

The Official By-Laws of the

Central Valley Girls Fast Pitch Softball Organization



ARTICLE I

Name and Principal Place of Operation

The name of this organization is Central Valley Girls Fast Pitch Softball organization, herein referred to as CVGFP. The principal place of operation of the organization shall be in Central Valley School District, Beaver County, Pennsylvania, but the organization may carry on such part of its operation as may be necessary, desirable, or advantageous in other places within or without the State.

ARTICLE II

Statement of Purpose

The purpose of the CVGFP is to develop and advance the game of fast pitch. We provide the young girls of our community the opportunity to learn and play fast pitch softball. We are dedicated to teaching the fundamentals of the game, developing good sportsmanship, and building self-esteem.

ARTICLE III

Positions and Responsibilities

Board Members

The Board Members of the CVGFP is responsible for the administration and conduct of all business of the organization. The Board shall consist of four Officers, four Division Representatives, and up to three Members At Large. Members At Large positions are to be used to retain knowledge in the organization and can only be filled by those who previously held CVGFP positions.

These Board Members will be elected by the general membership during the October public meeting. Each Board member will serve a one-year term, beginning on November 1 and ending on October 31, with no limit on consecutive terms.

Shared Responsibilities

1. Select a head coach for each team. If more than one individual expresses a desire to coach, a vote should be conducted. If possible, all potential coaching candidates should appear before the Board and present his/her coaching qualifications.
2. League Team Draft guidelines defined in an Amendment at the end of this document. Tournament coaches and teams will be determined by Divisional Head Coaches. The Board will intervene only when necessary.
3. Determine league participation.
4. Determine necessary disciplinary actions, as required.
5. Set and enforce coaching policies and philosophies.
6. Address complaints and/or concerns brought forth by any parent, coach, league official, umpire, etc.
7. Assign chairpersons and/or committees to carry out various organizational activities, functions, and projects.
8. Approve and purchase uniforms and equipment items.

Board Member Responsibilities

President

1. Oversee and coordinate all of the organization's activities.
2. Delegate specific duties (e.g. fundraising, team sponsors, field scheduling, field maintenance, uniform and equipment purchase and distribution, etc.).
3. Convene public and Executive Board meetings.
4. Approves all senior projects related to CVGFP and will sign off required documents for the student. Proof of completion is required.

Vice-President

1. Assist the President in the conduct of his/her duties.
2. Assume the duties of the President, if necessary.
3. Coordinate all fundraising activities.

Treasurer

1. Document all revenues and expenditures.
2. Maintain all of the organization's financial records.
3. Maintain the organization's checking account.
4. Report financial status at each monthly meeting.
5. Maintain annual Liability Insurance.

Secretary

1. Record proceedings of all Board and public meetings.
2. Prepare and distribute meeting minutes.
3. Manage league's website and social media.

Division Representatives

1. Provide assistance in all areas as required.
2. Find coach nominations for all vacancies.
3. Confirm all division coaches have adequate equipment.
4. Coordinate field scheduling (coaches agree to specific day for practice/games).
5. Confirm all division schedules are entered into the website correctly.
6. Collect player uniform information for each team in division.

Members At Large

1. Provide assistance in all areas as required.
2. Provide any guidance or knowledge over their past experiences with the organization.

ARTICLE IV

General Membership

The general membership of the CVGFP organization shall be limited to parents/guardians of those girls registered to play in either the previous spring or fall season. Membership is also open to any adult who has actively participated in any CVGFP activity/function within the previous year. In order to have a vote for elections, members must attend 4 meetings (at least 1 for each quarter) in the softball year (November 1 through October 31). The Board Members has the right to refuse membership by a majority vote.

ARTICLE V

Meetings

The CVGFP organization shall conduct monthly public meetings to discuss the business of the organization. The date, time, and location of the meeting will be determined by the President. If desired, the President may convene a meeting of only the Officers prior to the general meeting. In addition, the President may call a meeting of the Board Members to address issues that require the Board's attention.

All coaches are mandated to attend at least two monthly public meetings in the softball year (November 1 through October 31).

ARTICLE VI

Voting

If the Board Members are unable to resolve an issue by consensus, a vote will be taken to reach a decision. The President will only cast a vote in the event of a tie.

ARTICLE VII

Checks

The CVGFP organization has established a checking account with PNC Bank. The Treasurer and one other Board member (normally the President) are authorized to sign checks. Only one signature is required on each check. When a new Treasurer and/or President begin his/her term of office, he/she must ensure that the checking account information is updated appropriately.

ARTICLE VIII

Code of Conduct Policy

Any parent or guardian within the CVGFP organization must meet the following requirements and comply with the following guidelines. He/she must:

1. Treat all players, coaches, umpires, and other spectators with respect.
2. Promote the positive aspects of the game and encourage good sportsmanship at all times, assuring your daughter adheres to the rules of the game and the league.
3. Understand that your daughter is playing the game to learn the game and grow as an individual. Softball is a game and we require that she have fun.
4. Not engage with open arguments with coaches or umpires, any disagreements should be taken aside and calmly discussed at a time set for by the coach. This includes taking the disagreements to Social Media.
5. Not enter the field of play, dugout, or any other active playing area unless cleared by the assigned coaches.
6. Refrain from coaching my daughter or other players during games or practices, unless I am one of the official coaches of the team.
7. Never threaten anyone physically or verbally, especially a child.
8. Understand that alcohol, drug, and tobacco use is prohibited at any game, practice, or team function.

9. Remember that we are role models for all girls involved in this game.
10. Pay all registration and fees in a timely manner.

Anyone selected to be a head coach within the CVGFP organization must meet the following requirements and comply with the following guidelines. He/she must:

1. Demonstrate a positive attitude and good sportsmanship at all times.
2. Have some knowledge and/or experience with fast pitch softball.
3. Work well with children.
4. Be able to work with parents/guardians and Board members.
5. Conduct himself/herself as a responsible adult at all times.
6. Be a good role model for the players.
7. Not use alcohol or tobacco products on the field or in the dugout.
8. Not use inappropriate language on the field or in the dugout.
9. Abide by all rules and regulations of the CVGFP organization, the league, and, when applicable, the tournament.
10. Attend the monthly CVGFP public meeting, if possible.
11. Provide input/feedback to the Board Members concerning field conditions, rules, umpires, etc.
12. Enforce rules concerning uniform wear and proper care of equipment.
13. Balance playing time and positioning of players; emphasis should be placed on teaching the fundamentals of fast pitch softball and building self-esteem, confidence, and a winning attitude within each player.

All players in the CVGFP organization must comply with the following. She must:

1. Play at the appropriate age level. Age levels are determined in accordance with American Softball Association (ASA) rules and are set based on the player's age as of January 1. A player may only play outside of her ASA age level with explicit approval of both the parent/guardian and the Board Members.
2. Demonstrate a positive attitude and good sportsmanship at all times.
3. Abide by all rules and regulations of the CVGFP organization, the league, and, when applicable, the tournament.
4. Wear her issued uniform items and appropriate protective equipment.
5. Always conduct herself in such a manner as to be a positive representative of the Central Valley community.

ARTICLE IX

By-Law

In order to change or amend these official By-Laws, all recommendations will be reviewed in two consecutive meetings before a vote to pass changes or amendments are made. A 60% quorum of the Board Members must be present in order to pass a vote.

AMMENDMENT
League Team Drafts

Team drafts will be conducted by the approved Head Coaches shortly after the in-season registration is complete. All drafts must follow these guidelines.

1. Division Head Coaches will discuss team drafts and agree on the selection of teams from season to season.
2. Requests will be reviewed and agreed on by all division Head Coaches on a case by case basis.
3. Disagreements between the coaches will be presented to our Officers of the Board (President, Vice President, Treasurer, and Secretary) and they will determine next steps.
4. A practice day for the 10U division will be hosted by the 10U coaches to better familiarize themselves with the players to be drafted.

Practice days are not required for the 8U division because this division is instructional and should not be a competitive format.

Practice days are not required for the 12U and 15U divisions because most of the players and coaches in these divisions are already established in this league.

APPENDIX

January 1998

Original By-Laws were enforced.

November 2003

Revisions were approved by the Board.

February 2012

These by-laws were replaced.

November 2012

Vote passed to reapply these by-laws with few amendments forthcoming.

December 2012

The format and several amendments were applied and vote passed.

- ✓ Meeting requirements for the General Membership were added.
- ✓ Disciplinary actions will be reviewed by the Executive Board.
- ✓ General Membership will now vote to fill board positions.
- ✓ Treasurer is responsible for league liability insurance renewals.
- ✓ Secretary is responsible for the league website management.
- ✓ All head coaches are mandated to attend 2 meetings during the season.
- ✓ PNC Bank is the current bank our accounts are with.
- ✓ By-Laws can only be updated after the changes are read at 2 consecutive meetings and a 60% quorum is present to pass a vote.

September 2013

Vote passed to add a President responsibility to approve and sign off all Senior Projects.

January 2016

Updated some wording and added additional sections.

- ✓ Replaced Center Township with Central Valley School District. This includes Center Township, Monaca, and Potter residents.
- ✓ Replaced Executive Board with Board Members throughout By-Laws.
- ✓ Added Social Media under Secretary Responsibilities.
- ✓ Added Board Member Responsibilities which include Shared Responsibilities and responsibilities for each board position.
- ✓ Added a Code of Conduct section for Parents/Guardians.
- ✓ Placed all Code of Conduct sections into one Article and adjusted Article numbers as needed.

January 2017

Update Members at Large positions and description of responsibilities.

March 2017

Updated some guidelines around team selection, tournament teams, and playing rules.

- ✓ Added an Amendment to include how teams are drafted.
- ✓ Updated Board Members Positions and Responsibilities to reflect changes around the team drafts and tournament teams.
- ✓ Removed a statement about changing playing rules. Current league playing rules will be used and supported. These rules cannot be changed by our Board.