

GLEN ELLYN PARK DISTRICT
GLEN ELLYN GIRLS SOFTBALL ASSOCIATION
BY-LAWS

1.00 Name

The name of the organization is the GLEN ELLYN GIRLS SOFTBALL ASSOCIATION (hereinafter referred to as GEGSA). It is organized under the authority of the GLEN ELLYN PARK DISTRICT, Glen Ellyn, Illinois (hereinafter referred to as the GEPD).

2.00 Purpose

The purpose of the GEGSA is:

- A. To assist the Glen Ellyn Park District with the administration of the girls softball programs in accordance with Chapter IV., Section 7 of the Glen Ellyn Park District Policy Manual (Appendix I).
- B. To promote, conduct and supervise instruction, sportsmanship, participation and competition of participants in GEGSA softball programs.

3.00 Organization

The Glen Ellyn Girls Softball Association (hereinafter referred to as the Committee, and its members as Committee Members) shall oversee the Glen Ellyn Park District Girls Softball Program in accordance with policies and procedures established in the Articles, Amendments and Appendices of these By-Laws, in accordance with Glen Ellyn Park District policies. The GEGSA Committee is comprised of an Executive Committee and functional Sub-Committees as defined in the GEGSA Policy Manual or appointed by the Committee.

4.00 Fiscal Year

The fiscal year of the GEGSA shall begin January 1st and end December 31st.

5.00 Membership in Association

Membership in GEGSA shall be any volunteer in the GEGSA program or parent/guardian of a youth participating in the GEGSA program at the beginning of their term.

6.00 Voting Committee Membership

Voting Committee membership shall be a volunteer or parent or guardian of a youth participant in the program who resides within the boundaries of the Glen Ellyn Park District. One voting non-resident may serve on the Committee. Each organization may determine the number of members to serve on the Committee. Any number of non-residents may sit on softball sub-

committees in a non-voting capacity.

7.00 Executive Committee

The Executive Committee membership is open only to a Park District staff member and six elected GEGSA members who must be a Glen Ellyn Park District resident and a parent/guardian or relative of a youth participating in the program. Of these six members, only the Executive Co-Chairperson (volunteer) is voted into a position/title.

8.00 Executive Committee Duties

- A. Only the Executive Committee will vote on program expenditures.
- B. GEGSA Executive Committee members have the power to make emergency decisions in matters within the scope and purpose of the Section 2.00, Purpose, of these by-laws and the GEGSA Committee is bound by these decisions. Those certain Executive Committee members will be held accountable for such decisions to all other members of the GEGSA Committee.
- C. The Executive Committee will establish a chain of command of its members, headed by the Co-Executive Chairpersons, to make emergency decisions within the scope of Section 2.00 of these by-laws when a regularly scheduled meeting of the GEGSA Committee is unavailable.

9.00 Selection of GEGSA Committee Members

- A. The GEGSA shall hold annual elections of members to fill Sub-Committee positions in September of each year. Members of the Sub-Committees shall assume their official duties following the close of the prior year business during a meeting in September and shall serve for a term of one or two years, or until their successors are elected and assume their duties.
- B. The GEGSA Committee shall consist of up to twenty-two (22) members, and the Glen Ellyn Park District Recreation Supervisor.
- C. Any increase or decrease in the number of Committee members shall be approved by a majority vote of a quorum, at a regularly scheduled meeting of the GEGSA Committee.
- D. Either Executive Co-Chairperson may fill by appointment, up to two positions not filled during the annual election, plus any position vacated by a current Committee member, when approved by a majority vote of a quorum at a regularly scheduled GEGSA Committee meeting.

10.00 Nomination Ad Hoc Committee

- A. A Nomination Ad Hoc Committee shall be appointed with the consensus of both Executive Committee Co-Chairpersons. The Ad Hoc Committee shall consist of three GEGSA Committee Members.
- B. The Ad Hoc Committee shall present a slate of nominees to the GEGSA Committee Members one-month prior to the annual election.
- C. Following the report of the Ad Hoc Committee, an opportunity shall be given for nominations from the floor.
- D. The Ad Hoc Committee shall review and recommend all nominations.

11.00 Term of Office

- A. To maintain stability from year to year, two-year terms will be offered to returning GEGSA Committee Members first.
- B. Up to seven (7) persons may seek two-year terms.
- C. Any additional two-year terms may be recommended by either Co-Executive Chairperson of the GEGSA Committee and approved by a majority of a quorum of the existing Committee members.

12.00 Duties of GEGSA Committee Officials

- A. GEGSA Committee Members shall supervise, control and direct all affairs of the GEGSA.
- B. GEGSA Committee Members shall recommend its policies and establish guidelines for its operation consistent with the policies and guidelines of Chapter IV, Section 7 of the Glen Ellyn Park District Policy Manual.
- C. GEGSA Committee Members may adopt such rules and regulations for the conduct of its business and appoint such agents as necessary within the guidelines of Chapter IV, Section 7 of the Glen Ellyn Park District Policy Manual.
- D. GEGSA Committee Members shall annually elect a Co-Executive Chairperson, six other Executive Committee members, and such other officers as it determines necessary.
- E. GEGSA Committee Members reserve the right to approve or reject the appointment of any coach.
- F. Prepare and maintain a GEGSA Policy Manual in accordance with Section 18.00, History, of these By-laws.

13.00 Vacancies

- A. Vacancies occurring between elections shall be filled by a person appointed by either Co-Executive Chairperson and approved by a majority vote of a quorum at a regularly scheduled GEGSA Committee meeting.
- B. A Committee Member may be removed from the Committee for any reason by a 2/3 vote of the full GEGSA Committee at a regularly scheduled meeting.

14.00 Sub-Committees and Duties

- A. The function of Sub-committees shall be established by resolution of the GEGSA Committee or GEGSA Policy.
- B. Temporary Sub-committees may be appointed by both Co-Executive Chairpersons with notification to be given to the GEGSA Committee at the next regularly scheduled meeting.
- C. The Executive Committee's, currently recognized standing Sub-committees', and Co-Executive Chairpersons' responsibilities are highlighted in Section 7.00 of these By-laws.

15.00 Meetings

As a Committee of the Board of Commissioners of the Glen Ellyn Park District, the GEGSA is required to abide by the State of Illinois "Open Meetings Act". Regular meetings of this organization shall be held on the third Thursday of the month, unless otherwise provided for by the Executive Committee. Special meetings may be called by both Co-Executive Chairpersons, three (3) day notice having been given. No items may be added to the agenda of a Special Meeting once it has been noticed. The notice must be posted at Main Street Recreation Center and Spring Avenue Recreation Center and provided to any news media which has filed an annual request for notice with the Board Secretary. GEGSA shall provide the Park District's Board Secretary with the dates of regularly scheduled meetings.

- A. Quorum
In order to conduct business, the Committee must make decisions at official meetings with a quorum of committee members present. A majority of the members of the Committee constitutes a quorum.
- B. Public Notice
The Committee must give public notice of the schedule of regular meetings at the beginning of each fiscal year. The notice shall contain the regular dates, times and

places of such meetings. If a change is made in regular meeting dates, at least ten (10) days notice of the change shall be given by publication in a newspaper of general circulation in the District. Notice of the change shall also be posted at Main Street Recreation Center. Notice of such change shall be supplied to any news media which has filed an annual request for notice with the Board Secretary.

C. Public Attendance

All meetings are open to the public except for purposes wherein the Committee may legally adjourn to Closed Session.

D. Closed Session

In the event the Committee moves to close its session, a motion declaring the statutory reason must be made and a voice vote of the Committee taken in open session before the meeting may be closed. Proper notice of the Closed Session must be made at least 48 hours prior to meeting date.

1. No votes on substantive matters may be taken in closed session, but must be made in open session.
2. The Committee must return to open session before adjourning its meeting.
3. If there is a question as to whether the Committee may go into closed session, its designee shall first consult with the Glen Ellyn Park District Executive Director or Board Secretary.

16.00 Resolutions

Any resolutions or other actions may be adopted by a majority vote of a quorum of the GEGSA Committee at a regularly scheduled meeting, or by the GEGSA Executive Committee.

Resolutions or actions adopted by the Committee that amend the GEGSA By-laws must have final approval of the Board of Commissioners.

17.00 Amendments

Proposed amendments shall be in writing, and shall be presented at a regularly scheduled GEGSA Committee meeting, or a special meeting called by both Co-Executive Chairpersons.

Passage of a proposed amendment requires approval at two separate readings in accordance with the following.

- A. A vote on the first reading of a proposed amendment shall be called by both Co-Executive Chairpersons after discussion and acceptance of any changes to the proposed amendment. At the first reading a proposed amendment requires a majority vote of a

quorum of the GEGSA Committee Members. A proposed amendment not receiving such a majority vote shall have failed, and shall not be voted on at a second reading.

- B. The purpose of the second reading is to vote on the proposed change from the first reading without amendment. Both Co-Executive Chairpersons, not earlier than one week, nor later than the six weeks, shall call a vote on the second reading of a proposed amendment after approval at the first reading. At the second reading a proposed amendment requires approval of either a majority of the GEGSA Committee Members or a three-fourths vote of a quorum of the GEGSA Committee.
- C. All amendments must be approval by the Board of Commissioners.

18.00 GEGSA Policy Manual

- A. The GEGSA Committee shall prepare a GEGSA Policy Manual describing the operating procedures of all girls softball programs, and administrative procedures of the GEGSA Committee. The GEGSA Policy Manual shall contain:
 - 1. Procedures for organizing and administering all softball programs
 - 2. The duties and responsibilities of the Executive Committee, Sub-committees and Chairpersons
 - 3. Any other requirements or information deemed necessary by the GEGSA Committee.
- B. The provisions of the GEGSA Policy Manual shall be in effect when approved by a majority vote of a quorum of the GEGSA Committee voting at a regularly scheduled GEGSA Committee meeting. The GEGSA Policy Manual should be reviewed annually by the GEGSA Committee and updated as required.

19.00 History Approval and Dates of Changes

Approved and Adopted: November 21, 1991. Superseded by REVISION 2.
Amendment 1 approved and adopted October 1992. Superseded by REVISION 2.
Amendment 2 approved and adopted January 21, 1993. Superseded by REVISION 2.
Article V Section G, approved and adopted January 19, 1995. Superseded by REVISION 2.
Amendment 3 approved and adopted September 21, 1995. Superseded by REVISION 2.
REVISION 2 approved and adopted November 16, 1995. Includes and supersedes all previous changes listed above.
REVISION 3 PROPOSED

Approved by Board of Commissioners: February 17, 2004

Revised by Board of Commissioners: April 20, 2004