



**WYLIE FASTPITCH SOFTBALL
ASSOCIATION
BY-LAWS**

Current as of January 01, 2026

Marissa Black
President

Chandler Albergucci
Vice President

Farryn Wolsch
Secretary

Andrew Blakeman
Treasurer

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ARTICLE I – ORGANIZATION

- 1.1. **Name** – The name of the league shall be “Wylie Fastpitch Softball Association”, hereinafter referred to as the “League”.
- 1.2. **Definitions** – The proper definitions of words and phrases found within these by-laws are as follows:
- a) USSSA Softball – formerly Amateur Softball Association
 - b) Division – age group players participate within (i.e. 6U, 8U, etc)
 - c) Division Rep – Board member selected to supervise/coordinate division activities and act as agent between the Board, division coaches, players and participants.
 - d) League Participants – Parents, legal guardians, sponsors, coaches, District 11 and USA Softball representatives
 - e) League Membership – Players age 18 and under who meet eligibility requirements described in the local rules of the League
 - f) Regular Meeting of the Board of Directors – Regularly scheduled monthly meeting
 - g) Special Meeting of the Board of Directors – Any meeting (physical or electronic) not regularly scheduled
 - h) The League – Wylie Fastpitch Softball Association (WFSA)
- 1.3. **Purpose** – Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code and to:
- a) Promote, organize and conduct competitive softball for girls ages 18years and under, and tee ball for boys and girls ages 4 years and under.
 - b) Establish local uniform softball rules and regulations
 - c) Educate and train in the proper skills of amateur softball play and rules of the games through promoting, organizing and conducting clinics, seminars and training courses.
 - d) Work in cooperation with softball sanctioning bodies such as USA Softball, USSSA, IFA-VTD and Little League, maintain a spirit of good fellowship, a true sense of fair play, and friendly competition.
- 1.4. **Membership and Participation** – Membership in the League is granted on an annual basis to individuals and teams who qualify under the local eligibility rules of the League, and shall be valid until December 31 of the current year.
- The League does not discriminate on the basis of race, color, sex, age religious affiliation, handicap, national origin or other personal factor.
- Participation within the League is granted to any person who is a parent, guardian, or relative of a League member in good standing. Participation is also granted to sponsors, coaches, USA Softball, USSSA, IFA-VTD and Little League representatives who will uphold the policies of this organization and agree to its by-laws.
- Drafted teams from other area leagues may pay a team registration fee to be included in the League’s spring rotation. These teams MUST be drafted and are responsible for their own uniforms and insurance. Any age-eligible team may pay a registration fee to play fall ball.
- 1.5. **Dissolution** – Upon dissolution of the organization, assets shall be distributed for one ore more exempt purposes within the meaning of second 501(c)3 of the Internal Revenue Code, or shall be distributed to the federal, state or local government for a public purpose. Any assets not disposed of will be disposed of by a Court of Competent jurisdiction in Taylor County exclusively for such purposes or to an organization operating exclusively for such purposes.

ARTICLE II – ADMINISTRATION

2.1. **Control and Management** – The complete control and management of all affairs and activities of the League shall be vested in a Board of Directors.

2.2. **Board of Directors** – The Board of Directors shall consist of up to twenty-five voting members. The Board will have the authority to fill all vacancies that become available during the year.

- a) Elections will be held each year, no later than two weeks after spring closing ceremonies
- b) A board member may hold only one office on the Board.
- c) Each board member shall have only one vote.
- d) Board issues resulting in a tie shall be resolved by the President's (or presiding officer's) vote.
- e) A board member who misses three consecutive meetings may be removed from the Board by a majority of vote of a quorum of the Board of Directors. A board member may also be removed from the Board by a 2/3 vote of a quorum of the Board of Directors after lack of attendance (no minimum number of missed meetings or activities), no communications despite attempts by the Board to include said board member, not fulfilling said board members duties, said board member not doing fair share of work/duties, etc.
- f) The presence throughout any meeting (physical or electronic) of the Board of Directors, or adjournment thereof, of at least a majority of the Board of Directors shall be necessary to constitute a quorum to transact any business of function of the Board of Directors. Every act done or resolution passed by majority vote of the quorum shall be the act of the Board of Directors.
- g) The normal term length of a board member is expected to be two years. No more than half of the Board should be replaced every year in order to maintain a balance between experienced and new members. Term lengths may be shortened or lengthened by no more than 12 months at the time of installment in order to maintain or regain a balanced Board. Any member may serve on the Board of Directors longer than a two-year term if the member is in good standing with the League and approved by the Board.
- h) Each board member will self-pay for the required USSSA Softball background check.

2.3. **Nominations** – Nominations for Members of the Board of Directors can be made by any acceptable means (verbal, written or electronic – email address is wyliesoftball@gmail.com) and delivered to a representative of the Board of Directors. Nominations may be submitted at any time and will be voted on electronically. Self-nominations are acceptable. All nominees shall be eligible for election or re-election to the Board of Directors as long as they are in good standing with the League. Persons nominated may be asked to meet members of the current Board of Directors prior to the board elections. It is not required that a board member have a daughter playing in the League.

2.4. **Officers and Committee Chairpersons** – The current Board of Directors shall annually elect a President, Vice President, Secretary and Treasurer to serve in such capacity for a term of one year, until his/her respective successor has been duly elected or until his/her earlier resignation or removal. In addition, each board member, including elected officers, shall serve on one or more committees designated by the Board of Directors and serve in such capacity for a term of one year, until his/her respective successor has been assigned or until his/her earlier resignation or removal. The voting for Officers and new board members will take place electronically. Assignment of Committee Chairpersons will occur during the first board meeting after closing ceremonies. If there is a vacancy, assignment of a Committee Chairperson may take place at any time.

2.5. **Duties of the Officers**

- a) The President shall:

- i) Preside over all meetings of the Board of Directors except a meeting called by agreement of the remaining officers to determine the President's fitness to continue in office
 - ii) Establish and approve meeting agendas
 - iii) Ensure previous meeting minutes and current financial statement are presented/read during regular meetings and appropriate action is taken to approve.
 - iv) Ensure all board members present during meetings are provided equal opportunity to be heard.
 - v) Provide oversight to all Board established committees
 - vi) Appoint Chairpersons for each of the League's current committees
 Note: If the need for a committee specified within these by-laws is not anticipated to be required for the upcoming year, it need not be established or a Chairperson assigned unless the need arises.
 - vii) Periodically contact Committee Chairpersons for progress/project updates
 - viii) Ensure the functions and responsibilities of any vacant office or Committee Chairperson are accomplished
 - ix) Ensure contract between the League and the City of Abilene is current
 - x) Ensure relationship between the League and the City of Abilene is current and positive
- b) The Vice President shall:
- i) Assume the duties of the President when asked by the President or the President is unavailable or removed
 - ii) Assist the President in overseeing all aspects of League business and Board of Directors activities.
- c) The Treasurer shall:
- i) Maintain League funds in accordance with accepted standards
 - ii) Maintain appropriate records
 - iii) Maintain and file appropriate documents in accordance with the IRS guidelines to maintain 501(c)3 status
 - iv) Prepare a monthly financial report to be read into the minutes
 - v) Ensure the President reviews the monthly bank statement prior to drafting the monthly financial report
 - vi) Ensure concession staff, field labor employees and umpires are paid in a timely manner
 - vii) Be available for all internal and external audits
 - viii) Ensure quarterly backups are stored securely off site
- d) The Secretary shall:
- i) Appoint assistant from within the Board as necessary
 - ii) Be the primary records keeper for the League
 - iii) Maintain appropriate records
 - iv) Prepare minutes of every board meeting, including a summary of electronic decisions since the previous meeting
 - v) Email copy of minutes to the Board of Directors
 - vi) Secure draft location prior to the draft.
 - vii) Provide hard copies of minutes at the next board meeting
 - viii) Prepare all star information
 - ix) Be the primary communicator for all league information to the coaches, players and community

- x) Create the outline and script for opening ceremonies, including team list, coaches names and sponsors. Secure a photographer, Color Guard, someone to say the Pledge of Allegiance and someone to sing the National Anthem.
- xi) Select photographer for team photos. Determine whether the photographer will provide sponsor plaques, and purchase if not. Coordinate with photographer on scheduling team photos.
- xii) Create the outline and script for closing ceremonies, including team list (including coaches) for wee ball and tee ball, team placements for first through third in the standings of 6u-14u and acknowledgement of any teams placing below third.
- xiii) Order medals/trophies/awards for closing ceremonies and league tournaments.

2.6. Duties of the Board of Directors – The Board of Directors duties shall include, but not limited to:

- a) Acting as an appeal board on player and rule issues
- b) Meeting as necessary to conduct the business of the League
- c) Approval of all expenditures or disbursements of the League over \$100 (other than those normally recurring expenditures and disbursements managed by the office of the Treasurer)
- d) Review and approve financial statements prepared by the League Treasurer for the regularly scheduled board meetings
- e) Review and approve meeting minutes prepared by the League Secretary for the regularly scheduled monthly meetings
- f) Organization of tournaments, special activities and League play
- g) Establish and enforce the Local Rules and By-Laws of the League
- h) Designate Division Representatives from within the Board of Directors
- i) Assist in organizing and conducting League events
- j) Each board member shall be required to open/close fields as assigned by the scheduler's open/close schedule. The schedule will distribute all dates as equally as possible among all board members
- k) The scheduled opening or closing board member will be the acting League official. League official's duties are the monitor all games, oversee the concession stand and mediate any and all disputes.

2.7. Duties of Committee Chairpersons – Specific chairperson and committee responsibilities and duties are found in Appendix B. Committee Chairpersons general duties shall include, but are not limited to:

- a) Assembling committee members as necessary from within the Board of Directors, any person participating in the League, or any interested party willing to assist
- b) Under the authority granted by the Board of Directors, conduct the business for which the committee was intended in the interest of the League
- c) Report status, progress and activity to the Board of Directors during board meetings and as requested by Officers of the Board

ARTICLE III – FUNDS

- 3.1. Bank Account** – all funds received by the League are to be accounted for by the Board of Directors. They are to be maintained in a bank account. Checks, drafts and other instruments for the payment of money drawn or accepted by the League for payment from the bank account must be signed on behalf of the League by any two of the following Officers: President, Vice President, Secretary or Treasurer.
- 3.2. Monthly Bank Statements** – The President will review monthly statements before the Treasurer drafts the financial report for the next regularly scheduled board meeting

3.3. **Audits** – With the Treasurer present, an internal audit shall be conducted by the President and at least one other board member prior to the first meeting of a newly formed/elected Board of Directors. An external audit may be conducted as deemed necessary by the Board of Directors.

ARTICLE IV – AMENDMENTS

- 4.1. **Amendments to the by-laws** – The by-laws of the League may be amended by a majority vote of the Board of Directors at any time. Anyone may submit, in writing, a proposed amendment to the by-laws to be voted on by the Board of Directors.
- 4.2. **Playing rule changes** – The Local Rules of the League may be amended by a majority vote of the Board of Directors at any time. Anyone may submit, in writing, a proposed amendment to the Local Rules to be voted on by the Board of Directors.

APPENDIX A

DIVISION REPRESENTATIVE RESPONSIBILITIES AND DUTIES

- Act as coordinator between the Board of Directors and coaches. Assist as necessary with complaints/accolades.
- Recruit coaches. Starting well before the spring season is always a good idea. It is recommended that the Division Rep starts by looking at last year's coaching list and asking current volunteers and parents.
- Set up email list of all coaches and assistants in your division and communicate frequently. Make sure they feel welcome and appreciated and know you are there to help.
- Inform those coaches who were selected and approved by the Board of Directors. Inform any who were not selected.
- Ensure accurate flow of information between the Board of Directors and coaches.
- Ensure changes in schedules are communicated accurately between coaches, the League Scheduler and web site manager.
- Ensure proper procedures are followed and approvals are granted for all cancellations, forfeits and postponements before notifying the scheduler and web site manager.
- Gather game scores, resolve any conflicts and report final scores to the web site manager
- Work with equipment manager to ensure each team has the necessary equipment in good working order
- Oversee the needs of the coaches in your division (especially the new ones)
- Assist/observe with early practices for new coaches
- Make sure coaches are aware of pertinent rules
- Make sure coaches understand and observe proper Code of Ethics
- Inform coaches of the District tournament dates and rules
- Inform coaches of important dates (previews, coaches meeting, draft, etc)
- Make sure all coaches and volunteers have ACE Certification and/or passed the USA Softball background check. Gather ACE/USA Softball member ID numbers
- Email parents in your age group with previews reminders
- Email parents in your age group with reminders to send in birth certificates.

APPENDIX B

SPECIFIC COMMITTEE RESPONSIBILITIES AND DUTIES OF THE CHAIR

- Committee for Fundraising
 - Organize and coordinate appropriate fundraising activities
 - Recruit and maintain sponsors
 - Maintain good sponsor relations
 - Ensure signs have the required information on them and that they are current
 - Notify the sponsors as necessary before their sign is removed

- Committee for Player Equipment
 - Committee Chair, also referred to as Equipment Manager, will ensure all equipment is accounted for at the beginning and end of every spring and all playing season
 - Repair or replace broken or worn out equipment
 - Keep equipment properly stored and clean
 - Keep sufficient spare equipment on hand
 - Maintain sufficient safety gear for all teams to include optional gear
 - Prepare and submit to the Board the current equipment status and future needs at the end of each playing season
 - Collect equipment deposits and maintain records for deposits and assigned equipment

- Committee for the Concession Stand
 - Ensure operations during all events approved by the Board of Directors
 - Ensure adequate funds are available to conduct business
 - Properly account for and secure funds and merchandise
 - Acquire annual food handling certification from the City of Abilene health department
 - Ensure that all required cleaning (vent hood, grease trap) is completed

- Committee for Facilities and Infield Maintenance
 - Select committee members knowledgeable in field preparation and upkeep or provide training for those who need it
 - Build a schedule to cover league activities during playing seasons
 - Be the primary communication with field maintenance labor
 - Ensure field prep and rework coverage for any tournaments
 - Ensure grounds and facilities are kept clean and in good repair throughout the year
 - Organize and schedule cleanup and work days as necessary
 - Develop a schedule for and communicate with field maintenance labor and others as necessary to periodically clean the grounds.

NOTE: During the playing seasons, those assigned opening and closing duties will cover much of the general cleaning responsibilities. The committee is responsible for all duties listed all other times such as prior to and after major events (tournaments, opening & closing ceremonies), or whenever routinely scheduled cleanup was not completed.

 - Responsibilities include:
 - Upper floor of field house
 - Lavatories
 - All grounds outside the playing fields

- Maintenance equipment and storage area
 - Litter/trash in the playing fields
 - Secureness of sponsor signs
 - General minor maintenance
 - Report and track to completion any major maintenance
 - Maintain a sufficient amount of chalk on hand
 - Ensure major projects are communicated to the Board of Directors
- Committee for the web site
 - Keep site current with all pertinent League information
 - Upload team, coach, assistant coach and sponsor information if necessary
 - Upload and maintain accurate season schedule and changes if necessary
 - Maintain contact with all coaches and Division Representatives
 - Post game scores if necessary
- Committee for Scheduling/Registration Coordinator
 - Schedule all fields for practicing before League play
 - Schedule practices during the League season if fields are available
 - Make tournament pool schedules and brackets for league tournaments
 - Schedule all League games
 - Contact Umpiring Chief to schedule umpires for all League games
 - Communicate with the Board of Directors, concession stand, field maintenance, coordinators and umpiring chief when rescheduling games.
 - Work with the other Officers to develop an annual calendar of events
 - Lead effort to prepare and set up for annual registration
 - Prepare draft lists
 - Prepare and distribute registration flyers
 - Prepare and submit District 11 roster and spreadsheet for USSSA Softball insurance
 - Provide registration numbers to Division Reps
 - Prepare previews materials
 - Prepare notebooks for coaches/assistant coaches before draft. This duty may instead be assigned to the secretary.
 - Develop and communicate the park opening & closing schedule (duties listed in Appendix D)
- Committee for Team Uniforms
 - Secure a vendor for League uniforms within the approved budget
 - Coordinate selection of logo design for upcoming season
 - Prepare team information sheets for coaches to order jerseys
 - Validate each team order before and after
 - Distribute teams clothing order to respective coaches
 - Ensure there are one or two extra shirts without names for each team

APPENDIX C

UNDESIGNATED SPONSORSHIP POLICY

- If the League receives an undesignated team sponsorship, the Board of Directors will determine which team will receive the sponsorship in a way that benefits the sponsor and the League as best as they can determine at the time.
- Teams without a sponsor after the draft is complete are considered eligible.
- Award of an undesignated sponsorship in no way authorizes protected player privileges.

APPENDIX D

GENERAL RESPONSIBILITIES FOR OPENING THE FIELDS

- Finding a substitute if you are unable to open on your scheduled night
- Ensure north gate is unlocked
- Unlock restroom doors and ensure they are sufficiently stocked with toilet paper and paper towels
- Unlock the door to the upstairs field house
- Ensure the proper pitching rubber is in place on fields with scheduled games
- Ensure trash cans are empty and have liners
- Be the acting League Official. League Official's duties are to monitor all games, oversee concession stand and mediate any and all disputes.
- Arrive no later than thirty minutes prior to the first scheduled game. Opening board member must remain at the complex until the end of the first game. Remain until the closing board member is present.

GENERAL RESPONSIBILITIES FOR CLOSING THE FIELDS

- Arrive no later than the start of the second set of games, and let the opening board member know you are there
- Be the acting League Official. League Official's duties are to monitor all games, oversee concession stand and mediate any and all disputes
- Ensure the upstairs observation panels are closed and locked
- Ensure that the door to the upstairs field house is locked
- Bag up any full trash cans and replace can liners
- Pick up all loose trash around the grandstands, dugouts and concession
- Pick up any loose trash on the fields and around fences
- Lock the bathroom doors and Equipment shed
- Take full trash bags to the dumpster
- Turn off lights at the breaker boxes (DO NOT TURN OFF RAINDIAL BREAKERS)
- Lock the light panel and cage.
- If you are unable to close on your schedule night, please find a substitute.
- Notify the appropriate Division Rep if the team scheduled to assist in closing does not provide the required personnel

Title	WFSA By-laws 2026
File name	WFSA By-laws 2026.pdf
Document ID	e3d6a431a90b4545a6e620584d4c52ef256ea4ec
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



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02 / 06 / 2026

11:42:51 UTC-6

Sent for signature to Farryn Wolsch (farryn.wolsch@gmail.com), Andrew Blakeman (ramseagle1@gmail.com) and Chandler Albergucci (chandlergucci@yahoo.com) by integrations@hellosign.com acting on behalf of wyliesoftball@gmail.com
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Title	WFSA By-laws 2026
File name	WFSA By-laws 2026.pdf
Document ID	e3d6a431a90b4545a6e620584d4c52ef256ea4ec
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



02 / 06 / 2026
12:18:13 UTC-6

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