**LEXINGTON GIRL’S**

**SOFTBALL**

**CONSTITUTION**

**AND**

**BY-LAWS**

**ARTICLE I-MEMBERSHIP**

1. **Lexington Girl’s Softball League shall consist of girls ages 3-16, as of January 1st, who have registered for, paid the appropriate fee, and have provided a copy of their birth certificate by the first game of the season.**
2. **Lexington Girl’s Softball League will be divided into teams by age groups. Players will be so distributed as to form teams of as nearly equal number of players as possible.**
3. **Coaches will be members of the Lexington Girl’s Softball League as long as they are actively involved as coaches of the League. Head Coach, Assistant Coach’s must pass a Background check through Lexington County Recreation and be NYSCA certified by the first game of the season. Any Parent helping in the dugout or on the field is required to have a Background check through Lexington County Recreation.**
4. **Parents or Legal Guardian will be members of Lexington Girl’s Softball League as long as they have a girl actively involved in the League and shall be eligible to vote for Board Members.**
5. **Elected Officers and “Appointed Officers” are members of the Lexington Girl’s Softball League for the duration of their term.**
6. **Each member and participant will recognize their responsibilities for taking an active part in League affairs.**
7. **Membership is conditioned upon the member complying with the League’s Constitution and By-Laws, Lexington County Rules, USSSA’s Constitution, By-Laws, and Rules. Any violation thereof is subject to disciplinary measures as may be taken by the League, including disbarment, suspension, the issuance of restrictions and conditions upon an individual’s membership, the issuance of conditions for compliance to avoid a harsher action from being taken, or any combination of the above.**

**ARTICLE II-NOMINATION, ELECTION, AND TERM OF OFFICE**

**Section 1. League Officers**

1. **The Executive Board elections will take place at the end of the Spring season.**
2. **The Executive Board will accept nominations from current members for approximately a two week period prior to closing ceremonies.**
3. **Only current members of LGS will be eligible to be nominated. No nominations will be taken three days before election.**
4. **Each officer will be eligible for a term of two years in any given office and eligible for reelection. The Offices of 1st Vice-President, Secretary, Events/Sponsoring Coordinator and Coaching Coordinator will be elected on even numbered years and the offices of President, 2nd Vice-President and Communications Coordinator will be elected on odd numbered years.**
5. **Treasurer and Canteen Coordinator, in odd and even years respectively, will be nominated and appointed by majority vote of the elected members of the Executive Board.**
6. **Officers will assume office no later than June 30. The retiring officers will complete the business of the year and will surrender to their successors any records pertaining to their respective offices no later than June 30.**
7. **The Executive Board will fill vacancies occurring in offices of the League as the Executive Board deems necessary.**
8. **The Executive Board will determine if the election will take place online.**

**Section 2. Executive Board**

1. **The Executive Board will consist of:**
2. **President**
3. **1st Vice-President**
4. **2nd Vice-President**
5. **Secretary**
6. **Events / Sponsorship Coordinator**
7. **Coaching Coordinator**
8. **Canteen Coordinator**
9. **Treasurer/Acquisitions Coordinator (assist purchasing with Canteen)**

**9. League Administrator (assist scheduling of canteen staff)**

**10. Communications Coordinator**

**ARTICLE III – AUTHORITY & DUTIES**

**Section 1. Officers**

1. **The Officers responsibilities are described under the section dealing with their title.**
2. **All Executive Board Members should do the following:**
   1. **Attend all meetings.**
   2. **Attend all assigned home games.**
   3. **Show personal interest in and concern for each girl.**
   4. **Encourage active participation of all parents/guardians in the Lexington Girl’s Softball League.**
   5. **Participate in all aspects dealing with registration including planning and execution of skill assessments and draft.**
   6. **Assist in preparing a budget for the upcoming year.**
   7. **Serve a two-year term.**
   8. **Maintain a current background check through Lexington County Recreation.**
3. **The President will.**
4. **Preside at all meetings.**
5. **Call any special meetings, if needed.**
6. **Appoint such committees as needed (publicity, canteen, finance, and project committees).**
7. **Jointly, with the Vice-Presidents and Scheduling Committee, be in charge of rescheduling rained out games, making game schedules, and approving canteen schedules.**
8. **Umpire Coordinator- will contact umpires if games are rained out and any other duty need with umpires (1st Vice President will help with this also)**
9. **Engage in such activities as are normally performed by a President.**
10. **Serve a two-year term.**
11. **The 1st Vice-President will:**
12. **Perform all duties of the President, in his or her absence, and upon resignation of the President, will become President and hold office for the unexpired term of the former President, assuming all the duties of the former President.**
13. **Work closely with and assist the President as requested.**
14. **Jointly, with the 2nd Vice-President and Scheduling Committee, be in charge of rescheduling rained out games, making team schedules, and approving canteen schedules.**
15. **Umpire Coordinator- will contact umpires if games are rained out and any other duty need with umpires (President will help with this also)**
16. **Engage in such other activities as are normally performed by a 1st Vice-President.**
17. **Serve a two-year term.**
18. **The 2nd Vice-President will:**
19. **Perform all duties of the 1st Vice-President, in his or her absence, and upon resignation of the 1st Vice-President, will become 1st Vice-President and hold office for the unexpired term of the former 1st Vice-President, assuming all the duties of the former 1st Vice-President.**
20. **Work closely with and assist the President and 1st Vice-President as requested.**
21. **Jointly, with the President, 1st Vice-President and Scheduling Committee, be in charge of rescheduling rained out games, making team schedules, and approving canteen schedules.**
22. **Engage in such activities as are normally performed by a 2nd Vice-President.**
23. **Serve a two-year term.**
24. **The Secretary will:**
25. **Record the minutes of the Executive and Administrative Board meetings.**
26. **Maintain a roster of the officers for the Executive Board.**
27. **Maintain a roster of teams, players, board members, and coaches for the Executive Board.**
28. **Attend to correspondence as directed by the President.**
29. **Engage in such activities as are normally performed by a Secretary.**
30. **Assist the Communication Coordinator with webpage and social media for the league.**
31. **Serves a two-year term**
32. **League** **Administrator: will be the same as Secretary**
33. **The Events / Sponsorship Coordinator will:**
34. **Plan, with the Executive Board members, all special events/Fundraising Events, (i.e. Fun Day, Vendors and Closing Ceremonies).**
35. **Notify the previous year’s sponsors so they may have the opportunity to sponsor again.**
36. **Responsible for delivery of Sponsorship plaques at the end of each season.**
37. **Serve a two-year term.**
38. **The Coaching Coordinator will:**
39. **Responsible for scheduling of the Coach’s Meetings.**
40. **Responsible for all equipment.**
41. **Responsible for maintaining the equipment.**
42. **Obtain coaches and assistants. All coaches must be approved by the Executive Board.**
43. **Responsible for verifying Head Coaches and Assistant Coaches are NYSCA certified and have Background checks approved by the first game of the season.**
44. **Serve a two-year term.**
45. **Canteen Coordinator**
46. **Responsible for maintaining and stocking the canteen inventory.**
47. **Responsible for setting up the canteen work schedule which has to be approved by the President or Vice-Presidents.**
48. **Responsible for setting up the canteen count out schedule which has to be approved by the President.**
49. **Responsible for evaluating canteen operations and making recommendations of menu and/or procedural changes to the Executive Board.**
50. **Serve a two-year term.**
51. **The Treasurer/Acquisitions Coordinator will:**
52. **Receive and record all money of the Lexington Girl’s Softball League and make bank deposits.**
53. **Pay bills and disperse funds as directed by the Executive Board.**
54. **Report financial status at scheduled Executive Board Meetings.**
55. **Engage in such activities as are normally performed by a Treasurer.**
56. **Be in charge of ordering flowers or sending card from the League as follows:**
57. **In case of the death of a team member, coach, assistant coach, or Executive Board Member, flowers or memorials are to be sent; cost of which must be approved by the Executive Board if in excess of $100.00.**
58. **In case of confining illness for the above mentioned, at the Executive Board discretion.**
59. **Responsible for working closely with the Executive Board, especially the Coaching and Canteen Coordinators in the acquisition of:**
    1. **Uniforms**
    2. **Materials, equipment, and supplies needed by the league.**
60. **Communication Coordinator**
61. **Will manage the website and update it**
62. **Will manage all social media accounts**

**Section 3. Executive Board Members**

1. **General Powers. All League powers will be exercised by, or under the authority of, and the business and affairs of the League will be managed by the Executive Board.**
2. **Board Members. The Executive Board will consist of the elected officers of the League. Each officer will hold office until his/her tenure in office expires or until removed; however, if such term expires, the officer will continue to serve until a successor will be elected or appointed and deemed qualified.**
3. **Regular Meetings. A regular meeting of the Executive Board will be held monthly without other notice than this By-Law; and will be at such times and places, as the board will designate. The meeting schedule will be posted on the league website. Each member is expected to attend all meetings of the Executive Board. Any Board Member that misses 3 scheduled meetings per election year is subject to expulsion from the Board. (6 Per Term).**

**(See Waiver of Notice, It can be obtained as described in letter E- 1 of Section 3 for Excused Absences)**

1. **Special Meetings, Notice of Special Meetings and Field Duty .**
2. **Special meetings may be called by or at the request of the President or by the President upon written request of any quorum of the board. The person authorized to call special meetings of the board may choose any place within the County of Lexington, State of South Carolina, as the place for holding any special meeting of the board.**
3. **Notice of any special meeting will be given with enough notice to address the situation at hand. If emailed or texted, such notice will be deemed to be effective when received.**
4. **Board Duty will be on an assigned or volunteer basis as determined by the President or Executive Board. Failure to volunteer for duty or attend assigned duty can result in expulsion from the Board. (Waiver can be obtained as described in item E- 1 of Section 3)**
5. **Waiver of Notice.**
6. **Any member may waive notice of any meeting, the waiver must be in writing, and filed with the minutes or records. (i.e. Vacation, Business obligations and Family Emergencies)**
7. **Board Quorum - A majority of the number of members will constitute a quorum for the transaction of business at any meeting.**
8. **Manner of Action.**
9. **Required Vote. The act of the majority of the members present at a meeting at which a quorum is present when the vote is taken will be the act of the board. Electronic voting is acceptable.**
10. **Failure to object to action. The right of abstention is available to a member who wishes not to vote on an action.**
11. **Compensation.**

**1. No member will be paid for services rendered or to be rendered to the Board or the League. By resolution of the Board, any member may be reimbursed for expenses incurred on behalf of the Board.**

1. **Committees:**
2. **Creation of Committees. The Board may create one or more committees and appoint members of the League to serve on them. Each committee serves at the pleasure of the Board.**
3. **Selection of Members. The creation of a committee and appointment of members to it must be approved by a quorum of the board members.**
4. **Required Procedures.**

**1. The sections of this article, which govern meetings, action without meetings, notice and waiver of notice, quorums and voting requirements of the Board, apply to committees and their members where applicable.**

1. **Authority.**
2. **Each committee may exercise those aspects for the authority of the Board, which the Board confers upon such committee in the resolution creating the committee, provided however, a committee may not:**
3. **Authorize payment to anyone.**
4. **Fill vacancies on the Board or on any of its committees.**
5. **Adopt, amend, or repeal any article or provision of the By-Laws.**

**ARTICLE IV-MEETINGS**

1. **All meetings will be scheduled by the Executive Board, which will determine the business to be considered.**
2. **A Board Member or Coach has the right to request a meeting at any time there is a matter he/she feels needs to be addressed. This request would be made to the Executive Board or League President.**

**ARTICLE V-MISCELLANEOUS**

1. **It will be mandatory for all players to purchase their own helmets with face masks, due to health reasons.**
2. **It is required for all players to wear mouthpieces or protective face masks at all times when on defense.**
3. **It is strongly encouraged all 6u players wear defensive face masks**
4. **It is strongly encouraged all age division pitchers wear face masks**

**ARTICLE VI.”ROBERTS RULES OF ORDER, REVISED”**

1. **“Roberts Rules of Order, Revised” will govern the proceedings of all meetings, except where said same conflicts with the Constitution and By-Laws of the League.**