

Indianola Girls Fastpitch Association By-Laws

ARTICLE I

OFFICES

The principal office of the corporation in the State of Iowa shall be located in the city of Indianola, County of Warren. The corporation may have other offices, either within or outside the state of Iowa, as the board of directors may determine or as the affairs of the corporation may require.

The corporation shall maintain in the State of Iowa a registered office, and a registered agent whose offices is identical with the registered office, as required by the Iowa Nonprofit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Iowa, and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE II

PURPOSE

The purpose of the Indianola Girls Fastpitch Association (IGFA) is to promote the education, training and skills development of fast pitch softball for athletes ages 6-15. Athletes must attend a school in the Indianola Community School District (ICSD) of Indianola, Iowa (primary rule). (see Article XI Section 1)

ARTICLE III

MISSION

The mission of the corporation is:

“Develop a championship softball program for the Indianola Community that encourages participation, excellence, sportsmanship, pride and fun while building softball and life skills.”

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1- The IGFA Board of Directors (Board) shall consist of a minimum of seven (7) members. Four (4) of these members will serve as Elected Officers of the Executive Board (eBoard).

SECTION 2- Each member of the board will serve a minimum of one year, with elections taking place during the December general monthly meeting. Election to an eBoard position will extend membership on the Board for the terms of that position.

SECTION 3- Any Board Member desiring to resign shall submit his/her resignation in writing to the Secretary, who shall present it to the Board for action. Should a director resign from office before the end of the term, the Board of Directors will select a replacement to serve the balance of the term.

SECTION 4- Vacancies will be filled by the signed and verbal recommendation of one Board Member, seconded by another Board Member and by a two-thirds vote of the Board.

ARTICLE V

EXECUTIVE BOARD

SECTION 1- The Executive Board of the IGFA shall consist of a President, Vice President, Treasurer and Secretary.

SECTION 2- Officers shall be elected from the Board membership by a simple majority of the Board. The term of office for President, Vice President, Treasurer and Secretary shall be two (2) years, unless the office is vacant. (See Article V Section 5) There will be no term limits.

SECTION 3- Elections for the office of President and Treasurer shall be held in odd number years. Elections for office of Vice President and Secretary shall be held in even number years.

SECTION 4- The Board may elect a non-sitting member as an Elected Officer with a two-thirds vote of the Board.

SECTION 5- Vacancies because of death, resignation, removal, disqualification or otherwise shall be filled by a simple majority vote of the Board and shall be filled for the non-expired portion of the term. Any vacancy taking place in the final two (2) months of a term shall be filled by the verbal recommendation of one eBoard member and seconded by another eBoard member and shall be filled for the non-expired portion of the term.

SECTION 6- PRESIDENT- The President is chairman of the Board of Directors. The President manages interface between board and other organizations and coordinates activities of the directors. The President executes all policies and decisions made by the Board. The President has check signing authority and will report all expenditures to the treasurer.

SECTION 7- VICE PRESIDENT- The Vice President is next in line to serve as President of the Board of Directors. All sub-committees report to the Vice President who in turn reports to the Board of Directors with the monthly updates.

SECTION 8- TREASURER- The Treasurer ensures that all monies received are promptly and properly deposited. The Treasurer pays all bills approved by the board. The Treasurer ensures that all funds are properly safeguarded and maintains a proper record of all account activities. On a quarterly basis the Treasurer will provide an accounting of all activities for the IGFA board and the individual teams. The Treasurer is responsible for filing all required documents with the state and federal agency guidelines.

SECTION 9- SECRETARY- The Secretary is responsible for complete and accurate minutes of all meetings of the board. The Secretary will provide copies of all minutes to the board and maintain an archive of all board approved documents, including approved minutes, by-laws, annual financial statements, grievances and any other pertinent documents that the board deems necessary.

SECTION 10- ELECTIONS – Elections shall be held on or around the second Wednesday of November at the IGFA Annual Meeting. (see Article IX Section 4)

SECTION 11- IGFA is a group of parents, family and fans who are working to promote health, fitness, citizenship, teamwork and fun for groups of young girls. IGFA, as a group, shall be accountable for the actions of the eBoard, minus misconduct or malfeasance.

ARTICLE VI

STANDING COMMITTEES

SECTION 1- The Director may appoint standing committees. Members do not need to be a member of the Board. Each committee shall have a chairperson to report activities to the Board as required. Each chairperson shall be a Board member.

SECTION 2- IGFA shall maintain the following permanent standing committees. The permanent standing committees shall include Equipment, Uniforms & Fan Gear, Coach Onboarding & Support, Tryout Organization, Parent Interaction, Promotion/Website & Social Media Maintenance, Fundraising.

SECTION 3- The Standing Committee for the Equipment is responsible for keeping an inventory of all IGFA equipment and assigning equipment to the teams as necessary. The committee will work with equipment vendors to purchase any necessary equipment for needs of the IGFA. The committee is responsible for obtaining Board approval for all equipment purchases. The committee is also responsible for bringing any additional equipment needs noted by coaches to the Board's attention. At the end of the season, the committee is responsible for retrieving all equipment assigned to the teams and securely storing the equipment.

SECTION 4- The Standing Committee for Uniforms & Fan Gear is responsible for coordinating uniform fittings and working with the vendor to fulfill uniform orders. As needed/desired this committee may also organize fan gear campaigns.

SECTION 5- The Standing Committee for Coach Onboarding & Support is responsible for working with coaches new to IGFA to reserve fields, manipulate the ussssa.com website to select tournaments, design effective practice plans, learn and coach the softball fundamentals observed by IGFA, etc.

SECTION 6- The Standing Committee for Tryout Organization is responsible for designing the tryout registration forms, determining the date for the multiple tryout sessions, securing impartial evaluators, organizing tryout procedures, designing rubrics for evaluation of skills, etc.

SECTION 7- The Standing Committee for Parent Interaction is responsible for posting tryout registration documents on Facebook, the local newspaper, ICSD website, etc. This committee is also responsible for holding a parent Q & A meeting in advance of tryouts and organizing the check-in process at tryouts.

SECTION 8- The Standing Committee for Promotion/Website & Social Media Maintenance is responsible for regular posting of IGFA events on multiple media platforms.

SECTION 9- The Standing Committee for Fundraising is responsible for all corporate and team fundraising efforts. The marketing/fundraising committee is responsible for building relationships between parents, coaches, players and community to maintain the theme of a united IGFA. As needed/desired this committee may work with the Standing Committee for Uniforms & Fan Gear when appropriate.

ARTICLE VII

SPECIAL COMMITTEES

SECTION 1 - The President or Board may establish special committees as required. Actions of the special committees are subject to approval of the Board. Each special committee shall consist of at least three (3) members. Members do not need to be a member of the Board. Each committee shall have a chairperson to report activities to the Board as required. Each chairperson shall be a Board member. Each committee shall consist of at least one (1) member of each team age level.

ARTICLE VIII

REMOVAL

SECTION 1 - A Board Member may be removed from the Board and forfeit their position for failing to carry out expected duties or conduct detrimental to IGFA. To remove a Board Member, a written complaint must be presented to the eBoard. The complaint will be reviewed and investigated by the eBoard. If sufficient justification exists, a hearing before the full Board will be held. A vote of two-thirds of all Board members is required for the dismissal of a Board member.

SECTION 2 - Three consecutive absences from scheduled Board Meetings will result in the Board requesting and reviewing the reasons for the absences, which could result in removal from the Board.

SECTION 3 – A criminal conviction for an offense against a child shall result in the immediate termination of a Board member and serve as written notice as required in SECTION 1 of this ARTICLE.

ARTICLE IX

BOARD MEETINGS

SECTION 1 - The Board shall meet at least quarterly. A quorum shall consist of at least one half (1/2) of sitting members of the Board.

SECTION 2 - Board Meetings shall be held at any time and location designated by the President. Notice of meetings shall be communicated to each member. All Board meetings shall be open to the public.

SECTION 3 – All quarterly Board meetings shall be announced by the conclusion of the previous Board meeting.

SECTION 4 – The eBoard and Board Annual Meeting shall be held on or around the second Wednesday of November to finalize all business, close out all books for the concluded season, and elect new members of the eBoard and Board. The date must be communicated by mail or email to all participating families at least 21 days prior to the meeting. Nominees for office may address the attendees at the Annual Meeting. Any player’s parent may request the Secretary to include an item for the agenda of the Annual Meeting prior to the meeting. Parents may also address issues to the Board at the meeting.

SECTION 5 – Board meetings and eBoard meetings may be bypassed by a simple majority vote, prior to the conclusion of the prior meeting. Consecutive meetings may not be bypassed.

ARTICLE X

ANNUAL YEAR-IN-REVIEW MEETING

SECTION 1- Near the end of the spring season, a Year-In-Review meeting shall occur to review the prior fall-spring seasons in preparation for tryouts. The date of the meeting should occur before IGFA and other local associations hold tryouts for the upcoming fall season (typically held in late June- early July). The IGFA Board and all coaches shall be in attendance.

ARTICLE XI

PLAYER SELECTION

SECTION 1 – All athletes, ages 6-15, that attend a school within the Indianola Community School District (ICSD) of Indianola, Iowa (primary rule) shall be eligible for participation. After tryouts, in the case that there is a need for the IGFA Board to look outside the ICSD to fill rosters, athletes may be drawn from the greater Warren county, Iowa pool (secondary rule). Finally, in rare circumstances and on a case by case basis, the IGFA Board retains the right to consider athletes that do not meet the primary and secondary residence rules provided a majority of the Board of Directors approves the exception and participation meets the IGFA guidelines. Players that are already rostered with a current IGFA from outside ICSD or Warren County are not subject to these rules.

SECTION 2 – IGFA shall not refuse service to anyone for reasons other than softball related. Exception can be found in ARTICLE XVI.

SECTION 3 – Participation in IGFA will be determined by the ages of the girls as prescribed by the United States Specialty Sports Association (USSSA).

ARTICLE XII

PARTICIPATION FEES

SECTION 1- Participation fees will be determined annually by the Board of Directors. Fees may vary based on age groups, number of tournaments scheduled and other factors.

SECTION 2- Each participant may also be required to purchase uniforms and other equipment as specified by the Board of Directors for the participant's age group.

SECTION 3- All registration fees must be paid according to the schedule established by the Board of Directors. Late registrations are subject to team availability and subject to the approval of the Board of Directors. The President and Treasurer may review refund requests and approve or deny the requests based on the merit of the situation. If the request is denied, the participant's parents may appeal to the Board of Directors for further review.

ARTICLE XII

COACH OBLIGATIONS

SECTION 1- Coaches will be required to teach and develop all players and support the entire IGFA program based on the mission of the program and in alignment with IGFA-approved skills and fundamentals. Coaches will be required to regularly communicate to parents as long as the communication is of a positive manner.

SECTION 2- Coaches who fail to meet these obligations may be removed by majority vote of the Board of Directors. Parents with a grievance against a coach or the IGFA are encouraged to follow the process outlined in Article XIX.

ARTICLE XIV

ROSTER SIZES

SECTION 1- The Board of Directors recognizes that IGFA has an obligation to our players to keep roster sizes to a manageable level, thereby providing maximum playing time for all participants. IGFA rosters will be limited to a maximum of twelve (12) players per team for 10U, 12U and 14U and thirteen (13) players per team for 8U. A minimum of nine (9) spots will be filled on the rosters after the tryout process. Variation of these roster sizes must be approved by the IGFA Board of Directors at the team formation meeting.

ARTICLE XV

TEAM FORMATION POLICY

SECTION 1- AGE REQUIREMENTS- IGFA forms teams based on USSSA age regulations. The age brackets are as follows:

- (a) 8U Coach-Pitch: Girls 8 years of age or younger on December 31st of the previous year.
- (b) 10U: Girls 9 or 10 years of age on December 31st of the previous year.
- (c) 12U: Girls 11 or 12 years of age on December 31st of the previous year.
- (d) 14U: Girls 13 or 14 years of age on December 31st of the previous year.

All girls must tryout at their age level and will be allowed to tryout at one level above their age level. When forming rosters, the skill set of the athlete will be primary. Any ties of skills will default to older girl. The final decision in moving a younger girl up shall be made by the Board with parent consult. In the event there are not enough girls to form a team, a girl from a lower age level may be moved to the team if that girl has played one full year at the lower age level and the coaches of the teams that the girl will be coming from and going to agree to the roster move. Any roster changes involving girls not playing their age must also be approved by the Board of Directors.

SECTION 2- ELIGIBILITY- Players must be properly registered, fees paid and in good standing with the IGFA to be eligible for tryouts and placement on an IGFA roster. Late registration and/or fee payments (after the formal registration dates) are subject to roster availability and will be assigned to teams at the discretion of the selection committee.

SECTION 3- TEAM FORMATION- After tryouts, teams will be formed by members of the IGFA Board based on scores on the evaluation tool designed by the Standing Committee for Tryout Organization. It is the intent for the teams to remain together through the Fall and Spring

seasons; however, if there is evidence that the initial skill assessment for any player was not accurate, the Board may adjust rosters. Any requests for adjusting the established teams after the Fall season will be reviewed by the IGFA Board to determine the appropriate course of action based on the best interest of the program.

SECTION 4- TRYOUT PROCESS- The IGFA strives to make the tryout process as impartial as possible. Ideally, scores from outside evaluators will be included in the evaluation tool used to analyze skills. While the IGFA Board prefers to use evaluators from outside the program, the Board reserves the right to use any evaluators available to keep the tryout process on schedule. During tryouts, each player will be evaluated on: throwing, hitting, bunting, fielding grounders, fielding fly balls, sliding and base running. No adjustments to the tryout tests or procedures are to be made once the tryout begins. In addition to each player's tryout performance, coaches will also evaluate players based on their extended interaction with each player in the previous season.

SECTION 5- TRYOUT ATTENDANCE- Players are required to attend the full tryout process. Illness, injury or extraordinary personal circumstances may cause players to request an exemption from tryouts. Requests must be made prior to the start of tryouts unless an injury or illness occurs during the tryouts. Submissions of supporting documents, including doctor's reports, etc., are highly recommended and should be submitted prior to the end of the tryouts for anyone requesting a waiver from tryouts. The IGFA Board will review the request for exemption and determine the appropriate course of action based on the best interest of the program.

SECTION 6- PLAYER/TEAM REASSIGNMENTS- The purpose of this section is to provide direction and clarity for IGFA Board and Coaches as it relates to reassigning players to a different team, for any reason, after tryout selection and team formation process have been completed. This section will also help to ensure that the process by which players are reassigned offers some consistency, is objective, and is based on player(s) ability and potential to perform at a level equal to or greater than the team which they are being reassigned to.

- (a) **Coaches Responsibilities-** Coaches are required to immediately notify the eBoard upon knowledge that a player is not going to complete the season.
- (b) **IGFA Board Responsibilities:**
 - 1. If necessary, the Coach should reach out to the parent(s) of the player who has decided not to complete the season and discuss any concerns, resolutions, and/or possibility of finishing out the season.
 - 2. If after these initial discussions and the respective team is left with an insufficient number of players (See Article XIV), the Coach is to notify the IGFA Board members to discuss the need for a replacement player.
 - 3. To ensure all players within the respective age group have been considered equally and objectively, the IGFA Board members will refer to and consider the following points and process when deciding on a replacement player:
 - i. Competitiveness; talent level (Gold, Purple, White, etc.) of the team that needs a replacement player.

- ii. A review of the season's tryout notes/material, by the IGFA Board, to help determine the player(s) best qualified based on talent, potential, leadership/spirit, and position for the team that needs a replacement player.
 - iii. Based on the above analysis, the potential replacement group (all players within the respective age group) should be narrowed down by the IGFA Board to five (5) or less qualified candidates.
 - iv. The final selection process will be based on a collaboration of the IGFA Board and the Coach(es) involved in the reassignment and should result in the best qualified candidates, previous selected by the IGFA Board, being ranked on a 1-5 scale, with 1 being most qualified.
 - v. The player notification method will vary based on the outcome of the IGFA Board and Coach collaboration process and the medium best suited for the player(s) involved. However, the best qualified candidate, based on the ranking scale previously established, should be given the first opportunity to fill the opening. If the best qualified candidate elects not to be reassigned to a new team the second qualified candidate will be contacted and given the opportunity. This will continue until the void is filled.
4. When determining the player(s) best suited to fill a team void special consideration should be given to all teams and player(s) involved ensuring a team or player is not inadvertently left at a significant competitive disadvantage due to a lack of or an abundance of specialty position players (pitchers/catchers).
 5. The player chosen to replace a void must have a talent level at or above the talent level at or above the talent level of the respective color designation (Gold, Purple, White, etc.) given to the team being joined. Only under special circumstances can a player from a lower age group be selected to fill a needed void within a higher age group.

ARTICLE XVI

EXCLUSION

SECTION 1 – Any member of IGFA or any prospective member of IGFA who, while participation in IGFA activities, acts in a manner which is detrimental to the mission of IGFA shall be excluded from further involvement with IGFA or IGFA activities, either permanently or temporarily. This ARTICLE covers parents, players, coaches, Board Members, eBoard Members and others who operate under IGFA.

SECTION 2 – The report of detrimental conduct shall be reported to the eBoard, immediately.

SECTION 3 – The eBoard shall review all conduct. The eBoard shall have the right to suspend a player or coach from activities for seven (7) days, in an effort to establish a full review of the

event. The player or coach in question shall be provided an opportunity to address the eBoard within the seven (7) days.

ARTICLE XVII

VOTING RIGHTS

SECTION 1- Each member of the Board will have one (1) vote.

SECTION 2 - All votes for membership on the Board, removal from the Board and for Elected Officers will be a ballot vote. Absentee ballots will be allowed for these votes.

SECTION 3 - The President as a member of the Board may vote as any other member if the vote is a ballot. In the event of a tie, the President, under the supervision of the Secretary, shall draw five (5) random votes from the cast votes. The majority of the five (5) drawn votes shall determine the outcome of the vote. Should the selection of President or Secretary be in question, the Vice President and Treasurer shall replace the President and Secretary for the purpose of a tie-breaker.

ARTICLE XVIII

CONFLICT MANAGEMENT

SECTION 1 – IGFA Coaches are volunteers. They are not expected to tolerate disruptive or disrespectful behavior by players or parents. Profanity, verbal abuse, or physical abuse will not be tolerated. Discipline for detrimental behavior conducted during any IGFA sponsored event, or events where IGFA is a participant, is the responsibility of the head coach. It has been determined that repeated absences of a player constitute disrespectful behaviors such that the player, as determined by the Coach, may be subject to dismissal as follows.

SECTION 2- If a player does not respond to a coach's verbal warning(s), the IGFA Board of Directors grants its coaches the right to dismiss a player from practice or a game for conduct deemed detrimental to the team. The interpretation as to what constitutes insubordinate or otherwise inappropriate behavior at the time of the incident will rest on the judgment of the Coach.

SECTION 3- FIRST OFFENSE- Suspension from practice or game. The Coach shall inform the player's parents of the incident and the player will return to the next scheduled practice or game, but the player must first meet with the coach prior to the start of the next practice or game.

SECTION 4- SECOND OFFENSE- Suspension from practice or game. A mandatory telephone conference or meeting between the coach, the player and her parent(s) must take place before the player can resume participation with the team.

SECTION 5- THIRD OFFENSE- The player is automatically suspended from further participation until a mandatory meeting can be scheduled with the player, the player's parents, coach and IGFA eBoard member(s).

SECTION 6- The Coach may recommend disciplinary action above and beyond these guidelines to the IGFA President, if the severity of the situation warrants. Any deviation from the recommendations stated above is subject to the approval of the IGFA Board of Directors. In all cases, notice of suspensions will be communicated to the player's parent(s), and the IGFA President.

SECTION 7- A player, parent, coach, or IGFA Board Member who violates any federal, state or local statute, code, ordinance, regulation or guideline during any IGFA sponsored event or events in which IGFA is a participant, may be temporary suspended by the Board from further participation and will not be reinstated until being heard before the IGFA Board of Directors and may face additional sanctions as deemed appropriate by the Board.

ARTICLE XIX

GRIEVANCE PROCEDURES

SECTION 1- While the IGFA works diligently to address issues before they become problems, we recognize that this is not always possible. If there is a complaint, the following steps may be taken:

- (a) The parents and players are encouraged to work with coaches to resolve their differences. Parents and players should wait to address their concerns until they can approach the coach in a private setting where other parents and players are not around. Use of social media to air concerns is highly discouraged.
- (b) If the problem remains unresolved after discussing the matter with the Coach, any of the parties may contact a member of the eBoard who will attempt to facilitate a resolution which is satisfactory to both parties. A summary of the outcome will be presented to the Board for approval.
- (c) If the matter is not resolved, any of the parties may pursue the matter further by submitting a written complaint or question directed to the attention of the IGFA President. The letter must be signed and contain a return address and a phone number. The coach or other individual(s) involved will be given an opportunity to respond, in writing, to the statement. The complaint and response will then be brought before the IGFA Board of Directors as soon as possible. If deemed necessary by the Board, the parties involved may be requested to appear before the Board to answer questions. Written correspondence stating the final decision and action taken by the Board of Directors, if any, will be mailed to both parties within 90 days.
- (d) It is anticipated that the majority of problems should be resolved without Board involvement. Submitting a concern to the Board should only be considered when all means of resolving the complaint or issue have failed.

ARTICLE XX

BY-LAW AMENDMENTS

SECTION 1 - These bylaws may be amended at any regular or special meeting by a two-thirds vote. The proposed change should be submitted in writing and distributed by the secretary to members for review at least five (5) days before any vote.

ARTICLE XXI

DISSOLUTION

SECTION 1 - Dissolution of IGFA shall be made upon a super-majority (60%) vote by voting members. All five (5) eBoard members shall be required to cast a vote. Dissolution shall take place forty-five (45) days following the certified vote.

SECTION 2 – Upon dissolution, IGFA must settle all outstanding, uncontested debts within forty-five (45) days.

SECTION 3 – All funds remaining in the accounts of IGFA after the settling of outstanding debts, shall be contributed to the Indianola High School Booster Club, in the name of IGFA.

SECTION 4 – All non-monetary assets (i.e. equipment) owned by IGFA shall be sold prior to the end of the forty-five (45) days following the certification to dissolve. The sale price shall be agreed upon by a majority of the eBoard. Items not owned by IGFA shall be returned to their rightful owners prior to the end of the forty-five (45) following the certification to dissolve

The foregoing was adopted on the 11 day of June , 2018.

By _____

Ryan Gripp, President