

# *Bucks County Girls Softball League*

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*311 Mill Drive  
Levittown, PA 19056*

Bucks  
County  
Girls  
Softball  
League

(BCGSL)

By-Laws

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**Name of Organization:**

Bucks County Girls Softball League (BCGSL)

**Purpose of this document:**

The purpose of these documented bylaws is to list and describe the ways in which BCGSL shall be governed. This document is not meant to explain the rules of softball, but rather to guide the executive board in the proper procedures for running this league.

**Objective:**

Bucks County Girls Softball League (formerly Bristol Township Girls Softball League) is a non-profit girls' sports organization dedicated to teaching softball fundamentals and life skills through leadership, good sportsmanship, positive coaching and peer and parent communication. We strive to contribute by providing the best athletic learning and sharing environment. Our goal is to prepare girls to learn and play the game of softball in a fun, healthy and safe environment. BCGSL will emphasize the importance of respect to teammates, opponents, coaches, staff and officials. We not only strive to teach the girls of BCGSL game skills, but life skills, as well as building relationships with good friends. We want every player's experience to lead her back to BCGSL to play season after season.

**Slate of Officers:**

The executive officers of the league will be:

President  
Vice President  
Treasurer  
Secretary  
Director of Coaches

The officers as a group will be known as the Executive Board.

Seats on the executive board shall be odd in number.

Each officer will be voted on individually by the body for a term of one (1) year.

Elections shall be held annually. Nominations for any Board position will be held via blind ballot at the leagues June general monthly meeting. Elections shall be conducted, also via blind ballot, at the League's July general monthly meeting.

Officers will take office at the conclusion of the July meeting.

In the event of an executive board member vacating a position before the end of his/her term, a special election to replace that member will be held at the earliest convenience.

**Travel Division:**

A travel representative shall be appointed to represent the team.

No executive board member shall coach or manage a travel team, or hold any position on the travel board of directors.

## **Duties and Expectations of Executive Board**

*All officers shall be obligated to abide by the By-laws and code of conduct.*

No two (2) executive board members shall be related in any way, either by marriage, family relations, or committed life partners.

The board may assist in appointing a chairperson and committee members. See a list of possible committees on page 18 of this document.

Board members must attend at least 75% of all board meetings in a given year.

## **Voting Rules**

The executive board will vote on league issues as they arise. A majority shall rule the vote.

In the event of a tie, the vote shall be extended to the current eligible voting members, also known as the voting body. Arguments both for and against will be heard by all the voting members before a vote will be taken.

In the event of a tie-breaker vote, the majority shall rule.

At least 3 executive board members must be present to vote on any issue. There shall be NO RE-VOTES.

**President:**

S/he shall preside over the Board of Directors and preside over the general meeting with a set agenda.

The president shall oversee all executive board members and all league operations.

The President will deliver all business papers, book and any other BCGSL official business material in his/her possession to his/her successor upon his/her leaving office.

**Vice President:**

S/he shall assist the president with all duties delegated to him/her. S/he shall perform all the duties of the league president in his/her absence.

S/he will assume the duties of the President immediately, in the event the president vacates his/her office.

S/he will be in charge of keeping the reference journal. The reference journal is a hard cover 3-ring binder. This reference journal will include minutes, treasurer reports, attendance records, reports from the secretary and any official league correspondence. The purpose of the journal is to let any member who missed the last meeting to see what he/she missed. All records in this journal are to be kept for a period of two years, then may be discarded. This reference journal is NOT to be considered the official minutes or record of the Bucks County Girls Softball League meeting. The reference journal must be brought to every monthly meeting.

The Vice President will deliver the reference journal and any other BCGSL official business material in his/her possession to his/her successor upon his/her leaving office.

**Treasurer:**

S/he shall be responsible for collection of all funds and safe keeping of the same in an approved bank. S/he will pay all legal debts of the organization with the existing league funds. Records monies collected and paid. All records shall be kept by the treasurer in an official ledger. The ledger shall be available for inspection at any time by any active member. Bills will be paid by check only and shall have at least (2) signatures. The treasurer plus the president or vice president or secretary shall be authorized to sign checks.

All league financial records will be kept for 7 years.

The treasurer shall supply the reference journal with a written financial report for the monthly general meeting and make a report of business conducted after the minutes are read.

The treasurer will deliver the records of the league to his/her successor in office such as the official ledger, receipts, papers, books and money belonging to the league.

**AT NO TIME SHALL ANY PERSON OR PERSONS USE OR TAKE ANY EXCESS FUNDS FROM THE LEAGUE ACCOUNT FOR PERSONAL USE. IN THE EVENT THAT THE LEAGUE CLOSES, ALL FUNDS WILL GO TO CHARITY.**

**Secretary:**

S/he shall be responsible for recording the minutes of all BCGSL monthly meetings and producing a written copy for the reference journal at the next league meeting.

S/he shall read the minutes of the previous general meeting.

S/he shall record the minutes of any special meeting and make them available for inspection by any member of the Executive Board.

All minutes for all meetings will be kept on file forever and will become the official minutes of record.

These records will be kept at the club house in a filing cabinet.

The recording secretary will maintain the official file of attendance.

S/he will notify the Executive Board of all meetings.

S/he will surrender all files, books, correspondence and other material or property of the BCGSL to his/her successor upon leaving office.

S/he shall be responsible for logging all motions. Once the motion has been voted on and approved or disapproved the motions will be recorded in the By-laws, general rules, division rules, or motion denied section of a 3-ring binder. This motion journal is used to keep an up-to-date record of all official changes to the bylaws.

At the next general monthly meeting the motion secretary will supply a written copy of all motions, passed or denied, for inclusion in the reference journal.

All amendments to the BCGSL by-laws must be presented to the secretary in TYPED written form before a final vote can be taken on that motion.

All journals, records, files, correspondence and any other BCGSL property or material will be delivered to his/her successor.

## **Director of Coaches**

S/he shall be responsible for communication of information between coaches.

S/he will be responsible for maintaining league equipment and making sure the coaches have what they need for their teams, i.e. catcher's equipment, first aid kits, log books.

S/he will be responsible for collecting said equipment for proper storage at the end of each season.

S/he will be responsible for player safety, during games and practices.

## **Discipline Policy for Board of Directors and Committee persons**

Any board or committee member found to have violated the code of conduct\* will be warned for a first offense<sup>#</sup>, and an incident report filed.

Disciplinary incident reports shall be kept on file for a period of 3 years. Reports older than 3 years shall be destroyed.

Second offenses, depending on the severity, shall be reviewed by the remaining executive board. Penalty can include relinquishing of the board or committee seat, and/or expulsion from the league.

Any board member or committee position can be voted out at any time during their tenure due to cause. Cause can include, but is not limited to:

- Non-performance of duties as outlined in position description
- Non-completion of duties assigned
- Not attending board meetings
- Violation of the code of conduct
- Any violation that could cause a revocation or non-renewal of state volunteer clearances

\* Please see Code of Conduct

# Order of Discipline can change due to the severity of the offense.

## **Division Qualifications:**

The following age requirements must be met:

USSSA age limit – Effective age as of December 31<sup>st</sup> the previous year decides division of play.

Overrides previous dates – We are a USSSA league.

The divisional age qualifications can be amended at any time by the board of directors, and will be done on an as-needed basis. The governing body that runs the league(s) that BCGSL teams will play against will determine age cut-offs.

## **Rules of Play**

BCGSL will play by the most recent version of USSSA rules, unless superseded by the league.

Rules will be determined before the start of the regular season.

Rules will be distributed via email or hard copy to the coaches before the start of the season.

Rules will be confirmed by the coaches and umpire before the start of a game.

A hard copy of league/division rules will be kept at the snack stand for quick reference.

## **AGE DIVISIONS:**

### **8U Division:**

Must be five (5) years old  
Cannot be nine (9) years old

#### Exceptions:

Any 4 ½ year old girl who wishes to play, must have consent of the Executive Board of BCGSL. Parent(s) must also assist due to younger age.

A 9 year old may play in 8U division, if the child is a first year player and the parent, manager, and Executive Board consent, if the child's ability or physical disability warrants placement at this level.

### **Minor Division (10U)**

Must be nine (9) years old  
Cannot be eleven (11) years old.

#### Exceptions:

Any 11 year old may play in the junior division if the child is a first year player and the parent, manager, and Executive Board consent, if the child's ability or physical disability warrants placement at this level.

Players under 9 years old may play up in the junior division with consent from the parent, coach, and executive board, if the child's ability warrants placement at this level.

### **Majors Division (12U)**

Must be nine (11) years old  
Cannot be thirteen (13) years old.

#### Exceptions:

Any 13 year old may play in the junior division if the child is a first year player and the parent, manager, and Executive Board consent, if the child's ability or physical disability warrants placement at this level.

Players under 11 years old may play up in the majors division with consent from the parent, coach, and executive board, if the child's ability warrants placement at this level.

### **14U division (if needed)**

Must be thirteen (13) years old  
Cannot be fifteen (15) years old

Exceptions:

Any 15 year old may play in the 14U division if the child is a first year player and the parent, manager, and Executive Board consent, if the child's ability or physical disability warrants placement at this level.

Players under 13 years old may play up in the junior division with consent from the parent, coach, and executive board, if the child's ability warrants placement at this level.

### **16U division (if needed)**

Must be fifteen (15) years old  
Cannot be seventeen (17) years old

Exceptions:

Any 17 year old may play in the 16U division if the child is a first year player and the parent, manager, and Executive Board consent, if the child's ability or physical disability warrants placement at this level.

Players under 15 years old may play up in the junior division with consent from the parent, coach, and executive board, if the child's ability warrants placement at this level.

**Senior Division (18U):**

Must be seventeen (17) years old.  
Cannot be nineteen (19) years old

Exceptions:

Players under 17 years old may play up in the senior division with consent from the parent, coach, and Executive Board, if the child's ability warrants placement at this level.

## **General Division Rules:**

Any girl who would like to play regardless of where she lives will be eligible to play in the BCGSL.

All coaches shall have and maintain current volunteer clearances deemed necessary by the state of Pennsylvania.

All coaches must be at least 18 years of age.

Only coaches and board members can vote on division rules, and only in the case of intraleague play.

The registration fee for any Executive Board's dependent child, 1 child only, shall be waived.

The registration fee for any coach's dependent child, 1 child only, shall be waived.

The Executive Board may waive any registration and/or fundraising fees based on need.

The Executive Board shall set the registration fee.

All league refund payments shall be made by league check only, except during on-line registration (if used). Online registrations shall be done using the online refund tool on the league website.

*75% of all registered players must reside in Bristol Township.* This is incumbent on us in our lease of the field at Oxford Valley Park.

## **Membership:**

Participating Member – Any girl who plays in the league, whose registration and fundraising fees are current, is considered a participating member.

Adult Member – Any person over 18 years of age.

Any adult member can manage or coach, with current clearances.

Any adult member can run for office.

Any adult member can serve on any committee. Members younger than 18 may be appointed to a committee at the executive board's discretion.

Any member can vote as long as they attend three (3) meetings in a consecutive twelve (12) month period.

All members must sign the attendance record at the beginning of each meeting to be eligible to vote.

Any member can make a motion.

## **Yearly/Monthly Meeting Agenda:**

Monthly meeting agendas to be determined on an as-needed basis, with exception of the June and July meetings, when board members are to be nominated and elected.

Monthly meetings during the off-season are to be held on the first Sunday of the month, at 6 pm, at the Oxford Valley clubhouse.

In season meetings schedule will be determined after game schedules are released for the spring and fall seasons.

Monthly meetings shall be OPEN meetings. They are open to all league members as well as the voting body.

Closed meetings for the executive board will be held on an as-needed basis.

Written records shall be kept of all meetings, open and closed. Open board meeting minutes shall be made available to any member at their request.

Meeting dates and frequency can change.

All league members are encouraged to attend monthly board meetings.

### **Making a Motion:**

1. Motion is made to the floor
2. Motion needs to be seconded
3. Secretary records in the Motion Journal
4. The motion is discussed.
5. Once discussed, the motion is voted on

The secretary shall follow the procedure described in the Secretary description on page 7 of this document.

### **Expenditures:**

All expenditures shall be discussed and approved by the board.

Any expenditure over \$750 needs to be motioned and approved by eligible voting members.

Three (3) written estimates shall be obtained for any purchase over \$1000.

Three (3) written estimates shall be obtained for expenditures for building maintenance, facility improvements, and essential services.

\*\*\* In an emergency, the president can poll the board of directors for an approval of funds.

## **Player Discipline:**

1. Any player found to have violated the code of conduct\* will be warned for a first offense<sup>#</sup>, and an incident report filed.
2. Disciplinary incident reports shall be kept on file for a period of 3 years. Reports older than 3 years shall be destroyed.
3. Second offenses, depending on the severity, shall be reviewed by the executive board. Penalty can include expulsion from the league.

\* Please see Code of Conduct

<sup>#</sup> Order of Discipline can change due to the severity of the offense.

**Possible committees:**

Coach Representative  
Complaints & Conflict Resolution  
Concession Stand  
Field & Equipment Maintenance  
Fundraisers/Events  
In-House Clinics  
Registration  
Scheduling  
Sponsorships  
Tournaments (for all in-house all-stars teams)  
Uniforms