



Columbia Falls Youth Softball (CFYSA)
CFYSA Board Handbook
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CFYSA Mission: Columbia Falls Youth Softball Association (CFYSA) is a non-profit organization dedicated to developing self-confidence and athletic skills in our local young women. We welcome all girls wanting to play fastpitch softball throughout the Columbia Falls and greater community. CFYSA offers instruction and team building skills for players ages 5-14. It is our goal to instill a sense of self-worth and a positive self-image through the game of fastpitch softball.

ARTICLES

I. **Name:**

The name of the association shall be "Columbia Falls Youth Softball Association" or referred to as CFYSA.

II. **Affiliation:**

CFYSA shall elect each year prior to the start of the season to affiliate or not to affiliate with the nationally organized softball association, such as Babe Ruth Softball or ASA. The affiliation shall be consistent with the laws under which CFYSA is organized and shall not lessen or restrict the stipulations and regulations of the adopted articles and bylaws of CFYSA.

III. **Objectives:**

CFYSA is a nonprofit association existing under the Laws of the State of Montana for the purpose of creating and operating an amateur softball organization. The objectives are as follows:

- A. To Promote softball for all persons regardless of race, sex, national origin, or ancestry.
- B. To establish uniform softball rules.
- C. To provide proper safeguards in the spirit of good sportsmanship and establish principles of ethical and moral behavior relating to all participants, coaches, parents, umpires, and general numbers of the association or game attendees.
- D. To establish useful and beneficial alliances with other organizations, bodies, or individuals for the purpose of promoting amateur softball.
- E. To conduct, promote, or participate in annual softball championships.
- F. To educate and provide the proper playing skills and rules of the game through organized clinics, seminars, and training sessions.
- G. CFYSA will adopt and follow all ASA official rules pertaining to background checks for ALL volunteers associated with CFYSA. Each individual case has the right to be reviewed by CFYSA Board for approval. The following are not reviewable; charges that result in felony charges or charges with involvement with adolescents or minors.
- H. The draft will be implemented for the 12U and 14U teams.

IV. **Governance:**

CFYSA shall operate under the direction and authority of a Board of Directors ("Board") consisting of no less than five (5) members and no more than twelve (12) members. No individual member of the Board shall act on behalf of CFYSA, but all actions on behalf of CFYSA shall be taken in the name and approved by the Board of Directors as a body. If at any time CFYSA is insolvent, then under provisions of State Law; CFYSA shall cease to conduct business and be dissolved.

- A. A quorum to do business shall consist of no less than two thirds (2/3) of the elected Board. When there are less than twelve (12) elected Board members, it shall consist of one half (1/2) of the elected Board.
- B. At all times, at least three (3) Board members must be serving in their second year of their elected term. Vacated Board positions which were elected at a meeting shall be filled by a two thirds (2/3) vote of the remaining Board, as long as there remains at least five (5) Board members at said meeting. Waiver of the above provisions may only be done by again giving a public notice meeting for the specified purpose of waiving terms herein or holding an additional general meeting for the purpose of electing Board members.
- C. Board member positions may be deemed vacated when a Board member is absent from three (3) or more organized activities or meetings, at which a Board member's attendance is expected, without giving cause to the Board through any attending member at the meeting. A Board member's position may also be vacated if two (2) elected Officers or four (4) Board members, submit to the Board in writing, with signatures attached thereto, reasons for the vacating of that specific Board member. Thereafter the Board and revised after due consideration by a two thirds (2/3) vote may declare the specific Board position vacant.
- D. The Board shall strive to have a representative of the high school softball program as a Board member.
- E. All Board members must support any and all decisions passed by a proper vote regardless of personal feelings or opinions. Our Board represents ALL players. Our Board members stand tall and united as one. If any violations occur, refer to section "Article IV.D." of the Articles, Bylaws, and Policies of the Columbia Falls Youth Softball Association (CFYSA).

BYLAWS

- I. **Board of Directors:** Immediately following the meeting the Board of Directors (Board) shall meet and elect from their membership a President, Vice President, Secretary, and Treasurer to conduct the business of the Board. The President or any three (3) officers or any five (5) Board members may call for a Board meeting. All Board members shall be notified five (5) days before and must state the business to be conducted as the meeting. Exception to this is an emergency meeting needing mandatory action done.
 - A. Any Board member may not delegate its authority regarding any contract or obligation in excess of one month, nor any obligation resulting in a financial amount greater than \$500, nor make any commitment contrary to the Articles, Affiliation, Bylaws, or State Law or stated and approved policy.

- II. **Officers:** Officers shall be elected for a term of two (2) years. For the purpose of continuity the Board shall try to maintain a policy of the President retiring upon completion of the elected term. All officers serve at the pleasure of the Board, any may be removed at any time by a two thirds (2/3) vote of the Board at a regularly held or special meeting of the Board members.

A. Duties of the Officers:

1. **President:** The President shall serve at the pleasure of the Board. The President shall preside over all meetings. The President shall establish an agenda for each meeting and conduct the meeting in accordance with the Roberts Rule of Order. The President shall advise the Board at all times of the general status of the CFYSA. The President shall observe the performance of other officers and report for action or lack thereof, which affects the association to the Board. The primary function of the President is to monitor and oversee that CFYSA is accomplishing its objectives according to the Board policy and direction. Other duties of the President are as follows:
 - a) CFYSA liaison and representative with external organizations and affiliates.
 - b) Promotion of the association and publicity.
 - c) Assuring and maintaining effective communication amongst the various association members and entities.
 - d) To see that someone on the Board is recommended for Board approval to arrange for and supervise the umpires.
 - e) To provide for a yearly audit of the association books.
 - f) To act on behalf of the Board at times of emergency or when Board meetings could not be timely held, and to report such actions to the Board as soon as possible.
 - g) President shall do vacant positions &/or jobs that are not filled.
 - h) President shall protect the privacy of all persons subjected to a background check.
2. **Vice President (VP):** The VP shall act in the absence of the president. The VP's primary function is to organize and oversee the various divisions of softball play in accordance with Board policy and approval. Other duties of the VP are as follows:
 - a) Recommend and organization plan for division play to the Board for approval prior to team organization.
 - b) Oversee the scheduling of games and practices.
 - c) Oversee the approval of all coaches and division representatives.
 - d) Oversee the team assignments and drafting system as it pertains to individual divisions.
 - e) Organize and oversee training and education programs to be approved by the Board and to recommend appointments to the Board to conduct such programs.
3. **Secretary:** The Secretary's primary function shall be to maintain all records of proceedings of the Board and the association. Other duties of the Secretary are as follows:
 - a) To prepare, monitor, and distribute all correspondence.
 - b) To oversee the publishing and keep a current list of Officers, Board Members, and Committee Heads.
 - c) To safeguard the records of the Board and association.
 - d) To provide minutes of all meetings.
 - e) Conduct and/or organize a committee to take care of team uniform purchases & handouts.

4. **Treasurer:** The Treasurer's primary function is to oversee the financial transactions of CFYSA in accordance with Board policy and approval. Other duties of the Treasurer are as follows:
- a) To collect and deposit all moneys of CFYSA.
 - b) To prepare and sign CFYSA checks.
 - c) Maintain and safeguard a permanent set of balanced books.
 - d) Report, at least monthly, to the Board the financial status of CFYSA.
 - e) Open &/or maintain CFYSA checking and savings accounts per Board approval.
 - f) Submit &/or pay all required licenses and tax forms as required by State and Federal law.
 - g) Present bills to be paid to the Board for approval, if not already approved.
 - h) Work directly with fundraising and registration committees.

III. **Committee Heads:** The Board shall elect Committee heads to oversee &/or perform duties of said committees. Committee heads shall serve at the pleasure of the Board and have only recommendation authority of the Board. Committee heads shall exist for only specific purposes and function for a set period of time, one season. All committee head positions will dissolve upon completion of their tasks in that season.

- A. **Coach/Team Creation:** To establish and present to the Board for approval, coach selections and team creations. To create Board approved information packets for coaches prior to start of season. To organize and implement a structured coaches meeting with our President.
 - B. **Education:** To organize and oversee education programs to be approved by the Board.
 - C. **Equipment:** Organizing all equipment, ordering needed equipment, and keeping shed property stocked.
 - D. **Field Maintenance:** Help coaches keep fields properly maintained and help with preparing the fields for games.
 - E. **Fundraising:** Create and organize flyers, letters, and emails associated with fundraising. Also to distribute and/or set up distribution of said materials.
 - F. **Registration:** Create, organize, and distribute registration forms. Collect registration forms, supply Treasurer with payments, and further disburse necessary documents to Coach/Team Creation committee head(s).
 - G. **Rules/Umpires:** Compile, create, and distribute rules for all divisions. Train, test, and organize Board approved umpires.
 - H. **Scheduling:** Schedule all practices and games in a fashion approved by the Board which is fair to all divisions and teams.
 - I. **Summer Travel Ball:** Organize and create coaching staff and teams. Schedule tournaments, distribute materials necessary.
 - J. **Tournament Director:** Schedule end of season tournament for all divisions and order trophies. Keep in contact with teams for their win/loss records, update brackets, and distribute trophies at the end of tournaments.
 - K. **Web Design:** Keep CFYSA's website updated with current documents and information.
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POLICIES

Annually and prior to the beginning of official Spring practice the Board shall meet and review all existing policies (local rules). Policies shall be written and attached to the Articles, Bylaws, and Policies for the year to which they apply. Each year, the policy statement which will be enforced, must be adopted or re-adopted by the Board on an individual basis by a two thirds (2/3) vote of the Board. The policy statement may be added to, deleted from, or amended throughout the year by a three fourths (3/4) vote of the Board. These policy statements shall be the basis for which the CFYSA program runs for the coming year. Policy statements shall not conflict with the Articles, Bylaws, and State Law.

- I. **Local Rules:** To be submitted by Rules/Umpires Committee Head, approved by the Board, and attached to the Articles, Bylaws, and Policies document.

II. Organization Type

- A. 501c: Federal tax law provides tax benefits to nonprofit organizations recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (Code). The Code requires that tax-exempt organizations must comply with federal tax law to maintain tax-exempt status and avoid penalties.
- B. A public charity is prohibited from allowing more than an insubstantial accrual of private benefit to individuals or organizations. This restriction is to ensure that a tax-exempt organization serves a public interest, not a private one.
- C. No part of an organization's net earnings may inure to the benefit of an insider. An insider is a person who has a personal or private interest in the activities of the organization such as an officer, director, or a key employee. This means that an organization is prohibited from allowing its income or assets to accrue to insiders.
- D. Public charities are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Contributions to political campaign funds or public statements of position made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity.
- E. In general, exempt organizations are required to file annual returns, although there are exceptions. If an organization does not file a required return or files late, the IRS may assess penalties. In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status. CFYSA is required to file a 990-N annually by the 15th day of the 5th month following its fiscal year (May 15th). CFYSA is able to fill the 990-N because it is an exempt organization that has annual gross receipts of \$50,000 or less. This can be done electronically via the internet after creating an id and password at <https://epostcard.form990.org/>

III. Accounting Period

- A. January - December of each year