

## **CONSTITUTION**

### **DYER GIRLS SOFTBALL LEAGUE, INC.**

REVISED January 10, 2019

## **ARTICLE I NAME AND OBJECTIVE**

### **SECTION 1.**

The name of this organization shall be DYER GIRLS SOFTBALL LEAGUE, INC. Location of said organization shall be the Town of Dyer, Lake County, Indiana.

### **SECTION 2.**

This shall be a not for profit organization and shall maintain and adhere to all applicable 501.C.3 requirements . All officers, managers and coaches shall be on a volunteer basis, receiving no compensation other than extraordinary expenses, which shall require Executive Board approval. The only exception to this section is the Umpire in Chief. The UIC will be paid a sum of \$500. The first \$250 will be paid on Opening Day. The remaining \$250 will be paid after the last game of fall ball.

### **SECTION 3.**

The purpose for which the corporation is formed shall be civic, recreational and social, to the end that members shall raise their standard of civic morality; to promote the game of softball as approved by the majority of the Executive Board; to subscribe to, become a member or, and cooperate with any other association, whether incorporated or not, whose objectives are altogether, or in part similar to those of this Corporation; to engage in sundry fundraising activities, to support these activities. DYER GIRLS SOFTBALL LEAGUE, INC. seeks to implant, in the youth of the community, ideals of good sportsmanship, honesty, loyalty, reverence and family interaction, so that they may be finer, stronger and happier youths who will grow to be good, clean, healthy adults. This objective will be reached by providing supervised competitive activities. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of games is secondary and that the molding of future citizens is of prime importance.

### **SECTION 4.**

DYER GIRLS SOFTBALL LEAGUE INC. is organized as a recreational/instructional league. Travel/tournament teams are in conflict with these goals. DYER GIRLS SOFTBALL LEAGUE, INC. is unable to finance these leagues. However, these players are eligible for membership in DYER GIRLS SOFTBALL LEAGUE, INC. DYER GIRLS SOFTBALL LEAGUE, INC. will continue to sponsor All Star teams made up of DYER GIRLS SOFTBALL LEAGUE, INC. members.

# **ARTICLE II GENERAL MEMBERSHIP**

## **SECTION 1.**

All players will be considered as general members of the Dyer Girls Softball League, Inc. upon registration for that season. The term season refers to each season: Spring and Fall. A player is not eligible to play for any Dyer teams if she is not currently registered for that season. All players must play on the team they were drafted unless the DYER GIRLS SOFTBALL LEAGUE INC board has voted otherwise. This majority vote must be previous to a to the player being moved to another roster. You must be 18 years of age or older as of January 1 to participate on a volunteer basis to manage or coach.

## **SECTION 2.**

Parents and/or legal guardians are considered as general members for a period of one year from registration of player in any season: Spring or Fall. Example 1: A player is registered for Spring 2018, but no other season. The parents/guardians of that player are an active member until March 31, 2019. Example 2: A player is registered for Spring 2018 and then Fall 2018. The parent/guardians of tht player are an active member until March 31, 2019. The parent/guardian is a general member from April 1 of the year until March 31 of the following year regardless of their players amount of seasons as long as their account is in good standings.

## **SECTION 3.**

New Executive Board members must be a parent or guardian of a registered active player in the current year. Incumbent Executive Board members may continue to hold Executive Board positions as long as their service remains continuous and they meet the requirements in Section 4 of this Article and the requirements in Article IV of this document. Such individuals who are elected to the Executive Board while being a parent or guardian of an active league player, may serve on the Executive Board no longer than three years after said league player becomes inactive. Such a Board Member must meet all guidelines detailed in Article IV in this document.

## **SECTION 4.**

In addition to the requirements outlined in Section 3 of this Article, individuals who have served on the Executive Board in the past and are not the parent or guardian of a current active registered player in the league, must be approved by a majority of the existing Executive Board and again meet the guidelines detailed in Article IV in this document.

## **SECTION 5.**

Program registration fees will be collected at the beginning of each new program season from Executive Board members, general membership and each participant who engages in the program provided for by the organization. Examples of programs are: Spring, Fall, All Stars, and Sunday League.

## **SECTION 6.**

The Executive Board shall have the authority to reprimand or dismiss any member or participant who conducts himself/herself not in accordance with Article I, Section 3 of this constitution and is judged to be detrimental to the program and rules herein set forth. Judgment and decisions shall be made by a majority of the proper quorum of the Executive Board. Any member or participant shall have an opportunity to have a due process hearing in front of said Board and will be entitled, if he or she so chooses, to have representation. The Board, in its discretion may also have representation at this hearing.

# **ARTICLE III EXECUTIVE BOARD**

## **SECTION 1.**

The government of DYER GIRLS SOFTBALL LEAGUE, INC., the direction of its work and the control of its property and resources shall be vested in the Executive Board. The Executive Board shall consist of a President, Vice President, Secretary, Treasurer, Public Relations Manager, and Commissioners for the Adult Women's, 18U, 14U, 12U, 10U, 8U and 6U divisions, an Umpire in Chief, Tournament Director, Fundraising Manager, Information Technology Director, Field Manager, Concession Manager, and Equipment Manager. There shall be with executive board approval, multiple persons to fill possible positions available. Each person shall only have the right to one vote, whether holding multi positions and or sharing a position. Examples: If two people are sharing the Fundraising position, both individuals will get a vote. If one person is holding multiple seats, they still retain the right to only one vote.

## **SECTION 2.**

The Executive Board shall regularly meet no less than once each month for the purpose of properly discussing and conducting corporate affairs. Additional meetings may be called by the President or three members of the Executive Board, with notification to all Executive Board members. If a meeting of the Executive Board starts with a quorum and ends up with less than a quorum at the time of any vote, said vote shall not be taken.

## **SECTION 3.**

Any member of the Executive Board, who shall miss two consecutive Executive Board meetings without cause, shall be notified by the Secretary in writing of these absences. At that point in time, the absent member is to be advised that Article II, Section 6 of the Constitution shall be applied to the absenteeism situation. In the event that that member of the Executive Board shall miss three consecutive Executive Board meetings without good cause, or shall otherwise fail to perform' his or her duties as such, may, upon a majority vote of a quorum of the full Executive Board, have his or her office declared vacant. In the event the Board chooses to take this action, the Secretary shall provide said notice to the affected Board member giving him or her a minimum of thirty (30) notice prior to said action taking place. The Board member shall then be

entitled to a hearing in front of the Board if he or she so chooses.

## **ARTICLE IV ELECTIONS**

### **SECTION 1.**

The election of the Executive Board shall take place at the annual meeting in the month of September of each year. The meeting will be publicly advertised.

### **SECTION 2.**

A three member Election Committee, appointed by the President and approved by the Executive Board, shall present nominations to the general membership for the offices of the Executive Board at the August meeting. And, or a general membership nominations shall be secured during an open sign up process at the season ending picnic event. Election committee must present all names of members who have stated an interest in being on the Executive Board. Any additional nominations after the scheduled August board meeting must be submitted within two (2) weeks.

### **SECTION 3.**

No member may be nominated for office without their consent being obtained.

### **SECTION 4.**

All current general members in good standing (defined in Article II, Section 1 and 2), 18 years of age and older, shall be eligible to vote on a one person/one vote basis, or be eligible for nomination for an Executive Board position. No proxy or absentee ballots will be allowed.

### **SECTION 5.**

Any current board member, seeking to be elected to an office in the subsequent year, must have attended no less than 50% of the monthly board meetings, without just cause while in office for that year.

### **SECTION 6.**

If the office is opposed, the vote shall be by secret ballot; unopposed by acclamation.

### **SECTION 7.**

If more than two are nominated for any office, and the vote count is tied for the top two or more candidates; this office shall be voted on again with the tied top candidates only, until a majority is attained.

### **SECTION 8.**

Once elected, the Executive Board shall unite, without any ill feelings, for the good of the cause.

### **SECTION 9.**

To be eligible to serve as President of DYER GIRLS SOFTBALL LEAGUE, INC., the

candidate shall have served on do board for a minimum of one year. If no candidate is available that fills those qualifications, nominations will be accepted from the general membership.

#### **SECTION 10.**

Beginning in October following the election, the duly elected officers shall take their responsibilities of the duties of their new offices. The offices of President, Vice President, Treasurer, Secretary, and Information Technology shall hold said office for a term of two years. Every other officer shall be held for one year from October of one year to September of the following year.

#### **SECTION 11.**

Any Executive Board position vacated shall be filled by the President. This appointment is subject to Executive Board approval.

#### **SECTION 12.**

Upon election, all members of the Executive Board shall be subject to background checks.

#### **SECTION 13.**

In the period following the election (time after September board meeting and up until the October meeting) shall be the time of transition between former board members and new ones. During this time, the former and new members shall meet to transfer records/authority. This transition process needs to be completed by the October meeting. The day after the October meeting has taken place, all former DYER GIRLS SOFTBALL LEAGUE INC board members web-based accounts shall be deactivated.

## **ARTICLE V EXECUTIVE BOARD DUTIES**

#### **SECTION 1.**

The President's duties shall be: Shall have general supervision over the affairs of the Organization, to preside at all meetings and to appoint special committees and necessary additional officers with the approval of the majority of the full Executive Board. To provide leadership for all Commissioners. To be responsible for: the direction of field maintenance, oversee election of new officers for the next year, making out schedules for all divisions, insurance, registration,; attending U.G.S.I organizational meetings, and any other duties pertaining to league business. Also, the President shall be fidelity bonded annually for the amount of the largest cash aggregate that can be estimated for the new fiscal year.

#### **SECTION 2.**

The Vice President's duties shall be:

To perform duties, as delegated to him/her by the President and carry out the duties of the president in his or her absence. Additional role is to inventory, order, and print all uniforms for

league programs, and be responsible for coordinating tryout times with the various commissioners for All Stars.

### **SECTION 3.**

The Secretary's duties shall be: Shall handle all correspondence for the league; will attend all meetings, and take minutes; will have on file, the Constitution, ByLaws and Rules and Regulations; have on file the phone numbers of all managers, directors and division commissioners; will provide each manager with a copy of the Constitution, ByLaws and Rules and Regulations.

### **SECTION 4.**

The Treasurer's Duties Shall be:

- to be in charge of all financial affairs of the association.
- to keep accurate accounting of all monies.
- to submit a treasurer's report at the monthly meetings.
- to prepare fiscal year end financial statements, from January 1st to December 31st.
- prepare and file income taxes for the league, due by May 15th of the current year.
- to prepare an internal audit to be presented quarterly and to present an annual audit to be presented at the October Board Meeting.
- the Treasurer and two Board Members must participate in said audit. The majority of the Board shall select from the membership a non Board member to participate in these audits.
- to prepare and file corporation entity report. due in July
- secure annual bonding in October
- Be fidelity bonded annually for the amount of the largest cash aggregate that can be estimated in the fiscal year
- By the parent meeting (the last week of March) shall prepare an operating budget for the year and shall submit said document to the general membership for discussion. Approval shall be by majority vote of the Executive Board.

### **SECTION 5.**

Any debit transaction greater than \$500 made by the President, Vice President, Treasurer, or Director of Concessions must have two signatures or be approved by another account signer in writing. This approval must be produced to the Board at the next meeting following the disbursement. A debit transaction includes but is not limited to: writing checks to self and/or third parties, over the counter withdraws, ATM withdraws, bank drafts, online payments, etc.

### **SECTION 6.**

Public Relations Manager will manage all social media relations, website sponsor information, press releases, advertising, special events, opening day, and awards at the end of the season

picnic. PR Manager will assist with fundraising responsibilities as well.

#### **SECTION 7.**

Commissioners within their own respective Divisions, duties shall be: responsible for the function as an active member of the board~ determine the number of teams in the division, facilitate the draft, serve as liaison between Managers and Parents, insure that all monies are collected from managers, regarding fundraising efforts, obtain all information for the ordering of uniforms requested by the Vice President and relay that information to the appropriate personnel and provide all necessary information to managers and board members. Duties shall be carried out for the entire term and include all seasons (Sunday League, Spring, All Star, Fall, and off season).

#### **SECTION 8.**

The Umpire in Chief's duties shall be: to recruit and arrange sufficient training for the required number of plate and base umpires; in addition he/she will schedule and coordinate umpire assignments for all league play. The Umpire in Chief will be responsible for the scheduling of all games, in conjunction with the Division Commissioner, called for any reason, with the approval of both teams.

#### **SECTION 9.**

The Tournament Director is responsible for the following tasks when the tournament is hosted by DYER GIRLS SOFTBALL LEAGUE INC: registering teams for all tournaments, scheduling workers for all tournaments, and ordering/present awards for tournaments. The Tournament Director and President will represent Dyer at all tournament meetings. All tournaments will be scheduled through the director or the President..

#### **SECTION 10.**

The Equipment Manager shall ensure that the league shall be equipped with proper, usable and safe equipment to function properly. Additionally, the Equipment Manager shall be responsible for inventory of all equipment, assessing the needs of the league by compiling a list of all needed equipment and securing bids from at least three retailers, for Executive Board approval. Upon Board approval, the Equipment Manager will maintain an equipment log of all equipment distributed throughout the season by the team. Upon completion of the regular season, the Equipment Manager will collect all equipment from each Commissioner and report any missing equipment to the Executive Board for further action, if necessary.

#### **SECTION 11.**

This Director of Concessions shall oversee and handle all of the everyday duties of the concession stand i.e. ordering food, beverages, scheduling and cash handling duties. The Director of Concessions shall be fidelity bonded annually for the amount of the largest cash aggregate that can be estimated for the new fiscal year. He or she shall be responsible for

reporting to the Executive Board a monthly statement of funds and receipts for goods and services related to the Concessions. The Director of Concessions along with the President and Treasurer as signers, shall maintain a separate checking account during the season for purchases, and services regarding the Concessions area. This checking account will cover all costs for concessions, services, and any costs related to the season ending picnic.

#### **SECTION 12.**

Information Technology Director will ensure that all Executive Board meetings, registrations, field days, tournament dates, league standings and tournament results are published for the general public on [www.dyergirlssoftball.com](http://www.dyergirlssoftball.com) and on the DGSLI Social Media Outlets, ensuring that all press releases, for any capital improvement projects and local donations by DGSLI, are published and posted to the DGSLI Social Media Outlets, and maintain up to date and current information for the DGSLI Social Media Outlets. He or she shall be responsible for providing adequate training and assistance to the Executive board and managers in use of the DGSLI Social Media Outlets, and or other programs. Providing equipment and compiling a program, for the registration process.

#### **SECTION 13.**

Field Manager or designee shall be responsible for the all maintenance and equipment required to maintain the playing fields in accordance with all applicable rules for general and tournament play for all Seasons and programs offered by DGSLI: including but not limited to Spring, Sunday League, All Stars, and Fall. He or she shall be responsible for all league sponsored field days, start of the season, end of season clean up days, and general maintenance of all equipment and structures, supported or owned by DGSLI.

#### **SECTION 14.**

The Executive Board shall enact and regularly review such Rules and Regulations it deems necessary for the operation of Dyer Girls Softball League, Inc. This review shall take place at least every three years.

#### **SECTION 15.**

It shall be the responsibility of the Executive Board to perform any other duties necessary to fulfill the obligation and functions of the association and to attain constitutional objectives.

#### **SECTION 16.**

If four board members feel that a fellow member is not performing his or her responsibilities as stated above, then a hearing shall take place at the next scheduled board meeting. Both the complaining and defending board members will have at least three days written notice and be allowed representation of their choice.



# **ARTICLE VI MEETINGS**

## **SECTION 1.**

Regular general membership, meetings will be held as determined by the Board each month. The administration year shall be October 1st through September 30th.

## **SECTION 2.**

Special meetings of the members for the transaction of special business may be called at any time by the President or four Board members. In the event a special meeting is to take place, written notice to all Board members must be provided three (3) days in advance of said special meeting.

## **SECTION 3.**

Annual meeting shall take place in September with the purpose of the annual meeting being for the election of the Executive Board and to transact all other necessary business.

## **SECTION 4.**

Rules and Regulations must be reviewed and voted on by the Executive Board by January April 15.

# **ARTICLE VII MANAGERS, COACHES AND ATHLETES**

## **SECTION 1.**

Managers shall be approved or denied by majority vote of the full Executive Board. A mandatory background check will be done on all managers and coaches.

## **SECTION 2.**

Any female meeting the requirements as to age and the association rules and regulations, shall be eligible for participation. A registration fee shall be set by the Executive Board and announced to all interested parties. Not more than three (3) coaches will assist the manager for each team in the direction of the players.

## **SECTION 3.**

The Executive Board shall, upon evidence of misconduct by any player, provide notification (through the secretary) to the manager of the team of which the individual(s) is a member. The said manager shall investigate the claim of her misconduct and shall forward his finding to the Executive Board. The Executive Board shall, with a majority vote, decide the issue.

## **SECTION 4.**

The Executive Board shall have the authority to suspend, discharge or otherwise discipline any manager, coach, player or any person or persons connected with this organization. The Executive

Board has a duty to investigate all violations presented to this Board of either the Constitution or the league rules. If four members of the Board feel there is merit to the alleged violation, the full Board shall conduct a due process hearing where the affected individual shall have right to be heard and represented. The Board furthermore shall also have the right to secure representation for said due process hearing. Said due process hearing shall take place after a minimum of three business days notice to the affected member. A decision of the Executive Board shall be binding upon a majority of the quorum of the Executive Board.

## **ARTICLE VIII PARLIAMENTARY RULES**

### **SECTION 1.**

The proceedings of all meetings of the organization or of the Executive Board shall be governed by, and conducted according to the latest edition of Robert's Rules of Order except as noted herein.

## **ARTICLE IX DISSOLUTION**

### **SECTION 1.**

In the event of dissolution of the DYER GIRLS SOFTBALL LEAGUE, INC. all equipment and assets shall be distributed to the Dyer Parks Department.

### **SECTION 2.**

Dissolution shall take place at a dissolution meeting of all members of the league. In the event the majority of the Executive Board decides that dissolution is appropriate, notice shall be mailed to all members. Said notice shall be mailed a minimum of ninety (90) days before any dissolution meeting.

## **ARTICLE X AMENDMENTS**

### **SECTION 1.**

The league Constitution replaces and supersedes the revised December 2006 Constitution. Said Constitution, is subject to amendment. In order to amend the Constitution, a member must present a proposal in writing to the Executive Board. Any proposed constitutional amendment must be submitted in writing to the board one month prior to the meeting that the amendment is heard. Said amendment must be approved by a majority board vote. Any approved amendment to the constitution shall take effect immediately.