

BROKEN ARROW GIRLS SOFTBALL LEAGUE, INC. (BAGSL)

BY-LAWS

1. **NAME AND PURPOSE** – The name of this corporation will be the Broken Arrow Girls Softball League, Inc. (BAGSL). The purpose of the organization is to develop and promote girls softball for recreation and for local, state, regional and national competition.
2. **MEMBERS, MEMBERS RIGHTS AND CONFLICT OF INTEREST** – Membership in this corporation will be as follows: BAGSL Board, BAGSL Team Managers, and BAGSL officially registered coaches that participate in BAGSL play within the past twelve (12) calendar months shall have voting rights.
 - A. No board member shall use their position in this corporation to achieve financial gain. Any conflict of interest shall be disclosed to the BAGSL board in writing.
 - B. Any member confirmed stealing property or funds from the BAGSL will be brought before the BAGSL board and:
 - i. Removed from their position with BAGSL.
 - ii. Asked to make full restitution of property or funds taken.
 - iii. Removed from the association permanently.
3. **ELECTION OF OFFICERS, BOARD MEMBERS, AND THE OFFICE OF THE CHAIRPERSON** – The election of members will be handled in the following manner:
 - A. Election shall be held at the general membership meeting in August. The board may submit recommendations/nominations and nominations will be accepted from the general membership. Incumbent board members who agree to serve again will be included on an advanced ballot. Anyone else desiring to serve on the board can be placed on the same ballot by submitting their name and brief qualifications to the league secretary two weeks prior to the August general membership meeting. Nominations will also be accepted from the floor. No team shall have more than three (3) representatives on the BAGSL board.
 - B. Any vacant position of the five (5) officers, nineteen (19) board members, and four (4) members of the office of the chairperson (OOC) shall be elected by a simple majority of the membership present and shall take office immediately upon election.
 - C. Secret ballot shall be used if there is more than one (1) nominee for any office.
 - D. Term of office shall be one (1) year except the chairperson of the board and the OOC. These terms are outlined in section VI. B.
 - E. New board members will be provided copies of the By-Laws and Rules & Regulations upon election.
 - F. The board may designate individuals as non-voting representatives when required to satisfy functional requirements.
4. **BOARD OF DIRECTORS (BAGSL BOARD)** – Shall consist of five (5) officers and nineteen (19) board members and the four (4) OOC members.
 - A. Between general membership meetings the management of the BAGSL, tournaments and other activities shall be entrusted to the board of directors.
 - B. Proceedings of the board may be reviewed at the general membership meetings.
 - C. Any member of the board of directors unable to continue their office or duties shall submit written resignation to the board of directors. Board will elect a replacement for the current year.
 - D. A minimum of 50% attendance is required of each BAGSL board member at the board meetings. Attendance will be reviewed each six (6) months and the BAGSL board may replace members not meeting this standard.
 - i. Absences are considered excused for the following reasons: Work, team involvement for League or tournament play excluding practices.

- E. All members of the BAGSL board shall serve without salary or continuing compensation under long-term contract (exceeding 3 months). Board members may be considered for the one-time projects if the project falls within the realm of a member's professional occupation or expertise.
 - F. The BAGSL board shall meet each month and the full membership at least two (2) times a year. (February & August)
 - G. A simple majority shall govern any meeting. A 51% majority of the entire board members eligible to vote shall constitute a quorum and therefore be allowed to make policy.
5. **OFFICERS QUALIFICATIONS AND DUTIES** – The officers of the corporation shall consist of a Chairperson of the board, President, Vice President, Secretary, and Treasurer.
- A. Chairperson of the Board – To qualify for Chairperson of the Board an individual must be a member of the board of directors for at least three (3) years, with at least one (1) year as an officer or OOC Vice Chairperson.
 - i. Shall have overall knowledge of the proceedings of the board of directors and provide advice as needed, but the primary function of this office is to interface with the city of Broken Arrow, the ASA and other agencies outside of the BAGSL and to promote Broken Arrow and its parks expansion program.
 - ii. Shall have no voting powers at general membership or board meetings, unless it is necessary to break a tie.
 - iii. The chairperson shall have the option of initiating an annual audit of the BAGSL accounting system.
 - iv. Shall chair the four-person committee of the OOC.
 - B. President – Before being eligible to be elected president a person must serve a minimum of two (2) consecutive terms on the BAGSL board immediately preceding the election year.
 - i. Shall call and preside at all general membership and board of directors meetings.
 - ii. Shall recruit and organize the various committees and shall appoint committee chairpersons, age group coordinators and the BAGSL scheduler.
 - iii. Shall be responsible for the day-to-day operation of the league.
 - iv. Shall have no voting rights of the general membership meetings.
 - C. VICE PRESIDENT – Before being eligible to be elected Vice President, a person must serve a minimum of two (2) consecutive terms on the BAGSL board immediately preceding the election year.
 - i. Shall assist the president in all functions.
 - ii. Shall preside at any meeting the president is unable to attend.
 - iii. Shall succeed the president for the current term in the event the president resigns or is unable to fulfill the duties of the office.
 - D. SECRETARY- Before being eligible to be elected secretary, a person must serve a minimum of one (1) year on the BAGSL board immediately preceding the election year.
 - i. Shall keep all minutes of the board meetings and general membership meetings.
 - ii. Shall be responsible for contacting each BAGSL board member before each meeting or any special event.
 - iii. Shall be responsible for keeping all ballots that are used to vote on items at general membership meeting.
 - E. TREASURER - Before being elected to be treasurer, a person must serve a minimum of one (1) year on the BAGSL board immediately preceding the election year.
 - i. Shall keep an accurate account of all monies for BAGSL.
 - ii. Shall give financial reports at all meetings.
 - iii. Shall sign all checks for BAGSL, with the co-signature of another officer.

- iv. Shall ensure all transactions and reports are completed by November 15th of the current year.
6. **OFFICE OF THE CHAIRPERSON (OOC)** – The purpose of the committee is to provide BAGSL with a stabilizing resource of experience and continuity thereby permitting the board of directors to more effectively conduct the day-to-day league operations.
 - A. **MEMBERS QUALIFICATIONS AND TERM OF OFFICE**
 - i. Chairperson of the board – See section 5 A for qualification. Term of office for the chairperson of the board shall be three (3) years. If this office becomes vacant, the first vice chairperson of the OOC shall assume the duties as chairperson for the remainder of the current year.
 - ii. First vice chairperson – Minimum of two (2) years on the board of directors or the OOC. Term of first vice chairperson is three (3) years.
 - iii. Second vice chairperson – Minimum of two (2) years on the board of directors or the OOC. Term of second vice chairperson is three (3) years.
 - iv. Two (2) trustees – Minimum of one (1) year on the board of directors. Term of trustee is two (2) years. These positions may be filled from current BAGSL members.
 - B. **DUTIES OF THE OOC** – The duties of the OOC are as follows:
 - i. Interface with the City of Broken Arrow.
 - ii. To assist in the short and long range planning for BAGSL.
 - iii. To seek income producing activities for BAGSL.
 - iv. To establish criteria/qualifications for managers and coaches.
 - v. To review league financial operations and make recommendations as necessary.
 - vi. To establish a grievance committee to hear all grievances which must be presented in writing and reported back to the President with some kind of assurance that the grievance was resolved within seventy-two (72) hours of the decision.
 - a. Grievance committee must provide assurance that the grievance was resolved to all parties involved within seventy two (72) hours of the grievance committee decision.
 - vii. To review proposed by-law and rules and regulations changes in conjunction with the BAGSL officers and prepare a draft for review by the board and general membership.
7. **GENERAL MEMBERSHIP MEETINGS** – Two (2) general membership meeting shall be held per year.
 - A. There shall be a meeting in February to organize and coordinate plans for the New Year and to make changes to the by-laws and rules and regulations.
 - B. There shall be a meeting in August, or at the discretion of the current board, primary for the election of BAGSL board of directors.
 - C. All managers and their coaches are required to attend all general membership meetings.
 - D. The age group coordinators shall notify all registered managers and coaches of the time and place of the general membership meeting by either phone and/or email.
 - E. Robert’s Rules of Order, except where in conflict with these by-laws and the rules and regulations, and shall govern all meetings. The president and secretary shall have their copy at all meetings.
 - F. Any eligible voting member may vote by absentee ballot for general membership meetings.
 - G. Ballots shall contain a number for providing accountability of all ballots. Ballots shall be kept for one (1) year following the vote.
 - H. Votes shall be counted by members with no proposed rule change or candidates not running for an elected position.
8. **AMENDMENTS TO THE BY-LAWS AND RULES AND REGULATIONS** – Amendments must be made by following the following guide lines.
 - A. Any member may propose an amendment.

- B. Proposals must be submitted on the form provided by BAGSL.
 - C. All proposed amendments must be submitted to the BAGSL office in writing by December 15th of the current year.
 - D. The OOC committee and BAGSL officers must review all proposed amendments and present them to the BAGSL board for presentation at the general membership meeting in February.
 - E. Only the member who proposed the amendment can make changes to the proposal.
 - F. Adoption requires at least 2/3 majority of those members present.
9. **ORDER OF PRECEDENCE** – In case of conflict between the by-laws and the rules and regulations, the by-laws take precedence.
10. **BY-LAW ADDENDUM** – The league operations, annual organization and duties described in the following addendum are incorporated by reference into the by-laws.

ADDENDUM TO THE BY-LAWS
LEAGUE OPERATIONS, ANNUAL ORGANIZATION AND DUTIES

1. **GENERAL** – This addendum to the by-laws is separated for the convenience of those duties and responsibilities are described herein.
2. **COMMITTEES** – As soon as possible, but no later than the October BAGSL board meeting, the president will establish the various committees. Appointment to these various committees will be from within the BAGSL board. The BAGSL board must approve any exceptions.
 - A. **FINANCE COMMITTEE** – Shall be responsible for handling all incoming moneys and disbursements for BAGSL, will forecast income and expenses and manage expenses within the current year’s income.
 - i. The committee shall consist of three (3) people from the BAGSL board (non officers) and the treasurer. Chairperson of this committee shall be appointed by the president and will be selected from the three (3) committee members (other than the treasurer).
 - ii. An appropriate blanket bond shall be obtained each year at BAGSL’s expense.
 - iii. Written financial reports shall be given at all board meetings and general membership meetings.
 - iv. The board member making the deposit must sign every deposit slip.
 - v. All bills and reimbursements to league members and workers for out of pocket expenses will be paid within seven (7) days by the treasurer and the check will be co signed by another officer. If an officer is not available then a person on the finance committee may sign the check.
 - vi. All bills paid must have an invoice or receipt.
 - vii. No purchase or reimbursement for purchases (except concession, souvenirs, or emergency repairs) over \$150.00 shall be made without approval of the BAGSL board.
 - viii. A set of books will be kept for cash receipts and cash disbursements.
 - ix. All financial books shall be open for inspection by any league member at any time. The newly appointed finance committee, in conjunction with the previous finance committee, shall audit books within thirty (30) days after the election of the new board.
 - x. The president, treasurer and the OOC committee will review and verify all financial transactions quarterly.
 - B. **FIELDS AND FACILITIES COMMITTEE** – Shall be responsible for maintaining the facilities and playing fields in good condition.
 - i. Purchasing of material or hiring of labor for maintenance requires advanced approval by BAGSL at a scheduled board meeting.
 - ii. Shall assist the field crew with making a decision on playing field condition due to rain or other conditions affecting the fields.
 - C. **UMPIRE COMMITTEE** – Shall be responsible negotiating agreements between the league scheduler and tournament scheduler. Shall maintain a written agreement with each scheduler that will be renewed every year prior to the beginning of the first season.
 - D. **CONCESSION COMMITTEE** – Shall supervise the purchasing and management of the concession during regular season play and tournaments. Duties will include staffing and scheduling of workers for operation of the concession at both parks. Hiring of any personnel will need BAGSL board approval.
 - E. **TOURNAMENT COMMITTEE** – The tournament directors shall represent BAGSL on coordinating all scheduled tournaments sponsored by BAGSL.
 - i. Shall be appointed each year from the officers and board members.
 - ii. Shall represent BAGSL in meeting with (if any) organization representing other area softball leagues in establishing and coordinating tournament schedules with the intent of preventing conflicting tournaments.

- F. **TRAINING COMMITTEE** – Will be responsible for development and implementation of player/coaches training programs, either independently or in conjunction with local & national ASA organizations.
- G. **SAFETY AND MEDICAL COMMITTEE** – Will promote the overall safety of the playing conditions and the observance of basic medical precautions during practice and games. Required training will be in coordination with the training committee.
- H. **NATIONAL COUNCIL COMMITTEE** – Will coordinate plans for BAGSL participation at the ASA national council meeting for purpose of bidding on national level tournaments.
 - i. Shall be composed of the chairperson and tournament director, all officers and other members as appointed by the president.
 - ii. Duties will include solicitation of financial and other support from agencies outside of BAGSL.
 - iii. Recommendations for representation at the ASA national council meeting and the bidding plan must be submitted to the board with the proposed budget for board approval.
 - iv. This committee will submit the tournament bid to the ASA national office.
- I. **LONG RANGE PLANNING COMMITTEE** – Consists of the Chairperson of the board, president, OOC and the Broken Arrow city appointed liaison representative on the board. They will develop long range plans and prepare BAGSL facilities for projected growth and expansion.
- J. **LEAGUE DEVELOPMENT COMMITTEE** – Shall be responsible for league development opportunities and review. Such as, slow pitch, competitive league & recreation league. Seek out ideas on different ways to increase participation of leagues within BAGSL. Hold a review of each season and see what improvements can be made to provide a better program for the players.

3. **ANNUAL TASK GROUPS & SPECIAL ASSIGNMENTS**

- A. **SIGN UP'S** – The league administrator will be the chairperson. All BAGSL board of directors will work at sign ups.
- B. **FUNDRAISING** – The chairperson of the finance committee, with assistance of each AGC, will be in charge of fundraising.
 - i. Fundraising items will be available at sign ups. Each manager, parent or player must sign for the items.
 - ii. The signed receipts will be given to the treasurer and AGC to keep a list of each amount due per team.
 - iii. When money is turned in by the manager a receipt will be provided for the amount turned in, and any money still due.
- C. **SCHEDULING** – All BAGSL games will be the responsibility of the scheduler who will maintain the master schedule at the appropriate ballpark.
- D. **EQUIPMENT** – Shall recommend the needed equipment for the recreational teams.
 - i. Shall maintain a complete inventory of all equipment in the possession of recreational teams.
 - ii. Shall schedule times for teams to pickup and return equipment.
 - iii. Shall obtain bids for the equipment to be purchased by BAGSL.
- E. **PUBLICITY** – This assignment will include publicity to inform the local media of BAGSL's tournaments and other events and any other events as well as represent BAGSL in any public form.
- F. **SOUVENIR SALES** – Responsible for maintaining & ordering inventory. Complete inventory must be done at least once a year for accounting purpose.
- G. **SPECIAL EVENTS** – Shall organize special activities such as the Christmas parade, awards night and any other special events.
- H. **TROPHIES** – Includes determining annual source for trophies on a competitive basis and ensuring trophies are available for tournament and league awards.

- I. **PLAYER POOL COORDINATOR** – Shall oversee the placement of registered players. All AGC's will communicate directly with the coordinator.
4. **OFFICER IN CHARGE** – Responsibility is assigned to members of the board on a rotating basis, to assure the following duties are performed.
 - A. Restrooms are cleaned and restocked with toilet paper and paper towels.
 - B. Two (2) game balls are given to umpires.
 - C. Lights are turned on and off when needed.
 - D. Monitor overall conduct of games and be available for problems that may arise.
 - E. Pay umpires and record the amount on the proper form.
 - F. Remind all teams to pick up trash in the dugouts and the bleachers after their game(s).
 - i. Teams not cleaning up the dugout and/or bleacher area will be subject to the following penalties:
 - 1st offence – warning
 - 2nd offence - \$25 fine
 - 3rd offence - \$50 fine
 - 4th offence – Forfeit of next scheduled game.
 - G. Count and record all money collected in the concession.
 - H. Lock all buildings, turn out lights & secure the park.
5. **AGE GROUP COORDINATOR (AGC'S)** – Shall be assigned an age group.
 - A. Fundraising and player assignment
 - i. The AGC will place registered players on teams that are in need of players.
 - ii. The AGC will notify coaches of general membership meetings, schedules, reschedules and any other necessary information.
 - iii. The AGC will keep the AGC coordinator updated with current team information.
 - iv. The AGC will assist the finance committee on the collection of the fundraiser money.
 - B. Rescheduling of games – The league scheduler will coordinate with the AGC's the date, time and field of any rescheduled, postponed or rained out games. The AGC and the scheduler will work out the schedule for all makeup or rescheduled games. Any changes the AGC makes to schedules needs to be reported to the league scheduler.
 - i. If a manager needs to reschedule a game, he/she must notify the AGC no less than 72 hours before the game is to be played. Only legitimate reasons will be accepted, such as a school function. A manager may only reschedule a game once.
 - C. Determining league standing/awards trophies and awards – The AGC will notify their age group of the scheduled time & place of the awards night. Each AGC will announce the teams and distribute the trophies at the ceremony.
 - i. T-Ball, 7&U & 8&U Age groups
 1. No official league standings or scorekeeping will be kept.
 2. Each player will receive a player participation award at the end of the season.
 - ii. 10&U thru 18&U Age groups
 1. At the conclusion of the first season schedule, a double-elimination post season tournament will be conducted to determine final season placement. Seeding for the double-elimination bracket will be determined by the first season win/loss record. The win/loss record will consist of player each team once. If they are scheduled to play a team for a second time, the first game will be the only game that counts toward seeding. First, second & third place trophies will be awarded in each age group based on the final placement in the post-season tournament.

- D. Communication with managers – The AGC shall communicate all league business and activities which the team managers are obligated to be informed of in a timely manner. Examples include dates of general memberships meetings, special meetings with a specific team, rules clinics, coach’s clinics, tournaments, etc. This includes team managers who are board members of BAGSL.
- E. Player pool administration – The player pool coordinator shall be entrusted with the fair and just administration of the player pool in each age group. The primary goal is to place every girl who wants to play softball on a team as quickly as possible. This must be accomplished in such a manner that no team can gain any advance knowledge of the composition of the player pool or in any way benefit unfairly by the action of the player pool coordinator. The player pool shall be operated as set forth below and any deviation shall be brought to the attention of the president.
- i. Composition of the pool and listing order
 1. The player pool shall consist of all players who sign up to play softball in the Broken Arrow Girls Softball League (BAGSL) whose contracts have not been turned into the league secretary by noon Wednesday prior to the player draft.
 2. Players shall call the AGC to request to be removed from the team to which she is currently assigned.
 - a. A player has only until May 1st of the current playing year to request removal. Request after the date will not be honored.
 - b. Players must present a valid reason for removal from her assigned team.
 - c. She will be placed in the player pool in the same age group in which she registered.
 - d. Only one request to change teams will be honored in any season.
 3. Players shall be placed in the player pool in the order in which they register.
 4. New players wanting to play sign up at a registration date or at the league office. Once a new player has registered the league secretary will notify the AGC with the appropriate information. All players must be signed up with BAGSL before they participate in practice or games.
 - a. A copy of the players’ contract goes to the team manger. This contains emergency contact information and authorization for medical treatment in case of an injury. This is too kept with the manager at all times.
 - b. A copy will be kept in the league office.
 - c. A copy goes to the AGC.
 5. Players will be removed from the player pool by the PPC in the same order in which they are placed in the player pool with player number one being removed first and so on.
 - ii. Specific sequential procedures for assignment of players from pool to teams:
 1. When any team has less than 12 players the team manager should call the AGC and request additional player(s). It is very important that the AGC be notified immediately when a player quits so that the roster can be updated. The AGC will notify the PPC.
 2. No other discussion is permitted when requesting players, such as asking, “How many players are in the player pool? What are the names of the players in the player pool? Etc.
 3. The PPC shall take the initiative in quickly assigning girls in the player pool to teams.
 - a. Teams that had one less player than other teams after the draft will be called before teams that have one less player due to a player quitting.

- i. However, teams that have lost 2 or more players will be called to accept players until their roster is equal to the next lowest staffed team before returning the draft number sequence.
 - b. A manager may, at his option, decline to accept players from the player pool beginning the last two weeks prior to the start of the season provided that his/her team roster is within one player of all other team rosters in the age group.
 4. The AGC shall add the new player to the assigned official team roster.