



The Rensselaer Girls' Softball Association Inc.

Constitution and Bylaws

Article I – Name

- 1.1 This organization shall be known as the “Rensselaer Girls Softball Association,” hereafter referred to as RGSA.
- 1.2 RGSA shall have up to six (6) separate divisions known as T-Ball (ages 5 & 6), 8U (ages 7-8), 10U (ages 9-10), 12U (ages 11-12), 14U (ages 13-14), 16U (ages 15-16).
- 1.3 RGSA may change Article I Section 2 as needed to allow maximum player participation.

Article II - Boundaries

- 2.1 RGSA boundaries shall encompass the same area as the Rensselaer City School District. These boundaries may be expanded to include additional special areas of locations on approval of the Board of Directors on a year to year basis.

Article III – Membership

Players

- 3.1 Players shall be female
 - A. Duly registered with the league.
 - B. Must abide by the rules of the Constitution and Bylaws, the ASA Standard of Conduct and the rules of the play set forth by RGSA.
- 3.2 The players age as of January 1st of the current season year determines the division for which they are eligible without restrictions regardless of race, creed, color, religion, skills or other affiliations.
- 3.3 All requests to move players up or down must be formally presented to the Board in writing from the player's parent/guardian. The Board will review and make a determination on all requests. The respective team managers (from/to) will provide input to the panel on each request.
- 3.4 All players living outside the boundaries specified in Article II Section 1 will be eligible to play for RGSA only after every player within the boundaries has been placed on a team and if a team is in need of players to fill a roster. The Board will review and make a determination on all requests.

Non Playing Membership

3.5 Parents/guardians, Managers, Coaches, Officers, or Board Members, who abide by RGSA Constitution and Bylaws and local rules.

3.6 Suspension or Termination

Membership may be terminated by resignation or by action of the Board of Directors.

A. Players

The Board of Directors shall notify the player's team manager, the player's parents/guardians and the player. All parties shall appear before the Board of Directors to respond to the charges. The Board of Directors shall have the full powers to suspend or terminate any player's right to participation.

B. Non Playing Membership

The Board of Directors, by a majority of votes at a Board Meeting, shall have the authority to discipline, suspend or terminate the membership of any member when the member's conduct is determined to be detrimental to the best interest of RGSA. The member involved shall be notified of the meeting, informed of the nature of the charges and given an opportunity to appear at the meeting to respond to the charges.

Article IV – Objectives

4.1 Instruct the players in the rules and regulations governing softball.

4.2 RGSA shall provide a supervised recreational program of competitive softball for all interested female youth residing within RGSA boundaries, and to firmly implant in the youth of the community the ideals of good sportsmanship, discipline, integrity and teamwork. All directors and members shall bear in mind that the primary importance of RGSA is to provide a safe and organized softball program for the members.

4.3 RGSA, in the exercise of power, does not contemplate monetary gain or profit.

ARTICLE V – Operating Procedures

Player Registration

Player registration shall take place on dates designated by the Board. Sufficient publicity shall be given to ensure all prospective players are notified. Only players who have moved into the league area after player selection day will be given priority on the waiting list. Players signed up after designated dates will be placed on a first come first served basis. If a player is not placed on a team, their registration fee will be refunded.

A. Each player shall indicate, by birth certificate, their current age at the time of registration. Players who played in the league in the previous year with a confirmed birth certificate on file are exempt.

B. Player league age is the age of the player as of December 31st of the previous year.

Managers and Coaches of the League

- A. All managers and coaches shall be Members of the League, and shall be approved by the Board of Directors each year. He/she shall be at least 18 years of age by January 1st of the year he/she wishes to manage or coach.
- B. All managers and coaches must submit a completed volunteer application.
- C. All managers must satisfactorily complete ACE training.
- D. Coaches will be selected by the team managers and will be submitted to the Board for approval.
- E. Managers and Coaches shall forbid the use of vulgar language, liquor, illegal drugs, or tobacco on the playing field during practices, games or other RGSA activities where players are present as per Code of Conduct.
- F. Managers shall have a team parent meeting at the beginning of the season to explain safety, discipline, substitution, league activities and their team goals.
- G. Managers are responsible for receiving all necessary forms from parents.
- H. Managers will immediately inform the Board of Directors of any injuries occurred during games or practice and fill out an incident report on League form and give it to the President. The Manager will enter the time and date of the injury in the scorebook if it occurs during a game or document injury if it occurs during a practice.
- I. Managers are expected to attend at least 2 out of 4 coaches meetings per year and participate in RGSA activities such as Field Clean-up, Fan Appreciation Day and Memorial Day Parade.

Player Selection and Teams

- A. Player agent or Managers will assign players based on team needs.
- B. 10U through 16U: Player agent or Managers will draft players to existing teams per division based on pitching experience, catching experience and total numbers of years playing experience. The best interest of the players, league and safety of players ultimately determines player placement. A players' post season play will only be considered if all other experience is considered equal. Player agent or manager will ensure relatives of the Team Manager are included on their team in the proper selection order.

Season Play

- A. All players must play at least two innings unless governed by paragraphs (B) and (C) of this section.
- B. The Team Manager has the prerogative of not playing a player for reasons such as an unexcused absence from practice or a scheduled game. The opposing Manager or Umpire must be notified of this action prior to the starting play.
- C. Players missing more than one half (1/2) of pre-season activities without proper notice given to the Team Manager may be subject to removal from the League at the recommendation of the Manager and approval of the Board.
- D. Players missing more than three (3) consecutive games may be subject to removal from the League at the recommendation of the Manager and approval of the Board.
- E. If a player is removed from the League, the player and their parent / guardian will be notified as soon as possible by the Player Agent.
- F. Team Managers are responsible for the actions of their coaches, players and spectators. Unsportsmanlike conduct will not be tolerated and will be subject to disciplinary action by the Board.

Article VI: THE BOARD OF DIRECTORS

- 6.1 The membership of the Board of Directors shall include the elected officers and those appointed by the President to Board positions. The Board of Directors as referred to herein shall consist of the Officers of the League (President, Vice President , Secretary, and Treasurer) plus the Equipment Manager, Umpire Coordinator/Game Scheduler, Field Maintenance Coordinator, Concession Coordinator, Travel/Fall Ball Coordinator, Fundraising Chairperson, and Webmaster. This Board will oversee RGSA rec league as well as the Rensselaer Renegades Travel Teams.
- 6.2 All RGSA authority shall be exercised by the Board of Directors. They shall have full power and it shall be their duty to carry out the purpose of this corporation according to its Constitution and By-laws.
- 6.3 The term of office for all Officers and Members of the Board of Directors shall be one year. Terms of office shall commence and terminate at the annual meeting held during the month of August, every year.
- 6.4 Upon being so directed by the Board of Directors, any two of the following four Board positions shall sign all leases, contracts, or other instruments; President, Vice President, Secretary, Treasurer.
- 6.5 No officer or member of the Board of Directors shall receive compensation for services rendered on behalf of RGSA.
- 6.6 A vacancy on the Board of Directors will be filled by appointment at a Board Meeting.
- 6.7 Any Board member missing three (3) consecutive unexcused Board meetings may be asked to step down from their position.

DUTIES AND POWERS OF THE OFFICERS OF THE LEAGUE

PRESIDENT

1. He/she shall preside at all meetings of the League and of the Board of Directors.
2. Oversee all RGSA activities.
3. Sign all written contracts for RGSA.
4. One of four (4) board members authorized to sign checks on behalf of RGSA.
5. Represent RGSA at other Board meetings as needed.
6. Preside over and select three (3) other members for the Protest Committee when needed.
7. Appoint Committee Chairpersons as he/she or the League consider expedient or necessary.
8. He/she shall be an ex-officio member of all committees.
9. Non-voting member except to break a tie.
10. May appoint other committees for any purpose for which there is not a standing committee of the League.

VICE PRESIDENT

1. In the absence of the President the Vice President shall perform his/her duties and serve as President.
2. In the event the office of President is vacated, the Vice President shall serve in that capacity until a candidate is voted in by the Board of Directors.
3. One of four (4) board members authorized to sign checks on behalf of RGSA.
4. Voting member.

TREASURER

1. Keep all RGSA financial records current and separate for RGSA activities and Travel activities.
2. Safekeeping of all RGSA League and Travel money.
3. Maintain accurate budget requirements and planned expenditures.
4. Provide financial reports at Board meetings.
5. File required documents with appropriate organizations, such as IRS and insurance coverage.
6. One of four (4) board members authorized to sign checks on behalf of RGSA.
7. Voting member.

SECRETARY

1. Record, distribute and post minutes of all RGSA meetings and functions.
2. Handle all correspondence to and from RGSA.
3. One of the four (4) board members authorized to sign checks on behalf of RGSA.
4. Handle all RGSA forms, birth certificates and flyers.
5. Assist team parents.
6. Voting member.

DUTIES AND POWERS OF MEMBERS OF THE BOARD OF DIRECTORS

Equipment Committee Chair

1. Issue all equipment prior to start of league play.
2. Retrieve all equipment after the last league play.
3. Ensure the best equipment is procured at the lowest price possible.
4. Submit annual budget for all equipment needs.
5. Attend manager meetings when necessary.
6. Control issue and return of uniforms.
7. Voting member.

Umpire Coordinator/Game Scheduler

1. Obtain an adequate staff of umpire personnel for all recreation games for intermediate level and above.
2. Responsible for preparing, procuring, and distributing the recreation season's practice and game schedule which includes coordination of team quantities.
3. Handles all season re-scheduling of postponed games. He/she shall coordinate schedule changes with Umpire Coordinator.
4. Submit projected budget to Treasurer.
5. Voting member.

Field Maintenance Committee Chair

1. Ensure all fields and facilities are in best condition for League and Travel use.
2. Establish game/practice schedule with other entities using RGSA fields.
3. Point of contact for City of Rensselaer, for all field activities.
4. Order supplies for field maintenance and preparation.
5. Submit a budget for any improvement or maintenance costs.
6. Voting member.

Concession/Bathroom Committee Chair

1. Responsible for ordering/purchasing supplies for the concession stand.
2. Schedule concession stand staffing.
3. Check supplies and refreshments before closing.
4. Maintaining a sanitized working kitchen to insure the safety of food prep/cooking.
5. Check supplies for restroom.
6. Maintain sanitary restrooms for all players, coaches and visitors.
7. Voting member.

Travel/Fall Ball Director

1. Organize managers for purposes of picking Travel/Fall Ball Teams.
2. Serve as the League representative to the Hudson Mohawk league/District 7 ASA, attend related meetings, and communicate information to RGSA, and Travel managers.
3. Communicate any pertinent information with managers and families involved.
4. Research Tournaments and clinics.
5. Voting member

Fund Raising Chairperson

1. Coordinate all fund raising activities: Fan Appreciation Day, apparel, etc... for the League and submit a final report of each Fund Raising Project to the Board of Directors.
2. Voting member

Webmaster

1. Responsible for establishing and maintaining the league website.
2. He/she shall update and add all pertinent information to the league's Facebook pages.
3. Voting member.

Player Agent

1. Presiding officer for all player registration and player selection business.
2. Represent all players in matters before the Board.
3. Ensure electronic database is kept current and secure.
4. Contact previous year's managers/coaches to continue in current year for Board approval.
5. Ensure all Team managers completed ACE certification prior to league play.
6. Lead officer to investigate complaints submitted to the Board and submit recommendation to the Board.
7. Voting member.

ARTICLE VII – MEETINGS

- 7.1 The annual meeting shall be defined as the first meeting held in August and shall be open to anyone interested in working within the League. At this meeting, election of the Board of Directors will be held. The Secretary shall notify all Board Members, and other members of the League from the previous season. A Public notice shall be given at least (7) days before the meeting date, by Facebook, email and website.
- 7.2 Monthly meetings shall be held at a date, time and place designated by the Board.
- 7.3 A quorum consists of at least two Officers and three Board members.
- 7.4 Special meetings of the league may be called by the President or two members of the Board of Directors at their discretion. The Secretary shall notify all members of the Board of the date, time and place of the special meeting.
- 7.5 “Robert’s Rule of Order” shall be used.
- 7.6 At all regular meetings, the order of business shall be:
 1. Reading of minutes of last meeting for information and approval;
 2. Reports of the TREASURER;
 3. Reports of the Committees;
 4. Unfinished Business;
 5. New Business;

ARTICLE VIII – NOMINATIONS & ELECTIONS

- 8.1 The Officers and Board of Directors shall be elected by majority vote of the Members of the League attending the Annual Meeting of each year. All candidates for election must be present at that meeting.
- 8.2 Nominations for Officers of the League and for Members of the Board of Directors may be made by any member of the Board. Nominees must be members of the league in good standing.
- 8.3 Elections for all positions on the Board of Directors involving more than one candidate for a position shall be by secret written ballot, and a simple majority will prevail. The existing President will cast the vote to break any ties.
- 8.4 New elections of officers will be held during the month of September of each year.
- 8.5 Nominees for the position of President of RGSA are restricted to existing elected Board members.
- 8.6 Nominees for the position of a Board Member, must have served at least one year on an RGSA committee.

ARTICLE IX – AFFILIATION RULES

- 9.1 The playing rules shall be the same as those established and approved by the AMATUER SOFTBALL ASSOCIATION OF AMERICA (ASA) Fast Pitch Softball Rules with the exception of any changes adopted by the Board of Directors.
- 9.2 Copies of the official rules with any exceptions will be supplied to the team managers no later than two (2) weeks prior to the start of the league play.

ARTICLE X: Conduct

- 10.1 If a player is removed from the game (after a first warning), by disciplinary action of the Umpire, she must leave the playing field and she may not be recalled to the game. Further disciplinary action shall be decided upon by the player's manager. If the same player is involved in a second incident, then said player and her manager will be requested to appear before the Board of Directors at a special meeting.
- 10.2 If a manager or coach is removed from a game (after a warning), for disciplinary action by an umpire, he or she must leave the field; he/she may not sit on the bench or in the stands, and he/she may not be recalled to the game. The League President, upon being notified of such incident, shall call a special meeting of the Board of Directors; he/she shall direct the manager or coach to appear at a special meeting. The manager or coach shall represent themselves at the meetings, or they may bring an advisor with them. The Board of Directors after hearing the facts on the matter, may impose such penalty as they feel is justified. Any decision is final and may not be appealed.
- 10.3 Any other member of the League, or officers and members of the Board of Directors, may be suspended for a period, or expelled, for cause such as a violation of the Constitution or By-Laws, or Rules and Regulations of the League, or for conduct prejudicial to the best interest of the League. The presiding officer of the League shall notify the member or official to appear at a special meeting called for this purpose. The member or Official shall be given an opportunity to present a defense at the hearing. Suspension or expulsion shall be by a majority vote of the members of the Board of Directors.
- 10.4 Rules of Conduct for all members of the League
- A) There shall be no smoking, use of alcohol or use of illegal drugs at any time by anyone (players, managers, coaches, parents, league officials etc.) on the grounds occupied by the Rensselaer Girls Softball Association property for games or practices including away games.
 - B) Loss of spectator rights: No abusive language or heckling of players, officials, umpires, or other members of the League will be tolerated.
 - C) No one shall operate an unauthorized motor driven vehicle within the confines of our field.
 - D) Any infractions of the above rules results in immediate Board action with no previous warning necessary.

Conduct for Spectators

- A) The rules of Article X, Section four (4) apply to spectators
- B) No spectator will obstruct the playing of games.
- C) Any infraction of the above rules may result in immediate eviction by the Police Department.

Article XI - Safety

- 11.1 NO JEWELRY of any kind is to be worn during games or practices. No taping of jewelry will be allowed. The only exception will be Medical Alert.
- 11.2 Players should wear rubber (molded) cleats. Steel cleats are not allowed.
- 11.3 Batting helmets equipped with the chin straps and face masks are required. Offensive players must wear a helmet while on the field. A player not wearing a properly equipped helmet when batting will be called out at home plate.
- 11.4 Hair should be secured or braided out of the player's face.
- 11.5 Team members must be kept within designated areas during play (i.e. batter's box, team bench or pitcher's warm-up area) where there is no danger for a team member or spectator being hurt.
- 11.6 Any player under a doctor's care must have a doctor's release before she can resume playing for RGSA.
- 11.7 All injuries that occur during practices or games must be reported to the Chief Player Agent.
- 11.8 Catcher's MUST wear headgear, chest protector, and shin guards when warming up pitchers.
- 11.9 Batting helmets must not be removed from a batter's/runner's head while on the playing field. If an Umpire feels a batting helmet is intentionally removed, the batter/runner is out.
- 11.10 Sliding is optional and permissible in the 10U, 12U, 14U, 16U, divisions. However, per ASA rules, the offensive player must avoid collision.
- 11.11 If a player is injured, Manager should assist with immediate first aid – ice, bandage, and direct coach or another adult to notify parent/guardian if they are not present. Parent/Guardian is responsible for care and treatment of child. Team Manager must fill out a league accident report. Per the league insurance company, first \$250 deductible after families' health insurance coverage is the responsibility of the parents. Any costs after the first \$250 deductible will be covered by Bollinger Insurance.

ARTICLE XII – Dues and Fees

- 12.1 Registration fees for player members may be fixed at such amounts as the Board of Directors determine prior to the beginning of the membership period.
- 12.2 Sponsor fees shall be set by the Board of Directors for the year.
- 12.3 Inability to Pay: Inability to play may not prevent a qualified youth to become a player member.
 - A. A letter of hardship must accompany the Player registration.
 - B. Parents/Guardians of the player shall be required to work detail as directed by the Board.
- 12.4 Refunds: Refunds will be given based on when the refund request is made to the Board.
 - A. Full refunds will be given before the start of the season due to a player's injury or illness that prevents them from playing during the season.
 - B. After opening day no refunds will be granted.
- 12.5 Returned checks will be charged a service charge in the amount needed to cover all associated costs. Player will not be able to participate in practice or games until costs are paid in full.

Article XIII – Financial and Accounting

- 13.1 The Board of Directors decides all financial matters of the League. Income will be placed into separate accounts for League use and Travel use.
- A. League funds and Travel funds shall always be kept separate.
 - B. League funds shall not be dispersed to individual League teams.
 - C. League funds shall be used solely for the use of League activities.
 - D. Checks will be signed by one (1) of the following four (4) positions: President, Vice President, Treasurer or Secretary. Two (2) officers must sign off on all check's on a list maintained by the Treasurer.
- 13.2 The Board of Directors shall not permit the solicitation of funds in the name of RGSA unless approved by the Board. All raised funds shall be placed appropriately in the League account or the Travel account.
- 13.3 The fiscal year of the League shall begin September 1st and end August 31st, aligning with the Board of Directors office term.
- 13.4 Any expenditure over \$100.00 will require approval by the Executive Board. The Treasurer is empowered to pay normal League operating expenses up to \$300.00 without Board approval.

ARTICLE XIV: DISPOSITION OF FUNDS

Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the Treasurer shall distribute the property of the League to another non-profit organization agreed upon by majority vote by the BOARD of DIRECTORS.

ARTICLE XV: AMENDMENTS

- 15.1 These Constitution and By-laws may be amended, repealed or altered in whole or part by two-thirds (2/3) vote at any organized meeting provided notice of proposed change is included in the notice of meeting and has been mailed or emailed to each member of the Board of Directors at least one week in advance of the date when such amendment is to be voted upon.

- 15.2 This Constitution and Bylaws were amended and ratified on _____

END

Official by-Laws of RGSA adopted on _____

(President)

(Secretary)