

The following officers will be members of the PGSA Board of Directors:

1. President – To be nominated for President, a person must have been a member in good standing with ASA and PGSA for the preceding two years. Presidential candidates must have a minimum of one year board experience. Presidential candidates must have previously served on the PGSA Board without having quit, resigned, or been removed from his/her previous positions(s).
2. Vice President/Tournament Director
3. Secretary
4. Treasurer
5. Publicity and Special Events Director
6. Registrar
7. Soph. /Jr. /Sr. Director (12U & up)
8. Jr. Pixie Director (T-ball and 6U)
9. Sr. Pixie Director (8U)
10. Freshman Director (10U)
11. Player Agent
12. Scheduler / PGSA Recognized Teams Director / City Liaison
13. Facility Maintenance Director
14. Booster Club Director
15. Concession Director
16. Field Maintenance Director, PL 1
17. Field Maintenance Director, PL 2

All officers are elected for one calendar year terms. Prior to taking a Board position a person must pass a criminal background check (from an agency chosen by PGSA) and be in good standing with ASA and PGSA. A person with a felony on their record will not be considered for any Board Position.

The Board of Directors will, in general, supervise and control all business and affairs of the association including, but not limited to, the following powers:

- A. To remove any member of the Board of Directors with cause, such act requiring an affirmative vote of the majority Board Membership.
- B. To remove or reprimand any manager or coach from any team, with cause, by majority Board Membership vote.
- C. Will designate representatives to attend functions relating to PGSA who will duly report back to the Board of Directors.
- D. The Board will screen the UIC's list of recommended umpires to provide the best qualified people available to call games. Board needs to approve head UIC's list of umpires.
- E. Approve managers and coaches on the close of the final registration date, according to the Rules and Regulations outlined in Article III Section 1 & 3.
- F. Select and insurance company for PGSA liability, preferably the company submitting the lowest bid. All policies must be verified prior to the draft.
- G. Perform other business and duties specifically stated in the By-Laws.
- H. In the event of a Board member resignation, the Board of Directors will have the power to appoint a successor by the majority vote.
- I. PGSA will assist Pearland Area Dad's Club in functions outside of PGSA.
- J. Each Board member will have a rotating schedule for field duty.

- K. Vote to interpret Rules and By-Laws should clarification be necessary.
- L. Board member on duty – let all umpires know you are on duty (early and late shift); be seen around complex; check on operation of concession stand and field; make money drops; late duty sign deposit slip.
- M. Each Board member is responsible for the duties of their office as well as assisting with PGSA events including but not limited to the following: registration, field work day, opening day, league tournaments, closing ceremonies, All-Star/Post Season tournaments, and Fall Ball.
- N. It is required that a minimum of 1 PGSA board member (President, maintenance representative or a rotating member) attend an annual City of Pearland Parks & Recreation Department meeting.

1. PRESIDENT

- A. The President will preside over all meetings of the membership and of the Board of Directors.
- B. The President may vote in the following situations: Removal of the manager or coach; removal or replacement of a Board member; or in the event of a tied vote.
- C. The President will be an ex officio member of all committees.
- D. The President may appoint committee and make appointments from the memberships.
- E. The President may sign, with other properly authorized officer(s), any contracts or other agreements which the Board of Directors have authorized to be executed.
- F. The President will perform all duties specifically assigned by the other By-Laws and in general will perform all duties incidental to the office of President and duties as may be prescribed by the Board of Directors from time to time.
- G. The President will appoint a member of the association to decide if fields are playable.
- H. The President will have financial authorization to co-sign checks related to purchases for, or on behalf, of PGSA.
- I. The President of PGSA, along with the Registrar, will serve as liaison between the District Commissioner and PGSA

2. VICE PRESIDENT / TOURNAMENT DIRECTOR

- A. The Vice President will be an assistant to the President and will assume the duties of the President if the President is absent or not available but may not make Presidential appointments.
- B. The Vice President will perform such duties from time to time as assigned to him/her by the President.
- C. The Vice President will be Chairman of the Audit Committee to audit treasury books for PGSA. Said audit to be performed at the end of post season play and presented at the next scheduled Board and general meetings.
- D. The Vice President will have financial authorization to co-sign checks related to purchases for, or on behalf of PGSA.
- E. The Vice President will oversee the PGSA website and work with the Publicity Director to keep it updated.
- F. The Vice President is the current acting Tournament Director:
 - i. The Tournament Director will serve as Director of all PGSA league and post season tournaments.
 - ii. The Tournament Director will set up a tournament committee consisting of
 - 1. The affected Division Director

2. Two or more other persons of the Tournament Director / Coastal Girls Representative selection
 - iii. The Tournament Director will distribute tournament invitations to managers and inform Division Directors.
 - iv. The Tournament Director will obtain rule books for all Managers and Board of Directors.
 - v. Purchase all awards/trophies for all Fall and Spring tournaments, including the All Star Tune-Up.
3. TREASURER
 - A. The Treasurer will be the controller of moneys, giving a detailed report at each Board meeting and an annual financial report at the general meeting, with written copies for membership distribution.
 - B. The Treasurer will prepare and submit a budget, as set by the Board of Directors, at the General Spring meeting for ratification.
 - C. The Treasurer will receive and give receipts for moneys due and payable to the association from any source whatsoever, will pay, or cause to be paid all bills due.
 - D. The Treasurer will, in general, perform all duties incidental to the office of Treasurer and such duties as from time to time assigned to him/her by the President or by the Board of Directors.
 - E. The Treasurer will have financial authorization to co-sign checks related to purchases for, or on behalf of, PGSA.
 - F. The Treasurer will be responsible for filing the yearly tax statements with the assistance of a Certified Public Accountant.
 - G. The Treasurer will perform a yearly audit of any fundraiser's books and report to the general meeting in the fall.
 - H. The Treasurer will keep an accounting of funds raised by individual PGSA teams who choose to deposit and disburse funds raised through PGSA per Article VI, Section 6 of these Bylaws.
 - I. The Treasurer is responsible for checking the P. O. Box and distributing mail accordingly.
4. SECRETARY
 - A. The Secretary will keep the minutes of the Board meeting and will provide a written report at the following meeting for Board approval.
 - B. The Secretary will keep minutes of the General Membership meeting.
 - C. The Secretary will, in general, perform all duties incidental to the office of secretary and such other duties s from time to time assigned by the President.
 - D. The Secretary will notify Board members of all Board meetings.
5. CONCESSION DIRECTOR
 - A. The Concession Director will be in charge of the concession stand.
 - B. The Concession Director will have the right to form committees, to assist the Board Member on Duty in opening and closing of concession stand.
 - C. Must work with the Treasurer to establish a money-to-account-for system in operating the concession stand.
 - D. Responsible for working with Treasurer to establish process for verifying Concession Stand monies on a routine basis.
 - E. Must give written financial statement to the Treasurer and annual concession income will be reported at the last general meeting..
 - F. Responsible for placing concession food and equipment orders from vendors, as well as pick up orders or recruit help from another board member to pick up orders.

- G. Responsible for scheduling and maintaining the work schedule for the grill and window workers.
 - H. Responsible for stocking concession and scheduling workers for PGSA tournaments, as well as throughout normal league Fall/Spring seasons.
6. PUBLICITY/SPECIAL EVENTS DIRECTOR
- A. The Publicity Director will notify PGSA memberships of general membership meetings by local newspaper and/or other methods of communications at least four days prior to meetings.
 - B. The Publicity Director will be responsible for the notifications of the registration dates and times to school girls and past members.
 - C. The Publicity Director will oversee and assist in soliciting team sponsors and sponsorship fees for league teams.
 - D. The Publicity Director will deliver team plaques of their sponsored team to the sponsors at such time as received.
 - E. The Publicity Director will be responsible for signing of a photography company and making a schedule for the taking of team pictures including regular league and post season teams.
 - F. The Publicity Director will have access to updating the PGSA website and input those updates as necessary.
 - G. The Publicity Director is responsible for sending scholarship forms to high schools and retrieving them to return to the Board of Directors.
 - H. The Publicity Director is responsible for advertising all league activities on social media.
 - I. The Events Coordinator will be responsible for Opening Day, Closing Ceremony and All-Stars.
 - J. Coordination of ordering and contacts for All-Stars.
 - K. Set up meeting with parents of all-stars to discuss what needs to be done.
 - L. Coordinate PGSA sponsored events (coaches' clinics, etc).
 - M. Able to form committees to help with Sponsored Events, Opening Day, Closing Ceremony and All-Star coordination.
7. DIVISION DIRECTORS (4 positions: TBall/6U, 8U, 10U, and 12/14U)
- A. Each Division Director: Junior Pixie (6U), Senior Pixie (8U), Freshman (10U), Sophomore/Junior/Senior (12U/14U/16U), will, in general, control the business and affairs of his/her league.
 - B. The Division Director will preside at all manager meetings and will only vote to break a tie.
 - C. The Division Director will obtain team managers and coaches and submit applications to the Board for review.
 - D. The Division Director will hold a meeting with the Managers before tryouts to inform Managers of tryouts, draft, and league Playing Rules and Regulations.
 - E. The Division Director will enforce compliance with the By-Laws and Playing Rules and Regulations.
 - F. The Division Director will obtain and maintain complete team rosters for the Player Agent and Registrar.
 - G. The Division Director will be responsible for procuring all equipment and distributing the same to PGSA managers/coaches and will collect all equipment at the end of the playing seasons.
 - H. The Division Director will serve as arbitrator for any protest. All protests must be submitted in writing to the Division Director. The Division Director will present the protest at the next scheduled Board meeting. If needed, a special Board meeting may be called. A filing fee of \$50.00 will be assessed to all protests and must accompany the written request. If the

protest is unsuccessful, resulting in no change in original call/interpretation, the filing fee will be retained by PGSA.

- I. Tryouts:
 - i. The Division Director will furnish each manager with names and tryout numbers of all girls in their division before tryouts.
 - ii. Each Division Director is responsible for acquiring the equipment and planning the program of his/her draft division.
 - iii. The Division Director may solicit help from the existing teams or volunteers to help with the tryouts.
- J. The Division Director will perform, in general, all duties incidental to the office of Division Director and such other duties as from time to time assigned to him/her by the President or by the Board of Directors.
- K. A Division Director may not be associated with any team in his/her division as manager or coach or have a daughter within the division.
- L. All Division Directors will prepare a season summary report to include:
 - i. Information relating to this division to document final standings
 - ii. Team Rosters
 - iii. Manager and Coaches addresses and telephone numbers
 - iv. Any and all pertinent information for the current season
- M. Each Division Director is responsible for working with the Maintenance Director and the teams in his/her division to assist where/when needed in the maintenance of the PGSA fields and property.
- N. Division Director should inform Manager of post season requirements and duties. Example: voting of post season manager (if applicable), voting on all all-star candidates and knowledge of candidates' abilities

8. PLAYER AGENT

- A. The Player Agent will be responsible for reviewing all players' applications.
- B. The Player Agent will be responsible for furnishing a roster to the Division Directors of all girls to tryout in their respective division. This should occur immediately after the late registration date.
- C. The Player Agent will place all the late signers on teams with the earliest openings. The team with the fewest number of players will receive the first late registration player, and so on. The Player Agent shall notify the Division Director(s) of the added player(s) to a team. The Manager will also be notified of his/her new player.
- D. The Player Agent will oversee Draft. The Draft board shall be prepared by the Player Agent. This must be ready for review by managers upon approval to the draft.
- E. The Player Agent will coordinate with each Division Directors and Managers regarding player trades.

9. SCHEDULER/ PGSA RECOGNIZED TEAM DIRECTOR/ CITY LIASION

- A. The Scheduler will generate schedules (practice, game, concession, and Board Member on Duty) for both Fall and Spring seasons (including PGSA-sponsored tournaments).
- B. The Scheduler will coordinate with the Division Directors as soon as possible to reschedule any games. Games will be considered for "reschedule" if they meet the following criteria:
 - i. Weather

- ii. school or church function
- iii. This is contingent on one or both teams being unable to field the minimum number of players as specified in the PGSA Play Rules and Regulations.
- C. The Scheduler will attend all Southeast Co-op meetings and be a representative for PGSA <only if PGSA is participating in Southeast Co-op>.
- D. The Scheduler will coordinate with UIC for all umpire schedules. This includes both Fall and Spring seasons and associated PGSA-sponsored tournaments.
- E. The scheduler will keep standings for each age division for the Spring season and communicate the results weekly with the Division Directors and the Publicity Director
- F. The Scheduler will coordinate the use of Centennial Park with Pearland Parks and Recreation officials for both Fall and Spring Seasons and any associated PGSA-sponsored tournaments.
- G. The PGSA Recognized Team Director will obtain team rosters and other required paperwork for the Player Agent and Registrar.
- H. The PGSA Recognized Team Director will enforce compliance with By-Laws and Playing Rules and Regulations.

10. FACILITY MAINTENANCE DIRECTOR

- A. The Maintenance Director will oversee overall maintenance of PGSA buildings, concession building, restrooms, office, and umpires' room, as will assist with field maintenance.
- B. The Maintenance Director will ensure all maintenance equipment is in good working condition. He/She has the right to form a committee to assist.
- C. The Maintenance Director may form a committee to assist in items A & B.
- D. The Maintenance Director will head up any committee for capital improvements on the field and will look into the cost of any such improvements. All requests for capital investments and/or expenditures should be submitted in report/justification form to the Board.
- E. The Maintenance Director shall have authorization to interrupt any unscheduled event on any field to fulfill any field maintenance duties.
- F. If position for Field Maintenance Director is not filled, all responsibilities of the Field Maintenance Director become the responsibility of the Facility Maintenance Director.

11. BOOSTER CLUB DIRECTOR

- A. The Booster Club Director will be in charge of the registration fundraising duties and will assist the Concession Director with concession stand duties.
- B. The Booster Club Director will have the right to form committees to assist in duties.
- C. The Booster Club Director will turn over all fundraising proceeds prior to the first game of the season.
- D. The Booster Club Director will provide a handbook to all teams regarding uniform, concession stand, opening day schedule at the Team Mothers meeting and will be their source of information and contact throughout the season.

12. REGISTRAR

- A. The Registrar shall work with Division Directors to obtain completed ASA paperwork for all players, managers, etc. It is his/her responsibility to file this with the District Office.
- B. The Registrar is to obtain regular and post season rosters from district commissioner. He/She is to coordinate with Division Directors and "A" Ball Director in acquiring completed rosters. These rosters are to be forwarded to the District Commissioner prior to posted due date.

- C. The Registrar will be required to purchase uniforms. All orders must be approved by the Board prior to any orders being placed. The registrar is to set up and manage online registration and manage in person registrations.
 - D. The Registrar is responsible for obtaining player insurance for all players at the beginning of registration and is to hold on to all cards. Copies will be provided to PGSA teams as requested.
 - E. The Registrar, along with the President of PGSA, will serve as liaison between the District Commissioner and PGSA.
13. FIELD MAINTENANCE DIRECTOR, PLACE 1
- A. The Field Maintenance Director, PL. 1 will be under the direction of the Facility Maintenance Director.
 - B. The Field Maintenance Director, PL. 1 will ensure that all fields are in good playable condition. This includes all that is in the field of play and also fencing, sun screens and wind screens. He/She has the right to form a committee to assist in items B & C.
 - C. The Field Maintenance Director will set up committee to maintain the fields during PGSA hosted tournaments.
 - D. The Field Maintenance Director shall have the authorization to interrupt any unscheduled event on any field to fulfill any field maintenance duties.
14. FIELD MAINTENANCE DIRECTOR, PLACE 2
- A. The Field Maintenance Director, PL. 2 will be under the direction of the Facility Maintenance Director.
 - B. The Field Maintenance Director, PL. 2 will ensure that all fields are in good playable condition. This includes all that is in the field of play and also fencing, sun screens and wind screens. He/She has the right to form a committee to assist in items B & C.
 - C. The Field Maintenance Director will set up committee to maintain the fields during PGSA hosted tournaments.
 - D. The Field Maintenance Director shall have the authorization to interrupt any unscheduled event on any field to fulfill any field maintenance duties.