

Glendora Lassie League Bylaws

Purpose

The Glendora Lassie League, a non-profit organization, is primarily a program of service to the young ladies of our community. It is established and geared to provide an avenue for healthy activity and training under responsible leadership in the atmosphere of wholesome community participation. This League is dedicated to helping young ladies become productive citizens through wholesome fun, responsible leadership and the spirit of good sportsmanship, teamwork and fair play.

1. Parliamentary Authority

- a. Robert's Rules of Orders, revised shall govern the Glendora Lassie League when not in conflict with these bylaws.

2. Offices

- a. The principal office for the transaction of the business of the Board of Directors of the Glendora Lassie League is fixed and located at the Department of Community Services office in the City of Glendora, County of Los Angeles, State of California. The Board of Directors is hereby granted full power and authority to change the principal offices from the above-mentioned location.

3. Directors

- a. Number of Directors
 - i. The minimum number of authorized directors is twelve and the maximum number is thirty. This number may be changed only by a bylaw amendment.
- b. Eligibility
 - i. Candidates must be at least 19 years of age by the beginning of the term. He/She must exhibit a commitment to the objective of the Glendora Lassie League as stated in the Purpose of the league. He/She may not have any felony convictions.

- c. Term
 - i. Terms run from August 1 through July 31. The position of President is limited to 2 consecutive terms. All Lassie League keys, financial documents, league documents and information, supplies, and equipment must be transferred to the incoming board by July 31.
- d. Powers
 - i. Subject to the limitations of these bylaws and those of any other softball association with which the Glendora Lassie League may be associated, all powers shall be exercised by or under the authority of the Board of Directors, who gain their authority from the Department of Community Services.

4. Selection of Directors

- a. The Board of Directors accepts applications from volunteers at the end of each season. Board members may hold office for consecutive terms. In the case of multiple volunteers for a single position, selection will be determined by a vote of the current board prior to the end of its term. All positions are determined by a vote of the Board of Directors.
- b. The President, First Vice President and Treasurer must have at least one year previous service on the Board of Directors, over the past two seasons, in order to assume the responsibilities of those positions. If, under this criterion, there are no qualified candidates in the opinion of the Board of Directors, these qualifications may be amended on a case-by-case basis by a vote of the Board of Directors.
 - i. Nominations and applications
 1. A nomination form must be filled out for each candidate.
 2. Individuals can nominate themselves or be nominated by others.
 3. Intent and willingness to serve will be verified prior to the election.
 4. Applications can be found on our website.
 - ii. Election
 1. Each position will be selected by a majority vote of the current Board of Directors prior to July 31.

5. Duties and Responsibilities

a. All Board Members

- i. Will follow the League's Code of Conduct and adhere to the Board Commitment Form
- ii. Required to work the Board determined minimum board duty (ie. equipment/field/snack bar) shifts each month of the regular season in addition to the Pride of the Foothills Tournament. Required to be present and help facilitate various events and functions, including, but not limited to registration, evaluation day, make-up evaluation day, opening/closing ceremonies, draft day, board duty, monthly board meetings and other duties as assigned. Board Members and Board Members on Duty may be asked to umpire games in the situation that no umpire has shown for a scheduled game. The grace period for an umpire to show before a Board Member will step in is 15 minutes. These games will still count towards league standings. If an umpire is unavailable for a playoff game, then the game will be rescheduled. Consequence for non-performance (no board duty shifts and/or lack of meeting attendance) is loss of voting privileges.

b. President

- i. Serves as chair for the Board of Directors
- ii. Sets agendas with secretary
- iii. Monitors and directs the mechanics and functions of the league
- iv. Coordinates functions between board members
- v. Oversees and/or directs ancillary services as needed (Scorekeepers, repairs, contracted labor, etc.)
- vi. Appoints project managers as needed
- vii. Acts as city liaison, league representative
- viii. Approves all material posted to website
- ix. Votes only when a tie exists
- x. Serves on the following committees: Executive Committee (Chair), Protest Committee, Budget Committee, and Tournament Committee
- xi. Ensures that the Board of Directors are fulfilling all roles and responsibilities.

c. First Vice President

- i. Fills in for President as needed
- ii. Directs functions of Divisional VPs
- iii. Implements approved draft and All-Star procedures in conjunction with the Player Agents and All-Star coordinator
- iv. Coordinates tryouts

- v. In charge of Operations
 - vi. Oversees Field Maintenance and Equipment Directors
 - vii. Monitors the waiting list for disbursement of players in conjunction with the Player Agent and Registrar
 - viii. Serves on the following committees: Rules Committee, Executive Committee, Protest Committee, Budget Committee, and Tournament Committee
 - ix. In the event of a President vacancy and timeline until the next board election, the VP may perform both duties in the interim unless the Board decides the position should be filled.
- d. Secretary
- i. Records and distributes board meeting minutes
 - ii. Establishes board action calendar
 - iii. Handles all correspondence for the board
 - iv. Notifies each Board member of Board meetings and distributes agendas
 - v. Maintains records, documents and forms as applicable
 - vi. Provides records and documentation to the City as necessary
 - vii. Implements Scholarship selection process in coordination with the Executive Committee
 - viii. Implements Board nomination procedures along with the Parliamentarian and conducts elections
 - ix. Serves on the following committees: Executive Committee, Rules Committee, Protest Committee, Budget Committee, Fundraising Committee, Tournament Committee, Player Development Committee, Snack Bar Committee
- e. Treasurer
- i. Provides preliminary budget to the Board of Directors by September 1st for use as a guide for financials
 - ii. Maintains accurate record of all League funds
 - iii. Prepares a written/electronic financial report for each board meeting for inclusion in the minutes, including approval or ratification of expenditures.
 - iv. Supplies and collects all money needed for registration, fundraising and the snack bar
 - v. Pays approved League bills
 - vi. Investigates insurance requirements and options
 - vii. Reviews and authorizes the League's standard contract for vendors
 - viii. Reviews all non-standard contracts and reports them to the board
 - ix. Serves on the following committees: Budget (Chair)
- f. Registrar
- i. Maintains a database with all player information

- ii. Issues printouts of players for tryouts, team, and board purposes
 - iii. Responsible for monitoring draft procedure during the draft
 - iv. Provides waiting list information to the First V.P. and Player Agents as necessary
 - v. Serves on the following committees: Executive Committee, Rules Committee, and Tournament Committee.
- g. Parliamentarian
- i. Aids Board members with the rules and usage of parliamentary procedure as well as rules set forth in the bylaws, rulebook, and established procedures for the League and other governing bodies with which the League has an affiliation
 - ii. Responsible for rules and rule changes and implementation and/or enforcement.
 - iii. Implements Board nomination procedures along with the Secretary. Responsible for overseeing board nominee eligibility.
 - iv. Serves on the following committees: Executive Committee, Rules Committee, and Protest Committee.

6. Committees

The Board of Directors or President may appoint committees as needed and may delegate to the committees' limited powers of authority of the Board of Directors in the management of the business of the Glendora Lassie League, except the power to adopt, amend or repeal the bylaws. Meetings of these committees may be opened to the other board members to encourage a wide range of input. If another committee is formed, it must be reported to the full board and may be dissolved by a majority vote. The following committees are standing and must be formed:

- a. Executive Committee
- i. The Executive Committee is chaired by the President and consists of the First Vice President, Secretary, Parliamentarian, Registrar and Treasurer.
 - ii. The purpose of the committee is to handle the management of the business of the League, as well as confidential, time sensitive or emergency issues that may occur and cannot be practically handled by the entire board.
 - iii. Acts as League advisory council – Discusses and investigates relevant issues and reports to the board.
 - iv. Handles the Scholarship selection process, according to established procedures, and makes a recommendation to the board.

- v. All activities of the Executive Committee shall be reported to the full board at the next monthly board meeting.
 - vi. All Committee members will have one vote except for the President. The President will cast the deciding vote in the case of a tie.
 - vii. The Executive Committee will meet once per month with a report out to the Board at the following meeting.
 - viii. Approves time sensitive expenditures as outlined in bylaws
- b. Rules Committee
- i. The Rules Committee is chaired by the Parliamentarian and consists of the Divisional VPs, President, First Vice President, UIC, Registrar, Secretary, the Player Agents and Player Development Director.
 - ii. The purpose of this committee is to interpret and modify, when necessary, the Glendora Lassie League Rulebook.
 - iii. All committee members will have one vote except for the president. The president will cast the deciding vote in case of a tie
- c. Protest Committee
- i. The Protest Committee shall consist of the President, the UIC and at least three of the following: First V.P., UIC, Parliamentarian, Player Agents, Secretary and Divisional VP of the division from which the protest arose. An alternate member may be selected by the president to reside on the Protest Committee to replace a committee member who has a daughter on a team involved in the protest or has any other conflict of interest.
 - ii. The purpose of the committee is to rule on properly submitted protests.
 - iii. Upon receipt of a properly submitted protest letter and fee, the Protest Committee will meet within five working days. The Protest Committee shall obtain an explanation of the situation from the umpire of the game (through the UIC) and/or any other involved parties.
 - iv. After the committee has reached a decision, the Divisional Director will send a written notification of the decision to both managers. At the next board meeting the Divisional VPs shall inform the members of the protest decision.
- d. Budget Committee
- i. The Budget Committee is chaired by the Treasurer and consists of the President, First V.P., Equipment Director, Uniform Director, Publicity director, Snack Bar Director, Tournament Director, Field Maintenance Director, Secretary and the Fundraising Director.

- ii. The purpose of this committee is to set a budget for the league. The budget will be presented for board approval.
- iii. The Secretary shall keep a copy of the approved budget for review by board members.

e. Fundraising Committee

- i. The fundraising committee is chaired by the Fundraising Director and consists of the Treasurer, Publicity Director, Team Parent Director, Tournament Director, Snack Bar Director and Yearbook Coordinator.
- ii. The purpose of this committee is to develop, organize and supervise the various fundraising activities of the league.

f. Tournament Committee

- i. The Tournament Committee is chaired by the Tournament Director and consists of the President, First Vice President, UIC/ All Star Coordinator, Field Maintenance Director, Fundraising Director, Game Scheduler, Publicity Director, Registrar, Head Scorekeeper, Player Development Director, Secretary and Treasurer.

g. Player Development Committee

- i. The Player Development Committee is chaired by the Player Development Director, and consists of the First Vice President, Divisional Vice Presidents, UIC, Secretary and no more than five additional Board Members.
- ii. The purpose of this committee is to develop players and coaches across the league; primarily focusing on the Little Lassie and Lassie Divisions.
- iii. A Committee Representative will be present at each first team practice of the season.
- iv. The Committee will develop a list of age/division appropriate drills and make them available to coaches.

7. Vacancies

- a. A vacancy in the Board of Directors exists in the case of the following events:
 - i. Death
 - ii. Resignation
 - iii. Authorized number of directors is decreased (will not result in the removal of a member of the Board of Directors prior to the expiration of his/her term)
 - iv. Removal of a director by action of the board.

8. Grounds for Removal of Director

- a. A member of the Board of Directors may be removed by a majority vote of the Board of Directors for the following reasons:
 - i. Missing three consecutive regular board meetings
 1. First offense – warning
 2. Second offense - loss of voting rights for the next month
 - ii. Conviction of a felony
 - iii. Failure to carry out the duties and policies of the board and the league set forth within these By-Laws.
 - iv. Publicly known behavior/action unbecoming a board member or official representative of the Glendora Department of Community Services

9. Meetings

- a. The Board of Directors of the Glendora Lassie league shall have a regularly scheduled meeting once a month, beginning in August and continuing through July. The meeting schedule will be established at the beginning of each Board year, with changes posted.
- b. Special meetings may be called at any time by the president, or if the president is absent or unable to or refuses to act, by any three directors. Regular meetings are held without a call.
- c. The notice of a special meeting shall be made in writing or phone call to each director. It shall include the time, place and agenda of the special meeting.
- d. Regular meetings of the Board of Directors, special meetings and committee meetings shall be held at a place so designated.
- e. A quorum of the Board of Directors is required to conduct any business of the board. 51% of members of the Board of Directors shall constitute a quorum.

(Proxies held by members for absent directors may be used for voting purposes but are not counted as part of the quorum. All proxies must be submitted in writing to the Secretary prior to the meeting.) Every act or decision done or made by the board must be approved by a majority vote of the quorum present at said meeting

- f. If a meeting cannot be held, an electronic poll of the Board of Directors may be taken. The president and/or his/her designee will conduct this poll and provide documentation at the next board meeting.
- g. Each director of the Glendora Lassie League has one vote excluding the president who will only vote in case of a tie. Board members who are related, such as spouses, are eligible to vote on matters pertaining to the spouse but should remove themselves during discussion.
- h. In the event that a board member has applied for a board position or managing position and is running against a non-board member, that current board member will not be eligible to vote in that specific election.

10. Emergency Expenditures

- a. Expenses that arise in situations where it is not practical to convene the entire Board and are deemed for a time sensitive or emergency purpose can be paid with approval by the Executive Board in amounts not to exceed \$1499 with a report out to the full board at the following meeting. Majority board approval is needed for any expenses of \$1,500 or more.

11. Application for Manager

- a. All persons interested in managing in the Glendora Lassie League need to make their interest known in writing during league registration. Applications will be considered up to the draft.
- b. Criteria and Obligation
 - i. All managers/coaches/team parents entering the field of play or dugout must be individually registered with USA Softball and background checked through the SoCal USA mandatory registration system.
 - ii. A manager must be an adult at least 21 years of age with good moral character and a willingness to give of his/her time to a team in the spirit of the Lassie League program.

- iii. Managers and coaches are expected to set an example for their team as stated in the purpose in the Glendora Lassie League Rulebook and the Code of Conduct
 - iv. Managers must have representation at all manager's meetings.
 - v. Managers may not have any felony convictions.
 - vi. Managers must be background checked according to USA Softball regulations.
 - vii. Pass a Live Scan through the city of Glendora and approved by the police chief.
- c. Procedures for accepting a manger or coach before or during league play:
- i. An interview for prospective managers will be conducted.
 - ii. Prior management and/or coaching during a prior season does not guarantee a position in the present season.
 - iii. If a manager position comes open for any reason the Board of Directors reserves the right to appoint a new manager.
- d. Procedures for removing a manager or coach before or during league play:
- i. The Board of Directors reserves the right to remove any manager or coach from team responsibility if deemed necessary for the following reasons:
 - 1. Conduct not conducive to the intent of the program.
 - 2. Under the influence of alcohol or drugs during a league event.
 - 3. Use of tobacco in the dugouts or on the field of play
 - 4. Physical and/or verbal abuse.
 - 5. Intentional abuse of rules/guidelines as established by the Lassie League Board of Directors.
 - ii. The Board of Directors shall carry out the removal of a manager or coach with written notification sent as expeditiously as possible.

12. The Season

- a. The Lassie League season shall be determined by the Board of Directors on a yearly basis and may be concluded with playoffs and/or tournament play.
- b. The board will specify the Lassie League schedule.
- c. Sign-up and evaluation tryout, as designated, will be completed by February. Practice sessions may begin as soon as teams are formed.

13. Scholarship

- a. The Glendora Lassie League (GLL), a non-profit organization, is dedicated to helping young ladies become productive citizens through wholesome fun, responsible leadership and the spirit of good sportsmanship, teamwork and fair play. In that endeavor, GLL may elect to offer an annual scholarship based on availability of funds.

14. Other

- a. Any business, rule, policy or procedure not directly stated in the bylaws will be stipulated in the Glendora Lassie League Rulebook. This rulebook will not supersede the bylaws but serves to further detail and clarify them.
- b. No part of the budget of the League shall ever ensure to, or for the benefit of, or be distributed to its members, trustees, officers, or other private persons. However, the League may pay reasonable compensation for services rendered or for prior authorized expenses incurred on behalf of League business for the express purposes for which the League was formed

15. By Law Changes

- a. The bylaws of the Glendora Lassie League may be amended in the following manner only.
 - i. Suggestion of change may be made by the Rules Committee to be chaired by the Parliamentarian.
 - ii. The Rules Committee suggestions will be presented at a Board of Directors meeting.
 - iii. At this meeting or at a later meeting the bylaw changes may be adopted by a majority vote.

Index

- Purpose 1
- 1. Parliamentary Authority..... 1
- 2. Offices 1
- 3. Directors..... 1
- 4. Selection of Directors 2
- 5. Duties and Responsibilities 3
- 6. Committees 5
- 7. Vacancies 8
- 8. Grounds for Removal of Director..... 8
- 9. Meetings 8
- 10. Emergency Expenditures 9
- 11. Application for Manager..... 9
- 12. The Season..... 10
- 13. Scholarship 11
- 14. Other..... 11
- 15. By Law Changes 11

Revised: October 2025