

# *Everett Girls Softball League*

## **BY-LAWS**

**Approved by the  
Everett Girls' Softball League Board of Directors  
March 29, 2021**

### **ARTICLE I – GENERAL**

#### **Section 1. – Name of Association**

The name of the organization shall be known as the Everett Girls Softball League. Whenever the terms “EGSL” or “Association” is used, they shall refer to and mean the Everett Girls Softball League, a non-profit association in the Commonwealth of Massachusetts.

#### **Section 2. – Principal Office**

The principal office for the transaction of business of this Association shall be in the city limits of Everett, County of Middlesex, Commonwealth of Massachusetts.

#### **Section 3. – Duration**

The duration of EGSL shall be perpetual, or until it is dissolved as provided for in these by-laws. In the event of dissolution of EGSL, the Executive Board of the Association shall act as agents for the membership and shall turn over all EGSL assets (physical and liquid) to another non-profit organization dedicated to serving the youth in Everett, Massachusetts.

#### **Section 4. – Government**

These by-laws, in conjunction with the EGSL Standing Rules, shall govern the members and regulate the affairs of EGSL.

#### **Section 5. – Fiscal Year**

For financial purposes, the fiscal year for the Association shall be from January 1 to the following December 31.

#### **Section 6. – Funds received, Bills, Notes, Checks, Etc.**

All funds received by EGSL shall be used to promote girls' softball. All bills payable, notes, checks, or other negotiable instruments of EGSL shall be made in the name of EGSL and shall be signed by the President or the Treasurer with majority approval from the Board of Directors. All receipts and invoices must be provided to the Treasurer. Failure to provide proof of payment may result in the purchaser becoming responsible for the payment. No officer or member of EGSL acting singly or jointly with others shall have the power to make any bills payable, notes, checks, drafts, warrants, or negotiable instruments of any description or nature or endorse the same in the name of EGSL or contract or cause to be contracted any debt or liability in the name of or on behalf of EGSL except as expressly prescribed and provided in these by-laws. No officer on the Board of Directors shall profit in any way from funds received.

## ARTICLE II – PURPOSE

### **The purpose of the Everett Girls Softball League is:**

- A. To operate a non-profit girls fast pitch softball association.
- B. To promote girls' softball in Everett, Massachusetts by developing good players, encouraging fun and team spirit, and teaching and encouraging good sportsmanship to all players, coaches, parents and fans.
- C. To ensure girls have the opportunity to play softball throughout the year, subject to limitations of facilities and size and number of teams.

## ARTICLE III – MEMBERSHIP

### **Section 1. – Members**

The following constitutes the membership of EGSL:

- A. Members of the EGSL Board of Directors
- B. Registered Coaches, assistant coaches and team managers.
- C. A parent or legally appointed guardian of an EGSL registered player upon payment of the registration fee.
- D. Any individual who, through their service to the Association, is deemed worthy of membership by nomination of the President and approval by a majority of the Board of Directors.

Note: Registered coaches, assistant coaches, team managers and players are those who are on a current, official team roster and have a completed Managers/Coaches Contract or Player Contract on file with their respective league commissioner.

### **Section 2. – Membership**

The Secretary shall maintain membership records of all members in good standing. A parent or legally appointed guardian of an EGSL player will become a member in good standing upon payment of the registration fee and will be eligible to vote fourteen days after the registration fee has been paid. The membership year is from Aug 1st to the following July 31st.

### **Section 3. – Obligations of Members**

Members of the Association shall accept and agree to abide by these by-laws. Failure to abide by these by-laws may result in forfeiture of membership.

### **Section 4. – Membership Suspension or Dismissal**

Any member of the Association shall be removed from membership pursuant to the following conditions:

- A. Resignation – A member shall be considered to have resigned upon 1) Receipt of a letter of resignation, or 2) The removal of all eligible children as participants in the Association.
- B. Suspension or dismissal – any member of the Association is subject to suspension or dismissal by the Board of Directors if, in its opinion, a failure to comply with the by-laws or rules of the Association exists and thereby presents a detriment to the program.

In the case of suspension or dismissal, evidence of misconduct or failure to comply with the by-laws or rules of the Association shall be presented in writing to the Board of Directors and to the member being charged, outlining in detail the charge. The Board of Directors will schedule a meeting within seven days to hear the complaint and defense and render a decision. Suspension or dismissal will require a 2/3<sup>rd</sup> vote of the Board of Directors.

## ARTICLE IV – GENERAL MEMBERSHIP MEETINGS

### **Section 1. – Annual Meeting**

The annual general membership meeting shall be held in July each year. The purpose of this meeting is for the election of officers who shall take office on August 1st.

### **Section 2. – Special Called Meetings**

At the request of any two officers, the President must call for a Special Meeting. These meetings are to include general membership on matters such as, but not limited to, fundraising committees, event planning, hut staffing, and any other issues not exclusive to the Board and its Officers.

### **Section 3. – Notice of Meetings**

The EGSL Board of Directors has a fiduciary responsibility to the league membership to give advance notice of all General Membership and Special Called Meetings to each member by either, publication in the local newspaper/social media or by email/text/distributing flyers to registered members.

### **Section 4. – Quorum**

At all General Membership meetings, the presence of six (6) or more members in good standing shall constitute a quorum for the transaction of business (except bylaw amendments). The vote by the majority of those constituting the quorum shall be binding on all EGSL members. In the absence of a quorum, the President shall adjourn the meeting and set a new date not to exceed thirty (30) days from that date.

### **Section 5. – Voting**

Any member in good standing, in accordance with Article III, Section 2, is entitled to one (1) vote at all General Membership meetings. No member shall cast more than one (1) vote on any issue or in the election of any officer. Proxy voting at any General Membership meeting must be submitted 24 hours prior to the meeting by a signed written vote to an officer of the Board of Directors or an email sent to the official Everett Girls' Softball email as listed on the Everett Girls' Softball website.

## ARTICLE V – BOARD OF DIRECTORS

### **Section 1. – Governing Bodies**

The governmental powers and general administration of the EGSL shall be vested in the Board of Directors in accordance with the bylaws provided herein. The final control of the EGSL shall be vested in the membership.

### **Section 2. – Officers**

The EGSL Board of Directors shall consist of the following:

- A. Executive Board
  - 1) President (Chairman of the Board) 2-year term
  - 2) Vice-President 2-year term
  - 3) Secretary 2-year term
  - 4) Treasurer 2-year term
- B. Board of Directors
  - 1) League Coordinator 1-year term
  - 2) Major League Commissioner 1-year term
  - 3) Minor League Commissioner 1-year term
  - 4) Farm League Commissioner 1-year term
  - 5) Fields and Equipment Director 1-year term
  - 6) Publicity Director 1-year term
  - 7) Concessioner 1-year term

### **Section 3. – Appointment of Non-Voting Directors**

The President shall have the authority to make other appointments as determined necessary for the efficient and effective operation of the Association. The roles and length of said terms shall be clearly defined by the President and these appointments will require the majority approval of the Board of Directors. These appointments will not be voting members of the board, but do retain their general membership voting privileges.

### **Section 4. – Length of Terms**

Each member of the Board of Directors shall serve from August 1<sup>st</sup> to the following July 31; Executive Board members terms of service will end on alternating years with the President/Treasurer one year and Vice President/Secretary on the following year. To serve on the Board of Directors, an individual must be a member of the EGSL in good standing at the time of the nomination and election; and must be a resident of the City of Everett. Any exception must be approved by the incumbent Board of Directors.

### **Section 5. – Voting**

Each member of the Board of Directors shall be entitled to one (1) vote on Board Matters. In the event of a tie, the President shall cast the deciding vote. All issues shall be decided by a majority vote of the Board of Directors except as may otherwise be provided in these by-laws.

### **Section 6. – Proxies**

Proxy voting shall be allowed at all duly-convened Board and General meetings within the EGSL provided the proxies are in writing. These written proxies shall include the date and the issue being voted on and signed by the voting officer in order to be valid.

### **Section 7. – Meetings**

- A. The Board of Directors shall convene for the transaction of business between January and September for 8 meetings. The newly elected officers should attempt to set the meeting dates no later than the close of the first Board meeting in September.
- B. Special meetings of the Board of Directors may be called by the President providing seven (7) days' notice.
- C. There shall be no restriction on business conducted at any meeting of the Board of Directors. The only exception shall be disciplinary hearings.
- D. The location of the meetings of the Board of Directors shall be determined by the President and announced at the immediately preceding Board meeting when practical.

### **Section 8. – Quorum**

A quorum shall consist of a majority of the voting members of the Board of Directors.

### **Section 9. – Minutes**

The Secretary shall keep a written record (minutes) of the Board of Directors proceedings. In the absence of the Secretary, the President shall appoint a Board member present to fulfill this duty. These minutes shall be approved and made official at the following Board of Directors meeting.

### **Section 10. – Nomination and Election of Officers**

At the Annual General Meeting, opportunity shall be provided for the proper registration of nominations for Office to the EGSL from the floor. Any such nominee must be confirmed as a member in good standing pursuant to ARTICLE III Section 2 and must be present to accept their nomination. Following the opportunity for nominations from the floor, voting shall be conducted by means of a secret ballot for each contested office. At the earliest convenience in their term, the President shall appoint an Election Committee composed of three or more members, who are not running in the current election.

Said Committee shall be approved by the current board of directors and will be responsible for the following:

- A. preparation of ballots
- B. supervision of elections
- C. counting and recounting of ballots
- D. notification of election results

Officers shall be elected by a simple plurality of the votes cast by the general membership present and voting.

### **Section 11. – Resignation of Officers**

An officer may resign at any time, either by giving oral resignation at a Board of Directors meeting, or by notifying the President. The vacancy shall be filled at the next general membership meeting. The Board of Directors may appoint an acting officer for the vacant position until the next general membership meeting when a majority vote of the Board will ratify the new Board Officer.

### **Section 12. – Removal of Officers**

- A. An Officer may be removed from the Board of Directors, at any time, following the same procedure used in amending these by-laws.
- B. A member of the Board of Directors who has two (2) consecutive, or four (4) accumulated, unexcused absences from Board meetings during the term of office, may be removed and the office declared vacant by the President, if confirmed by the Board of Directors.
- C. An Officer removed by these means shall not be eligible for re-election for a period of one year.
- D. A vacant Board of Directors position shall be filled following the same procedure in ARTICLE V, Section 11.

## **ARTICLE VI – DUTIES**

### **Section 1. – Sitting Board of Directors’ Duties**

The EGSL Board of Directors duties shall be inclusive of, but not limited to:

- A. the general administration of the Associations affairs
- B. selection and assignment of coaches
- C. making final decisions on suspensions and disciplinary actions of EGSL members
- D. setting players fees, registration timeframes, and confirming player eligibility
- E. establishing supplemental EGSL playing rules
- F. establishing playing facilities and number of teams in each league
- G. preparing the annual budget to be presented at the February Board of Directors meeting.
- H. acting as official representatives of the Association to the public-at-large.

### **Section 2. – Individual Director Duties**

#### **1) President**

- a) Exercise general supervision, direction, and control of the business and affairs of the Association and ensure that all EGSL business is conducted in accordance with these by-laws
- b) Preside at all General Meetings, Board of Directors meetings, and Special Called Meetings. If necessary, assign chairperson(s) and committee secretary to preside over and keep minutes at Special Called Meetings.
  - 1. Appoint Committees and act as ex-officio member.
  - 2. Break any tie vote resulting from any ballot decision.
  - 3. Call meetings in accordance with these bylaws.
  - 4. Act as ex-officio member to all committees.

### **1) President Continued**

- c) With board approval, or at the request of board member(s), call for the formation of special committees and assign a chairperson as needed.
- d) Break any tie vote resulting from any ballot decision.
- e) Call meetings in accordance by these bylaws.
- f) Represent the Association at all Softball and Amateur Softball Association meetings/clinics or designate an appropriate representative.
- g) Serve as the official representative of the Association to the public-at-large.
- h) Perform other such duties, as the Board of Directors shall prescribe.

### **2) Vice-President**

- a) In the absence of the President, perform all the duties of the President subject to the same powers and restrictions as herein described.
- b) Automatically succeed to the office of President should a vacancy in that office occur.
- c) Perform other such duties, as the Board of Directors shall prescribe.

### **3) Secretary**

- a) Give all notices in accordance with these by-laws.
- b) Record the proceedings of all General Membership and Board of Directors meetings.
- c) Maintain a file of all correspondence, forms, and documents pertinent to the activities of the EGSL.
- d) Serve as the custodian of, by supplying the link to, the official board approved digital copy of the EGSL Bylaws and Standing Rules to the webmaster for publishing on the EGSL website and other forms of view only media access.
- e) Coordinate review of EGSL bylaws to ensure current league operations are aligned with the published Bylaws.
- f) Responsible for the printing of all forms and documents.
- g) Maintain and provide access for the Board and EGSL Coaching staffs to an EGSL member
- h) Maintain team rosters that include:
  - i. Team sponsor
  - ii. Coaches name, contact information, shirt size
  - iii. Players name, contact information, guardian contact information, shirt size, current age and grade.
- i) Maintain contact list that includes phone numbers and email addresses for all active coaches.
- j) Validate that all coaches, officers of the Board of Directors, and all league volunteers have passed a CORI.
- k) Perform other such duties, as the Board of Directors shall prescribe.

### **4) Treasurer**

- a) Responsible for banking and disbursing all EGSL funds in conjunction with the president.
- b) Maintain financial records in accordance with generally accepted accounting practices.
- c) Present a written financial report at the July general membership meeting.
- d) Present a financial report at the first Board of Directors meeting each month.
- e) Make books available for audit, upon request of a majority of the Board of Directors.
- f) Assist Board Members in preparing budgets to be submitted at the February Board meeting.
- g) Collect all monies from concession sales.

#### **4) Treasurer Continued**

- h) Maintain financial records in accordance with IRS 990 and the Attorney General's Office of Massachusetts Form PC including but not limited to:
  - i. Registrations
    - 1. Maintain records of exact amount for each registration payment
    - 2. Maintain records of exact amount given for 'scholarships'
  - ii. Fundraising (for each event)
    - 1. Gross profits
    - 2. Expenses
  - iii. Concessions
    - 1. Gross profits for concessions (amount received each day)
    - 2. Expenses
  - iv. Product Sales ( i.e. apparel)
    - 1. Gross profits
    - 2. Expenses
  - v. Donations: team sponsors and individual donations including value of products donated.
  - vi. Printing, posting, shipping
  - vii. Balance at year end (Dec 31)
- i) Maintain all financial records, including receipts and invoices, for a minimum of 5 years.
- j) Review receipts weekly to ensure appropriate amounts of products are being purchased and invoices are paid in a timely manner. When the Treasurer is the purchaser, receipts shall be reviewed by either the Secretary, President, or Vice President.
- k) Submit all required filings with the IRS to maintain compliance and 501(c)(3) status, including but not limited to, form 990 EZ which must be filed by the 15th day of the 5th month after the organization's accounting period ends (May 15 for a calendar-year filer). Failure to file on time will result in penalties and fines. Automatic revocation of 501(c)(3) status will result upon failing to file for three consecutive years.
- l) Submit all required filings with the Attorney General's Office for the state of Massachusetts to maintain non-profit status including but not limited to Form PC which must be filed within four and one-half months after the close of the fiscal year.
- m) Perform other such duties, as the Board of Directors shall prescribe.

#### **5) League Coordinator**

- a) With authorization from and, in the absence of the President, call for and preside at all Commissioner and Coaches meetings.
- b) Provide all League Commissioners with copies of the Standing Rules, League Rules, and USA Rules for distribution to each Coach.
- c) Advise EGSL of all rule changes, governing rules of play in the USA Official Guide not outlined in the EGSL League Rules.
- d) Enforce and Interpret Standing Rules and USA rules. Intervene in League Rule enforcement and interpretation only when a possible conflict may exist with League Commissioner.
- e) Perform other such duties, as the Board of Directors shall prescribe.

**6) Major League Coordinator**

- a) Shall be the main contact for all Major League Coaches, Managers, Players and Parents.
- b) Distribute Standing Rules, League Rules, and USA Rules to each League Coach.
- c) Distribute practice and game schedules to each Major League Coach for disbursement to players/parents.
- d) Distribute all Association and League informational material to Major League Coaches for disbursement to players/parents.
- e) Coordinate Field preparation with the Fields & Equipment Director.
- f) Assist the Fields & Equipment Director in the distribution and collection of equipment
- g) Enforce and interpret League Rules unless a conflict exists, whereas the League Coordinator will intervene.
- h) Perform other such duties, as the Board of Directors shall prescribe.

**7) Minor League Coordinator**

- a) Shall be the main contact for all Minor League Coaches, Managers, Players and Parents.
- b) Distribute Standing Rules, League Rules and USA Rules to each League Coach.
- c) Distribute practice and game schedules to each Minor League Coach for disbursement to players/parents.
- d) Distribute all Association and League informational material to Minor League Coaches for disbursement to players/parents.
- e) Coordinate Field preparation with Fields & Equipment Director.
- f) Assist the Fields & Equipment Director in the distribution and collection of equipment
- g) Chronologically reschedule make-up games
- h) Perform other such duties, as the Board of Directors shall prescribe.

**8) Farm League Coordinator**

- a) Shall be the main contact for all Farm League Coaches, Managers, Players and Parents.
- b) Distribute Standing Rules, League Rules and USA Rules to each Farm League Coach.
- c) Distribute practice and game schedules to each Farm League Coach for disbursement to players/parents.
- d) Distribute all Association and League informational material to League Coaches for disbursement to players/parents.
- e) Coordinate Field preparation with Fields & Equipment Director.
- f) Assists the Fields & Equipment Director in the distribution and collection of equipment
- g) Perform other such duties, as the Board of Directors shall prescribe.

**9) Fields and Equipment Director**

- a) Prepares a fields and equipment budget for approval by the Board of Directors. This proposed budget will include, but is not limited to, additional equipment needed for league play and repair to existing equipment.
- b) Turn in all billings and receipts of purchase to the Treasurer.
- c) Act as safety advisor for all fields and equipment.
- d) Act as liaison between EGSL, Everett City Officials and Everett Parks & Playground Commission on all fields and facilities matters.
- e) Coordinate with each League Commissioner to insure all playing fields are properly prepared for the playing season.
- f) Responsible for purchasing, issuing, collecting and storing all EGSL equipment.
- g) Submit an inventory and condition report of all equipment owned or operated by EGSL to the Board of Directors not later than the February Board of Directors meeting.
- h) Perform other such duties, as the Board of Directors shall prescribe.

## 10) Publicity Director

- a) Coordinate with board members to ensure that membership and the public at large are informed, in advance, of all Association activities by utilizing all
- b) available means of media
- c) Handle all publicity and keep the public informed of Association activities by utilizing all available means of media.
- d) Oversee the production of Association flyers, posters and all other printed material, along with secretary.
- e) Assist League Commissioners in publicity for sign-ups, drafts.
- f) Organize Association participation in community activities.
- g) Ensure information on website is up to date and accurate.
- h) Perform other such duties, as the Board of Directors shall prescribe.

## 11) Concessioner

- a) Shop for and maintain concession stand.
- b) Submit receipts to Treasurer on a weekly basis.
- c) Maintain records of concession sales as well as any product sales, donations, or fundraisers run through the concession stand.
- d) Set schedule for concession stand to ensure always covered.
- e) Ensure umpire payment, game balls and bases are available for disbursement at each game.

### Section 3. – Committee Creation and Duties

- A. As outlined in Article VI, section 2, the President of the Association is hereby granted the power to create committees and to determine leadership of said committees (Committee Chair), subject to a majority approval of the Board of Directors.
- B. **Committee Chairs should be assigned as soon as possible but no later than the January meeting.** The Committee Chair is responsible for ensuring that all responsibilities of the committee are completed by the necessary dates.
- C. All Committees shall be required to keep minutes of their meetings and submit written reports to the Secretary within seven days of said meeting. All Committee action is subject to ratification by the Board of Directors. The following committees shall be standing committees of the Association and serve the purposes therein described:

#### A. Registration Committee

- 1) Obtain majority approval from the Board of Directors for membership fees and discounts, such as siblings.
- 2) Identify questions required for the Registration form.
- 3) Create and publish online Registration ensuring the correct ages for each division, membership fees, and discounts.
- 4) Assist in developing and implementing a publicity campaign for sign-ups, and assessments
- 5) If “in-person” registrations are held
  - a) Obtain location
  - b) Coordinate with the Secretary to print registration forms and/or have a device available that can connect to website at the registration location.
  - c) Add all players from paper registrations to the website within 1 week of the registration event.
  - d) Provide a method for credit card payments
  - e) Provide written receipts for all paid registrations and return a copy to the Treasurer.

**B. Uniform Committee**

- 1) Identify potential vendors and uniform styles for Team shirts, sweatshirts, and visors.
- 2) Identify potential vendors and styles for Coaches shirts.
- 3) Obtain quote for uniform purchase prior to ordering and provide the quote to the Board of Directors for approval.
- 4) Provide vendor with the total number of shirts per team, sizes, and sponsor name obtained from the team roster maintained by the secretary.
- 5) Coordinate payment for uniforms and coaches shirts with the Treasurer to ensure they are ready prior to opening day.

**C. Sponsorship and Fundraising Committee**

- 1) Research potential grants and corporate sponsors including but not limited to Dick's and Modell's online donation request sites by the February meeting.
- 2) Obtain approval from the Board of Directors for Team sponsorship and banner prices.
- 3) In coordination with the Secretary, create marketing materials for team sponsorship and banner sales.
- 4) Obtain Team sponsors for all League teams.
- 5) Obtain fundraising goal from the treasurer and plan fundraising events until that goal is met.
- 6) Reach out to local business to obtain donations for raffles, concessions, and product sales.
- 7) Promote raffles and product sales designed to provide revenue for the Association.

**D. League Operations Committee**

**1) Insurance**

- a) Review requirements for player accident insurance and general league liability insurance from USA Softball for Umpires.
- b) Review coverage provided by USA Softball policy and ensure proper coverage is provided. In the event that proper coverage is not provided, obtain quotes for additional coverage and present to the Board of Directors for majority approval.
- c) Coordinate purchase of insurance policies with the Treasurer.
- d) Provide a copy of the insurance policy to the Secretary, ideally a digital copy.

**2) CORI**

- a) Ensure that background (CORI) checks are completed for all coaches, players, and board members prior to pre-season practice.

**3) Rules**

- a) Review USA Softball rule updates provided by the League Coordinator and incorporate into EGSL Standing rules as appropriate by the March meeting.
- b) Review EGSL Standing rules and update as necessary to promote proper instruction of fast pitch softball by the March meeting.
- c) Present the updated EGSL Standing rules to the Board of Directors for majority approval.

**4) Bylaws**

- a) Review EGSL Bylaws and update as necessary
- b) Present the updated EGSL Bylaws to the Board of Directors for majority approval.

**5) Permits**

- a) Ensure that all permits, certificates and other necessary means of compliance for games, playoffs, events and functions are obtained in accordance with any city and/or state requirements and furnished to the Board in a timely manner.
- b) Field permits should be requested by the beginning of March.

## **E. Softball Operations Committee**

### **1) Coaches**

- a) In coordination with League Coordinators, recruit and assign Head coaches for each team prior to assessments.
- b) Ensure each Head coach has an appropriate number of assistant coaches prior to pre-season practice.
- c) Monitor games throughout the season to ensure coaching methods meet league standards. Report all issues to the President and League Coordinator so that they can be addressed immediately.

### **2) Teams**

- a) Determine the appropriate number of teams for each division based on registered members
- b) In coordination with the League Coordinators, assign players to teams in a manner that promotes balanced skill levels across all Farm and Minor League teams.
- c) In coordination with the Major League Coordinator, set up player assessments and Major League drafts prior to the start of pre-season practice.
- d) Obtain indoor location to hold assessments by the February meeting.
- e) Notify all coaches and all new players entering the Major League of the assessment date, time, and location at least 2 weeks prior to assessments.
- f) Notify all coaches of the draft selection process and draft date prior to the Major League assessment date.
- g) Provide team rosters (including contracts for managers, coaches, and players) to the Secretary at least 1 week prior to pre-season practices.

### **3) Schedules and Standings**

- a) Ensure that a balanced practice schedule is published at least one week prior to the practice period, typically the first week of April.
- b) Provide coaches with field availability on a regular basis throughout the practice period.
- c) Inform coaches that scheduled practices may be given to other teams if necessary to ensure all teams have similar # of practices. This may occur if one team happens to have multiple practices canceled due to weather and other teams did not.
- d) Ensure that a fair and balanced season schedule for all League games is prepared and published at least 2 weeks prior Opening Day.
- e) Provide final schedule to League coordinators for distribution to coaches at least 2 weeks prior to Opening Day.
- f) Assign 1 or more persons to publish and maintain the schedule on the league website.
- g) Cancel games as soon as possible to ensure cancellation notifications are sent out in a timely manner.
- h) Chronologically reschedule canceled games within 1 week of cancellation.
- i) Assign 1 or more persons to compile and maintain team standings on a daily basis and update the standings on the website at least once per week.
- j) Prepare and distribute post season and tournament pairing as soon as regular season standings are final.

### **4) Umpires**

- a) Invite the arbitrator for umpires to the Coaches meeting, typically immediately preceding the Major league draft.
- b) Coordinate agreement with umpires at least 1 month prior to the start of the season
- c) Assign someone to coordinate scheduling of umpires
- d) Ensure umpires are assigned for all league, postseason and tournament games.
- e) Notify umpires immediately upon cancellation of games

**F. Opening Day Committee**

- 1) Shall be responsible for organizing the Opening Day events.
- 2) Identify additional volunteers as needed to ensure the safety of participants during the event.
- 3) Reach out to the city to identify available resources, such as tents, tables, and chairs.
- 4) Obtain donations from local businesses and sponsors to offset the cost of the event.
- 5) In coordination with the sponsorship and fundraising committee, identify sponsors to participate in the event and/or donate items for raffles and product sales.
- 6) Identify who will throw the first pitch.
- 7) Identify who will sing the national anthem.
- 8) Identify who will provide the sound system.
- 9) Plan games, contests, raffles and product sales.
- 10) Obtain caterers/plan food for expected number of participants.

**G. Team Picture Day Committee**

- 1) Obtain majority approval from the Board of Directors for a date and backup date for Team pictures.
- 2) Secure location for Team pictures.
- 3) Secure photographer for team pictures who offers competitive rates, has a good reputation, and ideally returns a percentage of the sales to the League.
- 4) Prepare a schedule for teams that coordinates with game times.
- 5) Organize the event the day of to ensure members are satisfied with their pictures and the event runs smoothly.

**H. Banquet/Field Day Committee**

- 1) Shall be responsible for organizing the annual banquet/field day.
- 2) In coordination with the Treasurer, purchase trophy and award orders.
- 3) Identify additional volunteers as needed to ensure the safety of participants during the event.
- 4) Reach out to the city to identify available resources, such as tents, tables, and chairs
- 5) Obtain donations from local businesses and sponsors to offset the cost of the event.
- 6) Plan games, contests, raffles and product sales.
- 7) Identify who will provide the sound system.
- 8) Plan activities, such as, bouncy houses or face painting.
- 9) Obtain caterers/plan food for expected number of participants.

**I. Board Election Committee**

- 1) Shall be responsible for preparation of ballots; supervision of elections, counting and recounting of ballots and notification of election results.

**ARTICLE VII – LEAGUES AND DIVISIONS**

**Section 1. – Leagues**

The Everett Girls Softball League will consist of three (3) divisions: Major League, Minor League and Farm League.

**Section 2. – League Structure**

The EGSL leagues may be further divided into Recreational and Travel Team formats as follows:

- A. Recreational/Instructional:** The divisions are organized in a manner that allows for maximum development opportunities for players and recognizes their social needs. The divisional structure of the league, outlined below, aims to achieve both the developmental and social needs and well-being of players and will be maintained as closely as practical, depending on the number of players registered in each age group. The Board of Directors reserves the right to adjust or combine age groups to achieve an optimal number of teams in each league.

**A. Recreational/Instructional:**

1.	Farm League	- ages 5 through 8 or grades K-2
2.	Minor League	- ages 9 through 11 or grades 3-5
3.	Major League	- ages 12 through 14 or grades 6-8 (9*)

\*9<sup>th</sup> graders are allowed to play in EGSL if not playing on a high school team.

**B. Travel Teams**

EGSL player/members may be offered the opportunity to try out for, or to be selected by another appropriate method, for travel teams that participate in USA Softball sanctioned tournaments and/or league(s) including but not limited to Middle-Essex league. These teams may need to conform to USA Softball age classifications as defined by USA Softball. Typically the age on 1/1 of the year is the age group a child can participate in.

- 1) 8 and under team
- 2) 10 and under team
- 3) 12 and under team
- 4) 14 and under team

Any travel team and coaching staff that involves the use of current EGSL player/members (ergo their EGSL purchased player insurance policy) or EGSL equipment must be approved by the current board of directors. Travel teams may be promoted by EGSL but are NOT governed by EGSL. EGSL is not responsible for any financial losses or injuries associated with participation in other teams.

**Section 3. – Eligibility**

The playing year as defined for the Everett Girls Softball League in conjunction with USA Softball age demarcations for eligibility is January 1 through December 31. In summer, fall and winter, EGSL players and teams may play in the age classification that they will be eligible for in the following spring. “Playing up”, as this is sometimes referred to, is not required.

**ARTICLE VIII – STANDING RULES**

**Section 1. – Standing Rules**

- A. The Standing Rules are rules as adopted by the Board of Directors, or the membership of EGSL that continue to remain in force and are not found in these by-laws.
- B. Standing rules are adopted by the Board of Directors, as any ordinary motion, by a majority vote, and may be amended by a two-thirds vote without seven (7) days written notice or by a majority vote with such notice. These standing rules may be amended as needed in the off season and shall be recertified annually by the incoming board of directors after their new term has commenced. Written notice may be conveyed by U.S. Mail, E-Mail, fax or in person.
- C. The Standing Rules for the EGSL are apart and separate from these by-laws.
- D. The Secretary shall maintain a current copy of the Standing Rules for reference by the Board of Directors and the membership.

**Section 2. – League Rules**

- A. League Rules have been established by the Board to put in place policies and procedures ranging from, but not limited to, game day procedures to rules governing how the drafts are conducted. These rules may be modified as needed in the off season and shall be recertified annually.
- B. The League Rules shall be part of the Standing Rules under a section entitled “League Rules”.
- C. Each Head Coach, Assistant Coach and Team Manager shall be provided a copy of the League Rules prior to the start of the season.
- D. No vote for change shall be entertained after the season has begun, except for safety reasons.

### **Section 3. – Rules of Play**

- A. Rules of Play shall be established to contain supplemental game rules as adopted by EGSL to augment the Official Rules of Softball as established by USA Softball (formerly Amateur Softball Association).
- B. The Rules of Play shall be part of the Standing Rules under a section entitled “Rules of Play”.
- C. Rules of play in each league will be governed by the following documents listed in order of precedence:
  - 1. EGSL By-laws
  - 2. EGSL Rules of Play
  - 3. The USA Softball Official Rules of Softball (current year).
- D. Each Head Coach, Assistant Coach, Team Manager shall be provided a copy of the EGSL Rules of Play and an official USA Softball Rulebook prior to the start of the season. All modifications to USA and EGSL Standing Rules will be presented to coaching staffs annually at the first official coaches meeting. The league shall maintain a copy of the annual, board approved standing rules at the hut for umpires for reference.
- E. The EGSL Rules of Play may be amended so long as all concepts of changed play are directed toward the advancement of USA Softball fast pitch rules.
- F. No vote for change shall be entertained after the season has begun, except for safety reasons.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall be used as needed and as a guide for maintaining order at all official meetings and to aid in governing the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

## **ARTICLE X – AMENDMENTS**

### **Section 1. – Procedure**

These by-laws may be altered, amended, or added to by any of the following three methods.

- A. **By a vote of the Board of Directors.**
  - 1) The proposed change to the by-laws shall be presented in writing during any meeting of the Board of Directors where a quorum is present.
  - 2) A copy of the proposed change(s) shall be made available to each Board member.
  - 3) The Board of Directors shall vote on the proposal at the following Board of Directors meeting, not sooner than fourteen (14) days after its presentation.
  - 4) An affirmative two-thirds (2/3) vote of all of the voting members of the Board of Directors shall be required for passage of the proposal.
- B. **By Referendum Ballot.**
  - 1) Thirty (30) percent of the active members in good standing may petition the Board of Directors requesting a referendum ballot for altering, amending, or adding to these by-laws.
  - 2) The Secretary shall, within 30 days, circulate such ballots to the active membership. The ballot shall contain the proposition to be voted on and shall state a reasonable deadline for the return of the ballots.
  - 3) An affirmative vote of a majority of the active members in good standing shall be required for passage of a referendum ballot.

**C. By Membership Rule.**

- 1) At a General Membership meeting, where a majority of the active members in good standing are present, a proposition to alter, amend, or add to these by-laws may be presented and voted on.
- 2) An affirmative vote of a majority of the active members in good standing at that general membership meeting shall be required for passage of the proposition.

**Section 2. – Announcement**

New amendments to these by-laws shall be announced to the membership at the first regular membership meeting following their approval.

Last edited March 26, 2021