

Santa Fe Girls Softball



President: Kerstan Durham

Vice President: Lisa Fruge

Treasurer: Justin Clements

ARTICLE 1 (NAME)

This organization shall be known as the Santa Fe Girls Softball League, Inc., henceforth known as SFGSL.

ARTICLE 2 (PURPOSE)

Section 1: SFGSL is a nonprofit organization that shall seek to instill in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage and respect for others so that they may be finer, stronger, and happier youth who will grow up to be healthy adults.

Section 2: This objective shall be reached by providing a supervised girls softball program.

ARTICLE 3 (MEMBERSHIP)

Section 1: Members in good standing shall be any adult with an interest in the SFGSL.

Section 2: All registered Managers and registered Assistant Coaches during the voting year will be eligible to vote. As long as they attend 6 Board meetings in a 12-month period and are in good standing with the Board. All registered Managers and registered Assistant Coaches votes will count as $\frac{1}{2}$ a vote each.

Section 3: The voting year shall run concurrent with the board elections, August 1 through July 31.

Section 4: An absentee ballot may be cast by an eligible Board member with a legitimate excuse for not making the voting meeting. Must be written and sent to the Secretary. Registered Managers and registered Assistant Coaches are not allowed to send in a Proxy vote.

ARTICLE 4 (ELECTION RULES)

Section 1: In order to be elected to any office or to be considered for any position, a candidate must receive more than 50% of the votes cast.

Section 2: The president of the SFGSL is not allowed to vote unless specifically provided for in these By-Laws.

Section 3: Tie Vote – In the event that two candidates split the vote equally, i.e., each receives exactly 50% of the votes cast then the President of SFGSL will cast the deciding vote.

Section 4: Run Offs – Should more than two candidates be running for the same position of office, and none receive more than 50% of the votes cast, then a runoff will be held between the two candidates receiving the most votes. In the event that one candidate receives the most votes cast, and two or more candidates tie for the second run off position, the President of SFGSL will cast the deciding vote for the second run off position. The runoff shall consist of a vote between the two run off positions only. Should there be a tie, see Section 3.

Section 5: The President may delegate the responsibility of breaking a tie to Division Vice Presidents for decision-making within their respective Divisions.

Section 6: Voting on any question or in any election may be accomplished by a show of hands or roll call unless the presiding officer shall order, or any director shall demand, that voting be by secret ballot.

ARTICLE 5 (BOARD OF DIRECTORS)

Section 1: Authority – SFGSL shall be governed by a Board of Directors. They shall have the power to adopt, rescind, or amend rules and regulations governing the organization.

Section 2: Responsibility – The Board of Directors shall be responsible for managing the affairs of the organization and shall carry out and enforce all objectives and purposes for which it is organized.

Section 3: Eligibility

- A. Any adult in good standing with the SFGSL can run for a position on the Board of Directors.
- B. In order to run for office
 - For new members; Must be present at the elections.
 - Current members may be present or represented by proxy at the elections.

Section 4: Nominations

- A. Nominations may be accepted by advance notice from the nomination committee or from the floor at the election.
- B. The Board of Directors will canvas the general membership for volunteers to run for office prior to the election.

Section 5: Election – The board members will be elected by individual offices.

- A. Newly elected board members will need to attend 3 regularly scheduled board meetings once elected to have voting privileges.

Section 6: Term of Office

- A. The term of office will be two years and shall begin at the next scheduled Board of Directors meeting after the general election. The board will determine any ad hoc members term at the time of appointment.
- B. Any vacancy occurring in the Board of Directors may be filled by temporary appointment by the board at their next meeting. At the first general meeting following the board vacancy, the existence of the open position will be announced, the temporary board member will be identified, and request will be made for an election by the general membership at the next scheduled meeting to fill the position.
- C. The term of the office may be revised for a member due to special circumstances by the Board of Directors.

Section 7: Vacancy of office

An office of the Board of Directors shall be considered to be vacant upon the occurrence of any of the following:

- (a) Death or incapacity of Director
- (b) Resignation of a Director
- (c) Expulsion of a Director from office as described in Section 8

Section 8: Expulsion of Board Members

- A. Board members who miss three Board meetings without notice shall be subject to dismissal by a 2/3-majority vote of the Board of Directors at any meeting.
- B. A 2/3-majority vote of no confidence by the board against any Board member shall bring the matter before the general membership for dispensation. A 2/3-majority vote of the membership present, after a discussion, is required to approve removal of said member from the board.

Section 9: Conflict of Interest

Should the Board of Directors determine that a conflict of interest exists involving any board member, then the Board of Directors may temporarily suspend the voting privileges of said Board member and/or assume their responsibilities until such time as the conflict of interest is determined to no longer exist.

Section 10: The directors shall consist of President, Executive Vice President, Secretary, Treasurer, Divisional Vice Presidents, Player Agent, Tournament Director, Ways and Means, Grounds Chairman, Equipment Manager, Head Scorekeeper, Marketing Manager, Concession Stand Manager, Scheduler, and Historian.

Section 11: Duties of the Directors

President – Shall preside in a fair and impartial manner over all meetings. Shall jointly sign checks and withdrawals in conjunction with the treasurer and perform duties as are incidental to the office of the president and are properly required of this office. Shall be an unofficial member of all committees. Shall represent the SFGSL at any meeting outside the association or designate someone to attend in his absence. Shall be responsible for all matters pertaining to insurance.

Executive Vice President – Shall conduct meetings in the absence of the president. Shall be responsible for the solicitation of sponsorships and fees for the SFGSL. The Executive Vice President can sign checks and make withdrawals in the absence of either President and/or Treasurer.

Secretary – Shall keep the minutes of all meetings, (i.e., Board, General, and Special). Shall have the responsibility for notification to appropriate parties of official meetings. Shall have the responsibility of all correspondence and documents for the SFGSL. Shall verify vacancies, prepare ballots, and certify official results in all SFGSL elections in accordance with the by-laws. Shall maintain access and authorize other members' access to the official website for the SFGSL and maintain the official email for SFGSL. Shall update all documents, Board of Director contact information, general league communication and assist in the development of the website.

Treasurer – Shall receive, bank, and be the controller of all moneys and properties paid or donated to the SFGSL, file and maintain tax records. Shall provide a written financial report to the Board at each regularly scheduled Board of Director meeting, which shall be incorporated into the minutes. Shall present a cash flow statement to the membership at each regularly scheduled General meeting. Shall pay all disbursements by check, cash or credit card with proof of payment. Shall sign checks and withdrawals in conjunction with the President or Executive Vice President. Shall prepare and present the budget, as set by the Board of Directors, to the March General member meeting. Shall aid the Concession Stand Manager in the preparation of a budget report. Shall present a complete annual CY financial report of the SFGSL at the February General membership meeting.

Divisional Vice Presidents – Shall administer their divisions in accordance with the by-laws and objectives of SFGSL. Shall be responsible for the conduct and operations of their divisions. Shall inform Managers of any rule changes. Shall be responsible for verifying and maintaining record of ACE certification/background checks for Managers, Assistant Coaches, Team Moms and anyone on the field or in the dugouts. Should settle disputes where possible and enforce rules of the league during play. They shall refer to the Board of Directors any protest which is correctly filed by a Manager or Assistant Coaches.

Player Agent – Shall be responsible for the recruitment, tryouts, and assignments of all player personnel. Shall conduct the draft, unless a conflict of interest occurs. Shall prepare a league roster with the girl's name, address, telephone number, date of birth, and team assignment. Shall be responsible for maintaining historical records of all players. Shall receive and maintain Manager and Assistant Coaches applications. Shall sign and verify tournament rosters whenever available.

Scheduler - Shall act as League Scheduler and provide league and co-op playing schedule, practice schedule and coordinate all make up games.

Head Scorekeeper – Shall be responsible for setting up the scorekeeping clinic. Shall work in conjunction with the Tournament Director in scheduling scorekeepers for all Post-Season tournaments. Shall be responsible for compiling and reporting all league standings during the season. Shall maintain and update any corresponding information for this position, relevant to the public, on the official website for SFGSL.

Tournament Director – Shall work in conjunction with Division Vice Presidents to inform Managers of all rules and regulations governing the tournaments. Shall be responsible for preparing local tournament brackets, and in absence of a League Scheduler shall provide league playing schedule, and coordinate all make up games. Shall be responsible for the tournament draft at the beginning of the calendar year, additional tournaments throughout the year, and communicating the Tournament Schedule to all Board of Directors, as well as posting this information to the public website for viewing. Shall maintain a calendar of tournaments and communicate this information for an overall league calendar, to be maintained in a central location.

Ways and Means – Shall be responsible for organizing all fund-raising projects and assisting the Marketing Manager in their advertisements for the league. Shall be responsible for scheduling team pictures.

Grounds Chairman – Shall be responsible for the constant surveillance of the playing facilities and scheduling workdays, when necessary. Shall be responsible for field material needed during season play and tournaments. To work in conjunction with Division Vice Presidents and the Tournament Director to ensure that playing fields are prepared, as needed, for all events.

Equipment Manager – Shall be responsible for the acquisition, maintenance, storage, and inventory of the SFGSL game equipment. Shall further be responsible for the dispersal of said equipment to the SFGSL teams, as well as the requisition of the same equipment upon the completion of the current season. Shall be responsible for preparing a proposed budget for needed equipment to present to the Budget Committee.

Marketing Manager – Shall manage the official SFGSL website and social media pages for the league. Assist the Vice President in soliciting sponsorships and fundraising for the league. Monitor and manage the sponsors and advertising on the website. Keep up with the marquee and manage the advertisement for the leagues Spring and Fall registrations. Assist in communication between SFGSL and other community activities.

Concession Stand Manager – Shall be responsible for all operations of the concession stand, including but not limited to purchasing and maintaining inventory, hiring workers and preparing a budget to present to the Budget Committee. Shall also work with the Tournament Director and Scheduler as needed to ensure the concession stand is stocked for all scheduled league events. Will meet with tournament host and do inventory.

Historian – Long standing Board member. Knows the History of the League.

Ad Hoc Members – Will fill the role as assigned by the board for an amount of time determined by the board.

ARTICLE 6 (EXECUTIVE COMMITTEE)

Section 1: Purpose – The Executive Committee shall have the responsibility of carrying out the plans of the Board of Directors and to act on behalf of the SFGSL in matters of urgent necessity, when a quorum of Directors cannot be achieved.

Section 2: Members – The President must be in attendance for the Executive Committee to meet. The Executive Vice President, Treasurer, and Secretary are permanent members of the Executive Committee and any two must be present, along with the President, for Executive Committee to act. Any other Board Member present at the Executive Committee meeting will be considered a full member of the committee with all rights and privileges attached thereto.

Section 3: Jurisdiction – The Executive Committee may not act unless the following conditions have been met.

- (1) The President determines that a matter of urgent necessity exists and must be acted on prior to the regularly scheduled Board Meeting or prior to the calling of a Special Board Meeting.
- (2) The secretary has attempted and failed to contact the Board of Directors in order to achieve a quorum to consider a matter of urgent necessity.
- (3) All business transacted by the Executive Committee must be reported to the Board of Directors as soon as possible. The Executive Committee cannot change the by-laws. The Executive Committee cannot approve or rescind any action that was previously acted on by the full Board of Directors.

ARTICLE 7 (COMMITTEE'S)

Section 1: Nomination Committee

- A. Membership shall consist of Executive Vice President, Ways and Means, and Grounds Chairman.
- B. Shall be chaired by the Executive Vice President
- C. Shall be responsible for canvassing the general membership to obtain candidates to run for open board positions.

Section 2: Elections Committee

- A. Membership shall consist of the current Secretary, Marketing Director, and two people from the general membership to be appointed by the presiding officer.
- B. Shall be chaired by the Secretary.
- C. Shall be responsible for tallying the ballots at all elections and announcing the results.
- D. When the current Secretary's term of office is expired and he/she is running for office again, the President shall appoint a substitute.

Section 3: Budget Committee

- A. Membership shall consist of the President, Executive Vice President, Secretary, Treasurer, Ways and Means, Grounds Chairman, Equipment Manager and Concession Stand Manager.
- B. Shall be chaired by the President.
- C. Shall be responsible for the preparation of the initial operating budget and amendment if required.

Section 4: Ways and Means Committee

- A. Membership shall consist of the Ways and Means Chairman, Marketing Manager and the Team mom, on all teams.
- B. Shall be chaired by the Ways and Means Chairman.
- C. Shall be responsible for all fund-raising activities of the SFGSL.

Section 5: Grounds Committee

- A. Membership shall consist of the Grounds Chairman and the Manager or a representative on each team.
- B. Shall be chaired by the Grounds Chairman.
- C. Shall be responsible for all maintenance and improvements of the SFGSL facility.

Section 6: Tournament Committee

- A. Membership shall consist of the Tournament Director; all Divisional Vice Presidents and Concession Stand Manager.
- B. Shall be chaired by the Tournament Director.
- C. Shall be responsible for scheduling and proper operation of all tournaments held by the SFGSL.

Section 7: Ceremonies Planning Committee

- A. Membership shall consist of the Scheduler, Secretary, Marketing Manager, and the Treasurer.
- B. Shall be chaired by the Secretary.
- C. Shall be responsible for coordinating all ceremonies hosted by SFGSL.

ARTICLE 8 (MEETINGS)

Section 1: Meetings for both General and Executive Board will be held the first week of each month, on a day to be determined during the previous month's meeting minutes. The General Meeting will be at 7:00pm with the Executive Board Meeting to follow.

Section 2: Meetings can be rescheduled at any time to accommodate the majority of the board.

Section 3: Special Board Meetings may be called by order of the President or by written petition by a majority of the Directors subject to the provisions in Article 6 Section 3.

Section 4: A majority of the Directors (quorum) must be present at any Board meeting other than Executive Committee meeting, prior to the call to order and/or conducting any official business.

Section 5: Members desiring to appear before the Board of Directors must submit a written request to the President or Secretary stating the reason for their appearance. Only members who have submitted a written request shall be allowed to appear. The member presenting the request will be notified of the time, date, and location to appear before the Board of Directors.

ARTICLE 9 (BUDGET AND FINANCE)

Section 1: The budget shall be determined for a Calendar Year report. The calendar year (CY) shall be from January 1 through December 31.

Section 2: Budget

- A. The Board shall approve the budget in the month of February from the projections developed by the Budget Committee or as amended by the Board.
- B. The Board shall review the budget after registration is complete and amend as necessary.
- C. The Budget shall be presented to the general membership at the March meeting by the Treasurer and any amendments thereafter at the next general meeting.

Section 3: The Treasurer shall provide the following:

- A. A monthly income/expense report at each General meeting.
- B. A budget report at each Board meeting.
- C. A complete written financial report for the CY at the February general membership meeting.

Section 4: All funds to the SFGSL shall be maintained in a board approved FDIC/FSLIC Banking facility.

Section 5: No new debts should be assumed until all current obligations have been met except for those relating to normal operating expenses.

Section 6: At the close of the CY, all funds other than necessary operating funds will be designated as determined by the Board.

ARTICLE 10 **(PUCHASING AND CONTRACTS)**

Section 1: All un-budgeted expenditures, major purchases, or contracts shall be approved by a majority vote of the Directors. Any expenditure under \$250.00 per month for emergencies and under \$1,500.00 for maintenance do not need Board approval.

Section 2: Approval of the annual budget directs the Treasurer to pay all agreed SFGSL expenditures.

Section 3: Anyone making a purchase for the SFGSL shall be responsible for providing a receipt to the Treasurer.

Section 4: The Concession Stand Manager, or a Board appointed representative shall have the authority to purchase food and supplies to maintain proper operation of the concession stand. He/She shall have this authority without approval of the Directors provided the purchase is made by a Board approved vendor.

ARTICLE 11 (REVENUE)

Section 1: All methods of raising or receiving revenue for the SFGSL shall be approved by a majority vote of the Directors.

Section 2: All revenue amounts received by the SFGSL shall be verified and documented by a second party prior to the Treasurer depositing said revenue.

Section 3: Sponsor fees, player registration fees, and tournament fees shall be set, by majority vote of the Board of Directors of the SFGSL each year.

Sponsor fees shall be made payable to “Santa Fe Girls Softball League”. Should teams seek individual sponsorship for the purpose of league and/or post-season play, a donation of 20% of the amount of the sponsorship will be collected by the league. The remaining 80% will be passed along to the individual team.

Fundraiser / Registration:

Registration fees are set based on the previous year’s expenses divided by the total number of players plus upgrades and improvements fees. Responsible parties have the option of paying the full amount of registration or subsidizing the fee by participating in the fundraiser.

For Example:

Previous year’s expenses	= \$45,000
Divided by # of players	<u>275</u>
	= \$ 164
Plus 10% U & I	<u>\$ 16.40 = 10%</u> (Umpires and Insurance)
Registration Fee	<u>\$ 180.40</u>

Scholarship players are responsible for selling 2 full books of raffle tickets, unless more than one scholarship is given to sisters, in which one extra book of raffle tickets per house shall be required and one book of raffle tickets per child to remain in good standing.

All players who have not satisfied the registration fee by opening ceremonies (date to be determined annually by the Board) will not be allowed to play until the full amount of fees are collected. In addition, any player who has not satisfied the full amount of registration will not be eligible for post-season or Fall Ball until the debt has been paid.

Each year, at the time of registration, if the prior year’s fees were not fully satisfied then the responsible party will be required to pay the full amount of registration for the previous debt, as well as the current registration. The option to subsidize fees with the fundraiser shall be determined by the Board of Directors.

ARTICLE 12 (TEAM MANAGEMENT)

Section 1: In order to be eligible for a position as Manager an application must be filled out and turned into the Player Agent.

Section 2: In order to be awarded the position of Manager the applicant must meet Board approval.

Section 3: Managers will assume full responsibility for the actions or conduct of the entire coaching staff, all players, and followers of their team.

Section 4: Managers, Assistant Coaches can be removed or suspended for profanity, poor instruction of players, attitude that is detrimental towards the purpose of the SFGSL or missing 2 games without just reason, or a violation of any By-Law or Playing Rule. Any Manager / Coaches removed, suspended, or pending permanent removal shall have the opportunity to be heard by the Board of Directors prior to the decision becoming final (re: Art. 8 Sect. 5).

Section 5: It shall be the responsibility of the Manager to ensure that girls are **NEVER LEFT UNATTENDED** on the field without adult supervision after a practice or game. Failure to comply could result in the removal of the Manager.

Section 6: Each team must be represented by a Manager or designee at all Managers' Meetings. Each representative shall be responsible for signing the attendance sheet or will be considered absent. Failure to comply will result in the suspension of the Manager for their next scheduled league game.

ARTICLE 13 (CONDUCT)

Section 1: Upon the written complaint on the part of any person, which is likely to reflect unfavorably on the SFGSL, such person's presence on the SFGSL premises may be prohibited by a majority vote of the Board of Directors at any meeting. Any person complained of shall have the right to be heard on his/her own behalf (re: Art. 8 Sect. 5)

Section 2: Anyone under the influence or possession of alcohol or illegal substance at softball functions will be expelled from the grounds. The Board may approve the sale, possession, and consumption of beer and/or wine at special SFGSL sponsored functions; however, all applicable State and Local laws must be observed. Under no circumstances will behavior unbecoming the SFGSL be tolerated.

Section 3: Player conduct that is detrimental towards their team or the SFGSL can result in disciplinary action by the Manager or Assistant Coach. This action can be removal from or not playing in a game.

ARTICLE 14 (PARLIAMENTARY AUTHORITY)

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SFGSL provided they are not inconsistent with these By-Laws or any special rules of order the SFGSL may adopt.

ARTICLE 15 (AMENDMENT OF BY-LAWS)

These By-Laws may be amended by 2/3-majority vote of the Board of Directors at any regularly scheduled Board meeting. Seven days' written notice containing the proposed amendment, time and place of the meeting must be provided to each Director prior to voting on any proposed amendment.

The December meeting is the rule voting meeting and whoever is in attendance will be the quorum for voting purposes.

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