

# **The Forest Lake Area Athletic Association, dba, Forest Lake Area Fastpitch Association (FLAFA) Bylaws**

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## **Article I Name and Location**

**Section 1:** The name of this non-profit organization shall be Forest Lake Area Athletic Association (FLAAA), dba, The Forest Lake Area Fastpitch Association (FLAFA).

**Section 2:** Its principal office shall be located in Forest Lake, Minnesota 55025.

**Section 3:** Other offices for the transaction of business shall be such other places as determined by the Board of Directors.

**Section 4:** Mailing of correspondence shall be sent to FLAFA at P.O. Box 575, Forest Lake, MN 55025.

## **Article II Purpose**

**Section 1:** The Forest Lake Area Fastpitch Association is established to promote fastpitch softball for young women residing in School District 831, who are 19 years of age or younger, and meet the AFA, ASA, MSF, MMFL, NAFA, USSSA and participating league standards and will abide by the guidelines set forth in their philosophies.

## **Article III Membership**

**Section 1:** Membership shall be described as all interested persons over the age of 19 to include all parents, guardians, coaches, and board members as active members herein.

**Section 2:** A "Member in Good Standing" shall be defined as an active member having paid all dues and fees, who adheres to both the FLAFA Code of Conduct and the FLAAA Code of Ethics, and has no FLAFA/FLAAA outstanding disciplinary actions in proceeding.

## **Article IV Meetings**

**Section 1:** The annual meeting shall be in October as notified through mailings, website postings, email distribution, or by notice in the area newspaper. The purpose of this meeting

shall be to elect the Board of Directors whose terms have expired. Voting shall be done by the general membership in good standing and proxies shall not be recognized.

**Section 2:** Board meetings are open to all interested parties in good standing, and shall be held once a month during the softball season and as required during the off-season.

## **Article V Voting**

**Section 1:** Voting on all motions shall be done by the Board of Directors only.

**Section 2:** The general membership has the right to make a motion and to second a motion. A motion can be tabled for a maximum period of 31 days.

**Section 3:** A quorum of the Board of Directors shall consist of a minimum of six (6) Board Members with at least two (2) Executive Committee members in attendance. In case of a tie, the highest ranking Executive Member present shall cast the tie breaking vote. Action by the Board of Directors must be by majority of the quorum.

## **Article VI Board of Directors**

**Section 1:** A Board of Directors, who shall be elected at the Annual Meeting by the general membership, shall hold office until their successors are duly elected and qualified. The Board shall manage the business and property of the organization and provide a signature when necessary.

**Section 2:** The Board of Directors shall not be less than nine (9) or more than twelve (12) members. The Board of Directors shall consist of a President, Vice President, five (5) to eight (8) Board Members, Secretary, and Treasurer.

**Section 3:** The Board of Directors shall nominate the President and any other officers following the Annual Meeting. Board Members shall be appointed for three (3) year terms. The President will be elected in odd numbered years for a two (2) year term. The Vice-President will be elected in even numbered years for a two (2) year term. The Treasurer will be appointed for a two (2) year term in odd numbered years. The Secretary will be appointed for a two (2) year term in even numbered years. The Board shall elect a FLAAA Sports Director for a two (2) year term. Any officer unable to fill a term will have a replacement appointed by the Board of Directors for the duration of the assigned term.

**Section 4:** Any office may be filled by appointment at any regular meeting should any Board Member resign or be removed during their term by notice to membership of board vacancy. Applicants need to be present at the next meeting for appointment. Appointment shall remain until the latter of the next annual meeting or the completion of the appointed term.

**Section 5:** The Board of Directors may remove one of their own members for cause at a Regular Meeting upon a 3/4ths vote of the whole Board of Directors. Absence from two successive Board Meetings without approval of the President, or without a valid reason, shall be deemed sufficient for removal.

**Section 6:** The Board of Directors must remember they serve the entire group of all young girls under the age of 19, who are participants of FLAFA and abide accordingly. Confidentiality must be upheld. Breach of confidentiality is grounds for immediate dismissal from the board.

**Section 7:** Background checks will be required of every newly appointed and elected Board Member, head coach and assistant coach.

- A. The background checks for head and assistant coaches will be updated yearly.
- B. The background checks for all others required will be updated every two (2) years.
- C. The Sports Director will collect and retain the background information.
- D. The Board of Directors may remove one of their own members for cause in response to results discovered following a background check. The removal will take place following a Regular Meeting upon 3/4ths vote of the whole Board of Directors.

## **Article VII Duties of the Board**

**Section 1:** The President's Duties:

- A. Oversee the entire Forest Lake Area Fastpitch program
- B. Call and conduct regular board meetings and special meetings as required
- C. Organizes sign-ups and registration for summer and fall programs
- D. Coordinates yearly budget
- E. Maintains FLAFA website
- F. Distributes email notifications to general FLAFA membership
- G. Maintains email distribution lists
- H. Serve as FLAFA representative for Tri-County, MMFL, ASA and others as needed
- I. Serve as school district liaison
- J. Serve as a member of the Executive Committee.
- K. Give signatures when necessary.
- L. Perform other duties as required or assigned.

**Section 2:** The Vice President's Duties:

- A. Assist the President with the above noted duties as designated by the President and assume those duties and powers in the absence of the President.
- B. Organizes coach's selection committee and conducts selection process, if necessary
- C. Distributes, collects, and summarizes the parent/player evaluations of coaches
- D. Serve as a member of the Executive Committee.
- E. Give signatures when necessary.
- F. Perform other duties as required or assigned.

**Section 3: The Secretary's Duties:**

- A. Prepare, distribute, and maintain meeting agenda, minutes, and other necessary documentation.
- B. Maintain a list of all members, their addresses, e-mail addresses, and telephone numbers.
- C. Maintain working board member roster with phone numbers, e-mail addresses, and job description
- D. Responsible for publication of all FLAFA events with local media
- E. Responsible for all official documentation belonging to the Association.
- F. Give signatures when necessary.
- G. Serve as a member of the Executive Committee.
- H. Perform other duties as required or assigned.

**Section 4: The Treasurer's Duties:**

- A. Oversee all financial matters of the board
- B. Oversees and balances auxiliary checkbook
- C. Liaison with bank regarding all FLAFA accounts and balances
- D. Audit all spending to ensure proper authorization and reporting
- E. Collects/deposits all registration, tournament fees, fund raising, and miscellaneous fees/purchases
- F. Prepare monthly/yearly financial statement for Board review
- G. Prepare a yearly budget
- H. Complete monthly and quarterly reports online for FLAAA
- I. Serve as Scholarship Coordinator
- J. Give signatures when necessary.
- K. Serve as a member of the Executive Committee.
- L. Perform other duties as required or assigned.

**Section 5: At-Large Board Member Duties:**

- A. Attend monthly Board Meeting
- B. Attend annual workday meeting
- C. Participate in the planning and execution of tryouts
- D. Participate in the planning and execution of FLAFA hosted tournaments
- E. Serve as chair of standing or special committee's
- F. Perform other duties as required or assigned.

**Section 6: Sports Director:**

- A. Serve as FLAAA Board Member as appointed by FLAFA
- B. Chair Ethics Committee along with Executive Board Members.
- C. Attend FLAAA meetings and report to FLAFA with updates at monthly meetings.
- D. Submit to FLAAA all rosters, copy of monthly and special meeting minutes.
- E. Maintain a list of completed background checks for board members, head coaches and assistant coaches and renew as required.

- F. Serve as a member of the Executive Committee
- G. To perform other duties as required or assigned.

## **Article VIII**

### **Other Duties as Appointed by the Board of Directors**

#### **Section 1: Director of Coaching:**

- a.) Appointed by the board.
- b.) Coordinate and provide training and mentoring to all coaches of FLAFA.
- c.) Provide a coaches manual containing the philosophy of coaching, rules, practice drills, points of the game, etc.
- d.) To perform other duties as required or assigned.

#### **Section 2: Volunteer Coordinator**

- a.) Appointed by the board
- b.) Oversee volunteer signups
- c.) Maintain DIBS database
- d.) Perform other duties as required or assigned

#### **Section 3: High School Liaison:**

- a.) Someone on the high school coaching staff, preferably the head coach, to be appointed by the board
- b.) Advisor to the board on FLAFA business
- c.) Perform other duties as required or assigned

#### **Section 4: Field & Umpire Coordinator**

- a.) Appointed by the board
- b.) Responsible for scheduling fields for games, practices, and scrimmages
- c.) Liaison with director in the event of weather related cancellations
- d.) Responsible for scheduling umpires for all summer and fall league games
- e.) Perform other duties as required or assigned

#### **Section 5: Field Maintenance Coordinator**

- a.) Appointed by the board
- b.) Coordinate field maintenance and preparations of tournaments and league games
- c.) Requests permits, if necessary, for fields
- d.) Liaison for FLAFA and City of Columbus
- e.) Maintain field supplies
- f.) Perform other duties as required or assigned

## **Article IV Committees**

**Section 1:** The Executive Committee shall consist of the four officers, President, Vice President, Treasurer and Secretary and the Ethics Chairperson. Except for the power to amend the bylaws, the Executive Committee shall have all the powers and authority to:

- A. Transact necessary business between business meetings and other such business subject to the direction and control of the Board of Directors.
  - i. All approvals by the Executive Committee must be by majority vote of the Committee.
  - ii. The Secretary shall note all approval of the Executive Committee, outside of regular business meetings, as an addendum to the prior month's regular business meeting minutes.
  - iii. The Ethics Chairperson shall ensure that the Executive Committee conducts all business in accordance with these bylaws.

**Section 2:** Each year a Board Member shall serve on one or more committees and as Chairperson or Co-Chairperson.

**Section 3:** Special committees may be appointed as needed, or as designated, by the Board of Directors. All committees report directly to the Board.

**Section 4:** Each Chairperson is responsible for organizing their assigned committee, calling committee meetings, recording notes of meetings, and reporting to the Board on a monthly basis.

## **Article X Finances**

**Section 1:** The Board of Directors shall control and manage jointly all property and money within FLAFA.

**Section 2:** Monies shall be deposited in a depository designated by the Board of Directors.

**Section 3:** All monies withdrawn shall be double signatures with the Treasurer, President, Vice President, Secretary, and FLAAA President having signature authorization.

**Section 4:** Any Board Member shall be authorized to spend up to \$100.00 for the benefit of FLAFA.

**Section 5:** No Board Member shall be allowed to use any FLAFA funds for their personal use.

**Section 6:** No Board Member shall enter into any agreement, incur any debt, or otherwise obligate FLAFA in excess of \$100.00 without prior approval of the Board.

**Section 7:** Expenditures in excess of \$100.00 may be approved by majority vote of the Executive Committee during intervals between business meetings of the Board of Directors.

**Section 8:** The books of the FLAFA organization and FLAAA sports groups shall be audited each Fiscal Year. (January 1 st to December 31st.) Copies shall be presented to FLAAA.

**Section 9:** The organization shall present a post season's financial statement as of September 30.

**Section 10:** At each Annual Meeting, the Treasurer shall submit the last annual financial statement with a report of the general financial condition of the organization and of the condition of its tangible property.

**Section 11:** No solicitation for money, prizes, and/or other items shall be permitted unless authorized by the Board of Directors.

**Section 12:** All checks or demand for notes of the organization shall be signed by at least two (2) of the following four (4): President, Vice-President, Treasurer, or Secretary.

**Section 13:** The Board of Directors shall make such rules and regulations as are necessary regarding the purchase, acquisition, and storage of all equipment, supplies, and/or properties of the Association. a) All FLAFA properties shall not be altered, changed, or defaced by coaches, players, or fans without prior approval of the Board.

**Section 14:** The Treasurer will prepare an annual (calendar year) and quarterly statement with a copy of the monthly statement to all Board Members and FLAAA. An annual audit will be completed. Article XI Rules of Order Section 1: Robert's Rules of Order shall govern all parliamentary procedures in FLAFA meetings.

## **Article XII Behavior**

**Section 1:** FLAFA does not condone and will not tolerate harassment (e.g., emotional, sexual, bullying, harassment, and hazing) of any individual, player, coach, or Board member.

**Section 2:** All members and those affiliated with FLAFA and participants in any FLAFA sponsored activity shall be treated with dignity and respect. It is the policy of FLAAA that harassment of any person shall not be tolerated for any reason. Failure to adhere to this policy will result in disciplinary action by FLAFA up to termination of FLAAA membership and/or banning from any FLAAA sponsored activity. Contact the ethics director immediately if you, a player, or your family experiences or witnesses any form of harassment.

## **Article XIII**

### **Communication**

**Section 1:** Social Media, mobile and electronic communications policy.

- A. The use of mobile devices, web-based applications, social media and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to members. Such communications by any member shall be considered a violation of the FLAAA Behavior Policy.

Section 2: Email, text messaging, and similar communications content between coaches, team managers, and players must be non-personal in nature and be for the purpose of communicating information about team activities.

## **Article IV**

### **Duty to Report**

**Section 1:**

- A. In compliance with the National Safe Sports Act, FLAAA requires mandatory training of all adult members who are in regular contact with amateur athletes who are minors. Each sport is responsible for said training.
- B. Pursuant to 260E.055, an employee or supervisor of a private or public youth recreation program shall immediately report abuse to the responsible investigating authority.
- C. All coaches and Board of Directors shall not be alone with amateur athletes who are minors. All coaches and Board of Directors must be at an observable and interruptible distance from another adult when interacting with the amateur athletes, except under emergency situations.
- D. FLAAA prohibits any form of retaliation for a child or coach reporting abuse.
- E. Any sport that participates in interstate or international amateur athletic competition must comply with all aspects of the Safe Sports Act and 260E.055.

## **Article V**

### **By-Laws**

**Section 1:** Bylaws shall be reviewed annually and suggested changes shall be presented at the regularly scheduled meeting in November.

**Section 2:** Bylaws may be amended or altered by a majority vote of all Board of Directors present at any meeting providing the following:

- A. Discussion concerning any changes.
- B. Notification to be mailed/e-mailed to all Board Members prior to the next Board Meeting.
- C. Final discussion of proposed bylaw changes will be voted on at the next meeting after the original proposal date.



These Bylaws were adopted by the FLAFA Board of Directors by a majority vote during a regular business meeting properly called on January, 25 2014 and shall take effect immediately.

Nov. 2014 – reviewed and re-adopted as written

Nov. 2015 – reviewed and adopted with changes

Feb. 2018 - reviewed and adopted with changes

Jan. 2022 – reviewed and re-adopted as written

Feb. 2023 - reviewed and re-adopted as written

Feb 2024 - reviewed and re-adopted as written

Feb 2025 - Reviewed and adopted with changes