

BYLAWS OF:

PEKIN COMMUNITY SOFTBALL ASSOCIATION

Revised: January 23, 2019

ARTICLE I

OFFICES

The corporation shall maintain in the State of Illinois a registered office and a registered agent, at P.O. Box 72 Pekin, Illinois 61555

ARTICLE II

MISSION STATEMENT AND BELIEFS

The mission of Pekin Community Softball Association (PCSA) is to provide opportunities that develop softball skills, character and citizenship.

PCSA Believes:

Every young female should have the opportunity to play the game of softball. A positive, knowledgeable and safe environment will help to ensure that development of softball fundamentals, game play enjoyment and sportsmanship. The attributes of a good work ethic, attitude and teamwork will build strong and confident young women. Respect, responsibility and resourcefulness are a must in order for each to reach their full potential. Participating in our association will teach life lessons.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS

The affairs of the corporation shall be managed its Board of Directors. They will formulate all program policies and can change said policies and/or decisions.

SECTION 2. NUMBER, TENURE, ELECTION

An affirmation vote of **2/3** majority of the Directors shall be required for election. Each Director shall hold office until his/her successor is duly elected and qualified. The number of Directors may be decreased to not fewer than five or increased to not more than 13 from time to time by amendment of this section.

SECTION 3. QUORUM

A Board of Directors Officer and at least five other Board Members shall constitute a quorum for the transaction of business at any meeting of the Board.

SECTION 4. MANNER OF ACTING

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of the Directors.

SECTION 5. COMPENSATION

Directors shall not receive any salaries for serving as a Board member.

SECTION 6. VOTING RIGHTS

Each member shall be entitled to one vote on each matter submitted to a vote of the members. The President will vote only in the case of a tie.

SECTION 7. TERMINATION OF MEMBERSHIP

- A. The Board of Directors by affirmative vote of **2/3** of all the members of the Board may suspend or expel a member for cause after appropriate inquiries.
- B. Members must attend at least two-thirds of the regularly scheduled yearly meetings or be subject to removal of membership by the Board of Directors.

SECTION 8. RESIGNATION

Any member may resign by filing a written resignation with the Board of Directors.

SECTION 9. REINSTATEMENT

Upon written request signed by a former member and filed with the Secretary, the Board of Directors may by the affirmative vote of **2/3** of the members of the Board reinstate such former membership.

SECTION 10. REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held without other notice than these bylaws. The Board of Directors may provide by agreement the time and place for the holding of regular meeting of the Board without other notice than such agreement. Regular meetings shall start at the agreed to time and shall not be abnormally long (between one and two hours). The Board of Directors will hold regular meetings during the year according to the following schedule: One per month, January-December, normally Second week of each month. President will adjust schedule for holidays or other circumstances that arise.

SECTION 11. ANNUAL MEETING

An annual meeting of the members shall be held each year for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

SECTION 12. SPECIAL MEETING

Special meetings of the members may be called by any member of the Board of Directors with a minimum of 24 hours' notice given.

SECTION 13. PLACE OF MEETING

The Board of Directors may designate any place as the place of meeting for any annual meeting or for any special meeting called by the Board of Directors.

SECTION 14. BOARD OF DIRECTORS RESPONSIBILITIES

The Board shall establish all registration and sponsor's fees for the next regular season.

ARTICLE IV

OFFICERS

SECTION 1. OFFICERS

The officers of the corporation shall be a President, a Vice-President, a Treasurer, a Secretary, and such other officers as may be elected by the Board of Directors. Officers whose authority and duties are not prescribed in these bylaws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors.

SECTION 2. ELECTION AND TERM OF OFFICE

The officers of the corporation shall be elected annually by the Board of Directors at a regular annual meeting of the Board of Directors from September 1 to August 31.

SECTION 3. REMOVAL

Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the corporation would be served thereby.

SECTION 4. PRESIDENT

The President shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, he/she shall see that the resolutions and directives of the Board of Directors are carried into effect. He/she shall preside at all meetings of the Board of Directors using proper parliamentary procedure. The President has the authority to take action for the Board of Directors until the Board can meet, discuss and decide on the matter. The President must have been a Board member for at least one year.

SECTION 5. VICE PRESIDENT

The Vice President shall assist the President in the discharge of his/her duties as the president may direct and shall perform such duties as from time to time may be assigned to him/her by the President or by the Board of Directors. In the absence of the President or in the event of his/her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be

subject to all the restrictions upon the President. The Vice President must have been a Board member for at least one year.

SECTION 6. TREASURER The Treasurer shall be the principal accounting and financial officer of the corporation. He/she shall: (a) have charge of and be responsible for the maintenance of adequate books of account for the corporation; (b) have charge and custody of all funds, deeds, agreements, notes and other property of financial character of the corporation, and be responsible therefore, and for the receipt and disbursement thereof; and perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. The treasurer must be a Board member.

A. OTHER DUTIES. The Treasurer will:

1. Issue checks and pay all bills owed by the corporation with the approval of the President or Vice President.
2. Maintain a checking account of general funds and oversee concession and tournament fund accounts.
3. Prepare a financial statement for all regular Board meetings and at any other time the President requests.
4. Prepare year-end financial statement for all accounts.
5. Insure that an audit of the financial books is performed in each calendar year.
6. Maintain an annual oversee of the corporation and all accounts.
7. With approval from the Board, contract an accountant to handle all financial related filings and reports.
8. Be responsible for collection and forwarding of all information to accountant.
9. Prepare and submit monthly, quarterly and yearly reports to State and Federal entities.

SECTION 7. SECRETARY

The Secretary shall record the minutes (motions) of the meetings of the Board of Directors and present a legible summary to the Board at the next regular meeting; be custodian register of the post office address of each member which shall be furnished to the Secretary by such member; and perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. The Secretary must be a Board member.

SECTION 8. NON-VOTING ADVISOR

The Non-Voting Advisor suggest and/or distributes training materials to players, coaches, and team managers; coordinates mini-clinics as necessary.

Qualifications: Pekin Community High Softball coach or assistant coach

ARTICLE V

COMMITTEES

SECTION 1. COMMITTEES AND DIRECTORS

The Board of Directors, by agreement by a majority of the Directors in office, any designated one or more committees, each of which shall consist of one or more directors. Some of these committees are as follows:

- A. Fundraising
- B. Sponsorship/Grants
- C. Equipment
- D. Team Manager
- E. Spirit Wear
- F. Schedule/Umpires

SECTION 2. CHAIRMAN

The Chairman of a committee must be a member of the Board of Directors.

ARTICLE VI

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances. No one Board member may act as representing the Board as a whole unless given approval to do so by a majority of a vote of the Board of Directors to do so.

SECTION 2. CHECKS, DRAFTS, ETC.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness ensued in the name of the corporation, shall be signed by such officer or officers of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President or Vice President of the corporation.

SECTION 3. DEPOSITS

All funds of the corporation shall be deposited in a timely manner to the credit of the corporation in such bank or other depositories as the Board of Directors may select.

SECTION 4. GIFTS

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or advise for the general purpose or for any special purpose of the corporation.

ARTICLE VII

BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and also keep minutes of the proceeding of its members, Board of Directors, and committees having any of the authority of the Board of Directors. In addition, PCSA shall keep at the registered or principal office a record giving the name and address of the members entitled to vote. Executive sessions that can be rendered by a motion from the Board of Directors and approved by 2/3 vote before or during the Board of Directors meeting. Provided, any such executive session shall be set forth in the official minutes of the PCSA which is not related to such purpose shall not be transacted, nor shall any vote be taken during such executive sessions. Any members, or his agent or attorney may inspect all books and records of the corporation for any proper purpose at any reasonable time.

ARTICLE VIII

FISCAL YEAR

The fiscal year of the corporation shall be from January 1 to the following December 31.

ARTICLE IX

DUES

There will be no requirement for dues in this corporation.

ARTICLE X

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the General Not For Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the bylaws of the corporation, a waiver

thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI

AMENDMENTS

The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the Board of Directors. Such action may be taken at a regular or special meeting. An affirmative vote of **2/3** of the Directors shall be required for passage; so long as every board member has been notified of said meeting.

ARTICLE XII

DISSOLUTION

Upon dissolution of the organization, the remaining assets must be used exclusively for exempt purposes such as charitable, religious, educational and or scientific purposes.

ARTICLE XX

PARTICIPANT ELIGIBILITY, FEES, AGE BREAKDOWN

SECTION 1. TEAM COACHES

- A.** Coaches must pass background check and Head coaches be ACE Certified.
- B.** Coaches will support the PCSA mission statement and beliefs, zero tolerance policy and code of conduct.
- C.** The Traveling Team Coach(es) shall conduct tryouts and team selection. Tryouts will be advertised in the local paper and/or Pekin Park activity book, other media / handout sources.
- D.** Shall be responsible to schedule his/her own games and tournaments. A complete schedule of all home games shall be submitted to the President by February 1 of each year.
- E.** A proposed budget shall be submitted to the President by February Board meeting.
- F.** Coaches will attend **2/3** of the coaches meetings with the Coaches Development Coordinator. Meeting will take place once a month.
- G.** Travel Coaches are responsible for their own financials. Collecting their player fees and paying all debt incurred by the team. PCSA does NOT subsidize any travel team. Keep a monthly financial statement, retain all receipts of purchases and record all expenditures All to be available for review by the President if so needed.
- H.** Coaches are responsible for turning in the remote for the scoreboard to the attendant on duty after use.
- I.** Coaches meeting with other coaches / parents after the game(s) must be done outside of field allowing the park attendant to lock the gates to the field.
- J.** All Coaches need to submit a Volunteer Coaching Application each year. Team coaches will either be elected, re-elected or neither on a yearly basis by the Board of Directors, during a Board meeting. If a coach decides to move up and that age bracket has an incumbent coach, the Board will approve such moves on a case-to-case basis to have more than one team in the same age bracket.
- K.** Coaches are responsible for maintaining the facilities they use. Reporting maintenance issues and cleaning up after their teams use. Sweeping, garbage pick-up and garbage take out.
- L.** Coaches are to schedule practices at least two weeks in advance and provide minimum two week notice (including make-up games) for any additional games or make-ups with the exception of inclement weather if practices are cancelled. When a coaching vacancy exists on any one or all of the traveling teams, the PCSA Board will:
 - 1.** Consider nominations by an outgoing coach.

2. Consider nominations by a Board member.
3. If no nominations are received, a notice will be placed in the local media outlets notifying the public of that opening. The Board will review the applicant(s) qualifications and make their decision as to who will fill that vacancy.

SECTION 2. TRYOUTS

Open tryouts are to be held each year for each PCSA Power team selections process.

- A. Every Player Candidate must attend a scheduled tryout per their appropriate age group.
- B. In the event a Player Candidate desires a chance to move up to an older age group, they may be allowed to try-out for the older age group at their next scheduled tryout.
- C. Final placement for a Player Candidate who attended a try-out on an older age group team must be approved by the upper age group team Head Coach in conjunction of the Board.

SECTION 3. TEAMS

- A. Any changes to the team roster names or numbers will be submitted at the next scheduled Board meeting and approved by **2/3** of the Board.
- B. After a team commitment meeting following tryouts no player may change from one PCSA Traveling Team to another PCSA Traveling Team until the end of the playing season unless **2/3** Board approval.
- C. All PCSA teams will carry some form of the name PCSA and sponsors. In the event that there is more than one team in an age bracket, the PCSA name will still be used, but the teams will be named differently.
- D. All PCSA teams (coaches, players, parents and fans) will accept and respect PCSA policies. i.e. Zero Tolerance and Code of Conduct.
- E. Traveling Teams shall be defined as teams made up from the highest caliber players or most prospective, competing against top competition, for the purpose of advancing their skills to the next level. Positions and playing time are not guaranteed.
- F. 8u, 10u, 12u, 14u, 16u and 18u teams will be offered, provided that adequate coaching is approved.
- G. The eligibility age rules that govern USA/USSSA/NSA travel teams apply.
 1. Any girl who is 9 on Dec 31st may not participate on the 8 and under team.
 2. Any girl who is 11 on Dec 31st may not participate on the 10 and under team.
 3. Any girl who is 13 on Dec. 31st may not participate on the 12 and under team.
 4. Any girl who is 15 on Dec.31st may not participate on the 14 and under team.
 5. Any girl who is 17 on Dec 31st may not participate on the 16 and under team.
 6. Any girl who is 19 on Dec. 31st may not participate on the 18 and under team.
- H. Due to age and roster requirements differing, the above rules (1.-6.) may not apply to PCSA Pekin Lettes.

SECTION 4. GUEST PLAYERS

- A. Travel team guest players are allowed when needed. If a guest player is added (either within or outside the organization) and there are enough PCSA rostered players, ALL roster players will play the field more AND have no less plate appearances than the guest player(s) not on the roster unless injury, illness or the PCSA roster player(s) arrive late to the game "IN PLAY". If player(s) arrive late, then those rostered players will have the guest player playing time decree applied to them instead of any other roster players AND guest player(s) for the game in play.
- B. PCSA Coach(s) must notify guest player Head Coach before being added to the roster. Abuse of guest player policy will be subject to Board review.
- C. The Guest player is not scheduled to play with their rostered team.
- D. Encourage player does not guest play in a tournament external of the PCSA organization in a tournament where other PCSA team(s) are playing within the same age group.
- E. As of the commitment, player fees must be up to date before guest playing.

SECTION 5. FEES-SPONSORSHIP

The Board will determine the fees to be collected from businesses or organizations that want to sponsor teams within the league program.

SECTION 6. FEES-UMPIRES

The payment fee for umpires will be determined by the agreement of Schedule/Umpire Chairperson and scheduler of the Umpires with the Board's approval.

ARTICLE XXI

SOCIAL MEDIA

PCSA SOCIAL MEDIA SITES: FACEBOOK, TWITTER, ETC.

Our belief statements talk about respect, responsibility, and a positive environment. Many current players, future players, previous players, parents, grandparents, friends and neighbors use social media to stay in touch with our PCSA community.

- A.** PCSA social media sites ARE to be used for event information, communicating and sharing accomplishments and PCSA softball photos.
- B.** PCSA Social Media should NOT be used for negative post, comments or photos unrelated to PCSA events. Negative post, comments or unrelated photos will be deleted immediately. If a person(s) continues to post negatively, they will be blocked.
- C.** PCSA Social Media should NOT be used for personal marketing or personal advertising.
- D.** Questions and suggestions related to PCSA operations and/or administrations should NOT be directed to the social media's less controlled open forum / dialog.