



TUSTIN GIRLS SOFTBALL LEAGUE BY-LAWS MEMBER OF USA SOFTBALL

ARTICLE I ~ NAME

The name of this organization shall be Tustin Girls Softball, herein after referred to as “TGS” or “league”. TGS is organized for non-profit purposes and does not contemplate pecuniary gain or profit to the members thereof.

ARTICLE II ~ PURPOSE

Section 1

It is the purpose of this organization to provide an organized, recreational softball program and an enjoyable memorable experience for all players. The goal of TGS is to develop the skills of softball, good sportsmanship and leadership, and for the players in the league to gain an appreciation and knowledge of the game. In addition, TGS wishes to promote health and physical fitness for all players.

Section 2

In addition to providing recreational softball, it is the intent of this organization to provide an advanced level of softball for players who meet the criteria established by the Board. This advanced level of softball competition will consist of All-Star teams, Fall Ball teams, Select Teams, and tournament play.

Section 3

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 by any 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 4

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 has tax exempt status under section 501(c)(3) of the internal revenue code.

Section 5

No substantial part of the activities of this league shall consist of carrying on propaganda, or otherwise attempting to influence legislation. TGS shall not participate or intervene in any political campaign on behalf of any candidate running for public office including the publishing or distribution of statements to its members, trustees, officers, or other private persons.

Section 6

No part of the budget of TGS shall ever insure to, or for the benefit of, or be distributed to its members, trustees, officers or other private persons, except that the League shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

ARTICLE III ~ MEMBERSHIP

Section 1

Registered Members

A player becomes registered when a registration form is completely filled out or registration is completed on-line, including the required adult signatures, demonstration that the age requirements are met, if requested, is physically able to partake in League activities, and has either paid the required registration fee or has met the requirement for a waiver of fees. Each player will be considered to have the required physical ability except when questioned in writing by the Executive Board. If questioned by the Board, the parent must obtain a letter from a qualified doctor and present it to the Executive Board or Player Agent before partaking in any of the League’s activities. The age group of all players shall be as delineated in the “Official Rule Book of the Amateur Softball League”, latest edition.

Section 2

General Members

Any adult person of good character who is interested in positively advancing the purposes of the League shall be eligible for membership to the organization. All shall be considered to be members upon registration of their child in the League, or in the event that they don't have a child in the league, upon successful completion of a background check.

Section 3

Voting Privileges

Each General Member shall be entitled to one (1) vote in the election of the Executive Board. No absentee or proxy votes will be allowed. In the event that a general meeting is held, each General Member shall be entitled to one (1) vote on league issues discussed at said meeting.

Section 4

Termination of Membership

General Members may terminate their membership by sending a letter of resignation to the Secretary.

Section 4a

The Board reserves the right to terminate the membership of any individual who does not follow the bylaws, operation rules, policies, code of conduct, or rules or regulations of this organization. Termination of membership will be approved by quorum vote of the board.

Section 4b

The Board reserves the right to refuse membership to any individual who has a proven history of behavior that is damaging to TGS, has been banned from another league and/or who does not have the league/player's best interests in mind. This will be determined by due diligence performed by the Board. Membership refusal will be finalized by a quorum vote of the Board. Individuals who have been refused membership may re-apply after 5 calendar years, but membership must still be approved/refused by quorum vote of the board.

Section 5

Length of Membership

Participating and General Memberships begin at the time of registration and continue in effect for up to one (1) full year from that date but not to exceed any calendar year end.

Section 6

Compensation

No Member shall receive any monetary compensation for their service as a member.

ARTICLE IV ~ BOARD OF DIRECTORS

Section 1

Executive Board:

The Executive Board, all of whom are elected officers, must be 21 years of age, and shall not use their position(s) to the detriment of TGS or to their own benefit. Violation of this code can subject that person to be removed from office. All members of the Executive Board may vote on all league issues except for the President, who may vote only in the event of a tie. The Executive Board has the power to act on behalf of TGS when called into session between regular Board meetings by the President and shall transact necessary business between meetings of the Board, and such other business as may be referred to it by the Board. Executive Board members must commit to attending 75% of General and Executive Board meetings to remain on the Executive Board. All Executive Board members must commit to the minimum Board Member on Duty shift to maintain their Executive Board member position. The Executive Board may authorize the payment of league bills within the limits of the budget adopted by the Board. Such action must be ratified at the next meeting and recorded in the minutes. The Executive Board may authorize the payment of other unbudgeted bills not to exceed a cumulative total of \$100 between meetings of the Board. Ratification of these payments must occur at the next Board meeting. All General Members are eligible to be considered for Executive Board positions.

Section 1a

Position Descriptions

President

It shall be the duty of the President to preside at meetings of the Board and General Membership, and to act as a spokesperson overseeing all Board member duties. The President shall be responsible for signing all league documents, unless he or she has delegated the duties to a fellow Board member. He/she shall act as the liaison

between the Board and the community. Executes all policies and decisions made by the Board, recommends the selection and removal of Executive and General Board appointees subject to majority vote by the Executive Board. Acts as unofficial member of all committees except for the nominating/election committee, and calls all meetings of the Executive Board and General Board. Has check signing authority but may not sign checks payable to self. Shall maintain a confidential file of information related to league investigations that occur throughout his/her tenure.

Vice President

He/she shall be liaison between the Board and the community. Shall attend community meetings and be responsible for community relations, shall maintain liaison between team personnel in their divisions, monitor its activities and make recommendations for improvements where needed. He/she shall oversee the evaluation and recommendation of all managers for all divisions. In the absence of the President it shall be the duty of the Vice-president to preside at meetings of the Board and General Membership and carry out the responsibilities of the president's office in the event that the President is incapacitated. Coordinates all activities with the City of Tustin and Parks and Recreation with regards to permits and facilities, works with registrar on coordinating player evaluations and draft process, and has check signing authority but may not sign checks payable to self.

Treasurer

The treasurer shall provide the Board with a preliminary budget that may be used as a guide for final approval after necessary changes are made by the Board. He/she shall maintain the League funds and keep accurate records, and be responsible for preparation of checks for the purpose of paying the bills and other expenses incurred in running the organization. He/she shall be responsible for the disbursement of League funds and shall provide an itemized statement containing all monthly expenditures at each monthly Board meeting. All League funds shall be protected by two party signature accounts. All checks require the signature of two authorized Board members. He/She will submit a complete financial report at the end of the league year, make financial records available to any General Member upon approval of the Board, arrange for annual audit of necessary records and verifies the filing of all necessary state and federal tax and information forms. He/she will also be responsible for payment to umpires for their services. He/She has check signing authority but may not sign checks payable to self. This position is appointed by a vote of the Executive Board.

Registrar

Set up registration database and prepare system for registration, coordinate dates and attend walk up registrations, obtain banner permits, coordinate banner hanging, circulation and removal, check TGS mailbox, receive and keep all ASA cards, answer registration questions from parents, coordinate and track refunds, and create and prepare forms. Coordinate and track online registrations and payments, coordinate, track and negotiate scholarships, enter players from walk up registrations into the online system, collect payments, keep ongoing record of payments and give both to Treasurer, record payments in the online system. Administer background check process and ensure compliance with ASA, liaison with ASA, input all player information into ASA online system. Coordinate and oversee evaluation day. He/She has check signing authority but may not sign checks payable to self.

Secretary/Insurance Administrator

Shall be responsible for recording the minutes of monthly Board and General Membership meetings, notifying Board members of meetings, and for preparing and distributing minutes at the next scheduled Board meeting. He/she shall keep a record of Board member attendance, prepare ballots for voting, keep a file of all committee reports, conduct the general correspondence for the league, make arrangements for all meeting rooms, and ensure that all Board minutes are typed and ready for distribution at the following Board meeting. Develop a Safety Program for Participating Members, handles all insurance needs for the league including, but not limited to, Liability and D&O. Maintains a log of all injuries occurring during TGS functions, and works with the league insurance company to ensure our up to date and complete insurance coverage.

Parliamentarian

Shall be responsible for guiding and advising the President, Board, and Members in understanding, correctly interpreting, and executing parliamentary procedure and organizational by-laws. Shall chair the by-laws committee and review by-laws if deemed necessary. Maintains control of Board meetings and takes whatever action is necessary to do so. Advises the Board on legalities of the by-laws, decisions made by the Board, and actions taken. Maintains the league records of by-laws and operating rules with any amendments.

Player Agent

He/she shall act as the liaison between managers, parents, and players, and shall prepare conduct and/or disciplinary evaluations. He/she shall present a written report on any decisions made involving any player or manager at each Board meeting. Represents the interest of each Participating Member and ensures that all actions taken are for the wellbeing of these individuals. Disseminates necessary information to Managers and Board members, Works with Division VP to evaluate Managers at the end of the season to determine suitability to return the following season.

Section 2

General Board

The General Board member positions are filled by Presidential nomination, subject to approval by a majority vote of the Executive Board. All General Board members must attend all regularly scheduled Board meetings; any Board member missing two consecutive meetings without prior written notification to the President may be subject to removal from the Board. All Board members shall oversee and supervise fields during scheduled games (i.e. field duties, clean up, opening and closing of facilities). ALL BOARD MEMBERS are required to perform scheduled duties during ALL league tournaments. All Board members are required to be present at Registration, Skill Assessments, Opening Day, and Closing day. All General Board members are required to perform the minimum Board Member on Duty Shifts and are required to commit to attendance at minimum 75% of all board meetings to maintain their Board member status. Failure to actively participate in General Board Duties may result in removal from Board position. All General Board members may vote on all league issues; if a Board member holds more than one Board position, that Board member is allowed only one vote. In the event that more than one person holds one Board position (shared positions) there is only one vote to be counted; one position, one vote. If a General Board position is unfilled or vacated, the Executive Board will assume responsibilities for those duties until the position is filled. All General Members are eligible to be considered for General Board positions.

Section 2a

Position Descriptions

Division Vice President (one for each age division)

Acts as liaison between their division's Managers and the Board of Directors, responsible for disseminating all division information to the Managers, and responsible for the procurement of, and maintaining, League training materials. Holds Managers/Coaches Meetings in conjunction with the Player Agent(s), before the season and at mid-season, or as required in order to discuss and disseminate League Information, discuss common problems and to share softball information and knowledge; distribute literature, provides a list of duties and responsibilities to each Manager and to each Coach with regard to their staff and team, at the Managers/Coaches meeting, furnishes each team with a Manager's packet which includes By-Laws, League Policies and local league rules, works with the Umpire-in-Chief in setting up at least two Umpires/Managers/Coaches meetings.

Umpire In Chief (UIC)

Shall be responsible for the preparation of the playing schedule for all divisions as well as all Tournament Play, and submit the schedule to the Board for approval. He/she shall be in charge of all umpires and the interpretation of the ASA rules and their exceptions as adopted by the Board, and ensure that all umpires are ASA certified. The umpire in chief shall be responsible for scheduling all umpires for games and trains league scorekeepers. Collects any complaints and comments registered against any umpire and gives them to the president to maintain, and works with the president for the purpose of determining suitability to continue in umpire capacity and/or returning the following year. The Umpire in Chief should be certified through ASA.

Fundraising/Sponsorship Administrator

Responsible for League sponsorships; develops, plan and directs all fund raising projects with the approval of the Board. Assists in fund raising projects, coordinates the League sponsorship program, assists in fundraisers, and obtains and distributes the sponsorship awards.

Equipment Manager

He/she shall be responsible for the maintenance, storage, distribution, and collection of all league equipment, with the exception of food service equipment. Upon taking office, he/she shall do an inventory of all equipment and submit it to the Board. He/she shall buy all necessary equipment as allowed by the budget guidelines with Board approval, and maintains a written record of equipment

Snack Bar Manager

He/she shall be responsible to assign volunteer and team parents to work the snack bars, and maintain an accurate inventory of all products and moneys. Open, close, and control access to the snack bars. In coordination with the treasurer, he/she shall be responsible for the disbursement of League snack bar funds and shall provide an itemized statement containing all monthly expenditures at each monthly meeting. At the expiration of his/her term in office, a final report shall be submitted to the League's treasurer.

Fields Administrator

He/she shall maintain the quality of the fields during the course of the season. He or she shall oversee the maintenance and care of all League fields. In addition, he or she shall be responsible to maintain proper supplies and inventories in the facility storage bins for proper game setups in coordination with the Equipment Manager. Oversees the preparation of the playing fields prior to scheduled game times.

Volunteer Coordinator

Act as the liaison between the team moms and the league to dissipate information that should be passed on to the general membership. Coordinate all volunteers for league activities and events. Lead team parent meetings and ensure that team parents have all necessary information to run their teams smoothly.

Uniforms/Awards & Picture Administrator

Selects league apparel with the approval of the Board. Purchases and distributes apparel to divisions/teams, works with All-Star and Fall Ball Directors to coordinate the selection, purchase and distribution of special uniforms. Responsible for obtaining and distributing awards for league participants in conjunction with the team Managers. Responsible for obtaining picture vendors, coordinating picture day and scheduling and distribution of individual and team pictures.

Webmaster

Updates and posts new information to the website as requested, maintains the website and prepares content for posting. Provides assistance to users as requested, designs new content as requested by the Board.

Fall Ball Director

Coordinates and oversees all league activities in relation to the fall season.

All-Star Director

Coordinates and oversees all league activities in relation to the all-star season.

Select Director

Coordinates and oversees all league activities in relation to the Select play.

ARTICLE V ~ REPLACEMENT OF MEMBERS OF THE BOARD OF DIRECTORS

Section 1

Executive Board

Vacancies occurring for any reason will be filled by a majority vote of the remaining members of the Executive Board. Officers failing to perform their duties, as directed by these By-Laws, may be removed from office by a two-thirds (2/3) vote of the members of the Executive Board.

Section 2

Administrative Board and Committee Chairpersons

Vacancies occurring for any reason will be filled by Presidential nomination, subject to approval by a majority vote of the Executive Board. President has the authority, subject to the majority approval of the Executive Board, to remove any appointee that has failed to perform the duties of their respective office, as specified in these By-Laws.

ARTICLE VI ~ NOMINATION AND ELECTION OF OFFICERS

Section 1

Nominating/Election Committee Formation

Commencing on every even year, the President will appoint an acting Chairperson of the Nominating Election Committee by Opening Day of the current year. Appointee must be a General Member of the league; acting Chairperson will select the remaining four (4) members of the committee. Only one (1) of the five (5) members may be a member of the Executive Board and each division of the league will be represented on the committee. Committee formation will be completed by April 1st and the President of the league may not be a member of the committee unless he/she is not seeking an elected office the next year.

Nominating/Election Committee Responsibilities:

The committee will nominate one (1) or more candidates for the positions of President, Vice President, Secretary, Registrar, and Parliamentarian, and Player Agent. All General Members are eligible to be candidates for the Executive Board including Committee members. Committee chairperson will contact each possible nominee in order to obtain the individual's potential acceptance of the nomination. Committee will submit its report of nominees to the Board at the last scheduled Board meeting prior to the elections and nominations will be accepted or rejected at that time. If a committee member nomination is accepted by the Board, the nominated individual must resign from the election committee and need not be replaced. A General Member who has not been nominated by the committee may put himself or herself on the ballot by declaring so at the Board meeting before the election takes place. They may also do so in response to an email sent out notifying General Members of the candidates who are nominated. This email will include the option to nominate additional candidates. A listing of all nominations must be posted at least two days prior to elections.

Section 2

Elections

The committee organizes and executes the elections; no nominees may assist with the process. All General Members are entitled to one (1) vote, submitted by secret ballot. Write in nominees will be allowed at the vote if a vote takes place and if a write in nominee receives the majority vote to win, the results will be held until the nominee is informed and acceptance

is confirmed. If the write in vote nominee does not elect to accept the position, the individual with the next highest amount of votes will be awarded the position. The vote tally will be kept confidential.

Section 2a

Voting will take place at closing ceremonies. Ballots will be provided to eligible voters, to be collected by a member of the nominating committee for tabulation immediately following the conclusion of the voting. A plurality vote will be necessary for election. In the case of a tie, a re-vote will be taken for the tied candidates only. In the event of a second time, the winner will be determined by a vote of the current Executive Board. If an Executive Board member is involved in the tie, he/she will not be allowed to vote. Winners of the election will be announced to the General Membership at closing ceremonies. Ballots will be kept secret and will be stored by the Chairperson of the nominating committee for 90 days. In the event that any Executive Board nominee is running un-opposed, it is not necessary to conduct a vote for that position(s).

Section 2b

Executive Board members are elected to serve a term of two (2) years, elected on the even years. The term will begin at the Board meeting held to formalize the incoming/outgoing Board members and will continue unless resigned or terminated until the anniversary meeting of the preceding year.

ARTICLE VI ~ COMMITTEES

Section 1

All Committees shall be appointed by the President and approved by the Board with a Chairperson appointed by the President. The Board shall determine committee size, objective, responsibility, and designated chairperson. Each committee Chairperson shall be responsible to recruit committee members, to be approved by the Board, and report directly to the Board regarding the committees' accomplishments and responsibilities. Permanent Committees are , , All Stars, , Nominating and Election, and Bylaws and Rules. 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.

ARTICLE VII ~ MEETINGS

Section 1

The Board shall hold a minimum of one monthly meeting to be held on the same day of each consecutive month and the Secretary shall notify the Board members at least three (3) days in advance of each meeting. Meetings are open to General Members, however, General Members are unable to vote at these meetings. A quorum is necessary for any issue requiring a vote; a quorum consists of fifty percent (50%) of the Board plus one (1). Board Members may not vote on a specific disciplinary issue or protest matter involving themselves.

Section 2

The Executive Board meets when called into session by the President and may act for the Board between regularly scheduled Board meetings (see By-Laws Article IV, Section 1).

Section 3

The last scheduled meeting on or before June 30th shall be known as the Annual Meeting of the Board. The meeting shall be attended by the outgoing members of the Board and the incoming/newly elected members of the Board. Each retiring Board member shall present a report regarding the status of their position, including a written summary with a description of duties, methods to carry out those duties, contact information, recommendations, and budgetary information. The retiring President shall be in charge of the meeting until all business of the previous year is completed at which time the meeting is turned over to the new President and the official term of the outgoing officers is over,

Section 4

All meetings shall be conducted in an orderly manner. Robert's Rules of Order shall govern the proceedings.

Section 5

Voting by proxy is prohibited

Section 6

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.

ARTICLE VIII ~ LIABILITY

The Board members of this League are not personally liable for debts, liabilities, or obligation of the League. No Board member, organizer, sponsor or supervisor shall be liable for damages or claims arising from injury to any participant, whether the result of negligence, or for other cause.

ARTICLE VIII ~ IRS INFORMATION

The Internal Revenue Service Tax Identification Numbers for this organization are:

A. State Corporation Entity ID #2070559

B. Federal Tax ID #41-2085336

By-Laws of Tustin Girls Softball League

Adopted June, 1997

Revised March 2011

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