

# **Bonita Valley Girls Amateur Softball Association Bylaws**

## **BYLAWS OF BONITA VALLEY GIRLS AMATEUR SOFTBALL ASSOCIATION MEMBER OF AMATEUR SOFTBALL ASSOCIATION**

### **ARTICLE I - PURPOSE**

#### **Section 1:**

It is the purpose of this organization to achieve the following:

- A. To provide an organized, recreational and advanced competitive softball program for the players.
- B. To provide an enjoyable and memorable experience for the players who participate in the program.
- C. To develop softball skills and gain an appreciation and knowledge of the game.
- D. To develop good sportsmanship.
- E. To develop the qualities of citizenship and leadership through the game of softball.
- F. To promote physical fitness for the players.
- G. To prepare the players for competitive travel ball, high school, and beyond.

#### **Section 2:**

All adult volunteers who are involved are to work for the protection, guidance, well-being and welfare of all participating players. This goal will be attained by the recruitment and training of qualified adults who share the League's philosophy and objectives.

#### **Section 3:**

The name of this organization shall be Bonita Valley Girls Amateur Softball Association, herein after referred to as "the League" and is endorsed by the City of Chula Vista recreational department. The League is organized for non-profit purposes and does not contemplate pecuniary gain or profit to the members thereof. The Board is granted the right to insert into the name of the League such additional terms which will indicate that this League is affiliated with another organization for the purpose of playing girls softball. However, Bonita Valley Girls Amateur Softball Association shall be used on all business transactions, including, but not exclusively, bank accounts.

**Section 4:**

Notwithstanding, any other provision of these articles, the League shall not carry on any other activities not permitted to be carried on by a League exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a League, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

**Section 5:**

Upon the dissolution of this League, assets shall be distributed for one or more exempt purpose within the meaning of section 501(c) (3) of the Internal Revenue Code. Upon the winding up and dissolution of this League, after paying or adequately providing for the debts and obligations of the League, the remaining assets shall be distributed to a non-profit fund foundation or League, organized and operated exclusively for charitable, educational, or scientific purposes, and is established under section 501(c)(3) of the Internal Revenue Code.

**ARTICLE II -MEMBERSHIP**

**Section 1: Membership**

- A. Open to all players, their parents, legal guardians and interested adults of the community, regardless of race, religion or national origin. Prospective members must meet the requirements established by these Bylaws.

Membership includes:

- 1. Participating Members
- 2. General Members

**Section 2: Specific Membership**

- A. Participating Members include all registered players.
  - 1. Shall consist of players aged 4 (four) through 16 (sixteen) as of 12:00:01am, January 1 of the calendar year of play.
  - 2. Registration (Spring Ball)
    - a) Formal registration of prospective members should be held prior to the first Saturday in January; however, players may register through the end of January. Priority of placement on teams, for late registrants, will be determined by date of registration if the League cannot accommodate all registrants.
    - b) Fees will be established each year by the current Board, based on projected expenses.
    - c) First year BVGASA players must present legal proof of date of birth at time of registration; other players upon request of the Registrar.

- B. General Membership
  - 1. Parents or legal guardians of all currently registered players.
  - 2. All official Managers.
  - 3. All official Coaches.
  - 4. All Board Members.

C. Qualifications

Every adult person of good character who is interested in the purposes of the League shall be eligible for membership to the organization. All shall be considered to be members upon approval of the Board or upon registration of their child in the League.

D. League Limits

There shall be no League limits or boundaries.

**Section 3: Voting Privileges**

- A. Each General Member shall be entitled to vote at all General Meetings; and shall be entitled to one (1) vote in the election of Board Members.
- B. No absentee or proxy votes will be accepted.
- C. All elected & appointed Board Members shall be entitled to vote at any non-executive board meeting.

**Section 4: Termination of Membership**

- A. Participating Members may terminate their membership by notifying the League President.
- B. General Members may terminate their membership by sending a letter of resignation to the League President.
- C. The Board reserves the right to terminate the membership of any individual who does not follow the bylaws, policies, rules or regulations of this organization.
- D. The Board reserves the right to terminate the membership of any individual who knowingly acts to the detriment of the League.

**Section 5: Length of Membership**

- A. Participating and General Membership begins at the time of registration and continues in effect for one year until the new board is seated.

**Section 6: Compensation**

- A. No Participating or General Member shall receive any compensation, including monetary compensation, or any other thing of value, for their

service as a member of the Board, with the exception of free membership that is provided to all children of board members.

### **ARTICLE III BOARD OF DIRECTORS**

#### **Section 1: Board of Directors**

- A. Shall include Elected Officers and elected and appointed Board Members.
  - 1. Must be 21 years of age or older.
  - 2. Have voting power pursuant to these Bylaws.
  - 3. Shall not use their position to the detriment of the League or to their own benefit. Violation of this code can subject that person to be removed from office.

#### **Section 2: Executive Board**

- A. Shall include:
  - 1. President
  - 2. 1<sup>st</sup> Vice President
  - 3. 2<sup>nd</sup> Vice President
  - 4. Secretary
  - 5. Treasurer
  - 6. One Upper and one Lower Player Representative
- B. Has the power to act for this organization when called into session between regular board meetings by the President, and with a quorum participating.

#### **Section 3: General Powers**

- A. The Board shall exercise all the powers of the organization in the management of the organization, subject to the restrictions imposed by law and common sense.
  - 1. By the Articles of Incorporation.
  - 2. By these Bylaws.

#### **Section 4: General Duties of Board Members**

- A. Prepares a proposed budget for their particular area of responsibility.
- B. Maintains a complete written inventory of all supplies and equipment owned by the League in their particular area of responsibility.
- C. Maintains an itemized, written account of all expenditures made in their area of responsibility, quantities ordered, quantities used and purchased prices.
- D. Prepares an Annual Report presented at the Annual Meeting of the Board, and to the incoming chairpersons to assist them in the execution of their official duties. The report shall include the following:
  - 1. Proposed budget.
  - 2. Written inventory.
  - 3. Itemized accounting of expenditures.
  - 4. Duties and methods of carrying out these duties.
  - 5. Recommendations and any other information, which may be of assistance to the new Board Members.
- E. Makes and executes decisions concerning their area of responsibility and are encouraged to seek suggestions from other members of the Board.

#### **Section 5: General Membership Meeting**

An agenda shall be prepared for the meeting. The League will hold two meetings as needed, the first meeting in February during the opening ceremonies to approve any changes to the Bylaws and the second in May before, during and after the League's closing day activities for Board Elections. The majority of the Board, providing that the Secretary has posted written notice at all snack bars ten (10) days in advance of said meeting, may call additional general membership meetings.

#### **Section 6: Board Meetings**

The Board shall hold a minimum of one monthly meeting. The day and location of the meetings shall be planned at least 90 days in advance, unless the board by a majority vote decides it is necessary to change the date, and providing that a ten (10) day notice is given to each Board member and posted on the website.

#### **Section 7: Quorum**

A quorum for any meeting shall be a simple majority of the Executive Board.

#### **Section 8: Abstaining**

No member of the Board shall be allowed to abstain on a vote unless there are grounds for a conflict of interest agreed upon by the remaining Board members.

#### **Section 9: Voting by Proxy**

Voting by proxy is prohibited.

## **ARTICLE VI ETHICS AND CONDUCT**

### **Section 1: General**

- a) The objective of the Board is to conduct and promote the business and activities of the League in an ethical manner.
- b) Honesty, justice and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
- c) The Board members shall recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League and will do so with the highest degree of integrity and impartiality.
- d) No Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League.
- e) The objective of Bonita Valley Girls Amateur Softball Association is to instill in the youth of our community ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing, healthy adults. This objective will be reached by providing supervised competitive athletic games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
- f) Any Civil or Criminal action against the League will result in an immediate prosecution by the Board to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
- g) The League, in conjunction with the School District, will enforce the NO TOBACCO POLICY at all League functions held at school sites.

### **Section 2: Board Members and Meetings**

- a) All Board meetings will be conducted in a civil and courteous manner.
- b) A decision having been reached by a majority vote of the board will be adhered to and actively supported by all its members.
- c) No board member shall use his or her position to sway any decision made by an umpire.
- d) Violation of any of the above will be grounds for dismissal from office by the majority vote of the remaining board members. Dismissal will follow the same procedure outlined for the dismissal of managers and coaches.

### **Section 3: Managers and Coaches**

- a) All Managers and Coaches shall be interviewed and approved by the Board.
- b) Managers and coaches are expected to be courteous and civil and to always display the best example of good sportsmanship at all League functions. Any deviation should be reported to the division coordinator.

- c) Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager will not be tolerated. If, after one warning from the umpire, the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive coach or manager from the grounds (not just the field). If the disruptive coach or manager does not leave the grounds immediately after being ordered to do so, a forfeit will exist in favor of the opposing team, no matter what the score or the inning. Foul, abusive, and disruptive language or any other action disruptive to the progress of the game is based strictly on the opinion of the umpire.
- d) If, after it has been explained, an umpire's decision continues to be challenged by a coach or a manager, the umpire will eject him or her from the game.
- e) Managers, coaches, spectators, and players are responsible for picking up their own litter.
- f) Managers and Head Coaches can be male or female and must be twenty-one (21) years or older. Any additional coaches maybe eighteen (18) year or older. A female twenty-one (21) years or older must be present at all team functions (i.e., practices, games, team parties, etc.).
- g) The manager is responsible for the conduct of his/her entire team while assembled as a team, including coaches, spectators, and players. The manager is subject to suspension and/or removal by the decision of the Executive Board for the conduct and activity of his/her team and is answerable to the League for any violation.
- h) Each manager shall be subject to immediate suspension from their duties upon failure to attend mandatory manager meetings or any other special meetings where the manager is requested to attend.
- i) It is the manager's duty to report to the Player Agent, and the Player Agent to the Executive Board, any misuse of a player or any player dropping from a team.

#### **Section 4: Players**

- a) All players are expected to be courteous, civil, and display good sportsmanship at all times.
- b) A player who argues, uses abusive language or intentionally throws equipment, at the discretion of the umpire, will be ejected from the game but not from the field.

#### **Section 5: Spectators**

- a) Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, coach, manager, or other spectators will not be tolerated and could result in removal from the grounds. All spectators, players, coaches, and managers are responsible for picking up their own litter.

- b) Team managers will be responsible for the behavior of spectators of his or her team.
- c) All persons attending Bonita Valley Girls Amateur Softball Association events must abide by Civil and California Education Codes. No intoxicating beverages or controlled substances will be allowed at any Bonita Valley Girls Amateur Softball Association sanctioned game, practice, or function. All League officials and representatives are responsible for monitoring this rule. The League, in conjunction with the School District and the City of Chula Vista, will enforce the NO TOBACCO POLICY at all League functions held at school sites and city park locations.

## **ARTICLE V DUTIES OF THE BOARD OF DIRECTORS**

### **Section 1: EXECUTIVE BOARD - Elected Officers**

- A. President (Non-Voting Member of Executive Board, except in the event of a tie as outlined below)**
  - 1. Presides over the Executive Board of the League
  - 2. Appoints all special committee Chairpersons
  - 3. Recommends removal of board members subject to the majority vote of the executive board
  - 4. Calls meeting of the Executive Board and board members
  - 5. Signs checks within limits outlined in Bylaws and in conjunction with the 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President and Treasurer. May not sign checks payable to himself/herself for reimbursement of expenses
  - 6. Coordinates all League matters with the City of Chula Vista
  - 7. Shall review all Adult volunteer applications and present all appropriate paperwork to ASA for background checks.
  - 8. Has umpire veto power
  - 9. In case of a tie vote by the Executive Board, the motion of vote will be decided in whichever way the President votes.
  - 10. Can not be an All-Star Manager.
  
- B. 1<sup>st</sup> Vice President (Voting Member of Executive Board)**
  - 1. Assumes all the duties of the President in the event of incapacity or at the request of the President
  - 2. Assist the President with League activities
  - 3. Responsible for the League's safety program.
  - 4. Assists the College/High School Liaison with the scheduling and running of the League's players' and coaches' clinics

5. Signs checks within limits outlined in Bylaws and in conjunction with the President, 2<sup>nd</sup> Vice-President and Treasurer. May not sign checks payable to himself/herself for reimbursement of expenses
6. Coordinates the League draws with Player agents and Division Coordinators.

**C. 2<sup>nd</sup> Vice President (Voting Member of Executive Board)**

1. Assumes all the duties of the President and 1<sup>st</sup> Vice President if either is unable to do so.
2. Responsible for the correct execution of League Bylaws and Policy. Recommends changes and updates as needed. Works with Secretary to ensure any updates or changes are properly recorded.
3. Assist with the registration process as needed.
4. Oversees Snack Bar Coordinator and assists Treasurer as needed with Budget planning
5. Signs checks within limits outlined in Bylaws and in conjunction with the President, 1<sup>st</sup> Vice-President and Treasurer. May not sign checks payable to himself/herself for reimbursement of expenses

**D. Secretary (Voting Member of Executive Board)**

1. Keeps minutes of all board meetings
2. Maintains League records. Works with 2<sup>nd</sup> Vice President to ensure all League Bylaws, policies and rules are current and any changes to these documents are properly recorded.
3. Keeps files on all special committee reports.
4. Conducts the general correspondence of the League.
5. Makes arrangement for all meeting rooms
6. Handles all insurance needs and maintains a log of all injuries at all League functions.
7. Makes sure all Board Meeting Minutes are typed, distributed to all board members and posted to the website after approval at the next scheduled Board Meeting
8. Oversees all functions related to player registration and proper filing of all player information in accordance with current ASA procedures.
9. Responsible for opening and reviewing the bank statement which should be sent to the League PO Box and comparing check register with bank statement.
10. Coordinates League Picture Day.
11. Coordinates League Snack Bar Schedule with Snack Bar Coordinator.
12. Maintains and updates Parent handbook.

**E. Treasurer (Voting Member of the Executive Board)**

1. Deposits all funds in the League bank accounts. Properly records all funds.
2. Prepares checks for the purpose of paying the bills and other expenses incurred in running the League. Two signatures must

accompany each check. Exceptions are routine bills under \$200.00. Refunds of registration fees may also be paid immediately without requiring two signatures if under \$200.00. Properly records all payments.

3. Signs checks within limits outlined in Bylaws and in conjunction with the President, 1<sup>st</sup> Vice-President, and 2<sup>nd</sup> Vice-President. May not sign checks payable to himself/herself for reimbursement of expenses.
4. Prepares the operating budget with the assistance of the 2<sup>nd</sup> Vice President based on data provided by other board members and committees and submits for board approval in advance of the season and no later than the last meeting in December.
5. Furnishes check register, financial reports, and monthly bank reconciliations at every Board Meeting.
6. Provides Secretary with a copy of the Treasurer's Report at every board meeting.
7. Submits complete financial report at the end of the League year to the Executive Board and League accountant.
8. Make available financial records to any General Member upon approval of the board.
9. Arranges for tax return preparation by outside accountant and submits all records as necessary.
10. Verifies the filing of all necessary State and Federal Tax and information forms by League accountant.

**F. Upper Division Player Agent (Voting Member of the Executive Board)**

1. Agent for 14U, 12U divisions.
2. May not manage or Coach in any divisions that they oversee.
3. Obtains and verifies managers and coaches for each division with the help of the Division Coordinators as needed.
4. Represents the interests of each Participating Member in divisions responsible for and ensures that all actions taken by Managers, Coaches, Board Members or General Membership are taken for the well being and welfare of these younger members.
5. Maintains evaluation records of each player in the respective divisions as supplied by the Coordinators in strict confidence. Information can only be released with approval of the board.
6. Oversees the organization and execution of the League team draw process for responsible divisions.
7. Presents any problems pertaining to their Managers or Coaches that require Executive Board action.

**G. Lower Division Player Agent (Voting Member of the Executive Board)**

1. Agent for 10U, 8U and T-Ball divisions.
2. May not manage or Coach in any divisions that they oversee.
3. Obtains and verifies managers and coaches for each division with the help of the Division Coordinators as needed.

4. Represents the interests of each Participating Member in divisions responsible for and ensures that all actions taken by Managers, Coaches, Board Members or General Membership are taken for the well being and welfare of these younger members.
5. Maintains evaluation records of each player in the respective divisions as supplied by the Coordinators in strict confidence. Information can only be released with approval of the board.
6. Oversees the organization and execution of the League team draw process for 10U division.
7. Presents any problems pertaining to their Managers or Coaches that require Executive Board action.

## **SECTION 2: ELECTED BOARD MEMBERS**

### **A. Major Division Coordinator**

1. Holds Managers/Coaches meetings before the season starts and at mid season or as required in order to:
  - a) Discuss and Disseminate League information.
  - b) Discuss common problems and share softball information and knowledge.
  - c) Distribute literature.
  - d) Participate in clinics and workshops.
  - e) Assist and outline practice schedule times and locations.
  - f) Distribute and collect equipment needed.
  - g) Provide each Manager with a League packet at their preseason meeting that includes the League Bylaws, League Rules, League All-star Policy, Injury report form and Safety Committee information.
2. Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.

### **B. Minor Division Coordinator**

1. Holds Managers/Coaches meetings before the season starts and at mid season or as required in order to:
  - a) Discuss and Disseminate League information.
  - b) Discuss common problems and share softball information and knowledge.
  - c) Distribute literature.
  - d) Participate in clinics and workshops.
  - e) Assist and outline practice schedule times and locations.
  - f) Distribute and collect equipment needed.
  - g) Provide each Manager with a League packet at their preseason meeting that includes the League Bylaws, League Rules, League All-star Policy, Injury report form and Safety Committee information.
2. Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.

**C. Mini-Minor Division Coordinator**

1. Holds Managers/Coaches meetings before the season starts and at mid season or as required in order to:
  - a) Discuss and Disseminate League information.
  - b) Discuss common problems and share softball information and knowledge.
  - c) Distribute literature.
  - d) Participate in clinics and workshops.
  - e) Assist and outline practice schedule times and locations.
  - f) Distribute and collect equipment needed.
  - g) Provide each Manager with a League packet at their preseason meeting that includes the League Bylaws, League Rules, League All-star Policy, Injury report form and Safety Committee information.
2. Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.

**E. Rookie Division Coordinator**

1. Holds Managers/Coaches meetings before the season starts and at mid season or as required in order to:
  - a) Discuss and Disseminate League information.
  - b) Discuss common problems and share softball information and knowledge.
  - c) Distribute literature.
  - d) Participate in clinics and workshops.
  - e) Assist and outline practice schedule times and locations.
  - f) Distribute and collect equipment needed.
  - g) Provide each Manager with a League packet at their preseason meeting that includes the League Bylaws, League Rules, League All-star Policy, Injury report form and Safety Committee information.
2. Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.

**F. T-Ball Division Coordinator**

1. Holds Managers/Coaches meetings before the season starts and at mid season or as required in order to:
  - a) Discuss and Disseminate League information.
  - b) Discuss common problems and share softball information and knowledge.
  - c) Distribute literature.
  - d) Participate in clinics and workshops.
  - e) Assist and outline practice schedule times and locations.
  - f) Distribute and collect equipment needed.
  - g) Provide each Manager with a League packet at their preseason meeting that includes the League Bylaws, League Rules, League All-star Policy, Injury report form and Safety Committee information.

2. Works with Umpire Coordinator to ensure positive communication between Managers, Coaches and Umpires.

**G. All-star Coordinator**

1. Shall oversee the scheduling of All-star Tournament play.
2. Shall supervise and oversee the League's All-star selection and team formation process.
3. Shall oversee and order all uniforms required for All-star teams.
4. Shall book all hotel rooms required if teams travel outside of local area.
5. Responsible for registering all All-star teams in tournaments selected by the League and arranging for payment being made in a timely manner.
6. Take complaints by the League Membership related to any issue involving All-star policy or operations taking all un-resolvable issues or disputes to the Executive Board for determination as deemed appropriate by such board.
7. Oversees the planning of a League tournament if approved by the board and makes arrangements for trophies for such a tournament.
8. Oversees registration, bracketing, scheduling, field prep for any League sponsored All-star tournament.
9. Can not Manage or be a Team Mom for any All-Star team. Allowed to coach on an All-Star staff but all Coordinator responsibilities will take priority over coaching responsibilities.

**H. Fields Coordinator**

1. Coordinates all activities with the Recreation and Parks Department of the City of Chula Vista with regards to permits and facilities needed for practice and games.
2. Attends all Youth Sports Council meetings as representative of the League.
3. Oversees Fields Sub Committee to prepare fields for play as needed on Saturdays.

**I. Equipment Coordinator**

1. Provides procurement, security, accountability and distribution of all equipment used in League play and practice.
2. Maintains a written record of equipment owned by the League.
3. Develops and submits to the Treasurer a detailed quote (minimum of three) identifying the quantity and cost as required accommodating estimated enrollment by the League. Also purchases all supplies needed to prepare the fields for games played.
4. Locates and maintains a facility in which League equipment can be stored to insure optimum security.
5. Serves as back up and support to Fields Coordinator at Youth Sports Council functions.

**J. Sponsor Coordinator**

1. Responsible for contacting previous and potential sponsors needed to raise enough money to support the estimated teams for the upcoming League season. Follows up with Treasurer to track current status of incoming donations.
2. Works with Uniform Coordinator to ensure proper sponsor recognition is accomplished on all team uniforms.
3. Works with Trophy Coordinator to ensure proper sponsor awards are prepared for presentation as needed.
4. Works with Website Coordinator to ensure all sponsor information is up to date and correct on website.
5. Coordinates a "Sponsor Day" once a year to acknowledge all League Sponsors.
6. Recommends any changes needed to the League's current sponsor program.
7. Responsible for the purchase of and displaying of all sponsor banners as outlined in the League sponsor program.

**K. Snack Bar Coordinator**

1. Oversees the Committee of the Snack Bar
2. The Committee is responsible for:
  - a) Developing an operating budget
  - b) Buying all necessary supplies and ensuring all safe keeping of supplies and food in a high quality and safe manner.
  - c) Accountable for safe guard of receipts thru Snack Bar Checking account.
  - d) Arranging for Staff to service the snack bar by coordinating with League Secretary.
  - e) Workers must be at least 12 years old and must be supervised by an adult at all times.
  - f) Arranging for the opening and closing of the Snack Bar on days schedule to be open.
  - g) Coordinating Snack Bar operations at all League sponsored tournaments.
  - h) Delivering deposit receipts to Treasurer along with account reconciliation on a weekly basis.

**L. Fundraising Coordinator**

1. Coordinates and recommends to the Board any Fundraising ideas
2. Oversees all League approved Fundraising functions.

**M. Uniform Coordinator**

1. Secures a minimum of three bids for the purchases of League uniforms to present to the board.
2. Coordinates with League selected Uniform vendor the order, purchase and distribution of necessary softball wearing apparel for League play.

3. Coordinates with Sponsor Coordinator to ensure all uniforms have proper Sponsor recognition on Shirts.

**N. Umpire and Scheduling Coordinator**

1. Oversees the hiring and scheduling of umpires for League games, including all make up games.
2. Insures all umpires are ASA certified (except for mentor program, if in place)
3. Has Veto power over umpires
4. Monitor umpires throughout the season. Shall fill out a report on any negative activity by an umpire and report to the umpire's organization and the League.
5. Responsible for preparation and completion of League playing schedule for all divisions at least 14 days prior to opening day. Prepares all make up schedules and coordinates these games with the umpire organization.
6. Oversees and monitors any mentoring program that might be in place with the umpire organization and the League.

**O. Website Coordinator**

1. Responsible for maintaining League website for announcements and information.
2. Keeps site up to date related to schedule and calendar information
3. Works with Secretary in the use of the website to facilitate League registration.
4. Updates website with current Board Meeting Minutes, Bylaws and League Rules.

**P. Award Coordinator**

1. Responsible for obtaining and distributing awards for League participants.
2. Works with Sponsor Coordinator in obtaining and distributing Sponsor awards as needed.

**Q. Way and Means**

1. Provides assistant to League in special projects as needed.

**R. College/High School Liaison**

1. Schedules and coordinates the League Player and Coaches' Clinics with the assistance of the 1<sup>st</sup> Vice President
2. Coordinates and communicates League activities with local High School and College Softball coaches and staffs

**S. Publicity Coordinator**

1. Submits articles to local newspapers and other media with regards to registration, games and League tournaments and division standings.

2. Arrange for production and posting of banners announcing registration.
3. Produces and arranges for all registration flyers to be distributed to local schools in a timely manner to be sent home.

## **ARTICLE VI COMMITTEES**

### **Section 1**

All Committees shall be appointed by the President and with board approval. The Board shall determine committee size, objective, responsibility, and designated chairperson. Each committee Chairperson shall be responsible to report directly to the Board regarding the committees' accomplishments and responsibilities.

Permanent Committees are Bylaws, Field Development, Safety, Special Projects, Team Selection Process and Election. All other committees shall be appointed by the President and subject to approval by the board. The Board can remove any committee member failing to fulfill their duties at any time. The Team Selection Process committee will recommend the process for team selection for the current year after review of last year's process. This recommendation once approved by the board will be the process for the current year. The Bylaw committee will review the bylaws on an annual basis and present to the Board any recommended changes, if any prior to February 1<sup>st</sup> of each year.

## **ARTICLE VII FINANCES**

The treasurer shall present a final Spring Season budget for approval by the Board by the first scheduled meeting in January.

Any purchase within the budget exceeding \$1,000.00 must have three competitive bids and be approved by the Board. Purchases outside the budget must have three competitive bids and must have Board approval prior to purchase, with the exception of the snack bar purchases. Snack bar purchases shall not exceed \$1,000.00 per calendar week unless approved by the Executive Board.

### **Section 1**

The Treasurer shall deposit all League funds into a bank designated by the Board.

### **Section 2**

The fiscal year of this organization shall extend from September 1<sup>st</sup> to August 31<sup>st</sup>.

### **Section 3**

All money placed in specific savings accounts may only be withdrawn from said account when approved by a 2/3<sup>rd</sup>'s vote of a quorum at a board meeting.

### **Section 4**

All checks above \$200.00 will require two signatures. Limitations are as outlined in Article V Duties of Board members.

## **ARTICLE VII ELECTION OF OFFICERS**

### **Section 1**

Nominations will start May 1<sup>st</sup> and the election shall be held during the closing day meeting.

### **Section 2**

All elections shall be by secret ballot obtained by membership with one ballot turned in per general member. The Election Committee shall prepare election ballots, and a designated board member who is not running in the election will chair the Election Committee. The Election Committee shall consist of ½ general membership and ½ Board Members.

### **Section 3**

All Board positions are for a one-year term, with the Presidents position limited to two consecutive terms and all other positions limited to three consecutive terms. In order to maintain continuity of the League, no more than 75% of the current Board shall be re-elected in any calendar year, unless vacated positions are left open on the ballot, this exception does not apply to the President.

### **Section 4**

A Board vacancy shall be filled by a nomination by the President with a majority approval of the Board. Board appointed members shall remain in office until his/her successor is elected at the following election.

### **Section 5**

All committee positions may be held by any elected or appointed member for a one-year term.

### **Section 6**

A vacancy in the Presidency shall be filled by the Vice President until a new President is elected by the General membership. In the event that the Vice-president is unable to fulfill the President's vacancy, the Board will select a person to fill that position. It is mandatory that an existing or former board

member that has served a minimum of one year on the Board fill the position of President or Treasurer.

No restriction shall be placed upon any election of an officer to prevent his/her election or re-election except when:

- A person has been removed from office.

## **Section 7**

Board members must be a minimum of 21 years of age.

## **ARTICLE VIII ALL-STARS Player and Manager Selection**

### **Section 1**

All-star nominations/selections: A tryout will take place for any interested girl by age division within 7 days after May 1<sup>st</sup>. Depending on the number of teams that will be selected in each age group, additional tryouts might need to take place as soon as possible after the first tryout. Evaluation and selection of the players for the All-star team(s) in each division shall be the sole decision of the All-star Manager.

- Any girl playing up a division during the spring season may be considered for the All-star team of her age division, and she shall be given the opportunity to try out for the All-star team.
- All girls must have played in at least 75% of League games. Players participating in Travel Ball (as defined by ASA in the current year yellow book) as of February 1st shall not be considered for All-stars.
- Any player selected to the All-star roster shall be required to pay a non-refundable, initial fee payable to the team League account as determined by the Manager but this amount will not exceed \$500.00 (unless 100% of the participants on the team agrees to pay more). This money is to be used towards, but not limited to, paying for uniforms, tournaments and all other expenses arising out of the operation of the team. Each Manager will be responsible for signing checks on the team account and turning all receipts related to every expense into the League Treasurer at the end of the All-star season. Each Manager shall upon request provide an individual player's financial account status within 24 hours of the request. Additional money and fund raisers could and probably will be needed during the All-star season depending on the success of the team. All parents must work and partake in these activities to ensure enough funds are available to support the team.
- The League is responsible for posting times and places for tryouts.
- **ALL ALL-STAR PARENTS MUST WORK AT ALL ALL-STAR FUNCTIONS (i.e. District Tournaments hosted by the League and any other tournament or function)**

## **Section 2**

The All-star roster shall consist of one team per division with a maximum number of players per ASA's current restrictions in the current year's Yellow Book. The Board must agree by a majority vote in order to select two or more All-star teams per division. If two or more teams exist (determined by the Board) a maximum of 12 players will be on the roster for each additional team. Note: Two or more teams must have the proper player skill level support in order to be League sanctioned.

## **Section 3**

All-star Manager/Coach Selection

- a) The All-star Manager shall be selected by a committee consisting of 2 board members and 2 non-board members (the All-star Manager Selection Committee). The President (who can not be an All-Star Manager) will preside over the procedure and select the committee.
- b) Eligibility requirements for All-star Manager and Coaches:
  - Must meet all ASA requirements.
  - Must have coached in the League for at least two consecutive years, with the current year being considered one of those years.
- c) The All-star Selection Committee will review the list of League Managers or Coaches who submit an All-star Manager application and are willing to put in the time and effort required by the position. Committee Members will conduct interviews with all candidates. The committee would make their recommendation to the executive board that has the ultimate authority to approve the manager.
- d) If more than one All-star team is to be formed in the same Division, the same process as stated in part (c) of this section shall be followed after the Gold team tryouts and team selection.
- e) The selected manager needs to make a commitment for all practices and tournaments. If a full commitment cannot be made, the All-star Manager should not apply for the position or coaches should not accept their positions.

## **Section 4**

All girls trying out in the first tryout and not selected by that team qualify for any other tryouts for second or third teams.

## **Section 5**

Any player who refuses or declines to play or tryout on a team or position shall be ineligible to play on any other League Sanctioned team. All roster changes including changes of managers and coaches need to be approved the Executive Board.

## **Section 6**

In the event the team(s) qualifies for Nationals, the League will split the profit of any snack bar fund raiser that took place during any post season tournaments related to All-stars. If multiple teams qualify, the amount may be adjusted accordingly.

