

# Association Bylaws

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## **WHITE BEAR AREA FASTPITCH SOFTBALL ASSOCIATION BY-LAWS**

ADOPTED FEBRUARY 4, 1993 /AS AMENDED 11/97,11/99 & 11/2011

### **ARTICLE I: NAME**

The name of the association is the "White Bear Area Fastpitch Softball Association", hereinafter referred to as "WBAFSA" or the "association."

### **ARTICLE II: MISSION**

The association is a non-profit organization established to foster the girls fastpitch softball program in the White Bear Lake area. The association exists to fulfill the girls fastpitch softball needs of the community and is the primary advocate of the traveling program. The association supports good sportsmanship and the sound development of softball fundamentals within the community to ensure that girls participating in the program will have a positive and rewarding experience that will maximize personal and team growth. The association requires quality coaching and provides an atmosphere for learning softball skills for both coaches and players. The association sponsors membership in appropriate leagues to encourage quality competition.

### **ARTICLE III: OBJECTIVES**

The objectives of the association are:

- a. To encourage, promote, and support girls fastpitch softball in the White Bear area.
- b. To provide fundamental development for both coaches and players through teaching and training of sound softball skills by sponsoring clinics, practices, scrimmages, camps and coaches certification.
- c. To organize girls fastpitch softball teams representing the White Bear area in league and tournament play for all age groups.
- d. To be a booster organization for all girls fastpitch softball programs in the White Bear area.
- e. To cooperate and work closely with the Recreation Departments and School Athletic Departments to promote girls fastpitch softball programs in the area.

### **ARTICLE IV: TEAM SELECTION AND ELIGIBILITY**

- a. Teams will be selected by a tryout process and will be finalized by the Executive Board. The number of teams sponsored will depend on the level of interest and the availability of qualified coaches. The teams must follow the classification system, rules, and requirements of the Minnesota Sports Federation (MSF).
- b. A player on any WBAFSA team must be a member of the association. Any player from outside the association added to a post season roster must receive prior permission from a majority of the Executive Board, and fulfill all WBAFSA membership requirements. A player must comply with WBAFSA, League and MSF rules for rosters

### **ARTICLE V. MEMBERSHIP**

- a. Any individual who supports the objectives of this association may become a member, subject only to compliance with the provisions of the by-laws. Membership in this association will be available without regard to race, religion, color, sex, age, marital status, national origin, or handicap.

c. Players who are selected for a WBAFSA team and their parents then become members of the association when the annual association and participation fees are paid. Membership in the association shall be on an annual basis.

d. The participation fee will include the annual player membership fee plus enough to cover other expenses such as league fees, uniforms, equipment, tournaments, insurance, etc. The participation fee for each player will be determined annually by recommendation of the Treasurer to the Executive Board. Supplemental fees may be charged by a team if they wish to do something extra. Financial hardship cases will be considered and grants may be awarded at the discretion of a majority of the Executive Board.

e. Only members of the association shall be eligible to vote and participate in business meetings, or serve in any elective or appointed position. Only one vote is allowed per family at association meetings.

f. Coaches who do not have a daughter as a member of the association must complete a registration form but need not pay the registration fee or participation fee to be considered a voting member.

g. A player may not maintain dual membership and/or participate for another fastpitch association that competes against the WBAFSA.

#### **ARTICLE VI. EXECUTIVE BOARD, COMMITTEES, AND ELECTIONS:**

SECTION 1 - EXECUTIVE BOARD Leading our association is a six member Executive Board. Each position holder must be a member of the association and be elected by ballot of the membership. If an Executive Board member has to be removed because of improper conduct a majority vote of the Executive Board is required. For the purpose of Executive Board continuity in odd years the following positions will be elected: Vice President, Treasurer and Tournament/Equipment Director. Even year elections will be held for the President, Secretary and Publicity/Finance Director. All positions will be a two year term and a background check will be required. The requirements of each position is described as follows:

**PRESIDENT: (EVEN YEARS)** If the President's daughter is no longer a member of the association during this term, the position is elected with the knowledge of that possibility and the President has the right to remain in office. The President shall:

- Chair the Coaches Recruitment and Selection Committee
- Preside at all meetings of the membership, and special meetings of the Executive Board
- Submit an annual report to the members of the association
- Serve as an ex-officio member of all committees
- Be authorized to sign or countersign all checks, drafts or notes of the association under the direction of the Executive Board
- Work closely with the recreation departments, school athletic departments, and leagues i.e. (Tri County) on all matters relating to fastpitch softball
- Provide general guidance to the association
- Appoint a member to any Executive Board position to fill a vacancy

**VICE PRESIDENT: (ODD YEARS)** The Vice-President shall:

- Chair the Player Assessment/Tryout Committee
- Performs the duties of the President in his/her absence and any other such duties as may be assigned by the Executive Board or the President
- Complete the remainder of the President's term if the President either resigns or leaves the association

**SECRETARY: (EVEN YEARS)** The Secretary shall:

- Chair the Fields and Umpires Committee
- Keep the minutes of all meetings
- Be responsible for all correspondence
- Report on the minutes of preceding meetings at each association meeting

- Send out all notices and official correspondence
- Be responsible for all scheduling of fields, meeting rooms and gyms
- Be responsible for getting information out to the community concerning the association, meetings, player assessment, special events and other items of interest to promote and publicize the activities of the association

TREASURER: (ODD YEARS) The Treasurer shall:

- Maintain custody of all funds of the association and deposit such funds in the bank or banks designated by the Executive Board
- Maintain all finances
- Keep an accurate set of books
- Pay all bills of the association
- Complete and File all State and Federal tax forms in a timely manner
- Submit a report at the annual meeting to the membership including proposed a budget for the upcoming fiscal year
- Be authorized to sign or countersign all checks, drafts, or notes of the association
- Deposit all checks to the association immediately upon receipt
- Report to the membership at each meeting as to the financial condition of the association
- Be responsible for arranging and maintaining adequate insurance coverage for the association

PUBLICITY/FINANCE DIRECTOR: (EVEN YEARS) The Publicity/Finance Director shall:

- Chair the Fundraising/Publicity Committee
- Have primary responsibility to obtaining sponsorship donations
- Be responsible for special event planning
- Be responsible for sales of merchandise as well as other projects developed and approved by the association
- Be responsible for gambling proceeds

TOURNAMENT/EQUIPMENT DIRECTOR: (ODD YEARS) The Equipment Director shall:

- Chair the Equipment Committee
- Be responsible for maintaining the inventory of the associations equipment
- Report on an annual basis to the membership the state of our equipment
- Make recommendations to the quantity of equipment needed for the coming season
- Be responsible to insure bids are submitted and compiled in a timely manner
- Be responsible for all aspects of the tournament including but not limited to: Promoting, procuring facilities, procuring teams, food, merchandise, members to work the tournament, and those things necessary to make our tournament successful

SECTION 2 - COMMITTEES The association shall have the following standing committees for the purposes stated and to assist in the operation of the association. Members of the committees must be members of the association unless requested to be a member of the committee by the Executive Board.

PLAYER ASSESSMENT/TRYOUT COMMITTEE: The Player Assessment Committee shall consist of 3 to 5 people and chaired by the Vice President. The specific player assessment rules have been established and may only be amended with the approval of a majority of the Executive Board.

COACHES RECRUITMENT AND SELECTION COMMITTEE The Coaches Recruitment and Selection Committee shall consist of 3 to 5 people, and chaired by the President No other board members can be selected to this committee as they are responsible for handling the concerns of the membership during the player assessment and team selection process. All prospective coaches must apply to this committee on a form to be established by the committee. Coaches will be selected based on the application, an interview and player/parent evaluations of the previous year experience. Coaches will be evaluated by this committee at the end of the season with parents and

players input. This committee shall also recruit coaches for new teams when no one applies. A background check will be required of all coaches.

**FUNDRAISING/PUBLICITY COMMITTEE** The Fundraising Committee shall be chaired by the Publicity/Finance Director with at least two other appointed members of the association. The committee shall be responsible for formulating plans to raise the necessary funds to run the association. This shall include the planning of special events, working with the Tournament Director for fundraising during our tournament, and other fundraising efforts. All sales of merchandise as well as other special projects developed to raise funds such as candy or pizza sales must first be approved by the association at a regular meeting. The committee shall also be responsible for getting information out to the community concerning the association, meetings, player assessment, special events, and other items of interest to promote and publicize the activities of the association

**EQUIPMENT COMMITTEE** The Equipment Committee will be chaired by the Tournament/Equipment Director with at least two other appointed members of the association. The committee shall be responsible for maintaining the equipment inventory of the association. This will include obtaining storage space, repairing all equipment, planning for replacement of old and unusable equipment, developing specifications and obtaining bids for new equipment and uniforms, and insuring equipment.

**FIELDS AND UMPIRES COMMITTEE** The Fields and Umpires Committee will be chaired by the Secretary with at least two other appointed members of the association. The committee shall be responsible for procuring fields and insure they are properly prepared and maintained. The committee will also work with the leagues to insure that umpires are available, and insure that properly trained umpires are available when not provided by the leagues.

**SECTION 3 - ELECTIONS** The members of the Executive Board shall be elected by a secret ballot at the annual meeting of the association. There is only one vote per family and no family may hold more than one office during a given year. The top vote getters for each elected position will assume office immediately. The ballot will list the positions and the vote will be for each Executive Board position. With consultation of the other Executive Board members, the President shall appoint within 30 days someone to fill a vacancy that may occur during his/her term of office. Filling an unexpired term shall be considered a term in office.

## **ARTICLE VII ADVISORS**

The varsity softball coaches at White Bear Lake Area High School may be considered advisors to the association. The responsibility of the advisors shall be to assure consistency between the goals of the association and that of the varsity program. Advisors are considered voting members and need not pay the general membership fees. The membership of the association may vote for additional friends of the association to become advisors, this is done with the intent to improve the association.

## **ARTICLE VIII MEETINGS**

a. The annual meeting of the association shall be held in October or November depending on the date set by the President. The purpose of this meeting shall be to discuss the past season, identify improvements needed for the upcoming year, and as the last agenda item will be to elect new Executive Board positions. Members elected at the annual meeting shall assume their office immediately.

b. Regular meetings of the association shall be held at least six times per year, this includes the annual meeting. These meetings will be used to discuss the ongoing activities of the association. Any member of the association can request to have a relevant topic placed on the agenda in advance of a scheduled meeting. Topics should be presented to the Secretary or President at least seven days in advance of the meeting.

c. All meetings shall be given prior notice on the association website, [www.wbafsa.com](http://www.wbafsa.com), and/or by email. The Secretary should also notify as many members as possible by any means.

d. Coaches are encouraged to attend all of the association meetings. In addition there may be a special coaches meeting scheduled by the Executive Board.

## **ARTICLE IX COACH/PLAYER/PARENT CONDUCT**

**COACH** The coaches first responsibility is to the players. When the team is selected the coach will promptly notify each player on the team. The coach may ask any parent to become an assistant coach, but he retains all responsibility for the team. The coach is responsible to set practices, scrimmages, tournaments, as required to insure a successful season. The Coaches objective will be to help all players learn the fundamentals of fastpitch softball and develop to their fullest potential. This will require players to practice often and require playing time in league games at 10 & Under, 12 & Under, and 14 & Under to be equally split among all players. Coaches must act responsibly and carry on the traditions of good sportsmanship. Failure to follow these guidelines may result in removal of a coach.

**PLAYER** The players first responsibility is to the team, she must attend practice to play, and follow the rules of the team. Players should be reminded that they represent our community and should do so with pride and good sportsmanship.

**PARENTS** Parents should ensure that their daughters are on time for practices and games, unless there is a valid excuse. Parents should attend all games if possible, and exhibit good sportsmanship. Parents who exhibit flagrant, unsportsmanlike conduct toward board members, umpires, coaches, players, or other parents will be required to stay away from games.

**CODE OF CONDUCT** Handling of questions, concerns and problems will always be first done on the team level. There must be an interaction between the player/parent and the coach before the situation can be raised to board level. The Executive Board will consider those situations brought to their attention and will handle disputes and take corrective action. If a problem can't be solved on the team level, a written request for action shall be signed by the coach, player and/or parent and be delivered to the Secretary of the association, and copies of the request will be distributed to all parties involved. The President of the association (with board approval) must meet with the concerned parties and provide a response to the coach, player and parent in a timely manner.

## **ARTICLE X FUNDING**

The WBAFSA receives funds and donations from outside sources as determined by the Fundraising Committee. In addition a participation fee will be assessed to all players. The participation fee will include the annual player membership fee plus enough to cover other expenses such as league fees, uniforms, equipment, tournaments, insurance, etc. All funds and donations must go directly to the WBAFSA. Once a specific source of funds has donated the sponsor fee, a team can choose to ask that sponsor for additional funds. This is done to insure that our sponsors first donate to the association. The Executive Board must grant approval for any other funds given to a team from a possible sponsor. Funds from a friend of a team member can be paid directly to that team, but the team cannot interfere with association fundraising.

## **ARTICLE XI MISCELLANEOUS**

**SECTION 1 - INSPECTION OF RECORDS** The accounts, books, and records of the association shall be open to inspection by association members by request, and shall be presented to the membership by request.

**SECTION 2 - PARLIAMENTARY PROCEDURE** Roberts Rules of Order shall be the parliamentary authority on and shall govern deliberations of meetings except where they may be modified by the recommendation of the President and the approval of a majority of association members present.

**SECTION 3 - UNIFORMS** The association will provide the jersey, pants and socks for the players use as part of the participation fee, additional elements of the uniforms are left up to each team, but the association can request a team not wear a uniform that does not present WBAFSA players in a positive manner. The association will recommend and assist in quantity discount buying of all uniforms. The WBAFSA must insist that all teams comply with ASA, MSF, League, and Association uniform guidelines and regulations.

**SECTION 4 - HOLD HARMLESS** Everyone participating in the development of youth softball through the WBAFSA shall act in a responsible and appropriate manner. In the event of a loss or damage to property or causes of action resulting in injury of any person, it shall be the policy of the WBAFSA that all officials involved in the action whether board members or volunteers assisting shall be held harmless provided the action taken was made with the exercise of usual judgment and care, under circumstances then prevailing which people of prudence, discretion and intelligence exercise in their own affairs.

## **ARTICLE XII AMENDMENTS TO BY-LAWS**

These by-laws may be amended by a 2/3 majority vote of the members present at the annual meeting or general membership meeting provided that the meeting notice contains the proposal that the by-laws will be amended. By-laws shall be reviewed on an annual basis.

WHITE BEAR AREA FASTPITCH SOFTBALL ASSOCIATION BY-LAWS INFORMATION I. PROPOSED BY-LAWS  
II. BY-LAWS III. TRI-COUNTY BY-LAWS IV. MSF GUIDELINES