

INVER GROVE HEIGHTS SOFTBALL FEDERATION BY-LAWS

Article I: Name

The organization is located in Inver Grove Heights, Minnesota and shall be known as the Inver Grove Heights Softball Federation (IGHSF).

Article II: Purpose

Section 1

The objective of the IGHSF is to have highly competitive teams with strong emphasis on player development, commitment, sportsmanship, team work, and knowledge of the game.

Section 2

IGHSF shall operate exclusively as a non-profit program of competitive softball in accordance with section 501C(3) of the Internal Revenue Code. No earnings shall benefit any officer, director, or member of IGHSF.

Article III: Operational Limitations

Notwithstanding any other provisions of these articles, the IGHSF shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from Federal Income Tax under Section 501C(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (B) by a corporation, contributions which are deductible under Section 170C(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article IV: Governing Board Members

Section 1: Responsibility

The governing board shall be responsible for carrying out the affairs of the federation as directed by the By-Laws.

As a member of the IGH Traveling Softball board, all members are expected to be a good representative of the entire IGHSF program. This means that they will actively attend board meetings and participate in board activities that support the IGHSF program, be supportive of the program and its policies.

If a board member has a daughter playing softball outside the IGH fastpitch softball community, that member should disclose involvement in that external program while serving as a board member. If the board member does not think they can follow this rule, they must resign from the IGHSF board. If a member is found to be in violation of this rule, they will be immediately removed as an IGHSF board member.

The board has the ability to remove said board member by a majority vote if it is determined that remaining on the board results in a conflict of interest.

Section 2: Terms

Terms shall begin on January 1st of the corresponding calendar year. All terms are a minimum of 1 year unless specifically indicated otherwise.

Should the officers' daughter no longer participates in the IGHSF program; the officer may choose to resign before the term completion.

Section 3: Composition:

The governing board shall consist of up to 11 members elected at the annual members meeting / preseason meeting. The governing board shall have 4 officers and up to 7 additional board members of varying responsibility. The Simley High School varsity coach shall be invited to participate in an advisory capacity to the board. In the absence of the varsity coach, the coach may send another representative in their place.

Article V: Officers

Section 1: Officers of the Board

The officers of the board shall consist of the President, Vice President, Treasurer and Secretary.

Section 2: Officer Qualifications

Members seeking nomination to the offices of President and Vice President shall have served on the board in an official capacity for a minimum of two (2) years before being nominated for said positions.

Section 3: Removal / Resignation

- A. Any officer or board member elected may be removed by majority of the voting board members. The officer or member in question does not have a voting right. Nor may they reapply to be on the board until the resigned position is completed and then not until two (2) years after that point in time.
- B. Reasons for removal include, but are not limited to:
 - Lack of attendance; missing three (3) or more consecutive meetings or more than 25% of all meetings in any calendar year.

- Lack of participation or lack of fulfilling duties as assigned in IGHSF activities, sponsored events, or fundraising activities.
- Misconduct as a coach, board member, or parent.

Section 4: Vacancies

Any vacancy on the governing board because of death, resignation, removal, disqualification or otherwise shall be filled by appointment by a majority of the governing board. This shall apply to non-officer positions as well.

Article VI: Board Member Positions and Duties

Section 1: Duties of the President

1. Oversee the entire IGHSF program and is responsible for its management.
2. Organize sign-up for summer and fall ball leagues
3. Supervise all business affairs of the organization.
4. Sign all official documents of the organization.
5. Preside at all meetings of the governing board.
6. Present grievance matters to the governing board for resolution.
7. Liaison between IGHSF and MSF, MMFL, ASA, USSSA, NAFA
8. Responsible for reviewing and bidding on state and National tournaments

Section 2: Duties of the Vice President

1. Perform the duties of the President in the event of the inability of the President to act and when so acting shall have all the powers of and be subject to all the restrictions upon the President.
2. Perform such other duties from time to time that may be assigned by the President or governing board.

Section 3: Duties of the Treasurer

1. Perform the duties of the President and Vice-President in the event of the inability of the President and Vice-President to act and when so acting shall have all the powers of and be subject to all the restrictions upon the President and Vice-President.
2. Perform such other duties as from time to time may be assigned by the President or governing board.
3. Have charge and custody of and be responsible for all funds of the Organization.
4. Present and maintain annual budget and monthly forecasts to the governing board.
5. Renew annual insurance policies.
6. Complete annual tax return and MN state registration filings.
7. Deposit all monies and pay all bills in the name of the Organization.

Section 4: Duties of the Secretary

1. Issue a current copy of the by-laws of the organization to each governing board member no later than the 1st meeting of the organization's calendar year.
2. Issue necessary forms and documents to new governing board members on an ongoing basis.
3. Issue governing board meeting agenda prior to board meetings.
4. Keep the minutes of the governing board meetings.
5. Maintain the governing board member directory.
6. Keep governing board members on task and on time during board meetings.

Section 5: Duties of the Fundraising Coordinator and Assistant (2)

1. Coordinate and organize fundraising activities (i.e. wreath sales, bingo, meat raffle).
2. Coordinate volunteers including tracking of hours.
3. Coordinate with Webmaster regarding upcoming events and other announcements.

Section 6: Marketing\Communications\Webmaster Coordinator

1. Solicit donations, sponsorships and advertisements from local businesses.
2. Ensure representation in various community event calendars and publications.
3. Distribute advertisements/flyers to local schools (i.e. Wednesday folders) and businesses.
4. Organize IGH Days parade (weekend after Labor Day).
5. Work with all coordinators on any communications that need to be posted on the IGHSF.com website and/or the Facebook page that are related to IGH softball events
6. Responsible for publication of all Fast pitch events and local media.

Section 7: Duties of the Equipment Coordinator

1. Order team equipment and related supplies prior to each traveling season.
2. Issue team equipment and related supplies to coaches complete with inventory listing prior to each travelling season.
3. Collect team equipment and related supplies from coaches complete with inventory listing at the end of each travelling season.
4. Submit requested team equipment and related supply purchases as part of the annual budgeting process.
5. Monitor team equipment and related supply spending levels during the year.
6. Tracks and maintains keys for access to sheds, fields boxes, etc.

Section 8: Duties of the Umpire/Field Coordinator

1. Schedule fields for games, practices, scrimmages, etc for all traveling seasons.
2. Serve as liaison between IGHSF and City of Inver Grove Heights in matters relating to field usage and cancellation of games due to weather.
3. Schedule umpires for the summer and fall season and all tournaments.
4. Report umpire absences to and forward volunteer parent umpire information to the Treasurer.
5. Coordinating payment of umpires for league games and tournaments
6. Requests permits for fields
7. Maintain field supplies

Section 9: Duties of the Uniform/Apparel Coordinator

1. Order uniforms and related apparel for all travelling seasons.
2. Issue uniforms and related apparel to teams/coaches for all traveling seasons.
3. Collect all monies due for uniforms and related apparel and forward to Treasurer.
4. Coordinate, update, and maintain graphic designs.

Section 10: Duties of the Player/Coach Development

1. Coordinate coaches' and players' clinics for all traveling seasons.
2. Coordinate player evaluations/tryouts for all traveling seasons.
3. Work with Umpire/Field Coordinator to schedule times and locations for clinics and evaluations/tryouts for all traveling seasons.
4. Organizes coaches selection, committee, and conduct selection
5. Distributes, collects, and summarizes the player/parent conduct evaluations of coaches

Section 11: Tournament/Fall Ball Coordinator

1. Organize volunteers to work during summer tournament (i.e. fences, field maintenance, concessions).
2. Organize volunteers to work fall ball weekends (five) (i.e. fences, field maintenance, concessions).
3. Purchase concession items for all tournaments and fall ball weekends.
4. Obtain food licenses from the State of MN for all tournaments and fall ball weekends.
5. Work with fundraiser coordinator assistant

Section 12: At Large Members

1. Will assist the Board with assigned tasks, including but not limited to promotion of the IGH Fastpitch program, tryouts, and tournament administration

2. Will shadow current Board member to ensure smooth transition of responsibilities, with the intent being that this position will fill one of the other vacated positions within the next year.

Article VII: Meetings

Section 1: Procedure

Meetings shall be chaired by the federation President, or in his or her absence, by the Vice-President, or the federation Treasurer or Secretary.

Section 2: Annual Meeting

An annual meeting shall be held to elect board members, approve the following year's budget and discuss the following year. This meeting shall occur during the month of December every year.

Section 3: Monthly Meetings

Regular meetings shall be held monthly year-round. The board members have the responsibility to decide the day and week of the month that each meeting is held.

All meeting notices must contain the time, place, and date of the meeting and shall be posted on the calendar on the IGHSF web site.

Section 4: Special Meetings

Special meetings may be required from time to time and may be requested by any governing board member. Any actions approved at a special meeting require a majority of voting board members in order to be enacted.

Section 5: Agenda Items

The agenda for each meeting shall be determined by the governing board. All agenda items and other business that the governing board members would like to discuss at the following board meeting shall be submitted to the secretary for inclusion in the following board meetings agenda.

Article VIII: Voting

If any issue that requires voting comes before the board there must be a majority of the then voting members present. Each member shall be entitled to cast one vote in person only, with majority ruling

Eligible voting members cannot consist of more than one participant(s) parent and/or guardian.

Article IX: Grievance Committee

Grievance Committee shall be comprised of a 3 member team chosen by the President to hear grievances and complaints from parents, athletes, or anyone outside of IGHSF. Committee members are to be chosen from the following group: President, and two other board members who are impartial to the situation at hand. The association President shall head this committee. Grievances are to be submitted directly to the President. The President shall assemble the committee within 5 days of hearing said grievance. Upon meeting, the committee shall determine that action to be taken and bring such action plan to the next scheduled board meeting. In cases of urgent need, the President may call a special board meeting. If the grievance is regarding the President, then the Vice President will call the meeting and choose appropriate members to attend. The IGHSF board will vote on the action plan and the actions carried out by the appropriate board member or committee.

Article X: General

Amendments

These By-laws (Articles 1 - 15) can be amended by a majority of the voting board at any regular board meeting or a duly called meeting of the governing board.

Article XI: Funds

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, board members or other private persons except that the organization shall be authorized and empowered to any reasonable compensation for services rendered.

Article XII: Budget

Each year the Treasurer will present a budget, which will include expenses such as, but not limited to league fees, tournament and/or entry fees, tournaments, umpires, equipment, and field maintenance. The budget will be determined and voted on by the governing board for the following year by the December monthly meeting.

Article XIII: Dissolution of the Organization

In the event of dissolution of the organization; voluntary, involuntary, or otherwise; all of the property and assets shall go to one or more nonprofit organizations whose sole purpose is similar to that of the IGHSF. Choice of organization(s) requires a majority vote of active members and must have a published it tax exempt status under section 501c (3) of the Internal Revenue Code.

Article XIV: Distribution of Assets

Upon the dissolution of the IGHSF with two-thirds of existing board voting in favor of, the assets shall be distributed to Girls Softball program for Simley High School of Independent School District 199, Inver Grove Heights, MN for one or more exempt purposes within the meaning of section 501c (3) of the Internal Revenue code, or corresponding section of any Federal Tax Code, or shall be distributed to a state or local government for the public purpose. Any such assets not so disposed of shall be disposed by district court of Dakota County, exclusively for such purposes or to such, as said court shall determine, which is organized and operated for such purposes.