



ROMEDEVILLE REVOLUTION
GIRLS FASTPITCH SOFTBALL
ASSOCIATION, INC.

MISSION AND BY-LAWS

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Romeoville Revolution Girls Fastpitch Softball Association, Inc.

MISSION, VISION, AND GOALS:

The Revolution Softball program is a volunteer organization whose main purpose is to develop the skills of girls ages 8 to 18. The goal of the organization is to provide the girls of Romeoville and surrounding communities with a competitive experience while maintaining the fun of playing a sport they love. We believe that through teaching the fundamental aspects of softball, the girls can develop to their highest potential. Some girls may want to play recreational softball while others may want to play at a higher competitive level.

Romeoville Revolution Softball provides these opportunities through two divisions. The in-house division is designed to provide those girls who want to play competitive recreational softball a chance to develop their softball skills without the stress of heavy competition. Teams usually travel to local communities to play two to five games per week from May through July. Fundraising will be required for this division.

The tournament division is designed for those girls with more advanced softball skills. This division typically plays five to seven games per weekend at tournaments throughout the state. The ultimate goal of this division is to earn a bid to a National World Series. Fundraising and acquiring sponsorships are typically mandatory for the tournament division.

The Romeoville Revolution Softball organization stresses sportsmanship, skill development and fun. The program has something for any girl who wants to enjoy the sport of softball.

Romeoville Revolution

Girls Fastpitch Softball Association, Inc.

By-Laws

Section 1 – Title

The name of this not for profit organization shall be known as the Romeoville Revolution Girls Fastpitch Softball Association, Inc., referred to as Revolution throughout this document.

Section 2 – Executive Board

(a.) The Revolution will be governed by the Executive Board. The Executive Board shall have the responsibility of the general affairs, finances, and business of the organization.

(b.) The Executive Board shall consist of the Officers of the Board, with the following duties:

- **President:** Responsible for organizing and conducting monthly Board meetings, including writing and distributing the agenda. Oversees all voting by Board members on policy and administrative matters. Provides tie-breaking vote in the case that the Board is deadlocked. Is responsible for dispute resolution between Board members. Communicates to other softball association leaders regarding interaction and competitive issues. Secures gym time &/or locations for off-season practice. Presides over all disciplinary hearings. Approves expenditures including team expenses, equipment, uniforms, awards and special requirements. Is responsible for creating the fiscal budget.
- **Vice-President-In House:** Oversees the running of the Revolution in-house program. Is responsible for ensuring all in-house teams are operating according to rules set forth in the by-laws document. He/she is responsible for coordinating with the commissioners and coaches the direction of the in-house program & setting the date and time for uniform fitting day. Is responsible for coordinating clinics and training sessions for coaches. Is responsible for resolution of disputes between in-house coaches. Is the Revolution representative for SWS meetings and is responsible for providing monthly updates from those meetings. In the absence of the President, the VP-In-House will collaborate with the VP-Travel on a meeting agenda and shall preside over the monthly board meeting.
- **Vice President-Travel:** Oversees the running of Revolution travel program. Is responsible for ensuring all travel teams are operating according to the rules set forth in the by-laws document. He/she is responsible for coordinating with coaches the direction of the travel program, setting date and time for uniform fitting day. Is responsible for resolving disputes between travel coaches. Collects and approves the fiscal budget from each travel coach and files it with the treasurer. In the absence of

the President, the VP-Travel shall collaborate with the VP-In-House on a meeting agenda. In the absence of both the President and VP-In-House the VP-Travel shall preside over the monthly board meeting.

- **Secretary**: Responsible for maintaining accurate minutes of all board meetings, attendance, and distribution of minutes to the membership. Is also responsible for checking correspondence from the revolution e-mail.

- **Treasurer**: Keeps financial records, reconciles bank statements, and is responsible for all accounting procedures. He/she shall provide a statement of the organization's finances at each monthly meeting. Assist President in creating the fiscal budget.

- **Equipment/Fields Director**: Responsible for maintaining and accounting for all equipment belonging to the Revolution, including post-season inventory. He/she is also responsible for researching and obtaining quotes for new equipment for the Revolution program. All quotes need board approval prior to purchase, unless provided for within budget appropriations. He/she is the liaison between the Recreation Department and the Revolution Board. He/she is responsible for the scheduling of all fields used by the league, providing our field availability to SWS and scheduling umpires for all home games.

- **Athletic Director**: Is responsible for all awards and uniforms to be used by the Revolution. He/she will investigate the best possible vendor of said uniforms and awards. He/she will coordinate with the supplier and the VP-Travel and VP-In-house to set a date and time for the supplier to bring in samples of the uniforms for a uniform fitting day. Will work with selected vendor for spirit wear options and purchase. Is responsible for collecting and distributing orders received. Investigates photographer for team, individual and action shots. All proposals from aforementioned vendors will be presented to the board with a recommendation of vendor for each. Revolution board vote is required prior to agreement with vendor.

(c.) The Executive Board is a nominated and elected position. The Executive Board shall have alternate years of election. The President, VP-In House, Secretary and Director of Sport shall be elected in odd numbered years. The VP-Travel, Treasurer and Athletic Director will be elected in even numbered years. In the event of a vacancy, the Executive Board will appoint a replacement. The appointed replacement will serve the remainder of the term. Nominations for Executive Board members shall take place at the September monthly meeting. Elections will take place at the conclusion of the October monthly meeting.

Section 3 – Organization

(a.) The Revolution shall consist of:

- Executive Board
- Age Level Commissioners
- Committee Chairs

(b.) Commissioners and Committee Chairs are voluntary positions appointed by the board or nominated by the membership. Commissioners and Chairs will serve a 1 year term coinciding with the Revolution Board terms or as long as a committee is deemed necessary by the board.

(c.) Commissioners shall have the responsibility of coordinating all in-house teams at a given age level(s). These levels are 8U, 10U, 12U, 14U, 16U, and 18U, however, age levels may be combined. The Commissioners are responsible for coordinating with the VP-In-House for team schedules, uniform day and picture day. The commissioner is responsible for having a beginning of the year meeting with all appropriate age level coaches to cover rules and expectations, and to distribute schedules and by-laws to all coaches. They are also responsible for reviewing with and having each coach sign the Coach's Code of Conduct. They are responsible for bringing coaches' concerns and suggestions to the Executive Board from their age level teams. Additional meetings throughout the year are at the discretion of the Commissioner. The Commissioners are responsible for knowing the appropriate age level rules from SWS and ASA in order to mediate disputes. The commissioners may be required to schedule games for teams not in SWS. Coordination between the Commissioners, VP-In-House of the Revolution, and appropriate age level Commissioners from SWS is strongly encouraged. Regular attendance is expected at all monthly SWS and Revolution Board meetings. Commissioners are prohibited from holding Executive Board positions.

(d.) Committee Chairs shall have the responsibility of coordinating all committee activities. Committees may be established as deemed necessary by board. Upon establishment, the Revolution shall define the powers and duties of the committee. Committees can be dissolved once their specific task has been completed. Standing committees shall be developed. Executive Board members may sit on a committee, however, cannot be a Chair for a Committee. Standing committees will be assigned an Executive Board member to report to. If a standing committee is vacant, the duties of that committee will be assumed by the Executive Board member to whom that committee reports. Standing committees should include:

- Fundraising committee—This committee would be responsible for determining and organizing all of the fundraising for the in-house general fund. Fundraising ideas need to be presented to the board for approval. There will be no individual team fundraising at the in-house level; instead all funds raised will be used for the betterment of the

program as a whole. Travel teams will take care of their own fundraising to meet the needs of their individual teams. The fundraising committee reports to the Treasurer.

- By-laws committee—This committee will be active on an as-needed basis. This committee will be responsible for revising and amending the current by-laws to best suit the needs of the organization. The by-laws committee reports to the President.

- Marketing committee—The chair of this committee would be the *Manager of Marketing*. This committee will be a standing committee that is responsible for the communication between the Revolution and the public, to both inform and promote the Revolution program. This includes the creation and distribution of all mailings, emails, and flyers to all current and potential players of the Revolution. This also includes any and all communication placed in Newspapers, Rec. Center Brochure and RPTV. Is responsible for the updating of information on the web site. Mailers that may be needed include, but are not limited to:

- Travel ball tryouts – mailers or fliers handed out to all girls during playoffs/end of season tournaments
- Fall Registration – Promotes fall ball during regular season play; mailers or flyers handed out to all girls during playoffs/end of season tournaments
- Spring Registration—promotes spring registration during fall and winter months; fliers to local schools and/or mailers to current and potential players.
- Clinics offered by the organization

The Manager of Marketing reports to the VP-In-House.

- Registration committee—The chair of this committee would be the *Manager of Registration*. This would be a standing committee responsible for all aspects of registration including scheduling registration dates, collecting all registration forms and birth certificates and filing them with the secretary. The manager of registration would also be responsible for resolving any issues involved with registration. The Manager of Registration would provide each coach with a copy of his/her players' registration forms and birth certificates and will coordinate with the treasurer to be sure all fees are paid. The Manager of Registration reports to the secretary.

(e.) Removal from office of an Executive Board Member, Commissioner, or Chair Person will be based on either non-performance of duties or actions which are deemed as detrimental to the Revolution Softball program. This removal requires the majority vote of the remaining board members.

Section 4 – Meetings

- (a.) Regular meetings of the Revolution shall be on a monthly basis. The meetings shall be scheduled for the first (1st) Tuesday of each month at 7:00 PM, at the Romeoville Recreation Center. Meeting times and dates may be changed without amending this document. Every attempt shall be made to post the meeting times and dates on the Revolution website.
- (b.) Special meetings may be called by consent of the organization or by the President. At least one week notice shall be attempted for any special meeting; no meeting shall take place within 48 hours.
- (c.) Executive Board meetings shall take place as deemed necessary. These meetings are exclusively for the Executive Board members.
- (d.) Committee meetings are to be scheduled by the Committee Chairs on an as-needed basis.

Section 5 – Membership

- (a.) Membership to the Revolution is open to any adult (18 years of age or older) who agrees to follow the By-Laws of the organization.
- (b.) The Executive Board, by its own actions, shall have the authority to suspend or dismiss any member whose conduct is considered detrimental to the best interest of the Revolution.
- (c.) All individuals who are eligible for membership are encouraged to attend monthly meetings.

Section 6—Voting Rights

- (a.) The Executive Board members each have one vote on matters pertaining to the Revolution. This includes day to day organizational matters, disciplinary matters and elections.
- (b.) Any member who has attended fifty (50) percent of regularly scheduled meetings within one voting year (October-September) shall have one vote pertaining to the election of Revolution Board members.
- (c.) Any individual who has voting rights is entitled to only one vote on any matter pertaining to Revolution business.

(d.) As of January 1, 2010 you must attend fifty (50) percent of meetings plus one (1) to be nominated for Executive Board election.

Section 7—Finances

(a.) The fiscal year for the Revolution shall be from January 1st to December 31st of the same year.

(b.) The President, with assistance from the Treasurer, shall establish a fiscal budget to be adopted no later than the December meeting for the following year.

(c.) All purchases totaling more that \$200 require board approval unless otherwise allowed for by budget appropriations.

(d.) All funds shall be deposited with a designated depository to the credit of the organization within 7-10 business days. All withdrawals require two of three authorized signatures from Executive Board members which include the Treasurer, President and VP-Travel.

(e.) Travel funds requested from the Treasurer shall be secured by the person requesting these funds within 7-10 business days.

(f.) All travel coaches are responsible for maintaining independent records of their team funds and reconciling them with the organization's Treasurer.

(g.) The Revolution organization shall maintain a minimum balance of \$1000 for operating expenses at all times. The organization will not accumulate an ending in-house balance per season of greater than \$5000.

(h.) After satisfying the balance of operating expenses, money raised by organizational fundraising shall be deposited in the general fund.

(i.) Profits from travel team fundraisers, donations, sponsorships and gifts shall be deposited into individual travel team accounts.

(j.) The Revolution shall honor the directive of money received for specific use or purpose. The Executive Board shall retain the right of refusal to accept donations, gifts and sponsorships from sources not compatible with the mission statement of the organization.

(k.) All equipment purchased through money from the general fund shall become property of the Revolution organization and be inventoried by the Athletic Director.

- (l.) Any equipment purchased through travel team fundraising, sponsorships or donations shall become the property of the individual team or athlete on that team.
- (m.) Upon dissolution of a travel team the monies credited to that team shall revert back to the general fund.
- (n.) Monies acquired through travel team fundraising during a calendar year or season must be used during that same calendar year or season.

Section 8—Coaching Responsibilities

- (a.) All coaches are representatives of the Revolution and should uphold the mission of the Revolution Softball program and abide by all organizational by-laws.
- (b.) Coaches shall abide by all ASA and SWS rules and regulations when applicable.
- (c.) Coaches shall encourage and model sportsmanship, good character, and integrity both on and off of the field.
- (d.) Coaches shall maintain all team documentation, including birth certificates and rosters; are responsible for notifying all team members of related Revolution events including uniform fitting day, picture day, games & practices, as well as fundraising requirements.
- (e.) Coaches shall provide a safe playing environment for all players emphasizing fundamentals, techniques, proper skills and sportsmanship; keeping in mind that this is a youth league, not a coaches' league.
- (f.) Coaches are encouraged to keep updated on the fundamentals, current drills, techniques, and strategies associated with girls' fastpitch softball.
- (g.) Coaches are required to hold 2 practices per week during the pre-season, and then should adjust the schedule accordingly when games start.
- (h.) Any disputes, whether regarding rules or otherwise, with another coach or parent, shall be submitted to the appropriate age level commissioner in writing, including signature, within 48 hours of the dispute. If an age level commissioner is not available, disputes should be submitted to the VP-In-House.
- (i.) Any actions considered detrimental to a Revolution player, team or the league will warrant disciplinary action.
- (j.) Coaches are prohibited from smoking, drinking alcoholic beverages or using profanity on or near the playing field or practice area.

(k.) Coaches are required to attend regular monthly open board meetings, clinics provided by the Revolution and any age level or general coaches meetings.

(l.) Coaches shall submit to a criminal background check annually.

(m.) Coaches shall abide by any rules, regulations or expectations put forth in the Coaches Manual as established by the Romeoville Revolution Softball program.

(n.) Coaches are accepted on a volunteer basis. In the event that 2 coaches would like to coach the same team (in-house or travel), the more qualified coach will be awarded that position by Executive Board vote. Qualifications will be determined by factors including, but not limited to: tenure, coaching history, letters of recommendation from other coaches/colleagues (either within or outside of our organization) and observation by an outside source.

Section 9—Disciplinary Action

Revolution Softball strongly recognizes its obligation and commitments to providing and maintaining a safe, healthy, and fun environment for all. To this end, the Revolution has adopted a Code of Conduct and various rules and regulations. However, to the extent that any person's conduct violates the same, or is otherwise detrimental to a safe, healthy and fun environment, it must be understood that any manager, coach, parent, spectator, official, participant or any other person may be removed, suspended, probationed or banned by the Revolution.

(a.) The Revolution Board shall have the authority to suspend, banish, discharge, or otherwise discipline any manager, coach, parent, spectator, participant, or any other person whose conduct is or has been considered to be detrimental to the best interests of the Revolution or who has violated any portion of the Revolution's adopted Code of Conduct, rules, regulations or by laws.

(b.) The appropriate age level Commissioner shall investigate the charges, notify the accused person of the allegation and present a detailed written account of the incident to the appropriate VP. This account can/should provide witness statements and identification. The VP is then required to forward this information to the board.

(c.) The Revolution President shall, upon evidence of misconduct of any person, notify the person of such alleged misconduct and a hearing will be held in a timely manner before an executive session of the Board for consideration of appropriate action. When a player is involved the coach/manager may appear in the capacity of an advisor to the player, and when the player is a minor, the player's parents or guardian shall be advised and invited to attend such meeting.

(d.) In the review of such matters the Board will initially review any submitted signed, written

statements from witnesses, the person(s) making the allegations, and the person who the accusations were made against. These people will be informed of the date and time of the hearing, and be invited to attend the board hearing to speak to the issue. Such a hearing may be held at the next regular scheduled board meeting following the incident or at a special meeting to be convened by the Board, whichever will sufficiently expedite the process.

(e.) The Board will review the matter, maintaining its impartiality and will vote to determine the appropriate disciplinary action. In these matters the Board will meet as a Committee of the Whole, and no individual board member will act alone in passing judgment. If a board member feels he/she cannot be impartial in judging an incident, he/she may decide or may be asked by his/her other board members, to remove him/herself from a vote in such proceedings. Any disciplinary action will require a majority vote of the remaining board members in attendance.

(f.) Actions considered warranting disciplinary action include, BUT ARE NOT LIMITED TO:

- Use of obscene or foul language
- Physical violence or threat of the same
- Verbal abuse, harassment or other offensive behavior
- Flagrant fouls
- Unsportsmanlike conduct
- Repeated rule violations
- Inciting poor behavior
- Damage to equipment, supplies or facilities
- Code of Conduct/Ethics violations
- Violations of the Romeoville Revolution Mission and By-Laws

Disciplinary action may include, BUT IS NOT LIMITED TO:

1. Probation – a warning letter will be written to the offender notifying him/her of the infraction and what steps should be taken to avoid a repeat violation.
2. Suspension – a letter will be written to the offender notifying him/her of a suspension from games and/or activities for a specified period of time.
3. Banishment – a letter will be written to the offender notifying him/her that he/she will be prohibited from participating in any and all Revolution activities. Banishment will minimally be for the remainder of the season, but may extend to subsequent seasons under extraordinary circumstances.

The Revolution reserves the option to use progressive discipline, however the Board is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed with the most severe form of discipline.

Section 10—In-House Draft

(a.) Teams with a maximum of 12 players each will be drafted at each age level on a first-come, first-served basis. All players after that will be put onto a waiting list until which time we have enough girls registered to fill another team.

(b.) Players will have the option of requesting a coach; likewise, returning coaches will have the option of keeping their returning players. All efforts will be made to honor those requests, however, the Revolution retains the right to assign players to teams according to the needs of the program.

(c.) All players new to the league or changing coaches must attend a mandatory try-out. These players will then be placed into the draft.

(d.) Draft order will be determined by a lottery system.

Section 11—Travel Program Requirements

(a.) The travel teams in our program will be referred to as the Romeoville Revolution Starzz. Any existing travel teams with a name other than Starzz will be grandfathered in and be allowed to keep their current name(s). These teams may choose to change their name to Starzz if they so desire. As of 1/01/10, all travel teams associated with the Revolution program will be referred to as the Romeoville Revolution Starzz.

(b.) Travel teams will order their own uniforms, spirit wear, trophies, etc., which need to be approved by the VP-Travel.

(c.) Each travel team will be required to pay a portion of the insurance for the Revolution program. This amount will be divided equally among all travel teams.

(d.) All requests for money need to come from the team's head coach (or designee, i.e. team treasurer) and be reviewed by the VP-Travel.

Section 12—Dissolution

In the event of the dissolution of the Romeoville Revolution Girls Fastpitch Softball League, whether voluntary or involuntary, or through operation of law, none of the property, assets, or proceeds of the Revolution shall be distributed to any member of the Revolution. In the event of dissolution, after payment of the debts of the Revolution, all remaining property and assets shall be transferred to the organization assuming the Romeoville Revolution Softball program. If no such organization exists, then the remaining property and assets shall go to the Romeoville Recreation Department with the stipulation that said assets be used to formulate or promote girls softball.

