

# Lutz Leaguerettes Softball League, Inc. Constitution and Bylaws

(As adopted December 13, 1999 and Amended September 10, 2007)

## **Introduction and Explanation**

Lutz Leaguerettes Softball League, Inc. (hereafter referred to as Lutz Leaguerettes) is a Florida non-profit corporation that was created at the direction of Hillsborough County Parks and Recreation Department to continue the Lutz party of the Hillsborough County Parks and Recreation Department's Leaguerette Program.

Accordingly, the Lutz Leaguerettes at a general meeting on December 13, 1999, have adopted the following Constitution and Bylaws.

## **Article I: Objectives**

A. In addition to the objectives of the countywide Leaguerettes program, the objectives of the Lutz Leaguerettes shall be to teach the fundamentals of the sport of softball while implanting the ideals of good sportsmanship and teamwork. This includes encouraging girls to work hard and perform their individual best and providing an opportunity for increasing the girls' self-esteem and confidence. Secondary objectives are to encourage friendships among the players, a sense of community among the families, and to provide a fun and healthy activity for girls.

B. The objective will be obtained by providing supervised competitive sports. The leadership shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary, and the molding of future women is of prime importance. These objectives can only be met by the examples set by all coaches, managers, and parents.

## **Article II: General League Membership**

A. Membership. General membership shall consist of both parents of each registered player, and will be open to other adults subject to paying a registration fee. Each member will be entitled to one vote on any and all matters put before the general meeting.

B. Member Voting. No person shall be allowed a vote at any meeting unless he or she is a registered member, that is, a parent of a registered player or an otherwise registered adult.

C. Duties. Members shall perform any and all reasonable tasks as are necessary to maintain the standards of the League.

D. Registration Fee. No person shall hold office, manage or coach a team, or be a member of the Board of Directors who is not a member. Membership may be obtained by paying a \$10.00 registration fee or by having a registered daughter.

E. Fiscal Year. The fiscal year of Lutz Leaguerettes shall begin on July 1 and end on the June 30 of each calendar year. The president of Lutz Leaguerettes and Executive board members shall assume all responsibility of those offices on July 1 following election.

F. Elections. The final general meeting shall be scheduled two weeks prior to elections and will serve as introduction of candidates and nominations from the floor. Elections will be held during the final meeting of the season, usually in April or May. Nominations will be taken from the floor during the prior meeting as well as from the nominating committee. Elected officers will begin to fill committee chairmanships for the next year and new leadership officially takes over on July 1 to commence planning for the following year.

G. Special Meetings. Special meetings of the Board of Directors or of the General Membership may be called at any time by the president, or upon request of any five (5) members of the Board of Directors. Notice of such special meetings should be given at least two (2) days prior to such meetings.

H. Conduct of Meetings. Conduct of meetings shall be according to Roberts Rules of Order to the extent they are not in conflict with this Constitution and Bylaws.

I. Meeting Minutes. The minutes of each meeting shall be made available on the league website within seven (7) days after the meeting or from the secretary upon request. Included with the minutes must be a sign-in list listing the attendants of the meeting.

J. League Divisions. The League shall be divided into four (4) divisions, based on player's ages as of September 1. Each player must furnish a copy of her birth certificate at the time of registration. There shall be an open draft yearly in all divisions. The divisions are:

T-Ball Division	Ages 6* & under
Pixie Division	Ages 9 & under
Pigtail Division	Ages 13 & under
Ponytail Division	Ages 17** & under

\*If a player is 5 years old, the player can be eligible to play as a Pixie if approved by the majority of the Pixie coaches/managers (one vote per team).

\*\*A player who is 18 and still in high school, may play in the Ponytail Division.

K. General Meeting. There will be a general meeting following registration, prior to season opening. This meeting is to be scheduled by the President.

L. Calendar of Events. A Calendar of Events for the season will be printed and posted and made available by December 1.

### **Article III: League Organization**

A. Board of Directors. The Board of Directors shall consist of: President, 1st Vice President (Ways and Means), 2nd Vice President (Concession Manager), Secretary, Treasurer, Player Agents, Team Managers and Coaches and registered assistant coaches. All committee chairpersons who are not coaches or managers will be voting members of the board of Directors. The Board of Directors will adopt policies and make decisions regarding the operations of the League, subject to these Bylaws. Non-elected Board of Directors' terms shall be for a twelve (12) month period from tryouts to tryouts.

B. Board of Directors' Vacancies. Vacancies in the elected Directors shall be filled by a majority vote of the Board of Directors. Those elected are: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The elected officers shall together be considered the "Executive Board." The Executive Board shall be responsible for the operation of the League, pursuant to policies and decisions adopted by the Board of Directors.

C. Executive Board Meetings. Regular meetings of the Executive Board of Directors shall be held prior to the general regular membership meetings. There will be a Board of Directors meeting every month beginning in September. There will be an Executive Board meeting each month as needed. Once the teams have been established after the draft, there shall be a roll call of teams at each Board of Directors meeting.

1. Attendance. The failure of a team to be represented (by the manager, coach, registered assistant coach or legal team representation at two consecutive regularly scheduled Board of Directors meetings will result in a loss of a year of eligibility for the Coach and Manager. The coach, the manager, and the assistant coach, if any, will lose credit for the year when determining coaching preferences the following year.

D. Standing Rules. The business and affairs of the League shall be managed by the Board of Directors. The Board of Directors shall have authority to decide any matter of League business other than an amendment to this Constitution and Bylaws. The Board of Directors shall adopt and keep current a set of "standing Rules" to include drafting procedures, local league rules for games, drafting of All-star teams for tournament play at the end of the season, and such other matters as the Board of Directors may decide. The Standing Rules can be amended by a majority vote of the Board of Directors present at any duly noticed meeting of the Board of Directors. The meeting must be noticed at least fifteen (15) days in advance by sending an e-mail to the Board of Directors and posting the meeting on the League website. Changes to such rules that are made after the first game of the season will not become effective until the following season.

E. Dismissal of Board Member. Any member of the Board of Directors may be dismissed by a 2/3 (two-thirds) vote of the Board of Directors. Prior to removal of a coach or manager, the player agent must receive a signed, written complaint, which he/she in turn shall

present to the President and the coach or manager involved. The President will call a meeting of the executive Board, who will study the issue. The coach or manager involved should be notified of that meeting and given an opportunity to present his/her version of the incident(s). If determined to be unfounded, the matter will be dropped. However, if it is determined to be founded by a majority vote, the Executive Board will bring the matter before the Board of Directors for a vote of removal. The coach or manager under investigation may present his/her version of the incident at that meeting, before the vote of removal. Dismissal will require a 2/3 (two-thirds) vote of the board of Directors by secret ballot.

E. Fall Presidents' Meeting. A Board of Directors meeting shall be held prior to the annual Fall presidents' Meeting to direct the President in the meeting's agenda. There can be at least one other Board of Directors member present at the Presidents' Meeting with, or in place of, the President.

## **Article IV: Responsibilities of Executive Board**

### A. President.

1. The President shall preside at meetings of the General Membership and Board of Directors.
2. The President shall appoint all committee chairpersons, to be confirmed by the majority of the Board, and shall be ex-officio member of all committees except the nominating committee and the auditing committee.
3. The President shall act as executive director of the League and of the board of Directors.
4. The President shall be responsible for the selection of Coaches, Managers, and Player Agents, with the board of Directors' approval.

### B. Vice President.

1. In the absence of the President, the 1st vice President performs the duties of the President.
2. The 1st Vice president shall act as aid to the President in carrying out the policies and programs of the League.
3. The 1st Vice President shall carry out such duties and assignments as may be delegated to him/her by the President.
4. The 1st Vice president shall carry out duties associated with all fund raising projects. This will include providing an oral report at scheduled monthly league meetings on the status of monies collected. A written report will also be submitted to the board of Directors upon the conclusion of each project.

5. The 1st Vice President will act as the liaison between the Executive Board and team parents.

C. Second Vice President.

1. The 2nd Vice President shall carry out such duties and assignments as may be delegated to him/her by the President.

2. The 2nd Vice President shall be the Concession Manager in charge of ordering supplies and checking stock for the concession stand.

3. The 2nd Vice President shall turn in written reports of collected and expended funds to the Board of Directors at schedule meetings, turn in all money received over the above a \$100.00 operating fund to the League treasurer at a designated time each week, and arrange for additional facilities as may be required for special events.

4. The 2<sup>nd</sup> Vice President is a paid position and shall be paid \$2,000 per year (\$500 per month for four months, January through April).

D. Secretary.

1. The Secretary shall keep the minutes of the General Membership and Board of Directors' meetings, see that all notices are duly given in accordance with the Bylaws, be custodian of the records, and keep a register of the mailing address of each member, which shall be furnished to the Secretary by the player agent.

2. The Secretary shall 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 the Board of Directors.

3. The Secretary shall prepare and maintain a list of all members of the Board of Directors entitled to vote at Board meetings.

4. The Secretary shall prepare and maintain a list indicating the length and nature of each Board member's continuous service to the League.

E. Treasurer.

1. The treasurer shall have charge and custody of, and be responsible for, all funds and securities of the League, receive and give receipts for money due and payable from any source whatever, and deposit all such monies of the League in such bank or banks as shall be selected in accordance with the terms of these Bylaws; and such other duties as from time to time may be assigned to him/her by the President of the board of Directors, and shall in general, perform all duties incident to the office of Treasurer.

2. The Treasurer should be one of several authorized signatures on all checks. Each check must have two authorized signatures.

3. The Treasurer shall prepare a monthly budget report identifying our income and expenses.

4. The Treasurer will be responsible for the processing, filing and reporting of all local, state and federal tax reports.

5. 5. The Treasurer will work with an identified CPA to do a final audit on our books at the end of each fiscal year.

## **Article V: Other Positions.**

### **A. Player Agent.**

1. There should be three Player Agents, one for each division, and one lead for the T-Ball division. He/she may be a coach or a manager, but not in his/her own division. Player Agents act as First step arbitrator for problems or questions in their division. If not possible to resolve, the second step is to the Rules Committee.

2. Player Agents shall be responsible for team rosters being filled, each team consisting of as equal a distribution of ages within that division as possible. The Player Agent will assist the secretary with registration for their division and works with the secretary in keeping a current roster on each team. Player Agents will distribute copies of rosters to the President for his/her respective teams. After registration and tryouts, the Player Agent will only accept the registrations and work with the Secretary to secure a position and process all the needed documentation.

### **B. Head Scorekeeper.**

1. The league can choose between two methods for official scorekeeping: a) an official scorekeeper shall be responsible for providing trained scorekeepers for each game played, or b) an official scorekeeper will be appointed by each home team to keep the official book.

2. The official scorekeeper shall be responsible for obtaining the signatures of both umpires on the game page immediately following the game and then turning the book over to the official scorekeeper for the following game. The scorekeeper for the last game of the day is responsible for returning the scorebook to the proper file in the concession stand.

### **C. Equipment Manager.**

1. The Equipment Manager shall be responsible for yearly equipment inventories and keys at the beginning and end of the season.

2. The Equipment Manager shall be responsible for retrieval of equipment and keys at the end of the season.

3. Coaches and/or managers shall sign for equipment and keys when it is issued. Each team manager must give a deposit check to the Equipment manager once they receive their equipment at the beginning of the season. The manager will ensure the equipment is returned by defined date or the check will be processed.

4. Coaches or managers must immediately notify the Equipment Manager of lost items.

## **Article VI: Coaches and Managers.**

A. President as Manager/Coach Conflict. The President cannot be a manager or coach of a league team with noted exception: the President may manage a team if this is the only way the league can secure a president, manager, or coach.

B. Coaches' and Managers' Letters. All managers, coaches and assistant coaches must be members of the League and meet countywide certificate requirements and pass a background check. Prospective coaches and managers will announce their availability and willingness to take a team by so advising the President or designated authority, by submitting a coaching application at least two weeks prior to tryouts. All coaches and managers must be at least 18 years of age. All applicants for Manager, Coach and Asst Coach must possess a current HRPRD coach's card prior to the start of the season.

C. Coaches' Preference. These coaching applications will be accepted beginning at the league banquet and accepted until two weeks prior to tryouts. Any applications received after the deadline, but before tryouts, will be considered, but cannot take preference over a request that was made before the deadline. Where there are more manager/coach pairs wanting teams than there are available teams, preference for coaching pairs will be based on service to our league, as follows:

1. Preference for coaching pairs will be based on the seniority of the manager or coach, which has the greater continuous service. For purposes of this rule, "continuous service to the league" means being a coach, manager, registered assistant coach, officer, committee chairperson, or player agent. It does not include being a team parent. A person who does not participate in one of these capacities loses their continuous service. A coaching pair that does not have a daughter on the team they intend to manage cannot take preference over a coaching pair that does have a daughter on their team  
EXAMPLE: A coach/manager pair where the coach has a daughter and the manager does not have a daughter playing in the division will receive priority over a coach/manager pair without any daughters playing in the division. EXCEPTION: The "daughter in the division" rule does not apply to a prospective coach/manager with 10 or more years of continuous service to the league.

2. First preference will go to the coach or manager with the most years of continuous service with ties being broken based on divisional seniority.

3. Second preference will go to individuals with the longest number of years of continuous service to the league, who did not coach or manage a team the previous season.

4. Third preference will go to individuals with the most total years of service to the league, which are not continuous.

5. If additional tie breakers are required, the sum of the years of service of both coach and manger will be used by following the preference order as above.

6. In order to promote opportunities for more coaches and managers to participate in our league, coaches and managers shall only coach or manage one team during a given season, unless there is a shortage of qualified coaches or managers in a particular division. A qualified coach or manager, by definition, is someone who has been a coach, manager, or registered assistant coach for at least one season with the Lutz Leaguerettes. Coaches or managers who have daughters playing in more than one division, and only have the opportunity to coach or mangle one team as a result of this rule, may be an assistant coach with the other team(s).

7. Each coach and manager who has the potential of coaching or managing in more than one division must declare their divisional coaching preferences no later than one(1) week prior to the first divisional tryouts. This information shall be given to the league secretary and the applicable player agents.

8. Any coach or manager whose team wins a Lutz Leaguerette championship shall be guaranteed an opportunity to coach or manage a team the following season, if they so desire. Their seniority placement with the other coaches and managers within their division shall be based on actual service time.

D. Coaches/Managers Approval. All managers and coaches are subject to approval of the Board of Directors and may be removed by a two-thirds (2/3) vote of the Board of Directors.

E. Managers. Only females are eligible for managers.

F. Umpire Decisions. Only the manager or coach shall discuss any decision with the umpires.

G. Discipline. Any coach or manager accused, in writing, to the Executive Board, of disruptive behavior or breaking any county rules or bylaws regarding sportsmanlike behavior, will be subject to disciplinary action based on a review of the Executive Board.

## **Article VII: Disciplinary Action.**

A. Absences. Any combination of three consecutive absences from practices or games, without a valid reason, is sufficient cause to drop a player from the program with approval from the player agent and executive board.

B. Recording Absences in Games. Managers must list in the scorebook, for each game, players who are absent and an explanation for a player who does not play.

C. Disciplinary Action/Player. In the case of a disciplinary problem with a player, one or all of the following actions may be taken:

1. Removal from game. This action may be imposed by a coach or manager if so warranted during a game. This player must be scratched from the scorebook and marked out for disciplinary reasons. The coach or manager must inform the player agent via a written letter within two (2) days of the time of the infraction. The player agent will then determine whether further action is necessary.

2. Game(s) suspension. Suspension may be imposed based on the incident that resulted in game removal or disciplinary problems other than game related. The player agent or a League Officer will notify the player's parents if any of the above disciplinary actions are encountered.

3. Expulsion from the team. Expulsion may be imposed based on the incident that resulted in game removal or disciplinary problems other than game related. The player agent or a League Officer will notify the player's parents if any of the above disciplinary actions are encountered.

D. Disciplinary Action/Coach or Manager. Regarding disciplinary action against coaches and managers, one or all of the following actions may be taken:

1. First infraction: one game suspension. To begin the next game after board ruling. Exception: Any time a coach or manager is thrown out of a game, they are automatically suspended the next game.

2. Second infraction: one-week suspension from any and all participation in league activities. To begin immediately after board ruling.

3. Further infractions: additional time suspension from league activities with possibility of expulsion from the league as determined by the Executive Board and Player Agent.

4. Suspensions shall prevent the coach or manager from being at the park during their suspension.

E. Disciplinary Action/Parents. Regarding disciplinary action against parents and spectators the above measures will also be enforced. All suspensions shall include suspension from the park.

F. Restriction. Any person who has been sanctioned or restricted at another Leaguerette program or at the county level will be subject to the same sanctions and restrictions at the Lutz Leaguerette program.

G. Concession Responsibilities. Each team shall be responsible for providing parents to operate the concession stand as described in the Concession Stand Responsibilities. If a team fails to adequately staff the Concession as described in the Concession Stand Responsibilities, the concession stand will close for that shift, with a notice posted "Concession Stand is closed due to a lack of parental support from TEAM NAME." In addition, the team responsible for that shift will FORFEIT that day's scheduled game. The forfeited game may be played, but will be recorded as an automatic loss.

## **Article VIII: Committees**

A. General Committees. General Committees, unless otherwise stated, shall consist of a Chairperson, who is appointed annually by the President, and other members recruited by the Chairperson of that committee. Committee chairpersons shall be voting members of the Board of Directors, and the committees shall report directly to the Board of Directors.

### B. Standing Committees.

1. Rules Committee: This committee shall consist of the three player agents. When any dispute arises between teams in a division, whether as to an interpretation of the League's rules or otherwise, and it has not been satisfactorily resolved by the player agent for that division, it may be appealed to the Rules Committee.

2. Bylaws Committee. This committee shall include at least one member of the Rules Committee. The Committee shall be responsible for obtaining and reviewing annually the updated Leaguerette Guide from Hillsborough County Parks and Recreation Department. The Committee shall review the Lutz Leaguerettes Constitution and Bylaws and Standing Rules prior to the November board meeting and submit, in writing, recommended changes and/or additions/deletions to the rules. The Committee shall prepare an updated Lutz Leaguerettes Constitution and Bylaws, with Standing Rules attached, prior to the first game of the season.

3. Trophy Committee. This committee shall recommend to the Board of Directors what awards and recognition should be made at the annual banquet, and after obtaining proper bids and the approval of the Board shall acquire the trophies and oversee their distribution at the annual banquet.

4. Banquet Committee. This committee shall recommend to the board of Directors what the facility and menu should be for the annual banquet, and after obtaining proper bids and the approval of the Board, shall arrange for the annual banquet.

5. Uniforms Committee. This committee shall be formed prior to tryouts and shall consist of at least one representative from each division. This committee shall recommend to the Board of Directors what the uniforms should be for the season, and after obtaining proper bids and the approval of the Board, shall arrange for the purchase and distribution of the uniforms to the teams.

6. Nominating Committee.

(A) This committee shall be formed by mid-season and recruit individuals to run for elected office in the League and recommend a list of candidates to be voted upon at the election meeting. A member of the committee shall approach each potential candidate and inform them of the duties of the office. No person shall be elected without his or her acceptance of the nomination.

(B) Nominations may be made from the floor.

(C) Duties of the Nominating Committee include making nominations and informing the membership in a timely manner of candidates and election information prior to the elections.

7. Auditing Committee. The League shall internally audit its own books at the end of each year.

C. Temporary Committees. Temporary Committees shall be appointed by the President for specific purposes whenever required and shall be terminated by the President at the conclusion of the specific task.

D. Other Committees. Other committees shall be:

Super Sunday  
Family Fun Day  
Grounds  
Tryouts  
Registration/Recruitment  
Pictures  
Publicity  
Equipment  
Concession Stand

## **Article IX: Financial Policy.**

A. Bids Required. All expenditures exceeding \$300 require the Board of Directors prior approval. All expenditures over \$500 will require three (3) written bids to be voted on by the Board of Directors.

B. Board of Directors' Approval. No obligation for payment thereof shall be made without the recommendation of the Board of Directors.

C. Team Shirts. Shirts for each team shall be purchased by the League.

D. Deposits. All League funds not otherwise employed shall be deposited within seven (7) days of receipt to the credit of the League in such banks as selected by the board of Directors. The League will decide the type of credit deposits to use, i.e., savings, certificate of deposit, etc.

E. Checks. All checks, notes and orders for the payment of money must be signed by two of the elected League officers.

F. Board Family Members. If more than one family member sits on the Executive Board, then only one member shall be allowed to sign checks.

G. Fundraising. No individual team can raise money without the Board of Director's approval.

H. Refunds. The Lutz Leaguerettes refund policy will be "No Refunds" after registration, unless approval from the Executive Board is received.

I. Registration Fees. Registration fees shall be established by the Board of Directors. Actual fees will be determined on a yearly basis by the board of Directors of the Lutz Leaguerettes. Registration fees are to be paid in full by the individual prior to her participation in any league activity, and are non-refundable.

## **Article X: Amendments.**

The Bylaws or any section thereof, except those which conflict with rules and regulations of the County, may be amended or repealed by a majority vote of the General Membership (as explained in the Articles of Incorporation) present at any duly constituted general membership meeting; provided that written notice of such proposed changes over the signature of the secretary shall e-mailed to each member of the Board of Directors and posted on the league's website at least fifteen days prior to the meeting at which time such proposed change shall be submitted to vote.

**Certification**

The foregoing Constitution and Bylaws of Lutz Leaguerettes Softball League, Inc. were approved on September 11, 2006 by a 2/3 vote by a majority vote of the general membership present at a duly constituted general membership meeting.

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Secretary  
Lutz Leaguerettes Softball League, Inc.