

## Pulaski Softball Organization, INC Bylaws

### Article 1 Name

1.01 The name of the Corporation is Pulaski Softball Organization, INC.

### Article 2 Status

2.01 Non-stock and Non-profit: The Pulaski Softball Organization, Inc. is a non-stock, non-profit corporation organized under chapter 181 of the Wisconsin Statutes.

2.02 Operational Limitations: No withstanding any other provision of these articles, the organization, shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of the 1954 (or the corresponding provision of any future United States Revenue Law) or (b) by any organization, contributions, to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 ( or the corresponding provision of any future United States Internal Revenue Law)

2.03 Non- Distribution of Income: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable and necessary expenses for services rendered.

2.04 Legislative or Political Activities: No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

2:05 Action upon Dissolution: Upon the dissolution of the organization, the Board of Trustees shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner or to such organization or organizations organized and operated exclusively for the charitable, educational, and operated exclusively for the charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of the 1954 ( or the corresponding provision of any further United States Internal Revenue Law) as the Board of Trustees shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## Article 3 Purpose and Power

**3.01 Mission Statement:** The purpose of the corporation shall be to organize and operate exclusively for Pulaski Softball Organization and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or to any corresponding provision of any future federal tax law as follows:

1. To provide the opportunity for youth to play softball during spring and summer months.
2. To organize and maintain the Pulaski Softball Organization league.
3. To promote good sportsmanship and an equal opportunity for all participants.

### **3.02 Organization Goals:**

1. Organize, manage and develop a premier softball organization.
2. Expectations are to show up and work hard. Dedicate ourselves to improvement everyday, put the team ahead of personal goals, respect other coaches, our teammates and ourselves, encourage our teammates, and respect our program.
3. Our organization focuses on maintaining and building new diamonds, practice space, practice materials and will maintain and upgrade current diamonds.
4. The overall goal is to provide the girls and coaches with the highest quality softball experiences. The league will focus on increasing the skill level of all participants but also creating a positive environment for the girls and their parents.

**3.03 General Powers:** To accomplish the purpose, the affairs of the corporation shall be managed by the Board of Directors.

## Article 4 Membership

### **4.01 Members**

1. Members shall be individuals or family units who have paid the registration fee for that year and is in good standings.
2. Only legal residents of the United States shall be eligible to become members of the corporation.
3. Members shall have the ability to elect the Board of Directors, to vote on those issues set in these Bylaws and to exercise such powers as set out in these Bylaws.
4. Membership is defined as individual or family unit. Each family unit is a member of Pulaski Softball Organization, Inc. a family unit shall have up to two (2) votes total.
5. Votes are to be cast by biological parent(s) and/or by court appointed legal guardian(s), being present when such voting occurs. No absent ballot or ballot given to someone other than the biological parent(s) or legal guardian(s) shall be recognized.
6. Membership is for a one (1) year period from January 1<sup>st</sup> thru December 31<sup>st</sup>.
7. Only one (1) member from a family unit may hold a position as an officer and/or board of directors.

**Article 5: Registration Fees**

- 1. The registration fees are set annually by the Board of Directors.
- 2. In order to participate in the program of Pulaski Softball Organization, Inc. two requirements must be satisfied before participating:
  - a. payment of the registration for each participant and
  - b. a concession stand check deposit
- 3. Registration Fees are for a one (1) year period from January 1<sup>st</sup> thru July 31<sup>st</sup>. Registration will not be prorated. Any variation requests must be proposed to the Board of Directors for decision.
- 4. If a player participates Pulaski Softball tournament team, the players jerseys must be returned to the tournament coach after the last tournament. If the jersey is not returned, the member's concession stand check will be cashed.

**Article 6: Board of Directors**

**6.01 Composition**

- 1. The Board of Directors of Pulaski Softball Organization, Inc. shall consist of eleven (11) adult Members who are approved by the member and one (1) advisor which is the Pulaski High School Varsity Head Softball Coach. The advisor role is a non-elected role.
- 2. The Board of Directors of Pulaski Softball Organization, Inc are as follows:
  - 1. President – Officer
  - 2. Vice President – Officer
  - 3. Treasurer – Officer
  - 4. Secretary – Officer
  - 5. Website Administrator
  - 6. Concession Stand
  - 7. Scheduler
  - 8. Tournament Director
  - 9. League Commissioner
  - 10. Fundraising/Sponsorship
  - 11. Apparel
  - 12. Pulaski High School Varsity Head Softball Coach

**6.02 Election: Terms of Board of Directors**

- 1. The Board of Directors (excluding Officers- refer to 7.02) will be elected by the members at the Annual Member Meeting each year excluding Pulaski High School Varsity Softball.
- 2. The Board of Directors shall hold office for a term of one (1) year.
- 3. The terms of office will begin September 1 to August 31 of the year of the election.
- 4. Nominations the Board of Director positions will be taken in July and elections will be held in August.

**6.03 Powers of the Board of Directors**

1. The Board of Directors has the right to transact business, formulate policy, to manage property and funds and to supervise all activities of Pulaski Softball Organization, Inc. subject to the Articles of Incorporation. A complete list of expenditures and receipts will be required if any purchases are made in the name of the organization. Any receipts will be provided to the treasurer who will incorporate into the Organization’s Ledger.
  
2. The Board of Directors shall have the authority to amend or repeal Bylaws adopted by the Membership of the Corporation, but only by majority vote of the total members of the Board of Directors. The Pulaski High School Varsity Head Softball Coach can cast two votes during the voting process.
  
3. The Board of Directors shall elect Officers of the corporation, unless otherwise specified in these bylaws.
  
4. The Board of Directors shall establish all committees; all Ad Hoc committees and such Offices as are not otherwise established in these Bylaws in order to accomplish the business of the Corporation.

**6.04 Removal of the Members of the Board of Directors**

1. Members of the Board of Directors, including Officers and Committee Chairs may be removed by occurrence of a majority of the total members of the Board of Directors. The Pulaski High School Varsity Head Softball Coach can cast two votes during the voting process.
  
2. An Officer may resign at any time by filing his or her written resignation with the Board of Directors.

**6.05 Filling of Vacancies**

1. The Board of Directors shall elect current member of the Board of Directors to fill remaining term in case of any Officer vacancy on the Board of Directors.

**Article 7      Officers**

**7.01 Officers**

1. The Officers of Pulaski Softball Organization, Inc are as follows:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer

The Board of Directors may establish such other Officers as deemed necessary.

## 7.02 Election: Terms of Office

1. Officers of the Corporation shall be elected by the Board of Directors at the Annual Member Meeting.
2. The voting of the Officers of the Corporation will be by majority vote of the Board of Directors. The Pulaski High School Varsity Head Softball Coach can cast two votes during the voting process.
3. The Officers of the Corporation shall hold office for a two-year term applying the following rotation:
  - a. The President and the Secretary will be nominated and elected on odd years.
  - b. The Vice President and the Treasurer will be nominated and elected on even years.
4. The terms of office will begin September 1 to August 31 of the year of the election.
5. Nominations for the Officer of the Corporation positions will be taken in July and elections will be held in August.

## 7.03 Duties and Powers of Officers

### 1. The President shall have the power and duty to:

- o Lead meetings of the members and the board of directors
- o Execute the policies as established by the Board of Directors
- o Conduct business affairs on behalf of the organization
- o Execute any contracts on behalf of the organization as agreed upon by the Board of Directors
- o Assist any members with questions or concerns on behalf of the organization
- o Softball representative on the Pulaski Village Parks Committee
- o Co-Chair Softball representative on Pulaski Baseball and Softball Concessions Committee

### 2. The Vice President shall have the power and duty to:

- o Will perform the responsibilities of the President if/when he or she is not available or unable to perform the duties of the President
- o Chair Softball representative on Field Improvements/Maintenance subcommittee with Pulaski Baseball.
- o Responsible for equipment inventory and/or replacement.
- o Responsible to distribute equipment at the beginning of season and collection at the end of the season.
- o Order League and Tournament Trophies

### 3. The Secretary shall have the power and duty to:

- o Establish and complete notifications for meeting dates, agenda's and locations for the monthly Board of Director meetings and/or any other adhoc meetings as requested by the Board of Directors.
- o Maintain documents of attendance, meeting notes, and any other correspondence of the monthly Board of Director meetings and/or any other adhoc meetings as requested by the Board of Directors.
- o Assist in the creation of an annual calendar of events of activity,

- o Manage and update organizations key dates on website calendar
- o Communicate to members as agreed upon by the Board of Directors. Examples of communication may include informing members about the open registration, offered clinics, posting events or pictures on Facebook, etc.

#### **4. The Treasurer shall have the power and duty to:**

- o Responsible for all funds and financial accounts of the organization
- o Maintain record of the player registration forms and fees.
- o Develop and maintain a yearly budget
- o Report the monthly balance of all funds and financial accounts and balance sheet during the monthly Board of Director meeting. If no meeting is held, the treasurer is to distribute the monthly report electronically to all Board of Directors.
- o The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than two (2) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact at the end of the report. The Treasurer's accounts shall be audited immediately when there is a vacancy in the office.

### **Article 8 Meetings**

#### **8.01 Annual Member Meeting**

1. The Annual Member Meeting of Pulaski Softball, Inc. shall take place each year at a time, date and location as determined by the Board of Directors.
2. The purpose of this meeting is the following:
  - a. Election of the Board of Directors
  - b. A report on the financial situation and activities of the past year.
  - c. Any other business of the corporation as necessary
  - d. Notice of the meeting will be provided to all members of the corporation within a minimum of a week's notice of the meeting date.

#### **8.02 Special Meetings**

1. Special meetings may be called by the President and/or a majority of the Board of Directors.
2. Notice of the meeting will be provided to all members of the corporation within a minimum of a week's notice of the meeting date.

#### **8.03 Board of Director Meetings**

1. The Board of Directors will meet at least six (6) times per year. The dates, times, and locations will be determined by the Board of Directors.
2. Meetings can be also called by the President and/or majority of the Board of Directors.
3. The Board of Directors may meet and decide business other than in person. This power shall be used only when necessary and/or matters requiring immediate action. Minutes shall be provided of these meetings.

## **Article 9: Board of Director Responsibilities**

**9.01:** These are the specific Board of Directors Responsibilities. Each Board of Director has the ability to create a committee to accomplish their responsibilities. The Board of Director responsibility would be to chair the committee and be the accountable party and the voice to report back to the Board of Directors.

**9.02 Standing Committees** –The following are the Board of Director Responsibilities committees and duties:

### **1. Website Administrator**

- a. Prepare and execute annual registration process including any necessary waivers and/or acknowledgements
- b. Update league and tournament schedules by team once determined by scheduler.
- c. Postings on social media as deemed necessary by the Board of Directors in collaboration with the Secretary.
- d. Maintain any other necessary website updates

### **2. Concession Stand**

- a. Softball Concession Stand who co-chairs with the president, participates and collaborates with the Pulaski Baseball Softball Concessions Committee.
- b. Creates schedule for league and tournament workers on behalf of the organization.
- c. Responsible for identifying a minimum of four (4) shift managers to open and close concession stands, the creation of a shift manager schedule, and training shift managers on duties.
  - i. Shift manager duties include the following (not an all-inclusive list):
    1. Training on the register and all shift worker duties (grilling, restocking product, etc.)
    2. Signatures of volunteers per each shift to track concession stand worker commitments
    3. Set up register, counting funds, complete closing shift report, and deposit funds into the organizations account.
    4. Validate all opening and closing duties have been performed.
- d. Order food and organize pick-up or delivery as necessary

### **3. Scheduler**

- a. Responsible to educate coaches on how to search for available indoor & diamond facilities.
- b. Create and share an indoor & diamond facilities schedule with coaches.
- c. Point of contact for coaches to submit facilities approval and communicate status of request.
- d. Schedule league games and provide to website coordinator.
- e. Schedule league umpires

**4. Tournament Director**

- a. Complete registration forms for visitors to enroll in home tournament
- b. Manage registrations and develop tournament schedule
- c. Schedule tournament umpires
- d. Review and update tournament rules
- e. Provide tournament schedule to concessions stand lead.
- f. Execute home tournament.
- g. Assists tournament coaches in tournament selection to support player development.

**5. League Commissioner**

- a. Manage head and assistance coach applications and execute background checks.
- b. Organize team draft date and process
- c. Communication with coaches
- d. Maintain the league rules
- e. Create and manage player development by league level
- f. Collaborate with Varsity coach for player mental and physical skill development.
- g. Identify and set up player clinics
- h. Identify and set up coach and parent clinics

**6. Fundraising and Sponsorship**

- a. Solicits and secures sponsorship to support the organization
- b. Organizes and executes sponsorship and/or fundraising opportunities
- c. Maintain records of funds secured and provides to treasurer.
- d. Any type of profit from any type of fundraising is to be turned over to the Treasurer and deposited in the Organization's Account.

**7. Apparel**

- a. Determines apparel vendor for league and tournament uniforms
- b. Identifies selection and price point of sales for apparel fundraising and/or league/tournament uniforms as authorized by the Board of Directors
- c. Orders apparel and league/tournament uniforms
- d. Responsible to collect concession stand deposit from members.
- e. Distribution of uniforms to league and tournament players
- f. Collection of tournament uniforms when season ends.

**8. Pulaski High School Varsity Head Softball Coach**

- a. Collaborate with the Board of Directors and share strategies to assist the organizations mission.
- b. Consults the Board of Directors to assist in physical and mental skill development for all level of player participation
- c. Assist in the development of clinics and coach expectations.
- d. Provide suggested practice plans to assist in coach and/or parent development

**9. Exemptions of Concession Stand Responsibilities**

- a. The following roles are exempt from the Pulaski Baseball Softball Concessions responsibilities.
  - i. All Officers and Board of Directors.



- ii. League Coaches for defined league concession stand hours.
- iii. Tournament Coaches for defined tournament concession stand hours.
- iv. Concession Stand Shift Managers who agree to pre-determined concession stand shift schedule.

**10. Home Tournament Expectations**

- a. All Officers and Board of Directors are expected to available and support needed tasks as defined by the tournament director and concession stand lead during a tournament weekend(s).

**Article 10: Adoption: Amendments**

10.01 Adoption:

These Bylaws shall be adopted when approved by two-thirds (2/3) vote of the members present at the Annual Member meeting or at a special Member meeting.

10.02 Amendments:

- 1. By the Membership - These Bylaws may be amended by a two-thirds (2/3) vote of Members present at the Annual Member Meeting or a special Member meeting.
- 2. By the Board of Directors – These Bylaws may be amended by the Board of Directors by a two-thirds (2/3) vote of the entire board, provided the amendment (s) have been considered at lease one (1) previous meeting of the board and have been provided for Member review prior to the Board of Director vote.
- 3. Special Power of the Board of Directors with respect to the Bylaws Adopted by the Membership.
  - a. the board of directors has the authority to amend or repeal bylaws adopted by membership.
  - b. This power shall be exercised sparingly and shall be used only when necessary to further the interest of the Pulaski Softball Organization, Inc.
  - c. Use of this power by the Board of Directors requires: Consideration of at least one (1) recent previous meeting of the Board and unanimous vote of the members of the Board present at the meeting.

**Article 11 Miscellaneous Provisions**

1. Non-Discrimination: The Pulaski Softball Organization, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers and vendors and provision of services. We are committed to providing an inclusive and welcoming environment for all members, clients, volunteers, subcontractors, vendors, and Board of Directors.

2. Harassment Prevention Policy: Pulaski Softball Organization, Inc. is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to be a member, a player, and/or volunteer in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, Pulaski Softball Organization, Inc. expects relationships among all members, players, and volunteers to be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, Pulaski Softball Organization, Inc. maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all members, players, and volunteers who engage in unlawful harassment.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

Any member, player, and/or volunteer who violate this policy are subject to the possibility of immediate discharge of engagement within the organization.