

Sauk Rapids Rice Fastpitch Softball Association

By-Laws

ARTICLE I – NAME AND PURPOSE

Section 1. Name

The name of the organization shall be the Sauk Rapids Rice Fastpitch Softball Association (SRRFSA).

Section 2. Purpose

The SRRFSA is a competitive club. We partner with our athletes, coaches, parents and local businesses. We encourage respect, responsibility, teamwork, and positive attitudes in a safe and fun learning environment. SRRFSA is a "not for profit" organization. We exist to support and promote competitive softball for young women ages six (6) to eighteen (18) years of age who live in Sauk Rapids, Rice, or attend ISD 47. Exceptions may be made upon Player/Parent/Guardian petition and with board approval.

ARTICLE II – MEMBERSHIP

Section 1. Eligibility Membership shall consist of the board of directors, coaches, parents/guardians of SRRFSA players.

ARTICLE III – GOVERNANCE

Section 1. Control and Management

The board is responsible for overall policy, direction and operations of the association. The Board's duties include but are not limited to the following: finances, team formations, registering players/teams and managing coaches, scheduling and registering for tournaments, equipment, securing facilities for practices, fundraising, and keeping parents and players informed. The Board will consist of but not limited to eight (8) elected board members. Board positions are volunteer (non-paid) positions. The board receives no compensation for their work but may be reimbursed for approved expenditures.

Section 2. Election of Officers and Directors

All board positions are open to current SSRFSA parents and community members that reside in Sauk Rapids, Rice, within/attend ISD 47 School District. The open board positions and job responsibilities will be posted on the SRRFSA website in September of each year. An application form must be received via email to the President's email (stormsrrfsa@gmail.com) by the deadline date to be considered for the open board position(s). Elections will be held at the annual meeting in October of each year. Current board members, coaches and parents/guardians of players registered for the previous season will be eligible for voting.

Section 3. Terms

All board members shall serve two-year terms from the date of their election and are eligible for re-election for up to three consecutive terms at the same position.

Section 4. Vacancies

The Board may fill any vacancies among Directors and/or Officers. The Directors and/or Officers so elected shall serve the unexpired term of the Officer or Director creating the vacancy until the next scheduled election.

When a vacancy on the board exists during the year, and is not already filled by appointment, the club President must receive any nominations for new members from current board members one week in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 5. Quorum

A Quorum shall consist of a majority of the members of the Board. A quorum must be present before business can be transacted or motions made or passed.

Section 6. Removal and Resignation

Officers, directors, and agents of the association shall be subject to removal at any time by the affirmative vote of two-thirds (2/3) of the voting board members*, including the President. e.g. excess absence or violation of Board Code of Conduct.

*Voting board members with a direct familial relation to the member being voted on must recuse themselves from voting.

Resignation from the board must be in writing and received by the club President/Vice President.

Section 7. Meetings

The board will meet on a regular schedule or based on the needs of the program throughout the calendar year. Board meeting dates will be posted on the website. All members are responsible for notifying the President/Vice President if they will not be able to attend a scheduled meeting.

Meetings may consist of two components if needed: An open forum and a closed forum.

Open forum: Offers parents/guardians an "open forum" to attend the meeting and share comments or questions with the board (a 24-hour notice prior to the scheduled meeting to the President is required, if you want time during the open forum). The President will preside during these proceedings and will control the length of time that each discussion will be allotted during the meeting.

Closed forum: This time is designated for the voting members of the board (non-voting board members may attend the meeting with board approval). This forum is for board members to discuss the overall operations of the club, review parent and/or member concerns and volunteer leadership.

Meeting notes will be posted on the website within one week of the meeting date.

Section 8. Fiscal Year January to December

ARTICLE IV – INFRASTRUCTURE

Section 1. Officers and Duties

The Executive Officers of SRRFSA shall consist of President, Vice President, Treasurer and Secretary.

Additional necessary positions to operate the Association will be included on an as needed basis. e.g. Player and Coach Development, League Coordinator, Field and Equipment Coordinator, Registration, Fundraising, Apparel, etc.

Section 2. Special meetings

Special meetings can be called by members of the Executive Board as deemed necessary to address matters which cannot be held until the next scheduled monthly meeting. Notices of special meetings shall be sent out by the President to each board member at least one week in advance.

ARTICLE V — COMMITTEES

Section 1. Committee formation

The board may create committees as needed. President/Vice President may/will be included as ex-facto members of all committees.

ARTICLE VI — AMENDMENTS

Section 1: These by-laws may be amended when necessary by two-thirds majority of the board of directors. Proposed amendments must be submitted to the President/Vice President to be sent out with regular board announcements.

Article VII – Annual Meeting

Section 1: An annual meeting will be conducted after the end of the season. This meeting will be posted on our website, email announcements and by word of mouth.

Section 2: The annual meeting will address the review of the financial status of the organization, the general status of the club and conduct elections.

Article VIII – Dissolution

Upon dissolution of the Board, all remaining funds will go to the Sauk Rapids Rice High School Softball Team.

Addendum A - Board Code of Conduct

Each member is committed to providing a positive softball program for girls 18 and under that want to play competitive softball in the Sauk Rapids and Rice communities.

Ethical Conduct:

- Act with integrity, honesty, and transparency in all board decisions and interactions.
- Avoid conflicts of interest and disclose any potential conflicts promptly.
- Maintain confidentiality regarding sensitive information.
- Promote positive sportsmanship and respect for opponents, officials, and other participants at all times.

Respect and Inclusivity:

- Treat all individuals with respect, regardless of race, ethnicity, gender, sexual orientation, ability, or socioeconomic status.
- Promote a welcoming and inclusive environment for all participants.
- Address any form of discrimination or harassment promptly and effectively.
- Attacks of character are not permitted. Disagreements should remain focused on the issue at hand and working towards a resolution.

Decision Making:

- Base decisions on sound judgment, considering all relevant factors and perspectives.
- Seek diverse viewpoints and engage in open discussion before making decisions.
- Adhere to established policies and procedures.

Financial Responsibility:

- Manage the organization's finances responsibly, ensuring transparency in budgeting and spending.
- Disclose any situations or decisions which may garner personal profit for an individual or other relationships. Member to recuse self from voting and discussion. Reason for not voting to be noted in the minutes.

Communication and Collaboration:

- Maintain open communication with coaches, parents, athletes, and other stakeholders.
- Foster collaboration within the board, other sports organizations and the school district.
- Social media posts and public statements, written or oral, should not be critical of teammates, coaches, officials, administrators, volunteers, or spectators.
- Do not post content that would harm SRRFSA or damage SRRFSA's reputation.

Attendance and Participation:

- Active participation in board discussions and decision-making processes.
- Make attendance a high priority and maintain a minimum attendance to board meetings of 7 out of 12 in a period of November - October.
- If not able to attend a meeting member must communicate with board.
- Agenda to be read before meeting. Updates or input is required before meeting.
- Minutes are to be read once they are sent out.
- Member is responsible for any followup items as well as clarifying questions they may have from the minutes.

Confidentiality:

- A requirement to maintain confidentiality regarding sensitive information about the organization, its programs, and individuals they may encounter.
- Includes, but is not limited to, athlete financial situations, player sensitive health information, grievance investigations, team placement prior to posting and player evaluations.

Safety

- Prioritize the physical and emotional safety of all youth athletes above the pursuit of winning.
- Adhere to all local, state, and national safety guidelines related to youth sports, including equipment standards, concussion protocols, and age-appropriate competition levels.

Youth Perspective:

- Encouraging athletes to actively share their perspectives.

Reporting Concerns

- Members will report any violations of code of conduct to president, vice president, secretary or treasurer.

Addendum B - Board Structure/Positions**Executive Board**

- The Executive Board consists of the President, Vice President, Secretary and Treasurer.
- The Executive Board shall have the authority to make all necessary decisions during the interval between the meetings of the Board to manage the Association in such manner as the Executive Board shall deem best in the interests of the Association.
- The Executive Board shall, among other things, be accountable for the following matters:
 - Financial planning and policies.
 - Organization of results of evaluations and organization of teams.
 - Confirm the selection of coaches.
 - Oversee registration and certification of players.

- o Supervision of all activities of the teams.
- o Recruitment of new players and the promotion of SRRFSA.
- o Proposed guidelines and proper procedures to be followed.
- o Supervise all Coordinators, Coaches, or any other appointed positions.

President

- Will be an ex-officio member of all sub-group committees.
- Subject to the Executive Board and the voting members shall have general charge and supervision over the business affairs of the Association.
- Responsible to execute contracts and other agreements as authorized by the voting members and/or Executive Board.
- Assist with Player Evaluation planning and coordination.
- Attendee for Director and Scheduling meeting (Big West League).
- Facilitate October annual election activities – nominations, ballots, etc..
- Maintain ongoing relationship with School District.

Vice President

- Assume the duties of the President in the absence of the President.
- Create and distribute information for Association promotion.
- Assist the League Coordinator with ensuring Coaches and Volunteers have background check/training completed.
- Assist with conflict resolution as needed to ensure consistency.
- Assist with Player Evaluation planning and coordination.

Secretary

- Compose agenda and facilitate monthly meeting.
- Keep and report the minutes of all regular, special, and Executive Board meetings.
- Keep attendance at all meetings to maintain 80% attendance
- Responsible for tabulation of evaluation and election results.

Treasurer

- Responsible for all funds of the Association.
- Keep accurate records of all receipts and disbursements, make monthly reports to Board and submit a written year-end statement.
- Submitting applicable annual tax and non-profit filings
- Pay all bills incurred by the Association under authorization of Executive Board.
- All checks shall be signed by one of three authorized officers, Treasurer, President or Vice President.
- Shall provide monthly reports to President if unable to attend upcoming monthly meeting.
- Outgoing Treasurer's duties will include a 90 day transition period with the incoming treasurer to complete all financial reports.

Player Coordinator

- Responsible for the organization and execution of the evaluation process. This includes soliciting and selecting evaluators, volunteers and location of tryouts.
- Point of contact for Parent concern with Player placement to bring forward to Board
- Maintain record of Player scholarship requests as well as present to Board for feedback
- Facilitate end of season survey for Parents and Coaches.
- Validate Player birth years with assistance of League Coordinator.

League/Umpire Coordinator

- Relay information to the umpire scheduling related to all home games for SRRFSA, including cancelled and re-scheduled games.
- Responsible for coordinating and documenting background checks / training for Coaches and Team Volunteers.
- Inform Board of Coach selections
- Facilitate Coach contracts prior to season beginning.
- Coordinate with Treasurer to ensure payments to Coaches.
- Work with Coaches to set up their teams in the appropriate platforms – Crossbar, Big West, St. Cloud league, etc..

Field and Equipment Coordinator

- Coordinate with the school district to ensure field availability for practices and games.
- Ensure Coaches are aware of field scheduling protocol.
- Ensure necessary supplies and equipment is available for field set-up related to practices and games.
- Receive Board approval for materials outside of standard field supplies.
- Establish pool of resources to prep fields for games.
- Responsible to ensure field prep and game equipment is available e.g. chalk, pitching rubbers, rakes, etc.
- Maintain inventory record of Association owned equipment as well as condition.
- Responsible for coordination of equipment check-out to Coaches.
- Provide an annual listing to the Board for recommended equipment replacement.
- Attendance at game scheduling meetings.

Website and Registration Coordinator

- Manage and maintain Association website (srrfsa.org)
- Responsible for online process set-up from Evaluations through roster/team completion.
- Coordinate with Apparel Coordinator for jersey requirements – sizes, quantities, numbers, etc..
- Updating website information for any necessary changes – teams, schedules, tournaments, etc..
- Provide reporting in support of volunteer hours worked monthly.

Social Media and Photo Coordinator

- Responsible for SRRFSA social media accounts.
- Actively post updates and relevant information to social media
- Solicit photos from Coaches and Fans for timely updates to social media
- Point of contact for Messenger correspondence or dissemination to appropriate Board member(s).
- Selection of photographer for annual Association pictures.
- Coordination of location, schedule of teams and indoor space if needed for photos.

Fundraising and Concessions Coordinator

- Coordinates Association fundraising efforts – meat raffles, grilling, product sales, etc..
- Maintain sponsorship lists for coordination of solicitation mailings.
- Report to the Board regarding funds raised via concessions and fundraising.
- Communicate to Website Coordinator to have volunteer opportunities posted to website.
- Ensure volunteer opportunities are filled and communicate to the Social Media Coordinator to have post made to solicit volunteers.
- Responsible to ensure supplies are available for home game concessions.
- Accountable for cash box availability and accuracy

Apparel and Player Development Coordinator

- Coordinate with apparel vendor(s) for jerseys as well as fan apparel store.
- Procure sample sizes for jerseys to be used for sizing.
- Provide jersey/shirt mock-up for Board approval.
- Ensure Player/Coach sizes and quantities are provided to vendor(s) with appropriate lead time.
- Present off-season training opportunities for Board consideration e.g. MASH
- Communicate in-season clinics to Level Coordinators and Board.

Level Coordinators

- Act as a liaison between the teams within the level.
- First point of contact for Players, Parents, Coaches of specified level.
- Assist the teams in getting organized at the start of the season.
- Bring level specific concerns to the Board.
- Responsible for ensuring Parent and Coach code of conduct is followed within level.

Note: Each position will receive one Player's worth of volunteer hours.