

COTTAGE GROVE ATHLETIC ASSOCIATION, INC.
SOFTBALL DIVISION
BYLAWS

Revised October 2009

I. NAME

This organization shall be known as the Cottage Grove Athletic Association, (CGAA) Incorporated, Softball Division.

II. OBJECTIVE

- A. The purpose of the Softball Division is to provide recreation and education for the youth of Cottage Grove, in the field of Softball.
- B. To install the ideals of good sportsmanship, honesty, loyalty, and courage so they may be finer, stronger, and happier children and will grow to be clean, proud, confident adults.

III. MEMBERSHIP

A. Any adult resident of the City of Cottage Grove, with a child registered in the softball program shall be a member and have voting privileges in the Softball Division.

B. Any adult volunteer, resident or non-resident, active with the softball program shall have voting privileges in the Softball Division.

Definition of Active for Article III, Section B:

- a. **Current Member of the Board of Directors (October 2009)**
- b. Commissioner of a league
- c. Head Coach or his/her assistant
- d. Child(ren) are registered in the softball program.

IV. PLAYER ELIGIBILITY

A. For participation in the CGAA Softball program, players must meet the following eligibility requirements:

- 1. **For participation in the In House leagues, all players must live within the Park High School or East Ridge High School draw areas as defined by School District 833. (Updated October 2009)**

2. For participation in the traveling program, all players must live in the following areas: The City of Cottage Grove, the City of Saint Paul Park, the City of Newport, the Township of Grey Cloud Island, the City of Afton and Denmark Township which does not offer a youth softball program. (Added October 2009)
 3. For participation in a CGAA sponsored or endorsed club team, club teams are considered an open team that must have 6 players from the following areas: The City of Cottage Grove, the City of Saint Paul Park, the City of Newport, the Township of Grey Cloud Island, the City of Afton and Denmark Township. (Added October 2009)
- B. Children of active non-resident volunteers are eligible to play in the Cottage Grove Softball Division as long as they meet the league registration requirements (also, any family where at least one adult member has been active in the CGAA Softball Division and a resident of the City of Cottage Grove and moves to another community, the children will be allowed to continue participation in the Softball Program so long as an adult member of the family remains active in the softball program.
- C. Teams will be decided by the following:
1. T-ball, Pitch ball (Updated October 2008)
 - a. 2009 season- by their neighborhood if before registration deadline
 - b. 2010 season- by their school and by their age if by registration deadline
 2. Peewees, Minors, Juniors and Majors (Updated October 2009)
 - a. By pitcher, catcher divided equally
 - b. A weighted draft by age, experience, for all players registered by the registration deadline
 3. Traveling (Updated October 2009)
 - a. by an annual tryout
 - b. Players that have tried out for another association prior to the CGAA tryout will be ineligible to be placed on an A team. If the other association the player tries out for is unable to field a team, the player will still be eligible for the A team.

V. GOVERNMENT

- A. The Softball Division shall be under the supervision of a President and a Board of Directors, whose duty is to manage the organization subject to the will of the membership and Bylaws of the CGAA INC.
- B. The Board of Directors shall consist of **fourteen (14)** elected officers. President, Director of the In-House Senior Leagues, Director of the In-House Junior Leagues, Director of Traveling, Secretary, Treasurer, Director of Communication, Tournament Director, Director of Player Development, Director of Fields, Fall Ball Director, Equipment Manager, Director of Special Events **and Member at Large (non-voting position)**. Only elected Board members shall have voting rights at Board meetings **with the exception of the Member at Large.** (Updated October 2009)
- C. Any voting member or resident adult volunteer, who previously had a child registered in the softball program, who left CGAA in good standing, and who does not have a child in another community's association, may serve on any Board position except the position of President. **Individuals participating in or serving on the board of other communities softball organizations may not serve in any Board position.** The President must be a Cottage Grove resident in accordance with the CGAA INC. Bylaws. (Updated October 2009)
- D. The general membership shall each year vote in August to elect Officers to positions on the Board. The elected Officers will assume their positions on the first day of September of the current year. A nomination committee of three (3) to five (5) CGAA Softball members shall be appointed by the Softball Board by April of the current year to find officers for the upcoming Softball Board elections. The term of this committee expires at the end of their appointed time.
- E. Any vacancy shall be filled by interim appointment by the Softball Board. The appointed Officer will hold that position until the next annual election.

F. All elected Board positions shall be for a two (2) Year term. (Updated October 2009)

1. The following positions will be elected on even numbered years (i.e. 2008, 2010, 2012, etc.)

- a. President
- b. Director of In-House Junior Leagues
- c. Treasurer
- d. Director of Special Events
- e. Director of Communication
- f. Director of Traveling
- g. Director of Program Development

2. The following positions will be elected on odd numbered years (i.e. 2007, 2009, 2011, etc.)

- a. In-House Senior Leagues
- b. Director of Fields Administration
- c. Secretary
- d. Fall Ball Director
- e. Tournament Director
- f. Member at Large
- g. Equipment Manager

G. Duties and responsibilities of the elected Officers:

1. The President shall:

- a. Preside over all meetings of the General Membership and Board of Directors.
- b. Represent the Softball Division at all CGAA INC. meetings.
- c. Be a member ex-officio of all Division committees.
- d. Establish ad hoc committees as necessary.
- e. Enforce all laws, rules and regulations of the Division.

2. The Vice President shall:
 - a. Perform all duties of the President in the absence of the President.
 - b. Assist the President in performing any duties assigned to the President.
 - c. The Vice President must be a member of the Board of Directors.
 - d. The Vice President shall be elected by a vote of the Board of Directors held at the September Board of Directors meeting each year.
 - e. If the Vice President selected is from a non-voting position, the Vice President shall have voting rights.

3. The Director of the In-House Senior Leagues shall:
 - a. Perform all duties of the President in the absence of the President and Vice President.
 - b. Be responsible for organizing the Senior In-House League. (Minors, Juniors, Majors)
 - 1) Designate the Commissioners (optional) for the Individual leagues
 - 2) Work with all of the above League commissioners in formation of their leagues and oversee all teams in their leagues.
 - 3) Organize and run all tryouts in any League where it is necessary.
 - c. Enforce all laws, rules, and regulations in the Senior In-House Leagues.
 - d. Be a voting member of the Protest Committee.
 - e. Be a member ex-officio of all committees under his/her jurisdiction.
 - f. Work with Special Events Director and Tournament Director on In-House Tournament.
 - g. Be co-chairperson of spring registration
 - h. Be responsible for all awards and trophies that are handed out in conjunction with league championships, tournaments.

- i. Responsible for checking the CGAA hotline for all messages, respond to all in-house senior league questions.
4. The Director of the In-House Junior Leagues shall:
- a. Perform all duties of the president in the absence of the President, Vice President and Director of the In-House Senior League).
 - b. Be responsible for organizing the Junior, In-House Leagues. (T-Ball, Pitchball, Peewees)
 - 1) Designate the Commissioners(Optional) for the Individual Leagues.
 - 2) Work with all of the above League Commissioners in formation of their leagues and oversee all teams in their leagues.
 - c. Enforce all laws, rules, and regulations in the Junior In-House League.
 - d. Work with Special Events Director on In-House Tournament.
 - e. Be co-chairperson of spring registration.
 - f. Be responsible for all awards and trophies that are handed out in conjunction with league championships, tournaments.
 - g. Responsible for checking the CGAA hotline for all messages, respond to all in-house junior league questions.
5. The Director of the Traveling Leagues shall:
- a. Perform all the duties of the President in the absence of the President, Vice President, Director of the In-House Senior Leagues and Director of the In-House Junior Leagues,
 - b. Be responsible for organizing the Traveling Softball Leagues.
 - 1) Run Traveling Coaches selection Interviews
 - 2) Run and organize Tryouts for individual teams
 - 3) Will attend the girls Tri-County Meeting
 - c. Enforce all laws, rules and regulations of the Softball Traveling Leagues.

- d. Be a voting member of the Protest Committee.
 - e. Be a member ex-officio of all committees under his/her jurisdiction.
 - f. Responsible for checking the CGAA hotline for all messages, respond to all traveling questions.
6. The Secretary shall:
- a. Perform all the duties of the President in the absence of the President, Vice President, Director of the In-House Sr. League, Director of the In-House Jr. League, Director of Traveling leagues.
 - b. Record the minutes of all Softball Board and General Membership meetings, and distribute copies of the minutes.
 - ~~c. Be the Editor of the "Softball NewsLetter"~~
 - d. Be a member ex-officio of all committees under his/her jurisdiction.
 - ~~e. Be responsible for informing the membership of upcoming events through the news media such as: The Bulletin, Window in Education, "Cottage Grove Reports" and Cable T.V. The official publication is the Bulletin.~~
 - f. Co-Chair the Volunteer Appreciation Dinner.
7. The Treasurer (Budget Director) shall:
- a. Keep all financial records, books and documents pertinent to the Softball Division.
 - b. Prepare the Softball Division budget (income and expenses) for approval of the Softball Board and approval of the CGAA Inc. Board.
 - c. Present a written report for the disbursement of all funds by invoice on a monthly basis.
 - d. Work closely with the Equipment Manager and the CGAA INC treasurer.
 - e. Maintain the Registration and Mailing List.
 - f. Be a member ex-officio of all committees under his/her jurisdiction.

8. The Director of Fields and Administration shall:
 - a. Be responsible for scheduling of all Softball League games and practice, make-up games and Batting Cage times.
 - b. Work with the City of Cottage Grove Park and Rec. Dept. in formation of long-range field usage plan.
 - c. Work with District 833 on scheduling gym time during winter months.
 - d. Work with Baseball in allocating fields according to division needs.
 - e. Co-chair the Volunteer Appreciation dinner.
 - f. Chair the Rules Committee meeting
 - 1) Set the date for the Rules Committee meeting at the August Board Meeting.
 - 2) Read the new rule proposals at the October General Membership meeting for ratification.
 - g. Periodically check on the conditions of all fields used by CGAA Softball and report any difficulties or problems to the Softball Board.

9. The Equipment Manager shall:
 - a. Be responsible for purchasing, distribution, storage, control, and maintenance of all softball equipment.

10. The Director of Special Events shall:
 - a. Be responsible for scheduling and distribution of all CGAA Softball team pictures.
 - b. Chair the In-House Tournament working with the Director of the In-House Sr. & Jr. Leagues.
 - c. Arrange for the Scheduling of all paid umpires in all leagues requiring paid umpires.
 - d. Co-Chair the Volunteer Appreciation Dinner.
 - e. Be a member ex-officio of all committees under his/her jurisdiction.
 - f. Coordinate and chair all fundraising activities and report these to the CGAA main board.

11. The Director of Communications shall:
 - a. Be responsible for updating all aspects of the program's website.
 - b. Email updates to the current subscriber list
 - c. Be the Editor of the "Softball NewsLetter" (Updated October 2009)
 - d. Be responsible for informing the membership of upcoming events through the news media such as: The Bulletin, Window in Education, "Cottage Grove Reports" and Cable T.V. The official publication is the Bulletin. (Updated October 2009)
 - e. Submit news articles to local newspapers for various activities throughout the year.

12. The Director of Program Development shall:
 - a. Recruit coaches and players
 - b. Conduct coaches and player clinics
 - c. Manage all aspects including staffing, scheduling and the administration of Winter Gym Time.
 - d. Reports to Traveling Director all activities
 - e. Organize all clinic and winter gym activities
 - f. Coordinate gym time with Fields Director
 - g. Organize coaches/player clinic run by High School coaches
 - h. Maintain communication between High School program and coaches
 - i. Promote the activities of all clinics
 - j. Select clinicians for all clinics

13. The Fall Ball Director shall:
 - a. Be responsible for Fall annual registration
 - b. Recruits and selects fall coaches.
 - c. Collect Fall league registration fees
 - d. Submit team entry fees and forms
 - e. Promote Fall League to the In House Leagues, Traveling teams and Club teams
 - f. Handles Dome ball teams
 - g. Submit completed rosters to coaches

14. The Tournament Director shall:
 - a. Be responsible for all duties associated with running the tournaments
 - b. Coordinate all tournament entries for the organization
 - c. Appoint committee for concessions, volunteers and other help needed to run the tournaments hosted.
 - 1) Secure tournament dates
 - 2) Advertise tournament
 - 3) Appoint Tournament Umpire in Chief
 - 4) Coordinate all volunteer assignments
 - 5) Acquire city permits and appropriate sanctioning (ASA, MMFL for example)
 - 6) Coordinate with League Director and Fields Director with the securing of fields.
 - 7) Co-chair with Special Events Director to coordinate concessions at all sites.
 - d. Coordinate the scheduling of the All Star Game and Coaches Tournament.

15. The Member at Large:
 - a. At large members do not have voting privileges at regular board meetings
 - b. Responsible to participate in regular Board Meetings
 - c. Duties assigned by a voting member or committee chair
 - d. Participate in discussion and help with league activities

H. Committees

1. The President shall from time to time establish ad hoc committees to execute specific needs of programs of the Division. Example: fund raisers, publicity, tournaments, bylaw changes, Board member removal, etc.

- I. The procedures for removal of Board Member, Commissioners, Coaches or Committee members from a position are as follows:
 1. Give a written complaint to a Board member or members; where upon he/she shall notify other Board members.
 2. A quorum of the voting Board of Directors is required to convene a special meeting for removal. At that meeting the Board shall appoint an ad hoc committee of at least three (3) and not more than five (5) voting CGAA Softball members to investigate the charges. At that meeting a date shall be set to call a General Membership Meeting, not later than fifteen (15) days from the date of the original written complaint.
 3. If a quorum is not present on the date set for the special General Membership Meeting, the meeting will be on the very next day, and then the next day, and so on until a quorum is present. Official notice will not be sent on the date changes of the subsequent meeting dates.
 4. At this special meeting, the ad hoc committee shall report to the Board members and to the General membership. If there is cause for removal, the President or highest ranking member shall call for a vote at this time.
 5. For removal of a member of the Board of Directors; a two-thirds (2/3) majority vote of all those present is required. For removal of a Coach, Commissioner, or Committee Member; a majority of the elected Board of Directors is required.
 6. Only voting members of the CGAA Softball Division are allowed to vote at the special meeting.
 - a. Voting eligibility at a removal meeting will be determined under ARTICLE III-of the CGAA Softball Division Bylaws.
- J. Any additions to the approved budget must meet the following criteria:
 1. Be referred to the Board, or a committee appointed by the Board for study
 2. Must be approved by the majority of the Board members at the next scheduled Board meeting.

VI. MEETINGS

- A. Roberts's Rules of Order shall govern the proceedings of all meetings, except where there is a direct conflict with the Articles or Bylaws of this Division or the CGAA Inc..

- B. General Membership meetings:
 - 1. Nine (9) members shall constitute a quorum with no less than five (5) Board members present.
 - 2. There will be no fewer than two (2) General Membership meetings per year (i.e., Rules meeting and Election meeting)
 - 3. Official notification of a General Membership meeting will be published in The Bulletin.
 - 4. Special membership meetings may be called by a quorum of five (5) Officers with five (5) days notice to the General Membership.

- C. Board of Director's Meetings:
 - 1. Five (5) voting Officers shall constitute a quorum.
 - 2. A meeting of Board of Directors may be called by the President or two (2) elected Officers at any time when ample time has been given to all Directors.
 - 3. The Board, from time to time, may establish ad hoc committees with specific objectives when needed. The ad hoc committee will cease when their objectives are met.
 - 4. All meetings will be conducted by an in-person gathering of a quorum of the voting Officers. Telephone voting shall not be permitted.

VII. POLICIES

- A. This Division recognizes goals, objective, rules and regulations of youth softball as stated in the ASA rule book. It is a policy of this Division to register some teams in leagues that play under the guidelines of this rule book, always keeping in mind that CGAA policies, rules, and regulations supercede this rule book (ASA).

- B. This Division shall provide a youth Softball program which provides the opportunity for all youth to compete and develop at their respective age levels as defined by the Rules Committee.

- C. All participants of the program offered by this Division shall be fully and properly registered prior to participating and the parents or guardians of each participant shall be informed as to their responsibilities to support the programs and events offered and sponsored by this Division.
- D. This Division shall establish and publish playing rules for each playing level. Such rules shall be in the agreement with the ASA rules and the CGAA Inc. rules.
- E. This Division shall appoint coaches who adhere to our Softball Coaches Code of Conduct (see coach's code of conduct). Failure to adhere to the Coaches Code of Conduct at any time will result in disciplinary action as outlined in the Code of Conduct.
- F. This Division shall establish guidelines for playing time at all age levels.
- G. This Division shall establish a procedure with the appropriate rules and regulations which shall define the method used to select and/or form teams for the different playing levels and programs offered by this Division.
- H. This Division recognizes league playoffs and shall develop the procedures and rules governing such playoffs.
- I. This Division shall establish player equipment requirements; also the care and return of the equipment that is provided by CGAA Softball.
- J. The Division shall establish yearly program registration fees.
- K. This Division shall charge extra fees for various specialty leagues to cover the added expense. (i.e. the traveling leagues). This extra fee is to cover the cost of umpires, tournaments, extra equipment, etc.
- L. This Division recognizes and promotes the sponsorship of program activities and functions by the business and associations from Cottage Grove and the surrounding area.

- M. This Division recognizes the need for individual and team awards given by the Division and therefore shall establish procedures and regulations governing the type of awards and the qualification of each award.
- N. This Division recognizes, encourages, and promotes the participation of CGAA teams in specialty and Traveling leagues when eligible and appropriate.
- O. This Division recognizes the use of fundraisers to reduce the overall registration fees.
- P. This Division recognizes Invitational tournaments as one means of promoting the Softball program, and for providing external competition for our teams.
- Q. This Division shall establish procedures, rules, and regulations governing the participation of a Division team in such.
- R. This Division recognizes the importance of officiating and hereby establishes the policy to encourage and promote officiating and the training of such individuals.
- S. This Division recognizes the need of a Protest Committee to solve grievances arising from Softball games and therefore shall establish procedures and regulations to form said committee.

VIII. BYLAW AMENDMENTS

- A. For this constitution or any section thereof to be amended or repealed, the following stipulations must be met:
1. Ratification shall occur only at the **November** Softball Board and General Membership Meeting. (Updated October 2009)
 - a. Changes must be recommended to the General Membership by a Committee appointed by the President, or by a motion in writing at a General Membership Meeting.
 - b. Changes must have one (1) reading at a regularly scheduled monthly General Membership meeting **(October)** prior to ratification. (Updated October 2009)
 - c. Notice of the changes shall be published at least five (5) days prior to the **November** Meeting in The Bulletin. Persons may receive copies of the changes by contacting the Secretary of the Softball Division. (Updated October 2009)
 - d. A two thirds (2/3) majority vote of the members present will be required to ratify any amendment.
 - e. Voting eligibility will be determined under ARTICLE III of the CGAA Softball Division Bylaws.