

**WILLOUGHBY STARZZ**  
**BYLAWS, RULES, AND REGULATIONS**

**Article I – Name and Purpose**

- A. *Name.* This organization shall be known as the Willoughby Starzz Organization, Inc.
- B. *Purpose.* To provide young female athletes with an educational environment to assist and encourage their physical, mental, and emotional growth through the game of fast pitch softball.

**Article II – Bylaws**

***Section 1. Governing Rules and Regulations***

- A. *Pre-existing Rules and Regulations.* All rules and regulations in effect prior to the adoption of these rules and regulations shall become null and void. These rules and regulations shall be known as the Official Willoughby Starzz Organization, Inc. Bylaws.
- B. *Governing Documents.* These rules and regulations shall govern the operation and conduct of the Willoughby Starzz. All rules not covered in this document are covered by the rules governing the following organizations:
  - 1. Willoughby Baseball League
  - 2. Ohio High School Athletic Association (O.H.S.A.A.)
  - 3. USSSA

***Section 2. Rule Changes***

- A. All proposed changes in bylaws should be accumulated annually and reviewed by the Executive Board upon the completion of each season.
- B. The Executive Board must approve all proposed rule changes and then 2/3 the number of voting members is needed to proceed with all rule changes.
- C. Interim rule changes, for the good of the organization, can be made by the Executive Board at any time provided they are passed by a 2/3 majority of the voting members of the Executive Board.
- D. Interim rule changes are only in full force and effect for the remainder of that season and must be presented and passed according to the process set forth in Article II, Section 2 (A) and (B) to become permanent rule changes.

**Article III – Definitions**

- A. *Voting Membership.* A specified group of members consisting of (1) existing members of the Executive Board, (2) Team Managers (or Designated Representatives), and (3) the existing Board of Trustees.
- B. *Executive Board.* An elected group of members consisting of (1) Officers of the Executive Board, (2) the Board of Trustees, (3) Committee Chairpersons, and (4) Team Managers (or Designated Representatives).
- C. *Officers of the Executive Board.* Members elected by the Voting Membership to act as the President, Vice President, Secretary, Treasurer, and Tournament Administrator.
- D. *Board of Trustees.* Three prominent members of the community elected by the Executive Board to act in an advisory capacity concerning legal, accounting, and insurance matters.
- E. *Committee Chairpersons.* Individuals appointed by the President to head the following committees: (1) Fundraising, (2) Budget, (3) Website, (4) Bylaws, (5) Audit, and (6) Uniform; and any other committee deemed necessary by the President.
- F. *Team Managers.* Individuals recommended by the President and approved by the Voting Membership to act as Head Coaches for each particular Willoughby Starzz team.
- G. *Designated Representative.* One individual chosen by each Team Manager to attend Willoughby Starzz meetings upon the Team Manager's absence and vote as proxy for the Team Manager when the he or she is unavailable.

#### **Article IV – Voting Membership**

- A. The Voting Membership, as defined in Article III (A), is responsible for electing the Executive Board.
- B. Each member of the Voting Membership shall have one vote each.
- C. The members of the Voting Membership having one vote each, include:
  - 1. Each Team (by and through their Team Manager or a Designated Representative) shall have one vote.
  - 2. Each Officer of the Executive Board shall have one vote.
  - 3. The Board of Trustees, consisting of three trustees, shall have one total vote (one vote represents the entire Board of Trustees).
- D. No one person shall have more than one vote.
- E. Upon recommendation from the President, the Voting Membership shall choose a Team Manager, as defined in Article III (F), for each team at the August Board Meeting.

#### **Article V – Executive Board**

##### ***Section 1. Executive Board Generally***

- A. The Executive Board, as defined in Article III (B), shall govern the Willoughby Starzz Organization, Inc. by and through its elected officers:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Tournament Administrator
- B. Each member of the Executive Board shall vote on all business pertaining to the Willoughby Starzz Organization, Inc.
- C. Each Team Manager (or designated representative), as defined in Article III (F), shall serve as a voting member of the Executive Board.
- D. Each Committee Chairperson, as defined in Article III (E), shall serve as a voting member of the Executive Board.
- E. The Executive Board must approve all non-budgeted items under \$500.00.
- F. Any member of the Executive Board may call for an examination of the financial records at any time.
- G. Upon recommendation from the President, the Executive Board shall approve Committee Chairpersons, as defined in Article III (E), at the August Board Meeting.
- H. Should any member of the Executive Board resign mid-season, the Voting Membership could elect a replacement according to the process set forth in Article IV. A special meeting should be called to expedite this process.
- I. Should the President resign mid-season, the Vice President should stand as the interim President until the Voting Membership is able to elect a replacement.

***Section 2. Duties of the Executive Board***

- A. All members of the Executive Board are required to:
  1. Assume duties in the month of August after the August meeting and elections.
  2. Attend all Board and General Membership meetings. Unexcused absences from three Executive Board meetings may result in dismissal from the Executive Board.
  3. Support and enforce the Organization's rules, policies and procedures and act as a public relations official for the Organization, Willoughby Baseball League, and the City.
  4. Vote on all business pertaining to the Willoughby Starzz Organization.
  5. Vote on all non-budgeted expenditures over \$500.00.
- B. The President shall:
  1. Preside over all meetings of the Executive Board and General Meetings.
  2. Appoint chairpersons of any committee deemed necessary.
  3. Recommend Team Managers to be approved by the Voting Membership.
  4. Supervise the duties of the Vice President.

5. Oversee all aspects of the Willoughby Starzz Organization.
  6. Authorize all non-budgeted expenditures under \$500.00, approved by the Executive Board.
  7. Make themselves available for any Organization tryouts.
- C. The Vice President shall:
1. Be in charge of team rosters and equipment inventory.
  2. Serve as office manager and assist other officers as needed (scheduling, filing, and word processing).
  3. In the absence of the President, preside over all meetings of the Executive Board and General Meetings.
  4. Assist the President in the administration of the Organization.
  5. In general, perform any duties necessary for the betterment of the Organization.
  6. Make themselves available for any Organization tryouts.
- D. The Secretary shall:
1. Record all minutes of any meeting, Board or General.
  2. Present the minutes of the previous meeting.
  3. In general, perform all secretarial duties.
  4. Make themselves available for any Organization tryouts.
- E. The Treasurer shall:
1. Keep an accurate account of the finances for the Organization.
  2. Disburse all monies.
  3. Present to the Board and General Membership a monthly and year-ending financial report (financial year ends December 31).
  4. Make themselves available for any Organization tryouts.
- F. The Tournament Administrator shall:
1. Oversee all aspects of the Willoughby Baseball League/Willoughby Starzz Tournaments.
  2. Search out and supply a tournament listing for Willoughby Starzz teams.
  3. Assemble and submit all required tournament entry documents. Leave
  4. Make themselves available for any Organization tryouts.

## **Article VI – Election of Officers**

- A. The Executive Board, before the August Board Meeting, shall select a nominating committee.
- B. The nominating committee will make decisions as to membership nominations.
- C. The same evening as the August Board Meeting, there will be a special open meeting where the Executive Board will accept nominations for Executive Board Officers from the general membership.

- D. Once the Executive Board has heard all nominations both from the nominating committee and any general members, the Voting Membership will elect Executive Board Officers as per Article IV. This election will also take place at the August Board Meeting.
- E. A written confidential ballot will be used in all contested Executive Board races.
- F. 2/3 the number of voting members is needed to proceed with the election process.
- G. For a member to be nominated for President or Vice President, the proposed nominee must have previously served as an Executive Board Member, unless no eligible member is willing to serve. However, the nominee for President or Vice President must have been part of the Voting Membership for at least three years.

## **Article VII – Board of Trustees**

- A. The Executive Board shall elect the Board of Trustees, as defined in Article III (D).
- B. Of the three elected members of the Board of Trustees, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term.
- C. The Board of Trustees (as a group) shall have one vote on the Executive Board.
- D. The senior member of the Board of Trustees shall act as the chairperson of the Board.
- E. If a member of the Board of Trustees resigns or cannot finish his or her term, a replacement shall be elected by the Executive Board to complete the term.

## **Article VIII – Meetings**

### ***Section 1. Meetings Generally***

- A. General Membership Meetings for parents will be held in October.
- B. Executive Board Meetings will occur monthly from August through May, with the date, time, and place to be determined by the President, at least two weeks in advance.
- C. A voting quorum of ten is needed at General Meetings and nine at the Executive Board Meetings.
- D. Special meetings may be called by the President, or at the request of three Executive Board Members. A special meeting must be held with a minimum of three days advance notice and within seven days of the request.
- E. Any decisions made at the Board Meetings will be deemed final.
- F. Board meetings will not be open to the public.

### ***Section 2. Order of Business***

- A. Minutes of the previous meeting
- B. Treasurer’s report

- C. Vice President's report
- D. Tournament Administrator's report
- E. Report from Committees
- F. Old Business
- G. New Business
- H. For the Good of the League

## **Article IX – General Member Rules and Regulations**

### ***Section 1. Volunteer Capacity***

- A. All individuals acting in any capacity for the Willoughby Starzz Organization, Inc. are volunteer personnel.
- B. No members will be paid directly or indirectly for duties performed for the Willoughby Starzz Organization, Inc., with the exception of reimbursement of incidental expenses, less than \$100.00 as authorized by the President and Treasurer.

### ***Section 2. Compliance with Ohio Law***

- A. Ohio Law mandates that any volunteer may be subject to a background check.
- B. Every Team Manager must comply with the Ohio Concussion Law and Lindsay's Law.

### **Section 3. Team Managers**

- A. Prospective Team Managers shall be recommended by the President and must be approved by the Executive Board prior to the start of a new season.
- B. Approval and rejection of a candidate for Team Manager shall be held by secret ballot and a quorum of the Board Members must be present for acceptance or rejection.
- C. Team Managers must abide by all bylaws of the Willoughby Starzz Organization and the bylaws and rules and regulations of the Willoughby Baseball League.
- D. As Willoughby Baseball League and their insurance carrier require Manager training and certification, Team Managers will be required to do the same.
- E. All Team Managers (or Designated Representatives) are required to attend a minimum of five of the eight Executive Board Meetings during and year, and all General Meetings.
- F. Should any Team Manager choose to resign from his or her position mid-season, the Team Manager selection process set forth in Article IX, Section 3 (A) shall be used to select a replacement Team Manager. A special meeting should be called to expedite this process.

### ***Section 3. Code of Conduct***

- A. All organization members, acting in any capacity, are subject to the Code of Conduct provided by the Willoughby Baseball League and its disciplinary procedures.

## **Article X – Tryouts**

- A. Tryouts will be held in August for the next year’s team.
- B. If needed, additional tryouts may be scheduled in consultation of the Executive Board.
- C. All tryouts require the attendance of a Team Manager (or a Designated Representative) and one officer from the Executive Board, or a Team Manager from any other Willoughby Starzz Team.

## **Article XI – General Player Rules and Regulations**

### ***Section 1. Player Eligibility***

- A. Any female registered in the Willoughby Baseball League and satisfying League age is eligible to play, unless deemed by a majority vote of the Executive Board to be ineligible to play.
- B. League age is determined as of January 1 of the current year.
- C. All players and their parent(s) and or legal guardian(s) must read and sign a copy of the Willoughby Baseball Code of Conduct to be considered a member of the Willoughby Starzz Organization, regardless of application or monies received by the Organization.
- D. All parents, players, and spectators are subject to the Willoughby Baseball Code of Conduct and its disciplinary procedures.

### ***Section 2. Age Divisions***

- A. The Organization will be divided into teams by age, accordingly:
  - 1. 10 & Under Fast Pitch
  - 2. 12 & Under Fast Pitch
  - 3. 14 & Under Fast Pitch
  - 4. 16 & Under Fast Pitch
  - 5. 18 & Under Fast Pitch
  - 6. 18 & Over Fast Pitch
- B. Annually, the Executive Board may determine how many teams will be assembled for each age division.

## **Article XII – Fees**

### ***Section 1. Monetary Goal of Organization***

- A. The goal of the Organization is to keep fees to a minimum through fundraising by players and their families.
- B. The Executive Board will determine the annual fee structure.

### ***Section 2. Player Fees & Fundraising***

- A. Fees and fundraising include a commitment fee, up to two mandatory fundraisers, and a uniform fee.
- B. A voluntary fundraiser may be offered to help players cover uniform fees via their player account.
- C. Commitment fees and fundraising are nonrefundable.
- D. Players who join a roster after fundraising has started are subject to adjusted fees determined by the Executive Board.

### ***Section 3. Player Accounts***

- A. Annually, the Executive Board shall determine whether the Organization will utilize player accounts.
- B. A player account consists of monies raised by individual players through particular fundraisers that may be used by said players for any Organization expenses that are not fundraising; including, but not limited to:
  - 1. Hotel Fees
  - 2. Uniforms
  - 3. Starzz Wear/Gear
  - 4. Indoor Practice Fees
- C. Players/families cannot obtain the monies in their player account in the form of check or cash, but instead, can only use player account monies on the Organization expenses listed above.
- D. Should a player leave the Organization with monies left in her player account, the monies will be transferred to the Willoughby Starzz General Fund. The player may not obtain player account monies left in her account once she has left the Organization.
- E. The Executive Board has final say as to whether player account monies may be used for any particular Organization expense.

## **Article XIII – Playing Rules**

- A. The Team Manager and coaches may coach on the bases or two coaches may coach on the bases, one at each base. However, no more than four adults shall be on the playing field at one time.
- B. There must be a Team Manager and/or coaches and/or scorekeepers in the dugout at all times.
- C. Players, managers, coaches, and scorekeepers shall be the only persons permitted within the confines of the playing field during the games. All players shall be on their benches and/or their dugout while their team is at bat. All non-fielding players shall be on their benches and/or their dugouts while their team is on defense.
- D. Team Managers shall present to the opposing manager their official batting order, including numbers, positions, and full names. All substitutions must be presented when they occur.
- E. Players, managers, and coaches of teams shall not sit in the stands during a game in which they are involved.
- F. Only Starzz players, managers, coaches, and scorekeepers shall occupy the bench or dugout during a game.
- G. Players warming up the pitcher must wear a facemask.

#### **Article XIV – Ejections**

- A. Players, managers, and parents shall not verbally or visually abuse or belittle any participant. If a violation occurs and the umpire issues a warning, the Team Manager must correct the situation. The second offense may result in an ejection and possible disciplinary action under the Code of Conduct.
  - 1. Profanity, obscene gestures and/or flagrant misconduct by anyone, including Team Managers, players and spectators may result in their immediate ejection.
  - 2. Any Team Manager, or player ejected from the game must immediately leave the playing field and have no involvement in the remainder of the game. Further misconduct or involvement in the game shall result in their removal from the park.
  - 3. Any parent ejected from the game must immediately leave the playing field area. Further misconduct or involvement in the game shall result in their removal from the park.
  - 4. Upon the recommendation of an Organization official, a Board Meeting shall be called to review the disciplinary violation and disciplinary action shall take place upon an affirmative vote of the majority of those in attendance.
  - 5. Team Managers, coaches or players who use any type of tobacco product within the confines of the playing area, including the dugout, shall be immediately ejected.
  - 6. Team Managers, parents or players may not call opposing players by any name in a harassing manner.
  - 7. All ejections will be reviewed by the officers of the Executive Board.

## **Article XV – Willoughby Starzz Property**

- A. All equipment, material, and supplies purchased with Organization funds are property of the Organization and should be considered assets of the Willoughby Starzz Organization.
- B. Only Executive Board approved logos and images in conjunction with the Willoughby Starzz name are acceptable.
- C. All assets are to be labeled Property of the Willoughby Starzz whenever possible.
- D. Managers, coaches, and Board Members, upon leaving the organization, shall return all Organization assets in their possession to an active member of the Executive Board.

## **Article XVI – Dissolution**

- E. In the event that the Willoughby Starzz Organization, Inc. is dissolved, the Executive Board will transfer all assets, including plaques, trophies, team equipment, and any remaining monies and equipment to the City of Willoughby.