

# **Elk River Youth Softball Association Bylaws**

## **Article I: Name**

The name of the association is “Elk River Youth Softball Association”, hereinafter referred to as “the association.”

## **Article II: Purpose**

The association is a non-profit organization established to foster the girl’s fastpitch softball program for the city of Elk River, MN which includes participants living in or attending school within the Elk River school district boundaries. The Association supports sound development of softball fundamentals within the community to ensure that girls’ participation in the program will have a positive and rewarding experience. This experience should promote personal and team growth, and to instill in them the principles of sportsmanship, honesty, loyalty, courage and respect.

## **Article III: Objectives**

The objectives of the Association are:

- 1) To encourage, promote, and support girls’ fastpitch softball in the Elk River school district boundaries.
- 2) To provide fundamental development for both coaches and players through teaching and training of sound softball skills by sponsoring clinics, practices, and scrimmages.
- 3) To organize girls’ fastpitch softball teams representing the Elk River school district boundaries areas in league and tournament play for all youth.
- 4) To cooperate and work closely with the Recreation Departments and Community Education Department to promote girls fastpitch softball programs in the Elk River area.

## **Article IV: Offerings**

- 1) House program is based on girls having fun and learning the basic fundamentals of softball
  - a) The 6U age level have games schedule with surrounding communities that could be played at their fields. This is a coach pitch program
- 2) Travel Program is based on girls having fun and learning increasingly more advanced fundamentals of softball and game strategy concepts – kid pitch program
  - a) 8U, 10U, 12U, 14U Travel has 3 seasons per year
    - i) Summer Season is May through mid-July with a potential for National Tournament in Early August
    - ii) Fall Season is mid-August through late-September
    - iii) Winter Season is the end of Fall Season through March – this includes our Heavy Hitters and Gold Gloves program and league play will be facilitated based on interest level and league availability
- 3) MN Elks
  - a) MN Elks is a year-round commitment is based on girls having fun, participating in highly competitive and higher ability leagues based on the team’s skill level.
  - i) League play will include Summer, Fall and Winter (based on player and league availability)

## **Article V: Team Selection and Eligibility**

- 1) House Team Selection and Eligibility
  - a) Players will be put onto teams mainly based on their elementary school
  - b) Teams shall be formed according to the guidelines of the league and sanctioning bodies in which they participate.
  - c) A player must comply with the Association and League rules.
- 2) Travel Team Selection and Eligibility
  - a) Teams will be selected by the team selection committee and may involve coaches in the association. The number of teams sponsored will depend on the level of participation and the availability of qualified coaches. The teams must follow the classification system, rules, and requirements of the governing body including but not limited to USSSA, NAFA, USA Softball, PGF, Big West or any other affiliated association.
  - b) Travel Director and/or sub-committee may accept players outside the Elk River School District boundaries if it is deemed appropriate for the player and the travel program and impacted teams
  - c) Teams shall be formed according to the guidelines of the league and sanctioning bodies in which they participate.
  - d) A player must comply with the Association and League rules.
- 3) MN Elks Team Selection and Eligibility
  - a) Teams will be selected by the team selection committee and may involve coaches in the association. The number of teams sponsored will depend on the level of participation and the availability of qualified coaches. The teams must follow the classification system, rules, and requirements of the governing body including but not limited to USSSA, NAFA, USA Softball, PGF, Big West or any other affiliated association.
  - b) MN Elks Director and/or sub-committee may invite players outside the Elk River School District boundaries if it is deemed necessary to provide the best experience for the current players
  - c) Teams shall be formed according to the guidelines of the league and sanctioning bodies in which they participate.
  - d) A player must comply with the Association and League rules.

## **Article VI: Coach Selection**

Potential coaches for ERYSA may be interviewed by a committee of 2 or more people. The committee will consist of individuals who have experience with fastpitch, either through coaching or former board members. They may no longer have a daughter participating in this program. The committee may also include someone from the current high school coaching staff. Following the interviews, the committee will give their recommendations, as to the best candidate, to the board, who will in turn choose the coach, taking into consideration the recommendations of the committee, as well as previous experiences with the candidate and feedback from the parent/player surveys during board discussion. If the potential coach is a board member, they will not participate in final coach discussions or decisions.

## **Article VII: Membership**

- 1) Players who are selected for an Elk River Youth Softball Association team and their parents become members of the association when the participation fees are paid and current or scholarship accepted.
- 2) Membership in the association shall be on an annual basis running
  - a) House: March to March.
  - b) Travel: March to March

- c) MN Elks: August to August
- 3) Any individual who supports the objectives of this Association may become a member by majority board vote. This is subject only to compliance with the provisions of the by-laws. Membership in this association will be available without regard to race, religion, color, sex, age, marital status, national origin, or handicap.
  - 4) The participation fee will include the annual player membership fee plus enough to cover other expenses such as league fees, uniforms, equipment, tournaments, etc. The participation fee of each player will be determined annually by recommendation of the Treasurer to the Board of Directors. A team may charge supplemental fees if they wish to do something extra. Financial hardship cases will be considered and
    - (a) Scholarships may be awarded at the discretion of a majority of the Board of Directors for House and Travel. NOTE: Elk River Youth Softball Association Policy on “Non-Sufficient Funds” – Players whose checks are returned due to “non-sufficient funds” will have their registrations revoked and will be denied registration until the original registration fee plus returned check fee has been submitted to the association using “cash only”.
    - (b) Subsequent registrations for all Elk River Youth Softball Association activities will be on a “cash only” basis for one (1) year. “Cash only” means cash, money orders, or certified checks.
  - 5) Only board members of the Association shall be eligible to vote in open meetings or serve in any elective or appointed position. Only one vote is allowed per family at Association meetings.
  - 6) Coaches who do not have a daughter as a member of the Association must complete an application form but need not pay the registration fee or participation fee to be considered a member.
  - 7) A player may not maintain dual membership and/or participate in another fastpitch association that competes against the Elk River Youth Softball Association from the start of summer season through the end of MN summer Nationals.
  - 8) To maintain active membership, individuals must remain in good standing with the Elk River Youth Softball Association, as determined by the Board of Directors.

## **Article VIII: Board of Directors, Committees, and Elections**

Section 1 – Officers: Leading our association is up to a 13-member Board of Directors. This board shall be gender balanced, consisting of 4 officers and up to 9 at large. Each position holder must be a member of the Association and be appointed by the current Board. If a Board of Directors member must be removed because of improper conduct, a Board member may be removed with three-fourths vote of the remaining Board members not general membership.

Duties of the Board of Directors:

The Board of Directors shall:

- Perform all duties specifically delegated to it in the By-Laws.
- Approve all contracts necessary for the conduct of business.
- Make rules for conduct of the members of the association and use of the association’s property.
- Make, alter and amend rules for its own procedure.
- Have complete jurisdiction over the Association’s finances and have exclusive power to make or authorize appropriations.

- Have a general power to manage the affairs of the Association on any and all questions related thereto, when not in conflict with the Articles of these By-Laws.
- Represent the membership and the Association's sports programs within the Elk River school district.
- Collect and disburse moneys and approve budgets for the Association.
- Establish and maintain policy, procedure, and funds to provide scholarships to families who wish to have their children participate in sports programs but are unable to pay registration fees.
- Fill vacancies in the Board by a majority vote of the Board members present at the board meetings.
- If a vacancy occurs in the board, newly appointed board members will fill the remainder of the term of the previously elected board member.
- Set up evaluation system for tryouts.
- Recruit coaches as needed.
- Appoint equipment director, travel director, in-house director.
- Board of Directors shall promote and publicize the activities of the association.

**The requirement of each board position is described as follows:**

President: (Even Years) If the President's daughter is no longer a member of the association during this term, the position is elected with the knowledge of that possibility and the President has the right to remain in office.

The President shall:

- Serve a 2-year term
- Preside at all meetings of the membership, and special meetings of the Board of Directors.
- Submit an annual report to the members of the Association.
- Serve as an ex-officio member of any committees.
- Work closely with the recreation departments, Elk River School District and leagues on all matters relating to fastpitch softball.
- Provide general guidance to the Association
- Recommend a member to the Board of Directors to fill a vacancy.

Vice President: (Odd Years) If the Vice President's daughter is no longer a member of the association during this term, the position is elected with the knowledge of that possibility and the Vice President has the right to remain in office.

The Vice President shall:

- Serve a 2-year term
- Perform the duties of the President in his/her absence and any other such duties as may be assigned by the Board of Directors or the President.
- Complete the remainder of the President's term if the President either resigns or leaves the Association.

Secretary: (Even Years) If the Secretary's daughter is no longer a member of the Association during this term, the position is elected with the knowledge of the possibility and the Secretary has the right to remain in office.

The Secretary shall:

- Serve a 2-year term
- Keep the minutes of all meetings.
- Be responsible for all correspondence.
- Report on the minutes of preceding meetings at each Association meeting.
- Oversee all communications, notices and official correspondence.
- Background checks

Treasurer: (Odd Years) If the Treasurer's daughter is no longer a member of the Association during this term, the position is elected with the knowledge of that possibility and the Treasurer has the right to remain in office.

The Treasurer shall:

- Serve a 2-year term
- Maintain custody of all funds of the Association and deposit such funds in the bank or banks designated by the Board of Directors.
- Maintain all finances.
- Keep an accurate set of books
- Pay all bills of the Association.
- Complete and File all State and Federal tax forms in a timely manner.
- Submit an annual report at the membership meeting including proposed budget for the upcoming fiscal year.
- Be authorized to sign or countersign all checks, drafts, or notes of the Association.
- Deposit all checks to the association immediately upon receipt.
- Report to the membership at each meeting as to the financial condition of the Association.
- Be responsible for arranging and maintaining adequate insurance coverage for the property of the Association.

*Quorum: At regular and special meetings of the Board, a majority of the Board members constitutes a quorum for the conduct of business. In the event that in three consecutive meetings, a quorum is not attained, the President shall institute an emergency quorum beginning at the third meeting and ending when a regular quorum is obtained. An emergency quorum consists of the number of Board members present.*

## Section 2: **Directors**

The Association shall have appointed Directors that serve on the board of directors. The Director oversees standing committees for the purposes stated and to assist in the operation of the Association. Members of the committees must be members of the association unless requested to be a member of the committee by the Board of Directors. All purchases and recommendations must be brought to the Board of Directors. In October, the director positions and descriptions will be evaluated.

### Tournament Director:

The Tournament Director may form a committee of up to 4 people which must include the Volunteer Director. They will cover all tournament objectives. This shall include the planning of tournament and working with the volunteers during our tournaments, and all other efforts. All sales of merchandise as well as other special projects developed to raise funds such as concessions or clothing sales.

### Equipment Director:

The Equipment Director may form a committee of up to 4 people. The committee shall be responsible for maintaining the equipment inventory of the association. This will include obtaining storage space, repairing all equipment, planning for replacement of old and unusable equipment, developing specifications and obtaining bids of new equipment, and insuring.

### Fields and Umpires Director:

The Field and Umpires Director may form a committee of up to 4 people. The committee will be responsible for procuring and scheduling fields while ensuring they are properly prepared and maintained. They are also responsible for securing and maintaining facilities. The committee will also work with the leagues to ensure that umpires are available.

### Travel Director:

The Travel Director may form a committee of up to 4 people. Will assist coaches in scheduling tournaments for summer and fall ball. They will oversee coach's recruitment and selection committee. No other board members can be selected to the selection committee, as they are responsible for handling the concerns of the membership during the player assessment and team selection process. All prospective coaches must apply to this committee on a form to be established by the committee. Coaches will be selected by the board, based on the application, an interview, player/parent evaluations of previous years' experience and input from the Coaches Recruitment and the Selection Committee.

### Player Development Director:

The Player Development Director may form a committee of up to 4 people. The Player Development Director is responsible for planning and coordinating player development events (i.e. winter clinics, high school clinics, etc.).

### Website Director:

The Website Director may form a committee of up to 4 people. The Website Director is responsible for updating the website, setting up registration and or clinics.

#### Sponsorship/Fundraising Director:

The Sponsorship/Fundraising Director may form a committee of up to 4 people. The Sponsorship/Fundraising Director is responsible for finding sponsors for the association. The Sponsorship/Fundraising Director is responsible for setting up the fundraising for each season.

#### Concessions/Volunteer Director:

The Concessions/Volunteer Director may form a committee of up to 4 people. The Concessions/Volunteer Director is responsible for gathering all the supplies for concessions and scheduling the volunteers for tournaments and events. The Concessions/Volunteer Director also assists with setting up pictures, uniforms and apparel. Coordinate picture locations for entire association.

#### House Director:

The House Director may form a committee of up to 4 people. They will form the teams and plan the end of the year tournament. They will coordinate practice and game fields with the Field and Umpires Director.

Coordinate medals for tournaments throughout the entire association.

#### MN Elks Director:

The MN Elks Director may form a committee of up to 4 people. Will assist MN Elks coaches in scheduling tournaments for summer, fall ball and winter ball. They will oversee coach's recruitment and selection committee. No other board members can be selected to the selection committee, as they are responsible for handling the concerns of the membership during the player assessment and team selection process. All prospective coaches must apply to this committee on a form to be established by the committee. Coaches will be selected by the board, based on the application, an interview, player/parent evaluations of previous years' experience and input from the Coaches Recruitment and the Selection Committee.

#### Coach Development Director:

The coach Development Director may form a committee of up to 4 people. The Coach Development Director is responsible for planning and coordinating coach development events. They are responsible for creating and maintaining coaching curriculum and the recruitment and retainment of coaches. Additionally, this director is the main point of contact and ambassador to the coaches from the board and from the coaches back to the board. This director will lead coaching evaluations for the coach selection process and provide feedback to coaches for improvements.

### Section 3: **Resignation, Termination and Absences**

Resignation from the board must be in writing and received by the secretary. A board member may be terminated if he or she has three (3) unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors

#### **Section 4: Elections**

In the odd years the Vice President and Treasure will be re-elected and in even years the President and Secretary positions will be re-elected. The members of the Board of Directors shall be elected by the current sitting board before the annual meeting of the association in January. The top vote getters for each elected position will assume office immediately. The ballot will list the positions and the vote will be for each Board of Directors position. With consultation of the other Board of Directors members, the President shall recommend someone to fill a vacancy that may occur during his/her terms of office to the Board of Directors for board vote. Filling an unexpired term shall be considered a term in office. Proxy vote shall be turned in to the Secretary via e-mail or written communication.

#### **Article IX: Advisors**

A member of the Elk River High School Varsity coaching staff may be considered advisors to the association. The responsibility of the advisors shall be to assure consistency between the goals of the association and that of the varsity program. Advisors are considered members and need not pay the general membership fees. The membership of the association may vote for additional friends of the association to become advisors. This is done with the intent to improve the association. Advisors are not voting members of the Board of Directors.

#### **Article X: Meetings**

- 1) The annual meeting to the association shall be held in January. The purpose of this meeting shall be to discuss the past season, identify improvements needed for the upcoming year, and as the last agenda item will be to announce new Board of Directors positions as required.
- 2) Regular meetings of the association shall be held at least ten times per year, this includes the annual meeting. These meetings will be used to discuss the ongoing activities of the association. Any members of the association can request to have a relevant topic placed on the agenda 24 hours in advance of the scheduled meeting. Topics should be presented to the Secretary or President prior to meetings.

#### **Article XI: Coach/Player/Parent Conduct**

Coach: The coaches' first responsibility is to the players. When the team is selected, the coach will promptly notify each player of the team. The coach may ask any parent to become an assistant coach, but he/she retains all responsibility for the team. The coach is responsible to set practices, scrimmages, tournament required to ensure a successful season. The coaches' objective will be to help all players learn the fundamentals of fastpitch softball and develop to their fullest potential. Coaches' must act responsibly and carry on the traditions of good sportsmanship. Coach must sign and follow the Coaches Code of Conduct. Failure to follow these guidelines may result in removal of a coach.

Player: The players' first responsibility is to the team, she must attend practice to play, and follow the rules of the team. Players should be reminded that they represent our community and should do so with pride and good sportsmanship. Player must sign and follow Player Code of Conduct and ERYSA Players Pledge.



Parents: Parents should ensure that their daughters are on time for practices and games, unless there is a valid excuse. Parents should attend all games if possible and exhibit good sportsmanship. Parents who exhibit flagrant unsportsmanlike like conduct toward umpires, coaches, players, or other parents will be required to stay away from games. Parents must sign and follow Parent Code of Conduct.

**Grievance Policy:** See separate Grievance Policy

### **Article XII: Funding**

The association receives funds and donations from outside sources as determined by the Board of Directors. In addition, a participation fee will be assessed to all players. The participation fee will include the annual player membership fee plus enough to cover other expenses such as league fees, uniforms, equipment, tournaments, insurance, etc. Teams can participate in fundraising with prior approval from the board. Funds can be directly paid to the team, but the teams fundraising cannot interfere with the association's efforts of fundraising.

- 1) House and Travel programs share all resources, both financial and operational
- 2) MN Elks is financially responsible for league fees, tournament fees and uniforms
- 3) MN Elks operates financially independent but shares the following resources with ERYSA:
  - a) Facilities
  - b) Volunteering
  - c) Accounting Services
  - d) Equipment

### **Article XIII: Miscellaneous**

- Section 1: Inspection of Records – The accounts, books, and records of the association shall be open to inspection by association members by request and shall be presented to the membership by request.
- Section 2: Parliamentary Procedure – Roberts Rules of order shall be the parliamentary authority on and shall govern deliberations of meetings except where they may be modified by the recommendation of the President and the approval of a majority of the association members present.
- Section 3: Uniforms – The association will provide the uniform(s) for the players to use as part of the participation fee. House and Travel players must provide black softball pants. Additional elements of the uniforms are left up to each team, but the Board of Directors must vote and have final say if a team does not wear a uniform that does not present Elk River Youth Softball Association. ERYSA Highly Recommends that players wear defensive facemasks when playing in the field. ERYSA coaches have the ability to require facemasks for players to play defense or specific defensive positions. The association will recommend and assist in quantity discount buying of all uniforms. The association must insist that all teams comply with USA, USSSA and NAFA any other affiliated association uniform guidelines and regulations.
- Section 4: Hold Harmless – Everyone participating in the development of youth softball through the Elk River Youth Softball Association shall act in a responsible and appropriate manner. In the event of a loss or damage to property or causes of action resulting in injury of any person, it shall be the policy of the association that all officials involved in the action whether board members or volunteers assisting, shall be held harmless provided the action taken was made with the exercise of usual judgment and care, under circumstances then prevailing which people of prudence, discretion and intelligence exercise in their own affairs.

### **Article XIV: Amendments to By-Laws**

These by-laws may be amended by a 2/3 majority vote of the members present at the annual meeting or general membership meeting provided that the meeting notice. By-laws shall be reviewed on an annual basis.

### **Article XV: Dissolution**

Upon dissolution of the association, all assets shall be distributed equally to the District 728 High School fast pitch softball booster club of Elk River. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of Sherburne County, Minnesota, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

THESE BYLAWS were approved at a meeting of the board of directors by a two-thirds majority vote. Dated: November 23, 2025