

2020 Frederick County Girls Softball League

BY-LAWS

(as amended February 2020)

ARTICLE I: MEETING AND VOTING

- A. FCGSL, also referred to as “the League” shall conduct regular monthly meetings as deemed necessary by the Board of Directors. These meetings will be held on the second Monday of each month.
- B. Special meetings of the League membership may be called by the President, or by a majority vote of the Board of Directors, or upon written request to the Secretary by not less than ten (10) members of the League. Notice of time and place of special meetings of the League membership shall be made known to the membership of the League not less than five (5) days prior to the date of the meeting.
- C. At each meeting of the League, each League Representative (or their alternate) present shall be entitled to vote if they (or their alternate) attended or participated in two (2) of the previous three (3) FCGSL meetings and four of the five mandatory meetings which are September, October, November, March and May and **(Each Organization will pay a yearly Organization Fee of \$100).** Each League Representative (or their alternate) shall cast only one (1) vote, with no abstaining except in the case of a protest.
- D. The presence of the simple majority of the total League Representatives (or their alternates) shall be required to constitute a quorum for the transaction of business at any meeting of the League.
- E. If emergency cases arise—league president can evoke an electronic vote.

ARTICLE II: ELECTION OF OFFICERS

- A. At the September meeting, each year, a nominating Committee shall be appointed by either/or the President or Vice-President to obtain and nominate Officers for the following year.
- B. Officers will be elected by majority vote of the Board of Directors no later than the immediately ensuing October meeting.
- C. The term of office for all officers shall be one (1) year beginning with the October meeting of each year.
- D. All officers shall be eligible for re-election.
- F. In the event of death, resignation, or inability to perform the duties of the office for any reason, of any officer, the Board of Directors, by majority vote of the Board, shall be empowered to select a replacement for such officer, who shall serve until the following October meeting.
- G. In the event that any League Officer or League Representative is in violation of the Constitution and/or By-Laws of the League, and/or is not performing the specified duties of said office, the Board of Directors, by majority vote of the Board, shall be empowered to select a replacement for such officer/Representative, who shall serve until the following October meeting. The offending officer/Representative shall loss their voting rights.

ARTICLE III: BOARD OF DIRECTORS

- A. The Board of Directors shall be comprised of one representative (also referred to as League Representatives) from each participating athletic recreation association.
- B. **Tobacco and Alcohol is prohibited on playing fields and around girls.** Umpires are asked to make this known to all coaches and persons involved with the game.
- C. The Board of Directors shall have the authority to suspend, discharge or otherwise discipline any manager, coach, player, league representative, umpire, officer, or other person whose conduct is considered detrimental to the best interests of the League.
- D. Any adults (persons 18 years of age or older) who are suspended, removed, or otherwise disciplined by the Board of Directors shall have the right to appeal such action before a majority of the members of the Board of Directors at a regular or special meeting called for that purpose.

- E. The President shall, upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 48 hours of the act. The manager shall appear with the player before the Protest Committee for consideration of appropriate action. The player's parents or guardian shall be advised of, and invited to attend such meeting.
- F. A list of names and phone numbers of the current Board of Directors (League Representatives) and Officers will be published and available at the spring meeting when schedules are distributed.

ARTICLE IV: FINANCIAL POLICY

- A. The Board of Directors shall decide all matters pertaining to the finances of the League, bearing the responsibility to conduct the financial matters of the League in a sound, businesslike manner.
- B. To equalize the benefits of the League for all participating teams, a League fee per team in each age group level will be collected for the Treasury of the League. Treasury funds are to be used for, but not limited to, trophies, rulebooks, Secretary's expenses, clinics and insurance.
- C. The Board of Directors shall institute policies relative to the preparation and acceptance of an annual budget, and a periodic and annual presentation of the financial reports and an annual audit of the books of the League.
- D. Signatures of the Treasurer and one of the other League Officers shall be recorded on the bank signature card for each calendar year. Either of these signatures may validate a League check.

ARTICLE V: DUTIES OF THE OFFICERS

- A. The President shall preside at all meetings, shall serve as the Chief Executive Officer of the League, shall be an ex-officio member of all standing and special committees, and shall perform other such duties as are normally associated with the office of the President.
- B. The Vice President shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, shall preside at meetings in the absence of the President, shall be Co/Chairperson of the Nominating Committee, and Chairperson of the Finance Committee and Audit Committee.
- C. The Secretary shall have the custody of the Constitution and By-Laws and all other records of the League, shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors shall be responsible for all correspondence on behalf of the League, and shall transmit all records and correspondence to any person elected to succeed him or her in that office.
- D. The Treasurer shall receive and disburse all funds with the approval of the Board of Directors, shall keep accurate account of all funds received and disbursed for the League, shall submit a written financial report at all meetings and at such other times as may be requested, shall compile an annual report of League finances, shall provide the books of the League and such other documentation as requested to the Audit Committee for the annual audit, and shall transmit all financial records to any person elected to succeed him or her in that office.

ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS

- A. The League Representatives shall keep their respective athletic associations and coaches informed of League actions and activities, anything that may be pertinent to the organization and function of the League, and will present to the League any questions or suggestions from their respective athletic association and/or coaches. Each League Representative (or designated alternate) shall have voting rights on all proposals as further specified in Article I-c.

ARTICLE VII: STANDING COMMITTEES

- A. The League shall consist of five (5) standing committees and a Chairperson will be chosen for each committee.
- B. The *Scheduling Committee* will establish playing dates for all regular games, All-Star Games, and tournaments for all age groups.
- C. The *Protest Committee* will define protest procedures for the League as set forth in Article XIV, shall know the rules of each age group and current ISA rules and regulations. Any protest lodged must be done through this committee.
- D. The *Publicity Committee* will maintain the web page and contact with the local newspaper regarding anything that may be pertinent to the organization of the League and surrounding area communities.

- E. The *Finance Committee* shall, in accordance with the Treasurer, prepare an annual budget for the League, setting League fees for all age groups, shall prepare an annual audit of all League financial activities, shall supervise all fundraising activity, and, at the request of the Treasurer, shall assist with the collection and handling of League moneys.
- F. The *Special Events Committee* shall coordinate All Star Games, tournaments, and coaches/umpire clinics. For the All Star Game, the Committee members will be responsible for setting the number of players which will be selected from each team, game times and locations, and selection of the coaches for all age group. The Committee will also be responsible for ordering and distributing regular season and special event trophies/medals for all age groups.

ARTICLE VIII: SPECIAL COMMITTEES

- A. Special committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment and such be dissolved at the October meeting following the meeting, but may be re-appointed at/or following the October meeting.

ARTICLE IX: ROBERT’S RULES

- A. The rules contained in the most current edition of “Robert’s Rules of Order” shall govern League meetings and League Committees in all cases in which they are applicable and not inconsistent with these By-Laws and any special rules of order the League shall adopt.

ARTICLE X: TEAMS

- A. Each team is to be named and fully identified, with such list kept current. This list will be kept by each League Representative and upon request of eligibility of team or player on team will make said information available to League.
- B. Each member team will be comprised of members within its association.
- C. Participation in the League requires registration fees be paid and turned in to the League Treasurer prior to, or at the March Coaches/Scheduling meeting. Failure to comply may result in forfeiture of games until fees are paid.
- D. The number of teams in each age division, along with coach’s names, addresses and phone numbers, and directions to field locations must be turned in to the Scheduling Committee in accordance with the date set by the Scheduling Committee at the March meeting. Failure to comply may result in deletion from the schedule or forfeiture of all games until the missing information is provided.
- E. Teams are strongly urged to always have a copy of their insurance information and Medical Power of Attorney information covering their players in their possession at all times.

ARTICLE XI: PLAYERS

- A. Age must be verified by valid birth certificate or other proof of age identification. These documents will be kept by each League Representative for their applicable association/organization. Team levels and qualifications are as follows:
 - 1) Age must be attained before January 1 of any given year of play
 - 2) Proof of age of each player must be on record prior to participation. Failure to comply, or to produce age certification when requested, may result in forfeiture of the game(s) in question.
- B. Each team will furnish their League Representative a roster consisting of names, phone numbers, and player’s date of birth by the April meeting. The League Representative should be notified of any additions or deletions to this roster that occur after initial submission. Player eligibility issues and/or challenges should be brought to the attention of the applicable League Representative and the League President.

ARTICLE XII: SCHEDULES

- A. Each member team will play an official schedule for the season as determined by the Scheduling Committee.
- B. The Scheduling Committee will distribute playing schedules at the Coaches meeting. The schedules will include All-Star Game and tournament dates.

ARTICLE XIII: GAMES, GENERAL RULES, & AGE DIVISION RULES

- A. Official ISA rules will be used by the League with the exception of variations as proposed by the League membership and approved by the Board of Directors. The current edition of the ISA rulebook can be viewed online.

- B. Copy of league rules will be provided along with distribution of packet.

ARTICLE XIV: CODE OF CONDUCT

The following guidelines stress appropriate behavior while maintaining the integrity and spirit of competition: Everyone needs to keep in mind that this is a game. All participants should display good sportsmanship, being modest in victory and gracious in defeat. Remember that the participants are opponents – not enemies. Be proud of the accomplishments and efforts of the players. Cheer loudly and freely, and in a positive manner. Respect the integrity of the judgments of the umpires and the decisions of the coaches. It is recommended that a copy of the Code of Conduct be given to all players, coaches and parents.

1. COACHES...

- a. Are ultimately responsible for their own behavior, and the behavior of the players, parents, and guests from their team.
- b. Are expected to display good sportsmanship towards all participants involved in the game (umpires, coaches, players, parents, and guests from both teams) at all times. Displays of temper, use of foul or abusive language will not be tolerated.
- c. Are expected to set an example by not using alcohol, drugs or tobacco products before, during, or after the game or practice, as governed by local, county, and state ordinances.
- d. Are the team's representative when dealing with the umpires. They can question an umpire's interpretation of a rule, but cannot argue an umpires judgment call. Displays of verbal or physical abuse, whether acted upon or implied, will not be tolerated.
- e. are subject to one or more of the following penalties for violations against these code of conduct:
 - 1) ***Warning***
 - 2) ***Forfeiture of game***
 - 3) ***Suspension of coach(s)***

2. PLAYERS ...

- a. Are expected to support their own teammates and exhibit good sportsmanship towards their teammates, as well as the opposing team before, during, and after the game or practice.
- b. May not dispute an umpires call.
- c. May not display acts of physical or verbal abuse towards the umpires, coaches, players, parents, or guests.
- d. Are prohibited from throwing or abusing any team equipment before, during, or after a game or practice.
- e. Are prohibited from the use of foul or abusive language.
- f. Are prohibited from the use of alcohol, drugs, or tobacco products.
- g. are subject to one or more of the following penalties for violations against these code of conduct:
 - 1) ***Warning***
 - 2) ***Forfeiture of game***
 - 3) ***Suspension of player(s)***

3. PARENTS & GUESTS ...

- a. Expected to display good sportsmanship towards all participants involved in the game (umpires, players, coaches, parents, and guests from both teams) at all times. Displays of temper, use of foul or abusive language will not be tolerated and may result in the ejection of the person(s) involved, or forfeiture of the game.
- b. May not dispute an umpires call.
- c. Are prohibited from entering the field of play at any time without the permission of the umpires or coach.
- d. Are prohibited from the use of alcohol, drugs, or tobacco products before, during, or after a game or practice, as governed by local, county, and state ordinances.

ARTICLE XV: VIOLATIONS

A. A charged violation of the League By-Laws will be decided by the Board of Directors. The member team making the complaint will be called the "applicant" and the alleged member team(s) will be called the respondent. The applicant will make their charge of By-Laws violation to the President in writing with a copy to the respondent. A charge of violation of the League By-Laws may be brought at any time in the

calendar year in which the violation is alleged to have occurred. Penalties will include one or more of the following:

- 1) *Warning*
- 2) *Forfeiture of all game in which the violation existed*
- 3) *Suspension of coach(s)*
- 4) *Suspension of player(s)*

B. Protests, including but not limited to violation of the League game rules of play set forth in Article XIII, may be brought before the Protest Committee. The member team making the complaint will be called the “applicant”, and the alleged team in violation will be called the “respondent”. Intentions to file a protest must be initiated within 48 hours after occurrence of the incident by calling the League President and Chairperson of the Protest Committee. The applicant must follow this action up with a written copy of the protest, providing a copy to the Chairperson of the Protest Committee, the League President, and the respondent within 5 days (being the time from the initial call to the postmark of the letter or direct delivery of the written protest).

Penalties will be restricted to one or more of the following:

- 1) *Warning*
- 2) *Forfeiture of game*
- 3) *Suspension of player(s)*
- 4) *Suspension of coach(s)*

C. For a charge of violation of the League By-Laws or a protest, officers and Board of Directors cannot serve if their teams are party to either a charge of violating By-Laws or protests.

D. A twenty-five dollar (\$25.00) fee must accompany each protest. A twenty-five dollar (\$25.00) fee is not applicable to a charged violation of the League By-Laws. The twenty-five (\$25.00) fee will be refunded if the complaint is upheld. The Protest Committee will promptly call a hearing with the interested parties required to attend and present evidence covering the issue in question. A written decision will be given without delay and such a decision will be final. An impartial party will be selected, subject to approval by the involved teams, if there is a tie vote by the Board of Directors on a question. *Have Umpire sign book and the time when violation occurs.* You can protest the umpires decision if you think he/she is violating a rule. (ISA Rules are located on ISA web page) and each coach should have a copy.

ARTICLE XVI: COACHES AND UMPIRES

- A. All League Representatives, coaches, assistant coaches, and prospective umpires are strongly encouraged to attend any Coaches/Umpires Clinics given by the League.
- B. All coaches should have knowledge of the basic first-aid treatment(s) for injuries. A first-aid kit should be part of the team’s equipment.
- C. Coaches are strongly urged to always have a copy of their insurance information and Medical Power of Attorney information covering their players in their possession at all times.

ARTICLE XVII: AMENDMENTS

- A. These By-Laws may be amended only by majority vote of the Board of Directors.
- B. The Secretary will have the responsibility to disseminate a copy of the By-Laws to the League Representatives for distribution to their coaches by the second meeting after the amendment.

ARTICLE XVIII: AWARDS

- A. Trophies/Medals will be awarded as determined by the league.

ARTICLE XIX: DISBANDING OF THE LEAGUE & IT’S OPERATIONS

- A. At which time it is decided, upon approval by a majority vote of the Board of Directors, that the League should be disbanded, all money and property of the League will be donated to charity. Method of disbursement and selection of charities will be determined by a majority vote of the Board of Directors.