

New Prague Girls Fastpitch Association Bylaws

Mission Statement:

New Prague Girls Fastpitch Association is committed to teaching the fundamentals of competitive Fastpitch softball. We are here to promote leadership, cooperation, team skills, to deal with accomplishments and disappointments, to improve self-confidence and self-esteem and to have fun! We do this as a feeder system to the New Prague Schools.

- I. **Purpose and Function:** The NPGFA is established to promote fastpitch softball for girls in the New Prague community. We will:
 - A. Organize summer softball teams to play in a traveling league.
 - B. Provide skills/fundamentals training.
 - C. Provide clinics and other learning opportunities for our girls.
 - D. Perform fundraising for the sole purpose of generating revenue for the New Prague Fastpitch program.

- II. **Officers and Board Membership:**
 - A. The Board shall consist of the following officers:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 - B. The President shall be a non-voting member (with the exception of a tiebreaker) whose primary roles are setting the NPGFA agenda and being the primary point of contact for NPGFA issues.
 - C. Officers shall be elected by a majority vote of the Board. Upon resignation of an Officer, a new Officer shall be voted in by majority vote of the Board.
 - D. Board membership will consist of a minimum of 4 and up to 13 members. Upon resignation of a member, a new member shall be voted in by majority vote of the Board.
 1. To be considered as a board member, an individual must be a NPGFA member in good standing and meet at least 1 of the following criteria:
 - a. Served as a summer coach for a minimum of 1 year.

- b. Served as an association coordinator for a minimum of 1 year.
 - c. Possess a specialized skill set that would benefit the NPGFA.
 2. Complete the NPGFA Board Member Application form and submit it to the board for consideration. Go to the NPGFA tab to fill out an application.
- E. Officers and board members will be divided in odd and even year bi-annual re-elections. Elections are to be held at the end of the season meeting. Officer positions are elected after the completion of the general election. Additional duty positions are evaluated and assigned upon the completion of the election process.
- F. Membership may be revoked by the NPGFA through formal action under the following circumstances:
 1. Failure to attend three consecutive meetings in a calendar year. The member shall be notified in writing by the President of pending revocation and afforded the opportunity to appear at the next meeting to explain absences.
 2. Conduct detrimental to the NPGFA. Requires a Board majority vote.
 3. Neglect in performance of duties. Requires a Board majority vote.
- G. Each member shall have one vote. If a member cannot attend a meeting, but wishes to vote on an upcoming issue, they may vote via contacting the President in writing. Otherwise no proxies shall be permitted.
- H. Association board members shall serve without monetary compensation, in the capacity of his/her role as a board member, with the exception of the Treasurer.

III. **Organization Association:** The association year starts October 1st and ends September 30th

- A. The President will conduct meetings and plan agendas for upcoming meetings. The President will work with the Vice President to be the primary points of contact for the Board and to work to resolve any concerns and issues raised by parents/coaches/players. The President and Vice President will be responsible for long term planning of the Association. The President will also attend the yearly league meeting typically held in February. They will be the point of contact with Big West and MN Softball. The President will work closely with the Vice-President to schedule league tournaments.
 - 1. Should the President also be a coach in the organization, the Vice President will be the point of contact for any issues regarding that particular team. The Vice President would administrate the issue per our Board guidelines and the President would not be involved in the process.
- B. The Vice President shall preside in the absence of the President. In the event of the President resigning, the Vice President will preside as President in the interim. The Vice will work with the President to be the primary points of contact for the Board and to work to resolve any concerns and issues raised by parents/coaches/players. The Vice President will work with the President to be responsible for long term planning of the Association. Part of their role as oversight is to ensure that all bylaws are being followed. The Vice President will work closely with the President to schedule league tournaments.
- C. The Secretary shall record the minutes and attendance, nominations and voting results and have the minutes prepared for the next meeting.
- D. The Treasurer shall be responsible for maintaining the checking account. The Treasurer will obtain cash for fundraising activities and deposit cash proceeds from the fundraising activities into the checking account. The Treasurer shall provide monthly financial reports to the NPGFA. They will be responsible for all tax documentation and paperwork. The Treasurer shall be responsible for all payments and refunds for NPGFA members through SportsEngine.
- E. The Fundraising Coordinator will coordinate all association driven fundraisers for the sole purpose of generating revenue for the NPGFA.

Donations using the NPGFA tax exempt ID go into the general fund. This includes one fundraiser (Gerten's) in April and another in June (Kwik Trip Car Wash Cards).

1. Team specific fundraising for additional tournaments or Nationals is coordinated by that team.
- F. The DIBs Coordinator is responsible for the management of all volunteers and volunteering duties as it relates to any NPGFA event or function. This includes, but is not limited to, the coordinating and monitoring of volunteers and volunteer hours. Volunteer hours are hours worked for an association sponsored activity. (i.e. activities that player fee covers)
- G. The Equipment Coordinator will oversee the Association's equipment inventory and process for ordering. They will be responsible for distributing equipment to each team and tracking its return. They will be given a yearly budget for all equipment purchasing.
- H. The Webmaster shall oversee the updating and expansion of the association website and social media sites. They will also forward any emails received via the website to the President. The Webmaster will organize and manage the registration of players for clinics, try-outs, and league registrations (summer and fall). They will be the point of contact for the creation of registrations through SportsEngine. They will facilitate payment plans for fees and/or delinquent accounts. They will Utilize Sign-Up Genius for winter training, community events, etc.
- J. The Field/Gym Coordinator will schedule field and gym availability for home games and practices. They will attend the Heavy Users meeting in late September to coordinate with other NP associations. They will reserve gym time for tryouts and winter development, along with fields for the summer/fall season.
- K. The Umpire Coordinator will schedule and arrange payment for certified umpires for all home games. They will provide umpires with gear as needed.
- L. The Uniform/Apparel Coordinator will organize and manage the ordering, distribution and designing of all uniforms and spirit wear for both the summer and fall seasons. They will track the uniform numbers across all age levels to ensure there are not duplicate numbers.

- M. The Tryout Committee will consist of the Board President (non-voting member) and 3 board members. The committee will coordinate all aspects of the tryout process. They will contact evaluators, provide tryout score sheets, organize the agenda for the day, contact volunteers to run stations, etc. The committee will meet to determine teams and place athletes based on tryout evaluations, coaching recommendations, and coaching evaluations from the previous season.
- N. The Coaching Development Coordinator will work with the Special Council to provide appropriate training opportunities and expectations to association coaches. They will provide training opportunities for coaching development and education.
- O. The Player Development Team will work with the Special Council to organize training sessions for association members. Training opportunities will be provided during Post Season Development (Nov-Dec), Winter Development (Jan-Feb), and In-Season Development (March-Sept). They will provide fielding, hitting, pitching, catching, and skills training.
- P. The Special Council (non-board member) is a representative from the high school coaching staff. The Special Council will be included in meetings and communications, except for discussions related to any circumstances that present a conflict of interest. Conflicts of interest include, but not limited to, discussions about direct compensation. They will provide their expertise and insight on player and coach development and long term oversight of program goals by working with the Winter Training Team and the Coaching Development Coordinator. They will attend meetings as needed.
- Q. Meetings
 - 1. The NPGFA shall meet the 1st Wednesday of every month at 7PM. Meetings will be held at the site to be posted on the website.
 - 2. Additional meetings may be scheduled as necessary to effectively conduct the business of the NPGFA.
 - 3. The monthly scheduled NPGFA Board meetings are open to NPGFA members and coaches. Contact the President prior to the meeting so items can be added to the agenda.
 - 4. A quorum is needed to conduct business. Action may be taken by a simple majority of Board members present to vote.

R. Team and Player Issues

1. The Tryout Committee handles the formation of teams and are approved by the board members. In general, teams will consist of 11-13 players. A tryout system using evaluators will be used to determine a final roster. Past knowledge can be used.
 - a. If warranted, some girls may be allowed to “play up” a level. In this case, tryouts will be held to evaluate.
 - b. If a player has played up in a previous season, they may be allowed to stay with that same age group the following season.
 - c. The NPGFA will evaluate all of these situations on a case-by-case basis, pending approval by the Board.
 - d. Decisions by the Board are final.
2. All invoices must be current in order for an athlete to try out for the upcoming season.
3. We require players to live in the New Prague School District. All exceptions require Board approval.
4. The NPGFA will always strive to find the best coaches possible.
 - a. Potential coaches will be interviewed and recommended by the NPGFA with final considerations and approval by the Board.
 - b. Once approved by the Board, all NPGFA coaches must meet NPGFA coaching requirements, including a criminal background check, prior to the first practice of the season.
5. We will have a coaching reimbursement structure to reimburse coaching related expenses to be evaluated and decided upon annually by the Board.
6. Issues not resolved between Coach and player/parent will be sent to the President of the NPGFA. The complainant will be required to present a formal complaint in writing to the coordinator. The coordinator will decide if a special meeting is necessary and will then present the issue to the Board, along with the complainant. Any Board members with ties to the particular team in question will be exempt from voting on the particular matter. All parties will be heard from prior to the Board rendering any decisions.

- S. Bylaws approval and amendments
 - 1. The Bylaws shall be adopted and/or amended by affirmative votes of majority of the members present. The Bylaws shall remain in effect until amended or upon dissolution of the NPGFA.

IV. NPGFA Scholarship:

- A. NPGFA may award post-secondary education scholarships to New Prague High School seniors who have given back and volunteered for the NPGFA program.
- B. To be eligible to receive a NPGFA scholarship award, the student must:
 - 1. Have been accepted to an accredited post-secondary education program or military branch.
 - 2. Completed the NPGFA application for scholarship award by March 31st
 - 3. Have given back to the NPGFA through volunteer work at skills training, or as a coach.
- C. The NPGFA Board shall determine annually the number of scholarships to be awarded and the amount of each individual award based on, among other criteria, the number of eligible high school seniors, the number of completed applications received, the funds available in the NPGFA budget for such awards, etc.
- D. NPGFA shall announce the application process during March of the year of the award. The scholarship awardees shall be notified in May and will be presented at the HS Scholarship Award Night or at the Senior Night softball game.
- E. To receive the scholarship, the awardee shall forward a copy of their first term/semester grade report or Military Basic Training/AIT Certificate to the NPGFA treasurer.
- F. The NPGFA treasurer shall remit the scholarship funds directly to awardee.
- G. Board Members with a child/children applying for the NPGFA scholarship will abstain from participating in the vote and discussion.