

BYLAWS OF
MADISON SOFTBALL ASSOCIATION INC
&
MSA – MADISON ADULT LEAGUE

ARTICLE I – MISSION STATEMENT

Section 1. Madison Softball Inc. strives to provide the youth participating in our leagues the opportunity to play at their skill level, while maximizing their potential. This will be accomplished with the promotion of fair play, teamwork, sportsmanship, leadership and respect of others.

ARTICLE II – COMPOSITION OF LEAGUES

Section 1. Madison Softball Association Inc. shall consist of the following leagues or of those set up at the discretion of the Board Members:

All ages are as of May 1st of the playing year

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| T-Ball | 4 – 6 years old |
| Coach Pitch | 7 – 10 years old |
| Fast Pitch | 11 – 13 years' old |
| Fast Pitch | 14 – 16 years' old |
| Juniors | 11 – 13 years' old |
| Seniors | 14 – 17 years old |
| Adult | 18 years old and over |
| Adults | 18 years old and over (15 – 17 years Old with a parent or guardian playing on the same team) |

- Exceptions can be made on an individual basis with the board's approval.
- A child may move up a league out of their age bracket because of skill level by written request of the current coach and potential coach to the Board.
- A Child may not stay down without an evaluation by the two coaches of the respective leagues and a recommendation by the Board.

Section 2. Age grouping of the leagues shall be determined by the Board or as shown above in Article II, Section 1.

Section 3. Madison Softball Association Inc. leagues shall be co-ed and non-discriminatory.

Section 4. Fast Pitch division will be designated for girls ages eleven (11) thru sixteen (16) only.

Section 5. Adult division will be designated for men ages eighteen (18) and over only.

Section 6. Section 2. Fees and Dues

- A. Registration fees shall be established by the Board and shall be due two weeks before the first game of the current season, unless other arrangements have been made with the approval of the Board.
- B. Sponsorship (Team) fees shall be established by the Board and shall be due two weeks before the first game of the current season.

ARTICLE III – BOARD MEMBERSHIP

Section 1. Eligibility

- A. Membership shall be open to any and all individuals who satisfy at least one of the following requirements:
 1. Parent whose child is currently enrolled in the Madison Softball Association Inc.;
 2. Participant in MSA- Madison Adult League.
 3. Coaches of the teams in any of the leagues.
 4. Sponsors who have paid the sponsorship fee in full for at least one team:
 5. Any person who has made a financial contribution equal to or greater than the registration fee for the current membership year:
 6. Any person who has donated his or her time and energy to the betterment of the Madison Softball Association Inc. or MSA – Madison Adult League.

ARTICLE IV – BOARD COMPOSITION

Section 1. Composition

- A. The Board of Directors shall consist of the President, Vice President, Treasurer, Secretary, Public Relation Director, Operations Manager, Adult Commissioner, Adult Commissioner, Teen Commissioner, Youth Commissioner, and Field Maintenance.
 1. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary and Operations Manager. They may not be close relatives (Husband, Wife, Significant Other, Brother/Sister, Parent/Child)
 2. The Operations Manager, who handles the umpires, will be tested by the Board to be approved
 3. No more than two family members or two people of the same household may serve on the Board of Directors at the same time.

- B. All Board Members, Coaches, Assistant Coaches and Umpires must complete a background check prior to the draft. The cost of the background check will be determined by Madison Softball Association Inc. and be paid by Madison Softball Association Inc.

- C. Each person on the Board shall have one vote. In the event that leagues are split after the elections of officers, Co-commissioners will each have one vote. The Co-commissioners will have voting right of his or her league if the Commissioner of the league is not present for the scheduled meeting.

- D. Any person holding more than one position may cast no more than one vote at any one time.

- E. Board members may select another Board member of their own choosing to represent them in their absence.
 1. Said representative must submit written authorization from the respective Board member to the Secretary at the start of the Board meeting.
 2. Said representative shall have full voting privileges. Said representative shall have their position voting right as well as one vote for the respective Board member.

Section 2. Duties

- A. The business, authority, and property of Madison Softball Association Inc. shall be exercised, conducted and controlled by the Board.
- B. The Board shall determine the date, time and place of the general Board Meetings.
- C. The Board may propose amendments to the Bylaws or League Rules.
- D. The Board shall abide by the Bylaws and the Mission Statement set forth by the Board without prejudice.
- E. The Board will be in charge of expenditures and budgeting.

Section 3. Meetings

- A. Regular Meetings will be held throughout the year. Meetings will be the first (1st) Thursday of the month, subject to change due to a Holiday or not enough members present. If the Board determines a special meeting is necessary, then it can be suggested.
- B. Regular Board meetings shall be open to all interested persons, however, only the current Board can make a motion and vote.
- C. Discussion and ideas may be presented to the Board by any member of Madison Softball Association Inc. or the community at large.
- D. Special Emergency Meetings of the Board may be called by the President, or by the written request of two members of the Board or by the request of members of the Madison Softball Association Inc. or MSA – Madison Adult League. The purpose of said Special Emergency Meeting shall be stated at the time it is called or requested.
- E. In an emergency, business may be conducted by the Board Members by telephone; however, reasonable efforts must be made to contact all members of the Board. If all members are not available, then no vote shall be held, and an emergency meeting will be called. In the event that an emergency meeting cannot be held, an email vote can be held.
- F. A Summary of the actions of the Board Members shall be furnished to Madison Softball Association Inc. at the next regular meeting.

Section 4. Quorum

- A. 51% of the positions of the current members of the Board Members shall constitute a quorum.
- B. A quorum must be present for the Board to conduct any business. All action taken by the Board shall be approved by a vote of the majority of the Board Members present at the meeting in which a quorum is present.
- C. In the event that there is a majority of the Board positions vacant, the remaining members may take actions as they see fit if all remaining members agree.

ARTICLE V – OFFICER DUTIES

Section 1. Composition

- A. The Board of the Madison Softball Association Inc. or MSA – Madison Adult League shall consist of the Executive Board (President, Vice President, Treasurer, Secretary and Operations Manager), Public Relations Director, Adult Commissioner, Teen Commissioner, Youth Commissioner, and Field Maintenance. The Executive Board shall serve as Trustees of the Madison Softball Association Inc. or MSA – Madison Adult League.

Section 2. Qualifications

- A. All Board Members must meet the requirements for membership set forth in Article III, Section 1 as well as pass a background check.
- B. Criminal Searches will be completed with information looked at for 3 years. Any LIFETIME sexual offenses or crimes against children will automatically exclude participation in the Board. Any other offenses that violate the mission of MSA shall be cause for exclusion. This will be the same for the coaches that intend to work with the youth of the league.

Section 3. Term

- A. All Board Members shall be elected annually for a term of one year.

Section 4. Chain of Command

- A. The Chain of command shall be as follows:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Operations Manager
 - Adult Commissioner
 - Adult Commissioner
 - Teen Commissioner
 - Youth Commissioner
 - Public Relations Director
 - Field Maintenance

Section 5. Duties

- A. The President shall:
 1. Preside at all Board Meetings.
 2. Appoint all committees.
 3. Be the chief executive and representative of the Madison Softball Association Inc. or MSA – Madison Adult League and sign all necessary contracts or official papers approved by the Board of Directors.
 4. Be the ex-official member of committees.
 5. At the end of term, deliver all property and rights of the Madison Softball Association Inc. or MSA – Madison Adult League to the successor President
- B. The Vice President shall:
 1. Preside at all Board Meetings.
 2. Act as President should the President be absent
 3. Assist the President and perform such duties as may be delegated by the President or Board Members.
 4. Schedule Umpires should the Operations Manager be unavailable
 5. At the end of term, deliver all property and rights of the Madison Softball Association Inc. or MSA – Madison Adult League to the President or successor Vice President
- C. The Treasurer shall:
 1. Receive, safely keep and deposit all monies belonging to the Madison Softball Association Inc. or MSA – Madison Adult League within one week of receipt;
 2. Disburse all monies as directed and approved by the Board.
 3. Keep an accurate account of the finances of the Madison Softball Association Inc. or MSA – Madison Adult League on proper books and kept for that purpose.

4. Keep all receipts for purchases, expenditures, and reimbursements. No reimbursements will be made without receipt.
5. Allow inspection and examination of all books by Board Members as necessary and at reasonable times and places.
6. Render an account of the Financial Statements, Income Statement, and Balance Sheets of the Madison Softball Association Inc. or MSA – Madison Adult League at the regular meeting and distribute Financial Statements, Income Statement, and Balance Sheets to the Board with all expenses explained in detail;
7. Keep an accurate list of Assets owned by the Madison Softball Association Inc. or MSA – Madison Adult League.
8. File all necessary documents pertaining to finances with the appropriate agencies to maintain non-profit status and to facilitate the functioning of the Madison Softball Association Inc. or MSA – Madison Adult League.
9. Collect and maintain all player registration forms and supply a copy to the appropriate commissioners as well as a copy in the concession stand.
10. Upon approval of the Board, order approved Board identification and trophies.
11. Have books audited every two (2) years.
12. Apply for and submit application for any available grants.
13. Print and send out any donation requests
14. At the end of term, deliver all monies, books, property of the Madison Softball Association Inc. or MSA – Madison Adult League to the President or successor Treasurer

D. The Secretary shall:

1. Keep a proper Secretary's book and properly record all minutes of Board Meetings, complete explanation of all expenses and such other matters as shall be proper and necessary.
2. Keep an accurate record of all official recorded actions of the Board and distribute the meeting minutes to the Board Members at regular meetings.
3. Keep an accurate record of the name, phone number, address and email of all members of the Board.
4. Sign necessary Documents of the Madison Softball Association Inc. or MSA – Madison Adult League as approved by the Board.
5. Be the keeper of all Board issued identification tags
6. Maintain all Madison Softball Association Inc. or MSA – Madison Adult League sign out sheets.
7. Maintain a binder of all meeting minutes and financial statements and a copy to be kept in the concession stand.
8. Publish copies of the meeting minutes to the MSA website
9. Print and distribute all registration once approved by School Boards and sponsorship forms (Team & Field/ Banner, Corporate)
10. Organize Chinese Auction/Fundraiser, Year-end Picnic, let treasurer know what needs to be purchased if anything
11. Send out the Agenda for the next upcoming meeting.
12. Maintain a copy of the Bylaws
13. At the end of term, deliver all monies, books, property of Madison Softball Association Inc. or MSA – Madison Adult League to the President or successor Secretary

E. Operations Manager

1. Maintain an inventory record of all property and equipment furnished league commissioners by the Madison Softball Association Inc. or MSA – Madison Adult League and give inventory record to the Secretary
 2. Be in charge of the scheduling of the Umpires for their respective leagues if the Umpire Commissioner position is vacant
 3. Set a schedule for all Umpires for each league's games and give it to the Vice President. End of season report of all equipment must be presented to the Board Members
 4. Resolve all conflicts with Umpires and issues with rules at the end of the game
 5. Ensure that the amount to be paid to Umpires is set prior to season play.
 - a. Each Umpire will be required to fill out a Board approved Umpire sheet and turn it into the concession stand the night that they provide services.
 - b. The Board Member working concessions that night is responsible to take the pre-filled Umpire envelope and provide it to the Umpire.
 - c. Board Member will return the Umpire Sheet to the Treasurer with the deposit from concessions.
 6. Be the mediator should there be an issue with the Commissioners of the league that needs to come to the Executive Board.
 7. All disciplinary action will be approved by the Board.
 8. At the end of the term, deliver all property and equipment of the Madison Softball Association Inc. or MSA – Madison Adult League to the President or Vice President.
- F. The Public Relations Director shall:
1. Reserve meeting room;
 2. Update Scores on the Madison Softball Association Inc. Website;
 3. Maintain the Madison Softball Association Inc. & MSA – Madison Adult League Facebook Pages & Twitter Page;
 4. Send out mass emails as directed by the Executive Board;
 5. Maintain the concession stand;
 6. Give all notices required by law and all notices provided by the Bylaws;
 7. Publish meeting minutes to the Madison Softball Association Inc. Website;
 8. Post appropriate documents to the Madison Softball Association Inc. Website
 9. Keep up to date the Board Group text message
 10. Upon receiving text from Field Maintenance when games are not playable send text message out to all Board Members
 11. At the end of term, deliver all information, papers and property of the Madison Softball Association Inc. or MSA – Madison Adult League the President or successor Public Relations Director.
- G. The Commissioners shall:
1. Organize and direct all affairs relating to the league for which they are responsible;
 2. Distribute to and collect from all coach's equipment furnished by Madison Softball Association Inc. or MSA – Madison Adult League;
 3. Represent and serve as spokesman for their respective league in all matters concerning the Madison Softball Association Inc. or MSA – Madison Adult League;

4. Have total control of their respective league, except for matters in direct conflict with the interests of the Madison Softball Association Inc. or MSA – Madison Adult League or the bylaws;
5. Supervise coaches and all other individuals in their respective league;
6. Abide by game rules as prescribed by the Board;
7. Distribute to all coaches (for distribution to players) rules for their respective league as provided by the Madison Softball Association Inc. or MSA – Madison Adult League prior to the playing of first scheduled game;
8. Commissioners may coach a team that is not in the league they are the commissioner of;
9. At draft have game schedules to distribute to coaches
10. Attend the draft of their respective league;
11. Attend one practice of each team in their respective league before the first scheduled game;
12. Be at the field for their respective league games (extenuating circumstances will be taken on a case by case basis with Executive Board approval);
13. Collect game stats and email them to the Public Relations Director;
14. If games cancelled notify appropriate coaches
15. Report any issues that cannot be resolved by the Commissioner to the Operations Manager for Executive Board involvement.
16. At the end of term, deliver all property and equipment of the Madison Softball Association Inc. or MSA – Madison Adult League to the President or successor Commissioners.

H. Field Maintenance

1. Visually inspect field conditions to confirm playability by 5:00pm on game days and contact the Public Relations Director if the fields are not playable;
2. Line and drag all fields prior to the start of the games;
3. Empty the trash cans no less than twice a week;
4. Construct general inspection and upkeep of the fields, buildings, equipment and machinery;
5. Notify the President or Vice President when three bags of field liner are left;
6. Keeper of all combinations
7. At the end of term. Deliver all property and equipment of the Madison Softball Association Inc. or MSA – Madison Adult League to the President or successor Field Maintenance.

Section 6. Removal from the Board

- A. If the conduct of any officer shall appear to be in willful violation of the Bylaws and Mission Statement, or if said officer has two consecutive unexcused absences from two consecutive Board meetings, then said officer may be removed from their position as an officer by a majority vote of the members in attendance at the Board Meeting if the members have been members for at least thirty days prior to said meeting. Said officer shall be served with a written copy of the charge.
- B. As applied to this section, having a representative attend meeting on behalf of an officer is not a defense to removal.

- C. If an officer is removed from the Board said member must return any and all Madison Softball Association Inc. or MSA – Madison Adult League property to the Vice President or Secretary within thirty days of removal. If the Madison Softball Association Inc. or MSA – Madison Adult League property is not returned the said member will be charged a fee.

Section 7. Vacancies

- A. A vacancy in any office shall be filled in the order of succession (chain of command) as explained in Article V, Section 4.

ARTICLE VI – FINANCES

Section 1. General Finances

- A. The fiscal year is January through December.
- B. All funds of Madison Softball Association & MSA – Madison Adult League shall be kept in separate checking accounts in the name of the Madison Softball Association Inc. and MSA – Madison Adult League, at a bank designated by the Board with the Executive Board as signers on the account.
- C. All expenditures over \$100 must be approved in advance by the Board. A receipt must be kept and turned into the treasurer to show purchase and notification given to President and or Treasurer regarding purchase.
- D. All materials, supplies and equipment shall be the property of Madison Softball Association Inc.
- E. All expenditures shall be made by corporate checks or credit card, Receipts given to Treasurer.
- F. Board Members shall review the financial statements distributed by the Treasurer at each Board Meeting and approve the statements. A copy of the approved financial statements must be kept with the meeting minutes retained by the Secretary and a copy in the concession stand.

Section 2. Budgets

- A. The budget of Madison Softball Association Inc. and MSA – Madison Adult League shall be determined by the amount of available funds.
- B. Budgets will be voted on once a year in October at the monthly regular meeting.
- C. When approving requests for particular leagues, the Board must take into consideration:
 - 1. The proportion of the requested funds of the particular league to the total of Madison Softball Association Inc. and MSA – Madison Adult League funds;
 - 2. The amount of funds generated or derived from the particular league;
 - 3. The specific needs for the particular league as compared to the specific needs of other leagues, giving priority to the safety of the participants;
 - 4. The past financial needs of the particular league;
 - 5. The age and condition of the equipment and materials of the particular league;
 - 6. Any other relevant factors.
- D. The Board must keep enough funds to provide for things such as umpires, trophies, field maintenance, fees and any other items that may reasonably be expected to incur.

ARTICLE VII – CONCESSION STAND AND 50/50 RAFFLE

Section 1. Concession Stand

- A. The Public Relations Director will maintain inventory of the Concession Stand, provide a list of needed items to the treasurer for purchase.
- B. A Board Member must be present in the Concession Stand every game night.
- C. A working schedule will be made by the Public Relations Director. A copy must be given to all Board Members, a copy for record keeping and a copy must be posted in the Concession Stand.
- D. The cash register will begin with a Board approved starting amount.
- E. At the end of a game night, the cash register must be counted by two Board Members, keeping the “bank” in the cash register. The profit will be put in a sealed envelope and signed by two Board Members and given to the Treasurer to be deposited
- F. Only Board Members are allowed in the Concession Stand.
- G. Board Member’s children over the age of 10 years old may assist in the Concession Stand with the approval of the Board.

Section 2. 50/50 Raffle

- A. The 50/50 Raffle drawing must be done by the Concession stand workers.
- B. Before the drawing, two Board Members must count the amount collected for the drawing and agree on the 50/50 split. The half that is kept for the Madison Softball Association Inc. or MSA – Madison Adult League must be put in a sealed envelope and signed by two Board Members and given to the Treasurer to be deposited.
- C. Only a Board approved person can run the 50/50 Raffle.
- D. Board Member’s children over the age of 10 years old may assist with the 50/50 Raffle with the approval of the Board.

ARTICLE VIII – PARK RULES

Section 1. Bennett Road Fields Rules

- A. Smoking in designated areas only.
- B. No pets allowed in park. MSA will comply with the rules governing assistance animals. However, the owner of the assistance animal assumes all responsibility of the assistance animal. Public places can deny access to service animals if: 1. The animal poses a direct threat to the health or safety of others. 2. The animal fundamentally alters the nature of the public place or the goods, services or activities provided. 3. The animal poses an undue burden. 4. The animal is out of control and the animal's handler does not take effective action to control the animal.
- C. Alcohol, drugs and firearms are prohibited.
- D. Foul language towards a youth participant, coach or Board Member will be cause for removal from the field. This extends to Board Members as well as coaches.

ARTICLE IX – ELECTIONS

Section 1. Procedure

- A. Nominations for each office shall be taken at the October Regular Meeting.
- B. Any member of the Madison Softball Association Inc. or MSA – Madison Mens League may be a candidate for any office.

- C. Any member of the Madison Softball Association Inc. or MSA – Madison Mens League may nominate a candidate, including a self-nomination, for any office as long as the candidate meets the Madison Softball Association Inc. or MSA – Madison Adult League membership requirements set forth in Article III, Section 1. The candidate must be present to accept a nomination.
- D. Only the Board Members may vote at the election.
- E. Votes can be voiced or if more than one nomination for a position a secret ballot shall be cast by the Board Members each voting for a candidate.
- F. A candidate may be nominated for more than one office. Once elected for a position, the candidates name will be removed from the ballot for the remaining positions.

ARTICLE X – AMENDMENTS

- Section 1.** Bylaws may be amended by a three fourths (3/4) vote of the Board.
Bylaws will be reviewed annually so that they remain consistent with the current need of the

ARTICLE XI- DISSOLUTION OF THE BOARD

Upon dissolution of this organization for any cause, the properties then in possession of Madison Softball Association Inc. and Madison Adult League shall be turned over to such successor organization determined by the Board.