

Association Bylaws

Arrowhead Fast Pitch League Association

Article I

PURPOSE

The purpose of the Arrowhead Fast Pitch League Association is:

- A. To operate a nonprofit girls fast pitch softball association.
- B. To promote girls softball by developing skilled players, promoting fun and team spirit, promoting healthy competition, and promoting and teaching good sportsmanship to all players, coaches, parents, and fans.
- C. To ensure girls have the opportunity to play softball throughout their school years.

*Arrowhead Fast Pitch League Association (referred to herein as *AFPL*)

*Board of Directors (referred to herein as *Board or BOD*)

**Members* refers to registered players, parents, coaches

Article II

BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of no fewer than five and not more than nine members; four of these members will serve as elected officers.

Section 2: Each member of the Board of Directors will serve for two (2) years with the election taking place at the November general monthly meeting. Election to an Elected Officer position will extend membership on the Board for the term of that position. There will be no term limits. Beginning at the November 2016 election, only one member of any family shall be a voting member of the board.

Section 3: Any member desiring to resign shall submit their resignation in writing to the Secretary, who shall present it to the Board for action.

Section 4: Vacancies will be filled by the signed or verbal recommendations of one board member, seconded by another member, and by a two-thirds vote of the members. Vacancies shall filled by individuals who have been actively involved in the softball program as a committee member, coach, team parent, or active volunteer for at least one season prior to seeking a spot on the board.

Section 5: When board terms expire, any board member or any AFPL member attending the November meeting may make nominations for positions on the board.

Section 6: Each member of the board should attend 50% of scheduled meetings or run the risk of termination.

Article III

ELECTED OFFICERS

Section 1 - The officers of AFPL shall be a President, Vice President, Secretary and Treasurer.

Section 2 - The officers of the board shall be elected from the board membership by a majority of the Board. The term of office shall be two (2) years. There will be no term limits. Elections will be held on even years for the President, Secretary and At-Large 1 & 2 and odd years for the Vice President, Treasurer and At-Large 3, 4 & 5.

Section 3 - Any vacancy because of death, resignation, removal, or otherwise vacated shall be filled by the Board for the non-expired portion of the term.

Article IV

REMOVAL

Section 1 - A board member may be removed from the board and forfeit their position as elected office for failing to carry out expected duties or conduct detrimental to AFPL. To remove a board member, a written complaint must be presented to the Board. The complaint will be reviewed and investigated by the Board. If, and only if, sufficient justification exists, a hearing will be held. A vote of two-thirds of all Board Members is required for the dismissal of a member.

Article V

VOTING

Section 1 - Each member of the Board of Directors shall be entitled to one vote. In the event of a tie, the President will cast the deciding vote. All issues shall be decided by a majority vote of the Board of Directors except as otherwise be provided in these bylaws.

Section 2 - Proxy voting shall be allowed at all duly convened Board meetings within the AFPL provided the proxies are in writing. These written proxies shall include the date and the issue being voted on, and shall be submitted to an officer in order to be valid.

Article VI

MEETINGS

Section 1 - The Board shall meet monthly except for the months of June, July, August, and December. Meetings will take place as posted on the Arrowhead Fast Pitch League website at 6:30 p.m. or as otherwise published at a meeting place designated on the website publication. A quorum shall consist of at least one half (1/2) of the board members. Additional meetings may be held as needed.

Section 2 - Meetings shall be held at any location designated by the President. All members shall be notified. All meetings shall be open to the public.

Article VII

MINUTES

The Secretary shall keep a written record of the meetings. In the absence of the Secretary, the President shall appoint another Board Member present to fulfill this duty. These minutes shall be approved and made official at the following Board of Directors meeting.

Article VIII

DUTIES OF BOARD OF DIRECTORS:

Section 1:

The AFPL Board of Directors duties shall be inclusive of, but not limited to:

- A. The general administration of the association's affairs.
- B. Setting player fees and confirming eligibility.
- C. Establishing supplemental playing rules in addition to ASA governed rules.
- D. Establishing guidelines for league play.
- E. Preparing an annual budget.
- F. Making final decisions regarding disciplinary actions of AFPL members.
- G. Settling any grievances submitted by AFPL members.

Section 2:

Duties of President:

The President will supervise all affairs of the organization; preside over all meetings of the Board; sign all official documents of the organization; break ties in voting matters, and serve as ex-official member of all committees.

Section 3:

Duties of Vice President:

The Vice President will perform the duties of the President in the event of the inability of the President to act. The Vice President shall act as liaison between committees and the Board. The Vice President shall perform other duties as assigned by the President or the full Board.

Section 4:

Duties of the Secretary:

The Secretary shall record all minutes of meetings and maintain a file of all correspondence, forms, and documents pertinent to the activities of AFPL. The Secretary will retain/file the proof of concussion training certificates from each community/team. The Secretary shall perform other such duties, as the Board of Directors shall prescribe.

Section 5:

Duties of the Treasurer:

The Treasurer shall have charge and custody of and be responsible for all funds of the AFPL organization; receive and give receipts for moneys due and payable to the organization; deposit all moneys in the name of the organization, and pay all expenses upon the approval of the Board. The Treasurer shall be responsible for providing a treasurer's report at each meeting and for presenting a written financial report at the November board meeting. The Treasurer shall also assist in helping prepare the budget and file any necessary papers with the IRS.

Article IX

SPECIAL COMMITTEES

The Board of Directors may appoint a chairperson for needed committees. A chairperson *may or may not* be a board member. Members of special committees do not need to be a member of the Board. Each committee chairperson shall report activities to the Board as requested. The chairperson may designate the members to assist with the committee. One person may be chair of more than one committee as necessary. The following committees may be established as needed each year. Committees may be added as needed:

A. *Umpire Scheduler will:*

- schedule umpire training each spring
- schedule umpires for all league and tournament games
- notify umpires of cancellations and rescheduling
- submit information to treasurer for payment of umpires

B. *Membership Chairman will:*

- maintain the official AFPL member register with the current phone number and mailing address of each member

C. *Fields and Equipment Director will:*

- prepare fields and equipment budget for approval by the Board of Directors. This budget shall include but is not limited to: securing fields for games and umpire equipment.

- check all equipment for safety
- be responsible for purchasing, issuing, collecting and storing all AFPL equipment
- submit an inventory to Board
- will arrange for the field to be prepared for games

D. Publicity Director will:

- present ideas for approval by the Board
- advertise on Craig's list, colleges and local high schools for umpires
- schedule meeting places
- keep website up to date
- schedule with sports editors of local newspaper and tv/radio to recognize teams
- update GoDaddy address book each season
- contact local food cart with schedule of games at Wade

Article X

GRIEVANCES BY AFPL MEMBERS

In order for a grievance to be addressed by the Board of Directors, it must be put in writing and given to any member of the Board of Directors. The Board will then discuss the grievance and make any necessary decisions at the next board meeting, unless it is a time sensitive matter. In such cases, the matter will be discussed through e-mail or an emergency meeting could be called.

Article XI

COACHES

Coaches will be required to sign a Code of Ethics and Sportsmanship. Failure to abide by this code can result in removal as a coach.

Article XII

POLICIES

Refunds - AFPL will not offer refunds once you have registered your team.

Article XIII

BY-LAW CHANGES

These bylaws may be changed if a proposal is presented in writing at any board meeting and approved by a 2/3 vote at two consecutive meetings.

Adopted by the AFPL Board of Directors this ____ day of _____, 2016.

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