

**Burnsville Athletic Club**  
**Girls Traveling Slow Pitch By-Laws**

**Article I**

**Name and Purpose**

Section 1: This organization shall be known as Burnsville Girls Traveling Slow Pitch.

Section 2: The purpose of the organization shall be to provide a high level of competitive play and a positive learning experience for those of our youth in the community who are members of the Girls Traveling Slow-pitch teams.

**Article II**

**Membership**

Section 1: Membership is open to all residents of the City of Burnsville, the City of Savage, and those portions of the cities of Eagan, Lakeville, and Apple Valley Minnesota, included in independent School District No. 191, as well as the legal guardians of any child who attends a school within Independent School District No. 191.

Section 2: Special consideration will be given to Traveling teams that do not have enough players to fill a team. In these instances the Commissioner may recruit players from outside the stated eligibility boundaries, as long as such petition is done prior to any recruiting or team selection taking place.

Section 3: In the event the Girls Traveling Slow Pitch team is short a player the traveling team would be able to utilize an In-House player for one game or tournament.

Section 4: With prior approval from both commissioners a participant may substitute in more than one sport but only as a substitute. For example, a Lacrosse or Fast Pitch player may substitute in a game or tournament in the event of a shortage of players. With this exception this does not entitle the coach to sit a regular player and play the substitute just to get an advantage over the opposition.

**Article III**

**Fiscal Year**

Section 1: The fiscal year of the organization shall be from January 1 through December 31.

**Article IV**

**Elections of Officers and Directors**

Section 1: A nomination for election shall be held annually in October, no later than the 20<sup>th</sup> of the month for the purpose of election officers and directors in November for the following year.

Section 2: Participants in the organization, including coaches, volunteers and the parents or legal guardians of any player(s), shall be eligible to vote in the annual election and shall have one vote per player in the program.

Section 3: Elections will be held annually. A notice will be sent to all program participants 30 days prior to the date of the election. Nominations will take place at the same meeting, just prior to the election. Any

participant of the program is eligible to nominate a candidate or themselves for a Board position. A candidate will be approved upon receiving a majority of the votes.

Section 4: The term of office for all officers and directors shall be one year, and this term shall begin January 1, with a transition period beginning November 1 immediately after elections, during which time the newly elected officers and directors shall participate in Board affairs on a non-voting basis.

## **Article V**

### **Board of Directors**

Section 1: The property, affairs and business of the organization shall be managed by a Board of Directors, consisting of the Commissioner, Assistant Commissioner, Secretary, Treasurer, and at least one At Large Member with a maximum of seven members on the board.

Section 2: Regular meetings of the Board of Directors shall be held at least 8 times per calendar year.

Section 3: Special meetings of the Board may be called at any time by the Commissioner or any member of the Board as long as adequate notice is given to each officer and director.

Section 4: **The Board of Directors shall:**

- A) Perform all duties specifically delegated to it in these by-laws.
- B) Approve all contracts necessary for the transaction of all business.
- C) Fill vacancies among the officers and directors by a vote of a majority of the Board members in office.
- D) Make rules for the conduct of the members of the organization and for the use of its property.
- E) Fix and enforce penalties for the violations of such rules or of the by-laws.
- F) Prescribe and publish rules regulating the use of the organization's equipment and facilities and conduct of both members and participants.
- G) Approve appointment by Commissioner of special representatives to confer with other clubs, associations, governing bodies, individuals or business on any matter in which the organization may be concerned and define the duties and powers of such appointees.
- H) Make, alter and amend rules for its own procedures and fix and enforce penalties for the violation of such rules.
- I) Have complete jurisdiction over the organization's finances and have exclusive power to make or authorize appropriations and approve operating budgets.
- J) Have the general power to manage all the affairs of the organization unless specially delegated otherwise by the Burnsville Traveling Slow-pitch Board of directors.
- K) Sanction all fund-raisers.

Section 5: A majority of the directors in office shall constitute a quorum for the conduct of business, which would be a minimum of three for quorum.

Section 6: All regularly scheduled meetings shall be open to the general slow-pitch community with a designated time on the agenda to provide comments and feedback to the board on items up for voting consideration.

Section 7: A Board member who fails to attend at least five of the eight scheduled meetings may be removed upon the majority vote of the Board at a meeting called for that purpose and shall not be eligible for re-election to the Board the following year.

## **Article VI**

### **Duties of Officers**

#### **Section 1: Duties of the Commissioner:**

- Be the chief executive officer of the organization and preside over all regular and special meetings of the Board of Directors.
- Enforce all rules, laws and regulations of the organization and have general active management of the business of the organization.
- Submit a proposed budget to the BAC Board for approval prior to January 31.
- Attend BAC Board meetings as a voting member of the BAC Board.
- Supervise the publication of required notice for all meetings.
- Be ex officio a member of all standing committees and have the general powers and duties of supervision and management duly vested in the office of Commissioner of a corporation.
- Appoint the chairperson of standing committees of the organization subject to approval of the Board.
- In advance of each regular meeting provide to the Secretary an agenda of items to be acted on or discussed at the meeting.
- Perform such other duties as are specifically provided in the by-laws and as shall be imposed by the Board.

#### **Section 2: Duties of the Assistant Commissioner:**

- Perform all duties and exercise all powers of the Commissioner in the absence of the Commissioner.
- Oversee all website updates and registration form updates.
- Coordinate all the pre-season training and tryout location and information to the parents.
- This position is essential in promoting the Traveling program both by media and news and coordinating efforts with the State Representative and the River Valley League Representatives. This position must coordinate with the BAC In house program to ensure there is a 12U traveling team every year.
- Assist the Commissioner in any manner so designated by the Commissioner.
- Perform such other duties as are specifically provided in the by-laws and as shall be imposed by the Board
- Serve as chairperson of the Rules Committee and the Grievance Committee.
- Recruit coaches and make recommendations to the Spring Committee as required.

- Handle the registration of the teams for week day games and weekend tournaments.

**Section 3: Duties of the Treasurer:**

- Perform all duties of the Commissioner in the absence of the Commissioner and Assistant Commissioner.
- Keep account of all money received and deposited in the name of the organization in such depository as shall be designated by the Board of the Burnsville Athletic Club.
- Keep account of money disbursed by checks and vouchers by approved budget or special Board action.
- Prepare an annual report on receipts and expenditures to be submitted within 60 days of completion of the season.
- Submit a detailed financial statement for the year to date at each meeting of the Board for their approval.
- Prepare annual budget with input from the Commissioner and other board members for approval of Board in December.
- Perform such other duties as are specifically provided in the by-laws and as shall be imposed by the Board.

**Section 4: Duties of the Secretary:**

- Perform all duties of the Commissioner in the absence of the Commissioner, Assistant Commissioner and Treasurer.
- Keep the minutes of the meetings of the Board.
- Conduct the official correspondence of the organization.
- Update all correspondence from year to year, changes on the official documents such as board member changes, email addresses, contact information, by-laws and guideline changes, as well as prepare documents for web site updates. Forward these changes to website contact.
- Update online registration and regular registration forms with current prices and information for age brackets and any other necessary information needed on such forms.
- Keep all records, books, documents and papers relating to the organization in such place and forms as shall be designated by the Board.
- Circulate the agenda for each regular meeting in advance of the meeting.
- Issue a current copy of the by-laws of the organization to each officer and director no later than the first meeting of the year.
- Assist with preseason clinic registration.
- Maintain a roster of all girls in the program including an email address list for all teams.
- Perform such other duties as are specifically provided in the by-laws and as shall be imposed by the Board.

**Section 5: Duties of the At Large Member(s)**

- Serve on the Rules and Spring Committee.

- Manage the equipment by inspection and informing the Assistant Commissioner of what the needs are for the program every year for the following, bats, balls, first aid, score books, catcher's equipment, helmets and uniforms. This position will coordinate with all the needs in the event Burnsville holds either the State tournament or another tournament.
- This position will be required to coordinate all orders and return any orders that are insufficient or has manufactures defects.
- Work with the Assistant Commissioner to get teams registered in the summer tournaments.
- Help the Assistant Commissioner coordinate preseason clinics. This could include scheduling the instructors, flyer production, mailing, administering enrollment, and any follow up needed.
- Coordinate Umpires for home tournaments
- Coordinate Fields for home tournaments and River Valley league home games.
- Act as volunteer coordinator for registration at tryouts.
- Coordinate and schedule team pictures.
- Perform duties necessary for Association and League registrations.
- Assist the Secretary with administrative duties.
- Perform other such duties as are specifically provided in the by-laws and as shall be imposed by the Board.

## **Article VII**

### **Standing Committees**

#### Section 1 Duties of Rules Committee:

- Prepare rules governing the use of equipment and facilities and the conduct of both members and participants in the program. This is to include playing rules.
- Coordinate the standardization of rules with other athletic clubs, associations or corporations, which are adjacent to or compete in same league play as the organization.
- Adjudicate all violations of rules and protests regarding interpretation of the regulations.
- The Committee shall consist of the Commissioner, Assistant Commissioner and the At Large member(s) of the Board.

#### Section 2: Duties of Grievance Committee:

- Discuss and decide appropriate actions to be taken when complaints have been received concerning the conduct of the coaches, players or spectators.
- The Committee shall consist of the Commissioner, Assistant Commissioner, and one At Large non-board member, all of whom are not directly involved in the complaint as Coach, or parent of the teams(s) involved. The Committee Chairperson will choose the At Large member. Alternates or any other available Board member who has no direct interest in the complaint.

Section 3: Duties of Spring Committee:

- Review applications and conduct interviews of prospective coaches
- Select coaches.
- Run try-outs.
- Assist in the evaluation of coaches throughout and after the season.
- The committee shall consist of the Commissioner and Assistant Commissioner.

Section 4: The term of office for all committees will be one year, coinciding with the present Board's term.

Section 5: All standing committees shall meet when called by the Commissioner or the chairperson of the committee.

Section 6: No committee shall have any authority to create indebtedness except on specific authority from the Board.

Section 7: A majority vote of the directors in office shall be necessary to approve committee actions.

**Article VIII**

**Amendments of By-Laws**

Section 1: The by-laws may be amended or altered by a two-thirds vote of the Board in attendance at any meeting, provided that notice of such proposed amendment shall have been given to all Board members one month in advance of the meeting at which the vote will be taken.

**Article IX**

**Burnsville Athletic Club Membership changes**

Section 1: Any and all changes in the relationship between the Burnsville Athletic Club and Burnsville Girls Traveling Slow-pitch after November 1, 2010 must be approved by both the Burnsville Athletic Club and the Burnsville Girls Traveling Slow-pitch Board of Directors. Changes shall be approved by a two-thirds vote of the members in attendance at any meeting provided that notice shall have been given to all Board members one month in advance of the meeting at which time the vote will be taken.