

BLOOMINGTON-NORMAL GIRLS SOFTBALL ASSOCIATION

BOARD BYLAWS

ARTICLE I – NAME

The name of this not-for-profit corporation shall be Bloomington-Normal Girls Softball Association, hereafter called the BNGSA. The corporation was issued Certificate No. 5585 by the Secretary of State of Illinois. The certificate has been recorded in the office of the Recorder of Deeds, McLean County, Illinois, as Document No. 79-4584.

The BNGSA expressly declares that, as a not-for-profit organization depending on donations made by sponsors, fees paid by its members, and revenues generated by fundraising activities, it is not a corporation existing for the gain or profit of its individual members.

ARTICLE II - ORGANIZATION STRUCTURE

The organization is divided into two divisions: (1) an in-town recreational division and (2) a competitive travel division. The In-town Division and the Travel Division are each controlled by their own set of Board members, hereafter called the In-Town Board and the Travel Board.

BNGSA features two co-presidents, one from the In-Town Division and one from the Travel Division. Each division also features a vice president, secretary, and a treasurer. Combined, these officers constitute the Executive Board.

ARTICLE III - MISSION

The mission of the BNGSA is to conduct an organization that provides a quality softball program for girls primarily from McLean County ages 6-19. The goal is to provide both recreational and competitive opportunities in a wholesome, safe, and friendly environment.

ARTICLE IV - PURPOSE

Section 1. In-Town Division: The purpose of this division is to provide recreational softball for girl's ages 6-19.

Section 2. Travel Division: The purpose of this division is to provide competitive softball to girls in age groups 10 and under (10U), 12 and under (12U), 14 and under (14U), 16 and under (16U), and 18 and under (18U).

Section 3. Ages: Age of players is determined:



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- as of December 31st prior to the spring/summer BNGSA In-Town recreational softball season.
- according to current USSSA guidelines for BNGSA Travel softball.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Membership: There shall be no fewer than ten (10) members. There is no maximum number of directors, though the board has a right to limit the amount of members.

- a) Elected board members may select whether they want to participate on the In-Town Board or the Travel Board.
- b) The Travel Board will elect their voting members. Electing ex-officio board members should be based on coaching experience, prior involvement with BNGSA, and a willingness to work for BNGSA.
- c) The Travel Board has the right to limit the number of ex-officio board members.
- d) The In-Town Board has the right to limit the number of board members.

Candidates for board members must be recommended by any current board member at any board meeting. Each candidate will be voted on by the board for which they are applying. A majority vote of the board members present will elect a candidate, pending Executive Board approval. If a candidate is unable to attend the October meeting, nominations may be made and voted on at a subsequent meeting.

Section 2. Term of Membership: A director is elected for a term of one (1) year. However, the term is automatically renewed each year until the member resigns or is removed for other reasons.

Section 3. Meeting: The Executive Board shall meet quarterly, either in-person or virtually, beginning from October thru May, though they may call more meetings if necessary. In-Town and Travel Boards will meet additionally as dictated by division presidents. Additional meetings may be called by the co-presidents or may be requested by any director as necessary.

Section 4. Voting: Each Director shall be entitled to one (1) vote. A majority of the Directors shall constitute a quorum. Provided a quorum is attained, all questions shall be decided by a majority of those present and voting.

Section 5. Attendance: A Director who does not attend more than 3 of the regularly scheduled combined meetings in a given year shall not be eligible for membership the following year.



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However, the Board may re-elect a member who has become ineligible by a majority vote of members present.

Section 6. Vacancy: If a Director resigns before his/her term is complete, the Board may fill the vacancy by following the procedure in Section 1.

Section 7. Powers: All affairs of the BNGSA shall be managed by the Board of Directors.

ARTICLE VI - OFFICERS

The officers of the BNGSA shall be an In-Town President, a Travel President, an In-town Vice President, a Travel Vice- President, an In-town Secretary, a Travel Secretary, a Treasurer (which may be shared by both divisions), and other officers as may be elected by the Board of Directors. Officers are elected by a majority vote of members present at the October meeting. The Nominating Committee will present a slate of officers for election. Nominations may also be made from the floor.

Section 1. Term: Each officer shall serve for a period of one year, but may serve an unlimited number of successive terms. Any officer elected by the Board may be removed either with or without cause at any time by the affirmative vote of a majority of the entire Board. If any office is vacated before the term is complete, the vacancy may be filled by a majority vote of the entire Board.

Section 2. Co-Presidents: The co-presidents shall be the chief executive officers of the organization. It shall be their duty to preside at all meetings of their divisions' boards as well as the Executive Board, to oversee the management of the business of the BNGSA, to see that all decisions of the board are carried out, and to execute all contracts, agreements, deeds, bonds, mortgages, tax filings, and other obligations and instruments, in the name of the corporation. They also shall oversee the operations of their respective divisions and shall supervise the other officers of the organization. They shall be an ex-officio member of all standing committees.

Section 3. In-Town Vice-President/Travel Vice-President: Each vice-president shall attend all meetings of their divisions' boards as well as the Executive Board. In the absence of a president, the vice president (or someone appointed by the president) shall conduct the division's meeting. In addition, the Vice President shall perform any activities requested of them by their division president. They shall also assist the BNGSA president in any of the duties of the president as described in Section 2 above. In the absence of a co-president, the vice-president shall perform the duties of the division co-president for which they are a vice president. In the event a co-president must be absent for more than a short time (more than 2 months), the vice-president shall perform the missing co-president's duties.



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Section 4. President Pro Term: In the absence or disability of a division co-president and the vice-president, the board may appoint from their own members a president pro term.

Section 5. In-Town Secretary/Travel Secretary: Each secretary shall attend all meetings of the Executive Board and of their respective division. He/She shall record the proceedings of such meetings and shall perform other duties as designated by the president and/or board. Either secretary can record the proceedings of Executive Board meetings. Meeting minutes shall be prepared and distributed to all board members prior to the next scheduled meeting.

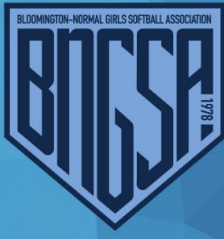
Section 6. Treasurer: The treasurer will conduct the financial affairs of the entire BNGSA organization. He/She shall have custody of the funds and securities of the BNGSA. He/She shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation. He/She shall deposit all funds and other valuable effects in the name and to the credit of the BNGSA and in such depositories as shall be designated by the board. He/She shall disburse the funds of the corporation as may be ordered by the board or the co-president(s), taking proper vouchers for such disbursements. He/She shall provide a report of all incomes, disbursements, and funds balances to the board at each monthly meeting or at any time requested by the co-president(s). He/She shall provide an annual report of the financial condition of the corporation at the October meeting. He/She shall give the corporation a bond, if required by the board, in such sum and in such form and with security satisfactory to the board for the faithful performance of the duties of the office, and for the restoration to the corporation in case of his/her death, resignation, or removal from office, of all books, papers, vouchers, accounts, money, and other property of whatever kind in his/her possession, belonging to the corporation. He/She shall perform such other duties as may be designated by the President or Board.

Section 7. Delegation of Duties: The duties of any officer may be delegated due to absence, disability, or for any other reason deemed sufficient by a majority of the board. Duties will be delegated to a board member voted upon by a majority of board members present.

ARTICLE VII - COMMUNICATIONS

It is essential to have good communications between the two divisions. All board members must be informed of all major decisions and activities taking place in both divisions. To accomplish this, the following things must be done:

- 1) The Secretaries of each division must write good meeting minutes and deliver them to all board members each month and for any special meetings. Extra detail should be provided for any decisions on new or important activities.



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- 2) The Executive Board meeting will include an agenda item from both co-presidents to discuss any important or new activities that will be discussed in their individual board meetings.

ARTICLE VIII – NOMINATING COMMITTEE

Section 1. Membership: At the April meeting, the two (2) co-presidents, with recommendations from each of the associations two (2) vice presidents will appoint a nominating committee. This committee will consist of five (5) current board members who plan to return to serve on the board the following year. Each of the two (2) divisions needs to be represented. Two (2) committee members will represent the In-Town Board and two (2) committee members will represent the Travel Board. The last member can be a representative from either division. At least two (2) committee members shall be non-officers. The co-presidents and vice presidents will choose one of the 5 nominating committee members to be the leader of the group for organizational purposes.

Section 2. Duties: During the summer, the nomination committee shall develop a slate of officers for the following year. That slate of officers will be presented to the board at the October meeting. Any member of the board may nominate subsequent nominees not included by the nominating group on the night of the October meeting.

ARTICLE IX – AMENDING THE BYLAWS

Amendments to these bylaws must be approved by a majority vote of the entire board. Written notice of the proposed changes(s) must be sent to the directors at least ten (10) days prior to the meeting at which the changes(s) shall be voted upon. Upon approval of the changes(s), it will then be the duty of either the In-Town Secretary or Travel Secretary to update the bylaws and distribute copies to all board members.

ARTICLE X – IN-TOWN DIVISION

Section 1. Mission: The mission of the BNGSA In-Town Division is to provide recreational softball to girls ages 6-19.

Section 2. Program: The BNGSA In-Town Division is primarily recreational softball. Players will be placed on teams according to age groups. Teams will be formed by age group coordinators, who will place girls on teams by player request or schools as much as possible. Teams will play approximately 14 games, plus an end-of-season tournament, weather permitting.



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Games are played at city parks and school fields evenings and weekends. BNGSA provides uniform shirt. Players provide their own glove and shoes.

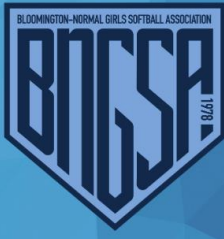
Section 3. Committees and Roles: The following committees and roles make up the BNGSA In-Town Board and conduct the In-Town program:

- 1) Age Group Coordinators: There will be a coordinator for each age group whose primary responsibility is to group players together to form teams for the In-Town summer season. They also work with the coaches for that age group to help with BNGSA activities.
- 2) Pictures: This committee is responsible for obtaining a responsible, qualified photographer, which will be approved by the In-Town Board.
- 3) Equipment: This committee is responsible for maintaining the equipment shed, taking inventory, order replacement equipment, and distributing and collecting equipment to coaches.
- 4) Uniforms and Apparel: This committee is responsible for obtaining bids for uniform shirts, tournament t-shirts, and other apparel. They will collect sizing information, place orders, and distribute uniforms.
- 5) Sponsors: This committee must obtain enough sponsors for all teams and ensure proper names and uniform colors per sponsor request.
- 6) Coaches: This committee ensures every team has a head coach that has completed a background check and SafeSport training. They also plan and run the coaches' clinic.
- 7) Umpires: This committee recruits umpires, plans the umpire clinic, and oversees the growth and development of umpires throughout the season.
- 8) Social Media/Website: Manages BNGSA website and social media accounts.
- 9) Facilities: This committee ensures there are garbage cans and restroom facilities available at BNGSA venues.
- 10) Tournament: This committee orders trophies, stocks the umpire shed, distributes game balls, coordinates parent volunteers, organizes equipment collection, and completes any other duties necessary for a successful end-of-season tournament.

ARTICLE XI – TRAVEL DIVISION

Section 1. Mission: The mission of the BNGSA Travel Division is to field the most competitive teams possible at all age levels while offering opportunities to all girls exhibiting competitive softball skills.

Section 2. Goals: To field the most competitive travel teams in order to push the continued growth of softball in the area. To field as many travel teams as possible in all age groups so that all girls with the desire and ability can participate. Funding of the travel program will be done

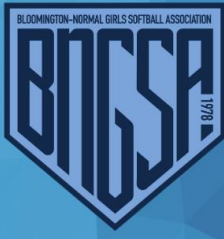


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through running summer tournaments. The BNGSA Travel Program works to develop players for all intercity high school programs as well as those in McLean County. Players outside of Bloomington-Normal and McLean County are also eligible to participate in tryouts.

Section 3. Committees: The following committees make up the BNGSA Travel Board and conduct the travel program:

- 1) **Age Group Coordinator:** Coordinators will oversee the activities of all coaches and teams in their age group. They will assist with the formation of teams and contacting players, and help coaches, players, and parents during the season.
- 2) **Coach Selection:** The Travel Vice President is responsible for interviewing and presenting coaches to the Travel Board for consideration. The Travel Board will vote on approval of all coaches.
- 3) **Conflict Resolution:** This committee will hear and act upon any grievances brought to the committee and enlist the assistance of the BNGSA Travel Co-President and Travel Vice-President if necessary. See BNGSA Procedures on Conflict Resolution for details.
- 4) **Field Assignments:** Travel teams will have a field scheduling meeting early each year to determine dates available for scheduling practices and games. The travel field coordinator will work with the In-Town Division, the Town of Normal, the City of Bloomington, and local school administrators to determine field availability.
- 5) **Fundraising:** Individual travel teams may conduct fundraisers as needed for their team. The Travel Board and/or age group coordinators should be consulted if there are any questions on the appropriateness of a fundraiser. The Travel Board reserves the right to review any and all fundraising activity as needed.
- 6) **Sponsors/Banners:** Travel teams will have the right to obtain sponsors for players. Each sponsor a player obtains will have its name placed on a banner for that team. The Travel Board will provide coordination to have a banner made for teams; but teams may also choose to have a banner made through their own resources. ALL Travel teams must have a banner with their sponsors listed along with the BNGSA logo displayed at games during the season.
- 7) **Tournaments:** This committee will coordinate all activities involved with the establishment of BNGSA weekend tournaments. They will publicize tournaments early each year and put them on the BNGSA website. They will receive and confirm tournament registrations, obtain a tournament director(s) for each tournament, and make an accounting of all funds. Tournament director(s) oversee all tournament functions.
- 8) **Tryouts:** This committee is responsible for setting up travel team tryouts and processes for all age groups. They will obtain a location, establish a time, advertise appropriately, and determine what the tryout process will include. Tryouts should take place shortly



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after the summer season has ended and before school starts. Current BNGSA Travel tryout processes and procedures will be available on the BNGSA website.

ARTICLE XII - COMBINED IN-TOWN/TRAVEL COMMITTEES

The following committees will support both the In-Town and Travel Divisions:

- 1) Website: This committee is responsible for maintaining the BNGSA website.
- 2) Equipment: This committee will determine the equipment needs for both In-Town and Travel and place quantity orders to obtain the best prices possible.
- 3) Fields: This committee is responsible for obtaining fields from the local schools and the city parks and recreational departments. Fields will be obtained and allocated to Travel and In-Town on a needed basis.
- 4) Insurance: This committee will seek bids, for approval of the board, and obtain all insurance needed by BNGSA. Basic insurance should include secondary medical coverage for players, property (equipment) coverage, liability coverage for officers and directors, and bond coverage.
- 5) Publicity: This committee is responsible for obtaining any publicity, social media, or advertising needed by any area of BNGSA.

ARTICLE XIII - SCHOLARSHIPS

In order to promote the development and educational opportunities of our young women, BNGSA shall award four annual \$800.00 scholarships to three BNGSA student-athletes.

Section 1. Eligibility: The criteria for scholarship eligibility include:

- a) Women who are seniors in high school and will attend college or trade school.
- b) Played softball with the BNGSA for at least three of the four years that the candidate attended high school.
- c) Must have a high school grade-point average of at least 3.0 (based on a 4.0 scale). Consideration will be given to GED and homeschooled students.
- d) Must be entering college or trade school on a full-time basis.

Section 2. Applications: The scholarship application will include:

- a) Candidates must complete an application form.



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- b) Candidates must write a minimum 250-word essay on “How Playing Softball Affected My Life.” The essay must be typed and submitted via online form. The candidates name should NOT appear in the essay.
- c) Candidates must provide an official transcript.
- d) The application, essay, and transcript must be received by mid-March.

Section 3. Judging: Entries will judged according to:

- a) The BNGSA Board of Directors shall select volunteer, non-partisan judges to review essays and transcripts.
- b) The judges will individually rank each candidate.
- c) Judges shall assess scholarship applications as follows:
 - **Academics/GPA (20%)**
 - **Letter of Recommendation (20%)**
 - **Essay Criteria (60%):**
 - Impact/Authenticity (15%)
 - Originality/Creativity (15%)
 - Clarity/Organization (15%)
 - Grammar/Spelling (15%)
- d) Decision of the judges shall be final.
- e) In case of a tie, the following criteria shall be used to break the tie:
 - Grade-Point Average
 - In case of an additional tie, the applicant with the highest awarded for “Quality of Essay” shall be awarded the scholarship.

Section 4. Winners: Scholarships shall be awarded at the regular Board of Directors meeting in May. A single check for \$800.00 will be written to the college, university, trade school, or qualified bookstore of the scholarship winner’s choice.

Section 5. False or Misleading Information: If an applicant submits false or misleading information on her scholarship application, she shall be disqualified from the selection process and will not be allowed to participate in any other BNGSA scholarship programs. It shall be the duty of the scholarship committee to verify eligibility and present those qualified applications for scholarships to judges.

Section 6. Suspension of Scholarship Program: The BNGSA Board of Directors reserves the right to suspend the scholarship program at any time.



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ARTICLE XIV – DISSOLUTION

In the event of dissolution of the Bloomington-Normal Girls Softball Association, the board of directors shall, after paying and making provisions for the payments of liabilities, distribute all the assets of the corporation over to an organization dedicated to charitable and or educational purposes and which has been recognized as a 501(c) (3) organization by the Internal Revenue Service.

APPROVED BY THE BOARD OF DIRECTORS ON MARCH 6, 2002.

- Updated 10/5/2005: Article V- Board of Directors section changes.
- Updated 1/9/2011: Several Articles.
- Updated 1/3/2012: Article V, Section 5; Article VII, Section 1; and Removed Article XII #7.
- Updated 4/12/2015: Article VIII and Article XIII.
- Updated 9/17/2024: Several Articles, most notably Article II, Organization Structure.
- Updated 2/1/2025: Scholarship judging criteria