



BYLAWS OF THE CANYON LAKE GIRLS SOFTBALL ASSOCIATION

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ARTICLE I- NAME

- A. This organization shall be known as Canyon Lake Girls Softball Association, also known as CLGSA.

ARTICLE II- OBJECTIVE

- A. Said association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

- B. Canyon Lake Girls Softball Association seeks to instill in the girls: ideals of good sportsmanship, honesty, loyalty, courage, and reverence so they may be finer, stronger, and happier girls who will grow to be good clean healthy adults. This objective will be reached by providing supervised competitive athletic games. The supervisors, coaches, parents, and spectators shall always bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and that the molding of future citizens is of prime importance.

ARTICLE III- VOTING MEMBERSHIP

- A. The voting membership of the association shall be limited to persons in good standing with CLGSA who meet the following requirements and shall have one vote each:
 - Parents or Guardians of the girls participating in the association
 - The Board of Directors
 - Managers
 - Assistant coaches (limited to three (3) per team)

ARTICLE IV- Board of Directors

- A. The Board of Directors of the association shall be:
 - President
 - Vice-President
 - Treasurer
 - Secretary
 - Registrar
 - Public Relations
 - Special Events
 - Field Manager
 - Equipment Manager
 - Concessions
 - Fundraising
 - League Commissioner

- B. The Executive Board of Directors of the association shall be:
- President
 - Vice-President
 - Treasurer
 - Secretary
 - Registrar
- C. The Commissioners of The Association report to the league commissioner and shall be:
- 6 & Under (T-BALL) Commissioner & Umpire Representation
 - 8 & Under (COACH PITCH) Commissioner & Umpire Representation
 - 10 & Under Commissioner & Umpire Representation
 - 12 & Under Commissioner & Umpire Representation
 - 14 & Under Commissioner & Umpire Representation
 - Umpire in Charge
- D. An individual who has been sanctioned by CLGSA, placed on probation or has been issued a suspension from CLGSA, shall not be allowed to serve on the Board of Directors.
- E. At the Annual Organization Meeting, the open and/or expired positions of the Board of Directors shall be elected for a two-year term. There is a minimum requirement of two (2) consecutive years on the board in order to be elected to the position of President, Vice-President, and Treasurer.
- in even numbered years voting for president, secretary, registrar, public relations, league commissioner, and field manager.
 - in odd numbered years voting for vice president, treasurer, special events, concessions, fundraising, and equipment manager.
 - The Annual Organization Meeting shall be held in July.
 - All elected executive Board Members shall take office by August 1.
- F. The newly elected Board of Directors shall appoint the age division commissioners and Umpire in Charge at the first executive meeting.
- Executive board meeting shall be held in August.
 - all appointed age division commissioners and Umpire in Charge will be appointed for a one year term.
 - all appointed age division commissioners and Umpire in Charge shall take office by September 1.

- G. Should any vacancy of the Board of Directors occur by death, resignation, or otherwise, the vacancy shall be filled without delay by the Board of Directors.
- H. An elected or appointed member of the Board of Directors may be removed by a two-thirds vote of the Executive Board.
- I. All matters of policy concerning CLGSA shall be decided by a majority vote of the Executive Board.
- J. All members of the Board of Directors shall submit an application for background check and be approved by the Executive Board prior to taking office.
- K. The Board of Directors may create sub-committees to further the work of CLGSA and assist the directors in their role. i.e. Uniforms Coordinator or Social Media Coordinator.

ARTICLE V- MEETINGS

- A. An annual meeting of the members of this association shall be conducted by the end of July of each year for the reading of reports and the election of the Board of Directors for the following terms.
- B. Members of the voting membership will be notified of this meeting one (1) week before the meeting. Additional meetings may be called by the president, or upon request of at least three (3) members of the Board of Directors.
- C. A majority of the voting members present at the annual meeting shall constitute a quorum, provided notice of meeting has been given.
- D. The Board of Directors shall meet monthly in a setting open to the public. Meeting notice will be given one (1) week in advance. Closed Executive Board sessions may be called as needed for sensitive subject matters.
- E. Members of the Board of Directors shall be in attendance for a minimum of nine (9) meetings out of the twelve (12) monthly meetings or their position on the board may be terminated. Three (3) absences by a Board of Directors member will be reviewed by the Executive Board for appropriate action.

ARTICLE VI- FINANCIAL POLICY

- A. The Board of Directors shall decide all matters pertaining to the finances of CLGSA. It shall be general policy to place all income in a common treasury, directing expenditures of the same in such a manner as will give no individual, team, or facility any advantage over the other as to equipment and so forth.
- B. No expenditure or association commitment over two hundred fifty (\$250.00), dollars not listed in the approved budget or plan of work, will be made without prior Executive Board approval.
- C. A budget for each fiscal year must be adopted by the Board of Directors in December, prior to the new fiscal year.
- D. CLGSA Fiscal year will run from January to December.
- E. A financial report of all monies shall be submitted at every executive committee meeting and every general meeting of CLGSA.
- F. Treasurer will deposit all monies within ten (10) days.
- G. Two (2) parents or guardians, not from the same family, shall audit the books before turning them over to the new treasurer by August 1st of the current year. The outgoing treasurer shall work with the incoming treasurer until the books have been audited at the discretion of the Board of Directors.
- H. No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, trustees, offices, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the association shall be carrying on of propaganda, or otherwise attempting to influence legislation. The association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on:
 - By an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - By an organization, contributions to which are deducted under Section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future

federal tax code.

- I. Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a State or Local Government, for a public purpose. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the association is then located, exclusively for such purposes or to such organization, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VII- INSURANCE

- A. A group-type accident insurance obtained by and in the name of the CLGSA shall cover each participant in league play or practice session of the CLGSA. Prior to participating in any league play or practice session, each player shall be required to complete a league application form and be officially registered with the registrar and assigned to a team.

ARTICLE VIII- MANAGERS AND ASSISTANTS

- A. Managers and Assistants of all teams shall be approved by the Executive Board and shall submit a background check application for approval by the Executive Board, refer to Article VX.
- B. Each team shall have one (1) Manager and up to three (3) Assistants. They shall be responsible for their team's conduct on or off the field, while acting in their capacity as a manager or an assistant. CLGSA has adopted a "no tolerance policy". Any outburst of ill behavior or disrespect from a coach or player towards another person or any conduct which may be considered unsportsmanlike will result in automatic suspension for the remainder of the game and subsequent review by the Executive Board. A manager or assistant shall not be allowed to manage or coach a team until proof of the suspension being lifted is on file, in writing, with the CLGSA Executive Board.
- C. Each manager and assistant shall conduct himself/herself at all times in such a manner as to be a credit to this association. Managers and/or assistants may be subject to removal or asked to resign if determined by majority vote of the Executive Board for justifiable reasons.
- D. Each manager may have their own child play on the team they manage.

Assistant managers may have their child play on the team they assist provided the child is not already rostered on an existing CLGSA team. To transfer an Assistant's child to his/her team shall require the consent of the Executive Board.

- E. Any manager or assistant ejected from a game will be brought before the Executive Board for a review meeting and will be subject to any disciplinary action deemed appropriate. The president shall be notified by the manager or assistant who has been ejected within 24 hours of the incident. The Executive Board shall hold a special meeting within 48 hours of the president being notified of the incident. The manager or assistant will be given at least 24 hours advance notice of said meeting at which time a decision will be made with or without his/her presence.
- F. The Executive Board must be notified immediately if a manager can no longer perform the functions of a team manager for their assigned team. The Executive Board will evaluate and respond within twenty-four (24) hours to lessen the impact to the team. Refer to Article VIII, Section C; the vacating manager may not return as a coach, unless the reason for leaving is justified and appropriate Executive Board notification occurred.

ARTICLE IX- PLAYER PARTICIPATION

- A. Participation in this association shall be in accordance with PONY Rules and shall be governed by CLGSA. In addition to PONY Rules, refer to the standing rules of the Canyon Lake Girls Softball Association for exceptions to PONY Softball Rules.
- B. Each player shall conduct herself at all times in such a manner as to be a credit to this organization and the community, in accordance with the league's established code of conduct. In the event of a conduct issue, a player may be removed from a team by the Executive Board, subject to league rules that apply to conduct.
- C. Any player with an outstanding financial obligation to CLGSA will not be allowed to participate until proof of restitution or agreement is provided in writing to the CLGSA Executive Board and is accepted by the Executive Board, refer to ARTICLE IX, Section D.
- D. Any member of a team that does not attend two (2) consecutive scheduled practices and does not have valid reason, suitable to the Manager's approval (illness, injury, or vacation), may be prohibited from playing the following league game.

ARTICLE X- PLAYER APPLICATIONS AND PLACEMENT

- A. All applications shall be complete and submitted by the registration deadline, to the Registrar, for the Spring and Fall Seasons.
- B. Each new player must furnish a bona fide Birth Certificate with their application showing the date of birth. A copy of the birth certificate will be kept on file.
- C. No player will be assigned to a team roster or participate in any practice until a complete application is submitted and approved by the Registrar.
- D. Returning managers may declare in writing their division and core returning players, by a set deadline provided by the Registrar, prior to the regular registration deadline.
 - A returning player must have been on his/her team roster the prior season.
 - A previous player is defined as a player who has played in the past, but did not play in the prior season, and therefore cannot be a core player.
 - A returning manager can declare a maximum of twelve (12) core players, which constitutes a complete roster.
 - The declaration packet shall be submitted to the Registrar with the following documents; team declaration form, complete player registration forms and fees for each declared core player.
 - The declaration procedure is an option that a returning manager may utilize.
- E. Placement of undeclared returning players, previous players and new players shall be done in the following manner:
 - A blind draw based on age and experience with equal placement amongst teams
 - No tryouts or skills assessment will be conducted.
 - The Executive Board will conduct the placement procedure.
 - The process of assigning players to individual rosters will be prioritized to the team(s) with the most need being assigned players over an established team(s) with many returning players.

ARTICLE XI- DIVISIONS AND TEAMS

- A. The Executive Board shall form divisions and teams of this association after the league registration has been completed. A team shall not exceed twelve (12) players.
- B. CLGSA shall consist of the following age divisions:
 - fourteen (14) and under

- twelve (12) and under
 - ten (10) and under
 - eight (8) and under (coach pitch)
 - six (6) and under (t-ball)
- C. The player's age is defined as her age on December 31 of the previous calendar year and shall determine what age division the player is placed in (league age).
- D. No team can play up in age division without approval of The Executive Board. The Manager shall submit a written petition along with signed parent consent forms for each player.
- E. A player may only play up in age, one (1) year without Executive Board approval. A parent shall submit a signed Parent Consent Form to the Registrar with the players application form when registering. (i.e., a 12 year old can play 14u, but an 11 year old cannot play 14u)
- F. A player who desires to play up in age greater than one (1) year shall require executive board approval. A parent shall submit a signed petition form to the registrar with the Player Application Form when registering. The petition will be presented to the Executive Board for evaluation prior to the Player Placement Meeting.
- G. No player can play lower than their current age eligibility.

ARTICLE XII- EQUIPMENT AND UNIFORMS

- A. The equipment purchased by CLGSA will be determined by the Board of Directors. The uniform adopted by this association shall be matching shirts in the designated team color with coordinating pants or shorts. Each shirt must prominently display the number assigned to that player by the team manager. There shall be no alterations to the uniform, provided by this association, without prior written Executive Board approval.

ARTICLE XIII- LEAGUE STANDINGS

- A. Final league standings will be determined by:
- Team win/loss standings at the end of the season.
 - In the event a tie exists in (1.) above, involving an award position, head to head competition will be considered first, then runs given up and then runs scored will determine the final standings.

- If the above is still inconclusive, a playoff game will be mandated.

ARTICLE XIV- FACILITY UTILIZATION AGREEMENTS

- A. Nothing contained herein shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent, or of any partnership or of joint ventures, it being expressly understood and agreed that no provision contained herein nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship between the community of Canyon Lake, and its citizens, in a regulatory matter governing the use of Comal County Facilities and the conduct of activities related thereto. The Canyon Lake Girls Softball Association shall not represent to any person, by any means, that it acts for or on behalf of Comal County or the community of Canyon Lake unless expressly so authorized, in writing, by Comal County or the community of Canyon Lake.
- B. The Canyon Lake Girls Softball Association agrees to indemnify and hold the community of Canyon Lake and Comal County, it's agents, employees, and representatives, harmless from any and all loss, cost expense, injury (including death), damage, liability, action, cause of action, lien, or attorney's fees (whether contractual or statutory), arising out of or relating to the performance of the activities contemplated herein, including those caused by or attributable to the joint or concurrent negligence or willful act of parties, but not those caused by or attributable to the sole negligence or willful act of Comal County or the community of Canyon Lake, it's agents, employees, or representatives.

ARTICLE XV- BACKGROUND CHECKS

- A. All adult board members, scorekeepers, concessions workers, coaches, managers, assistants, and anyone else eighteen (18) years or older deemed necessary by the Executive Board, shall be required to complete and pass a background check annually in order to hold an office or volunteer. Anyone in a dugout or on the field of play must have a background check cleared by the Executive Board.

ARTICLE XVI- AMENDMENT

- A. The Bylaws or any section thereof may be amended or repealed by majority vote of the members present at any called meeting of this association, provided Article V has been adhered to. Any amendment of these rules governing CLGSA shall be made in written form and presented to the members.
- B. No changes shall be made to the standing rules and policies for managers without the approval of the Board of directors.

I HEREBY CERTIFY that I am the duly elected, qualified, and acting Secretary of the Canyon Lake Girls Softball Association and that the above Bylaws were approved and adopted as of August 2, 2020.

CLGSA Secretary, Amanda McQuade