

# 2015



**Girls Fastpitch Softball  
Association**

**RULES and BY-LAWS**

Notes:

# **EMERALD NECKLACE GIRLS FASTPITCH SOFTBALL ASSOCIATION**

## **GENERAL RULES and PLAYING RULES**

### **TEAM ELIGIBILITY**

1. All players must reside in or attend school in an Emerald Necklace Girls Fastpitch Softball Association chartered community/school or any other community/school which does not offer a fastpitch program.
2. **If at any time a player is found to be ineligible, that game and any other game, in which she has participated, will be forfeited.**
3. A player may be rostered on only one team in the Emerald Necklace Girls Fastpitch Softball Association.
4. Teams may not play unless their roster has been submitted and ASA insurance information has been submitted to, approved and validated by Emerald Necklace Association officials. Failure to meet these requirements prior to team's first game will result in forfeit of this game and any subsequent games played without these requirements met.

### **ROSTER FORMATION AND RESTRICTIONS**

1. The cutoff birth date for all divisions is January 1 of the playing year.
2. Player birthdate exemptions will be limited to three (3) exemptions per team per season on a case by case basis.
3. Divisions will include 10 & under, 12 & under, 14 & under, 18 & under JV and 18 & under Varsity. (Note: an 18 year old player graduating from her senior year in high school and was a member of a high school fastpitch team is not eligible to play in the JV division, but may play in the 18U Varsity division without restrictions. In addition, an 18 year old player that has participated in intercollegiate softball is not eligible to play on an Emerald Necklace team.)
4. A girl may not play in any division more than one division beyond her own age. Teams may not play nor roster younger girls who do not qualify within this restriction for any reason. A player may not play in an age division below the division in which she is rostered for any reason (i.e. a player who is eligible for 12U but is rostered on a 14U team cannot play in the 12U division.)

5. For the purposes of this Association, the following definitions will be used:
- a) Community Player: a player who lives in a "Member Community" which has a team or teams at the age level for which she is eligible to play.
  - b) Released Player: a "Restricted Player" who elects not to play for her resident "Member Community" team and/or the "Member Organization" team of the organization in which she is enrolled; or there is no position on the team available for her.
  - c) Declared Player: a player who lives within the geographic boundaries of a "Member Community" team as defined by this organization's bylaws and is also enrolled with an "Organizational Member" as defined by this organization's bylaws ***or a player who lives within a "Member Community" which is part of the same school system as another "Member Community". A player who lives in a "Member Community" and is assigned to a school in the school district of a different "Member Community" meets this stipulation.*** This player may choose to play for either team by declaring her intent when her name is placed on a team's roster. A release is not required for this player.
  - d) Free Player: a player from a community which has no team at the age level for which she is eligible to play.
  - e) Resident Community: a player's residence will be consistent with the address of residence that she uses for the purpose of enrollment in the school which she attended in the immediate-past school year.
  - f) Extended Resident: a player who has been originally rostered on a team within a "Member Community" within the past two consecutive seasons but no longer resides in that original community. This player is eligible to be rostered on a team in that "Member Community" and will not require a release from that "Member Community" in which she currently resides. This player will not be included in the 50% residency requirement.
6. A Community Player who elects Released Player must obtain a "Release Form" (ENGFSR RF-95) from her resident "Member Community" team and/or her "Member Organization" team on which she is enrolled.
7. All Released Player requests are subject to review by the Association's Executive Committee and must be approved or disapproved at the time of final roster submission.
8. Each team must roster 50% of its' players from its' Association-approved boundaries.
9. Any team may roster no more than four (4) Released Players.
10. The Association may approve two "Member Communities" and/or "Member Organizations" to form a team, provided neither of the two parties has enough participants to form a team. The roster of this team shall be made up of at least 50% participants from the two members' Association-approved boundaries.

11. Any “Member Community” who has not declared the status of the teams they are fielding in regard to the number of teams and age bracket / divisions in which these teams will be placed by May 1 of the current season will waive release rights for any players from within their “Member Community” who have signed up under “Free Player” status in another “Member Community” prior to May 1 of the current season.
12. A player that has been released two (2) consecutive years to the same team will not be required to obtain a release if she elects to play with that same team for a third consecutive year and beyond. This player will be designated as an “Extended Resident” with RL2+X on the roster and will no longer be recognized as a Released Player. In addition, she will not be included in the 50% residency requirement. If she elects to play for a new and/or different team, a release will then be needed from her community.
13. Any and all coaches who actively participate on the playing field in a coaching capacity in leagues games must be listed with the required information on the official team roster and must meet the approval of the league-mandated background check.

### **CALL UP RULES**

1. Call up players are to be used to fill a temporary need to prevent a team from forfeiting (i.e. vacations, injury, illness, etc.) in order to play with a regulation number of players ( 9 for 12U, 14U, 18U; 10 for 10U).
2. A call up player must be rostered on an Emerald Necklace team. The player can be called up from within her own age group (i.e. 14U A can call up a 14U B player) or from one age group below. A player may not be called “down” (14U B team calling down a 14U A player, etc.) The coach / manager utilizing a call-up player must inform the opposing coach about this (called-up) player.
3. The call up player is required to be rostered from the same “member community” or “member organization” as the team needing the player. *Exception: A Released Player* may be called up to play on a team in her resident community.
4. A call up player must give priority to and attend her regular team’s game if a conflict exists in game times.
5. A player cannot be “called down” (i.e. a player who is eligible for 14U but is rostered to an 18U team cannot play in the 14U division). Refer to Rule 2 of Roster Formation and Restrictions.
6. Since there is no division below 10U, the 10U teams do not have the ability to call up players, and therefore, should legally roster enough players to avoid forfeits.
7. A team may call up a pitcher or a catcher (as per Rule # 2 in Call-up Rules) to pitch or catch, regardless of roster numbers, with the intent to maintain the quality of the game.
8. Lateral call-ups are not permitted.

## **UMPIRES**

1. All umpires for all classes behind the plate must be assigned by a recognized fastpitch umpire's association. At least one (1) umpire must hold a current card in fastpitch softball from the Ohio High School Athletic Association and will be designated as Umpire-in-chief for that game.
2. The umpire is in charge of the game upon the start of the game.
3. Parents, guardians, or relatives of a player or coach in any class in the ENGFSA may not umpire any game in which that player or coach is involved or any game in any community in which that player or coach is actively involved. If a coach is an umpire, he / she may not umpire a game that involves his home community. If a player is an umpire, she may not umpire a game involving her home community in any division. A coach may not umpire his / her own game.
4. In 18U V, 18U JV and 14U divisions, two umpires will be used for each regular season game. Home team will be responsible for paying umpire fees. If teams play only one (1) game or a third (or any other odd-numbered) regular-season game, both teams will split umpire fees for that game. Teams that neglect to pay the half-fee for an odd-numbered game will be assessed that amount from their forfeit fee account and must be paid prior to that team's next game. In end-of-season tournament games, two umpires will be used in all divisions without exception.
5. One umpire will be used for 10U and 12U division games. Home team will be responsible for paying umpire fees. If teams play only one (1) game or a third (or any other odd-numbered) game, both teams will split the umpire fees for that game. Teams that neglect to pay the half-fee for an odd-numbered game will be assessed that amount from their forfeit fee account and must be paid prior to that team's next game.
6. If there are two umpires scheduled for a game and only one is present at game time, the game may still be played.

## **NOTIFICATION OF CANCELLATION**

1. Cancellation of games due to prior rain must be done at least two (2) hours prior to the scheduled game time.
2. Games cannot be cancelled less than seven (7) days prior to scheduled game date for any reason other than weather or unplayable field conditions. Any and all attempts to do so will result in a forfeit. The association vice-president will be notified of such cases to ascertain that appropriate action is taken.

3. The specific date of a make-up game will be determine, agreed upon by both home and visiting coaches and posted within two (2) weeks of the cancelled game. (Note: The actual date that the make-up game is to be played may or may not occur within the two weeks after the cancelled game, but must be posted on the game schedules of both teams on the Emerald Necklace website with a specific make-up date that is prior to July 31 of the playing season, as mutually agreed upon by both home and visiting coaches.) Failure to do so will result in forfeit.
4. Games, once begun, that are stopped for any valid reason (i.e. weather, etc.) will be played from the point of suspension. (aka Suspended Game)

### **FORFEIT TIME**

1. Starting time is a time mutually agreed upon at scheduling by home and visiting teams' coaches. Forfeit time will be 15 minutes after the scheduled starting time.
2. In the event that scheduled umpires do not arrive at the playing site, the game will be rescheduled. Any change in starting time must be mutually agreed upon by coaches of both teams.
3. **In the event of forfeit (whether due to insufficient number of players or other similar situations) the forfeiting team will absorb any game expenses, such as umpires' fees. A forfeit fee annually determined by the association treasurer will be collected with team registration fees. If used, this fee must be replenished to the association treasurer within 10 days of notification in order to continue with league participation.**

### **PRE-GAME PRACTICE**

1. The home team must have their warm-up practice completed twenty (20) minutes prior to the scheduled game time. The visiting team must be given the field for their warm-up practice for at least twenty (20) minutes prior to the start of the game.
2. In case of poor weather conditions, it is advisable that neither team hold warm-up practice on the playing field.

### **RULES OF CONDUCT**

1. **The team managers are responsible for their team's conduct and that of their fans.** Coaches are responsible for the behavior and sportsmanship of their spectators.
2. If a coach is ejected from a game, the umpire will notify the league president who will take appropriate action.

3. Good sportsmanship and adult attitudes must prevail no matter the level of competition. Umpires shall have authority to eject players/coaches before, during or after games for any of the following infractions, which the league considers to be unsportsmanlike behavior:
  - a) Threats of physical intimidation of umpires, players/coaches or spectators, including threatening physical contact. (In case of no ejection or where umpires are unaware of such an incident, managers / coaches need to report the incident to league officials for further action)
  - b) Verbal abuse of umpires, players/coaches or spectators, such as profanity, name-calling, belittlement or excessive harassment. (Balls and strikes calls and judgment calls are not debatable.)
  - c) Throwing of equipment (Bats, helmets, gloves, etc.)
  - d) Fighting: Players/coaches involved in fights (regardless of who may have been the instigator) will be suspended for the remainder of the season and may petition for reinstatement before the following season.
4. Any ejection (player or coach) will carry a 2-game suspension. Suspensions will carry over from season to season. Any player/coach, who is ejected twice in the same season will be suspended for the remainder of the season and may petition for reinstatement prior to the following season. Any physical contact with an umpire or other league official will result in an automatic suspension from any league participation for the remainder of the season. Such individual may petition for reinstatement for the following season.
5. A coach or player ejected from an Emerald Necklace Girls Fastpitch Association tournament game for flagrant misconduct shall not be permitted to participate during the remainder of the tournament in any capacity.
6. Smoking is prohibited on the field of play or in the dugouts and their immediate area, before, during and after games. Coaches who wish to smoke must go to the stands or the parking lot – subject to local smoking rules. Coaches found in violation of tobacco regulations at playing sites will be ejected and subject to subsequent penalties. **Alcohol and/or drug use by any participant, coach or player, is prohibited prior to or during any contest.**
7. Players/coaches responsible for damage or vandalism to facilities and/or property used by ENGFSA will be suspended from play, pending an automatic review of his/her actions by league officials. It is the responsibility of the coach to advise and monitor his / her spectators' behavior in regard to this policy.



## PLAYING RULES

**Unless otherwise stated by ENGFSA rules, games will be played by OHIO HIGH SCHOOL ATHLETIC ASSOCIATION RULES (National Federation Rulebook).**

1. All games in all divisions are to be played within a two-hour time limit. No new inning will begin after 2 hours of play.
2. One inning rule: Every girl on a 10U, 12U and 14U team must play at least one inning in the field in every game. This rule does not apply to 18U or in tournament play at any level.
3. Home team will furnish two (2) game balls for each regular-season game. If an odd number of games are played against the same team, each team shall provide a game ball for that game. All teams and communities will purchase and provide game balls as approved by this association. (See Equipment Rules for specific game ball regulations.)
4. A pitcher who hits three batters in one inning must be removed from that position for the remainder of the inning with the option to reenter that player in that position in a subsequent inning.
5. Prior to the start of the game, the manager will declare which one of the following is the structure of his / her team's line-up:
  - a.) an offensive line-up that will allow every player to bat in set order  
or
  - b.) an offensive line-up according to the rule book of the OHSAA. The team must then stay within that structure for the entire game.

A team that uses the option of batting 10 or more players and loses a player during the game will skip that spot in the order and not be charged with an out. Exception: Refer to Rule #13 regarding 8 players
6. Coaches on the playing field must be in uniform (i. e. team shirt) or a shirt in team colors.
7. Mercy Rule: For ALL age divisions the game shall be declared over if one team is leading by 10 or more runs after 5 innings of play. For 14U and 18U the game shall also be declared over if one team is leading by 20 or more runs after 3 innings of play.
8. A team may start the game with only 8 players -- any less and it is declared a forfeit. The ninth spot will be recorded as an out each time through the batting order. A team that starts with nine (9) players may end with eight (8) players provided there are no eligible players on the bench. If a player leaves the game for any purpose and her spot cannot be filled with an eligible bench player, an out will be recorded for every time that spot is due to bat in the order.

9. In the 10U and 12U divisions, a 6-run limit per team per inning will be in effect. This rule will cease to be in effect for the seventh inning or any new inning(s) that start after one hour and forty minutes of play as declared by the umpire. (In the case of a suspended game, the remaining time must be recorded in the scorebook of the home team for the purpose of determining the amount of time remaining.)
10. Only in the 10U division, ten players may be permitted to play defense on the field.
11. No 10U batter will be permitted to run on a dropped third strike. Base runners may move with the jeopardy of being put out. Otherwise, 10U players are permitted to steal bases.
12. In the 10U division (all levels), a runner can only steal home if a play is being made specifically on that runner while she is stealing or on a pick-off attempt. A runner is not permitted to steal home when a play is attempted on a different runner, even if an overthrow occurs (i.e. runners are on 1<sup>st</sup> and 3<sup>rd</sup> bases, the catcher can attempt to throw out the runner stealing 2<sup>nd</sup> base without concern about the runner on 3<sup>rd</sup> base scoring even if that throw goes into centerfield. Additionally, if a pickoff attempt is made on a runner at 1<sup>st</sup> or 2<sup>nd</sup> base, the runner on 3<sup>rd</sup> base cannot steal home.) Runners also may not steal on an errant overthrow from the catcher back to the pitcher
13. In the 10U division, if a play is made on a runner who attempts to steal second or third base and the ball is overthrown, that runner may continue to steal and advance to home at her own risk.
14. Per high school rules (National Federation rule book), a Courtesy Runner may be used for the pitcher and the catcher. However, teams that use the CONTINUOUS BATTING ORDER (as described in Rule #5 of Playing Rules of the Emerald Necklace rule book) the Courtesy Runner must be the last available player in the line-up – not necessarily the previous out and NOT the pitcher for the catcher or vice-versa. A Courtesy Runner may be used at any time during the game for either the pitcher or catcher.

## **PLAYING FIELD**

1. All divisions will play with bases at 60 feet.
2. A 16-foot circle around the pitcher's plate must be used.

## **PITCHING RULES**

(See OHSAA rule book - National Federation)

Pitching distance for 10U will be 35 feet.

Pitching distance for 12U, at all levels, will be 40 feet.

Pitching distance for 14U, at all levels, and 18U, at all levels, will be at 43 feet.

## **EQUIPMENT**

(See OHSAA rule book - National Federation)

10U will use an 11-inch ASA approved optic yellow game ball.  
12U, 14U and 18U teams will use the ball as specified by OHSAA  
(Ohio High School Athletic Association) - 12-inch, .47 core, 375lbs max, optic yellow

**Exception to NFHS rulebook:** Metal spikes (aka cleats) may not be used by any player at any level in this association.

## **COACHING**

(See OHSAA rule book - National Federation)

## **FILING OF PROTESTS**

1. No protest shall be considered on umpires' judgment decisions.
2. Protests that relate to official softball playing rules and ENGFSFA rules and regulations must be made to the umpire at the time of the incident. Both scorekeepers shall be notified at the time of the protest by the umpire. (Protests shall be denied if they are made after the next pitch which follows the incident.)
3. The manager must contact the president of ENGFSFA before 11:00 PM on the night of the incident. A written account of the protest must be sent to the president within 48 hours after the game is played and must be accompanied by a fee of \$10.00.
4. Protests must be in detail and must quote the rule number, page number, the umpire's name, and the umpire's phone number. All protests must be made by the coach or the manager.
5. All managers, umpires, and coaches in attendance at a protest may be heard at the Protest Committee meeting.
6. The president is responsible for contacting the Protest Committee and all managers and umpires that are involved in said protest.

## **STANDINGS**

1. League Standings will be determined by a point system awarding 3 points per win, 1 point per loss, 2 points per tie, and 0 points per forfeit, as posted on the [www.emeraldfastpitch.com](http://www.emeraldfastpitch.com) website. Teams must post and update game results by 11:00 PM Sunday of each week. Tournament seedings will be determined by the standings on this site on 11:00 PM of the Sunday prior to the first day of tournament play.

2. Awards will be presented to Season Champions and Runners-up in each division. Final standings for these awards will be determined as posted on the [www.emeraldfastpitch.com](http://www.emeraldfastpitch.com) website on July 31st at 11:59 P.M. of that playing season. Results for all games on the schedule for all teams in the division must be recorded with either a Win, Loss, Tie or Forfeit. Awards will not be given to teams who do not account for all of their games.
3. In case of league ties for first place, the tie must be resolved by the following *Tie Breakers* formula:
  - a) Head-to-head play in regular season
  - b) Fewest runs allowed per game head-to-head
  - c) Most runs scored per game head-to-head
  - d) Coin flip

## **TOURNAMENT RULES**

1. Tournaments will follow Emerald Necklace Rules except as noted within this section.
2. All tournaments will use a double elimination format, guaranteeing all teams a minimum of two (2) games. Tournament Director will use bracket format as provided by this association in tournament packet materials for tournament directors.  
The Tournament Director / Coordinator shall have the authority and ability to modify tournament structure, subject to approval by a league official. (i.e. Executive Committee member or officer).
3. Home teams will be determined prior to each game by a coin flip, unless otherwise specified by Tournament Director in accordance with Tournament Rule #2 above.
4. Time limit for all 10U and 12U tournament games will be 60 minutes plus one inning for unlimited runs. Time limit for all 14U and 18U tournament games will be 90 minutes. (No new inning shall begin after 90 minutes of play.)
5. If either team is winning by 10 or more runs after 5 innings, the leading team is the winner and the game is over.
6. There are no protests. All umpires' decisions at the field are final.
7. Game start times will not be delayed for late arriving players, except for a 10 minute grace period for any weekday games that start before 6:30 PM.
8. A team may start a game with seven players. Games will be declared a forfeit if the eighth player is not present by the time of her first schedule at-bat.
9. Forfeits will count as a 6-0 win for the non-forfeiting team.
10. Stoppages for rain or darkness will be suspended and made up from the point of stoppage only if the game has not progressed for three complete innings. Otherwise, the score at the end of the last complete inning will be the final score.
11. Any team that forfeits a tournament game will be responsible for the full umpire fees for the forfeited game.
12. Seedings will be determined based on the standings as reflected on the Emerald Necklace website ([www.emeraldfastpitch.com](http://www.emeraldfastpitch.com)) as of 11:00 PM Sunday prior to the first day of tournament play.

13. Any team that does not play in the tournament and has not given the appropriate notification as designated in Tournament Rule #13 to the tournament coordinator will be assessed a late cancellation fee equal to the Emerald Necklace Girls Fastpitch Softball Association's forfeit fee of (\$80) eighty dollars.
14. Approved rosters (as of June 10 of the current playing season) must be provided by each coach at the start of the tournament.
15. Points of Emphasis:
  - The tie-breaker procedure to be used is as follows: The player who batted the final out in a previous inning will become a base-runner on second base in any subsequent innings needed to break a tie game.
  - In 10U and 12U tournament play, the 6-run limit per inning will be in effect as played during regular season. The final inning, in which unlimited runs may be scored, will be declared prior to the start of the seventh (7th) inning or twenty (20) minutes prior to the end of the specified time limit as mandated by tournament rules for that site.

## **RULE CHANGES**

Refer to Article XII, Section 1 in the Constitution and By-laws regarding the procedure for rule changes.

Adopted – 1993  
Revised - February, 2012  
Revised - February, 2013  
Revised – January, 2014  
Revised – January, 2015

**EMERALD NECKLACE GIRLS FASTPITCH  
SOFTBALL ASSOCIATION**

**CONSTITUTION AND BY-LAWS**

## Article I NAME AND IDENTIFICATION

- Sec. 1 The name of this association shall officially be the Emerald Necklace Girls Fastpitch Softball Association.

## Article II CHARTER AREA

- Sec. 1 The area governed and served by this association shall be Cuyahoga County and those residential communities within and surrounding the Cleveland Metropark System, commonly known as "The Emerald Necklace" (exception: Teams and communities who are members in good standing as of January, 2004 are exempt from this stipulation.)

## Article III PURPOSES

- Sec. 1 This association shall have as its purposes, the following:
- a) To promote softball for girls of all ages who reside in the communities of the Emerald Necklace Girls Fastpitch Softball Association.
  - b) To encourage and to assist the members in the formation of teams in all divisions of play.
  - c) To foster the development of supportive and fraternal links between the members of this association through the means of local and district league and tournament play.

## Article IV MEMBERSHIP

- Sec. 1 Membership in this association shall be defined as follows:
- a) Community Member - Team or teams whose boundaries are defined as geographic boundaries of a community or school district from which it takes its name.
  - b) Organizational Member - Team or teams whose boundaries are defined as the current membership or enrollment of the organization from which it takes its name.
- Sec. 2 Boundaries for league purposes will be approved by the association membership at the time of application to the association.
- Sec. 3 Application for membership in ENGFSA must be made by February 1 to qualify for participation in the current season. Application forms can be obtained from an Executive Board member of the association.



- Sec. 4 All applications must be accompanied by a \$25.00 application fee which is refundable if membership is not approved.
- Sec. 5 An applicant's approval of membership shall be voted on at the next regularly scheduled meeting of the association's Board of Trustees after the application has been received. Final approval will necessitate 51% of the members present at this meeting.
- Sec. 6 Each member, regardless of the number of teams or classes they coordinate, shall be awarded one vote in any action of this association and be considered a "Member Community".
- Sec. 7 A member community/organization that fails to attend any two consecutive general meetings will be terminated from membership in the Emerald Necklace Girls Fastpitch Softball Association. Teams from a terminated community / organization will not be registered or scheduled for participation. A terminated community /organization must reapply for a charter and admission to the ENGFSA in order to reinstate membership.
- Sec. 8 Any and all members who are active coaches in this association must be cleared by a standard background check as specified in league playing rules.

#### Article V DUES AND FEES

- Sec. 1 Each new member shall pay initial dues of \$25.00 (twenty-five dollars) to the association upon admission to the association. Payment of dues entitles member to vote in the association.
- Sec. 2 Each member shall pay annual team fees as established by the Board of Trustees of ENGFSA. These fees will be due according to the association's policies regarding roster procedures. Refer to the ENGFSA handbook.
- Sec. 3 Annual team fees will be reviewed and established by the Board of Trustees on or before the February meeting.
- Sec. 4 Effective January, 2009, team fees for all levels (10U thru 18U) shall be \$300 and will be entirely non-refundable. Additional forfeit fee in the amount of \$80 will be paid by all new teams. Insurance fees will be determined by invoice generated by online insurance registration with ASA.

#### Article VI GOVERNMENT

- Sec. 1 The governing body of the association shall be its Board of Trustees and its elected officers, also recognized as the Executive Committee.

- Sec. 2 The Trustees will be comprised of one individual from each organization or community which is a member of the ENGFSA.
- Sec. 3 Officers will be elected to the positions of President, Vice-president, Secretary and Treasurer.
- Sec. 4 The officers will be elected from the membership by the Trustees for a term of office of two years.

## Article VII ELECTION OF OFFICERS

- Sec. 1 All officers shall be elected by a majority vote of all members that are present at the regularly scheduled meeting of the ENGFSA held for the purpose of elections. Commencing in 1994, this meeting will be held every two years in the month of September.
- Sec. 2 In the event any officer should resign or become unable to fulfill their term, the President, subject to approval of the Executive Committee, shall appoint replacement to complete the term of office.

## Article VIII DUTIES OF OFFICERS

- Sec. 1 President
- a) Shall preside at all meetings of the association's Board of Trustees and Executive Committee.
  - b) Will execute all contracts on behalf of the association.
  - c) Will vote to break tie-votes.
  - d) Shall be empowered to call special meeting of the Trustees in accordance with the by-laws.
  - e) Shall serve as ex-officio member of all committees.
  - f) Shall co-sign checks along with the Treasurer.
- Sec. 2 Vice-president
- a) Shall carry out the duties of the office of President if or when the president if or when the president is absent or unable to exercise the duties of the office.
  - b) Shall serve in any other capacity deemed necessary by the president.
- Sec. 3 Treasurer
- a) Shall receive and/or direct receipt of all funds of the association.
  - b) Shall establish and oversee a system for deposit of all funds in the name of the association.
  - c) Shall cause to be established and maintained a standard method of bookkeeping so as to keep an accurate account of all funds received and dispersed.

- d) Will prepare a financial report for each meeting of the Trustees and/or Executive Committee.
- e) Will be responsible for the safekeeping of all official financial records and papers of the association.
- f) Shall co-sign all checks along with the President.
- g) Shall, for each August, prepare a written financial report for the previous twelve months.

Sec. 4 Secretary

- a) Shall maintain accurate minutes of all meetings of the association's Trustees and Executive Committee.
- b) Shall maintain records of attendance at all meetings for all members.
- c) Will be responsible for the safekeeping of all records, correspondence and reports (except for financial) of the association.
- d) Shall mail all notices or necessary communications to association members.
- e) Shall prepare and serve all necessary papers and transactions as may be required.
- f) Shall verify all team rosters in compliance with ENGFSA regulations and procedures.

Article IX COMMITTEES AND RESPONSIBILITIES

Sec. 1 Standing committees of the association shall consist of: Executive, Rules and Regulations, and Tournament.

Sec. 2 The Executive Committee shall consist of the officers and make timely decisions in the name of the Board of Trustees. This committee will annually appoint committee chairpersons subject to the Board's approval.

Sec. 3 The Rules and Regulations Committee shall consist of the chairperson and two other Trustees. This committee will coordinate the publication and distribution of all materials related to rules and regulations. This committee will update materials as changes are made to existing rules and/or regulations. This committee, through its chairperson, will serve as the Official Interpreter of Rules and Regulations.

Sec. 4 The Tournament Committee will consist of the immediate past chairperson of this committee, the current chairperson, and one other trustee. This committee will work in concert with the host member of the Division Tournament in selection of the Tournament Director and the planning and implementation of the current tournament.

- Sec. 5 The following standing committees may be appointed by the association president or elected by the association:

Insurance Committee  
Registration Committee  
Statistics Committee  
Tournament Committee  
Awards Committee  
Protest Committee

#### Article X MEETINGS AND QUORUM

- Sec. 1 The association will meet in September, October and January through April on the last Wednesday of each month or another date mutually agreed upon at the previous month's meeting.
- Sec. 2 The Executive Committee will meet monthly immediately prior to the association's monthly meeting and itself during the months of September through April.
- Sec. 3 An election meeting will be held every two years in September.
- Sec. 4 A fifty-one percent (51%) of the association's Board of Trustees and officers will need to be present to constitute a quorum.
- Sec. 5 ROBERT'S RULES OF ORDER shall govern the proceedings of all meetings of the association and its constituted parts except as provided by these by-laws.

#### Article XI RULES, REGULATIONS, POLICIES, AND PROCEDURES

- Sec. 1 As deemed necessary and/or as prescribed by these by-laws, the Board of Trustees may produce written rules, regulations, policies and/or procedures to implement or enhance the purposes of the association.
- Sec. 2 Any rules, regulations, policies and/or procedures shall be determined by a vote of two-thirds of the Board of Trustees present at a regular Board Meeting.
- Sec. 3 These actions will be published by Rules and Regulations Committee in the ENGFSA Handbook.
- Sec. 4 Any member desiring a change in rules, regulations, policies and/or procedures may submit, in writing, the proposed changes to the Board of Trustees for action at the next scheduled Board Meeting.

## Article XII AMENDMENTS

- Sec. 1. These by-laws may be amended by a vote of two-thirds of the members present at any special or regularly scheduled meeting of the Board of Trustees. Notice of the proposed action must be given to each member at least fourteen days prior to such meeting.

## Article XIII DEFINITION

- Sec. 1 As used throughout these by-laws, the use of the female or male gender nouns or pronouns will be considered changeable or equally applicable.

Adopted - 1993  
Revised - February, 1995  
Revised - January, 2000  
Revised - January, 2001  
Revised – January, 2002  
Revised – January, 2004  
Revised – January, 2006  
Revised – January, 2007  
Revised - February, 2009  
Revised - February, 2013