



BY-LAWS

2025

Pearland Girls Softball Association



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MISSION STATEMENT

Pearland Girls Softball Association has been formed, and will exist, for the sole purpose of promoting good fellowship. This will be achieved by fostering team participation while developing our athletes to be good leaders, students, citizens and team players. This will be instilled through positive reinforcement and self-esteem development. It is our intent to equip our athletes with a desire to achieve through perseverance and a positive team attitude while developing all participants in mind, body and spirit.

Pearland Girls Softball Association will be a non-profit organization and will also be non-shareholding, non-commercial and non-bargaining.

Pearland Girls Softball Association will not engage in any political or commercial activities for financial profit of any party.

Always start by asking, "What best serves the girls?"

ARTICLE I - NAME

This organization shall be known as the Pearland Girls Softball Association, hereafter referred to as “the Association” and/or “PGSA”.

ARTICLE II - MEMBERSHIP

Section 1. Classification – Active Membership

- 1) Memberships is as follows:
 - a. The Board of Directors and all officers of this association will be eligible for membership upon taking office and will continue so long as actively in office.
 - b. Managers and Coaches will be eligible for membership upon acceptance of application by the Board of Directors and will continue so long as actively serving above duties.
 - c. Parents (also includes step-parents and legal guardians) of girls will be eligible for membership upon payment of daughter's registration fee and will continue so long as the daughter(s) are currently registered through PGSA.
 - d. Players age nineteen (19) years and older.

Section 2. Privileges of Active Membership Only

- 1) A vote in general elections (Fall and Spring) of the Association and Board of Directors.
- 2) A vote in all business conducted by the general membership.
- 3) All board member elections will be by ballot vote (up to two per family).

Section 3.

PGSA will maintain membership in USA Softball of Texas, formerly the Amateur Softball Association (ASA) and other organizations that will advance and/or benefit softball for girls, as decided on by the Board of Directors.

ARTICLE III – BOARD OF DIRECTORS

Section 1.

- 1) All officers are elected for one calendar year term.
- 2) Prior to taking a Board position a person must pass a criminal background check (from an agency chosen by PGSA) and be in good standing with USA Softball and PGSA. A person with a felony on their record will not be considered for any Board position.

Section 2. Board Member Positions

The following officers will be members of the Board of Directors:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Registrar
- 6) Scheduler/Affiliated Team Director/City Liaison
- 7) Player Agent
- 8) Jr. Pixie Director (T-Ball and 6u)
- 9) Sr. Pixie Director (8u)
- 10) Freshman Director (10u)
- 11) Soph/Jr./Sr. Director (12u and up)
- 12) Booster Club Director
- 13) Publicity Director
- 14) Special Events Director
- 15) Concession Director
- 16) Facility Maintenance Director
- 17) Field Maintenance Director, PI 1 & PI 2

Section 3.

The Board of Directors will, in general, supervise and control all business and affairs of the association including, but not limited to, the following powers:

- 1) To remove any member of the Board of Directors with cause, such act requiring an affirmative vote of the majority Board Membership.
- 2) To remove or reprimand any manager or coach from any team, with cause, by majority Board Membership vote.
- 3) Will designate representatives to attend functions relating to PGSA who will duly report back to the Board of Directors.
- 4) The Board will screen the UIC's list of recommended umpires to provide the best qualified people available to call games. Board needs to approve head UIC's list of umpires.
- 5) Approve managers and coaches on the close of the final registration date, according to the Rules and Regulations outlined in 7.1 and 7.3.
- 6) Select an insurance company for PGSA liability, preferably the company submitting the lowest bid. All policies must be verified prior to the draft.
- 7) Perform other business and duties specifically state in the By-Laws.
- 8) In the event of a Board member resignation, the Board of Directors will have the power to appoint a successor by the majority vote.
- 9) PGSA will assist Pearland Area Dad's Club in functions outside of PGSA.
- 10) Vote to interpret Rules and By-Laws should clarification be necessary.
- 11) Board Member on Duty – let all umpires know you are on duty (early and late shift); be seen around complex; check on operation of concession stand and fields; make money drops; late duty signs deposit slip.
- 12) Each Board member is responsible for the duties of their office as well as assisting with PGSA events, including but not limited to the following: registration, field work day, opening day, league tournaments, closing ceremonies, All-Star/Post Season tournaments, and Fall Ball.
- 13) It is required that a minimum of one (1) PGSA board member (President, City Liaison or a rotating member) attend an annual City of Pearland Parks & Recreation Department meeting.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. President

To be nominated for President, a person must have been a member in good standing with USA Softball and PGSA for the preceding two (2) years. Presidential candidates must have a minimum of one year board experience. Presidential candidates must have previously served on the PGSA Board of Directors without having quit, resigned, or been removed from his/her previous position(s).

The President shall:

- 1) Preside over all meetings of the membership and of the Board of Directors.
- 2) Vote in the following situations: Removal of a manager or coach; removal or replacement of a Board member, or in the event of a tied vote.
- 3) Be an ex officio member of all committees.
- 4) Appoint committees and make appointments from the membership.
- 5) Sign, with other properly authorized officer(s), any contracts or other agreements which the Board of Directors have authorized to be executed.
- 6) Perform all duties, in general, specifically assigned by the other By-Laws and in general will perform all duties incidental to the office of President and duties as may be prescribed by the Board of Directors from time to time.
- 7) Appoint a member of the association to decide of fields are playable.
- 8) Have financial authorization to co-sign checks related to purchases for, or on behalf of PGSA.
- 9) Along with the Registrar, will serve as liaison between the District Commissioner and PGSA.

Section 2. Vice President

The Vice President Shall:

- 1) Be an assistant to the President and will assume the duties of the President if the President is absent or not available, but may not make Presidential appointments.
- 2) Perform such duties from time to time as assigned to him/her by the President.
- 3) Be Chairman of the Audit Committee to audit treasury books for PGSA. Said audit to be performed at the end of post season play and presented at the next scheduled Board and general meetings.
- 4) Have financial authorization to co-sign checks related to purchases for, or on behalf of PGSA.
- 5) Oversee the PGSA website and work with the Publicity Director to keep it updated.
- 6) Is the current acting Tournament Director.
 - a. The Tournament Director will serve as Director of all PGSA league and post season tournaments.
 - b. The Tournament Director will set up a tournament committee consisting of:
 - i. The affected Division Director
 - ii. Two or more other persons other than the Tournament Director/Coastal Girls Representative selection
 - c. The Tournament Director will distribute tournament invitations to managers and inform Division Directors.
 - d. The Tournament Director will obtain rule books for all Managers and Board of Directors.
 - e. The Tournament Director will purchase all awards/trophies for all Fall and Spring tournaments, including the All Star Tune-Up.

Section 3. Secretary

The Secretary shall:

- 1) Keep the minutes of the Board meeting and will provide a written report at the following meeting for Board approval.
- 2) Keep minutes of the General Membership meeting.
- 3) Perform all duties, in general, incidental to the office of secretary and such other duties from time to time assigned by the President.
- 4) Notify Board members of all Board meetings.

Section 4. Treasurer

The Treasurer shall:

- 1) Be the controller of moneys, giving a detailed report at each Board meeting and an annual financial report at the general meeting, with written copies for membership distribution.
- 2) Prepare and submit a budget, as set by the Board of Directors, at the General Spring meeting for ratification.
- 3) Receive and give receipts for moneys due and payable to the association from any source whatsoever, will pay, or cause to be paid all bills due.
- 4) Perform all duties, in general, incidental to the office of Treasurer and such duties as from time to time assigned to him/her by the President or by the Board of Directors.
- 5) Have financial authorization to co-sign checks related to purchases for, or on behalf of PGSA.
- 6) Be responsible for filing the yearly tax statements with the assistance of a Certified Public Accountant.
- 7) Perform a yearly audit of any fundraiser's books and report to the general meeting in the Fall.
- 8) Keep an accounting of funds raised by individual PGSA teams who choose to deposit and disburse funds raised through PGSA per Article VI, Section 6 of these By-Laws.
- 9) Be responsible for checking the P.O. Box and distributing mail accordingly.

Section 5. Registrar

The Registrar shall:

- 1) Work with Division Directors to obtain completed USA paperwork for all players, managers, etc. It is his/her responsibility to file this with the District Office.
- 2) Obtain regular and post season rosters from district commissioner. He/She is to coordinate with Division Directors and Affiliated Team Director in acquiring completed rosters. These rosters are to be forwarded to the District Commissioner prior to posted due date.
- 3) The registrar is to set up and manage online registration and manage in person registrations.
- 4) Be responsible for obtaining player insurance for all players at the beginning of registration and is to hold on to all cards. Copies will be provided to PGSA teams as requested.
- 5) Along with the President of PGSA, will serve as liaison between the District Commissioner and PGSA.

Section 6. Scheduler/Affiliated Team Director/City Liaison

The Scheduler/Affiliated Team Director/City Liaison shall:

- 1) Generate schedules (practice, game, and Board Member on Duty) for both Fall and Spring seasons.
- 2) Coordinate with the Division Directors as soon as possible to reschedule any games. Games will be considered for "reschedule" if they meet the following criteria:
 - a. Weather
 - b. School or Church function – this is contingent on one or both teams being unable to field the minimum number of players as specified in the PGSA Rules and Regulations.
- 3) Attend all Co-op meetings and be a representative for PGSA (only necessary if PGSA is participating in Co-op).
- 4) Coordinate with UIC for all umpire scheduling. This includes both Fall and Spring seasons and associated PGSA-sponsored tournaments.
- 5) Calculate umpire cost for each season and submit check request to Treasurer. This should be done 2 weeks prior to season start date.
- 6) Keep standings for each age division for the Spring season and communicate the results weekly to Division Directors and the Publicity Director.
- 7) Accept applications from anyone that would like to be associated with PGSA outside of League, known as Affiliated Teams. The applications will be presented to Board of Directors, which will vote to approve/deny.
- 8) Collect required documents from Affiliated Teams upon Board approval and have President sign such documents as required. (Documents include: Contract, COI, Roster and Payment)
- 9) Attend any meetings required/requested from Pearland Parks and Recreation and invite other PGSA Board members when necessary.
- 10) Apply through Pearland Parks and Recreation for RSA or Other status yearly for use of Centennial Park fields. Applications accepted March/April of each year, dates for the following Fall/Spring use shall be sent in along with application.
- 11) Coordinate the use of Centennial Park with Pearland Parks and Recreation officials for both Fall and Spring seasons and any associated PGSA-sponsored tournaments. Field usage requests should be sent to Parks and Recreation along with RSA Application (April) of each year.
- 12) Calculate and confirm with Pearland Parks and Recreation the fees incurred for each season. Submit payment.

Section 7. Player Agent

The Player Agent shall:

1. Be responsible for reviewing all payers' applications.
2. Be responsible for furnishing a roster to the Division Directors of all girls to tryout in their respective division. This should occur immediately after the late registration date.
3. Place all the late signers on teams with the earliest openings. The team with the fewest number of players will receive the first late registration player, and so on. The Player Agent shall notify the Division Director(s) of the added player(s) to a team. The Manager will also be notified of his/her new player(s).
4. Oversee any Draft. The Draft board shall be prepared by the Player Agent. This must be ready for review by managers upon approval to the draft.
5. Coordinate with each Division Director and Managers regarding player trades.

Section 8. Division Directors

Division Directors include: Jr. Pixie (T-Ball & 6u), Sr. Pixie (8u), Freshman (10u), Soph/Jr./Sr. (12u/14u/16u)

The Division Directors shall:

- 1) In general, control the business and affairs of his/her league division.
- 2) Preside at all manager meetings and will only vote to break a tie.
- 3) Obtain team managers and coaches and submit applications to the Board for review and approval.
- 4) Hold a meeting with the Managers of respective division before tryouts to inform Managers of tryouts, draft, and league Playing Rules and Regulations.
- 5) Enforce compliance with the By-Laws and Playing Rules and Regulations.
- 6) Obtain and maintain complete team rosters for the Player Agent and Registrar.
- 7) Be responsible for procuring all equipment and distributing the same to PGSA managers/coaches and will collect all equipment at the end of each playing season.
- 8) Serve as arbitrator for any protest. All protests must be submitted in writing to the appropriate Division Director. The Division Director will present the protest at the next scheduled Board meeting. If needed, a special Board meeting may be called. A filing fee of \$50.00 will be assessed to all protests and must accompany the written request. If the protest is unsuccessful, resulting in no change in original call/interpretation, the filing fee will be retained by PGSA.
- 9) Tryouts:
 - a. Furnish each manager with names and tryout numbers of all girls in their division before tryouts.
 - b. Responsible for acquiring the equipment and planning the program of his/her draft of respective division.
 - c. Solicit help from the existing teams or volunteers to help with the tryouts.
- 10) Perform, in general, all duties incidental to the office of Division Director and such other duties as from time to time assigned to him/her by the President or by the Board of Directors.
- 11) Not be associated with any team in his/her division as a manager or coach or have a daughter within that division.
- 12) Prepare a season summary report to include:
 - a. Information relating to this division to document final standings
 - b. Team Rosters
 - c. Manager and Coaches addresses and telephone numbers
 - d. Any and all pertinent information for the current season
- 13) Be responsible for working with the Maintenance Director and the teams in his/her division to assist where/when needed in the maintenance of the PGSA fields and property.
- 14) Inform Managers of post season requirements and duties. Example: voting of post season manager (if applicable), voting on all all-star candidates and knowledge of candidates' abilities.

Section 9. Booster Club Director

The Booster Club Director shall:

- 1) Be required to purchase uniforms. All orders must be approved by the Board prior to any orders being placed.
- 2) Be in charge of the registration fundraising duties.
- 3) Be in charge of scholarship applications process.
 - a. Sending application and requirements to all four (4) high school Head Counselors (Pearland, Dawson, Turner and Shadow Creek).
 - b. Collect all applications
 - c. Form a committee of 3-5 board members to review applications.
 - d. Send all applications (anonymous) to committee.
 - e. Using a grading criteria, committee shall evaluate said applications and documentation required.
- 4) Have the right to form committees to assist in duties.
- 5) Turn over all fundraising proceeds prior to the first game of the season.
- 6) Provide a handbook to all teams regarding uniforms and opening day schedules at the Team Mom meeting and will be their source of information and contact throughout the season.

Section 10. Publicity Director

The Publicity Director shall:

- 1) Notify PGSA memberships of general membership meetings by methods of communication at least four (4) days prior to meetings.
- 2) Be responsible for the notifications of the registration dates and times to school girls and past members.
- 3) Oversee and assist in soliciting team sponsors and sponsorship fees for league teams.
- 4) Deliver team plaques of their sponsored team to the sponsors at such time as received.
- 5) Be responsible for signing of a photography company and making a schedule for the taking of team pictures, including regular league and post season teams.
- 6) Have access to updating the PGSA website and input those updates as necessary.
- 7) Be responsible for advertising all league activities on social media.

Section 11. Special Events Director

The Special Events Director shall:

- 1) Be responsible for coordinating vendors and activities for Opening Day, Closing Ceremonies and All-Stars. (any event hosted by PGSA)
- 2) Be responsible for coordination of ordering and contacts for All-Stars.
- 3) Set up meeting with parents of all-stars to discuss what needs to be done.
- 4) Coordinate PGSA sponsored events (coaches clinics, etc.)
- 5) Have the right to form committees to assist in duties.

Section 12. Concession Director

The Concession Director shall:

- 1) Be in charge of the concession stand.
 - a. Keep all items stocked.
 - b. Coordinating workers.
- 2) Have the right to form committees to assist in duties.
- 3) Work with the Treasurer to establish a money-to-account-for system in operating the concession stand.
- 4) Be responsible for working with the Treasurer to establish process for verifying Concession Stand monies on a routine basis.

Section 13. Facility Maintenance Director

The Facility Maintenance Director shall:

- 1) Be in charge of overall maintenance of all PGSA buildings and restrooms, as well as assist with field maintenance. (Buildings: Concession stand, maintenance room, chalk room, etc.)
- 2) Ensure all maintenance equipment is in good working condition.
- 3) Have the right to form committees to assist in duties.
- 4) Head up any committee for capital improvements on the fields and will look into the cost of any such improvements. All requests for capital improvements and/or expenditures should be submitted in report/justification to the Board.
- 5) Have the authorization to interrupt any unscheduled event on any field to fulfill any field maintenance duties.
- 6) In the event, Field Maintenance Director is not filled, all responsibilities of that position will become the responsibility of the Facility Maintenance Director.

Section 14. Field Maintenance Director, Place 1 and Place 2

The Field Maintenance Director shall:

- 1) Be under the direction of the Facility Maintenance Director.
- 2) Ensure that all fields are in good playable condition for all League practices/games and any PGSA hosted tournaments. This includes all that is in the field of play and also fencing, sun screens and wind screens.
- 3) Have the right to form committees to assist in duties.
- 4) Have the authorization to interrupt any unscheduled event on any field to fulfill any field maintenance duties.

Section 15. Replacement of Board Members

If a Board member does not perform his/her duties as described in the By-Laws, he/she will be replaced. This must be passed by a super majority vote (2/3) of Board members. This member is then considered in bad standing and is no longer eligible to hold a Board Member position. A person in bad standing can be reinstated with a unanimous vote by the board.

ARTICLE V – MEETINGS

Section 1. Quorum

A quorum for the transaction of business at any regular or special meetings of PGSA shall consist of a majority (more than one-half) of the voting members then in office, unless otherwise specified by law or these by-laws. The presence of a quorum shall be determined by the presiding officer at the beginning of each meeting. The Secretary shall record in the minutes that a quorum was present.

Section 2. Regular Meetings

Regular monthly meetings of the Board of Directors will be held.

PGSA members may address the Board meetings regarding Rules and Regulations or By-Laws matters. All intentions must be made with a minimum of twenty-four (24) hours advance notice.

Section 3. Annual Meetings

The Spring General Meeting will be organizational and intent is to present the Rules and Regulations for league play. Spring meeting should be held prior to the draft. The Fall General Meeting will be a By-Laws meeting and held for the election of new officers.

Section 4. Special Meetings

Unscheduled Board meetings will be called by the President with a minimum of twenty-four (24) hours advance notice.

Section 5.

Any board member missing two consecutive meetings will be subject to review and potential removal with a majority vote by the Board of Directors.

Section 6.

For items requiring Board approval between scheduled Board Meetings, votes may be submitted through electronic means whereby the results can be attributable to specific board members (*i.e.* PDF electronic signatures, GroupMe public polls, Survey Monkey)

ARTICLE VI – RULES OF ORDER

Section 1.

Roberts Rules of Order (revised) will be used to govern all proceedings not provided for elsewhere in these By-Laws.

Section 2.

A motion to reconsider a previous vote or action taken may be introduced to permit correction of a hasty, ill-advised or erroneous action under the following circumstances.

- 1) A minimum of three (3) Board Members must submit written request for reconsideration to the President, or the Board Member serving in his/her absence, within five (5) days following the date of the meeting during which the motion was initially voted on or action addressed. The Board Members making such a request may not include those Members initiated or seconded a defeated motion.
- 2) The President, or Board Member serving in his/her absence, may convene a special meeting of the Board of Directors or table the request for reconsideration until the next regularly scheduled meeting of the Board.
- 3) Any motion or action reconsidered or any motion or action that addresses similar issues, regardless of the outcome, may not again be considered for a minimum of six (6) months from the date of the last debate on motion or action,

Section 3.

These By-Laws may be amended through the following process:

- 1) The proposed amendment(s) or change(s) must be presented first at a regularly scheduled Board meeting. The actual vote cannot take place until the next regular schedule Board meeting.
- 2) The proposed amendment(s) or change(s) must be presented in writing and signed by four (4) Board members.
- 3) A vote of two-thirds (2/3) of the Board members is required for approval.

ARTICLE VII – BUDGET AND FUNDS

Section 1.

The budget will be set at the beginning of the year by the Board of Directors, and will be submitted for ratification at the General Membership meeting.

Section 2.

Operation funds may be obtained from team sponsorship donations, player donations, concession, direct donations, gifts, advertisements, or other methods approved by the Board.

Section 3.

Team sponsorship fees and player registration documents will be set by the Board of Directors after ratification of the budget to assure sufficient revenue for successful operation of the association.

Section 4.

All funds will be maintained in a general operating fund except as otherwise approved by the Board of Directors.

Section 5.

The Treasurer may disburse PGSA funds only upon authorization by the Board of Directors. Approval of the budget will constitute such authorization but it will remain the Treasurer's responsibility to ascertain that all disbursements made under such budget items are for the purpose intended by the Board. Any capital expense in excess of \$5,000.00 requires 3 RFP's and Board approval.

Section 6.

All individual teams who raise funds must provide an accounting to the Treasurer periodically and/or upon request by the Treasurer or the Board. Funds raised by individual PGSA teams may be deposited and disbursed through PGSA by the Treasurer and the team's Manager of Record. If an individual PGSA team chooses to deposit and disburse funds raised through PGSA, the funds will be kept in an account separate from the PGSA General Account and the Treasurer will keep an accounting of those funds. Prior to the Treasurer making any disbursement from an individual PGSA Team's funds, the individual team must turn in records to the Treasurer as mandated in Article III, Section 8-C above. Any remaining funds at the time of a team's disbanding or on December 31 of current year, whichever is later, is property of PGSA and will be transferred to the PGSA General Account.

Section 7.

A scholarship fund will be maintained by PGSA. **Three (3) scholarships will be awarded annually to graduating seniors from all active High Schools (Pearland, Dawson, Turner and Shadow Creek) who have played in the league for a minimum of two (2) years. The recipients will be decided on by the Booster Club Director and his/her appointed committee.**