



# W.P.G.F.S.A. 2024 BY-LAWS

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## **Description**

Our organization is a 501(c)3 which provides an opportunity for as many girls as possible, aged 19 and under, to play fast-pitch softball. We celebrate the long, competitive tradition of our program and realize our participants are children, not professionals. It is a priority that their experience be fun.

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## **Mission Statement**

Our mission is to strive to provide and facilitate maximum opportunity for all eligible individuals to participate in a healthy, positive, and safe environment with a strong focus on moral conduct, sportsmanship, teamwork, developing self-confidence and self-discipline in life and the sport of fast-pitch softball.

We want every girl to have a positive youth sports experience. We hope they always carry wonderful memories of their time with the league.

- We aim to teach:
  - A good work ethic.
  - Dedication to realizing a goal self-motivation.
  - The value of teamwork.
  - and most importantly, Respect for themselves and others.

We believe our children are our most precious assets and represent the future of our community. We strive, through our involvement in their lives, to leave a positive, lasting impression.

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## **Organization**

The Articles of Incorporation, as charted with the state of Florida through Sunbiz.org, shall govern the West Pasco Girls Fast-pitch Softball Association, Inc. The registered agent information should be updated, as necessary.

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## **Affiliation**

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# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## **General Membership**

A member is defined in the following manner:

1. A parent or legal guardian of a rostered player whose registration has been paid in full.
2. Any rostered coach.
3. Any certified umpire, at least 19 years of age as of January 1<sup>st</sup> of the current year, who participates in at least six (6) spring season games.

The General Membership shall elect all board of directors, unless an open position is created or becomes available during the current season in which case the current Board of Directors will vote to fill the position. The Board of Directors shall have the power by majority vote of those present to suspend or expel any director, officer, manager, coach, volunteer, employed or contracted personnel, or umpire in the association.

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## **Board of Directors and Officers**

### **A. Term of Office**

1. President, Vice President, Secretary, Treasurer, Director of Coaching, Head Division Coordinator, Administrative Assistant, Volunteer Coordinator, and Player Agent shall serve for one (1) year.
2. The Board of Directors shall serve (1) one or two (2) years, alternating half the Board each year. In the event of a resignation or removal of a Board Member, the newly elected Board Member shall assume the remainder of that term of office. Appointed members, coordinators, committee seats, and all other appointed positions shall serve one (1) year.
3. New Executive Board members shall have (30) business days to update league records such as league bank accounts and memberships.

### **B. Board Members**

1. The Board shall consist of fifteen (19) members, including the Executive Board.
2. Only one (1) member of a family shall serve on the Executive Board at any given time.
3. No more than four (4) members shall come from one team, unless otherwise board approved.

### **C. President**

1. Shall preside at all meetings of the Board of Directors.
2. Shall appoint committees, as he/she deems necessary.
3. Shall sign all written contracts of the organization.
4. Shall be liaison between District, State, or World Series Tournament Directors.
5. President, Vice President, and/or representatives shall attend all district and state meetings associated with Dixie Softball.
6. Shall present all pertinent correspondence to Board Members.
7. Shall be responsible for picking up and distributing all league mail.
8. Shall review bills monthly with the treasurer.
9. Shall be authorized to make emergency purchases with league debit card limited to \$200. Anything exceeding \$200 will require 4 out of Executive Board approval and all purchases will be discussed during the next scheduled meeting.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## **Board of Directors and Officers, Continued**

### **C. President (Continued)**

10. Shall be responsible for purchasing league insurance, Spring and Fall Seasons.
11. Shall be responsible for completing and submitting league franchise paperwork prior to April 1st.
12. Shall be responsible for completing and submitting the Park Reservation Form to the county.

### **D. Vice President**

1. Vice President and/or representative shall attend all district and state meetings associated with Dixie Softball.
2. Shall be responsible for performing all Presidential duties in the absence of the President.
3. Shall work with the Division Coordinators in obtaining team/school activity conflicts for each division by February 10th.
4. Maintain league website and email.
5. Shall be provided with a league credit card and be responsible for maintaining appropriate office supplies for boardroom.
6. Shall be responsible for maintaining an updated game schedule.
7. Shall be responsible for scheduling and rescheduling all games, including playoffs and notifying President, Umpire-in-Chief, Division Coordinator, and Concession Manager of any changes.
  - a) Shall determine practice times.
  - b) Shall schedule all play-off games.
  - c) Shall be responsible with the Umpire in Charge for creating an Umpiring schedule.

### **E. Secretary**

1. Shall make a notation of all members present at meetings including an up-to-date tally of all absences.
2. Shall keep the meeting minutes of the Board Meetings; a copy will be provided to each member within 24 hours of the next scheduled meeting.
3. Shall maintain a mailing list of the membership of the association, including terms of election and appointed Board Members.
4. Shall keep an official copy of the by-laws and the local league rules and see that all new officers, managers, and coaches are informed in writing of new amendments and rules to the association.
5. Shall notify members of all meetings via current technologies.
6. Shall maintain league records, correspondence, contracts, Volunteer/Community Service Letters, Scholarship Notifications, and records (Minutes and Treasurer's report).
7. Shall be responsible for creating and maintaining a board member on-duty schedule and registration schedule.
8. Shall be responsible for picking up and distributing all league mail in the absence of the President and Vice-President.
9. Shall maintain master file of all usernames and passwords for league financials sites, websites, email, board computers, etc...
10. Is responsible for all scholarship correspondence.
11. Responsible for recruiting applicants for league scholarships.
12. Responsible for maintaining and evaluating each applicant for meeting league defined criteria.
13. Responsible for recommending Scholarship amount for each applicant.
14. Responsible for social media Pages and updates.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Board of Directors and Officers, Continued

### **F. Treasurer**

1. Shall present a financial report at the monthly meetings.
2. Shall have an annual audit completed by a non-affiliated independent CPA by August 30th.
3. Shall have custody of the monies of the organization, shall pay all league bills on a timely basis (Concession Credit Card or Vendor account shall be paid in full monthly), shall keep a permanent computerized record in a commonly accepted format of ALL money transactions.
4. Purchase orders and invoices should be reconciled prior to payment being made.
5. Shall be responsible to establish a projected budget for upcoming calendar year and present it to the board at the December meeting.
6. Shall assist Player Agent in collecting all unpaid debt owed to the league.
7. Maintain all league financial records in QuickBooks online or equivalent.
8. Shall work with the league accountant to file all annual taxes.
9. Shall be responsible for filing/maintaining 501c status and incorporation papers.

### **G. Player Agent**

1. Has the responsibility for the procedures used for drafting players under the guidelines set forth in the W.P.G.F.S.A. local league rules.
2. Shall check player eligibility, credentials, Dixie rosters, and maintain these records.
3. Shall be responsible for creating and submitting all Official Dixie Team Rosters to State Director by May 1st.
4. Shall maintain file of all team's players and protected players.
5. Shall maintain records of players who have been under a physician's care. Shall require written permission for resuming play from the physician or by parent waiver for any injury prior to or during a season before a player can practice or play in a game. Two (2) copies shall be made available: One (1) copy for the manager/coach and one (1) copy for the league's files.
  - a) BMOD or Player Agent has the right to not accept the Parent's Waiver.
6. Shall be responsible for distributing all insurance claim forms to parents/guardians and maintain a copy once completed.
7. Shall according to W.P.G.F.S.A. local league rules, place late sign-ups on teams. (See Playing Rules > Draft Procedures)
8. Shall be player advocate in all matters brought before the Board.
9. Shall verify all player resignations after the Division Coordinator has notified the Board.
10. Determine eligibility and bring to the board for approval all seasonal financial scholarships.
11. Shall maintain all grievances and actions taken.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Board of Directors and Officers, Continued

### H. Head Division Coordinator

1. Head Division Coordinator shall be appointed to communicate league information with other coordinators, work with Player Agent, and Division Coordinator on any disputes.
2. Shall receive necessary information from Player Agent to order and distribute League Uniforms, Spring/Fall Seasons and All-Stars.
  - a) Pants to be ordered in Mid-October, early November to have on hand for the upcoming Spring Season. Ordered by November Meeting.
3. Shall organize and run skills day with each division coordinator's assistance.
4. Shall oversee all Fall Ball activities to include recruiting coaches with the director of coaching, helpers, and scheduling.
5. Shall be responsible for working with all Division Coordinators in settling disputes within their divisions.
6. Shall collaborate with the Director of Coaching to recruit coaches for the Spring Season. Recruiting should start in October of the previous year.
7. Solicit three bids for Fall/Spring uniforms and bring them to the board for review/approval.

### I. Division Coordinators

1. Responsible for all communication with managers, players, and parents. One Division Coordinator per playing division.
2. Shall conduct Skills Day in their divisions under the direction of the Player Agent and Head Division Coordinator.
3. Shall investigate the resignation and lack of attendance of any player and submit it to the Player Agent.
4. Shall investigate all game reschedule requests from their division and report to President and Vice President.
5. Under supervision of the Director of Scheduling, shall notify managers of rescheduled games.
6. Shall not manage or coach in the division he/she has responsibility for, only with special consent of the Board of Directors.
7. Mandatory participation/attendance for all fundraising committee functions.
8. Shall investigate along with the Director of Coaching, the quality of coaching within their division and investigate complaints.
9. Shall attend all Team Mom meetings.
10. Shall work with Head Division Coordinator to resolve any disputes within their Division.
11. Shall work with the Vice President in obtaining team/school activity conflicts for each division by February 10th.
12. Shall be tournament director of that divisions post-season tournament.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## **Board of Directors and Officers, Continued**

### **J. Director of Coaching**

1. Shall maintain database of all managers and coaches with the assistance of the Division Coordinators.
2. Shall schedule and run a minimum of two (2) coaching clinics prior to the start of the Spring season.
3. Responsible for initial coaches meeting and presentation of the coaches' packet.
  - a) Compile and distribute coaching packets (Documentation is posted to Website).
    - (1) Risk Management Presentation
    - (2) Coaches Commitment Letter
    - (3) League Insurance
    - (4) County Accident Form
4. Work with Head Division Coordinator to recruit, qualify and make recommendation to Board for coaching staff for both Fall & Spring.
5. Implement mentors for new coaches and managers.
  - a) Follow-up throughout the season.
6. Bring matters of concern involving coaches to board for review.

### **K. Volunteer Coordinator**

1. Shall be responsible for and maintain a file for all background checks on all league volunteers. Shall maintain all volunteer information in a safe and secure location. Shall be responsible for issuing volunteer badges. (Replacement fee of \$5) Disqualifying information will be kept private and presented to the executive board for review.
2. Shall be responsible for maintaining and posting an approved Volunteer list.

### **L. Administrative Assistant**

1. Assist Secretary with Administrative Tasks, such as meeting minutes, updating the Facebook page, response to League Emails, etc...
2. Assist Secretary with maintaining Scholarship applications.
3. Shall create a pitching affidavit for each division where pitching innings for each pitcher of record's pitching innings shall be recorded for each game.

### **M. Equipment Manager**

1. Shall buy on a competitive basis (3 bids when possible) equipment and supplies, as authorized by the Board, and hand over all receipts to the Treasurer.
2. All purchases shall be Board approved for purchases exceeding \$250.
3. Notification of all purchases will be emailed to all Board members within 72 hours of the purchase.
4. Shall require all team managers/coaches to sign an inventory sheet when equipment is issued, used, and returned. Inventory sheets shall be kept in the league's equipment area.
5. Shall inventory and maintain all league equipment and supply an inventory report to the board prior to Spring (January) and Fall (August) Seasons.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## **Board of Directors and Officers, Continued**

### **N. Umpire-In-Chief**

1. Shall be Dixie registered or in the case of a committee, at least one (1) member shall be Dixie Registered.
2. Shall have the responsibility to obtain and register umpires.
3. Umpires under the age of eighteen (18) years of age shall have written parental consent and must be board approved.
4. Shall work with the Vice President to prepare the umpire schedule.
5. Shall schedule a minimum of (3) three umpire clinics for both coaches and umpires.
6. Shall be responsible for covering a game in the event of a no-show.
7. Umpire-in-Chief may be filled by non-board member.
8. The Umpire-in-Chief shall be a paid position of \$200 monthly during the regular Spring Season. The season will be from February thru May.

### **O. Concession Manager/Committee (if applicable)**

1. Shall maintain inventory and ensure proper operation as required, including weekly cleaning.
2. A cash register/computer shall be kept in working order. Computer Reports shall be reconciled with the cash drawer upon each day's closing to become part of the concession reports.
3. The Concession Manager shall have a two hundred dollars (\$200.00) petty cash for expenses/change. All money taken in shall be logged daily. Bank deposits will be performed weekly with daily bank deposit receipts. Deposit book to remain in building, detailed yellow copy of bank receipt attached.
4. A league credit card shall be used to purchase inventory for the Concession Stand. Total balance to be paid monthly.
5. Concession will start with \$150.00 bank daily.
6. Shall organize league training on proper use and maintenance of all equipment in the concession stand.
7. Shall be responsible for obtaining bids/contracts for the concession stand and shall buy on a competitive basis with concession credit card.
8. Food/drink sales for the purposes of fundraising shall be coordinated by the concession manager or approved by the board.
9. Concession Manager shall be a paid position of \$300 monthly during regular and fall season play. If the concession is a committee, then the Concession manager shall be responsible for allocating the funds among the committee members. For any external, non-WPGFSA sanctioned tournament, the Concession manager shall be paid 3% of total weekend Sales.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## **Board of Directors and Officers, Continued**

### **P. Concession Stand Procedures and Rules (If applicable)**

1. Hours shall be one half hour (1/2) before each official game on weekdays and before the official game on weekends.
2. No one under sixteen (16) years of age shall be allowed to operate the cash register and fryers. Any minor, maximum of two (2), must be accompanied by an adult while in the concession stand. Board Member on duty or Concession manager must approve all minors (16 and under) in concession stand.
3. Nightly cleaning is required.
4. Board Member on duty will staff the concession stand in the event a worker is not present until a replacement can be found.

### **Q. Executive Board**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Player Agent
6. Director of Coaching
7. Head Division Coordinator
8. Volunteer Coordinator
9. Administrative Assistant

### **R. Executive Board Duties**

1. The President or five (5) Executive Board Members may call for a special Board meeting.
2. The Executive Board shall have nine (9) voting members.
3. If an Executive Member holds more than one position on the Executive Board, the Board of Directors shall vote for another member to the Executive Board.
4. If an Executive Board Member is involved in a dispute, that member will be excused, and the Executive Board will select another Board Member to temporarily fill that position for that discussion only.
5. The Executive Board shall make decisions in situations that have time constraints. Executive Board Members can vote via Electronically, provided that a record with all responses is provided. The results will be sent electronically to the entire board within 48 hours.
6. Any disqualifying information from a volunteer background check will be reviewed by the Executive Board. If a volunteer's background check is questionable but the Executive Board approves them, the information will be brought to the General Boards attention. This information will always remain confidential. Strict adherence to this By-Law will be followed by the Executive Board to determine an individual's acceptance as a Coach or Volunteer.



# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Board of Directors and Officers, Continued

### S. Duties of the Board of Directors

#### 1. Board Members

- a) Shall serve on at least two (2) committees, along with mandatory opening ceremonies, and fulfill their BMOD obligation. Refusal to participate shall result in removal from the Board.
- b) Shall be required to participate in scheduled volunteer duties, as needed, which may include but not be limited to: Maintenance, clean up, etc...
- c) Shall vote on all matters in the interest of the league on purchases and decisions within the best interests of WPGFSA.

### T. Board Member Earned Privileges

1. \$100 registration (not to include uniform fee) for one (1) child, to be credited for the next season after serving a complete term. NO reduction for partial term.
  - a) Board Members not having a child in the league may designate a child for which their registration will be refunded.
2. Board Members will receive a new polo shirt and (2) Dri-fit shirts as needed.
3. If financially feasible an Annual Board Member Party, for member and spouse/significant other/family member or other approved guest, funded by the league, excluding alcoholic beverages will be held. A cap of \$500 can be used to fund the party. Party will be voted on in August as to whether it will occur or not. The party will be held by the end of December.

### U. Board Member on Duty

1. Shall contact the Vice President or a member of the Executive Board and the Umpire-In-Chief should an umpire not show for his/her scheduled game.
2. Shall ensure proper procedures are followed in the event of forfeiture or protested game.
3. The Board Member on Duty shall not be involved in rule interpretation, unless otherwise requested by the plate umpire.
4. The Board Member on Duty shall monitor all park activities and the umpire will handle situations of the game unless he/she specifically requests the Board Member on Duty's assistance.
5. If a situation appears as though it may become heated and/or out of control, the Board Member on Duty should get in proximity and take the necessary responsible steps to diffuse the problem. If the BMOD is unable to control the situation in a reasonable amount of time he/she must contact the local police.
6. Shall contact the Pasco County Sheriff's Department in the event a spectator becomes abusive or appears to be intoxicated. DO NOT attempt to reason with someone who is or has been consuming alcohol. ZERO TOLERANCE.
7. Shall enforce all county park rules:
  - a) No alcohol
  - b) No smoking near the fields
  - c) No skateboards, bikes or rollerblades will be permitted around the building structure or walkways.
8. Scheduled Board Members on Duty are expected to wear their Board Member Shirt.
9. Issue electronic devices for each game.
10. The Administrative Assistant shall create a pitching affidavit for each division where pitching innings for each pitcher of record's pitching innings shall be recorded for each game. Managers or a designated coach must sign at the end of each game.
11. If the Board Member on Duty cannot make the 1/2-hour pre-game requisite, they must call another board member to open the facility.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Board of Directors and Officers, Continued

### V. Board Meetings

1. Shall meet a minimum of once a month unless otherwise designated by the Board.
2. Regularly scheduled board meetings shall be held within the first week of every month, on a day determined at the first board meeting of the New Year.
3. All other board meetings shall require at least twenty-four (24) hours notification by the secretary by phone, text, or Email, unless unforeseen circumstances arise.
4. A majority (10) of the current Board constitutes a quorum.
5. The by-laws of the WPGFSA shall be the governing rules of this board.
  - a) Changes to the By-Laws must be made by committee by the December board meeting of the previous year in preparation for the upcoming season for the upcoming year.
  - b) Amendments during league play of these by-laws must be made by a majority vote of the board of directors in the current season.
  - c) The latest amended by-laws shall supersede all previous versions of the WPGFSA by-laws. The Local League Rules of WPGFSA shall be the governing playing rules of the program. iii. The board of directors shall amend these rules by the December Board meeting of the previous year for the upcoming season.
6. The secretary shall keep attendance at all board meetings. Absence from three (3) scheduled meetings, including emergency, special, and regularly scheduled, with or without notifying a member of the Executive Board within the league fiscal year will be grounds for review. If a board member has not performed their assigned board responsibilities adequately but has attended all necessary board meetings as described above, this is also subject to review. The review should determine if the board member has been active in all league functions and has performed their assigned board responsibilities adequately.
7. A simple majority of ALL board members present at a regularly scheduled, special, or emergency board meeting may suspend or expel any director, officer, manager, coach, any other volunteer, employed personnel, contracted personnel, or umpire in the association following a motion and majority vote.
8. Any subject can be brought up under new or old business by a General Member for discussion and action at any regular meeting, provided they give twenty-four (24) hours written notification to any member of the Executive Board.
9. Any member of the general membership may attend any meeting but must remain silent during the meeting without interruption.
  - a) If the member wishes to speak, they must gain permission from the majority of the board.
  - b) If the member in attendance is deemed disruptive or the member's presence affects the discussion, they will be asked to leave the premises.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Board of Directors and Officers, Continued

### V. Board Meetings (Continued)

10. All Board Member resignations MUST be made to an Executive Board Member and shall be effective immediately.
  - a) Acceptance or denial by the board is not required.
  - b) Upon resignation or termination of a Board Member, the Board of Directors shall revert back to the results from the last general membership election, if an election was held, to fill the open position(s).
    - (1) The remaining nominees with the most votes will be reviewed for approval to fill the position(s) and the board shall approve up to (3) members from that list for any current and/or future vacated board position.
    - (2) Each nominee shall be approved individually.
    - (3) All voting for board members shall be done by secret ballot.
    - (4) The replacement member shall serve the remainder of the vacated term.
    - (5) After the list from the last membership election has been exhausted, the board shall recruit new nominees for approval.
  - c) If an election is not held, the board of directors shall recruit new nominees for approval.
11. If any board member's presence affects the discussion or they are involved with an issue, they will be asked to leave the meeting temporarily.
12. Any Board Meeting can be held virtually or in person and will be recorded for accuracy.

### W. Voting

1. Members of the Board of Directors MUST be in attendance or virtually present in the discussion and prior to voting, in order to vote. If not in attendance in person or virtually, VOTING BY PROXY WILL NOT BE ALLOWED.
2. Any board member may make a motion for a vote. Once the motion receives a second the vote may take place.
3. Voting shall be done by a show of hands or secret ballot or text message to the president/vice president, which may be requested by any member.
4. Any vote that involves a board member must be a secret ballot.
5. The President shall vote in the case of a tie or in the case that the President makes the quorum.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Board of Directors and Officers, Continued

### **X. Standing Committees**

1. Shall be chaired by a board member.
2. The General membership is encouraged to sign up for committee positions.
3. All committees must get board approval prior to taking any action.
4. Fundraising
  - a) Responsible for organizing and implementing all approved league fundraising activities.
  - b) The fundraising committee shall develop a schedule of fundraisers and prizes for each fundraiser to be presented at the December meeting and approved in the January meeting. (This plan will contain the suggested fundraisers for the upcoming spring and fall seasons).
  - c) League Fundraisers shall be allocated for general funds and or All-Stars as deemed necessary. League funds that are designated for post-season play shall be divided equally amongst divisions participating.
5. Bylaws
  - a) Responsible for defining and updating league rules and recommending amendments to the bylaws for approval by the December meeting for the upcoming season.
6. Opening Day
  - a) Responsible for organizing Opening Ceremonies, to include vendors, color guard, national anthem, activities, picture schedule, etc.
7. Field Maintenance and Upgrades
  - a) Responsible for ordering and maintaining league supplies and equipment for league operation.
  - b) Responsible for organizing and maintaining league owned facilities.
8. Budget
  - a) Responsible for developing and maintaining a league budget for the upcoming year.
9. Player Relations/Social Media/Publicity
  - a) Responsible for Marketing and communicating league activities to General Public.
  - b) Responsible for maintaining player end of season awards.
10. League Sponsorship
  - a) Responsible for recruiting team sponsors for each team for the upcoming year.
11. Yearbook Committee
  - a) Shall organize and order the yearbook. Shall encourage and solicit participation from all persons associated with the league.
12. Scholarship Committee
  - a) Administrative Assistant/Player Agent
13. Playing Rules Committee
  - a) Responsible for updating and maintaining League Playing Rules.
14. Nominating Committee
  - a) Responsible for soliciting General Membership and developing the ballot.

### **Y. Volunteers**

1. Volunteers will be subject to a nationwide background check, all completed paperwork will be destroyed post background check.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Operating Costs

- A.** No person shall be reimbursed for any purchase unless prior authorization by the Board or Executive Board has been given.
  - 1. Receipts may be presented to an Executive Board member in the absence of the Treasurer. All expenses except 'C' must have a receipt.
- B.** The league President, Vice President, and/or League Representative, not to exceed 2 people, determined by the Board, shall attend the Florida Dixie Softball State Meeting. Reimbursement of State Meeting, State Tournament, and World Series expenses shall be limited to:
  - 1. Motel Rooms (maximum 2) for the night prior to the meeting.
  - 2. Meals (approved WPGFSA representative) dinner and breakfast, not to include alcoholic beverages.
  - 3. Travel expenses shall be \$0.655 per mile (or IRS standard), maximum two (2) cars.
    - a) Mileage shall be determined by Google maps from Starkey Ranch District Park to meeting location.
- C.** The league shall seek (3) three bids or more on all contractual items. I.e., All current league contracts for uniforms, photography, etc.
  - 1. A refusal to bid will be counted as a bid.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## All-Star Budget Finance

- A.** All-Star managers shall submit a detailed budget for approval to the Board of Directors to approve.
- B.** The budget shall consist of all items needed for participation in tournament play i.e., uniforms, lodging, etc.
- C.** Teams will be responsible for raising the total amount of their budget for District and State Tournaments. If the budget must be supplemented with league funds, the board of directors shall scrutinize the proposed budget expenditures.
- D.** World Series Teams are responsible to raise a minimum of fifty percent (50%) of their proposed budget. The league will match up to fifty (50%) of their proposed budget, upon board approval.
- E.** All supplemental W.P.G.F.S.A. funding and budget must be voted on by the Board for approval.
- F.** Budget outlines will be provided to team managers at the beginning of the ALL-STAR season.
- G.** The League Representative (Manager or appointed) is accountable for all money and must turn in all unused monies and a detailed spending analysis to the Treasurer within fourteen (14) days of the team's All-Star party.

# W.P.G.F.S.A. 2024 BY-LAWS, Continued

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## Annual Elections

- A.** Nominating committee shall be appointed by the President to prepare a written ballot.
- B.** Nominees and Biographies shall be turned into a member of the Board of Directors by April 20<sup>th</sup> of the current season.
- C.** Nominees shall consent to a background check prior to being placed on the ballot. If nominees were convicted of a misdemeanor or felony, only by board approval will their name appear on the ballot.
- D.** Annual Election dates will be determined at the April board meeting each year.
- E.** The election dates will coordinate with the end of season tournament.
- F.** Division Coordinators or designated board members will validate and distribute ballots to general membership.
- G.** A ballot committee, consisting of those board members not seeking or up for re-election including members from the general membership, shall verify the number of ballots in comparison to the amount of cast ballots each night of voting.
- H.** Ballots will be collected and dropped in a secure place designated by the Board of Directors.
- I.** Ballots will be counted on or before the scheduled June board meeting.
- J.** The newly elected Board of Directors will assume their positions on September 1<sup>st</sup>.
- K.** The outgoing Executive Board shall attend the September meeting and pass all records, materials, and keys to the new officers.
- L.** At the September board meeting, the nine (9) member Executive Board shall be elected by the newly established Board of Directors.
- M.** The names and positions of the newly elected Board members shall be posted on the website and introduced to the general membership on Opening Day.