

HILLSBORO GIRLS SOFTBALL ASSOCIATION

ADOPTED BYLAWS

ARTICLE 1: DUTIES AND RESPONSIBILITIES OF DIRECTORS

SECTION 1: PRESIDENT

The President shall be responsible for directing the affairs of the Association, its mission and objectives, as described in its Mission Statement and these Bylaws. The President shall preside at all regular and special meetings of the Association and of the Voting Officers. The President must approve all funds distributed, unless overruled by a minimum two-thirds vote of the Voting Officers. The President shall head the Protest Committee.

SECTION 2: VICE PRESIDENT

The Vice President shall act in all duties in case of failure or inability of President to serve and be present. The Vice President shall serve as the director over Division Coordinators.

SECTION 3: DIVISION COORDINATORS

Each Division Coordinator shall be responsible for managing the affairs of their assigned Division. This includes, but is not limited to, dissemination of pertinent operational information to all coaches in a timely manner; presiding at any meetings of their respective Division coaches; for being generally aware of all goings-on and any matters pertaining to the proper function of their assigned Division, as outlined in the Mission Statement and as pertains to player, parent, and Coaches conduct, and Association rules.

The Division Coordinators shall also keep a log of any and all injuries reported within their assigned division, and report to the Vice President and directly with local authorities in case of any emergency medical situations.

The Division Coordinators shall communicate with the Vice President on a regular basis about all matters pertaining to the proper operation of their Division. There will be a minimum of three (3) Division Coordinators, with five (5) assigned in all possible situations to govern each league Division.

SECTION 4: TREASURER

The Treasurer shall receive and disburse all funds pertaining to the operation of the Association. The Treasurer shall maintain an accurate and timely ledger of all fund activity, summarized on an annual basis and present to the Board of Directors at the conclusion of each year. The Treasurer shall comply with Article III: Financial, and shall prepare and present the year-end accounting records for annual audits. The Treasurer shall pay all statements and invoices, including any wages due, in a timely manner of under 10 business days, unless an extenuating exception is noted making this stipulation impossible.

SECTION 5: SECRETARY

The Secretary shall maintain accurate minutes of all meetings of the Board of Directors and shall respond to official correspondence at the direction of the President. The Secretary shall be responsible for securing document printing on behalf of the league and may be requested to assist with team rostering and registration duties as determined necessary.

The Secretary is responsible for ensuring all Coaches and Volunteers have completed and filed their NFHS Training Certificates prior to being allowed assignment to any team in the Association.

The Secretary shall be responsible for distributing messages and meeting minutes to the Board of Directors, the Voting Officers, and respective Division Coaches.

SECTION 6: UNIFORMS, PICTURES and TROPHIES DIRECTOR(S)

This Director is responsible for all business relating to the sizing, order, and delivery of all team uniforms, league apparel, trophies and awards, including solicitation of all quotes and sample materials with all related vendors. If available, this position may be split into two positions; Uniforms and Pictures/Trophies.

SECTION 7: EQUIPMENT DIRECTOR

The Equipment Director shall manage the procurement, distribution, storage, and maintenance of all team and Association equipment. An accurate inventory of team equipment shall be taken at the beginning and completion of each season to determine purchasing needs. This inventory shall be submitted in writing to the Board of Directors at a regularly scheduled meeting.

The Equipment Director is responsible for maintaining proper levels of First Aid supplies in the equipment boxes at all fields used by the Association and maintaining proper inventory of reserve items in storage.

In the event of a vacancy of this position, Division Coordinators will assume the duties for their respective teams, and the Treasurer will be responsible for Inventory reporting.

SECTION 8: SCHEDULING DIRECTOR

The Scheduling Director is responsible for preparing and presenting the schedule for all Association games and events, managing the league calendar, and working with Coaches and Coordinators to re-schedule events as needed, given field availabilities. This director will work directly with a contact from the City of Hillsboro Parks Department, and representative(s) of the School District to confirm field allotments and permitting, with assistance from the President of the Association.

SECTION 9: FIELDS MAINTENANCE DIRECTOR

The Fields Maintenance Director is responsible to coordinate and oversee all aspects of maintaining the fields and ballparks used by the Association. This Director shall coordinate with a representative of the City of Hillsboro Parks Department to determine field readiness on a daily basis during the playing season.

This Director may employ a contracted crew for field maintenance, who may be reimbursed on an hourly or contract payment basis, as to be decided on and approved by the Association President and/or Treasurer prior to the beginning of each league season.

The Fields Maintenance Director is responsible for the maintenance and safe operation of all equipment used for maintenance of the fields, and the storage of such equipment when outside the designated storage unit of the Association.

SECTION 11: COMMUNICATIONS DIRECTOR

The Communications Director is responsible for composing and distributing mass e-mail communications to registered league families and members, and for managing the social media accounts of the Association.

SECTION 12: SPONSORSHIP DIRECTOR

The Sponsorship Director is responsible for soliciting and confirming sponsors, updating sponsorship applications for each league season, and working with the Uniforms Director to assign Team Sponsors with approved logos and team colors. This Director is to report confirmed sponsors to the Treasurer, to allow the Treasurer to issue Invoicing directly to each Sponsor contact of record.

SECTION 13: TECHNOLOGY DIRECTOR

The Technology Director is responsible for maintaining log-in records, managing website access, and updating e-mail distribution lists at the request of the members of the Board of Directors. The Technology Director, President and Vice President shall be the only authorized members to have administration privileges for the Association.

SECTION 13: UMPIRE DIRECTOR

The Umpire Director is responsible for recruiting and training all umpires for the Association. Umpires are hired on a contract basis and are not direct Association employees. This Director is responsible for maintaining an accurate log of all personal data for the Umpires and providing this information to the Treasurer to ensure proper payment for Umpiring services completed on behalf of the Association. The Umpire Director is responsible for ensuring proper inventory of all equipment and uniforms for the Umpires of the Association and shall notify the Equipment Director and/or President in writing of any equipment needs, in a timely manner.

In the absence of an Umpire Director, the Scheduling Director will assume these duties and responsibilities.

SECTION 14: OPERATING PERSONNEL

Operating Personnel consists of present Directors, Voting Officers, Coaches, and Volunteer members. All Coaches and Volunteer members are to comply with the Association's Bylaws, Mission Statement, and Coaching Values contracts.

SECTION 15: PROTEST COMMITTEE

The Protest Committee shall consist of all Voting Officers, excluding those directly involved in the protest. This Committee shall resolve all presented protests, as outlined by the Rules of Play for the Association.

SECTION 16: VOTING OFFICERS

Voting Officers are responsible for directing the operation of the Association as to those matters not subject to a vote of the Board of Directors. Meetings of the Voting Officers shall be called at the direction of the President.

If a matter is requested to be heard by the Voting Officers, such notice shall be provided in written or e-mail format, to the President and all Officers. The Officers will offer an opportunity for hearing (written or verbal presentation) in a timely manner. If Voting Officers are not able to be physically present for a presentation, their vote may be taken by proxy, as delivered to the President. If the requestor for the hearing is not able to physically attend, they may submit their request or argument in written or e-mail format to the President and Voting Officers at least 48 hours prior to the scheduled hearing.

All decisions made by the Voting Officers are final, and not subject to appeal.

SECTION 17: SERVICE AND LIMITS

All Directors shall be appointed to their position by a simple majority vote of current Directors present at any official Association Board Meeting. The announcement of intent to fill a vacant board position must be made at least 48 hours prior to the Board Meeting, and presented by the President, Vice President, or Secretary to all current Directors in writing or by email distribution.

All Directors and Voting Officers are volunteer members, and as such will not receive any compensation from the Association or its members and/or sponsors, except for out-of-pocket expenses approved by the President. Out-of-pocket expense reimbursement requests must be submitted in written or e-mail format to the President and Treasurer.

Exceptions:

- a. The Fields Maintenance Director may be eligible for mileage reimbursement by stipend at the conclusion of the league season.
- b. The Umpire Director may receive compensation for actual Umpiring services provided for an official league game.

- c. Each Director shall receive free registration for one legal dependent or may designate their free registration to a player of their choosing if they do not have a legal dependent participating in the Association.

ARTICLE II: RULES

USA Softball rules shall apply to all aspects of the games in all Divisions of the Association, except as modified by specific Association rule amendments, per each respective Division. Any changes to the Association rules must be adopted at least 10 days prior to the beginning of scheduled games, as voted on by a majority of the Board of Directors. Adjustments to the rules for the end-of-season Tournaments may be made by majority vote of the Coaches of a Division, if also approved by a majority of the Board of Directors present at the pre-tournament Meetings.

ARTICLE III: FINANCIAL

SECTION 1: All funds pertaining to Association activities shall be maintained by the Treasurer. All funds shall be deposited in a checking account in a Hillsboro Branch of an FDIC-insured bank, in the legal name of the Association. All checks written on the account shall bear the signatures of the President and/or Treasurer. The Treasurer, President and Vice President may have debit cards issued in their names in joint with the name of the Association to use the funds in the Association account.

SECTION 2: The Associations proposed annual budget shall be created and presented by the Treasurer at a meeting of the Board of Directors prior to the first day of March. The budget shall be voted on and adopted by a majority vote of the Directors present at the meeting when the budget is presented.

ARTICLE IV: AMENDMENTS

These Bylaws of the Hillsboro Girls Softball Association may be amended as seen fit by a majority vote of the Board of Directors members present at any official Association meeting. The text of any proposed bylaw amendments must be submitted to the President at least 10 days prior to the meeting, and notification of such meeting must be given to the Board of Directors at least 10 days prior to the meeting being held.