



Article I: Name and Location

Section 1: Name

This organization shall be known as Carson Girls Softball a non-profit organization.

Section 2: Location

The principal office for the transaction of the business of Carson Girls Softball and its boundaries shall be the City of Carson, State of Nevada and the surrounding areas.

Article II: Purpose and Objective

The purpose of Carson Girls Softball is to offer an organized girl's softball league for the Carson City and the surrounding areas. Carson Girls Softball objective is the social, physical, mental, and moral development of women and young ladies. Further, Carson Girls Softball will foster a program of friendly competition with the goals of educating players about sportsmanship, teamwork, fellowship, courtesy, discipline, and integrity.

Article III: League Membership and Voting rights

Section 1: League Membership

All persons meeting the requirements of age and residence set forth in the by-laws of Carson Girls Softball shall be eligible for membership.

Section 2: Voting

In addition to the current standing Board of Directors and Officers, any person of at least 21 years of age and a current fiscal year League Head Coach (or his/her designee) in good standing shall have one (1) vote in the election process for positions of Board members.

Article IV: Board of Directors and Officers

Section 1: Executive Directors

The Executive Directors of Carson Girls Softball shall be elected by majority vote. The positions of office shall include:

1. President
2. Vice-President
3. Vice-President/Tournament Coordinator
4. Secretary
5. Treasurer

The term of office shall coincide with two (2) consecutive terms. There shall be no term limits.

Section 2: Officers

The Officers of Carson Girls Softball shall be appointed by a majority vote. The positions of office shall include:

1. Equipment/Uniform Manager
2. Head Score Keeper
3. Snack Bar Co-Coordinator
4. Snack Bar Co-Coordinator
5. PIO/Website Manager
6. Umpire In Charge (UIC)
7. U-6 Advocate
8. U-8 Advocate
9. U-10 Advocate
10. U-12 Advocate
11. U-14 Advocate
12. Tournament Teams Assistant

The term of office shall coincide with one (1) term. There shall be no term limit.

Section 3: Board Duties

The Board of Directors shall consist of the Officers listed below. It shall be the duty of the elected officials to appoint qualified persons in assistance, as necessary, to ensure the continued operation of Carson Girls Softball. All directors and officers shall do their best to attend Carson Girls Softball Meetings. All Directors and Officers will act as the Officer Of the Day multiple times throughout the regularly scheduled season. The duties of the Officer shall include, but not limited to, the following:

1. President

- a. Shall preside at all meetings of the League
- b. Shall represent the League with the Youth Sports Association (YSA)
- c. Shall serve as representative to the Northern Sierra Fastpitch Association (NSFA)
- d. Shall conduct Opening Day and Closing ceremonies
- e. Shall maintain a running history of the League
- f. Shall create and maintain a budget for related expenses
- g. Shall be responsible for arranging League insurance comprehensive of players, officers and coaches
- h. Shall have authority to take immediate disciplinary actions against a coach, manager, or League member for any violations of these by-laws

2. Executive Vice President

- a. Shall act as an aide to the President
- b. Shall schedule clinics for CGS Coaches/Volunteers with Advocates
- c. Shall serve as a representative to the Youth Sports Association (YSA) if the President is unavailable
- d. Shall update and maintain League by-laws and rules
- e. Shall maintain field scheduling inclusive of regular season, playoff and rescheduled games
- f. Shall conduct the procedure for electing the Presidents position with CGS
- g. Shall conduct the coordination of All-Star activities and League Fundraiser

3. Vice-President – Tournament Coordinator

- a. Shall preside over all tournament related programs/activities
- b. Shall serve as a representative to the North American Fast pitch Association (NSFA) if the President is unavailable
- c. Shall evaluate the skills and knowledge of the coaches in regard to retention in the program
- d. Shall be responsible for all fundraising activities for Tournament Programs.
- e. Shall create a budget and maintain the finances and related records for the Tournament Program
- f. Shall schedule the use of any Indoor Facilities

4. Secretary

- a. Shall create an agenda with the President for each meeting.
- b. Shall maintain records of business transacted at each meeting and provide a copy of the minutes to the Board members by the next regularly scheduled meeting
- c. Shall plan and direct the League's registration process and advertisement
- d. Shall be responsible for League Sponsorships
- e. Shall maintain a running history of the League
- f. Shall be responsible for all publicity-related activities including, but not limited to, newsletters, placement of information in local newspapers and school speeches

5. Treasurer

- a. Shall receive and distribute all funds of the League as authorized by the Board
- b. Shall keep financial records
- c. Shall be responsible for prompt payment to the League's vendors
- d. Shall maintain a running history of the League's financial records
- e. Shall create and maintain a budget for all League expenses
- f. Shall ensure the financial records are organized and provided to the appropriate party as authorized by the board for tax filings each year.

7. Uniform/Equipment Manager

- a. Shall purchase Board approved CGS equipment
- b. Shall keep an inventory of equipment
- c. Shall issue and collect equipment to/from League teams
- d. Shall purchase Board approved CGS uniforms
- e. Shall keep an inventory of uniforms
- f. Shall coordinate uniforms for League teams
- g. Shall create and maintain a budget for all related expenses
- h. Shall manage all CGS merchandise, i.e. banners, t-shirts, sweatshirts, hats

9. Head Score Keeper

- a. Shall be responsible for conducting clinics for CGS Volunteer Scorekeepers
- b. Shall be responsible for maintaining League standings
- c. Shall provide league standings information for End of Season Tournament
- d. Shall work with the Uniform/Equipment Manager to ensure all teams have the appropriate books/tools to keep score.

10. Tournament Teams Assistant

- a. Shall assist the Vice President-Tournament Teams with management of yearly Tournament Teams.
- b. Shall assist with fundraising activities for Tournament Teams.
- c. Shall assist with field scheduling and maintenance for Tournament Teams practice season and home tournament.
- d. Shall assist in sharing information with Tournament Coaching Staff.

10. Snack Bar Co-Coordinators

- a. Shall develop and coordinate the scheduling of all league teams for the purpose of snack bar duty in conjunction with all Advocates. This will include supplying schedules to snack bar and Board of Directors.
- b. Shall monitor schedules for adherence with all Advocates.
- c. Shall assist snack bar employees with stocking inventory as needed.
- d. Shall ensure all receipts for snack bar purchases go to the Treasurer.
- e. Shall ensure deposit receipts go to Treasurer.
- f. Shall ensure Officer of the Day has been trained to manage the nightly financial log sheet and opening/closing of the snack bar.

11. Umpire In Charge

- a. Shall recruit umpires throughout the year to assist with the upcoming season
- b. Shall hold a yearly training for umpires
- c. Shall maintain scheduling and rescheduling of umpires based on the yearly game schedule.
- d. Shall work with the Uniform/Equipment manager to ensure all required gear is obtained and maintained at the start and end of each season
- e. Shall create and maintain a budget of all related expenses

12. U-6 thru U-14 Advocates

- a. Shall be responsible for the appointment of Team Coaches within their division
- b. Shall attend and assist with the coaches clinics for each division
- c. Shall be responsible for coordinating Snack Bar volunteers from each division, and providing contact list to Snack Bar Coordinator.
- d. Shall be the communicative conduit between the board, President and the Division's Coaches
- e. Shall instruct managers and Coaches of League rules and by-laws
- f. Shall be responsible for player evaluations related to safety and movement between divisions

13. PIO/Webmaster

- a. Shall be responsible for the maintenance and content of the official League website
- b. Shall update the website in accordance with Board and President Direction
- c. Shall create and maintain a budget for related expenses
- d. Shall ensure prompt communication through the league website, telephone, and other forms of communication ie: Social Media venues

Section 4: Election of Officers

The Carson Girls Softball yearly Election Meeting date must be established and published no later than September 1st of the current fiscal year.

Section 5: Disciplinary Action

1. Unless action was taken by the President as Outlined in Article IV, Section 3 of these by-laws or in accordance with subsection 2 of Article IV Section 5, disciplinary action against a Board Officer, Coach, or League member will only be considered if a written request is presented to the Board. Written notice of impending action, or any action taken by the President, must be given to the charged individual and Board members prior to the Board meeting at which time the action will be discussed. The charged individual will be allowed to speak on his/her behalf at the Board meeting. Final discipline or removal from a position requires a two-thirds majority vote of the Board.

2. Coach, Assisting Coach, or Spectator Ejection

a. Within 24 hours of an ejection event, The Umpire/CGS Board Member who issued the ejection will communicate, either verbally or in writing, the incident to the Division Advocate. The communication must be inclusive of the identification of the ejected individual and the team with which the individual is associated.

b. Within 24 hours after being notified the Division Advocate will communicate, either verbally or in writing, the incident to the President, at which time the President will notify the ejected individual that their return to the program will be determined at a board meeting to be conducted within 24 hours.

c. Within 24 hours following notification to the President will call a special board meeting. The special meeting is to take place within 24 hours of notification to the Board.

d. During the special meeting, the Board of Directors will decide on appropriate disciplinary action.

e. Within 24 hours of the meeting, the President will, either verbally or in writing notifies the ejected individual of the disciplinary action taken by the Board.

Section 6: Vacancies

Officer vacancies occurring during the fiscal year may be appointed by the President with the approval of a majority vote of the Board.

Article V: Meetings

Section 1: Annual Meeting

An annual meeting of the Board will be held for the purpose of electing Officers for the next fiscal year. Said meeting is to be held in the last programmed month of the current program year. If any positions remain vacant at the end of the Annual meeting, the President may fill vacant positions by appointment with the approval of the Board.

Section 2: Notice of non-disciplinary Meeting

A notice of meeting must be communicated at least seven (7) days in advance of said meeting. The notice of a meeting shall be given to the members in such form as authorized by the Board.

Section 3: Special Meetings

Special meetings may be called by the Board or the President at their discretion. Upon written request President shall call a special meeting to consider a special request.

Section 4: Transaction of Business

Meetings of the Board of Directors shall be held as required for the transaction of League business after all Board members have been notified of the time and place. A majority of Board members, one plus half of the current number of Board members, must be present at a meeting to constitute a quorum for the purpose of transacting League business. Any matters not specifically addressed in these by-laws will follow the guidelines set forth in Robert's Rules of Order.

Article VI: Finances

Section 1: Registration and Sponsor Fees

Registration and sponsor fees will be determined by the Board of Directors in advance of League Registration. The fees are set to defray the operating expenses of the League.

Section 2: Equality

The Board of Directors shall decide all matters pertaining to the finances. With respect to expenditures, no individual program/team shall have an advantage over any other team.

Section 3: Authorization

Checks will be signed by a minimum of 2 Executive Directors. No one person can both approve payment and sign a check for any given disbursement.

Section 4: Federal and State Reporting Requirement

The Treasurer shall be responsible for meeting the requirements of any Federal and State regulations pursuant to maintaining and fulfilling the requirements of the Leagues 501(c) status including but not limited to Tax returns and Census reports.

Section 5: Audit

The Board may order an audit of the Treasurer's books at any time during the Program Year. The extent of this audit may be determined by the Board.

Section 6: Financial Aid (Scholarship)

Relief from registration fees can be requested via written request presented to the Board for review.

Article VII: Committees

Committees shall be appointed by the President and/or Board as required to conduct business of the League.

Article VIII: Amendments

These by-laws shall be adopted or amended by a two-thirds majority vote of the Board of Directors of the League at any regular or special meeting. A complete history of the amendments to the by-laws shall be recorded in the files of the League and be maintained by the President.