

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

1.00 Purpose

The following by-laws set forth the rules by which the Glen Ellyn Park District Girls Softball Association (“Association”) will govern itself and conduct its affairs. The purpose of the Association is to provide direction for the Glen Ellyn Park District (“Park District”) and the youth softball program (the “Program”). The goals of the Program are to provide recreation, fair competition, and an opportunity for youth participants to learn sportsmanship and the fundamentals of softball. The Association By-Laws shall comply with the Glen Ellyn Park District’s Program Advisory Committee Policy.

2.00 The Organization of the Association

The Association is comprised of an Executive Committee of Directors and other individuals who volunteer to help with the various tasks, activities and events to successfully operate Glen Ellyn Youth Softball.

2.01 The Executive Committee of Directors: Positions

Aside from the Executive Chair (a full time park district employee), the Executive Committee is comprised of volunteers.

1. **Executive Co-Chair:** Full Time Park District Employee Responsible for overseeing Glen Ellyn Youth Softball
2. **Executive Co-Chair:** Volunteer Chair working closely with the Park District Co-Chair in overseeing, guiding and setting direction for the activities of the Executive Committee and Association
3. **House Program Director:** Provides oversight, guidance and direction for operations of the in-house softball program
4. **Travel Program Director:** Provides oversight, guidance and direction for operation of the Full-Time and Part-Time travel programs
5. **Ways & Means Director:** Provides oversight, guidance and direction for revenue generating operations including Fund Raising, Sponsorships, etc.
6. **Scheduling/Umpires:** Responsible for management and coordination of field and game scheduling, and liaison with the umpire assignor for Glen Ellyn Girls Softball
7. **Communications Director/Secretary:** Providing oversight, guidance and direction for communications and promotions to the public; assisting with the administration and content of the Glen Ellyn Baseball website (administration and content); and recording and publishing Executive Committee (and other) meeting notes for Glen Ellyn Girls Softball
8. **Field Operations/Equipment Director:** Providing oversight, guidance and direction for field maintenance; equipment and uniforms as well as other tangible assets leveraged for the successful play of games for Glen Ellyn Girls Softball

2.02 Executive Committee Position Terms and Elections

With the exception of the Executive Co-Chair (full-time park district employee) all Executive Committee Positions are intended to be served as 2 year terms. The following Committee positions renew in even years: Co-Chair, House, Ways & Means. The following Committee positions renew in odd years: Travel, Field Operations/Equipment, Scheduling/Umpires, Communications/Secretary.

If changes in personnel creates a mid-term opening which is filled by a new or existing Committee member, that position will still come due for election upon its regularly scheduled term date.

In order to be eligible for consideration to be elected to the Executive Committee, a volunteer must be a parent/guardian of a player currently enrolled in the program or have ties to Glen Ellyn Girls Softball (past or present). No more than two committee position may be filled by an individual without a child currently enrolled in the program.

Every August (as part of the monthly Executive Committee meeting or via email distribution to the executive Committee in the event of no meeting occurring) the Executive Co-Chair will enlist recommendations for filling open Executive Committee positions.

Every September the Executive Co-Chair will present a slate of nominated candidates to the Committee (as part of the monthly Executive Committee Meeting) to be voted on by the existing Committee members (including those concluding a term even if not returning for another term in their existing or different position). A majority approval by the incumbent committee is required for the nominated individual to become an official member of the Executive Committee.

2.03 Non-Executive Committee Member Volunteers

In addition to the Executive Committee, the Association is comprised of other non-elected individuals who volunteer their time to help with the on-going baseball operations. Volunteers are always welcomed and may at times even be recruited to participate in and help with various committees, programs, and events. There is no limit to the number of volunteers and/or time of service.

2.04 Removal of Association Members

A member of the Association can be removed from service if a $\frac{3}{4}$ majority vote of the Executive Committee determines that the contribution of said member is not representative of the goals and objectives of Glen Ellyn Girls Softball.

3.00 Procedures

A. Executive Committee of Directors and Association Committee Meetings

Regular meetings of the Executive Committee of Directors on behalf of this organization shall be held on a monthly basis unless otherwise provided for by the Executive Committee of Directors. All regularly scheduled monthly meetings are open to the public and the calendar of said meetings will be available to the public via reasonably accepted and common means such as via the Glen Ellyn Girls Softball website. Special meetings may be called by either Executive Co-Chairperson with at least 24 hours email notification of such meeting and the subject(s) of such meeting communicated in the email notification.

B. VOTING:

1. Quorum:

In order to conduct business as part of any meeting, a majority of Executive Committee members must be present. In order for any decision to be made as part of a special, closed meeting all Committee members must be notified in advance of the meeting as to the need for certain decisions to be made and provided an opportunity to share feedback in advance of that meeting in the event said committee member is not able to attend.

2. Proxy Exception:

For issues that need immediate attention and cannot wait for either the regularly scheduled monthly meeting or a specially convened meeting, either co-chair can initiate a motion via email to the Executive Committee members to vote on a matter. The motion must be defined with a clear understanding of what is meant by either approving or rejecting the motion. The motion must be seconded via a reply email with the full Executive Committee in copy. Others can then respond with their vote and/or seek additional information/clarification before rendering a vote. A vote via email requires at least 2/3 of the Committee members to vote within 48 hours of the motion being initiated.

4.00 Amendment of By-Laws

These By-Laws may be amended by a two-thirds (2/3) vote of the Executive Committee of Directors. The designated author of any such amendment will submit proposed amendment in writing to the rest of the Executive Committee members for review, discussion, and ultimate voting. Executive Committee members will have one week (or more if requested and deemed appropriate by the Executive Co-chairs) to review the amendment and provide relevant feedback (suggested changes, additions, deletions). Once a final draft is furnished to the Executive Committee members by the designated author, voting will occur (following standard voting procedures as previously defined) Amendments to the By-Laws must be approved by the Glen Ellyn Park District Board of Commissioners.

Amended by vote of Executive Committee:	November 21, 2001
Amended by vote of Executive Committee:	October 1992
Amended by vote of Executive Committee:	January 21, 1993
Amended by vote of Executive Committee:	January 19, 1995
Amended by vote of Executive Committee:	September 21, 1995
Amended by vote of Executive Committee:	November 16, 1995
Reviewed and Approved by the Park Board of Commissioners:	February 17, 2004
Amended and Approved by the Park Board of Commissioners:	April 20, 2004
Amended by vote of Executive Committee:	March 10, 2020