

MEDIA AREA GIRLS SOFTBALL

CONSTITUTION & BY-LAWS

Last revised 9/12/2016. **This revision proposed and approved on 10/27/2022.**

ARTICLE I – NAME

The name of this organization shall be known as Media Area Girls Softball (here in after MAGS).
Nickname of the league is Swarm.

ARTICLE II – Mission

The mission of MAGS is twofold: First, to serve the community by providing school aged girls with organized recreational softball. Second, for those girls who wish to pursue activity under adult supervision, teaching them the game of softball, developing their athletic abilities, and instilling in them fundamental concepts of good sportsmanship, teamwork, honesty, fair play and respect for themselves and others.

ARTICLE III – POLICIES

1. MAGS shall be a voluntary, non-commercial, non-sectarian, non-partisan and non-discriminatory organization. It shall not endorse any commercial enterprise or candidate. The name of the group and the names of any members in their official capacities shall not be used in connection with any commercial concern, with any partisan interest, or for any other purpose other than the regular work of the group.
2. MAGS may cooperate with other organizations and agencies concerned with child welfare, but persons representing MAGS in such matters shall not make any commitments that bind the MAGS to any group or affiliation.
3. MAGS funds shall be used for the benefit of the MAGS players and the league. Any use of funds for other purposes, such as donations to other non-profit organizations etc. must be approved by 2/3 quorum board vote.

ARTICLE IV – BOARD OF DIRECTORS:

1. The board of directors shall consist of the following members in positions as defined below:

Voting Members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Travel Coordinator
6. Rec League Coordinator
7. Fields Management & Equipment
8. Registration Officer
9. Game Day Coordinator
10. Information Coordinator
11. Operations Manager
12. Marketing/Public Relations

13. Concessions Manager
14. Special Events Coordinator
15. Sponsorship & Fundraising
16. Clearances Coordinator
17. Health and Safety Coordinator
18. All past Presidents.

Non Voting Committees:

1. Clinic Coordinator
2. Uniform and Merch Coordinator
3. Concessions Committee Members
4. Special Events Committee Members

2. Each member of the board of directors shall commit to serve a one-year term of office beginning on the date of the Annual Board Meeting in October but is requested to serve at least two terms.

3. Each member of the board of directors shall be elected by majority vote of the board of directors in attendance at the Annual Meeting in October. Each board of directors holding office by virtue of previous league procedures on the date of the adoption of this Constitution and By-Laws shall continue in office until the expiration of their respective term.

4. The board of directors shall be responsible for all matters affecting the operation MAGS keeping in mind the best interest of the league and players. The board of directors' responsibilities shall include but not limited to coordinating the operations of all divisions, matters of overall league policy, finances, fund raising, registration, long range planning, insurance and other contracts and relations with the surrounding communities. The board or directors shall also be responsible for approving any rules of play.

5. Should a vacancy occur for any elected board of directors position it shall be filled by a majority vote of all the board of directors in attendance at a board meeting. Vacancies shall only be filled for the unexpired duration of the vacant term.

6. The MAGS board of directors shall be held to a Code of Conduct. This code includes active participation, fulfillment of duties and compliance with PA background check laws. Professional, courteous, conduct is expected of all board of directors. Non-compliance shall result in a vote of the board of directors stripping the board of directors' member of his position.

7. Board of directors can be removed from office for cause, by a two-thirds vote of those present at a general meeting where a minimum of seven (7) days' notice has been given to the board of directors.

ARTICLE V – BOARD MEMBER RESPONSIBILITIES

Voting Board Members:

President: In charge of general supervision, direction, and control of the business and programs of MAGS. Presides over and sets agenda for board meetings. Represents MAGS in

District meetings. Ex- officio member of all committees. Coordinates efforts of other board members. Has bank account & check signing access/authority.

Vice President: Presides in the absence of the President. Trains and gives practical guidance & support to the efforts of other board members. Is ex-officio member of all committees. Responsible for setting the yearly calendar and running the pre-season coaches meeting.

Secretary: Maintains a register of board members. Records attendance & the minutes of meetings. Submit previous month's minutes for board approval. Sends minutes to Information Officer for posting online. Maintains a record of league's activities.

Treasurer: Prepares & signs checks, dispensing league funds as approved by board. Reports monthly on status of League funds. Keeps League books and financial records. Prepares budget.

Travel Coordinator: Assumes responsibility for all travel coaches & teams. Conducts annual tryouts. Responsible for player selection. Responsible for checking birth records and eligibility of all players. Represents MAGS at Travel Meetings.

Rec League Coordinator: Assume responsibility for all Rec coaches & teams. Recruits & give support to new coaches, communicates with previous year coaches, coordinates divisions, oversees team selection at the pre-season coach's meeting. Offers practice guidance & checks in on games throughout season.

Fields Management & Equipment: Responsible for the maintenance and upkeep of MAGS fields. Coordinates spring cleanup, fall cleanup and any other workdays necessary. Coordinates all critical safety issues. Responsible for the ordering, inventory, distribution, upkeep and maintenance of all player equipment. Makes decisions regarding weather and field conditions.

Sponsorship & Fundraising: Responsible for sending out emails or letters and/or making in person visits to potential & previous year sponsors. Is responsible for getting a sponsors for each regular season team. Is responsible for giving the list of sponsors with correct spellings for uniforms & signs. Must ensure that each sponsor receives a thank you letter, appreciation plaque & team photo. Generates fundraising ideas and opportunities. Organizes and implements approved fundraising activities. Keeps records of fundraising money & items.

Registration Officer: Is responsible for the input of all registration information and the building of In-House teams. Is responsible for running registration reports to provide up to date registration numbers to the board on a regular basis. Will assist in the ordering of uniforms.

Game Day Coordinator - Responsible for open fields tracking, building initial practice calendar and game schedule, and overseeing reschedules, and umpire coordination. This includes cancelling and rescheduling games with the umpire assignor.

Information Officer – Manages the leagues official home page at www.mediasoftball.org. Oversees the online registration process. Ensures that MAGS news and scores are updated on a regular basis. Posts important information on league activities to the MAGS site.

Operations Manager: Permits, Insurance, purchasing (for Concessions and other league related expenses). Keeps records of general concession sales and purchases, deposits monies to league bank account.

Marketing/Public Relations: Point person for generating ideas and implementing them to promote the league to schools, in town, on various social media, via email etc. Responsible for creating league promotional materials.

Concessions Coordinator: Responsible for the management of the concession sales at league events. Schedules volunteers during events. Collects and reviews concession related offers and opportunities. Creates Sign Up Genius for volunteers and makes sure there is coverage for every game.

Special Events Coordinator: Oversee and/or delegate to parent/coach committees: Opening Day, Picture Day, Fun Day, Awards, All Star Game, Food Drive

Clearances Coordinator: Manages process for ensuring all Coaches and Board Members have up to date clearances

Health and Safety Coordinator: Contact for COVID and other health related policies and issues. Creates and maintains the safety and health plan for the league.

+ All Past Presidents

Committees (Non-Voting Members)

Clinic Coordinator:

Point person for sourcing and scheduling developmental clinics for the league.

Uniform and Merch Coordinator:

Oversees uniform orders and merchandise orders for the league.

Special Events Committees:

Winter Ball, Opening Day, Picture Day, Fun Day, Awards, All Star Game, Food Drive, etc..

Concessions Committee:

Group that keeps concession stand stocked, manages sign up genius, pretzel orders, etc..

ARTICLE VI – BOARD MEETINGS

1. Board of director meetings shall be held the first Monday of every month unless otherwise stated at the previous meeting or as long as any one member of the board of directors do not object.

2. A quorum consists of a majority of the MAGS board of directors. A quorum is required for the transaction of business for any meeting, unless otherwise specified in the Constitution and By-laws.

3. Parliamentary procedure as established in the Robert's Rules of Order, Modern Edition, shall serve as a guideline for the conduct of all MAGS Board or director meetings.

4. Minutes shall be taken at each general board of directors meeting by the secretary or a designee, presented to the board of directors (3) days prior to the following meeting, approved at the following meeting, and then posted on the MAGS website providing transparency and as a communication tool to the community, and MAGS players and families.

5. All meetings are open to the public. At the end of each board of directors meeting there shall be an allotted period for all public questions and answers.

6. A quorum for the transaction of business at any regular or special meeting of the board of directors consist of one more than half the voting members of the board of directors; but a majority of those present at any regular or special meeting shall have the power to adjourn the meeting to a future time.

7. Items to be presented at a board or directors meeting should be presented to the President, at least three (3) days prior to the meeting for inclusion in the Agenda. The President shall prepare and finalize the meeting agenda for each board meeting. Items which have not been presented to the President for inclusion in the Agenda shall be presented during board members comment section of the meeting at the discretion of the President.

ARTICLE VII – REGISTRATION

1. Registration shall be begin in the month of January and run through the middle of February of each year.

2. For the Rec League, evaluations shall be held before the season for all players to make even teams.

3. Players wishing to play Travel softball must attend tryouts or make other arrangements with the league (due to injury, out of town etc..) to be considered for the team.

ARTICLE VIII – RULES

Subject to the approval of the board of directors the Rec League or Travel Coordinator shall adopt and amend rules of play for their respective divisions, as long as the rules are not in conflict with Division rules and the rules of USA or USSSA Softball.

The Travel teams are required to play under the rules and guidelines set forth by their governing body at the time.

ARTICLE IX – COMPENSATION

1. Officers shall serve without compensation.
2. No part of MAGS funds shall benefit, or be distributed to, its members, trustees, officers, or other private persons, except the board of directors shall be authorized and empowered to pay reasonable compensation for services rendered to MAGS and to make payments and distributions in furtherance of MAGS purpose.

ARTICLE X - COACH ELIGIBILITY

1. Coaches, and assistant coaches wishing to coach for MAGS shall pass all background checks and be in compliance with current PA State Law.
2. At all times the current background check policy shall be displayed on the website, and be abided by all MAGS representatives.
3. All coaches and assistant coaches shall be at least 18 years of age.

ARTICLE XI –THE ELECTION PROCESS

1. Prior to, or at the September board of directors meeting, all previous season board of directors shall declare their intent to serve or not serve another term. Also, nominations shall be presented for unfilled positions.
2. At the October meeting, all new individuals opting to participate on the board of directors to fill open positions shall be voted on by the board of directors who declared their intent to serve previously. The vote can be conducted by written secret ballot. Individuals to hold board positions should be in attendance for the vote, unless there are otherwise unable to attend and have written in their intentions to serve to the President. Election results shall be announced and recorded at that meeting.
3. At subsequent meetings, if any board position remains unfilled, a nomination and vote to fill the spot shall be held at any time.

ARTICLE XII – Budget

Should include all projected membership, registration fees, expenses and include all fundraising expectations. This can be just a schedule of events against registration and expenses.

ARTICLE XIII – MAGS COMMITTEES

1. Committees shall be formed under the supervision of a member of the board of directors. The President and Vice President are as ex-officio members of all committees.
2. An overseeing board of director shall appoint chairpersons of the committees.
3. Committee chairpersons shall report to the board of directors. If the chairperson is unable to attend the board of directors meeting, a written report shall be submitted to the overseeing member.

4. Committees shall consult with the Treasurer prior to any function involving the transfer monies. A final written financial report shall be submitted to the Treasurer.

XIV – AMENDMENTS TO BY-LAWS

1. Amendments to these By-Laws shall be made, by a majority vote of the board of directors, at any meeting; or at any special meeting when the proposed amendment has been set forth in a notice of such meeting. A quorum must be present to vote any changes.

2. The By-Laws shall be reviewed at least every five (5) years.

3. A copy of the current By-Laws shall be posted on the MAGS website, and kept on file with the Secretary and President.

Article XV Financial Policies

Dual signature is needed for all check payments. A debit card is acceptable to make purchases for the league. It is acceptable to provide coaches with umpire money and to provide reimbursement to Board and Committee Members for necessary league items via an electronic payment such as Venmo.