

**BY-LAWS OF THE PENN HILLS GIRLS SOFTBALL  
ASSOCIATION**

**(As amended February 2008)**

## ARTICLE I

### *Definition*

#### Section 1.

**This league shall be known as the Penn Hills Girls Softball Association. Hereinafter known as PHGSA.**

## ARTICLE II

### *Objectives*

#### Section 1.

- (a) To provide softball opportunities for girls in Penn Hills and surrounding areas who meet the requirements of membership as stated in ARTICLE III, and who are of required ages set by the PHGSA Board of Directors. (Hereinafter known as the **Board**)
- (b) To teach the ideals of good sportsmanship, honesty, loyalty, courage and reverence.
- (c) To ensure that the leadership will bear in mind that the attainment of the exceptional athletic skill, or the winning of games is secondary, and that the molding of future citizens is primary.

#### Section 2.

The assets accumulated by this league will be used solely for the furtherance of the program in its entirety in accordance with the directives of the **Board**.

## ARTICLE III

### *Membership*

#### Section 1. *Guidelines*

- (a) Any girl meeting the requirements as to age set forth in the rules of PHGSA may become a member.
- (b) Any individual girl living outside the Penn Hills area wishing to join the PHGSA may become a member as long as they meet the requirements set forth in the rules of PHGSA.
- (c) Any manager, coach, or parent/guardian of the above may be considered a PHGSA member.
- (d) An eligible **Voting Member** is defined as any manager, coach, or parent/guardian who has attended three (3) of the prior six (6) **General Membership** meetings.

#### Section 2. *Fees, fines, penalties and complaints.*

- (a) Fees will be required by the league for players. The amount of the fees will be set by the **Board**.
- (b) Protests: All protests will be handled by the **Board**. A protest must be in writing and in the hands of a **Board** member within twenty-four (24) hours after the game. This protest must be accompanied by a \$10.00 fee. The protest and money will then be turned over to the appropriate League Commissioner. The **Board** will seek outside opinion of at least two (2) umpires, and will bring the decision to the **Board**. Majority vote of all **Board** members in attendance, (except for those **Board** members who may be directly involved in the protest) will decide. The fee will be returned if the protest is upheld.
- (c) Discipline: The **Board** will have the authority to privately discipline, suspend, or expel any manager, coach, or player for proper cause. Proper cause may consist of violation of By-Laws, or conduct which in the opinion of the **Board**, is detrimental or prejudicial to the welfare of the PHGSA or the improper use of the PHGSA name, assets or reputation. Any manager, coach, or players will have the right to a hearing

before such disciplinary action is taken in front of the **Board**, at a date and time stipulated by the **Board**. Failure to attend such a meeting by the involved member will render the decision of the **Board** final, unless the **Board** is notified beforehand. A quorum vote of the non-affected regular members is required to discipline any member. Discipline may include expulsion, probation, suspension, forfeiture, or any other penalties the **Board** may decide upon. Any team caught playing with an ineligible player will have its head coach suspended immediately until after the hearing. Suspension may be made permanent by a quorum vote.

- (d) **Complaints:** A complaint of any kind against a member of the **Board**, manager, or coach, must be submitted in writing to any **Board** member and then over to the Secretary so that it can be put on the agenda for the next **Board** meeting. The person or persons registering the complaint must be notified when the complaint will be addressed and must attend the meeting or the complaint will be dropped. The person or person about whom the complaint is made against will be notified and must also be at the next meeting.

## **ARTICLE IV**

### *Board of Director and Administration*

#### **Section 1. Board Members**

Officers of the **Board** will consist of the President, Vice President, Treasurer, Secretary, Four (4) League Commissioners (Junior, Intermediate, Senior, and Fast Pitch), Tournament Director and Fund Raising Director.

#### **Section 2. Manager Selection**

Managers of the teams will be selected and approved annually by the **Board** in conjunction with the League Commissioners, and will be responsible for selection of their teams, and for their actions on the field.

#### **Section 3. Meetings**

- (a) A meeting of the **Board**, managers, coaches, and other interested parties will be conducted in September of each year for the reading of the reports, and new business. Meetings will be held six (6) times yearly, every month commencing in November. These meetings will be held every third Tuesday of every month. Additional meetings may be called by the President or upon written request of at least two (2) members of the **Board**.
- (b) Special meetings may be called at any time by the President or by majority of the **Board**. To conduct business, meetings must be attended by a quorum, as identified in **ARTICLE IV Section 4**.

#### **Section 4. Quorum**

Six (6) members of the **Board** will constitute a quorum. A simple majority vote is required in order to take any action.

## **Section 5. Order of Business**

- (a) Roll Call
- (b) Reading of the previous months minutes
- (c) Treasurers Report
- (d) Reports of Officers and Committees
- (e) Old business
- (f) New business
- (g) Adjournment

## **Section 6. Duties and Powers of the Board**

- (a) To carry out policies of the PHGSA
- (b) To carry out and enforce these By-Laws
- (c) To make changes, additions, or revisions to these By-Laws
- (d) To make rules and regulations for its own procedure
- (e) To conduct or have conducted the business of the League
- (f) To elect replacements to fill vacancies of officers, except the President. A vacancy exists when an officer dies, becomes physically or mentally incapacitated, resigns, is expelled by any action of the **Board**, or misses three (3) consecutive meetings of the **Board** without having obtained an appropriate leave of absence.

## **Section 7.**

Roberts Rules of Order will govern the proceedings of all meetings, except where same conflict with the constitution or By-Laws of the League.

## **ARTICLE V**

### *Officers and Directors at large*

## **Section 1.**

The officers of the PHGSA will be known as President, Vice President, Secretary, Treasurer, Four Commissioners (one each for Junior, Intermediate and Senior Divisions; Fast Pitch), Tournament Director and Fund Raising Director.

## **Section 2.**

The officers of the PHGSA will be elected in a manner described in **ARTICLE VII** of the By-Laws.

### **Section 3. Duties and Powers of the President**

- (a) To preside at all Board and General Membership meetings
- (b) To call special meetings as required
- (c) To enforce or have enforced the rules and regulations of the PHGSA
- (d) To supervise the duties and responsibilities of the officers and all other elected or appointed committees, select chairman and members of each, and fill vacancies.
- (e) To make sure annual reports from officers are made available as to the state of the PHGSA at the September Board meeting.
- (f) To perform such other duties as assigned by the **Board**.

### **Section 4. Duties and Powers of the Vice President**

- (a) To perform all duties of the President in his or her absence. If the office of the President should become vacant, the Vice President will hold that office until the next regular election.

### **Section 5. Duties of the Secretary**

- (a) To perform any kind and all duties associated with the office of Secretary.
- (b) To conduct or cause to be conducted all official correspondence of the PHGSA.
- (c) To issue or cause to be issued all notices of special meetings.
- (d) To keep minutes and records of all meeting and actions of both board and special meetings.
- (e) To keep or cause to be kept all records necessary to the PHGSA, such as membership, attendance, resignations, and correspondence.
- (f) To perform such other duties as assigned by the President or **Board**.

### **Section 6. Duties of the Treasurer**

- (a) To perform any and all duties associated with the office of Treasurer.
- (b) To collect all dues, fines, fees, and other monies as required by the **Board**.
- (c) To sign or countersign all written contracts, obligations and instruments of the PHGSA as required.
- (d) To act as custodian for funds of the PHGSA in accordance with requirements of the **Board**.
- (e) To pay all financial obligations of the PHGSA as approved by the **Board**.
- (f) To keep records in accordance with accepted accounting procedures.
- (g) To submit a current financial statement to the **Board** at the regular September Board meeting.
- (h) To submit an annual financial statement to the **Board** at the September Board meeting.
- (i) To perform such other duties as assigned by the President or the **Board**.

### **Section 7. Duties of the League Commissioners**

- (a) To attend and participate in regular and special meetings
- (b) To perform other duties as assigned by the President or the **Board**.
- (c) To work in conjunction with the Park and Recreation Office.

### **Section 8. Duties of the Tournament Director**

- (a) Shall oversee & coordinate all activities related to the PHGSA Annual Tournament and the tournament teams.

## **Section 9. Duties of the Fund Raising Director**

- (a) Shall oversee and coordinate all fundraising activities. The fundraisers shall include, but not be limited to, the operations of concession stand.

## **ARTICLE VI**

### **Section 1. League Commitments**

- (a) Only Board members may commit Association funds. This must be done with a simple majority vote of the necessary quorum. (Article IV Section 4.)
- (b) Expenditures of \$25 or less can be made at any time by persons designated by the President.
- (c) Expenditures of \$26 to \$99 can be made with prior Presidential approval.
- (d) Expenditures of \$100 or more requires a simple majority vote of a Board quorum. (Article IV Section 4).

## **ARTICLE VII**

### *Election of Officers*

### **Section 1.**

The election of officers, as outlined in Article VII – Section Special, will be held every year at the regular board meeting held in November. The vote will be made by ballot only. Absentee ballots will not be accepted. The votes will be tallied by at least two (2) **Board** members.

### **Section 2.**

Each current Manager, Coach, or any other interested parties in good standing will have one vote regardless of the number of teams they manage, provided they attend 50% of all meetings held during the current year which runs November through October, except those on discipline; see **ARTICLE III, Section 2c.**

### **Section 3.**

A simple majority of **Board** members, as described in **ARTICLE IV, Section 4** will constitute a quorum.

### **Section 4. Elected officers**

The following will be elected officer's positions: President, Vice President, Secretary, Treasurer, and Four (4) League Commissioners (Junior, Intermediate, Senior and Fast-Pitch), Tournament Director and Fund Raising Director.

### **Section 5. Terms**

The newly elected officers will serve a two (2) year term of office commencing the day of election and may be reelected.

### **Section 6.**

Any coach or manager who has previously been associated with the League may hold office with approval of the **Board**.

## Section 7.

Persons interested in running for office must be present during the nominations which will be held at the annual meeting in September. The **Board** must approve these nominations before acceptance. The secretary will send out the ballots two (2) weeks prior to elections.

## Section *Special*

The elections to occur at the November General Membership Meeting in 2005, and only in 2005, will be for the following offices and the following respective terms:

President	2 years	Junior Commissioner	1 year
Vice President	1 year	Intermediate Commissioner	2 years
Secretary	2 years	Senior Commissioner	2 years
Treasurer	1 year	Fast Pitch Commissioner	1 year
Tournament Director	2 years	Fund Raising Director	1 year

Beginning with the November General Membership Meeting in 2006, elections shall be held yearly and each officers elected will serve a term of two years.

## ARTICLE VIII

### *Amendments to Articles of Incorporation and By-Laws*

## Section 1.

Only **Board** members, as defined in Article IV, Section 1, will be eligible to vote on amendments to the Articles of Incorporation or these By-Laws.

## Section 2.

- (a) The proposed amendment or change must be presented in writing to the **Board** by at least two (2) members of the **Board**.
- (b) The proposed amendment or change will be read at one meeting and will voted upon at the next.
- (c) A vote of a quorum of the **Board** members will be required to pass the amendment.
- (d) The secretary shall notify all managers and coaches at least two (2) weeks in advance of the meeting at which the amendment will be voted upon.

## ARTICLE IX

### *Committees*

## Section 1.

The President may appoint Chairman and member on any committee that he or she, or the **Board** deems necessary. All chairmen must by **Board** members. Examples of Committees: Rules of Arbitration

- (a) Protests
- (b) Equipment
- (c) Membership
- (d) Publicity
- (e) Schedule
- (f) Banquet

## **Section 2.**

The President may ask any Committee Chairman to give a progress report at any **Board** meeting on the Committee's activities.

## **Section 3.**

The duties of each Committee will be assigned by the President or **Board**, and each Committee will be ultimately responsible to the PHGSA for accounting of funds and all other activities.

## **ARTICLE X** *Tournament Policy*

### **Section 1. Tournament Managers**

Any person or persons wishing to form a tournament team must have prior approval of the **Board**. Tournament managers must be approved by the **Board** yearly.

### **Section 2.**

It will be understood by any tournament manager that any regular games will take precedence over tournament games.

## **ARTICLE XI** *League Rules*

*SEE ATTACHMENTS*

## **ARTICLE XII** *Adoption of By-Laws*

### **Section 1.**

These By-Laws will be adopted by a majority vote of **Board** members at the time of its proposal to the **Board** for ratification.

### **Section 2.**

These By-Laws will be in force and effect immediately upon their adoption.