



## **HUMBLE GIRLS SOFTBALL LEAGUE CONSTITUTION**

### **ARTICLE I – NAME**

**Section 1** This organization shall be known as the Humble Area Sports Association DBA Humble Girls Softball League.

### **ARTICLE II - OBJECTIVE**

**Section 1** The objective of this non-profit organization shall be to implant firmly in the youth of the community the ideals of good sportsmanship, individual softball skills, life responsibilities and fair play all within a competitive team environment.

**Section 2** The objective of this non-profit organization will be achieved by providing supervised competitive amateur softball games. The board members, managers, and coaches shall bear in mind that the attainment of championships and winning is secondary to the development of good sportsmanship, individual softball skills, life responsibilities and strong moral character of our youths.

### **ARTICLE III – BASIC POLICIES**

**Section 1** The organization shall be not-for-profit, noncommercial, nonsectarian and nonpartisan.

**Section 2** 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.

**Section 3** 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.

**Section 4** Dues shall be set seasonally by the Board of Directors, prior to the registration date of players.

**Section 5** 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.

**Section 6** 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.

**Section 7** 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.

**Section 8** 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.

**Section 9** 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.

**Section 10** 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) (3) of the Internal Revenue Code.

#### ARTICLE IV - BOARD OF DIRECTORS

**Section 1** The Board of Directors will consist of the following officers:  
Executive Committee: President, Vice President, Secretary and Treasurer  
Board Members: Director (14/16 & Under), Director (12 & Under), Director (10 & Under), Director (8 & Under), Director (6 & Under), Equipment Manager, Assistant Equipment Manager, Field Maintenance Manager, Assistant Field Maintenance Manager, Special Events Coordinator, Concession Stand Coordinator, Tournament Team Liaison, Registration Coordinator, Webmaster, Scheduling Coordinator, Sponsorship & Advertising Coordinator and Past President.  
The responsibilities of each officer may be consolidated, with at least a minimum number of seven (7) and a maximum number of twenty-one (21) comprising a bona-fide Board of Directors.

**Section 2** Each Board Position, except the Concession Stand Coordinator and Past President, has VOTING privileges.

**Section 3** Board members will serve their term of office beginning August 1<sup>st</sup> through July 31<sup>st</sup> of the following year. A regular term of office is two (2) years.

**Section 4** The position of Past President is a one-year term served only the year after the election of a new president. If the past president resigns from the board, no appointment will be made to fill the position.

**Section 5** Board Positions will rotate bi-annually with the President, Secretary, 14 & Under Director, 12 & Under Director, 6 & Under Director, Equipment Manager, Registration Coordinator, Scheduling Coordinator, Sponsorship/Advertising Coordinator and Assistant Field Maintenance Manager elected one year; Vice President, Treasurer, 10 & Under Director, 8 & Under Director, Field Maintenance Manager, Special Events Coordinator, Tournament Team Liaison, Concessions Director, Webmaster and Assistant Equipment Director elected the alternate year.

**Section 6** If a vacancy or need for expansion on the board occurs, the President may appoint a replacement or combine the duties with that of another board member. This must be approved by a majority vote of the remaining officers at a regular or special board meeting.

**Section 7** The appointment (for vacancy, expansion of the board or combining of duties) will be valid until the next election at which time the position will be posted for the un-expired term.

#### ARTICLE V – ELECTIONS

**Section 1** Election of board members will be held annually. The board will have an election committee appointed by the President, consisting of 1 Executive Member and 3-5 Board Members who are not on the current ballot. A Committee Chairperson will be identified. This committee will be responsible for securing nominees by posting conspicuous signs in and about the bulletin board, concession stand, and newsletter (if one is published). Election ballots will be passed out by non-board members appointed by the election committee. These postings should notify the public of the impending election, positions to be elected, and the procedure to nominate a candidate for a position. The committee will educate each candidate on



the duties of the position for which they have been nominated. One person can be nominated for more than one position.

- Section 1a** The position of President can only be filled by an active board member, having served a minimum of one full year on the present board.
- Section 1b** In accepting a nomination for a position that requires signature authorization on the HGSL bank accounts, the nominee agrees to a Telecheck inquiry, which they must pass.
- Section 2** The election committee will construct a ballot listing the final nominees and a "write-in" space next to each position. The committee will distribute two (2) ballots per registered player, with a maximum of two (2) ballots per family.
- Section 3** Elections will take place the last week of regular season. A ledger of registered players must be initialed by the voter in order to receive a ballot. Ballots are to be consecutively numbered for control purposes, but will not be tracked to the voter. Ballots are to be returned by the last regular day of the spring season. Duplicate ballots will not be issued should the first one issued be lost. The committee will count the votes and submit the findings to the President and Secretary. Should a person be elected to multiple positions, they must select one. The first runner up in the secondary position(s) will be awarded the position as if elected. Results will be announced at the closing ceremonies.

#### **ARTICLE VI - DUTIES OF OFFICERS**

- Section 1** The President shall direct the organization's affairs and activities. The President shall preside over all meeting of the organization and will serve as a liaison with the county.
- Section 1b** The President shall be allowed to spend a maximum of \$300 without board approval for miscellaneous operating expenses.
- Section 2** The Vice President shall perform the duties of the President in the event of the President's absence, incapacity, or resignation. The Vice President shall also help coordinate advertising and public relations.
- Section 3** The Secretary shall give notice to all regular and special meetings to the members of the Board of Directors and keep a permanent record of all such meetings and shall be custodian of all official records of the league. Meeting Minutes shall be provided at the next meeting for adoption by the board.
- Section 4** The Treasurer shall be responsible for all finances of the league; shall keep the books, shall make a report on the financial condition of the organization at each board meeting, and shall make a detailed financial report at the end of the fiscal year. The Treasurer will also oversee the finances of the concession.
- Section 5** All Directors (16 & under thru 6 & under) shall be in charge of their respective division activities and act as a liaison with all division managers/coaches.
- Section 6** The Equipment Manager shall be responsible for the purchase, dispersing, collection, and inventory of all equipment in the league. The Equipment Manager shall coordinate the ordering of the uniforms and team spirit items. Major purchases (over \$300 for a single item or group of similar items) are to be approved by the Board of Directors.
- Section 7** The Assistant Equipment Manager shall be responsible for assisting the Equipment manager in performing duties.



- Section 8** The Field Maintenance Manager shall oversee and care for any necessary upkeep to the fields that are under the supervision of the league.
- Section 9** The Assistant Field Maintenance Manager shall be responsible for assisting the Field Maintenance Manager in performing duties.
- Section 10** Special Events Coordinator shall be responsible for ceremonies, pictures, trophies and other special activities. This includes overseeing Fun day, fundraisers and opening/closing ceremonies.
- Section 11** Concessions Director shall oversee all purchasing and inventory of the concession stand and the coordination of workers.
- Section 12** The Tournament Team Liaison shall oversee all tournament teams (summer all-star teams and year round teams), collect dues and be the league contact for all such teams with the board.
- Section 13** The Registration Coordinator will be responsible for coordinating all activities related to registration including distributing flyers to schools, maintain registration supplies, maintaining registration database, providing division directors with rosters for try outs and draft, and other duties as assigned. Work with the Webmaster to coordinate online registration.
- Section 14** The Webmaster will be responsible for maintaining the League's website, including seasonal updates, team standings, sponsorships, and current events. The webmaster will be responsible for initiating online registration activities along with the Registration Coordinator.
- Section 15** The Sponsorship/Advertising coordinator will be responsible for all advertising and publicity for the league. This includes coordinating team sponsors for the fall and spring seasons, contacting area businesses to obtain corporate sponsorships, and will also be responsible for all League advertising activities.
- Section 16** The Scheduling Coordinator will be responsible for setting practice and game schedules, coordinate rain-out schedule, setting schedule for post-season tournaments, notifying concession coordinator, UIC and coaches of schedules, and working with Tournament Liaison to determine tournament team schedules.
- Section 17** The Past President shall aid and/or advise the President in any way.

## ARTICLE VII - POLICIES

- Section 1** All matters concerning the policy, rules, and by-laws of this league shall be decided by a vote of the Board of Directors present at any regular, special meeting, phone vote or via electronic mail. No motion shall be carried out without the favorable vote from the majority of those officers present at the duly constituted meeting (see ARTICLE VIII - Section 4).  
**NOTE:** A vote may be taken via email or telephone provided all members are contacted. No motion will be carried out without a majority decision of the board. The secretary must be contacted and the motion relayed so that proper documentation of the vote is maintained.
- Section 2** Meetings may be called by the President. Also, meetings may be called by written request of at least three board members to the president.
- Section 3** Notice of all meetings shall be given forty-eight (48) hours in advance thereof to all members of the board. Notice to be given via email or by phone from the secretary.



**Section 4** A majority of the board must be present including the President or Vice President and shall constitute a quorum at any meeting. A majority vote of those present shall govern.

**Section 5** A board members unexcused absence at two (2) consecutive meetings, assigned duty days, work or activity days, or a combination thereof will result in the loss of voting privileges at the next board meeting. Exception being work related absences when the other board members or Secretary is notified ahead of time.

**Section 6** Termination of an active board member by the Board of Directors must be carried by majority vote at a regular or special meeting. All allegations must be discussed prior to voting. Voting to discharge from office must take place by secret ballot, counted by the secretary or President at any board meeting. The Secretary will notify the concerned board member of the voting outcome.

#### ARTICLE VIII - SOFTBALL RULES

**Section 1** The official playing rules and regulations published the Amateur Softball Association of America, 2801 N.E. 50th Street, Oklahoma City, Oklahoma 73111, shall be binding on this league, except where superseded by league by-laws and/or league playing rules.

#### ARTICLE X - AMENDMENTS

**Section 1** The Constitution or any section thereof may be amended or repealed by a majority vote of the Board of Directors at any duly constituted meeting.