



Livermore Girls Softball Association Bylaws

Article I – Name

Section 1

The name of this organization shall be the Livermore Girls Softball Association Incorporated, hereafter referred to as LGSA, which shall exist solely as a nonprofit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Article II – Purpose

Section 1

The purpose of this organization shall be to:

- 1) Teach members about the fundamentals of fast-pitch softball;
- 2) Encourage fair play and good sportsmanship, enable the girls to build confidence and raise self-esteem and family fun; and
- 3) Provide an opportunity for high competition softball for members who want it.

Article III– Membership and Fees

Section 1

The general membership of the league shall be comprised of the Board members, coaches and/or parents of each girl and each girl currently registered in the league.

Section 2

Any Livermore, Sunol, or un-incorporated area family interested in the purpose of this organization and subscribing to its Bylaws may become a member of this organization.

Section 3

An annual registration of players shall be conducted. Additional players shall be accepted at any time prior to team selection upon payment of appropriate registration fees. Additional players shall be accepted after the above time and put on a waiting list until a spot is found on a team.

Section 4

Membership fees are based on:

- 1) The number of players in a given family;
- 2) The age group of the players in a family; or
- 3) Budget requirements as determined by the Executive Board.

Section 5

Any family wishing to withdraw membership must present a request to the Registrar or another Board member. Until a set cutoff date, the Registrar may authorize a membership refund for withdrawn membership without notifying the Board. After that cutoff date, the Registrar must notify the Board of such occurrences.

- 1) The cutoff date will be determined by the Board each year.

Section 6

Additional funds required for the activities of this organization shall be raised by means determined by a quorum of Board members.

Article IV – Code of Conduct

Section 1

The LGSA President has the authority to remove or reprimand league personnel including board members, parents, spectators, and players whose conduct is deemed detrimental to the best interest of LGSA. Any person reprimanded has the right of appeal and review before a quorum of the board within seven days.

Section 2

No one, other than LGSA players, coaches, managers, or umpires is allowed on the playing field during games. Players and subs should remain in the dugout area unless playing defense on the field. No player should leave the dugout without permission from the coach or manager. Only managers, coaches, players, scorekeepers, and team parent are allowed in the dugout.

Section 3

Any player who throws their bat, glove, or helmet in anger or disgust when batting will be automatically out, the ball is dead, no runners advance. The second occurrence in the same game will cause all of the above plus the player's ejection from the game. If the umpire feels the first time is flagrant, they may eject the player immediately, without warning.

Section 4

No offensive player may remove their helmet while on base or on her way to the dugout. The player will automatically be called out. The helmet cannot be removed intentionally, unless the umpire has called time out.

Section 5

A player may be benched for a game for disciplinary action or for missing an excessive number of practices or games without good reason. She must be given a warning by the manager or AGC before being dismissed.

Section 6

Positive cheering is encouraged. Negative cheering will not be tolerated.

Section 7

The manager is responsible for the conduct of themselves, their coaches, players, and players' parents and the spectators.

- 1) No offensive or negative comments or profanity will be used towards or around any player, parent, volunteer, or umpire in any means. A Manager must take responsibility for the players' well-being and development. Accept the reality that Managers serve as role models; as such, their actions must live up to their words. A Manager is the only person who should address the umpire.
- 2) Managers and volunteers must refrain from direct physical contact with players (i.e., pats on the buttocks) that could be construed as sexual in nature. Work toward the best interests of their players by understanding issues of confidentiality and avoiding situations that could create conflicts of interest or could exploit any player.
- 3) Managers should provide a physically and emotionally safe environment for players during practice, as well as games. Exemplify ethical behaviors, including honesty, integrity, fair play and sportsmanship. These are life-long lessons that take precedence over any emphasis on winning. Any communication with the opposing team must be deemed positive. A Manager is the only person who should address the umpire.

Section 8

Code of Conduct will be addressed when necessary. Actions will range from the following, but in no particular order:

- 1) Verbal Warning: LGSA Board Member, Coach or Manager will discuss undesirable conduct with parents and stress that this behavior will not be tolerated.
- 2) Written Warning: LGSA Board Member, Coach or Manager will notify the LGSA Board of Directors by formally submitting a complaint form. The LGSA Board of Directors will bring the parent in for a meeting to discuss actions. Furthermore there will be a formal letter of

reprimand given to parent(s) stating that the next offense could lead to the parent(s) being banned from the sporting event venue for a period of one or more games and or practices.

- 3) Game Suspension: LGSA Board Member, Coach or Manager will ban the parent from attending the next scheduled contest. Another letter will be given to parent(s) stating that the next offense will lead to the parent(s) being banned from the minimum of that sport's season up to an additional season.
- 4) Season Suspension: The parent(s) will be banned from attending a minimum of the remainder of that season to a maximum of the next season in which the incident took place. The parent(s) will then have to make a formal request to be reinstated into the league. The parent(s) will then have to meet with the LGSA Board of Directors prior to the start of the season to determine if the parent(s) is capable of behaving within the spirit and guidelines of LGSA.

Article V – Board Meetings

Section 1

The meetings of the board shall be open to the general membership (see Article III). Guests and members outside the Board members do not have voting rights other than election of officers. When conflicts arise, the President shall have the discretion to change the meeting date.

Section 2

Regular meetings of this organization shall be held once a month, unless otherwise ordered by a quorum of the Board or by the Executive Board.

Section 3

A quorum will consist of no fewer than seven (7) Board members including no fewer than three (3) Executive Board members. Of the three EB members, one must be a presiding officer (to conduct the meeting and see that rules are observed) and one must be a secretary (to take minutes).

Section 4

Special meetings may be called as necessary by the Executive Board.

- 1) Should the agenda of a special meeting involve motions to be put to a vote; the Board members will be invited and given at least twenty-four hours advanced notice.

Section 5

Any action taken shall be decided by majority vote of the attending Board members.

- 1) Should the attending members of the Executive Board be unanimous in their opposition to a motion, the motion will be re-voted and require a 2/3 majority of the Board to pass.

Article VI - Government

Section 1

The Executive Board is elected officers and shall consist of: the following officers: President, Vice President - Umpire in Chief, Vice President – Registrar, Secretary, and Treasurer. No spouses can serve on the Executive Board during the same term. The Executive Board may meet on issues referred to them by the Board. The Executive Board will also handle potential disciplinary and legal issues for which closed sessions are authorized or appropriate. Closed session decisions, which must be reached with at least three (3) concurring votes, are final and may or may not be shared at the discretion of the Executive Board at the next regular Board meeting.

Section 2

The following appointed coordinator positions will comprise the balance of the Board: Picture; Equipment; Fields; Game Scheduler; Player Agent; Manager Agent; Information; Sponsorship/Fundraiser; Trophy/Uniform; Player Development; Snack Bar; Webmaster; Travel Team; Tournament Director; Special Events, and any other board positions deemed necessary by the Executive Board.

Section 3

All Board members have voting rights on motions made at board meetings.

Section 4

The Board shall have control of the property and management of the league. Funds of the organization shall be joint signatures of the Treasurer and one of the designated members of the Executive Board.

Section 5

Any member of the Board (including Executive Board Members) may be removed for cause by a 2/3 vote of the Board members present. It shall be deemed appropriate for removal for cause that the Board member fails to carry out the function of the office for which said member was either elected or appointed by the Board, or any other such action as shall be detrimental to the operations of this league. In the event of resignation or removal of a Board member, his/her office shall be reappointed.

Section 6

In order to be eligible for election to the office of President, Vice President - Umpire In Chief, Vice President – Registrar, the candidate must have served as a member of the Board for at least one [1] full year, directly prior to running for either position. The office of Secretary and Treasurer do not require one [1] year of board service. Said member shall not be eligible for election if during his or her term of office, the said officer was removed by reasons of absence, or for cause.

Section 7

No member of the Board will be paid for volunteer services rendered. Board Members may submit a bid to perform specific work required by the league as long as two bids from outside the Board are also considered.

Section 8

Any member of the Board of who fails to fully attend and participate in two consecutive board meetings (regular or special) is considered to have automatically resigned his or her position. Appeals for reinstatement must be made in writing within one week of the second missed meeting. The request for reinstatement shall be addressed at the next scheduled or special board meeting. A majority vote of the Board present is required to subsequently reinstate any Board Member.

Article VII – Nomination and Election of Executive Board

Section 1

The Board of Directors shall appoint an Election Committee to assist the Secretary in the nomination and election process. The committee shall consist of no more than 7 members, three to be non-board members. The Election Committee shall announce and accept nominations for the available positions. All members shall be encouraged to nominate candidates.

All Nominations shall be submitted in writing to the Secretary. All nominations must bear the signature of at least one general member. Nominations shall close four weeks before the annual May board meeting. Voting shall close two weeks before the annual May board meeting

The Election Committee may establish a procedure for providing ballots to and receiving ballots from members. Such procedure shall be subject to approval of the Board of Directors.

The Election Committee shall count the ballots during the annual May board meeting. The results shall be announced before the close of the meeting.

Section 2

The term of elected officers shall be from July 1 through June 30.

Section 3

A member of the Board desiring to run for President shall present this information at the April Board meeting. At that time nominations may be made from the floor.

Section 4

At least one member of the Board must second a proposed candidate's nomination.

Section 5

The elected officers of this organization shall be, in order of succession, as follows:

1) President; 2) Vice-President - Umpire in Chief, 3) Vice-President - Registration; 4) Secretary; 5) Treasurer

Section 6

Voting shall be by secret ballot if more than one member is running.

Section 7

Each member of LGSA over the age of eighteen (18) shall be entitled to cast one (1) vote per registered player, within a family currently enrolled in LGSA. Absentee or proxy ballots will not be allowed.

Section 8

The person receiving the highest number of votes shall be elected.

Section 9

In case of death, removal, or withdrawal of any Executive Board member, vacancies of the elected office shall be nominated by the Executive Board and confirmed by the Board majority to fill the remainder of the term.

Article VIII – The Executive Board

Section 1

The elected officers shall comprise the Executive Board.

Section 2

A quorum of the Executive Board shall be comprised of no fewer than three (3) Executive Board Members.

Section 3

The Executive Board shall outline the work of the organization for the year and transact the necessary business.

- 1) It may act to resolve problems in extreme or extenuating circumstances.
- 2) It may authorize payment of incidentals up to \$1,000.
- 3) Reimbursements must be approved and any amount over \$300 requires two signatures of the Executive Board.

- 4) Non-Budgeted Expenses over \$1,000 must be approved by majority vote of the Board Non-Budgeted Expenses over \$1,000 must be approved by majority vote of the Board (amounts under \$1,000 require EB approval only).

Section 4

A simple majority vote of the Executive Board when duly convened is mandatory before any action is taken.

Section 5

The Executive Board shall prepare a financial summary of that year's business and shall leave sufficient funds to enable the continued operation of LGSA. The exact amount will vary and is subject to periodic review.

Section 6

Each Executive Board member shall prepare an annual report of their activity that year and present it to the president by the May board meeting. The president then consolidates the reports and prepares the presidential annual report and presents this report to the president elect and the organization.

Section 7

An Executive Board meeting may be called with the approval of the President to resolve such issues as may come before it. In the absence of the President, an Executive Board meeting may be called by the next Executive Board member in order of succession.

Section 8

Any purchases made or authorized by the Board must be within budget or have Executive Board approval.

Article IX - Executive Board Duties

Section 1

The President shall preside at all Board meetings of the organization and the Executive Board, and shall be an ex-official member (1) of all committees. (S)he shall make an annual report to the membership. (S)he shall appoint chairpersons of all standing committees with the approval of the incoming elected officers.

Section 2

The Vice-President - Umpire in Chief shall be responsible for acting as liaison between the umpire association and the organization. (S)he shall provide a budget for consideration at the annual budget meeting. In the absence of the President, (s)he shall assume all presidential duties and responsibilities.

Section 3

The Vice-President - Registrar shall be responsible for the annual registration effort. (S)he shall provide a budget for consideration at the annual budget meeting. In the absence of the President and the Vice-President - Umpire in Chief, (s)he shall assume all presidential duties and responsibilities.

Section 4

The Secretary shall keep an accurate record of the proceedings of all meetings of the organization and the Executive Board, shall be prepared to refer to minutes of previous meetings, shall prepare a summary of all unfinished business for use by the president, and shall distribute copies of the minutes to the Executive Board within seven calendar days prior to the next Board meeting. The Secretary shall attend to all correspondence of the organization, shall keep a file of all letters received which pertain to the business of the organization, and shall notify members of Executive Board meetings.

Section 5

The Treasurer shall receive all monies of the organization and shall deposit them in the name of the organization in a bank approved by the Executive Board.

- 1) The Treasurer shall keep an accurate account of all receipts and payments and shall present a detailed monthly report to the membership at the monthly meetings.
- 2) The Treasurer shall pay out all monies of the organization by check.
- 3) Checks will be signed by two authorized and designated signatories for all amounts over \$300. Selection of the signatories is the responsibility of the Executive Board.
- 4) The Treasurer shall ensure that the treasury records are independently audited at the request of the Board by an individual or organization approved by the Board.
- 5) The Treasurer shall file all federal and state forms as required by law.
- 6) The position of Treasurer shall not be held by the same individual or individuals for more than two (2) consecutive terms, except to serve until a new person for the position is voted in.

Article X – Appointed Board and Duties

Section 1

The remainder of the Board shall be appointed by the President with the approval of the Executive Board.

Section 2

The Pictures Coordinator is responsible for contracting with a photographer and coordinating all activities related to team and individual pictures.

- 1) (S)he can negotiate contracts with the approval of the Executive Board.
- 2) Any purchases outside of the budget must have Executive Board approval

Section 3

The Equipment Coordinator shall be responsible for the acquisition, maintenance, and safety of player equipment (catcher protectors, bats, etc., but not clothing), field equipment (bases, pitching rubbers, storage sheds, but not grounds keeping (tools), game balls and any other items required to hold games.

- 1) The coordinator must present an inventory of player equipment on hand at the end of each season.
- 2) Any purchases outside of the budget must have Executive Board approval.

Section 4

The Field Coordinator shall be responsible for the ongoing maintenance and safety of the playing fields and surrounding area during the regular season. The Field Coordinator must arrange for:

- 1) Pre-season field maintenance,
- 2) Lining the playing fields before games as necessary,
- 3) Ongoing field maintenance during the year as required during the course of the season,
- 4) Disposal of trash at the end of each days games, and
- 5) Any other tasks deemed necessary by the Executive Board.
- 6) Any purchases outside of the budget must have Executive Board approval

Section 5

The Game Schedule Coordinator is responsible for pre-season practice schedule and scheduling and rescheduling regular league, playoffs and championship games for the season.

Section 6

The Information Coordinator acts as the liaison between LGSA and the government agencies and boards within Livermore and other surrounding communities. They are responsible for presenting weekly game information to the local papers and are the single point of contact between the press and LGSA. S(he) coordinates final list of all LGSA team information (ex: managers/teams names, emails, phone numbers).

Section 7

The Player Agent acts as the liaison between players for any age group and the Executive Board.

- 1) (S)he conducts meetings as necessary with the parents and players, passes information to and from the Executive Board and appointed board, and acts as mediator in cases of disputes.

Section 8

The Manager Agent acts as the liaison between managers and the Executive Board.

- 1) (S)he conducts meetings as necessary with the managers and coaches, passes information to and from the Executive Board and appointed board, and acts as mediator in cases of disputes.

Section 9

The Sponsorship/Fundraiser Coordinator is responsible for generating funds for LGSA. (S)he, with the help of a committee, will be responsible for the following:

- 1) League sponsorships, which include communicating to the managers the league goal of obtaining a minimum of one (1), team sponsorship for each team.
- 2) Coordinating the contacting of previous and potential sponsors for the year
- 3) Develop, plan, direct and submit formal plan on all fundraising projects.
- 4) Coordinate and assist in fundraisers
- 5) Collecting all monies from all fundraising and turning it into the Treasurer.

Section 10

The Trophy/Uniform Coordinator is the single point of contact for the purchase of trophies, plaques and pins used by LGSA in city tournaments, all-star games, and the opening weekend tournament. S(he) is also the single point of contact for the purchase of uniforms used by LGSA.

- 1) (S)he can negotiate contracts with the approval of the Executive Board
- 2) (S)he must work with the Player Agents, Sponsorship Coordinator and others to resolve uniform related issues
- 3) Any purchases outside the budget will need Executive Board approval.

Section 11

The Player Development Coordinator is responsible for arranging player and coach's clinics.

Section 12

The Snack Bar Coordinator is responsible for:

- 1) Developing operating budgets
- 2) Purchasing supplies
- 3) Depositing all snack shack funds with the Treasurer
- 4) Account for and safeguards all cash receipts

Section 13

The Webmaster is responsible for maintaining the LGSA web site.

Section 14

The Travel Team Coordinator serves as the chairperson of the Traveling Teams Board. Refer to Article XII.

Section 15

The Tournament Coordinator is responsible for the implementation and administration of the Livermore Smoke Annual Girls Fast Pitch Tournament (hereafter referred to as the Memorial Day Weekend Tournament).

- 1) (S)he can negotiate contracts for services.
- 2) Any purchases outside the budget will need Executive Board approval
- 3) At the end of the Tournament, the Tournament Director shall provide the board with a financial accounting of the Tournament's activities.

Section 16

Special Events Coordinator is in charge of running the annual Opening Day Celebration and all other LGSA sponsored special events. This job entails but is not limited to working with board members, coaches and league members to sign up people to prepare the fields, decorate the softball complex, announce the games, coordinate the ceremonies, coordinating merchandise, and determining whatever activities would enhance the overall celebratory theme of the day.

Article XI - Traveling Team Board

Section 1

A Traveling Team Board (TTB), consisting of the Travel Team Coordinator (who serves as chairperson) and as many as six (6) additional persons, shall be appointed by the Board no later than the end of April. The TTB reports directly to the Executive Board. Members of the Executive Board shall approve members of the TTB.

Section 2

The Traveling Team Chairperson shall not be one of the Executive Board members. The Traveling Team Chairperson or their spouse may not be a potential applicant for traveling team manager.

Section 3

- 1) The Travel Team Chairperson shall be responsible for overseeing all travel team activity including tryouts for travel team selection, and nomination of travel team managers to the Board.
- 2) The Travel Team Chairperson shall use a selection and interview process approved by the Board.
- 3) The Executive Board must approve the selection of traveling team coaches.
- 4) The Travel Team Chairperson shall act as liaison between the travel teams and the Board.
- 5) The Traveling Team Chairperson has no voting privileges on the Traveling Team Board.

Section 4

All travel teams shall provide the board with a financial accounting of their activities.

Section 5

Selection of the travel team coaches shall be made no later than the end of April.

Article XII - Parliamentary Procedure

Section 1

Robert's Rules of Order, Newly Revised, Eleventh Edition shall govern the procedures of this organization in all cases not covered by these Bylaws.

Article XIII - These Bylaws

Section 1

A copy of these Bylaws shall be made available to each officer, member of the Board and to any member of the organization upon request.

Section 2

The Bylaws may be amended or revised at any regular meeting of the organization by a two thirds (2/3) majority vote, provided that a written notice of such proposed amendment or revision shall have been given at least thirty (30) days in advance.

Standing Rules

- 1) Any of the offices may be held jointly by more than one person.
- 2) Constitution Endorsed by the State of California on November 9, 1979.
- 3) These bylaws were adopted September, 2015 replacing the previous bylaws.