



Article I – Name

1. Brookhaven Girls Softball (BGS)

Article II – Objectives

1. The objective of the organization shall be to assist in the mental, physical and reverent development of the youth of the organization to promote the common good and general welfare of the people of the community. The game of girls' softball shall be taught while stressing the qualities of good sportsmanship, team spirit, honesty, courage, loyalty, and respect; all aiding in the development of the organization's youth into good adults.
2. The objectives of the organization shall also be to promote the education, instruction and training in softball of the Brookhaven female youth to promote the common good and general welfare of the people of the community.

Article III – Affiliation

1. This organization shall remain non-profit and non-political. It shall be as self-supporting as possible, and all funds raised shall be used solely for the advancement of the organization as a whole. This organization shall not engage in team play for monetary gain.

Article IV – Membership

1. Any person interested in the objectives of BGS, and of good character may become an active member. An active member is any individual who has attended at least 6 General Membership Meetings during the past 12 months.

Article V – Board of Directors

1. The general management of the organization shall be vested in the Board of Directors of BGS. The Board shall conduct the general business of the League and manage its affairs. The BGS Board of Directors shall be comprised of the following Officers:
 1. Commissioner
 2. President
 3. Vice President
 4. Secretary
 5. Treasurer
 6. Equipment Manager

7. Concession Director
8. Fundraising Director
9. Field Director
10. Assistant Field Director

2. The BGS Board of Directors has, for the betterment of the League, the empowerment to make decisions on any issue not clearly addressed in the By Laws.
3. A quorum shall consist of the presence, in person or phone, of a minimum of at least 67% if the current Board membership for the transaction of business and the acts of the majority of the League Board members present at a meeting at which a quorum is present shall be official acts of the League Board. Any action which may be taken at a meeting of the League Board may be taken without a meeting, if consent in writing setting forth the action sought and taken shall be signed by all of the League Board members in office.
4. Members of the League Board present at a duly organized meeting in which a quorum is present can continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. If a meeting cannot be organized because a quorum is not present, those present may, except as otherwise provided, adjourn the meeting until such time and place as may be determined, and those who attend the second of such adjourned meetings, less than a quorum, shall nonetheless constitute a quorum for the purpose of acting upon any resolution or other matter set forth in the notice or agenda of the meeting so long as it is given to each member of the League Board prior to the date named for the second adjourned meeting.
5. The League Board may, by resolution adopted by a majority of the League Board then in office, establish one or more committees.
6. The League Board, by affirmative vote of two-thirds of all members of the League Board may suspend or expel a member of the Board for cause after an appropriate hearing. The League Board may declare vacant the office of an officer if he misses four or more League Board meetings within one year for any reason other than illness.
7. Each officer of the League Board shall stand in a fiduciary relationship to the Brookhaven Girls Softball League and shall perform his or her duties as an officer, including the duties as a member of any committee of the Board in which he or she may serve, in good faith, in a manner reasonably believed to be in the best interests of the League, with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence with view under similar circumstances.

Article VI – Duties of Officers

Commissioner:

Duties include, but are not limited to:

- Maintains the integrity of the league
 - Public Relations
- Maintains the integrity of the Board

- Oversees all major events. For example, Opening Day, End of Year Party, Picture Day, etc.
 - Presentation of trophies at playoff/championship games.

President:

Duties include, but are not limited to:

- President directs the overall vision and goals of the organization
- President will preside over all board meetings, decisions, and processes, as well as preside over all organizational operations.
 - Involvement and oversight in all registrations, tryouts, clinics, and drafts.
 - Maintains up-to-date coaches' code of conduct
- Oversees all major events. For example, Opening Day, End of Year Party, Picture Day, etc.
 - Manages up-to-date League By Laws

Vice President:

Duties include, but are not limited to:

- Direct oversight in day-to-day operations of softball league
- Oversees scheduling, rescheduling, and league tournament/playoff scheduling for all leagues
 - Oversight of the travel program
 - Communication from coaches to board, and board to coaches
 - Communication regarding all schedule changes or rescheduled games
- Manage criminal background check database of volunteers, board members, employees

Treasurer:

Duties include, but are not limited to:

- Prepare monthly financial reports to be handed out at general membership meetings
 - Prepare End of Year financial report.
 - Prepare budgets
- Manage all tax-related items, including non-profit certifications
 - Manage finances for various accounts
- Coordinate all bank transactions with executive board supervision
 - Manages organization's insurance policies and claims

Secretary:

Duties include, but are not limited to:

- Record minutes from all board meetings, or other meetings as assigned
 - Take attendance at all General and Executive Board Meetings.
- Manage all correspondence between board and organization members
 - Maintain electronic database of player/guardian information
 - Manage website, and coordinate with website vendor on all changes
- Manages all league documents, including by laws, with oversight of executive board

- Administers all draft activities for all leagues
- Coordinates and oversees registration dates, tryout dates, and draft/clinic dates for organization

Equipment Manager:

Duties include, but are not limited to:

- Distribution, collection, and upkeep of all equipment and gear
 - Purchasing of new equipment, with board approval
 - Ordering and distributing team uniforms
- Managing inventory of league equipment and consumables
 - Organize and Order Sponsor Banners
 - Spirit Wear

Concessions Director:

Duties include, but are not limited to:

- Managing day-to-day operations of concessions
- Schedule and maintain staffing for snack bar, making sure the snack bar is open for all games
 - Report financial information (receipts, expenditures, revenues) to Treasurer
 - Maintaining all Health Department Regulations
- Communicates with Team Parents to ensure the integrity of the snack bar is maintained

Fundraising Director:

Duties include, but are not limited to:

- Maintains communication and relationships with current sponsors
 - Develops and explores leads for new sponsors
 - Maintains a database of sponsor information
- Maintains an updated sponsorship packet, pricing, and details
 - Manages all fundraising, special events, and related events
- Communicates with Treasurer for financial success of fundraising

Field Director:

Duties include, but are not limited to:

- Initiates and handles all communication from grounds regarding field conditions and weather conditions to members
 - Initiates and oversees Field Clean Up Days
- Maintains/oversees field equipment and field conditions during season
 - Helps new coaches with field maintenance
- Communicates with equipment manager and board about field equipment needs
 - Distribution and collection of all field and clubhouse keys

Assistant Field Director

Duties include, but are not limited to:

- Assist with all Field Director responsibilities.
- Maintains field equipment and field conditions during season.
- Acts as Field Director when the current director is unavailable.

Article VII – Board of Directors Terms

1. All Officers shall be elected to a two-year term.

a. Even Year Terms will consist of:

Commissioner

Vice President

Treasurer

Fundraising Director

Assistant Field Director

b. Odd Year Terms will consist of

President

Secretary

Equipment Manager

Concession Director

Field Director

2. Terms run from July 1st through June 30th.

3. Election Process

a. Terms and Nominations will be made available to the General Membership in May of each year.

b. Elections will occur at the Executive Board Meeting in June.

Article VIII – Board Vacancies

1. Any vacancy occurring in the Board of Directors, whether by resignation, removal, term limit or by increase in the number of Directors, may be filled by the affirmative vote of the majority of the remaining Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Article IX – Meetings

1. The Board shall hold meetings at least once a month of each fiscal year.

2. Special meetings of the Board of Directors may be called by the President.

3. Order of Business

A. Call to Order

- B. Roll call of those in attendance
 - C. Approval of minutes
 - D. Treasurer's report
 - E. Reports of officers
 - F. Old Business
 - G. New Business
 - H. Announcements
 - I. Adjournment
4. The order of business may be changed by a majority of the members present, but such a change shall hold for that meeting only.
5. In the absence of the President and Vice President, any of the officers may call the meeting to order so long as a quorum is present.
6. Good Order must be maintained at the League Board regular meetings.

Article X – Insurance

1. A group type accident insurance obtained by and in the name of BGS shall cover each participant in league play or practice session of the BGS Softball. Each player shall be required to participate in any league play or practice session, to pay a specified registration fee and return a completed application form. No BGS facility will be available until above requirements have been met.
2. The primary role of nonprofit directors and officers is to maintain financial stability and provide the necessary resources and environment to accomplish the goals and purposes of the organization. The unique nature of nonprofit organizations presents directors and officers with difficult challenges in performing this role. BGS is required to obtain a Directors & Officers liability policies cover all directors, officers, employees, including staff, volunteers and committee members. Coverage limits that are typical for similar organizations range depending on the organization's size. Most policies now include coverage for claims made against the organization itself, even if no directors or officers are named in the claim. As such a Directors & Officers liability insurance policy is required to be obtained annually.

Article XI – Financial

1. The officers shall decide all matters pertaining to the finances of the organization and it shall place all income in a common treasury, directing the expenditures of the same in such a manner as will not give individuals for teams an advantage over the other as to equipment, etc. A receipt is required of purchase greater than \$25 that describes the purchase must accompany a request for reimbursement of expenditures. Items over \$250 must have Board approval. The officers shall not permit the contributions of funds to individuals of teams, but shall solicit contributions for the common treasury of the organization. This by law is to discourage favoritism among teams in an endeavor to equalize the benefits of the organization.
2. The fiscal year of the League shall begin on the first day of January of each year.

Article XII – By Laws

1. The By Laws established by the organization may be revised through the submission of an amendment to the president and passage by a majority of the active members present at any meeting. Such rule change shall take effect for the next season, unless such change would impact on the safety of play.
2. By Law revisions from the general membership must be submitted in writing to the president to be considered. Any By Law revision presented to the president shall be read to the general membership and if such suggestion is rejected the basis of the rejection shall be explained.
3. A copy of these By Laws will be a permanent record of BGS.

Article XIII – Coaches

1. All persons seeking a position within the organization as a coach must state their intent to any officer prior to the upcoming season. An individual is restricted to the Head Coach position of only 1 In House team within the organization. This restriction does not apply to BGS sanctioned travel teams, tournament teams, and/or All-Star teams.
2. An individual must be 21 years of age or older to hold the position of Head Coach.
3. In reviewing the applicants, the officers may give preferential consideration to those persons for coaching positions with the most current and consecutive organization seniority.
4. All coaching volunteers must have up-to-date clearances on file with BGS.

Article XIV – Coaches Duties and Responsibilities

1. Each coach must abide fully by the BGS organization By Laws, rules, and regulation of the USA Softball. If a coach fails to assume the noted duties and responsibilities, he/she shall be requested to appear before the Board to show cause why disciplinary action should not be taken.
2. Each team must be represented at general league meetings that occur during the active season or their coaching eligibility will be in jeopardy. It shall be the responsibility of the Head Coach to assure that such representation is made.
3. Head Coaches of each team shall be responsible for all equipment and property of the organization. All property shall be inventoried no later than one month after the end of the season by the Equipment Director and report to the Board regarding inventory, inspection, and condition of such property.

4. Coaches will not demonstrate or permit any player to act in any manner, which could possibly cause injury to himself/herself, or to another. No poor sportsmanship shall be permitted in any fashion, verbal or otherwise.

Article XV – Tournaments

1. Tournament team is a team entered into play other than the approved schedule of BGS. BGS will provide funds for 1 tournament per season. Funding for any additional tournaments must be supplied by that team wishing to participate.

Article XVI – Rules

1. The official playing rules and regulations are as published by USA Softball which is the National Governing Body for the sport of softball in the United States. These By Laws shall govern USA Softball and its members. USA Softball also has a Procedural Manual, a Code and Official Playing Rules. If any provision of those documents is in conflict with or inconsistent with the By Laws, the Bylaws supersede and take precedence over those documents.
2. No team will be permitted to make any player trades without the approval of the Board. It is the policy of this league that sisters in the same league/division should be placed on the same team unless specifically requested otherwise by the parents/guardians at the time of registration. Eligibility of a player is one who is not registered in any other town's recreational program.
3. BGS is comprised of two different leagues. Girls may play in both, or either one, of the two leagues which are:
 1. Intramural or "In House" League
 2. Travel Teams

In House League:

The In House League is broken down into divisions based on age group as listed below. The season runs from late March through early June. There are typically two games per week, one on a weekend and one on a weeknight. Practices depend on the age group and coach. The age groups are:

- TBall – Ages 4-6
- Lowers – Grades 1 -4
- Middles – Grades 4-8
- Uppers – Grades 8-11

Travel Team League:

Travel teams play other communities with not much "travel" despite the name. Travel teams involve tryouts and potentially cuts. This league requires a greater commitment and offers a higher level of competition than the In House League. Teams are broken down into the following age brackets.

8 and Under
10 and Under
12 and Under
14 and Under
16 and Under
18 and Under

4. Any player struck on the head with a ball or a bat, based on the judgment of the umpire, shall be immediately removed from the playing field. It shall be the responsibility of the coach to comply with this order. If deemed a glancing blow, the umpire shall decide whether the player must sit out for one full inning. If deemed a direct blow, the injured player must be removed for the remainder of the game. For a direct blow, medical attention should be sought and the parents notified.
5. The umpire should have full authority of the running of the game according to the rules set forth by the organization.

Article XVII – League Player Draft

1. It is the intent of the league to provide the opportunity to make all the teams as equally competitive as possible by virtue of the player's softball playing abilities while also maintaining parity in the number of players among the respective teams within each division. In this way, the game will be most enjoyable and recreational, as well as being a learning experience for all the players involved. Fundamental to this goal will be the implementation of a simple and uniform Player Rating System, which will be used in order to determine a player's softball playing abilities. The Player Ratings will be used as a guide for Coaches in the Draft, and for positioning of Protected Players in the Draft.
2. In regards to the Del Val League:
 - a. if there are two or more like teams in a division (such as B division) a draft shall occur to create teams.
 - b. If there are two or more unlike teams (such as A and B division) then a tryout should occur.

Article XVIII

1. The following should be on the BGS Website and reviewed, edited and reviewed by the Board annually.
 - a. Codes of Conduct
 - b. BGS ByLaws
 - c. Division Rules