

Catonsville Girls Softball #730

By-Laws

Article I: Name

The name of this organization shall be the Catonsville Girls Softball. (CGS)

Article II: Objective

The goal of Catonsville Girls Softball is to provide an environment where girls can have fun, make new friends, and learn about teamwork, sportsmanship and the great game of softball.

Article III: Membership

3.1 A general member is defined as any parent who has a child participating in the program. A general member does not have voting privileges. A general member can express opinions at Executive Board meetings but cannot vote for Executive Board members unless they qualify as a voting member. See 3.2 below.

3.2 A voting member is defined as any adult 18 years of age or over, who is considered an active participant in CGS and who shares the objectives as outlined in Article II.

Active Participant is defined in the following manner:

1. Any current Board member of the CGS.
2. Any head coach who is listed on the current roster and is still actively participating at the end of the season.
3. Any general member who attends 50% or more board meetings in the past 12 months prior to the annual meeting, held in January..

Article IV: Board and Board Meetings

4.1 The Board shall have the full power to manage the operations of the CGS. This power authorizes the board to set and alter CGS policies and manage the CGS finances, oversee the purchase of needed equipment, prescribe league fees, to discipline directors and members for cause, and take any other action necessary for the financial, physical, and social welfare of the CGS.

4.2 The Governance of the CGS shall be vested in a eight (8) member board of directors which include the Commissioner, Treasurer, Recording Secretary, 17u Director, 12u Director, 10u Director, Clinic Director and Travel Director.

4.3 The Board shall hold face to face meetings at least four times per year at a time and location designated by the Board. The Commissioner and Recording Secretary must be present at all meetings.

4.4 Special meetings may be called by the Commissioner at any time. The Board members must receive notice of the meeting a minimum of 2-3 days prior to the meeting.

4.5 At all meetings the Recording Secretary is to take attendance of all participants and minutes of the meeting. If the Recording Secretary is not present, one of the Directors will take the attendance and minutes. At the next Board meeting, the secretary will bring copies of the minutes for review and they will be voted upon.

4.6 Whenever a vacancy is created, the remaining board members shall vote a member to fill this vacancy temporarily until the next election with a two thirds vote. The vacancy will then be filled at the next regular election. In the event the office of Commissioner becomes vacant, the vacancy shall be filled by an agreed upon member of the Board until an election can take place. If a position is open the Commissioner retains the right to fill the position temporarily (not to exceed 6 months) or make decisions for that position.

Article V: Qualification and Election of Directors

The Board of this organization shall be elected at the Annual Meeting. The annual meeting of CGS shall be held in January on a date and public location to be determined by the Commissioner. Notice of the annual meeting shall be provided to all general members at least 30 days prior to such meeting via email and posted to the CGS website in a designated, visible space. The Commissioner shall receive nominations from the floor for each office. Board members shall be elected by majority vote of voting members present at the Annual Meeting and by proxy. Any general member of CGS qualifies for nomination to the Executive Board.

Article V: Responsibilities of the Executive Board

5.1 Commissioner

- A. The position of the Commissioner shall be one of administration.
- B. To supervise and be responsible for the day-to-day overall operation of all activities of the Catonsville Girls Softball Program
- C. To attend field allocation meetings at Catonsville Park and Rec prior to the season to secure practice and game fields.
- D. To review and assist in all Catonsville Girls Softball Activities.
- E. To set the date for all Executive Board Meetings and to preside and guide all such meetings.
- F. To appoint whatever committees and committee-chairpersons necessary to assure that the purposes of the organization are carried out to their fullest extent.
- G. To be an ex-officio member of all special committees.
- H. The Commissioner shall be a voting member of all Catonsville Girls Softball committees.

5.2 Recording Secretary

To be responsible for the recording of complete minutes and attendance records of all Catonsville Girls Softball Executive Board Meetings and special meetings. He or she is to keep all records accurately, concerning Catonsville Girls Softball activities during his or her term(s).

To notify Executive Board members of each meeting.

To do such other acts as the Commissioner may require to assist him or her in the discharge of the duties of Commissioner.

5.3 Treasurer

To supervise and be responsible for all monies collected and disbursed for the day-to-day operations of the Catonsville Girls Softball Program.

To ensure that all requirements of the Catonsville Recreation and Parks Council pertaining to financial matters are met.

To keep an accurate account of all funds raised and expended and to report on the income and expenses of the Catonsville Girls Softball at the quarterly Executive Board Meetings.

To present budget to Catonsville Parks and Rec electronically no later than November 1st prior to the upcoming season.

5.4 Directors (17u, 12u, 10u, Clinic, Travel)

To manage their individual divisions and work with the Commissioner to ensure that all information is communicated effectively and that all standards are met.

Article VI: Additional Positions on the Board

6.1 Equipment Manager

To purchase and deliver all uniforms.

To purchase, maintain and coordinate the use of all equipment necessary for the Program to operate in an effective manner.

The Equipment Director must take a physical inventory of all equipment left over from the previous year and then determine the equipment purchases necessary to operate the program in the current year.

The BOD must submit an equipment budget for the coming season. Once the budget is approved by the Executive Board, the Equipment Director is authorized to purchase such equipment. The Equipment Director should make every attempt to procure the equipment at the best price, based on quality, specifications, ease of purchase, continuity with prior purchases, etc.

6.2 Field Manager

To ensure that all requirements of the Catonsville Recreation and Parks Council pertaining to fields are met.

To coordinate with any field entity governing fields outside the Catonsville Recreation and Parks Program.

6.3 Snack Shack Manager

Manage all purchasing and staffing of the Snack Shack.

6.4 Other Positions

Unelected positions that are added each season can include, but are not limited to, Opening Day, Fundraisers, Closing Day, 4th of July Parade. These are appointed at the discretion of the Executive Board and are not voting positions.

Article VII: Policies

7.1 Registration

To ensure registration will open for applicants no later than January 1st prior to the Fall Season.

To make sure all information for registration is accurately updated each season.

To discuss and determine program fees for participants as well as uniform costs.

To maintain adequate records of registrants

7.2 Refund Policy

All refunds will be discussed and approved by the board on request.

Full Refunds, minus any program fees will only be issued in cases of medical issues or moving out of area.

Refunds requested for other reasons will only be provided once approved by board and only at 50% of total amount collected.

No refunds will be given after registration is closed unless otherwise agreed on by the board, at which time the amount of refund will be determined minus any program fees.

7.3 Communications / Social Media / Website / Team Snap

To make sure all information on social media is up to date and accurate and deemed appropriate to the program.

To makes sure that information that is shared has been approved by the appropriate party.

7.4 Uniforms / Spiritwear

Any change in the uniform must be determined by the board.

Article VIII: Activities

8.1 Catonsville Girls Softball activities shall be limited to softball and related endeavors and shall be conducted in accordance with the rules of each activity as approved by the members.

8.2 Baltimore County Department of Recreation and Parks or other governing field authority shall have the authority to determine both the playability of field conditions and availability of fields for play.

8.3 Any participants in any activities must register with Catonsville Girls Softball on prescribed registration forms and pay any fee due.

8.4 The Commissioner shall appoint a by-law review committee to review the by-laws every five years.

Article IX: Financial Policy

9.1 The treasury shall only be used for administrative expenses and the operations of Catonsville Girls Softball.

9.2 Expenditures from the treasury require the prior approval of the Commissioner and the Treasurer. No commitments can be made, and no expenditures will be reimbursed to an individual without the prior approval of the Commissioner and the Treasurer.

Article X: Application

10.1 This organization shall function as an activity of the Catonsville Recreation and Parks Council.

10.2 Each year this organization shall submit to the Catonsville Recreation and Parks Council a budget to include operation of all activities.

10.3 Members of the board of Catonsville Girls Softball, will attend Catonsville Recreation and Parks Council meetings as required for full Catonsville Recreation and Parks membership privileges and field

allocations. In January and June members will select Rec and Parks meetings which they will attend throughout theyear.

10.4 Catonsville Girls Softball will comply with all rules and regulations of the Catonsville Recreation and Parks Council.

Article XI: Player Evaluation:

Evaluations of Players – All players to the program must be evaluated prior to teams being selected. Dates and Location for evaluations should be determined no later than February 1st.

Article XII: Team Selection

For 17u, 12u, and 10u Catonsville Girls Softball will hold fair drafts to create balanced teams. Clinic teams will be assigned based on age and experience to create balanced teams.

Article XIII: Rules

Catonsville Girls Softball will review and revise rules for each level prior to the start of the season. Rules will be distributed to all coaches and published on the website to be available to all members.

Article XIV: Travel Teams

CGS may house one travel teams at each of the following levels - 18u, 16u, 14u, 12u, and 10u. Any changes or additions to this must be approved by the Executive Board.

The head coaches of the travel teams are approved by the Executive Board.

Tryouts – Tryouts for open positions will be held once a year at the discretion of the coach. Additional tryouts may be added at the discretion of the coach.

Team budgets must be submitted once a year to the Travel Director for approval prior to the team's annual registration date Sept. 1.

Each travel team must purchase their own liability insurance policy annually and be covered by this policy prior to engaging in any softball related activities.

Article XV: All -Star Teams

CGS may house one All-Star team at each level each year to better serve players who would like to play at a higher level.

The head coach of the All-Star Teams are chosen by the Executive Board in cooperation with each Level

Director, and should be determined at the start of the season.

Tryouts – Two tryouts for players will be held each season. Date and location of tryouts to be determined, but should be no no later than May 15th. Evaluations should be done by a neutral party and final roster determined by All Star Team Coach.

All Star players must continue to play on their rec team as well in order to play on the All Star team.

Roster size: Minimum of 12 players, maximum of 14 players - any variance in numbers is at the discretion of the board.

Playing time: player time is not guaranteed and at coach's discretion

Additional Fees: must be paid by All Star Team players, fees could also include additional uniforms, apparel or tournaments.

Article XVI: Coaches Requirements

All coaches must be on the current approved list of Baltimore County Volunteers.

All coaches must follow the Baltimore County Code of Conduct, and should keep the goals and needs of CGS and it's players as governing principles.

Article XVII: Registration and Age Requirements

Registration for upcoming season must be completed and open no later than January 1st. The closing of registration will be staggered depending on age groups. Each year the Board will discuss Registration costs to determine if an increase is necessary.

CGS follows USSSA guidelines for determining players levels. Players who wish to play in a different age group should contact the Commissioner to make arrangements. Permission will be given if the player meets required standards based on a fair evaluation.

This final draft of bylaws was adopted and approved by the board and its members June 2018