

**Constitution of
Washington Township Girls Softball League**

ARTICLE I - NAME

This organization shall be known as the Washington Township Girls Softball League, hereinafter referred to as "WTGSL."

ARTICLE II – OBJECTIVE

SECTION 1

The objective of WTGSL shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

To achieve this objective, WTGSL will provide a supervised program under the Bylaws of Washington Township Girls Softball League, Incorporated. All members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, Washington Township Girls Softball League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

SECTION 1

Classes. There shall be the following classes of Members:

- (a) **Player Members.** Any player candidate meeting the requirements of the Bylaws of WTGSL shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the WTGSL.
- (b) **Regular Members.** Any adult person actively interested in furthering the objectives of WTGSL may become a Regular Member upon election to the Board of Directors (Board Members) or appointment as an area Organizer or Head Coach. The secretary shall maintain the roll of membership to qualify voting members.
Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Board Members, Organizers, and Head Coaches must be active Regular Members in good standing.

SECTION 2

Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors as follows.

- (a) The Board of Directors, by a three-fourths vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including organizers and coaches, when the conduct of such person is considered detrimental to the best interests of WTGSL. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in case of a Player Member, give notice to the organizer/coach of the team for which the player is a Player Member. Said organizer/coach shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by three-fourths vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition. A General Membership Meeting is any meeting of the membership of the league. There will be two required General Membership meetings, the annual coach's meeting held at the start of the season and one held at the end after the fiscal year. Any other business must qualify for a "Special General Membership Meeting" as stated in section 7 or to be handled in the open forum at the End of Season Meeting as stated in section 6.2.

SECTION 2

Notice of Meeting. Notice of each General Membership Meeting shall be made personally, electronically or by website posting to each Regular Member at the last recorded address at least fourteen (14) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

SECTION 3

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of one third (33.3 percent) of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting. Only Regular Members shall be entitled to make motions and vote at General Membership Meetings (limited to 3 minute speaking time). However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article V, Section 4.)

SECTION 5

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Coach's Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the current Board Members on the date of the meeting, prior to the voting portion of the election process.

SECTION 6.1

Annual Coach's Meeting. The Annual Coach's Meeting of WTGSL shall be held in the spring each year at least 2 weeks prior to first game for the purpose of electing the Board of Directors, receiving reports, reviewing the Constitution, and appointing committees. Any other business must qualify for a "Special General Membership Meeting" as stated in section 7.

- (a) The Membership shall receive at the Annual Coach's Meeting of WTGSL a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - (1) The condition of WTGSL, to be presented by the President or his/her designate;
 - (2) A general summary of funds received and expended by WTGSL for the previous year, the amount of funds currently in possession of WTGSL, and the name of the financial institution in which such funds are maintained;
 - (3) The whole amount of real and personal property owned by WTGSL, where located, and where and how invested;
 - (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
 - (5) The names of the persons who have been admitted to regular membership in WTGSL during such year. This report shall be filed with the records of WTGSL and entered in the minutes of the proceedings of the Annual Coach's Meeting.
- (b) At the Annual Coach's Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than five (5) and can

- only be someone with at least three (3) years involvement with WTGSL as a coach or organizer.
- (c) After the Board of Directors is elected, the current Board and Board-elect members shall meet to elect the officers. After the election, the Board of Directors-elect shall assume the performance of its duties on August 31st. The Board's term of office shall continue until its successors are elected and qualified under this section.
 - (d) The Officers of the Board of Directors shall include, at a minimum, the President, one Vice President, Treasurer, and Secretary.
 - (e) Officers shall hold office for two (2) years.
Non-Officer Board Members shall hold office for one (1) year.
 - (f) All board members are eligible for re-election.
 - (g) The Original Board Members will hold office for the first 3 seasons upon acceptance of Constitution of WTGSL by said members for start up/organizing purposes only. After which regular elections as stated in Article IV Section 6 will begin.

SECTION 6.2

End of Season Meeting. This meeting will occur within one month of the end of the fiscal year.

- a) Board-elect directors will assume their duties.
- b) Condition of WTGSL, to be presented by outgoing President.
- c) Financial. Formal report will be presented by outgoing Treasurer.
- d) Important Issues. Outgoing Directors and Directors-elect will discuss prior season issues.
- e) Open Forum. Any member may input information within a three minute timed limit.

SECTION 7

Special General Membership Meetings. Special General Membership Meetings of Regular Members may be called by the Board of Directors at their discretion. Upon the written request of at least 3 Board Members and/or Organizers the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than thirty (30) days after the request is received by the President or Secretary.

SECTION 8

Rules of Order for General Membership Meetings. Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of WTGSL.

ARTICLE V - BOARD OF DIRECTORS

SECTION 1

Authority. The management of the property and affairs of WTGSL shall be vested in the Board of Directors.

SECTION 2

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members (never to less than nine (9)). If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting. The position will then be immediately filled at next election meeting called.

SECTION 4

Board Meetings, Organizer Meetings, Notice and Quorum. Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- (a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of three at least (3) Board Members and/or organizers, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting. Two mandatory Board/Organizer meetings are required each year before and after player contracts are received.
- (b) Notice of each Board or Organizer meeting shall be given by the Secretary personally, electronically or by mail to each Director, Organizer, and Board-elect at least seven (7) days before the time appointed for the meeting to the last recorded address of each person.
- (c) Six (6) Members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Organizers and Board Member-elects may attend Board Meetings (not mandatory). They can participate in discussions but will not have a right to motion or vote. Organizers are required at (2) Organizer meetings.
- (e) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors and Organizer meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings with written notice at least (7) days prior if deemed necessary.

SECTION 5

Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of WTGSL as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a three-fourths vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Board Member, Organizer, Coach, or Player of WTGSL in accordance with the procedure set forth in Article III, Section 2 (a, b).

Any Board or Organizer missing (3) mandatory meetings in a year will need to show accountability at next meeting with notice and possibly be removed from position.

SECTION 6

Rules of Order for Board Meetings. Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the WTGSL.

ARTICLE VI - DUTIES AND POWERS OF THE BOARD

SECTION 1

Duties and Powers of All Board Members.

- (a) Board Members must serve on at least one (1) committee.
- (b) In cases of emergency where a Board Member CAN NOT get the opinion of other Board Members and a decision MUST be made, the Board Member may act as if speaking for the Board, BUT the decision must be within the rules of WTGSL and immediately upon making such a decision, the Board Member MUST make every effort to obtain the opinions of other Board Members as soon as possible. Also call a Special Meeting if necessary to resolve the problem or concern caused by their decision. The decision made by the Board member is in no way to be interpreted as the FINAL ruling of WTGSL.
- (c) Board Members may be Coaches or Assistant Coaches.
In a case where a Board Member is also a Coach of a team, to eliminate any conflict of interest, he will be considered ONLY a coach at that time. Any immediate rulings must be designated to another Board Member.
- (d) Any Board Member who renders their resignation or quits the Board of Directors, for any reason, may not request to be reinstated or re-nominated to the Board of Directors for nine (9) months.
- (d) Any Board Member may hold more than one appointed position or committee but not recommended.
- (e) Uphold WTGSL Constitution objectives first and foremost to any personal objectives.

- (f) Provide WTGSL with updated and published WTGSL Bylaws.

SECTION 2

President. The President shall:

- (a) Conduct the affairs of WTGSL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the WTGSL at the Annual Coach's Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of WTGSL.
- (d) Be responsible for the conduct of WTGSL in strict conformity to the policies, principles, Constitution and Bylaws of WTGSL.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of WTGSL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to WTGSL and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) The President may abstain from voting unless it is necessary to break a tie. Ballot votes will be placed in sealed envelope and opened upon necessity.

SECTION 3

Vice President. The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

SECTION 4

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of WTGSL and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Organizers, Directors and committee members and give notice of all meetings of WTGSL.
- (d) Keep the minutes of the meetings of the Members, Organizers, and the Board of Directors and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 5

Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of WTGSL, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Coach's Meeting.

SECTION 6

Appointments and Committees. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board. Some positions are as follows but others can be added at a later date as deemed necessary, they are generalized here but more thorough definitions in WTGSL Bylaws

Area Organizers: Board approved position to organize teams in each area, verify residency, collect monies, verify funds

with Treasurer and assign Head Coaches. They will also act as liaison between Board and any member in area. They will remain in position until resignation is received or they are voted out by the Board (Article III Section 2)

Head Coaches: Appointed by Area Organizers on a yearly basis and are responsible for WTGSL provided equipment and upholding the objectives of WTGSL constitution.

Website and Social Media: Ensure all information is up to date and complies with the Constitution and Bylaws of WTGSL and updates all statistics weekly. Also make sure WTGSL Constitution, Bylaws, Meeting minutes (minus any personal issues) and all current information is publicly accessible.

Scheduler: Coordinates and distributes schedules to all teams, reschedules games, and is liaison between WTGSL and Umpires

Rules and Protests: Point of contact with any ruling questions or protests

Equipment: Helps inventory all equipment and distribute/collect from all teams.

First Aid: Stocks, maintains, distributes with equipment, and collects all first aid-kits at end of season.

Fields and Maintenance: Shall obtain proper permits and help to maintain playable conditions of fields.

Trophies: Price and prepare for distribution end of tournament/playoff trophies.

Audit: Committee to confirm financials for end of season/ beginning of season balance prior to Annual Coach's Meeting. It can consist of no less than three (3) non-board members volunteers.

ARTICLE VII – AFFILIATION

SECTION 1

The Washington Township Girls Softball League is not affiliated with any other League or Charter. It maintains its own separate identity as a League within the community.

SECTION 2

Local Rules, Ground Rules and/or Bylaws. The local rules, ground rules and/or bylaws of WTGSL shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, nor shall they conflict with this Constitution. In case of any conflict, the WTGSL's bylaw will supersede the USSSA rules. The local rules, ground rules and/or bylaws of this WTGSL shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of WTGSL.)

ARTICLE VIII - FINANCIAL AND ACCOUNTING

SECTION 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of WTGSL.

SECTION 2

Contributions. The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of WTGSL unless it is clearly defined and raised by said individual team.

SECTION 3

Solicitations. All solicitations must be clearly defined as to whether they are for the WTGSL league or an individual team.

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of WTGSL funds for other than the conduct of WTGSL activities in accordance with the rules, regulations and policies of WTGSL. All disbursements shall be made by check. All checks shall be signed by the WTGSL Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

SECTION 5

Compensation. No Director, Officer or Member of WTGSL shall receive, directly or indirectly any salary, compensation or emolument from WTGSL for services rendered as Director, Officer or Member.

SECTION 6

Deposits. All moneys received shall be deposited to the credit of WTGSL in the Board Approved Financial Institution.

SECTION 7

Fiscal year. The fiscal year of WTGSL shall begin on September 1 and shall end on August 31.

SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of WTGSL and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of WTGSL to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision. It will be distributed to the athletic clubs of the current schools of the players, proportionately to the player membership of the final season of WTGSL.

ARTICLE IX - AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by at least a 75% vote at any duly organized meeting of the Board Members and then must be presented to be voted on at any General Membership Meeting provided proper notice of the proposed change is included of such meetings, passing only with a majority vote.

President's Name (Print) _____

President's Signature _____ (date)

Vice President's Name (Print) _____

Vice President's Signature _____ (date)

Treasurer's Name (Print) _____

Treasurer's Signature _____ (date)

Secretary's Name (Print) _____

Secretary's Signature _____ (date)

Federal ID No. _____ (if available)

State ID No. _____ (if available)

Washington Township Girls Softball League does not limit participation in its activities on the basis of disability, race, creed, color, national origin, sexual preference or religious preference.