

Inter-Lakes Girls Softball League
By-Laws
Established 1972 – Revised for 2025-2026 Season

The name of this organization shall be the Inter-Lakes Girls Softball League. The league shall operate as a non-profit, non-sectarian, civic organization.

I. Objectives and Purposes

Inter-Lakes Girls Softball League is a non-profit youth organization created to provide an opportunity for girls from the Walled Lake Consolidated School District and surrounding areas, in grade K through 12 to play softball regardless of race, creed, color, or religion. The objectives of the league are to develop skills and interest in the game of softball, as well as to promote teamwork and good sportsmanship. We strive to provide a positive environment in which the girls can learn the game, improve skills, and enjoy healthy athletic competition.

II. Membership

Membership shall consist of all participating youths and their parents, as well as all other actively involved adults in the organization. Each parent of any participating youth, and adults actively involved in the League, shall be entitled to one and only one vote, at the General Membership Meeting.

A. There shall be four Divisions consisting of the following names:

1. **Pigtail** - for grades kindergarten through second.
2. **Braid** - for grades three and four.
3. **Ponytail** - for grades five and six.
4. **Sassoon** - for grades seven, eight and nine (grade nine included if no high school division).
5. **High School** – for grades nine through twelve.

B. Team Formulation

In the regular season, teams in the Pigtail and Braid Divisions shall be organized with a primary emphasis on geographical location. There is no guarantee that all players attending a particular school will be placed on the same team.

Maximum rosters will be as follows for all teams:

Pigtail – 13, Braid – 13, Ponytail – 13, and Sassoon – 13.

The Ponytail and Sassoon Division shall be determined by a draft or combination of ways to be decided by the Division Director with approval of the Board.

1. All players will be selected.
2. Order of the draft selections will be drawn from a hat. The order will start with number one and continuing until all managers have their first pick. The second round will be in reverse order with the last manager picking first and so on.
3. Managers' daughter(s) will automatically be placed on that manager's team. This will be assigned before the draft begins.
4. Managers will not be allowed to select coaches until all players are drafted. Managers must pick coaches from drafted player's parents.

5. Players not attending the draft for any reason shall have their names placed in a hat. Names will be drawn from hat as next available pick after all girls participating in the draft are picked. Any known travel pitchers, not in attendance at the draft, will be moved to the non-hat draw phase.
6. Late registration players will be assigned to the team with the next available draft pick.
7. Only drafting managers, the division directors, and the executive board shall be present during the draft process.

C. Player Fees

All registration fees must be paid before a player is placed on a team. Uniforms will not be issued until final payment is made in full. All exceptions are to be approved by the Board of Directors prior to the start of the season.

Registration fees for the 2025-2026 Season are \$150.00 per player and \$140.00 for each additional player in immediate family if paid by February 28th (early bird special) and \$175.00 per player and \$165.00 for each additional payer in immediate family if paid after February 28th.

III. Election of Officers

The following executive officers will be elected for the term of one year beginning September 1st and terminating August 31st. The officers shall be elected at the General Membership Meeting that will be held between June 1st and July 31st of the same year. Notification of this meeting shall be made to the general membership at least two weeks prior to the date of the meeting. The date for the meeting will be established by the Board of Directors.

A. The Executive Board shall consist of:

1. President
2. Vice-President
3. Recording Secretary
4. Treasurer
5. Chief Umpire

B. Elected Officers

1. President
2. Vice-President
3. Recording Secretary
4. Treasurer
5. Chief Umpire
6. Pigtail Division Director
7. Braid Division Director
8. Ponytail Division Director
9. Sassoon Division Director
10. Director(s), if any additional Division(s)

IV. Appointed Officers

The President, with the concurrence of the Board of Directors, shall appoint the following officers:

1. Travel Team Liaison
2. Concession Director (two positions with a full vote per position)
3. Equipment Director
4. Family Fun Night Director
5. Field Directors (two positions with a full vote per position)
6. Parks and Recreation Liaison
7. Pictures Director
8. Promotional/Webmaster Director
9. Registrar
10. Scheduling Director
11. Trophy Director
12. Uniform Director
13. Sponsor Director

All appointed officers shall serve for a term of one year beginning September 1st and terminating August 31st.

V. Board of Directors

The Board of Directors shall consist of all elected and appointed officers. The powers of policy making and management shall be vested in the Board of Directors.

- A. Regular meetings of the Board of Directors are to be held monthly, the day to be determined by the new Board of Directors. Special meetings may be called by the President or in case of his/her unavailability, by the Vice-President, as necessary to carry out the program.
- B. There must be one more than ½ of the Board of Directors present to constitute a quorum for conducting all business at Board meetings. Appointed officers will not be required for a quorum, but will retain their voting privileges. Approval or defeat of any item requiring a vote shall be by a simple majority of those present, except as stated below. Each elected or appointed Board position shall be entitled to one vote.
- C. Any Board member, elected or appointed, may be relieved of his/her duties by a 2/3 majority vote of the entire Board of Directors. In case of a dismissal vote, each Board member and the officer involved shall be notified at least fifteen days prior to such a vote.
- D. Any Board member having two absences from the Board meetings shall be subject to a dismissal vote.

VI. Officers Duties and Responsibilities

- A. It shall be the duty and responsibility of the President:
 1. To call all Board and Executive Committee meetings.
 2. To act as Chairperson and prepare the agenda for same.
 3. To coordinate the work of the Board of Directors.
 4. To contract for goods and services as directed by the Board of Directors.
 5. To oversee and control the functioning of all committees. Note: The President shall be an ex-officio member of all committees.
 6. To attend or insure attendance of his/her representative at any and all protest meetings as called by the Division Directors.
- B. It shall be the responsibility of the Vice-President:

1. To perform all the duties of the President, if the President is unable to do so. The Vice-President shall have the same authority as the President while serving in this capacity.
 2. To assist the President in the performance of his/her duties by supervising various committees and other tasks as designated by the President.
 3. To act as the Director of all Division Directors. All Division Directors are to report directly to the Vice-President.
- C. It shall be the responsibility of the Recording Secretary:
1. To keep the minutes of all Board, Executive and Membership meetings.
 2. To handle all correspondence of the Board of Directors.
 3. To notify all members of the Board of Directors and the general membership of meetings as required by these by-laws.
 4. To handle all matters pertaining to the U.S. Government and State forms.
- D. It shall be the responsibility of the Treasurer:
1. To act as custodian of all organization funds.
 2. To obtain approval of the Board of Directors for any disbursements in excess approved budget. Note: Any disbursement for goods and/or services to a Board member shall be approved by a $\frac{3}{4}$ majority vote of the Directors present at the Board meetings.
 3. Keep daily records of receipts and expenses
 4. To keep records of all assets, liabilities, income and disbursements, and reporting all sums to the Board of Directors present at the Board meeting.
 5. To request the Secretary to acknowledge all contributions.
 6. To coordinate the Registrar's functions.
 7. To submit a written annual financial statement to the Board of Directors at the fall meeting for approval by the membership.
 8. To sign checks with the co-signature of the President, Vice-President or Secretary.
 9. To handle the submitting of all injury claims to the insurance company.
 10. To handle all other insurance matters.
- E. It shall be the duty and responsibility of all Division Directors:
1. To maintain the operational control of his/her division, serving as the primary executive officer of the division and administering policy as established by the Board of Directors.
 2. To formulate the teams for his/her division.
 3. To recruit managers and to submit a list of their names to the Board of Directors for their approval, at least 15 days prior to the designated start of practice sessions. Note: Managers shall upon their confirmation by the Board, be responsible to their Division Director. They may, however, be dismissed only by a simple majority vote of the Board of Directors.
 4. The follow-up on why girls drop out of the League prior to the addition of replacement players.
 5. To present to the Board of Directors in writing, and at least 15 days prior to the designated start of practice sessions, operation policy (including rule exceptions) for his/her division. No change shall be made in the operational policy without the approval of the Board of Directors. The operational policy or change thereof shall become effective seven days after approval by the Board.
 6. To make himself/herself readily available to the managers of that division upon request.
 7. No player shall be added to a roster prior to the start of the regular season without Executive Board approval.
 8. To maintain a list of all managers and players.
- F. It shall be the responsibility of the Chief Umpire:

1. To coordinate and schedule the activities of all umpires for the league.
2. To establish and operate suitable programs for new and experienced umpires.
3. To evaluate the progress of each umpire and when necessary, dismiss any umpire not adequately fulfilling his/her duties.
4. To attend all protest meetings as called.

VII. Appointed Officers Duties and Responsibilities

A. Travel Team Liaison

1. To be a liaison between Inter-Lakes Girls Softball League and Inter-Lakes Pride Travel Organization.

B. Concession Director

1. Contact Commerce Township to turn on the water.
2. Set menu and prices.
3. Keep a cash box of \$200.00.
4. Purchase all necessary equipment.
5. Maintain building and all equipment.
6. Make sure bathrooms are cleaned and have an extra supply of toilet paper.
7. Schedule a volunteer to arrive and set up by 5:00 p.m.
8. Prepare food.
9. Mop floor.
10. Supervise and work the concession stand nightly.
11. Secure window and all doors at the end of the night.
12. Keep concession area clean and the trash picked up.
13. Make sure garbage is out Thursday night for Friday pick-up.
14. Close concessions.
15. Sell all unused food.
16. Store all unused non-perishable supplies.
17. Do a final inventory of supplies and equipment.
18. Clean and store garbage cans.
19. Winterize all equipment.
20. Contact Commerce Township to winterize water.
21. Recruit volunteers to help with concession building.

C. Equipment Director

1. To inventory all League equipment prior to and at the conclusion of each season.
2. To report to the Board of Directors regarding the condition of the foregoing equipment, making recommendations regarding the same.
3. To order and secure delivery of such equipment prior to the beginning of the season and/or replacement of such equipment during the season, as directed by the Board of Directors.
4. To distribute and collect League equipment.

D. Family Fun Night Director

1. To organize the League's annual Family Fun Night.
- E. Field Director (Maximum of 2)
1. To obtain needed help when upgrading fields used by the League.
 2. To assume responsibility for all field duties including dugouts, fencing, and in field maintenance (i.e. dragging).
 3. Responsible for upkeep of the Gator (utility vehicle), Croc (field drag machine), and other equipment.
- F. Parks and Recreation Liaison
1. To attend all Commerce Township Parks and Recreation meetings.
 2. To attend all Commerce Township meetings that would affect our League or our fields.
 3. To act as an official spokesperson at these meetings if an Executive Board member is not present.
- G. Picture Director
1. Set times and dates, for team/individual pictures including retakes.
- H. Promotional/Webmaster Director
1. To promote the Inter-Lakes Girls Softball League in a positive manner.
 2. To establish and maintain a web site for the League.
- I. Registrar
1. To organize and conduct League registration.
 2. To print and/or order the printing of League matter, as directed by the Board of Directors.
- J. Scheduling Director
1. To present the season schedule (including playoff games) to the Board 15 days prior to the start of the season, for their approval.
 2. To set-up season and playoff schedules.
- K. Trophy Director
1. If prices increase more than 3% with current vendor, competitive quotes must be received for Board Approval.
 2. Order and distribute trophies at the appropriate time.
- L. Uniform Director
1. If prices increase more than 3% with current vendor, competitive quotes must be received for Board Approval.
 2. To order and receive uniforms for the League.
 3. To coordinate uniform distribution.
- M. Sponsor Director

1. To obtain a sponsor for each team.
2. To maintain a mailing list of sponsors.

VIII. Committees

The committee chairperson shall fill out the membership of his/her committee from the membership. The committee chairperson shall be responsible and report to the President.

- A. The Executive Committee shall consist of five Officers:
 1. President
 2. Vice-President
 3. Recording Secretary
 4. Treasurer
 5. Chief Umpire
- B. It shall be the duty and responsibility of the Executive Committee:
 1. To meet between Board meetings when necessary, and to assist the President in administrative duties.
 2. To meet and take action within the policies of the Board at any time.
 3. To prepare the necessary details attendant to the business of the Board for their consideration and action.
 4. The Executive Committee cannot override a previous Board decision.
- C. Standing committees may be established by the Board of Directors.
- D. Ad Hoc committees may be appointed by the President and may be dissolved by the President when their specific purposes have been accomplished.

IX. League Operational Policies

- A. The League operational policy shall be established by the Board prior to the start of the season. Changes shall not be made in the operational policy during the season, except in extreme circumstances.
- B. Operational policy, procedure and rules follow the current year's United States Specialty Sports Association (USSSA) official rule book; any exception or modification is to be approved by the Board of Directors. Rule modifications may only be adopted during the November Board Meeting for the current season.
- C. No one shall act in the breakage of teams who has an immediate family member (husband, wife, son, daughter, etc.) participating in that division. Any exceptions must be approved by the Board of Directors.
- D. As a condition of volunteering, all volunteers will authorize Inter-Lakes Girls Softball League to conduct a background check. Should derogatory information be obtained, the Executive Board of Directors has the ability to make further inquiries. The Executive Board of Directors will act as a compliance officer prior to registration.

X. Amendments

These amendments may be amended, added to or replaced by the affirmative vote of a majority of the members present at the General Membership Meeting. Special notice on the date and place of this meeting shall be published at least 14 days in advance of the meeting.

XI. Dissolution

In the event of dissolution of this organization, the Board of Directors shall adopt a plan of distribution of assets remaining after payment of all debts in accordance with local, state and federal laws.

Amended for the 2025-2026 Season at the June 2025 General Membership Meeting
Sean Sutton, ILGSL President
Updated: September 1, 2025