

**DANVERS GIRLS' SOFTBALL LEAGUE, INC.**  
**BY-LAWS**

*Revision # 7*

*Modified: July 27, 2014*

**ARTICLE I**

**Purpose**

The purpose of Danvers Girls' Softball League is to educate, encourage and enhance the fundamental softball skills of children exhibiting good character from pre-kindergarten to their Senior year of high school, through friendly competition, with a continuing emphasis on good sportsmanship and fun.

**ARTICLE II**

**Organization**

- a) Danvers Girl's Softball shall be divided into six leagues, each with a director. Preschool & TBall share one Director. The leagues are:
  1. Prechool Fundamentals for girls in preschool
  2. T-Ball for girls in kindergarten & first grade.
  3. Junior League for girls in the second & third grade.
  4. Minor League for girls in fourth & fifth grade.
  5. (MSL) Middle School League is for girls in sixth through eighth grade.
  6. (HSL) High School League for girls in their freshman through Senior years.
  
- b) Danvers Girls' Softball League shall be governed by a Board of Directors elected by the adult members of Danvers Girls' Softball League. League coaches and parents who attend at least four of prior seasons Open Meetings are eligible to vote. The Board of Directors shall be made up of a President, a Vice President, a Treasurer, a Secretary, five League Directors, Equipment Manager, Purchasing Manager, Umpire Coordinator, Snack Bar Coordinator, and Fund Raising Coordinator & Registrar. President, VP, Treasurer, Secretary, five league Directors, Purchasing /Equipment Mgr, Snack Bar Coordinator, Fundraising Coordinator & Registrar and Player Safety Director. Each member of the Board of Directors is elected to a one-year term and may serve multiple consecutive terms. Members of the Board of Directors may serve as coaches or assistant coaches. League Directors of Minor, MSL & HSL cannot coach in the league they are the Director of. The Board of Directors is charged with managing all aspects of the Danvers Girl's Softball League. The Board shall decide all questions that come before it by majority vote except that a two-thirds majority is required to amend these by-laws or remove an officer. In the case of a tie vote a second vote shall be taken. If the vote remains tied then the President shall decide the issue.
  
- c) Board members are expected to attend 70% of Board of Directors & Open Meetings. If a member is below 70% it is at the discretion of the BOD to remove such member as stated in Article IV section L. It is strongly suggested that Directors of each league attend each of the Feb, March, April, May & June meetings since these meetings are specific to league setup prior to the season and Q&A during the season. These meetings are crucial to the success of DGS.
  
- d) Board of Directors meetings shall be called by the President during the months of December, January, February, March, April, May, June, July, October and November. The President may call additional special meetings as needed. Six members present constitute a quorum. If a board member misses two consecutive board meetings then their vote will not be counted at the next board meeting. All voting parties, with privilege to vote at the time, must be present at deliberation of said topic to cast a vote on the pending issue Open league meetings will be held on the second Monday of each month (October – June) at location to be identified by the league. Upon scheduling difficulty, Open Meeting date and/or location may change in a given month and identified by the league.
  
- e) Board meeting minutes are confidential and only discussed to non board members at the discretion of the Executive Board

f) Adult members, who attended at least four of the previous season's Open Meetings are eligible to vote on the ballot for the board of directors elections. Eligible to vote in the elections for the Board of Directors are: incumbent members of the Board of Directors. In addition, Danvers Girl's Softball League coaches and assistant coaches, parents and legal guardians of players who competed in the last completed season and volunteers who have been given substantial responsibilities by the President, Vice President or one of the League Directors, as described in iiB, that have met the attendance requirement

g) Nominations for the Board of Directors shall be accepted at the October meeting. Any individual can make additional nominations after the October meeting by notifying the President or Vice President. Nominations must be made up to at least five days prior to the November elections meeting. The election of the Board of Directors shall take place at the November meeting. Voters must be present to vote or cast an absentee ballot via the DGS Website

1 Un-opposed candidates for any BOD position must receive greater than 50% of the total votes cast for the position at the election, or the position remains open.

2 If more than one candidate is nominated for any BOD position the successful candidate must receive the greatest number of votes for the position and the total number of combined votes for all nominated candidates for the position must be greater than 50% of the total votes cast for the position at the election, or the position remains open.

3. \* Minimum Criteria to be nominated:

- President & Vice President – Must have head coached in DGS across three different divisions over minimum five years. Must have served on the Board of Directors for minimum 3 years
- Five League Directors – Must have head coached in DGS at least three years, one of which must be in the league nominated for. Must have served minimum one year on the Board of Directors
- All other positions – Must have coached in DGS for at least three years
- Open position after the elections have taken place will remain open for one month. Nominations will be accepted and the newly appointed Board of Directors will vote in to fill open positions

\* Board of Directors reserve the right to accept a nomination that does not meet criteria based on needs of the league and/or the qualifications of the candidate

\*\* Open positions will remain open for the new board to accept nominations and vote in a replacement in the following month (or months)

**ARTICLE III**  
**Responsibilities of elected and appointed leaders**

- a) President:
1. is the Chairman of the Board of Directors.
  2. calls and conducts all meetings.
  3. is responsible for obtaining all required permits.
  4. is responsible for conducting player registration.
  5. may delegate the authority listed in numbers 2-8 to another member of Danvers Girls' Softball League or to a committee formed for the purpose.
  6. shall appoint members to whatever committees that individual or the Board of Directors create.
  7. shall serve on disciplinary appeal committees. See Article IV(j).
  8. has signature authority for the Danvers Girls' Softball League bank accounts, but only in the absence of the Treasurer.
  9. Concerning issues and controversies not covered by these by-laws, the president shall have the authority to take necessary actions that are in the best interests of the Danvers Girls' Softball League
  10. In exigent circumstances the president may assume the authority of any officer of the Board of Directors until such time as the proper authority becomes available and ready to assume that authority.
  11. Prior to the beginning of each season, the President & Vice President shall devise the post season playoff and all star game formats and announce the formats to each coach Minor through Senior leagues
  12. Serves as member of Executive Board
- b) Vice President:
1. shall assist the President and League Directors as needed.
  2. shall serve on Disciplinary Appeal Committees. See Article IV (j).
  3. In the absence of the President the Vice-President shall assume all of the President's duties and responsibilities.
  4. Prior to the beginning of each season, the President & Vice President shall devise the post season playoff and all star game formats and announce the formats to each coach Minor through Senior leagues
  5. Serves as member of Executive Board
- c) The League Director for the T-Ball & Preschool Fundamentals Leagues:
1. shall recruit, educate and notify of training to the extent necessary, all T-Ball & Preschool League coaches.
  2. Coaches are assigned by the BOD, prior to the season start
  3. shall assign all T-Ball players to teams in the league.
  4. shall be responsible for rescheduling as many postponed games as is practical.
  5. shall discipline T-Ball & Preschool League coaches & assistant coaches who violate the Danvers Girls' Softball rules or conduct themselves in a manner detrimental to the Danvers Girls Softball League. President or Vice President must be present during coaches disciplinary conversation
  6. every team may have one assistant coach and no more than two additional volunteers on the bench throughout the season.

- d) The League Director for the Junior League:
  - 1. shall recruit, educate and notify of training to the extent necessary, all Junior League Coaches.
  - 2. Coaches are assigned by the BOD, prior to the season start
  - 3. shall assign all Junior League players to teams in the league
  - 4. shall be responsible for rescheduling as many postponed games as is practical.
  - 5. shall discipline all Junior League coaches, & assistant coaches who violate the Danvers Girls' Softball rules or conduct themselves in a manner detrimental to the Danvers Girls' Softball League. President or Vice President must be present during coaches disciplinary conversation
  - 6. every team may have one assistant coach and no more than two additional volunteers on the bench throughout the season.
  
- e) The League Director for the Minor League:
  - 1 shall recruit, educate and notify of training to the extent necessary, all Minor League Coaches.
  - 2 Coaches are assigned by the BOD, prior to the season start
  - 3 shall be responsible for rescheduling as many postponed games as is practical as well as contacting and rescheduling umpires
  - 4 Shall be responsible for selecting and training Minor League umpires, as well as season scheduling
  - 5 shall discipline all Minor League coaches & assistant coaches, who violate the Danvers Girls' Softball rules or conduct themselves in a manner detrimental to the Danvers Girls' Softball League. President or Vice President must be present during coaches disciplinary conversation
  - 6 every team may have one assistant coach and no more than two additional volunteers on the bench throughout the season
  
- f) The League Director for the (MSL) Middle School League:
  - 1. shall recruit, educate and notify of training to the extent necessary, all MSL coaches.
  - 2. Coaches are assigned by the BOD, prior to the season start
  - 3. shall be responsible for rescheduling as many postponed games as is practical as well as contacting and rescheduling ASA umpires
  - 4. shall discipline all MSL coaches & assistant coaches who violate the Danvers Girls' Softball League rules or conduct themselves in a manner detrimental to the Danvers Girls' Softball League. President or Vice President must be present during coaches disciplinary conversation
  - 5. every team may have one assistant coach and no more than two additional volunteers on the bench throughout the season.
  
- g) The League Director for the (HSL) High School League:
  - 1. shall recruit, educate and notify of training to the extent necessary, all HSL coaches.
  - 2. Coaches are assigned by the BOD, prior to the season start
  - 3. shall be responsible for rescheduling as many postponed games as is practical as well as contacting and rescheduling ASA umpires
  - 4. shall discipline all HSL coaches & assistant coaches, players who violate the Danvers Girls' Softball League rules or conducts themselves in a manner detrimental to the Danvers Girls' Softball League. President or Vice President must be present during coaches disciplinary conversation
  - 5. every team may have one assistant coach and no more than two additional volunteers on the bench throughout the season.

- h) The Treasurer:
  - 1. is responsible for maintaining all of the financial records and accounts for the Danvers Girls' Softball League.
  - 2. shall pay all of the bills of the Danvers Girls' Softball League promptly.
  - 3. shall have primary signature power on all Danvers Girls' Softball League accounts.
  - 4. is responsible for collecting all of the money generated from all sources including player registration, snack bar receipts and other fundraisers.
  - 5. shall make a report at each meeting detailing the receipts and expenditures during the period since the last meeting, and the present balance in all Danvers Girls' Softball League accounts accompanied with bank statement.
  - 6. At season end, Treasurer will chair a fiscal closing meeting inclusive of President, Vice President and additional board member pertinent to closing the books
  - 7. Any check written for \$1000. or more requires 2<sup>nd</sup> signature by the President
  - 8. Any expenditure for \$1000. or more requires a board accepted vote
  - 9. Any DGS donations of any amount, require a board accepted vote
  - 10. Is the only board member authorized to make deposits
  - 11. Must furnish a receipt for DGS funds turned in to the treasurer
  - 12. Serves as member of Executive Board
  
- i) Registrar:
  - 1. Shall acquire & maintain copies of DGS registrations. One for each the league, Director & coach of each league
  - 2. Shall maintain a "working" master list of DGS registrations and furnish to BOD
  - 3. Shall manage the online registration program
  - 4. Is responsible to collect all checks if chosen method of payment
  - 5. Is responsible for attendee sheets at tryouts; regular season & travel season
  
- j) Player Safety Director:
  - 1. Responsible for collecting and processing all CORI & SORI applications
  - 2. Shall maintain a league wide list of coaches and volunteers indicating approvals for CORI & SORI and share with the Board of Directors
  - 3. Shall communicate any offenses that are a result of processing CORI & SORI that need to be addressed with appropriate board members certified by the State
  - 4. Shall acquire maintain copies of Coaches Application and Coaches Agreement. One copy for each league & Director of the League
  
- k) The Secretary:
  - 1. for the creation of written minutes for every meeting of the Board of Directors and for open league meetings. Minutes distributed to President within one week of meeting. President publishes Open Meeting minutes on website
  - 2. Serves as member of Executive Board
  
- l) Additional Board Positions
  - Duties are specific to their board member.

- m) Coaches.
1. Coaches primary responsibility in all leagues is to teach the fundamentals of softball and good sportsmanship.
  2. Coaches shall organize their teams, conduct practices, make out batting orders and manage the games.
  3. Coaches in the Minor, MSL and HSL Leagues shall participate in the selection process for stocking their teams by evaluating and selecting the players coming into their league, and by conducting the evaluation stations for the other league's evaluations. Coaches are expected to assist in running stations during tryouts as needed during tryouts for leagues other than the one they coach in
  4. Coaches in the Minor, MSL and HSL Leagues shall report the outcome of each game utilizing the DGS website scoring section. Winning coaches must submit scores within 24 hours of game completion
  5. To the extent possible, coaches shall ensure that the players develop and maintain a fondness for softball and have fun at all Danvers Girls' Softball games and events.
  6. Will assist in the coordination of fund raising efforts of the league where it concerns members of their teams.
  7. Head coaches must wear DGS coaches shirts, assistants are recommended to wear DGS coaches shirts
  8. Assistant Coaches shall assist the coaches as needed.
- L) Board is responsible to vote in new as well as old assistant coaches and coaches each year.

#### **ARTICLE IV Rules of participation**

- a) The Board of Directors may modify, restrict or deny the participation of any child if the participation of that child creates and unreasonable risk of injury to that child or another child.
- b) Sisters who are playing in the same league shall be on the same team. The parents or guardians of such children may waive this requirement.
- c) Players shall remain on the team to which they are initially assigned for so long as they remain in the same league. A player may choose to re-enter a draft and can not be chosen by the prior head coach. The League Directors, for good cause, can waive this requirement.
- d) Players entering their first year of play in the T-Ball and Junior Leagues shall be placed on teams by their League Directors.
- e) Players entering their first year of play in the Minor, MSL and HSL Leagues shall be placed on teams by a selection process dictated by the Board of Directors and executed by the League Directors in form of tryouts and draft
- f) Head coaches may place their daughters, stepdaughters and girls for whom they are legal guardians on the team that they are assisting prior to the evaluation process without affecting their selecting position. However, each team may place only one assistant coach's daughter(s), step daughter(s) or girl(s) for whom she is the legal guardian on a team each year prior to the evaluation process & forfeits 1<sup>st</sup> round draft pick. This player may be deemed a 3<sup>rd</sup> round pick by the Board based on talent level.
  - g) If your previous years assistant coach's daughter remains on your team, a head coach is not allowed to name a new assistant coach until after the draft
- h) All players, coaches, assistant coaches, parents, and spectators shall display good sportsmanship at all times and shall treat all players, coaches, parents, spectators and umpires with respect. Arguing with the umpires is not permitted.

- i) The League Director of each league is responsible for making a complaint to the board regarding any player, coach, assistant coach, parent or spectator who violates Article IV (i) or engages in conduct detrimental to the Danvers Girls' Softball League within 72 hours. Modes of discipline shall include, but not be limited to issuing warnings (verbal or written), suspending the violator for one or more games and/or expelling the violator from the league. The violator may appeal any penalty to a Disciplinary Appeal Committee comprised of the President, Vice President and the League Director of the league involved in the dispute. The violator's punishment is imposed pending the appeal. The decision of the Disciplinary Appeal Committee is final and the decision will be made within a week after the complaint. After three written warnings within that persons career he/ she will be automatically dismissed.
- j) The President shall have the sole authority to discipline umpires. League Directors shall forward to the President all relevant information concerning any umpire's conduct that may warrant disciplinary action.
- k) Any member of the Board of Directors may be removed from his or her office for abandoning his/her position, for violating the rules of the Danvers Girls' Softball League, and/or for conduct detrimental to Danvers Girls' Softball League, by the Board of Directors with an affirmative vote of two thirds of the Board. In exigent circumstances, the President may suspend a member of the Board of Directors and assume the duties of the office until the next meeting of the Board of Directors. If the President is accused of abandoning his/her position, violating the rules of the Danvers Girls' Softball League, or engaging in conduct detrimental to Danvers Girls' Softball League, the Vice President, with the consent of two League Directors, may suspend the president and assume the duties of the office until the next meeting of the Board of Directors.
- l) All coaches, assistant coaches, volunteers, and board members are subject to a yearly CORI & SORI check.
- m) All players will play in the League their grade is set up for. The only exception is based on a safety issue from the league the girl set to play in not the league the requested player is looking to move too. The request will be reviewed by the previous league Director and coach, if available and voted on by the Board of Directors.

#### **ARTICLE V Indemnification**

Danvers Girls' Softball League, to the extent legally permissible, shall indemnify each member of the Board of Directors against all liabilities and expenses. Danvers Girls' Softball League will purchase and maintain insurance on behalf of its members.

#### **ARTICLE VI Amendments**

These by-laws may at any time be amended or repealed by the Board of Directors after proper notice is given. The amendment shall be presented in writing at a legally called meeting of the Board of Directors, and entered into the minutes of the meeting. The amendment shall then be placed on the agenda for a vote at the next meeting of the Board of Directors. The Board of Directors, by a majority vote, may postpone consideration of the amendment to a later meeting to be held within one year. The amendment shall pass and become part of the by-laws if it receives two thirds of the votes of the members of the Board of Directors present.