

**BYLAWS OF
JOHNSBURG PIGTAIL LEAGUE
(ADOPTED: _____)**

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Johnsburg Pigtail League.

ARTICLE II. MISSION

The mission of the Johnsburg Pigtail League is to facilitate a safe, positive learning environment in which the young ladies of Johnsburg can learn about and participate in the sport of recreational softball while enhancing their self-esteem, self-confidence and self-discipline.

ARTICLE III. POLICIES

Section 1. Operational Purpose

The Johnsburg Pigtail League shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2. Charitable, Tax-Exempt Organization Status

The policies of the Johnsburg Pigtail League are established to attain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

Section 3. Use of the Organization’s Identity

The name of the organization and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose unrelated to the Mission of the Johnsburg Pigtail League.

No member or officer of the organization may establish or maintain a social media (or other digital) identity on behalf of the organization, without the approval of the Executive Board.

Section 4. Cooperation with Outside Organizations

The Johnsburg Pigtail League may cooperate with other organizations that have similar goals and interests, with approval from the Executive Board.

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility for Membership

Membership of the league shall consist of:

- (a) Parents and/or legal guardians of current players.
- (b) All elected and appointed officials of Johnsborg Pigtail League.
- (c) All managers and coaches of Johnsborg Pigtail League.

Section 2. Voting

- (a) Voting members shall be those that have reached the age of 18.
- (b) All members shall have voting rights on matters pertaining to general election of Executive Board Members and by-law amendments.
- (c) Voting on all other matters is limited to the Executive Board Members and can only occur if a quorum is present.
- (d) There will be no absentee or proxy voting.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. Elected Officers of the Organization

The elected officers of this organization shall be President, Vice President, Secretary, Treasurer and Player Agent. President and Secretary shall be elected in odd years. Vice President, Treasurer, and Player Agent shall be elected in even years.

All elected officers shall not be:

- (a) Less than 21 years of age
- (b) A Manager or Head Coach of a current team
- (c) Family members or related through marriage

Section 2. Executive Board of Officers

The Executive Board shall consist of the elected officers of the Johnsborg Pigtail League.

Section 3. Application and Nominations for Office

The Executive Board shall be responsible for creating and publishing an Application for Office to the entire membership of the Johnsbury Pigtail League by August 1st. The Application for Office shall include: the member's name; contact information; office desired; reasons for seeking office. Applications shall be submitted to the Secretary by August 15th. The Secretary will then confirm the applicant's membership status and then coordinate with the Website Chairperson to post the applications for the membership to review.

Section 4. Election of Officers

Elections shall be held at the September general Johnsbury Pigtail League meeting, and shall take place by printed ballot to be tallied by the current sitting Secretary and Treasurer. The duties of the newly elected officers shall be assumed on October 1st.

Section 5. Vacancies

In the case that an Executive Board position becomes vacant, the President will make every effort to advertise the vacancy and seek candidates to fill the remaining term of the office. Candidates expressing interest are to be provided an opportunity to address the Executive Board and share their reasons for assuming the responsibilities of the vacated office. The remaining members of the Executive Board will then vote to select or appoint a candidate to fill the vacated office for the remainder of the term, based on a simple majority vote. If a general member is appointed by the Executive Board to fill a vacated office, they may seek re-election the following year for the same position.

In the event that an Executive Board position becomes vacant, and no members express interest in fulfilling the remaining term, another board member may assume the position. The members of the Executive Board, based on a simple majority vote, will then confirm the position for the remainder of the term.

Section 6. Removal From Office

Any member holding an elected office may be removed from that office in the following manner:

- (a) A motion for a removal vote shall be presented by a league member at any general meeting. If the motion is passed, the vote shall take place at the next league general meeting. Removal from office requires a majority vote of the voting membership present.
- (b) Any appointed officer may be removed from office by a majority vote of the Executive Board.

ARTICLE VI. DUTIES OF ELECTED OFFICERS

Section 1. President

The President shall:

- (a) Preside at all meetings of the organization and of the Executive Board.
- (b) Shall be a member ex-officio of all committees except the nominating committee.
- (c) Appoint all chairpersons of committees.
- (d) Have the authority to appropriate up to \$50.00 in an emergency.
- (e) Sign checks, notes, etc. in the absence of the Treasurer.
- (f) Appoint Special Committees as needed.
- (g) Conduct background checks on managers and coaches in conjunction with local law enforcement agencies.
- (h) Be responsible for announcing all meetings to the Johnsborg Pigtail population.

Section 2. Vice President

The Vice President shall:

- (a) Perform the duties of the President in his/her absence, resignation, or inability to serve.
- (b) Perform additional duties as assigned by the President.
- (c) Acquire sponsorships.

Section 3. Secretary

The Secretary shall:

- (a) Maintain all records of the league, including transactions, contracts, correspondence, and related documents.
- (b) Record the minutes of the meetings of the Executive Board and the General Meetings, and forward copies to the membership.
- (c) Collect and maintain organized records from the league. These records should be kept in a secure location and should be made available, upon request, and should be turned over to the next Secretary to hold this position.
- (d) Hold a copy of the Johnsborg Pigtail League Bylaws and current membership list and make available upon request to any members or executive board meeting.

Section 4. Treasurer

The Treasurer shall:

- (a) Acts as custodian of funds and perform all banking activities of the league.
- (b) Maintain up-to-date, accurate financial records of the league.
- (c) Receive all funds of the league, including, but not limited to, donations, dues, and fundraising sales and contributions.

- (d) Provide a written and oral financial report of the receipts and expenditures at each meeting and at other times upon request of the Executive Board.
- (e) Audit all invoices and receipts submitted for payment or reimbursement to ensure each request in in compliance with league policies.
- (f) Pay all bills and disburse funds as authorized by the Executive Board.
- (g) Prepare all necessary information for the designated accountant for the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the league's 501(c)3 status, as applicable; and maintain accurate records of such.
- (h) Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.

Section 5. Player Agent

The Player Agent shall:

- (a) Act as a liaison between the Executive Board, Chairperson(s), Managers, Coaches, Parents and Players.
- (b) Maintain player history and evaluation sheets.
- (c) Maintain team won-lost standings throughout the year.
- (d) Conduct the league's draft.
- (e) Register and assign players to teams in unusual situations after the draft has been concluded.
- (f) Coordinate picture day.
- (g) Order trophies, uniforms and sponsor plaques.

Section 6. Order of Officers

Order of elected officers shall be: President, Vice President, Secretary, Treasurer and Player Agent.

ARTICLE VII. MEETING

Section 1. Regular Business Meeting Schedule

Regular business meetings shall be held at least 10 times a year. Meetings will be tentatively scheduled for the first Wednesday evening of the month. The Executive Board may call special business meetings and should communicate the agenda, meeting time and location information to the membership at least five (5) days prior to the meeting.

Section 2. Purpose of the Regular Business Meeting

The purpose of the regular business meeting shall be to transact necessary business such as may be referred to it by the organization, to approve the plans of work of standing committee chairpersons, and to present a report of the organization.

Section 3. Election and Installation of New Officers

The September business meeting shall be the election of officers meeting. At the close of the meeting, new officers will be announced and will formally take office on October 1st.

Section 4. Annual Reports

At the September general meeting, annual reports from chairpersons shall be received and placed on file.

Section 5. Meeting Participation

The privilege of holding office, making motions, debating, and voting shall be limited to members of the organization whose fees are not in arrears.

Section 6. Quorum

Five (5) members of the organization shall constitute a quorum of which two (2) must be current Executive Board members.

Section 7. Rules

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

ARTICLE VIII. Chairperson(s)

Section 1. Appointment of Chair People

The following chair people may be appointed by the Executive Board and their term shall be one year:

- (a) Equipment Manager
- (b) Field Maintenance Coordinator
- (c) Event Coordinator
- (d) Sponsor Coordinator
- (e) Fundraising Coordinator

(f) Spirit Wear Coordinator

Section 2. Responsibilities of Chair People

Chair people shall present plans of work to the Executive Board and no work shall be undertaken without approval of the Executive Board.

ARTICLE IX. PROPERTY AND PURCHASES

All property purchased for use by the Johnsborg Pigtail League shall be stored in storage facilities available to the Johnsborg Pigtail League, or in a location approved by the Executive Board. The secretary will be responsible for maintaining a list of property owned and its storage location by the Johnsborg Pigtail League.

ARTICLE X. FUNDS

Section 1. Use of Funds

League funds shall be used for programs, events, and items that directly benefit the athletes of the Johnsborg Pigtail League.

The process of requesting funds shall take place during regular league meetings, and shall require a simple majority vote of those members present and voting.

Section 2. Income

All funds received by the league must be documented and submitted to the Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the league bank account within 7 business days of receipt by the Treasurer.

Section 3. Expenses

League expenses in excess of \$100 shall require the approval of the Executive Board.

Reimbursement requests should be submitted to the league Treasurer within 30 days of the incurred expense and must be accompanied by a receipt.

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the Treasurer.

Section 4. Carry-Over

The Johnsborg Pigtail League is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not be less than \$4,000.

ARTICLE XI. MANAGERS & COACHES

Section 1. Eligibility and Selection

Volunteers will be requested at the time of registration. Managers and coaches will be selected by the Executive Board from a list of volunteers. Managers with previous league experience will receive first positions within the division of their choosing. There shall be no more than one coach and one manager per team prior to the draft. A second coach may be added after the draft.

Section 2. Requirements

- (a) Managers must be 21 years of age.
- (b) Coaches must be 18 years of age.
- (c) Agree to a criminal background check.
- (d) Submit a signed Youth Protection policy.
- (e) Have needed no Executive Board intervention.
- (f) Received positive coaching evaluations.
- (g) Have attended any required coach events as determined by the Executive Board.
- (h) Submit player evaluations to Player Agent no later than August 1.

ARTICLE XII. PLAYERS

Section 1. Rules

Johnsborg Pigtail League shall follow game play rules of the organization joined.

Section 2. Divisions

The Executive Board will select the organization(s) to participate in which organizes the Spring, Summer and Fall softball schedule. The Executive Board may modify the league's age division based on the available organizations and rostered players in the league.

The Executive Board may approve any player who wishes to play above their divisional age brackets. It is recommended that input from previous year's coach be assessed. Player safety is the primary concern in any decision to promote a player.

Division Assignments:

- (a) 6U: Girls 5 and 6 years of age as of 01.01 of the current year.
- (b) 8U: Girls 7 and 8 years of age as of 01.01 of the current year.
- (c) 10U: Girls 9 and 10 years of age as of 01.01 of the current year.
- (d) 12U: Girls 11 and 12 years of age as of 01.01 of the current year.
- (e) 14U: Girls 13 and 14 years of age as of 01.01 of the current year.
- (f) 16U: Girls 15 and 16 years of age as of 01.01 of the current year.
- (g) 18U: Girls 17 and 18 years of age as of 01.01 of the current year.
- (h) 20U: Girls 19 and 20 years of age as of 01.01 of the current year.

ARTICLE XIII. DRAFT

Section 1. Pre-Draft Player Selection

All players will be evaluated by the previous year's manager.

Managers' and Head Coaches' children will be assigned to their team as a pre-draft player prior to the draft.

All efforts will be made to place siblings on the same team.

Special requests must be submitted in writing at the time of registration. All request will be evaluated on a case by case basis. In order to ensure equitable talent distribution, all requests must be agreed upon by the Executive Board.

Section 2. Special Designation

Pitchers and catchers are identified prior to the draft. Pitchers will be drafted first, followed by catchers. These players will be categorized by the Executive Board.

Players identified as both pitcher and catcher will count for both positions for the drafting team.

Any pre-draft player who is identified as a pitcher or catcher will constitute a drafted pitcher or catcher.

The team with the fewest players after the pre-draft selection and special designation process will select players until they have one more player than the team with the most players. This process will continue until all teams have one more player than the team with the most players immediately after the pre-draft selection. The open draft will then continue in a "Round Robin" fashion until all players have been selected.

In the event teams are even at the start of open draft, numbers will be picked.

In the event of late registrants after the draft, players will be assigned by the Executive Board.

Once a player has been drafted to a team, they shall remain on said team. Trades may be allowed in the event of extenuating circumstances and shall require board approval.

ARTICLE XIV. TOURNAMENTS

Section 1. Tournament Selection

The Executive Board shall determine which tournament the league shall participate in.

Section 2. Participation

The league will participate in an All-Star competition. The goal of this effort is to assemble the best collection of players from the regular season to represent the league.

Section 3. Managers and Coaches

Coaches shall adhere to all requirements outlining regular season coaching. Any coach participating in the tournament season shall commit to all the tournaments the team will be participating in.

All coaches shall participate equally. Disagreements between coaches during tournament season that are not resolved shall be referred to the Player Agent and presented to the Executive Board for resolution.

Section 4. Player Selection

No travel players shall be allowed.

Rosters shall consist of a maximum of 15 players or adhere to tournament guidelines.

Players shall be selected based on regular season performance and participation in evaluation practices and/or tryouts.

Should multiple teams be playing in the same division, the league's player draft process shall be followed.

ARTICLE XV. AMENDMENTS

These bylaws may be amended at any business meeting of the organization by a three-fourths vote of the members of the Johnsborg Pigtail League present, provided that notice of the proposed amendment was given at the previous meeting of the organization.

Adopted by the Johnsborg Pigtail League on _____ by two-thirds majority vote of those members present at the meeting.

Beth Klotz, President

Christina Burke, Secretary