

# ADM YOUTH SOFTBALL ASSOCIATION

COMPETITIVE. COMMITTED. COMMUNITY.



## ADM Youth Softball Association Constitution and By-Laws

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## **ADM YOUTH SOFTBALL ASSOCIATION CONSTITUTION and BY-LAWS**

### **ARTICLE I: Name**

1. The name of this organization shall be called “ADM Youth Softball Association”, herein referred to as “the Association”. The Association is a non-profit organization operating in Adel, Iowa and represents the Adel, Desoto and Minburn district.

### **ARTICLE II: Objective**

1. The purpose of the Association is to develop and operate a competitive softball program for youth in the town of Adel. The objective of this Association is to instill a sense of commitment, community, integrity and athleticism so that our youth may be stronger, healthier and better prepared to grow as student athletes and community members.

### **ARTICLE III: Statement of Affiliation**

1. The Association shall be affiliated with ADM High School Softball Program. The teams organized under the Association are subject to the powers and jurisdiction of its board. This includes coaches, players, parents and spectators abiding by the By-Laws and Association Rules and Expectations and subject to ramifications contained in said documents. It is the responsibility of coaches, players, parents and spectators to educate themselves on the organization’s rules and responsibilities. Additionally, the Association will abide by and enforce all applicable playing rules set forth by the USSSA with regards to player eligibility, game play, equipment (including the use of approved bats, metal spikes, and heart protectors), length of game, mercy rules and pitching limitations and will support and enforce any disciplinary actions set forth by USSSA, as necessary.

### **ARTICLE IV: Sites of Principal Operations**

1. The principal operations of the Association shall be in and about the town of Adel, Iowa.

### **ARTICLE V: Membership and Dues**

1. Membership is made up of the parents whose children are registered players of the Association. The Association officers will conduct evaluations and registration. Any person chosen by the Board as a Coach will also be considered a member.
2. Tournament and evaluation fees shall be assessed for any youth who participates in the Association. The evaluation fee will cover the Association’s financial expense of equipment, tournament fees, and other program related expenses.
3. The Association may reduce or waive evaluation fees or dues should player(s) present a financial hardship.
4. All Tournament and evaluation fees are payable at the time of registration unless designated otherwise by the Board.
5. Dues will be established based on tournament participation both during the fall and spring seasons

for each calendar year season.

## **ARTICLE VI: Association Organization and Team Composition**

1. The Association shall generally consist of the following divisions:

<b>--Softball Division--</b>	<b>*Association Age</b>
8u	8 and Under
10u	10 and Under
12u	12 and Under
14u	14 and Under

*\*Softball age is determined by the USSSA guidelines and based on the athletes age on 12/31 of any given year.*

2. Movement of individual players within Association age groups shall be allowed to compete in an age grouping one year higher than their age. This participation is allowed only with the consent of the Board of Directors, Association Directors involved and the individual's parent/guardian.
3. Team evaluations will happen annually to form a team for the year thereafter. Team evaluations will happen one week following the last tournament of the Spring season, taking into consideration any holiday conflicts.

## **ARTICLE VII: Officers and Their Elections**

1. The Association shall meet annually, prior to the end of August, for the purpose of the review and or need for election of the Board of Directors.
2. The officers of the Association shall consist of the President, Vice President, Secretary, Treasurer, Division Directors and a Board Advisor. These officers will make the Executive Board.
3. If necessary, the Executive Board may recommend removal or suspension of a Board Member, coach or assistant coach.
4. Candidates will be nominated from the Board, voted on and accepted by the Board in the Annual August Meeting when a seat becomes available.
5. Voting shall be simple up/down with the Vice President and Secretary charged with counting of the vote or ballots if needed.
6. All Board members shall assume their positions for a minimum term of three years unless otherwise advised.
7. If a Board member fails to attend three consecutive meetings without adequate excuse or fails to perform the duties of his/her office, the Board shall declare that office vacant.
8. The Board may appoint or nominate any individual to a vacated or unfilled position and will be voted upon.

## **ARTICLE VIII: Board of Directors**

1. The government of the Association shall be under the supervision of the President of the Board of Directors.
2. The Association shall be governed by the Board. The Board shall consist of the President, Vice President, Treasurer, Secretary, Division Directors and a Board Advisor.
3. The Board shall be responsible for the operation of the Association.
4. The Board shall have the authority to control the collection and expenditures of money, adopt rules and regulations for its own conduct, and for conducting the affairs of the Association.
5. No officer, group of officers, or any member shall have the authority to make any purchase on behalf of the Association without the approval of the Board of Directors.
6. The Directors of each division must select and approve all coaches of teams representing the Association.
7. The Board shall start the selection of Team Managers/Coaches on or by August 31st of the current year. Unfilled positions may result in the dissolving of a team.
8. The Board shall annually establish the Association membership and evaluation fees for each playing level. This decision will be based on current costs including, but not limited to equipment, tournaments fees, field and venue usage, etc.
9. The Board must approve the use of Association equipment and uniforms for all Associations' participation.

## **Article IX: Duties of Officers and Directors**

### **President**

- Chair all meetings of the Board and the Association
- Direct and guide the Association
- Carry out the will of the Board
- Represent and speak on behalf of the Association
- Assist division directors in the performance of their duties
- Assure that the Directors and Coaches are familiar with Code of Conduct, Sportsmanship standards and act accordingly
- Make every effort to assure that the Directors and Coaches are fully versed in safety standards
- Carry out other such duties as requested by the Board
- Handles parental concerns regarding player placement

### **Vice President**

- Assist the President in the performance of his/her duties
- Act for the President in his/her absence
- Carry out other such duties as requested by the Board

### **Treasurer**

- Receive all monies
- Keep an exact count of all receipts and expenditures of money and all money on hand
- Maintain an accurate and current Treasurer's report
- Provide detailed line-item support for costs upon request
- Pay all bills in a timely manner
- Provide financial information and assistance for annual tax filings
- Undertake any such other duties as requested by the Board

### Secretary

- Handle all correspondence for the Association
- Maintain a current list of Board members, directors and coaches
- Publish all meetings as required
- Keep a record (minutes) of all Board and Association meetings
- Send minutes out to be approved at the next Board meeting via email
- Undertake any such other duties as requested by the Board

### Board Advisor

- Oversees player assessment days and proper placement of players onto teams
- Brings disputes over player placement to the attention of the Board for resolution
- Facilitate and collect satisfaction feedback survey results from parents and/or legal guardians of players following each season and presents these findings to the Board
- Undertake any other such duties as requested by the Board

### Association Directors

Association Directors cooperate with the Board of Directors to see that the objectives of the division are fulfilled and implement the provisions and best intentions of the constitution and By-Laws of the Association.

- Ensure that all players and coaches exhibit GOOD SPORTSMANSHIP on and off the playing field, and participate in accordance with Association rules
- Recommend coaches for each team to the Board
- Ensure safe, fair play inside their respective division
- Organize and facilitate pre-season coach's meeting supplying all coaches with necessary materials and instructions
- If necessary, meet with individual coaches, groups of coaches, and other persons to recommend and discuss solutions to team or coaching problems
- If necessary recommend removal or suspension of a coach or assistant coach to the Executive Board
- Periodically monitor coaches are adhering to expectations set forth under Team Manager/Coach

### Team Manager/Coach

To be considered for selection to manager/coach a team, the coaching candidate is required submit interest to the Association during the designated registration times. Coaching "applications" will be reviewed, and the Division Directors will select a head and assistant coach for each team.

- Conduct oneself in accordance with the Association's Code of Conduct
- Conduct sufficient practice schedules to afford their players a reasonable opportunity to benefit from the softball program and to attend games and practices
- Communicate game times and locations to all players guardians
- Attend all scheduled coaches' meetings planned for the season
- Ensure that all players participate in accordance with Association rules
- Treat fellow Coaches, Assistant Coaches, Board members and all members of the Association with respect and professionalism, always maintain open communication free of intimidation, discrimination and ridicule
- Never use one's position to intimidate, bully or manipulate players, coaches, umpires, parents or members of the Board
- Return all team equipment, at the end of each season, to the Board on the day designated for that

- purpose. Include an inventory of all equipment noting any that needs to be repaired or replaced
- Participate in tournaments hosted by the Association

## **ARTICLE X: Meetings**

1. **Monthly Meetings** - shall be held pursuant to the time and place specified by the Association President. During the spring and fall seasons, monthly meetings are held to maintain a vested interest in the Association's operations and events.
2. **Special Meetings** - may be called by the President at any time he/she deems necessary or by two members of the Executive Board for any purpose.
3. **Action without Board Meeting** - The Board may act without a meeting if the Executive Board members can be contacted via email and agrees on proposed item.
4. Board decisions shall be decided by a majority vote of Board members present at called meetings.
5. The President does not have a vote on any issue before the board except in instances resulting in a tie. The President shall then have the authority to vote to break the tie.
6. Board meetings shall be held as determined by the President.

## **ARTICLE XI: Standing Committees**

### **RULES COMMITTEE**

1. **Temporary Disciplinary Committee**
  - a. Three (3) representatives from the Board temporarily appointed by the President with the approval of the Board to investigate a specific disciplinary matter on behalf of the Board concerning a coach, assistant coach, parent, player, Board member, Officer of the Board, Director or any other member(s) of the Association.
  - b. The Committee will thoroughly review, devoid of bias, the specific disciplinary matter and recommend any action or non-action to the Executive Board at a Regular or Special Meeting against any member(s) of the Association including, but not limited to, Removal.

## **ARTICLE XII: Amendments**

1. The by-laws may only be amended at a duly called board meeting, with a minimum of seven days notification in a publication of general circulation.

## **ARTICLE XIII: Records, History, Documentation & Confidentiality**

1. The Association shall accurately maintain books, records, history and associated documentation pertaining to all Association activities. This includes but is not limited to minutes from Board Meetings, evaluation documentation, accounting financial statements and any other documentation deemed as binding, contractual or serving an official purpose.

2. All Association documents and documents containing confidential information provided by members are kept in confidential and not released to any other party. Such documents may be used for the purpose of geographic and age verification for within the Association and USSSA.

### **ARTICLE XVI: Hardship Cases**

1. In keeping with the Association’s mission statement and purpose, the Association desires that no child be prevented from participation in a softball program based solely on the inability to pay Tournament or player evaluation fees due to financial hardship. Upon request of a Board member, parent or legal guardian of an eligible youth, the Executive Board will review on a personal and confidential basis, a waiver of tournament and/or evaluation fees based on the hardship. On an annual basis, the Board of Directors can establish a limit as to the number of hardship cases.

### **ARTICLE XVII: Sportsmanship**

1. The philosophy of the Association places emphasis on clean play and sportsmanlike conduct. Sportsmanship is the heart of these attributes. The definition of “sportsmanship” includes fairness, courteous resolutions, and graceful acceptance of results. It is the Association President’s responsibility to assure that the coaches are familiar with this standard and act accordingly. The Association President must assure his/her own actions reflect these attributes in order to pass them along to the children. The Association President and coaches must assure that players display sportsmanship during instructional, tournaments, and especially while representing the community. The Association President shall make every effort to assure that the coaches are fully versed in safety standards. All play, practice, or games shall be done in a safe manner. Unsafe play, either on the field or on the sidelines, will not be tolerated. All unsafe practices shall immediately be brought to the coaches and Association President’s attention. Any Board Member or coach has the authority to put an immediate stop to unsafe activities and if individuals refuse to cooperate they may be asked to leave the area. Any unsafe activity should be brought to the attention of the Board of Directors.

### **Article XVIII: Code of Conduct**

1. Any Board member, Association Director or coach may seek to suspend or dismiss a player or his/her parent(s) and/or guardian(s) for disruptive behavior or repeated unexcused absences from games or practices. Incidents mentioned in the prior sentence must be documented by date and event and submitted to the Association President and Vice President for review prior to any action being taken.
2. Any coach, assistant coach, parent, player or any other member(s) of the Association may be removed from the Association at any time as a result of conduct of which is not aligned with the currently stated By-Laws or Association rules and expectations and of which is negatively impacting the reputation or positive experience of the members.
3. A meeting will be scheduled on a date agreeable to both parties, not to exceed five days from the date of notification. At said meeting, the individual will be presented the opportunity to show just cause why he/she should not be removed from his/her position or Association.

## **ARTICLE IXX: Order of Meetings**

1. The order of business for meetings shall generally be as follows, unless otherwise modified by the Board.
  - a. Call to Order – by the presiding Officer
  - b. Roll Call – by the Secretary
  - c. Minutes of the previous meeting will be distributed via email by the Secretary prior to the following scheduled monthly meeting. The minutes will be voted for approval at the next scheduled board meeting
  - d. Treasurer’s Report
  - f. Unfinished Business
  - g. New Business
  - h. Adjournment