

Bylaws for the Warrenville Girls Softball Association

Article I – Name

The name of this organization shall be the Warrenville Girls Softball Association (WGSA).

Article II – Articles of Organization

The articles of organization of the WGSA include (1) the bylaws of the organization and (2) the certificate of incorporation of such organization.

Article III – Purposes

The object of this organization shall be to offers a girls' recreational softball program that provides the participants an opportunity to develop sportsmanship and a team concept as well as individual softball skills.

Article IV – Basic Policies

The following are the basic policies of the WGSA:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose that conflicts with the expressed purpose of the organization.
- c. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. No fundraising efforts will be undertaken by the organization without the expressed approval of the executive committee. All fundraising activities shall be consistent with the expressed policies of the organization.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private citizens except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- f. No compensation shall be paid to any member of the executive committee for services as a member of the committee, except that by resolution of the committee, committee members may be reimbursed for expenses incurred on behalf of the corporation.
- g. Officers and directors of the organization shall not be personally liable or responsible for the legal and financial obligations of the organization. Officers and directors should make it clear when they are conducting the organization's business that they are doing so on behalf of the corporation.
- h. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.
- i. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c) of the Internal Revenue Code.

Article V – Fiscal Year

The fiscal year of this organization shall be from August 1, of each calendar year, to July 31, of the next calendar year inclusive.

Article VI – Meetings

Section 1.

Regular meetings shall be held on a specified day and time of each month as determined at the annual meeting by the incoming board of directors, with the exception of July. The annual meeting in July shall take the place of the regular meeting during said month. The day and time for all regular monthly meetings determined by the incoming board of directors will be publicly announced within four (4) days after the annual meeting. Regular meetings shall be held for the purpose of conducting normal organization business, report on organization activities, and distributing the organization's financial report.

Section 2.

Annual meetings shall be held in July after the awards night at a date and time to be determined by the outgoing executive committee for the purpose of conducting the normal business of the organization and installing the newly elected officers of this organization. The date and time of the annual meeting shall be publicly announced at least four (4) days prior to the meeting.

Section 3.

Annual reports shall be presented at the annual meeting in July.

Section 4.

The chairperson of the executive committee may call special meetings by giving seventy-two (72) hours notice to all executive committee members. The chairperson or his/her designee will notify all executive committee members of any special meetings and public notice shall be given for such meetings. Special meetings will be held for expressed purposes only and no other organization business will be conducted at such meetings.

Section 5.

Four (4) executive committee members, or three (3) executive committee members and an ex officio nonvoting member appointed by the executive committee shall constitute a quorum for the transaction of the business of this organization.

Section 6.

The chairperson of the executive committee shall only vote on motions before the committee in case of a tie.

Article VII – Membership

Section 1.

All parents and/or guardians of current participants in any WGSA program shall automatically become members of the organization.

Section 2.

All current coaches shall be members of the organization.

Section 3.

All current executive committee members, officers, appointed officials, and/or drafted personnel shall be members of the organization.

Section 4.

One person from companies or organizations that serve as current team sponsors. The designated person may be chosen by either the WGSA or the sponsoring company or organization.

Section 5.

All current WGSA boosters shall be members of the organization. If a company or other organization serves as a WGSA booster, only one person from the company or organization may be designated as a booster. Either the WGSA or the company/organization serving as a booster may choose the designated person.

Section 6.

A representative from the Warrenville Park District acting in his or her capacity as a liaison to the WGSA under the terms of the then existing affiliation agreement.

Section 7.

The term of membership shall be from January 1, to the close of registration for the spring/summer softball program the following year inclusive. Current participation in WGSA programs shall mean involvement during this same period.

Section 8.

Membership shall not be contingent on the payment of any membership fee. Membership shall be made available without regard to race, color, sex, creed or national origin.

Article VIII – Membership Rights and Responsibilities

Section 1.

All members of the WGSA shall have the right to:

- a. Attend all annual, regular and special meetings of the organization.
- b. Address the executive committee during the Public Opinion forum of annual and regular meetings.
- c. Vote in annual elections for executive committee members.
- d. Serve on standing and special committees.
- e. Volunteer for and perform special assignments for the organization.
- f. Run for the WGSA executive committee.

Section 2.

All members of the WGSA shall have the responsibility to:

- a. Display good sportsmanship at all times.
- b. Demonstrate respect for all program participants.
- c. Support WGSA policies and philosophies.
- d. Participate in WGSA activities.

Article IX – Executive Committee

Section 1.

The executive committee shall consist of the elected officers of this organization.

Section 2.

The executive committee shall:

- a. Review tentative budgets and financial proposals for approval and implementation.
- b. Decide all matters pertaining to the finances of the organization, bearing the responsibility to conduct the financial affairs of the organization in a sound, business like manner.
- c. Transact necessary business in the intervals between regular meetings and such other business as may be referred to it by this organization; however, no action shall be in conflict with the OBJECTS of this organization.
- d. Develop and coordinate programs and promote philosophies consistent with organization goals and objectives.
- e. Present reports and recommendations to the regular meetings of this organization.
- f. Appoint ex officio nonvoting members.
- g. Create standing committees.
- h. Approve plans of work of the standing committees.
- i. Serve as ex officio members on selected standing committees.

Section 3.

Any executive committee member absent for three (3) consecutive meetings without prior notice shall automatically forfeit his/her place on the executive committee and be so notified in writing by the executive committee.

Section 4.

Executive committee members shall recommend the removal of any officer not performing duties as outlined in the bylaws of this organization. An affirmative vote of two-thirds (2/3) of the executive committee shall be necessary for removal of an officer, prior written notice having been given. Discussions regarding removal shall take place in executive session while voting for removal shall be by secret ballot. Officers recommended for removal may not vote on the issue of their dismissal.

Section 5.

A vacancy occurring in any office shall be filled by a person elected by a two-thirds (2/3) vote of the remaining members of the executive committee. Nominators for the vacated office can be made by any member of the organization with election taking place at the annual or regular meeting following notice of the vacancy. In the event a vacancy occurs in the office of chairperson, the vice-chairperson shall serve notice of the vacancy and the election.

Section 6.

A member of the outgoing executive committee should attend at least two (2) of the first three (3) regular meetings of the incoming executive committee to be available for answering questions and giving advice.

Article X – Officers and Their Election

Section 1.

- a. The officers of this organization shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, Director of Fundraising, and Director of Operations.
- b. Officers shall be elected by secret ballot annually at the end of season awards night with candidates for all offices receiving majority votes declared winners. Ballots shall be tabulated by an election committee appointed and approved by the executive committee. Candidates for office may not serve on the election committee.
- c. The executive committee shall act as a tiebreaker in the event membership balloting for any office results in a tie. All executive committee members in attendance at the annual meeting shall cast single votes, by secret ballot, for the candidate of their choice for the office in question. The Chairperson shall cast the deciding vote if executive committee balloting does not break the tie for the contested position.
- d. If three or more candidates run for any office the winner shall be the individual receiving a plurality of the votes cast.
- e. Newly elected officers shall assume their official duties at the close of the annual meeting in July and following their installation shall serve their respective terms until their successors have been elected and assume their duties the next July.
- f. Officers of the organization must have attained the age of eighteen (18) by the date of their election. Individuals elected/appointed to fill vacancies must also have attained the age of eighteen (18) by the time of their election or appointment.
- g. The terms of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Director of Fundraising, and Director of Operations shall each be one year in duration.
- h. There shall be no limit to the number of terms a person may serve in any office of the executive committee.

Section 3.

- a. Nominations for the office of Chairperson, Vice-Chairperson, Secretary, Treasurer, Director of Fundraising, and Director of Operations will be accepted from the floor at the organization's regular monthly meeting in May and June.
- b. Nominations for the offices of Chairperson, Vice-Chairperson, Secretary, Treasurer, Director of Fundraising, and Director of Operations will be accepted by mail during the months of May and June. Mailed nominations must be received by the last Friday in June and include the nominee's name, address and phone number as well as office desired.

- c. Only those who have consented to serve if elected shall be eligible for nomination either by mail or from the floor. A member of the executive committee will contact nominees to confirm their intention to run for office.
- d. Nominees may remove their name from the ballot by contacting the WGSA ten (10) days prior to the scheduled election date and requesting that their name be officially removed from the ballot.
- e. A person shall only be nominated and included on the ballot for one office.

Section 4.

All members of the organization, eighteen (18) years of age or older, shall be eligible to vote in WGSA elections.

Article XI – Duties of Officers

Section 1.

The Chairperson shall:

- a. Preside at all meetings of the organization and at all meetings of the executive committee.
- b. Insure all legal, insurance, audit, & tax issues are handled properly and in a timely manner.
- c. Insure that all questions and complaints from parents, coaches, players, and other interested parties are handled properly and in a timely manner (including issues related to the organization's code of conduct).
- d. Coordinate the work of the officers and committees in order that the OBJECTS of the organization may be promoted, including helping with these responsibilities as needed.
- e. Handle field related issues (maintenance, upgrades, allocations, etc.).
- f. Act as the representative of the organization to outside persons and organizations.
- g. Transmit all records and correspondence to any person elected or appointed to succeed him/her in that office.

Section 2.

The Vice-Chairperson shall:

- a. Act as aide to the chairperson.
- b. Perform the duties of the chairperson in the absence or inability of that officer to serve.
- c. Perform duties related to the beginning of season and end of season activities. These could include:
 1. Solicit and recognize volunteers (coaches, team representatives, event chairs, etc.).
 2. Coordinate registration.
 3. Schedule and coordinate Picture Day.
 4. Coordinate the end of season awards night.
 5. Perform other duties as may be delegated.
- d. Transmit all records and correspondence to any person elected or appointed to succeed him/her in that office.

Section 3.

The Secretary shall:

- a. Record the minutes of all meetings of this organization. Prepare, distribute and read the minutes of the previous meeting for executive committee approval.

- b. Prepare and distribute public notices and other WGSA information through the newspapers, park district, cable television, and/or WGSA web site.
- c. Coordinate the maintenance of the WGSA web site.
- d. File all papers and documents related to the business of the organization.
- e. Maintain the organization's membership list and other mailing lists for distribution of WGSA information.
- f. Maintain official copies of WGSA information, including bylaws, handbooks, codes of conduct, in-house rules, etc.
- g. Perform such other duties as may be delegated.
- h. Transmit all records and correspondence to any person elected or appointed to succeed him/her in office.

Section 4.

The Treasurer shall:

- a. Receive all monies of this organization, keep an accurate record of receipts and expenditures; and pay out organization funds in accordance with the approved budget as authorized by this organization.
- b. Present bills for payment to the organization at the next regular or annual meeting of the executive committee following the date of their receipt.
- c. Validate all vouchers presented for payment.
- d. Present a financial statement at every regular meeting of this organization and at other times as requested by the executive committee.
- e. Present a full report at the annual meeting of the organization in October.
- f. Provide the checkbook; all bank statements; canceled checks and deposit slips; treasurer's record book and receipt book; vouchers and/or invoices for all disbursements at the annual audit.
- g. Place all monies in a depository approved by the executive committee.
- h. Provide an annual report to the Secretary of State as required by law.
- i. Reconcile the financial activities (including the cash balance) to the bank statement.
- j. Perform other duties as may be delegated.

- k. Transmit all records and correspondence to any person elected or appointed to succeed him/her in that office.

Section 5.

The Director of Fundraising shall:

- a. Provide strategy for fundraising objectives.
- b. Develop and implement plans for fundraising through sponsors, boosters, and/or other donors.
- c. Coordinate fundraising using grant programs.
- d. Recruit committees and committee chairpersons for various fundraising events. Insure that committees keep good records of the event, including what ideas worked or did not work, suggestions for future participation, monies collected and spent, etc.
- e. Perform other duties as may be delegated.
- f. Transmit all records and correspondence to any person elected or appointed to succeed him/her in that office.

Section 6.

The Director of Operations shall:

- a. Handle equipment and uniform related issues (ordering, distribution, collection, replacement, etc.).
- b. Set up regular season and tournament schedules (should be delegated to League Coordinators).
- c. Reschedule rained out games (should be delegated to League Coordinators).
- d. Hold drafts and create rosters (should be delegated to League Coordinators).
- e. Coordinate umpire schedules with League Coordinators and Park District personnel.
- f. Determine in-house rules for each league (should be delegated to League Coordinators).
- g. Collect game results for distribution to WGSA web site and possibly newspapers. Determine winners of end of season awards.
- h. Perform other duties as may be delegated.
- i. Transmit all records and correspondence to any person elected or appointed to succeed him/her in that office.

Article XII – Standing And Special Committees

Section 1.

Only members of this organization shall be eligible to serve in any elective or appointive position.

Section 2.

The executive committee shall create such standing committees as it may deem necessary to promote the OBJECTS and carry on the work of the organization.

Section 3.

The chairperson of each standing committee shall present a written plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Section 4.

Special committees may be created by the executive committee as the need arises. Special committees shall be dissolved by the executive committee when their purpose has been realized.

Section 5.

An auditing committee comprised of the chairperson and two (2) members of the organization appointed by the executive committee shall perform an annual audit of the organization. The committee shall report to the membership the financial review of the previous year at the organization's regular meeting in October.

Article XIII – Interpretation Of The Bylaws

The interpretation of the organization's bylaws shall rest with the chairperson, or in his/her absence, the vice-chairperson. The chairperson's or vice-chairperson's interpretation may be overturned by a two-thirds (2/3) vote of the executive committee.

Article XIV – Amending The Bylaws

Section 1.

The bylaws of this organization may be amended by a two-thirds (2/3) vote of the executive committee at any annual or regular meeting; however all proposed amendments must be read at the annual or regular meeting immediately preceding the meeting during which the vote for amendment is taken.

Section 2.

A quorum to consider amendments to the bylaws of this organization shall consist of four (4) executive committee members.

Section 3.

All members of the executive committee in attendance, including the chairperson, shall vote on proposed amendments to the bylaws of this organization.