

**Buffalo Girls Fastpitch Association**

P.O. Box 403 Buffalo, MN 55313

**Buffalo Girls Fastpitch Association (BGFA)   
2018 Bylaws   
Article I   
Name and Location**

**Section 1:** The name of this non-profit organization shall be The Buffalo Girls Fastpitch Association (BGFA).

**Section 2:** Its principle office shall be located in Buffalo, Minnesota 55313.

**Section 3:** Mailing of correspondence shall be sent to The Buffalo Girls Fastpitch Association otherwise known as BGFA at PO Box 403, Buffalo, MN 55313.

**Article II**   
**Purpose**

The Buffalo Girls Fastpitch Association is established to promote fastpitch softball for young women residing in the Buffalo-Hanover-Montrose School District, that are 19 years of age or younger, and meets the AFA, ASA, MSF, MMFL,NAFA, USSSA and participating league standards and will abide by the guidelines set forth in their philosophies.

**Article III   
Membership and Meetings**

**Section 1:** Membership shall be described as all interested persons over the age of 19 to include all parents, guardians, coaches, and board members as active members herein.

**Section 2:** The annual meeting shall be in October as notified through mailings or by notice in the area newspaper. The purpose of this meeting shall be to elect the Board of Directors whose terms have expired. Voting shall be done by the general membership in good standing and proxies shall not be recognized. “Member in good standing” is defined as having all dues paid and adhering to the BGFA Code of Conduct.

**Section 3:** Bylaws shall be reviewed at the regularly scheduled meeting in November.

**Section 4:** Board meetings are open to all interested parties in good standing, and shall be held once a month during the softball season and as required during the off-season. Voting shall be done by Board Members only. The general membership has the right to make a motion and to second a motion. A motion can be tabled for a maximum period of 31 days.

**Section 5:** At all meetings of the Board, a majority of the Directors shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.

**Article IV   
Board of Directors**

**Section 1:** A Board of Directors, who shall be elected at the Annual Meeting shall manage the business and property of the organization and provide a signature when necessary. The Board of Directors shall nominate the President and any other officers following the Annual meeting. Board of Directors shall be appointed for two (2) year terms. Any officer unable to fill a term will have a replacement appointed by the board for the duration of the assigned term.

**Section 2:** The Board Members shall consist of a President, Vice President, seven (7) Board Members, Secretary, and Treasurer.

**Section 3:** Board Members shall be entitled to receive two (2) child’s membership fee waived per year, if not have missed more than three (3) meetings per year, otherwise membership fees are then owed to the association.

**Section 4:** Any office may be filled by appointment at any regular meeting should any Board Member resign or be removed during their term by notice to membership of board vacancy. Applicants need to be present at the next meeting for appointment. Appointment shall remain until the next annual meeting.

**Section 5:** At each Annual Membership Meeting, the Treasurer shall submit the last annual financial statement with a report of the general financial condition of the organization and of the condition of its tangible property.

**Section 6:** The Board of Directors may remove one of their own members for cause at a Regular Meeting upon a 3/4ths vote of the whole Board of Directors. Absence from two successive Board Meetings without approval of the President or without a valid reason shall be deemed sufficient for removal.

**Section 7:** The Board of Directors shall control and manage jointly all property and money within the BGFA.

**Section 8:** Any Board Member shall be authorized to spend up to $100.00 for the benefit of BGFA. **Section 9:** No Board Member shall be allowed to use any BGFA funds for their personal use.

**Article V   
Teams**

**Section 1: Team Formations** Teams are formed by the BGFA Board Members using the following guidelines: • Team selection from eligible players at each age group – the number of players on each team is ideally 10-12 players; however this will be determined at the Board’s discretion.   
• Board will utilize tryout scores to review players to fill a roster. • Coaches available   
• Players from outside the eligibility area if needed to field a team.

Player selection is ultimately the decision of the Board. Only the Board will be allowed to review the tryout results and form teams. Tryout scores will not be made public.

**Section 2: Tryouts** Players are evaluated on the skills of fielding, throwing, hitting and bunting. In addition, game situations may be created and players may be evaluated on their game sense.

The tryout evaluators will be comprised of individuals who are known by BHS Varsity program to posses the knowledge necessary to evaluate a players’ skill at a particular level. The tryouts will be facilitated by the Varsity Coach. The evaluation, scores and prior playing history (only if needed) will be the basis used by the BGFA Board to select players for traveling teams.

**Section 3: Coaches**

A written application must be completed by all coaches in order to be considered for either Travel or In-House programs. A pool of potential coaches is generated during the Registration process. Coaches are selected by the board based on the team their daughter was placed on (if applicable) and discussion by the board. Parent coaches are not paid.

Each coach (head, assistant, parent helper etc.) must:   
• undergo a background check (no additional cost)   
• undergo concussion certification (no additional cost)   
• must sign a Code of Conduct   
• must complete a coach’s application Coach’s feedback can be returned to the Board at any time during the season via email to the President of the BGFA.

**Section 4: Players**

Players are eligible to participate subject to the following criteria:   
• Resident of school BHS School District area (regardless of school attended) – non- residents will be allowed to play if the Board determines that additional players are needed to field a team at any age group or to provide a team needed pitching and catching.   
• Must have paid all applicable fees – past and present.   
• Must have filled out all required forms and registered.   
• Must meet age guidelines for the age group singed up for (as determined by ASA and AFA – current rules are based by the age as of December 31st of the current calendar year (summer season)   
• Must sign a Player Code of Conduct

**Article VI   
Duties of the Board**

**Section 1:** T**he President’s Duties:**   
a.) Start the meeting on time   
b.) Preside and maintain order   
c.) Enforce rules   
d.) Announce all Business   
e.) Entertain only one motion at a time   
f.) Be fair and impartial   
g.) The ability to table a motion or to call a motion to a vote and announce results   
h.) To extend every courtesy to the opponents on a motion even though the motion may be one the President favors   
i.) Encourage debate and assign the floor to those properly entitled to it, but limit debate to acceptable limits   
j.) To cast tie-breaking vote or not vote at all; to abstain from voting if wiser   
k.) To give signature when necessary   
l.) To perform other duties as required or assigned

**Section 2: The Vice President’s Duties:**  
a.) Assist the President with the above noted duties as designated by the President and assume those duties and powers in the absence of the President   
b.) To perform other duties as required or assigned   
c.) Add signature when necessary

**Section 3: The Secretary’s Duties:**  
a.) To keep accurate minutes of all meetings and post to website with 3 business days   
b.) Roll call and absentee records   
c.) Mailing/e-mailing of last month’s minutes to all Board Members prior to next meeting   
d.) Record the proceedings, but not the debates   
e.) Record all motions, name of persons introducing the motion and the second for the motion   
f.) Record motion acceptance or defeat   
g.) Take charge of all official documentation belonging to the Association   
h.) Give signature when necessary   
i.) Maintain up-to-date list of all members, their addresses, e-mail addresses, and telephone numbers   
j.) Conduct correspondence as required   
k.) Perform other duties as required or assigned

**Section 4: The Treasurer’s Duties:**  
a.) Receive and bank all funds for the Association   
b.) Keep bookkeeping record of these funds   
c.) Write checks for items approved by its Board of Directors   
d.) Present all income and expenses at each monthly meeting   
e.) Prepare a financial statement, post season as of September 30 for the Annual Meeting  
f.) Perform other duties as required or assigned

**Article VI Duties of the Board**

**Section 5: Board Member’s Duties:**  
a.) Obtain the floor before speaking   
b.) Avoid speaking upon any matter until it is brought before the Association   
c.) Focus on current subject or discussion   
d.) Abstain from any personal attacks during debate   
e.) Show common courtesy to others   
f.) Offer any motion pertinent to the Association   
g.) Be honest during discussions of motions   
h.) Perform other duties as required or assigned   
i.) Act as a team liaison to one team (non-coaching team)   
j.) Undergo background check and concussion training (no cost)

**Appointments:**

Player and Coach Development  
Equipment Manager   
Tournament Operations   
Field and Umpire Coordinator   
Sponsorship Coordinator Webmaster   
Concession Operations

These by-laws may be amended or altered by a majority vote of all Board of Directors present at any meeting providing the following:

a.) Discussion concerning any changes   
b.) Notification to be mailed/e-mailed to all Board Members prior to the next Board Meeting   
c.) Final discussion of proposed by-law changes will be voted on at the next meeting after its original proposal date.

Version Date Author Content

1.0 Nov 2011 BGFA Board Members Create Handbook

2.0 Dec 2016 BGFA Board Members Edit Content

3.0 Dec 2018 BGFA Board Members Edit Content

4.0 Dec 2019 BGFA Board Members Edit Content

Buffalo Girls Fastpitch Association at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.