGL and maintained by the Secretary of the Board of Directors. The records may be kept in electronic form.
- 10.03** RRSGL will adopt a records retention policy that is aligned with current business practices. The policy shall be reviewed by the executive board annually and may only be changed by a vote by the Board of Directors at a regular meeting.

This policy shall be maintained by the Secretary of RRSGL. The description of record(s) will be specified in a separate document. (Attachment B)

### Article XI. WAIVER OF NOTICE

- 11.01** Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provision of the Articles of Incorporation or the By-Laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, will be deemed equivalent to the giving of such notice.

### Article XII. MISCELLANEOUS

- 12.01** In the event a scholarship is provided in the name of RRSGL, the Board of Directors will have the authority to set up qualifications for the recipient of said scholarship and to approve or reject the applications for such scholarship.

### Article XIII. ADMENDMENTS

- 13.01 Amendments:** Amendments to the By-Laws of RRSGL will become effective only upon the approval of the Board of Directors after being read and approved at two (2) Board of Director meetings.

### Article XIV. PARLIAMENTARY PROCEDURES

- 14.01** Roberts Rules of Order, Newly Revised shall govern league meetings in all cases in which they are applicable and not inconsistent with these By-Laws. In the absence of parliamentarian, the presiding officer will enforce the Roberts Rules of Order.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

BY-LAWS

A Texas Non-Profit Corporation



## Attachment A

### BOARD MEMBER DESCRIPTIONS

#### EXECUTIVE BOARD

- PRESIDENT
- VICE PRESIDENT
- SECRETARY
- TREASURER

#### BOARD OF DIRECTORS

- Commissioner
- Equipment and Awards
- Uniforms and Sponsorship
- Concessions
- Asst. Concessions
- Publicity & Communications
- Registration and Web Admin
- Scheduler / TD

#### PRESIDENT

- Preside over all meetings.
- Approve agenda for all meetings.
- Approve all calendars and schedules.
- Appoint committees, including committee chairperson
- Liaison with the City of Round Rock PARD.
- Oversee other board members and assist when necessary.
- Serve as “public face” of RRSGL.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- Field escalation emails and calls about concerns from parents, coaches, players, etc. and filters those to the appropriate board member when necessary.
- Work with the treasurer to maintain a balanced and accurate budget.
- Countersign orders and checks.
- Oversee all operations of the league.
- Collect correspondence from the league mail box and distribute accordingly.
- Participate in ALL league schedule events.

### VICE PRESIDENT

- Presides in the absence of the President.
- Run all background checks needed.
- Countersign all checks.
- Coordinates efforts of various committees (All-Star selection, By-Laws, etc.).
- Carries out such duties and assignments as may be delegated by the President.
- Participate in ALL league scheduled events.

### SECRETARY

- Presides over meeting when President and Vice President are absent.
- Sets agenda for all meetings and sends to President for approval.
- Distributes agenda to all board members at least 48 hours prior to meeting time.
- Take and preserve the minutes of all meetings.
- Records all votes.
- Countersign all checks.
- Distributes minutes to the appropriate location for all board members to review.
- Maintain league forms.
- Maintain updated Board of Directors contact information
- Maintain league records per records retention policy.
- Participate in ALL league scheduled events.

### TREASURER

- Maintain league financial records.
- Deposit all funds of the league.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- Responsible for all expenditures.
- Countersign all checks.
- Monthly financial report distributed to all board members 48 hours prior to scheduled monthly meeting.
- Secure insurance for the league.
- Develop annual budget with approval from board.
- Responsible for completion all tax documents.
- Collect on bad checks.
- Use sound accounting practices.
- Responsible for registration process for All-Star teams and tournaments.
- Attend PONY All-Star coaches meeting.
- Participate in ALL league scheduled events.

### **DIRECTOR OF UNIFORMS AND SPONSORSHIP**

- Formulate and secure uniforms each season (Fall, Spring, All-Stars).
  - Any proposal over budget must be reviewed and approved by board.
- Communicate with managers about delivery, changes, corrections, etc.
- Communicate with secured sponsors when needed.
- Formulate and secure fundraising opportunities throughout the year.
- Develop calendar associated with fundraising.
- Coordinate outside volunteers to assist with fundraising
- Communicate with Treasurer to make sure that fundraising funds are accounted for appropriately.
- Maintain updated database of past, ongoing, and potential fundraising opportunities.
- Provide monthly fundraising report to all board members 48 hours prior to monthly meeting.
- Contact businesses to solicit sponsorships seasonally.
- Establish sponsorship fees with sponsorship committee and then board approval.
- Communicate with Treasurer to make sure that sponsorship funds are accounted properly.
- Maintain updated database of past, ongoing, and potential sponsorship opportunities.
- Provide monthly sponsorship report to all board members 48 hours prior to monthly meeting.
- Participate in ALL league scheduled events.

### **Commissioner**

- Coordinate with President to educate players and parents about positive behavior.
- Assist players, and parents with concerns, problems, suggestions, or rules changes.
- Develop and maintain a database of all registered players and parents.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



- Handle all player additions or deletions.
- Create and maintain the player pool list.
- Ensure compliance by all players and parents.
- Assist coaches with concerns, problems, suggestions, or rules changes.
- Develop and maintain a communication system to distribute information to coaches.
- Develop and maintain a database of all registered coaches and teams.
- Develop and implement procedure to conduct Fall and Spring season skills assessments with Draft Committee, final approval by entire Board of Directors.
- Develop and implement procedure to conduct Fall and Spring season drafts with Draft Committee, final approval by entire Board of Directors.
- Recruit managers and coaches for all divisions.
- Ensure compliance by all coaches.
- Participate in ALL league scheduled events.

### EQUIPMENT AND AWARDS

- Develop and maintain a database of equipment on hand, loaned out to teams, and equipment needed.
- Coordinate with Treasurer to order equipment for upcoming season.
- Distribute and collect equipment each season (Fall, Spring, All-Star) to coaches.
- Inspect equipment to make sure all equipment meets safety standards.
- Maintain database of equipment vendors.
- Maintain umpire room
  - Game balls
  - Water in fridge
  - Make sure umpire room and restroom are clean
- Participate in ALL league scheduled events.
- Formulate and secure awards for each season (Fall, Spring, All-Stars).
  - Any proposal over budget must be reviewed and approved by board.
- Formulate and secure awards for special events (Mid-Season, Post Season, and All-Star Tournaments).
  - Any proposal over budget must be reviewed and approved by board.
- Formulate and secure photo vendors for team and individual photos for each season (Fall, Spring)
  - Any proposal over budget must be reviewed and approved by board.

### CONCESSIONS DIRECTOR

- Secure products for concession stand for all events.
- Prepare operation guidelines.





# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

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- Set price list.
- Maintain inventory.
- Insure that the concession stand is kept clean and orderly and is in compliance with local health codes.
- Assist board members and volunteers as needed.
- Maintain the restrooms.
- Train board members on concession duties, responsibilities, and changes.
- Participate in ALL league scheduled events.

### **ASSISTANT CONCESSIONS DIRECTOR**

- Assist Concession Director with, but not limited to:
  - Set price list.
  - Maintain inventory.
  - Insure concession stand is kept clean and orderly and is in compliance with local health codes.
  - Assist board members and volunteers as needed.
  - Maintain restrooms.
  - Participate in ALL league scheduled events.

### **WEBMASTER AND REGISTRATION**

- Administrator of all systems including but not limited to:
  - Website
  - Email
  - Google Suite
- Work with President and other members of the Board of Directors to post announcements or other important information pertaining to the league in a timely manner.
- Maintain the website with current information.
- Work with secured sponsors as needed to update website.
- Responsible for creating registrations and reports.
- Coordinate Financial Aid Requests and Volunteer Hours
- Responsible for distributing reports to appropriate parties.
- Participate in ALL league scheduled events.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

BY-LAWS

A Texas Non-Profit Corporation



## **SCHEDULER/TOURNAMENT DIRECTOR/SPECIAL DIVISIONS COORDINATOR**

- Prepare season schedule for all RRSGL teams
  - Practice
  - Games
  - Umpires
  - Concession duty
  - Board Member on Duty (BOD) Schedule
- Prepare tournament schedule
  - Pool Games
  - Brackets
  - Umpires
- Prepare season schedule for all other events
  - High School League
    - Games
    - Umpires
  - Select
    - Practice
- Distribute all schedules to the Board of Directors and any other pertinent parties involved.
- Coordinate with other area leagues for games and tournaments. Distribute any pertinent information regarding rules, rules changes, schedules, etc.
- Responsible for attending all tournaments hosted by RRSGL.
- Distribute schedule to Board of Directors for tournament duties, including presentation of awards.
- Maintain database of all select teams, high school teams, other leagues and any other pertinent information needed.
- Create schedule for City of Round Rock for field usage and lights, distribute to the city, the President and the Vice President.
- Participate in ALL league scheduled events

## **DIRECTOR OF PUBLICITY AND COMMUNICATION**

- Develop marketing plan for RRSGL
- Coordinate with Webmaster to update website and social media.
- Develop and maintain local and regional media contacts.
- Distribute public announcements via media other than website and social media.
- Develop and maintain a communication system to distribute information to players and parents
- Participate in ALL league scheduled events.



# ROUND ROCK SERTOMA GIRLS SOFTBALL LEAGUE, INC.

## BY-LAWS

A Texas Non-Profit Corporation



## RECORDS RETENTION POLICY

(Attachment B)

The Board of Directors adopted this policy regarding records retention. This policy shall be reviewed by the Executive Board annually and updated by a majority vote of the membership. The Secretary shall maintain this document.

DESCRIPTION OF RECORD(S)	MANNER OF RECORD KEEPING	DISPOSITION
Accounts payable records	Electronic	7 years
Annual audit records	Electronic	Permanent
Articles of Incorporations, if applicable	Print and/or electronic	Permanent
Bank reconciliations	Electronic	1 year
By-Laws, including all amendments	Print and/or electronic	Permanent
Cash receipts	Electronic	7 years
Checks (cancelled)	Electronic	7 years
Checks for important payments: Taxes, special contracts, etc.	Electronic	Permanent
Contract and leases (expired)	Electronic	7 years
Contracts and leases still in effect	Print and/or electronic	Permanent
Correspondence (general)	Electronic	3 years
Correspondence (legal)	Electronic	Permanent
Correspondence with customer or vendors	Electronic	1 year
Duplicate deposit slips	Electronic	1 year
Equipment owned	Electronic	Permanent
Financial statements (year-end) and budgets	Electronic	7 years
Insurance records, accident reports, claims, certificates	Electronic	Permanent
Invoices	Electronic	3 years
Ledger books	Electronic	Permanent
Minutes of board, general and committees	Electronic	Permanent
Purchase orders	Electronic	3 years
Record retention policy	Electronic	Permanent
Standing rules	Electronic	Permanent
Tax exempt status documents (all)	Print and/or electronic	Permanent
Vouchers for payments: Reimbursements to members	Electronic	3 years
Volunteer applications	Electronic	1 year
Registrations Forms	Electronic	1 year