

## **BYLAWS OF THE LUTZ LIGHTNING FASTPITCH SOFTBALL, Inc.**

Oscar Cooler Sports Complex P.O. Box 2313  
Lutz-Lake Fern Road Lutz, Florida 33548

### **ARTICLE I- Organization Name and Overview**

The official name of this girls' softball organization is: The ***Lutz Lightning FastPitch Softball, Inc.*** This corporation will also refer to itself as, the "***Lutz Lightning***".

This corporation is a non-profit corporation organized under the laws of the State of Florida. The ***Lutz Lightning FastPitch Softball, Inc.*** shall be run by: a board of Directors, Officers, Committees, and Coaching Staff.

The ***Lutz Lightning FastPitch Softball, Inc.***

Shall consist of no more than (2) teams with a maximum of (12) players on each team in the age groups that the Board of Directors approves from year to year.

The Mission Statement of the organization is: The ***Lutz Lightning FastPitch Softball, Inc.***, also known as, the "***Lutz Lightning***" is a community based organization dedicated to the development and enhancement of our female athletes. Our goal is to develop these players in a fun, competitive, goal-oriented program. The young ladies we select for the teams will develop as players, as well as young ladies, on and off the field.

### **ARTICLE II – Objectives**

The ***Lutz Lightning FastPitch Softball, Inc.*** is a corporation that was formed for the following objectives:

1. Provide a competitive, recreational activity for young women, which will promote citizenship, sportsmanship, leadership, and good moral conduct.
2. Seek appropriate affiliation for the teams.
3. Establish a governing body to set team policy and practices.
4. Run the organization with the intent of being beneficial to the players.
5. Conduct activities necessary to properly fund the organization.
6. Promote visibility of girls to recruiting college coaches.

### **ARTICLE III- Affiliation**

The ***Lutz Lightning*** will be registered and affiliated with any association deemed appropriate by the Board of Directors. The initial affiliation of the ***Lutz Lightning*** will be with The National Softball Association (NSA), a charitable organization.

All ***Lutz Lightning*** team activities will be conducted in accordance with the rules of play as established by the National Softball Association (NSA), Independent Softball Association (ISA), Amateur Softball Association (ASA), or any other approved fast-pitch softball association.

## **ARTICLE IV – Membership**

The ***Lutz Lightning*** Organization shall be comprised of a Board of Directors, Officers, Coaching Staff, and parents of Players. A background check will be required for all Board Members, Team Business Managers and Coaches prior to joining this organization, and updated yearly, thereafter.

Any findings, felony charges, convictions, pending adjudication, etc. will be brought before the BOD for final decision/vote prior to Team Business Manager, Coach approval. If, during the course of the year, any felony charges, convictions, pending adjudication's are filed against a Board Member, Team Business Manager or coach, they must notify the BOD's immediately. At such time, an emergency meeting of the BOD's will be convened to determine status within the organization.

## **ARTICLE V – Board of Directors**

The ***Lutz Lightning*** Board of Directors (BOD) shall be initially comprised of (3) permanent executive board members, a President, Treasurer and Secretary. The number of BOD seats will be extended to account for two representatives from each team in the organization on January 1<sup>st</sup> of 2009 according to Article XIX. One team seat will be held by the Business Manager, and the other elected by each team.

All elected BOD members will be have two (2) year terms. The only exception to this will be in 2009 where the Treasurer seat, and two (3) general board seats, will be for one year. This assures that at no point, after year one, will the board be comprised of all new members.

The ***Lutz Lightning*** BOD shall:

1. Establish policy and rules necessary to operate the organization in accordance with the ***Lutz Lightning*** objectives.
2. Schedule various BOD meetings to conduct organization business as follows:
  - a. General Meetings- called to conduct business when all members of the ***Lutz Lightning*** need to be present such as annual elections. At least (7) day's notice must be given prior to meetings. An annual meeting will be scheduled for the second week in December of each year.
  - b. BOD Meetings- regularly scheduled meeting to conduct team business. This is a closed meeting at which only BOD members, managers or the team representative are permitted to attend. Any other participation is by invitation only.
  - c. Special Meetings- From time to time, situations may arise which require the immediate attention of the BOD. The president or a majority of the BOD may call this meeting. Attendance shall be dictated by the nature of the situation.
3. Ensure that all ***Lutz Lightning*** business actions are assigned, scheduled, and carried out.

4. Ensure that the ***Lutz Lightning*** business is conducted in a professional and ethical manner.
5. Resolve all player and parent concerns and issues.

#### **ARTICLE VI – Officers and Responsibilities**

The ***Lutz Lightning*** Officers shall include the President, (a board member of the Lutz Leaguettes assigned by the President of that organization), Secretary and Treasurer and appointed Board of Directors. The responsibilities of each officer are outlined below.

##### **President**

- Spokesperson at all ***Lutz Lightning*** activities
- Conduct all meetings of ***Lutz Lightning***
- Appoint committee chairperson (s) with majority approval of the BOD
- Act as consultant to all committees
- Is an active member of the BOD
- Shall continue on the BOD for one (1) year immediately following His/her term
- Shall appoint nominating committee with a member from each age group if possible and per Article XVIII- Nominating Committee
- May not be a Head Coach or Business Manager of any team

##### **Treasurer**

- Receive and have responsibility for all ***Lutz Lightning*** funds
- Keep accurate financial records and receipts for each team and the general fund
- Withdraw and disburse funds only with the approval of the BOD
- Sign all financial documents requiring the signature of the President
- Is an active member of the BOD
- File appropriate tax return for the ***Lutz Lightning*** Organization

##### **Secretary**

- Maintain the bylaws and other important records
- Prepare meeting agenda and record meeting minutes
- Reproduce and mail notices, announcements, etc.
- Prepare and maintain official team rosters
- Is an active member of the BOD

#### **ARTICLE VII- Team Head Coach Assignment, Duties and Responsibilities**

The BOD must ratify the Team Head Coaches each year. This rule will apply to both existing ***Lutz Lightning*** Head Coaches and any new individual petitioning to become a ***Lutz Lightning*** Head Coach. The ***Lutz Lightning*** BOD decision is final on Head Coaches selection, determination and ratification.

The Team Head Coach shall be responsible for:

- Coach his/her assigned team in accordance with the mission and objectives of the ***Lutz Lightning*** organization
- Conducting competitive tryouts according to the calendar approved by the BOD and Article IX
- Selecting up to, and not to exceed, three (3) assistant coaches
- Selecting a Team Business Manager (cannot be spouse or relative of the Head Coach)
- Assuring that all assistant coaches, and the Team Business Manager, have completed their background check requirements
- Assuring that each assistant coach, as well as him or herself, has completed a coaching clinic approved by the BOD
- Maintaining assigned team equipment
- Maintain a professional relationship with the BOD, players, other coaches, Business Manager, and parents
- Attend team meeting with team members and parents
- Assure that one of the team personnel (Head Coach, Assistant Coach, Team Business Manager) is female

#### **ARTICLE VIII- Team Business Managers Duties and Responsibilities**

The BOD must ratify the Team Business Managers each year.

The Team Business Manager shall be responsible for:

- Serving as a general BOD member
- Maintain team official roster and submit it to the BOD by 15<sup>th</sup> of each month
- Maintain team members' birth certificates
- Maintain team members' medical consent forms
- Maintain team insurance forms
- Submit team calendars each year to the BOD on or before the 10<sup>th</sup> of January and the 10<sup>th</sup> of July.
- Submit calendar updates to the BOD by the 15<sup>th</sup> of each month
- Registration and financial records with copies of receipts turned in to the Treasurer
- Annual projected budget
- Amendments to budget of quantity over \$500.00 must be approved by the BOD
- Responsible for enforcement of ***Lutz Lightning*** player policies
- Maintain a professional business manager relationship
- Attend team meeting with team members and parents
- Never allow a player to be placed on their roster only for her financial contribution with the thought she would never play

## **ARTICLE IX – Players**

All Players / Parents have the freedom to choose for which team they wish to tryout and/or be associated. The Head Coach shall select the team members. A competitive tryout shall be used, at the discretion of the Head Coach, to select new team members, fill vacancies and promote competition for the betterment of the individual team and league. Tryouts shall be scheduled as necessary by the Head Coach, upon notification to the BOD, and dates listed in the team calendar. All new teams will begin on November 1<sup>st</sup> of each year, and all players scheduled to move to a new age division on January 1<sup>st</sup> of the following year will be released from their current team at that time.

Any girl selected to play shall be required to pay an appropriate registration fee, set by the BOD. This fee must be paid prior to participating in any tournament play unless there is prior BOD approval. In addition, each girl will be required to participate in other fund raising events. If the girl quits or is ejected from the team, fees are not refundable, and all equipment is to be returned. Hardship cases shall be brought before the BOD for their review.

## **ARTICLE X- Parents**

Any interested person may petition any BOD member to speak before the BOD. The BOD member will inform the Secretary of the petition and schedule the person to address the BOD at the next scheduled BOD meeting.

Parents of the players have one vote per family per player, and are eligible to vote only on those issues brought before them in a General Meeting.

Direct all questions and issues to a member of the BOD, as the coaching staff **does “not”** make policy. Disruptive behavior or interfering with the coaching duties, especially during a game, is considered highly detrimental to the team’s success. Such inappropriate conduct shall be cause to remove the parent and/or the child from the game and/or the team.

## **ARTICLE XI – Termination of a Business Manager or Coach**

If the BOD deems necessary to terminate a business manager or coach for, but not limited to, the list below, they must follow the procedure as outlined in Article XII.

- Lack of support at the BOD ratification
- Improper or unethical actions/behavior on or off the field, as determined by the BOD
- Not conducting team business in a proper fashion, as outlined in Article VIII.
- Not addressing a problem after brought to his/her attention by BOD.
- Dating or patronizing on a personal level with any **Lutz Lightning** team member throughout the entire **Lutz Lightning** organization is not permitted.

## **ARTICLE XII– Procedure for Termination**

The President shall call a special BOD meeting and request pertinent officials to attend. Additionally, the Business Manager/Coach should be advised prior to the meeting as to what the meeting shall be about and to be prepared to speak on his/her own behalf. After the Business Manager/Coach and other pertinent individuals have explained their views, the Business Manager/Coach and individuals that are not members of the BOD shall leave the meeting to allow the BOD to vote. Immediately after voting, the BOD shall inform the Business Manager/Coach of the outcome; at which time the manager has five (5) days to submit an appeal in writing to the BOD. If an appeal is made, the BOD must meet for a grievance hearing at which time the vote shall be final. If the Business Manager/Coach refuses to attend the meeting, the BOD special meeting will convene, and the Business Manager/Coach will be notified of the vote.

## **ARTICLE XIII– Procedure for Termination of Board of Directors Member**

If there is a dispute with a BOD member, follow the procedures as outlined in Article XII – Termination Procedures.

## **ARTICLE XIV – Voting**

The only persons eligible to vote on issues involving the policies or representations of the *Lutz Lightning* are the current members of the BOD.

Whenever a **policy decision** is required, the BOD shall vote on the issue. A simple majority will carry the motion, as long as a quorum of two-thirds of the BOD is present. In the event of a tie, the President shall cast the deciding vote.

From time to time, the BOD shall deem it necessary to put issues forth to the parents of the players. At such times, a general meeting shall be called and every effort will be made to provide sufficient notice. Any votes taken will require a simple majority of those present, with one vote per family per player.

## **ARTICLE XV – Commitment of Authority**

The BOD shall have exclusive authority to commit the *Lutz Lightning* to any agreement or responsibility. Before this commitment is made, the BOD shall vote to agree that engaging in such activity would be beneficial to the organization.

## **ARTICLE XVI – Fund Control**

While the *Lutz Lightning* remains a viable organization, *Lutz Lightning* funds shall be administered by the Treasurer. Any check disbursement shall require signature from both the President and Treasurer. If one of these officers is unavailable, the Secretary will serve as an alternate.

## **ARTICLE XVII – Accounting Means**

There shall be a general fund consisting of organization money that is raised by tournaments and other group fundraisers.

These funds shall be used for general operating expenditures required by the BOD.

The surplus shall be distributed equally among the team accounts.

The managers shall each have an additional account to be used for the operation of each specific team within the general fund.

Other funds raised by individual teams will be put in their team account for the cost of equipment, tournaments, travel and other miscellaneous expenditures.

This account shall be maintained by the Treasurer; although the individual manager shall have full access to their team account.

If a head coach changes age groups within the *Lutz Lightning* organization, the account shall stay with the team. If the head coach resigns or is not ratified, and a new head coach takes over the team, the account shall remain with that team.

If the team is split, some players move up with the coach, the BOD may approve a prorated amount to be moved up with them.

If the team is disbanded, the account shall be terminated and the residual funds shall be distributed to the general fund.

## **ARTICLE XVIII – Nominating Committee**

The President shall appoint a Nominating Committee of three (3) or more members from the *Lutz Lightning* Organization to nominate candidates for the Executive Board of Directors on November 15<sup>th</sup> of each year. The committee shall notify the Secretary, at least fourteen (14) days before the date of the annual meeting, of the names of the candidates it proposes, and the Secretary shall mail to the last recorded address of each member at least ten (10) days before the annual meeting.

Nomination for Executive BOD candidates may also be made from the floor at the annual meeting.

## **ARTICLE XIX – Election of Officers and General BOD Members**

Each odd year, the Treasurer and half of the general board members seats shall be up for election, and each even year, the Secretary and the remaining half seats shall be up for election.

Only persons indicating acceptance of nomination will be slated. The elections will be conducted by whatever means is appropriate. A simple majority of the membership or vote by proxy will be used to fill positions.

## **ARTICLE XX – Vacancies**

Any vacancies that may occur on the BOD by reason of death, resignation, or otherwise, shall be filled by presidential appointment with the BOD approval until the next annual election, or the balance of the term.

**ARTICLE XXI – Amendments**

These bylaws or any section thereof may be amended or repealed by a two-thirds vote of the Board of Directors.

**ARTICLE XXII – Terminating the Organization**

The ***Lutz Lightning*** organization can be terminated by a vote of sixty-six percent (66%) of the BOD. Should this occur, the Treasurer and President would file appropriate papers, including a final tax return, to properly dissolve the organization? Any funds remaining in the Treasury, after all obligations are met, shall be donated to the Lutz Leaguerettes Organization.

Approved by the ***Lutz Lightning 2008-2009 Board of Directors*** as outlined in Article XIV.

Date: \_\_\_\_\_

President: \_\_\_\_\_  
Greg Bennett

Treasurer: \_\_\_\_\_  
Anthony Anselmo

Secretary: \_\_\_\_\_  
Kim Chavez