

# **LANCASTER GIRLS SOFTBALL ASSOCIATION**

## **ARTICLES AND BYLAWS**

**Revision Date September 17<sup>th</sup> 2009**

### **ARTICLE I**

This Association shall be known as the Lancaster Girls' Softball Association; but for a greater clarity in the minds of the public it may as it sees fit, use the name LGSA upon its letterheads, advertisements, equipment, supplies and paraphernalia.

### **ARTICLE II**

The purpose of this Association shall be as follows:

- 1) To promote interest in girls' softball activities by:
  - a) Staging a girl's softball league
  - b) Staging of girls' softball tournaments
  - c) Providing educational opportunities so that girls and young women may learn the skills and etiquette of softball
  - d) To provide information to the public
  - e) To assist and support schools girls' softball programs.
  
- 2) To do any and all lawful acts to engage in any and all activities, either alone or in conjunction or cooperation with other persons, agencies, governmental authorities, institutions and organizations, as may be deemed necessary or appropriate in the furtherance of one or more of each purpose.

The funds for this purpose shall be derived from the sale of Lancaster Girls Softball Association fund raisers, concessions, sponsorship, player fees and donations.

## **ARTICLE III**

### **Officers, Requirements, Duties and Vacancies**

#### **Section 1 Board of Trustees**

- a) The Board of Trustees shall consist of fifteen (15) individuals and shall be elected to a two year term. These terms shall be staggered so that all the positions are not elected in one year.
  
- b) The meeting for the election of Trustees shall be held annually at the fall coaches meeting held after the conclusion of the season, but no later than September 30.
  
- c) A head coach and one assistant coach of record, as determined by the Secretary shall have the right to cast one vote each for the nominated trustees.
  
- d) Conflict of Interest Clause; No one should benefit financially or otherwise personally from the association with the LGSA. The primary goal should be viewed as a volunteer group to further the causes of girls' softball.

#### **Section 2 Officers**

The officers of this association are elected from the Trustees after the annual coaches meeting held in September of each year and shall be: President, First Vice-President, Second Vice-President, Secretary and Treasurer.

#### **Section 3 Requirements**

- a) The President shall be an active Trustee in good standing and shall be bonded.
  
- b) The First and Second Vice President shall be Trustees.
  
- c) The Secretary shall be a Trustee who has been a Trustee in good Standing.
  
- d) The Treasurer shall be an active Trustee who has been a Trustee in good standing for at least one year.

**Section 4     Duties**

- a)     The President, elected for one (1) year, shall:
  - (1)     Preside at the meetings of the association.
  - (2)     Appoint Chairman and/or Committees, special or otherwise, he shall deem necessary, or which may originate through an action of the active membership of the Board of Trustees.
  - (3)     Call a meeting of the Board of Trustees at any time he deems necessary.
  - (4)     Call a meeting of the Board of Trustees for the Annual Audit of the Treasurer's records.
  
- b)     The First Vice President, elected for one (1) year, shall:
  - (1)     Preside at the meetings of the association in the absence of the President.
  - (2)     Assist the President as the President may deem necessary.
  - (3)     Assume the duties of the President in case the Presidency becomes vacant.
  
- c)     The Second Vice President, elected for one (1) year, shall:
  - (1)     Preside at the meetings of the association in the absence of the First Vice President.
  - (2)     Assist the President as the President may deem necessary.
  - (3)     Assume the duties of the First Vice President in case the Presidency becomes vacant.
  
- d)     The Secretary, elected for one (1) year, shall:
  - (1)     Transcribe and keep a record of all meetings of the association.
  - (2)     Maintain a file of motions passed that would have an impact on the future meetings for possible bylaw changes.

- (3) Record the names of the head coach and the voting assistant coach for each participating team each year.
  - (4) Provide such mailing as may be required from time to time.
  - (5) Notify active members at least two (2) weeks in advance of any special meeting and each annual meeting.
  - (6) Provide head coaches and voting assistant coaches with a copy of this Constitution and Bylaws.
  - (7) Turn his records and supplies over to his successor at the end of his term.
  - (8) Provide a list of the officers to all members each year.
- e) The Treasurer, elected for one (1) year, shall:
- (1) Take charge of and be the custodian of all funds received by the association.
  - (2) Deposit said funds in a bank or banks in the City of Lancaster designated by the Board of Trustees
  - (3) Pay all bills by check or voucher from said funds after said bills have been approved by those designated with that authority.
  - (4) Obtain bonds for the Executive Board.
  - (5) Maintain separate ledgers of the income and expenses of the Lancaster Girls Softball Association.
  - (6) Provide a means whereby the President can sign checks in his absence.
  - (7) Turn records and accounts over to his successor at the end of his term in office.
  - (8) Turn all records and accounts over to the auditing committee annually to be reviewed.
- f) Board of Trustees shall:
- (1) Be responsible for the audit of the Treasurer's records.

- (2) Approve all cash expenditures over \$500.00 from the Lancaster Girls Softball Association prior to the issuance of such cash expenditure.
- (3) Assist any officer upon request in regard to fulfilling his duties.
- (4) Interpret the various articles of this Constitution and the Bylaws.

**Section 5 Vacancies**

- a) A vacancy occurring in the office of the Secretary or Treasurer shall be filled by a majority vote of the Board of Trustees.
- b) A vacancy occurring on the Board of Trustees shall result in an individual be nominated by the Executive Board and be approved by the Board of trustees.
- c) In case of simultaneous vacancies of the office of the President and Vice President, the Board of Trustees shall appoint an active Trustee to serve the remainder of those terms.

**ARTICLE IV**

**Fiscal**

**Section 1 Fiscal Year**

The fiscal year of the Lancaster Girls Softball Association shall start on October 1 and end on September 30.

**Section 2 Accounts**

- a) There shall be a separate ledger maintained to account for all funds used for the Lancaster Girls' Softball Association.
- b) The Lancaster Girls' Softball Association Account will consist of all revenues received and shall be placed in the Lancaster Girls' Softball Association Account. The revenues shall be used for no other purpose than to assist in the furtherance of the Lancaster Girls' Softball Association.
- c) The Lancaster Girls Softball Association Concessions: This account commences with a draw from the Lancaster Girls Softball Association Account and any additional draws required to maintain quality

concessions through the end of the season. All draws are required to be returned the Lancaster Girls' Softball Association Account.

d) **Review of Accounts – Audit Committee**

Audit Committee will consist of one LGSA officer (other than Treasurer) and two LGSA Trustees and two coaches that are not on the Board of Trustees. The Treasurer by virtue of the office will be available with needed information. Audit committee will have sole authority to set Auditing Policies and Procedures to protect the LGSA Board, Finances and Equipment.

The Auditing Policy will consider an essential part of the LGSA operating Bylaws.

(1) An annual review will be made of each of these accounts.

(2) Funds in the Lancaster Girls' Softball Association Account shall be for furtherance of the Lancaster Girls' Softball Association.

## **ARTICLE V Meetings**

### **Section 1 Coaches Meeting**

- a) There shall be a minimum of two annual coaches meetings each fiscal year.
- b) A majority of coaches present and qualified shall be considered shall a quorum for the transaction of business at the annual meetings.
- c) The annual meeting shall be held in September and date to be set by the active President. At the annual fall meeting, all officers and committees shall report, such reports to be submitted in writing if so required by the President. Except otherwise specifically provided, all business shall be majority vote of those present and qualified. The president may order a Roll Call vote on any question. Robert's Rules of Order shall be accepted as the final authority on parliamentary questions and rulings.

### **Section 2 Trustee Meetings**

- a) The Board of Trustees shall meet at least twelve (12) times during each Fiscal year.
- b) Two Lancaster Girls' Softball Association officers and five trustees present shall constitute a quorum for the transaction of business.
- c) Regular meetings of the Board of Trustees will be held as called by the

President, except the September meeting which is provided for in Sect. 2.

- d) Attendance is a must to further any volunteers venture.
- e) Three unexcused absences will be considered a vacant position

### **Section 3      Legislation**

Any legislation introduced may be questioned by the President, or any active member in good standing as to legality, then said legislation shall be referred to the Board of Trustees for approval or disapproval prior to vote as in Section 2.

## **ARTICLE VI**

### **Amendments**

Amendments to this Constitution and Bylaws may be made only at the annual meetings Or at a special meeting called by the President for that purpose, and of which seven (7) Days notice in writing must be given; an affirmative vote of two-thirds of those present and entitled to vote shall be necessary to amend.

## **ARTICLE VII**

### **Order of Business**

President calls the meeting to order

Reading of minutes of the previous meeting

Treasurers Report.

Special business of a Special Meeting

Reports from officers

Reports from Committees

Unfinished business

Nominations and election of officers

Team membership matters

New business

## **ARTICLE VIII**

### **Bonding**

The entire Executive Board will be bonded yearly in the amount of thirty thousand dollars (\$30,000.00) by a bonding company selected by the officers of the organization. The fees for such bonding shall be paid for by the Lancaster Girls' Softball Association.