

HUEYTOWN FASTPITCH SOFTBALL
P.O. Box 3010
Hueytown, AL 35023
(205) 497-0845

BY LAWS

It is the primary purpose of this organization to provide a supervised program for young girls.

Article I –Name and Location

- Section 1 The name of this organization shall be called Hueytown Fastpitch Softball.
- Section 2 Playing facilities are located with the City of Hueytown Park and Recreation Board at Allison Bonnett Park.

Article II –Board of Directors

- Section 1 The business and property of the corporation shall be managed by the board of Directors' hereafter referred to as the Board. (*Board*)
- Section 2A The business will be composed of the following officers;
- (a) President
 - (b) **Vice President**
 - (c) Commissioner
 - (d) 2 League Directors
 - (e) Secretary/Treasurer
 - (f) Assistant Secretary/Treasurer
 - (g) **Fundraiser/event Director**
 - (h) Concession Stand Manager
 - (i) **Assistant Concession Stand Manager**
 - (j) Public Relations Coordinator
 - (k) Field Equipment Manager
 - (l) 4 Field Directors
 - (m) Field Director Coordinator
 - (n) Team Mom Coordinator
 - (o) Practice Field Director
- Section 2B The Duties of the officers will be shown in Article VIII of these By Laws. The Board may assign such duties, as it deems necessary.
- Section 3 All members of the board shall serve with out compensation

- Section 4 The Board will meet at times and places as called by the President. Special meetings may be called by any Board members with the President presiding.
- Section 5 A quorum for the transaction of any business at any meeting of the Board will consist of more than half of the members of the Board.
- Section 6 The President will be the Chief Executive Officer and will preside at all meetings of the Board. In case of disability of the President and the vacancy of the office, the duties of President will be assumed by the **Vice President**.
- Section 7 In the event a vacancy occurs for any reason in any office, except President, the remaining Board members shall fill the vacancy for the unexpired portion of the term of such office. The Board may unanimously appoint a replacement.
- Section 8 Any member of the Board may be removed from office if he/she is not fulfilling his/her duties or acts in a manner that is detrimental of the Hueytown Fastpitch Softball program. The specific charge against the Board member must be made in writing and submitted to the President or Vice President who will call a meeting to investigate the charge. It will take an affirmative vote of two-thirds of the Board to remove a Board member from office.
- Section 9 The term of office of each member of the Board will run from July 1 until June 30 of the next year.
- Section 10 Any Board member missing three board meetings shall be removed from the Board. Special conditions are excusable sickness, work, or a death in the family.

Article III –Finance

- Section 1 The monies of the corporation shall be deposited in financial institutions as authorized by the Board. All finances, whenever possible, will be paid by check. The Board will authorize (3) three members to be eligible to sign checks and savings withdrawals, one of whom shall be the Treasurer. It will be required that (2) two members sign checks or savings withdrawals.
- Section 2 Deposits can only be made by the Treasurer/Secretary or Assistant Treasurer/Secretary. The Treasurer/Secretary will provide schedule for 2 board members to count Concession monies after every game night. In the case of one of the 2 depositors being a counter for the night the other must make deposit. Both cannot count on same night. Also, 2 members of the same family (i.e. Husband & wife; brother & sister) cannot be scheduled

to count together on the same night.

- Section 3 The Board will authorize the persons who can make purchases on behalf of The Corporation. An itemized statement will be given to the treasurer on any Purchases made on behalf of the corporation.
- Section 4 The President may spend up to \$100.00 per month without prior approval of the Board, but must submit an itemized statement to the Board of these expenditures.
- Section 5 At the meetings set for selection of new officers, the treasurer will report on the income and expenditures.

Article IV –Elections

- Section 1 The President will appoint a nomination committee of at least (3) three people to nominate officers for the coming year, one of who the President shall designate as Chairperson.
- Section 2 The nomination committee will meet and nominate officers for the up coming year. The committee will turn over to the secretary a list at least ten days prior to the date set for election.
- Section 3 The Secretary will hand deliver a list of nominees to each officer and manager, it should be delivered at least 5 days before the date of the election. This list will also include notification of the election meeting.
- Section 4 The election of the officers will be held directly after Closing Ceremonies for the year. All officers and managers will be eligible to vote. No proxy votes will be accepted. Only those present at the meeting will be permitted to vote. A quorum for election will be more than half of the managers and officers. If an officer is also a manager, he/she will be counted as only one (1) person for a quorum call and can cast only one (1) vote.
- Section 5 If on the date set for an election, a quorum is not present, the President shall call for a new election the following Thursday. Written notice of the change in meeting will be hand delivered each officer and manager by the secretary. At the new meeting for election a quorum will consist of officers and managers present.
- Article 6 The president will determine the voting procedure to be used in the election.

Article V – Concession Stand

- Section 1 Noting that a large portion of income is provided through the concession stand, it shall come under the jurisdiction of the Board. The **Concession Stand Manager** is charged with the responsibility of overseeing the management of the concession stand.
- Section 2 The **Concession Stand Manager** shall recommend to the board a **Assistant manager** for the concession stand for their approval. The person will be responsible for helping managing the concession stand, opening and closing of concession stand and purchasing all products sold.
- Section 3 The **concession stand manager** and the **assistant concession stand manager** will set the prices of the products to be sold and submit them to the Board for their approval.
- Section 4 Monies from the concession stand can be used to pay umpires and to make necessary cash miscellaneous purchases.

Article VI – League Operations

- Section 1 Hueytown Fastpitch Softball will operate within the rules set by The Official League in its current official rule guide with exceptions made from the Commissioner and voted on by the Board and included in the Park rules..
- Section 1A The Official League shall be the organization that is adopted by the Board as the Official League. Some League options are Dixie Softball, Inc., Dizzy Dean Softball, NSA and ASA.
- Section 2 A registration period will be set by the President and the Commissioner will assist. All youths who wish to participate will provide the following documentation in order to be allowed to register:
a.)Completed registration form with parent signature
- Section 3 A tryout period for prospective league players will be held before the beginning of each season to grade the players according to their ability. The tryouts will be under the director of the Commissioner who will determine the manner in which the tryouts are held and will appoint the people to grade the players in the tryout.

- Section 4 A player must participate in tryouts before she can be assigned to a team. This includes players who have participated in our league and new players. A player not present at the time assigned tryouts are held must attend a special tryout before she can be assigned to a team. Make-up tryouts will be scheduled by the Commissioner. A player not present at either try-outs will be put into a blind draft which is set by the Commissioner.
- Section 5A The commissioner will present a plan for the formation of teams which include the number of leagues, number of teams in each league and the manner in which teams for the league are formed to the Board for approval.
- Section 5B The formation of the teams will be under the supervision of the Commissioner. The managers or their representatives of each league will meet with the commissioner and League director to form the teams in the manner shown in *Player Section, Article IX*. At this meeting the President and Treasurer/Secretary will be present to silently observe the formation of the teams. The Treasurer/secretary will record the names of the players selected on each team.
- Section 5C The formation of teams should be done in such a manner as to try to have all teams as nearly equal in ability. (*See player selection, Article IX.*)
- Section 5D A manager will be entitled to have his offspring on his team if he so desires. The assistant coaches or scorekeepers do not have this right. In the event there are relatives in the same league they are not given the right to be on the same team. They may be assigned in teams in the regular manner set up for the formation of teams unless other wise directed by the commissioner.
- Section 5E Youths who do not register in time to participate in the team formation meeting will be eligible to be placed on a team by the commissioner. The commissioner will set a cut off date for registration, where as no youth will be allowed to register or be placed on a team.
- The commissioner can assign these youths to a team provided all the managers of the teams participating in the team formation are notified before the youths are placed. Youths will be placed on a team per the official draft order which the Treasurer/Secretary and Commissioner will hold.
- Section 5F After teams are formed and the meeting set for formation of teams is adjourned, additions can not be made to a team with the exception described in Section 4E above. The board by 2/3 vote of all members can waive this requirement.

- Section 5G Managers can not drop a player from their team without the written consent of the Commissioner. President will assist in these matters.
- Section 6 All prospective team managers will have the opportunity to sign up for a team at registration for the upcoming season. Each person that signs up for a team will be presented to the board by the president at the designated date set for the elections of team managers. At this meeting anyone can be presented from the floor, however, a second will be required. Only the commissioner, after thoroughly discussing a prospective team manager with the league director, can nominate a person without a second. The team managers will be voted on by private ballot and a majority will be required to assign that person a team. Each approved team manager shall select his assistants subject to the approval of the board.
- Section 6A The commissioner is powered to discipline any manager or his assistants whose activities are deemed detrimental to Hueytown Fastpitch Softball program. The commissioner can recommend to the board that a manager or an assistant be removed from their position for cause. After hearing the charges, the board can vote to remove that manager or assistant. It will require a 2/3 vote from the members of the board to remove a manager or assistant.
- Section 6B In the absence of the designated manager and his assistants a replacement will be made by the commissioner with the approval from the opposing manager for that game only.
- Section 7 Games will be played in accordance with the official rule guide for the Official League of the park.
- Section 7A The Commissioner will be responsible for making the schedule of league games and practice schedules to be played with the assistance of the President.
- Section 7B All games will be subject to a time limit as determined by the Board. The home plate umpire will be the judge of the time limit.
- Section 7C Games called because of darkness, rain, or other reason before they become regulation games will be resumed from the point of termination. It shall be resumed at the time the Commissioner/President has set aside for make up games. Only the Commissioner has the authority to call games off due to weather, etc. In the case of the Commissioner being a team manager and being on the field for their game the President will have the authority to call games due to weather.

- Section 7D Time games shall be played to completion unless Commissioner decides otherwise. In this case they shall be resumed at the time the Commissioner/President has set aside for make up games.
- Section 8 The team manager or acting team manger can file a protest of a game with the president. The protest must be in writing and set forth the reason for the protest. The protest must be in accordance with the official rule guide for the Official League of the park. The President, **Vice President**, Commissioner and League Directors will rule on all protest. A quorum of 3 of the above must be present to rule on a protest. In the absence of the President, the Commissioner will assign another officer to fill the vacancy. If President is team manager of protest then protest can be accepted by the Commissioner.
- Section 9 The selection of All-Stars from each league will be under the authority of the Commissioner. The selection system will be submitted to the Board by the Commissioner for approval. The system approved will be explained to the managers before the beginning of each season at the managers meeting set by the commissioner.
- Section 10 The manager of the All-Stars will be the manager of the team winning the league championship. The manager will be allowed to select an assistant and scorekeeper who is listed on the official team rosters from the other team managers or assistant coaches in his division. If the manager of the league championship team declines to manage the All-Stars, the commissioner will appoint the manager with the approval of the Board.
- Section 11 After teams are formed at the start of the season, the Commissioner /President will set a date that practice may start - - only then will a team be allowed to practice. Violations will disqualify the team managers from All-Star eligibility and will lose their Coaching position.
- Section 12 Commissioner will propose schedule and manner in which Fall Ball will be handled to the Board for approval at the end of All-Stars.

Article VII – General

- Section 1 All awards to be given will be approved by the board.
- Section 2 The **Fundraiser/Events Director** will be authorized to purchase uniforms, awards, and other necessities that are needed for fundraisers per the board's approval. The Commissioner will be authorized to purchase softballs, bats, and any equipment necessary for league play.
- Section 3 The Commissioner/ President will secure umpires for all scheduled games.

- Section 4 The President will decide on the type and manner of any opening and closing day ceremonies with the board's approval.
- Section 5 All rules not set out in these by-laws will be as given in the current rule guide for the Official League of the park or set by the commissioner which will be delivered in writing and provided before the start of the season.
- Section 6 Robert's Rule of Order will guide in all meetings of the Board, except as otherwise provided in these by-laws.
- Section 7A The by-laws can be amended at any meeting of the Board provided the Amendment is hand delivered in writing to all Board members 10 days prior to voting. To make a change, it will require 2/3 vote of the Board.
- Section 7B The Commissioner will maintain a current copy of the by-laws and see that any approved changes are given to all Board members and a copy will be maintained by the Treasurer/Secretary and will be placed in their custody.
- Section 8 The managers will appoint the official scorekeeper with board approval.
- Section 9 Drafting (borrowing) of players will be permitted only with the commissioners & managers from the opposing team's approval per the official draft. Only 2 players can be borrowed per game and are limited to play right field, bat last or center field, bat next to last. (Per attached Park rules)
- Section 10 The Board will vote before the beginning of the season whether or not to play a split season. It is recommended that each local League play a split season with the winner of the 1st half to play the winner of the 2nd half for the League championship.
- Section 11 No umpire will be allowed to call a game which involves a member of their family, whether it be blood relation, marriage relation, or common law relation. This will come under the jurisdiction of the Commissioner to ensure this is being followed.
- Section 12 All coaches, assistants, board members & team moms will be subject to background checks before assuming their responsibilities.

Article VIII – Duties of Officers

President -

1. Chief Executive Officer.
2. Preside at all meetings.
3. Cannot motion or vote.
4. In charge of opening day and closing day ceremonies.
5. Appoints committees.
6. Plan Player registration.
7. Assist Commissioner in player try outs, league scheduling, practice scheduling, and fall ball.
8. In charge of the day to day operations of the park.
9. Charged with the overall administration of the Association and ensuring that all elected officials are doing their jobs as described herein.
10. Must attend all meetings with City councils, official league organizations and any other with regards to our park along with Commissioner.
11. Must accept any official protests and chair the protest committee which will include the Commissioner and applicable league directors.
12. Responsible for the choosing of All-Star uniforms and the colors.

Vice President –

1. Presides at all meetings in the absence of the President.
2. Assist in player registration and try outs
3. Assist President in opening day and closing ceremonies
4. Assist President in all administrative duties.

Concession Stand Manager-

1. In charge of concession stand.
2. Responsible for scheduling workers for concession stand during regular season, All-Stars, Fall Ball & tournaments.
3. Responsible for purchasing all products sold in concession stand.
4. Responsible for paying umpires at end of each night.
5. Charge of setting prices of the products to be sold and submit to Board for approval.
6. Reports directly to the Treasurer/Secretary on concession money matters.
7. Responsible for opening and closing the concessions stand during regular season, All-Stars, Fall Ball and tournaments and/or scheduling the the Concession Stand Manager for opening and closing.

**Assistant
Concession Stand Manager –**

1. Responsible for managing the concession stand and assisting Concession Stand Manager in purchasing all products sold.
2. Will assist Concession Stand Manager in setting prices of the products to be sold and submit to Board for approval.
3. Will assist Concession Stand Manager in scheduling workers for concession stand during regular season play.
4. Responsible for working the register if no one available.
5. Reports directly to the Concession Stand Manager.
6. Assist the Concession Stand Manager with opening and closing.

Fundraiser/ Events Director-

1. In charge of securing team sponsors.
2. In charge of all financial projects. (Fund Raisers)
3. In charge of ordering uniforms & awards for players and coaches for regular season, All-Stars & Fall Ball.
4. Responsible for scheduling and handling of team pictures for regular season, All-Stars and Fall Ball.
5. Responsible for distributing any awards to youths having to do with sponsorship at closing ceremonies.

Public Relations Coordinator -

1. Responsible for carrying out advertising for regular season play, Fall Ball and any Fund Raisers set forth by the Fundraiser/Events Director and approved by the board.
2. Assist the Fundraiser/Events Director in all aspects of, team sponsors, the scheduling and handling of team pictures for regular season, All-Stars, Fall Ball, and all financial projects. (Fund Raisers)

Secretary/ Treasurer –

1. In charge of all official records of the corporation.
2. In charge of all monies of the corporation.
3. Maintain files of correspondence pertaining to the corporation.
4. Notify Board member of the Board meetings.
5. In charge of player insurance for regular season, All-Stars and fall ball teams. (Required \$250,000.00 liability coverage for all participants).
6. Responsible for sanctioning the regular season teams as well as All-Stars.
7. Responsible for checking the mail (at least once a month during off-season and at least once a week during playing season) and distribute it to the proper Board Members.

8. Responsible for preparing the official league rosters after registration and prior to the player selection process
9. Responsible for maintaining and providing all information to the Park & Recreation Board per their requirements. (Financial-checks, expense receipts, registration forms with proof of residency, invoices, utility bills, petty cash receipts & proof of insurance).
10. Must stay current on all expenses. No balances over 30 days past due.

Assistant Secretary/Treasurer –

1. In charge of recording minutes of meetings.
2. Authorized to make deposits and handle monies of the corporation in the Treasurer's absence.
3. Assist Secretary/Treasurer in their duties.
4. Responsible for all forms and documents needed for registration, try-outs, and all other requested forms from the Commissioner, President and Treasurer/Secretary.

Commissioner –

1. **Preside at all meetings in the absence of the President and Vice President.**
2. In charge of try outs and assisting President in player registration.
3. Be player's agent.
4. Purchasing agent for softballs, bats and any other equipment necessary for league play.
5. Recommend player selection system.
6. Recommend All-Star selection system.
7. Recommend team managers.
8. Assist President in opening and closing day ceremonies.
9. In charge of league statistics.
10. Responsible for preparing practice schedules and game schedules for all leagues.
11. In charge of Press Box.
12. In charge of making sure fields are properly set up and game ready.
13. Along with President has the right to not allow players on field until they are safe and properly set up.
14. Handles all rule interpretations and changes to parents, coaches, and umpires once season has begun.
15. Responsible for the coordination of Umpires (**UIC**) for regular season games. This is to include booking the umpires, providing the Umpires (**UIC**) with a game schedule and contacting the Umpires (**UIC**) when there are rainouts and letting the umpires know when there is a rescheduled game(s).
16. Responsible for handling any disputes between the Coach's and Umpires and disputes Parents and/or players might have with a coach.
17. Responsible for coach's meeting prior to the start of every season to discuss the organization rules and our park rules.
18. In charge of the coaches and their assistants.

18. Responsible for organizing and planning Fall Ball.

League Directors-
1st- (6U, 8U, 10U)
2nd – (12U, 14U, 18U)

1. Communicate general information on league operations, playing rules and basic objectives of Hueytown Fastpitch Softball.
2. Communicate and encourage team and individual participation in financial programs as established by Hueytown Fastpitch Softball.
3. Participate in player try outs as required by the Commissioner.
4. Make periodic inspections of team practices to ensure basic goals of Hueytown Fastpitch Softball are followed and report to Commissioner.
5. Participate as liaison between team managers and Commissioner.
6. Participate in other league activities as deemed necessary.
7. Will attend player selections for their leagues.
8. Reports directly to the Commissioner
9. Maintain an inventory of all softball equipment.
10. In charge of issuing and taking up all league equipment.
11. In charge of collecting, holding and returning \$100.00 deposit from managers for the use of league equipment.
12. May refuse to issue equipment at any time. These decisions may be overruled only by the President.
13. Shall store and maintain all league equipment at the end of the season.
14. Shall issue all of the equipment to the All-Star teams and shall take up all of the All-Star equipment from the All-Star teams as they finish their respective tournament games.

Field Equipment Director -

1. Responsible for field equipment building, field equipment, upkeep and maintenance of all equipment used at park including pitching machines.
2. Responsible for making proposals to board regarding any new equipment needed to maintain the park, or any work needing to be done on existing equipment.
3. Authorized to make purchases in regard to items needed to maintain equipment on a day to day basis.
4. Reserves the right to permit the use of any equipment by managers, assistants or officers.

Field Director Coordinator –

1. Coordination of all large projects relating to maintenance of field 1-4 and practice

fields.

2. Overseeing the scheduled projects are completed.
3. Helping field director find laborers when needed.
4. Correspond with field directors on equipment needs.
5. Direct report for all field directors.
6. Reports directly to the President.

Field Directors-

Field 1-; Field 2-; Field 3-; Field 4-

1. Oversee their field that repairs are done, ensure the safety of all equipment issued, direct any projects necessary and make proposals to the Board.
2. Can not schedule games or tamper with the operations of any league, but can, before the season starts, refuse to let any practice or practice games to be played on their respective fields, if they have not had the proper help to prepare their field. This decision can be overruled by the president.
3. Each field director's authority is limited to his field.
4. Field Directors are to report directly to the **Field Director Coordinator**.
5. The Board expects the President, Commissioner, League Directors, Team Managers and Assistants to assist the Field Directors to prepare the fields ready for play.

Practice Field Director –

1. Oversee the practice fields, make sure repairs are done, ensure the safety of all fields, maintain fields, and direct any projects necessary for the maintenance of the fields.
2. Can not schedule practices or tamper with the operations of any league, but can, before the season starts, refuse to let any practice be played on the practice fields, if they have not been properly maintained. The decision can be overruled by the president.
3. Authority is limited to practice fields only.
4. Practice field director is to report directly to the **Field Director Coordinator**.

Team Mom Coordinator –

1. Responsible for all correspondence with the team moms.
2. Scheduling team mom meetings
3. Collecting monies, information, and paperwork for each team from the team moms in a timely fashion
4. Assisting the **Fundraiser/Events Director** and public relation officer when needed.

ALL BOARD MEMBERS

- 1. ALWAYS REMBER THAT WE ARE HERE FOR OUR CHILDREN.**
- 2. IF YOU SEE THE CONCESSION STAND BACKED UP GO IN AND HELP.**
- 3. IF THE BATHROOMS NEEDS ATTENDING TO, DO IT.**
- 4. IF YOU SEE GARBAGE ON THE GROUND, PICK IT UP.**
- 5. IF THE GRASS NEEDS TO BE CUT, CUT IT.**
- 6. PARTICIPATE IN ALL WORK DAYS SET BY THE PARK BOARD.**

DO NOT ASSUME SOMEONE ELSE IS GOING TO DO THE JOB. IF YOU SEE SOMETHING THAT NEEDS TO BE DONE, DO IT.

WHAT'S BEST FOR OUR PARK WILL BE BEST FOR OUR CHILDREN.

Article IX – Player Selection

1. Try outs will be held with the managers giving numerical grades to the children, 1 through 4, with 4 being the best grade.
2. Commissioner will appoint 2 individual graders per league to grade players. The Commissioner will combine and come up with an average grade per player.
3. All players with their grades will be put on a board for selection, with careful attention to be addressed to coach's daughters and pitchers for each team. (If necessary each team will have a known pitcher assigned by the Commissioner).
4. Managers will then draw numbers (1-6) from a hat to determine who has the 1st pick in the 1st round. The pick a particular will have will change each round based on the following progression:

Progression	1 5 3 6 4 2	1 3 2 4	1 4 5 3 2	132
	2 6 5 4 1 3	2 4 1 3	2 5 3 1 4	231
	3 4 1 2 6 5	3 2 4 1	3 2 4 5 1	312
	4 3 6 5 2 1	4 1 3 2	4 3 1 2 5	123
	5 2 1 4 3 6		5 1 2 4 3	321
	6 1 2 3 5 4			213

5. Due to the increased number of request it is impossible to grant all of them and maintain a good and even league; therefore, no request will be honored!!!!

Exception (1) one negative request will be considered if there is a conflict between a

child and a coach. Commissioner must approve the request.

Article X – Travel Ball Teams

- Section 1A The president will appoint a 3 person committee to oversee travel ball operations at the park. The committee is under the jurisdiction of the Board and answers directly to the President.
- Section 1B The Board will allow travel ball teams to use the park only if all of the Boards requirements are met.
- Section 1C Travel ball team requirements are as follows;
- (a) Each team must be board approved.
 - (b) Each team is only allowed to practice on Wednesday, Saturday and Sunday, during the park ball season.
 - (c) Each team must pay for the use of the park. This will be a reasonable amount. Determined by the Board. The fee at this time is \$400.00 a team for a session. The first session is from January 1 to June 30. The second session is from July 1 to December 31. One additional month may be purchased with committee approval for \$75.00 additional. The additional month for the first session is July. The additional month for the second session is January. (January, the following year).
 - (d) Each team must show proof of insurance.
 - (e) The park will only allow 4 travel ball teams.
 - (f) Teams must clean fields when through with each practice, take care of their mess, put up all equipment used and turn off lights.
 - (g) All park rules apply to travel ball teams as well as park teams.
 - (h) If any violation should occur, the Travel Ball Committee reserves the right to terminate their agreement.
- Section 2 Any and all travel ball teams requesting to use the park must be approved yearly.

Tournaments

1. The president will appoint a 3 person committee to oversee and direct all tournaments. The committee is under the jurisdiction of the Board and answers to the President.
 - The committee will oversee and appoint persons to help with field maintenance, park clean up, and concession stand workers.
 - Recommend to the Board the expenses needed to hold the tournament.
 - Each team must show proof of insurance.
 - Each host must pay for use of the park. The fee at this time is: \$1.00 a head at gate, and all of concessions.
 - All park rules apply to all teams participating in tournament.
 - If any violation should occur, the Board reserves the right to terminate their agreement.
 - All tournaments teams requesting to use park to host tournaments must be approved by the Board.

END