

WEST VALLEY GIRLS SOFTBALL

By-Laws

Adopted _____

ARTICLE I. NAME

- 1.1 The name of the 501(c) (3) corporation shall be WEST VALLEY GIRLS SOFTBALL, INC. hereinafter referred to as “WVGS Inc”.

ARTICLE II. OBJECTIVE

- 2.1 WVGS is a non-profit organization dedicated to the development of good sportsmanship achieved through healthful and positive softball recreation for girls. The building of character, encouragement of good sportsmanship and learning the fundamental skills of the game of softball will take precedence over the winning of games. The primary concern of WVGS is to provide good recreation and leadership for the girls in its care. This goal will be attained by recruitment and training of qualified adults at the community level. Any girl meeting the age requirements as set forth in the Operating Rules will be eligible for participation. WVGS will afford an authoritative body for the purpose of organizing, directing, and providing financial support for the games.

ARTICLE III. MEMBERSHIP

- 3.1 General Membership (“General Membership”) shall be comprised of those parents or guardians over the age of 18 years having an eligible participant registered in the WVGS program; or, any individual who is participating in an administrative or technical capacity within the program (i.e., Board members, committee members, managers, and approved coaches).

ARTICLE IV. GOVERNMENT AND MEETINGS

- 4.1 WVGS Board of Directors “Board” shall be constituted from the General Membership. The administration of WVGS will be under the supervision of the Board.
- a. Elections for members of the board will be held in May of each year, no later than the 30th day. At this election, the General Membership will elect the following officers to the Board by written secret ballot:

Director	Year Elected
• President	Even Number Years
• Vice-President	Odd Number Years
• Treasurer	Even Number Years
• Secretary	Odd Number Years
• Registrar	Odd Number Years
• Head of Divisions	Even Number Years

- Tournament Coordinator Odd Number Years
- Snack Shack Coordinator Even Number Years
- Field Maintenance Coordinator Even Number Years
- Ways and Means Even Number Years
- T-Ball Division Coordinator Even Number Years
- Micro Division Coordinator Odd Number Years
- Mini Division Coordinator Even Number Years
- Major Division Coordinator Even Number Years
- Minor Division Coordinator Odd Number Years
- Team Parent Coordinator Odd Number Years
- Player Representative Even Number Years
- Equipment Coordinator Odd Number Years
- Uniform Coordinator Odd Number Years
- Marketing Coordinator Odd Number Years
- Webmaster Odd Number Years
- Player/Coach Development Even Number Years
- Umpire Coordinator Even Number Years

Note: Board positions may be combined as necessary, however only one vote per member will be recorded.

Note: The transition of newly elected members will begin on August 1 and the new Board will take over on September 1 of each calendar year.

- b. Officers of the Board shall be elected by a Majority Vote of the General Membership. The transition of the newly elected Board Members will begin on August 1 and take office on September 1st. Candidates shall be elected to a specific office for a term of two years. In case no candidate gets a majority of votes cast, a runoff shall be held between the two candidates receiving the highest number of votes. All members of the Board must be in good standing (financially) with WVGS.
- c. Election of Board positions will be staggered as defined in Article 4.1. All Board members will be eligible for re-election.
- d. In the event that an elected Board Member vacates his/her position before the scheduled end of his/her term, the President may appoint an interim replacement that will serve in the position until a permanent replacement is elected. The vacancy must be publicized to the General Membership and the Board (by Majority Vote) must elect a permanent replacement from the interested candidate(s) within 30 days of the vacancy.

4.2 WVGS Executive Committee will be composed of the elected Officers (President, Vice-President, Treasurer, Secretary, Registrar and Head of Divisions). This committee will interpret the By-Laws and provide Administrative Guidance to the Board of Directors.

The Executive Committee will have discretion to use reasonable judgment in taking action to operate the league on a day-to-day basis.

- 4.3 All matters concerning WVGS policy and “Operating Rules” will be decided by a Majority Vote of the Board.
- 4.4 To be eligible to vote at a Board Meeting, you must be a current Board Member who has attended 50% of the prior 6 board meetings. New members shall be required to attend at least 50% of the eligible meetings since their election to office to be eligible to vote.

In that regular attendance of all Board members is desirable and necessary for the efficient conduct of business, the following rules pertaining to absences shall apply:

- a. A single absence is considered excused.
 - b. The second consecutive absence may be excused by the President, preferably ahead of time.
 - c. Only the Board of Directors may excuse the third consecutive absence.
 - d. After three consecutive absences, the Board of Directors shall take whatever action it deems advisable as empowered in Article 4.3.
 - e. Pattern of inconsistent attendance shall be made a matter for Board action, whether or not absences are consecutive.
- 4.5 Managers shall be governed by the Operating Rules and Manager Handbook.
 - 4.6 The Board of Directors will have the authority at any regular or special meeting to suspend, discharge, or expel or otherwise discipline any individual, whose conduct is considered detrimental to WVGS’s best interest. Those to be affected by such action must be notified, a minimum of one week, prior to the scheduled meeting date when such action will be discussed.
 - 4.7 Board members may be voted out of office by a majority vote (1/2) of all eligible Board Members, at a meeting held specifically for such action, and for, but not limited to, the following reasons:

Repeated violation of the By-Laws
Criminal Behavior
Behavior detrimental to WVGS
Board meeting attendance

- 4.8 The total number of the Board of Directors will be confirmed each year at the August meeting of the existing and newly elected Board. The minutes as recorded by WVGS Secretary will reflect the current Board of Directors count. The deletion of Board of Directors with no replacement will reduce the total number by one until only 5 Board members remain. At this point the remaining Board of Directors must recruit additional members, dissolve WVGS, or suspend all formal expenditures of WVGS.

- 4.9 Regular meetings of the Board of Directors are open to the General Membership and shall be held on the first Wednesday of the month. The home meeting location for WVGS will be at WVGS's facility located at 5607 Capistrano Ave., Woodland Hills, CA 91367.
- 4.10 A quorum is 50% plus one of the eligible members including ½ of the Executive Committee in order to conduct business of WVGS.
- 4.11 A written agenda will be provided to all board members via email and/or facsimile a minimum of 48 hours prior to each scheduled regular meeting. Non-agenda items cannot be voted on until the next meeting.
- 4.12 Robert's Rules of Order shall govern the proceedings of all meetings, except where in conflict with the By-Laws of WVGS.

ARTICLE V. FINANCIAL POLICY

- 5.1 WVGS fiscal year shall be defined as January 1st through the following December 31st of each calendar year.
- 5.2 The Board of Directors will decide all matters relating to finance. WVGS monies will be expended in a manner that will give all individuals and teams' equal benefits and privileges. The Board of Directors through a Majority Vote may expend funds for Tournament Teams.
- 5.3 Dues for membership shall be for a period of one season (Spring or Fall) and shall be in such sums as determined by the Board of Directors.
- 5.4 The league shall maintain a minimum reserve balance of \$20,000 or 25% of the annual operating budget, whichever is less in a separate league bank account of the leagues Treasurer's choosing. Should the reserves go below this amount, all purchases of non-essential items shall cease immediately.
- 5.5 All members of teams will deposit league fund-raising monies collected into WVGS treasury, within 3 calendar days for proper accountability.
- 5.6 Tournament teams may raise money for a specific purpose and will receive credit to themselves to use or expend the money as required. All-tournament team sponsored monies shall be deposited in the league's treasury per Article 8.3.1.
- 5.7 The Board will take immediate and appropriate action in the event of an irregularity in the fundraising activities of WVGS.
- 5.8 The Board of Directors shall strictly observe and regulate all fund-raising activities. These activities must conform to the fundraising policies of non-profit organizations set forth by the State of California.

- 5.9 Any member of the General Membership will have the privilege of reviewing the books and records maintained by the Treasurer at any time (with sufficient notice). The Treasurer will, within 30 days of the fiscal year end, provide to the Board of Directors an accounting of all revenues and expenditures for that year.
- 5.10 One authorizing signature for WVGS bank account will be required from the following positions:
- President
Treasurer
Vice-President
- 5.11 WVGS is governed by California for non-profit organizations.

ARTICLE VI. DISSOLUTION

- 6.1 In the event of the dissolution of WVGS, the remaining assets along with all personal and real property will be transferred to an account prescribed by California law to be distributed and/used for the benefit of another organization that has established its tax exemption pursuant to Internal Revenue Code section 501(c)(3).

ARTICLE VII. AMENDMENT

- 7.1 These By-Laws or any section thereof may be amended or repealed by 2/3 of the eligible members of the Board at a meeting scheduled for the purpose of amending these By-Laws. A notice must be posted at the fields and distributed via US Mail or email and also shall be posted on the league website to all members of the General Membership in the current fiscal year, a minimum of fourteen (14) calendar days prior to the meeting.

ARTICLE VIII OFFICERS AND DUTIES

8.1 President

- a. Will preside at all meetings of the General Membership, the Board of Directors and Executive Committee; will also be an ex-officio member of all committees, except any committee involving a Division in which he/she manages or coaches.
- b. Subject to the control of the Board, the President shall be responsible for the general supervision, direction and control of the business and affairs of WVGS. Will coordinate and administer the rules, policies and principles of USA Softball and WVGS.
- c. Will appoint an interim replacement for any vacated Board Member position.
- d. Will appoint all chairpersons of various committees from interested volunteers.

- e. Will act as the liaison officer between the corporation and the General Membership of WVGS.
- f. Will be responsible for awards presentation and recognition.
- g. Will be a non-voting member at any Board meeting except to break a tie vote.
- h. Will approve game schedules prepared by Head of Divisions for the divisions of WVGS
- i. If the President is also a Manager, he/she shall relinquish all Presidential authority if an issue arises which effects his/her respective division, and he/she wishes to vote. The authority shall go to the next Executive Board Member (Reference section 4.2) who does not have such a conflict.

8.2 **Vice-President**

- a. Will aide, assist, and provide counsel for the President. In his/her absence, will perform the duties of the President.
- b. Will Chair the Protest Committee (comprised of the President, Vice-President and Umpire Coordinator).
- c. Will coordinate and supervise day to day field use and operation, including scheduling of batting cages and practice fields.
- d. Will act as Parliamentarian for all meetings and give recommendations and guidance pertaining to rules of order.
- e. Will be responsible for supervision, guidance, and training of team scorekeepers.
- f. Coordinates Opening Day and Closing Day activities and agenda.
- g. Will be responsible for oversight of a picture day and yearbook coordinator or in the absence of a picture day and yearbook coordinator for the divisions of WVGS.

8.3 **Treasurer**

- a. Will receive all money for WVGS, including Snack Shack, and deposit it in the name West Valley Girls Softball, Inc. in a financial institution, insured by the FDIC, approved by the Board of Directors within 3 days for proper accountability.
- b. Will keep in itemized account of receipts and disbursements and maintain books and records in an orderly fashion.

- c. Will provide a report on bank account balance and overall WVGS financial standing at each Board meeting.
- d. Will provide a fiscal yearend report at the first Board meeting of the new year. The fiscal yearend report shall include but not necessarily limited to a balance sheet, profit & loss statement and a budget.
- e. Will provide an annual budget for the league by December 1 for the subsequent fiscal year.

8.4 **Secretary**

- a. Will keep an accurate record of the proceedings and activities of all meetings of the General Membership, the Board of Directors, and the Executive Committee, and will maintain minutes of all meetings such that minute of previous meetings can be easily referenced to.
- b. Will maintain an updated copy of the WVGS By-Laws and Operating Rules during their term of Secretary.
- c. Will send out notices of meetings to the Board of Directors a minimum of 48 hours in advance.
- d. Will keep the attendance at the meetings to record the eligibility of voting for the voting members.
- e. Will provide a copy of the prior Board meeting minutes to the Board two (2) days prior to the next scheduled Board meeting.
- f. Will coordinate and implement WVGS background check policies.

8.5 **Head of Divisions**

- a. Will be responsible for supervision and guidance of all Division Coordinators and email communication with division managers.
- b. Will work with each division coordinator to select managers for each division
- a. Will prepare League Schedule of all games.
- c. Will order trophies and awards, i.e., medals, etc.
- d. Will recruit managers and coaches for player evaluation dates
- e. Will attend all player drafts for each division

- f. Will be a member of the Executive Board and share in all such responsibilities.

8.6 Umpire Coordinator

- a. Will schedule umpires with the contracted umpiring association for all regular season, play-off, make-up division games and hosted tournaments.
- b. Will assemble a list of volunteer umpires for Micro and emergency use for games.
- c. Will serve on the Protest Committee, unless there is a conflict of interest.
- d. Will coordinate an Umpires Clinic to see that all youth umpires are trained.

8.7 Equipment Coordinator

- a. Will have responsibility of all of the equipment owned by WVGS, shall inventory the equipment in the off season to determine the equipment requirements, and obtain bids for submission to the Board for approval for purchases of equipment.
- b. Will purchase and provide the teams with the proper equipment, which will consist of practice balls, bats, helmets, catching equipment and a first aid kit.
- c. Will see that all League equipment is turned in after the season and change the combinations and or key locks on League padlocks at least once a year.
- d. Will inventory all League equipment at the beginning of the season as well as at the end of the season (Spring and Fall) and will provide a report to his/her successor no later than the September meeting of the new Board.

8.8 Registrar

- b. Will coordinate all matters pertaining to recruiting of players (flyers, registration, rating sheets, etc.), including Spring & Fall registration forms.
- c. Will set dates for (pre-registration if applicable) registration, try outs, and team drafts.
- d. Will assist in all division drafts and maintain a wait list (if necessary).
- e. Will coordinate Tournament team's registration.
- f. Will keep a current file of all the registration cards of the division.
- g. Will provide team information to each Division Coordinator for disbursement to team representative prior to the start of each season.

- h. Will be responsible for the collection of and disbursement of all correspondence to the league, including but not limited to maintenance of the telephone voicemail, post office box, emails, and texts.
- i. Will be a member of the Executive Board and share in all such responsibilities.
- j. Will send out all League Communication and answer questions sent to league general email box.

8.9 Field Maintenance Coordinator

- a. Will coordinate all work in connection with maintenance on League facilities before, during and after the Spring, Fall and Tournament seasons.
- b. Will procure equipment and services as necessary for maintenance at the field and to prepare the fields for play when authorized by the Board of Directors.
- c. Obtain Board of Directors approval for all field improvement projects, within the limitations of the facility permits.
- d. Will hang all Team and Sponsorship Banners on fence prior to season and remove at end of season

8.10 Marketing Coordinator

- a. Will manage all Social Media platforms (Facebook, Instagram and Twitter)
- b. Will coordinate with the Webmaster to notify all league participants of special events via the website, calendar and social media (i.e., Opening Day, Closing Day, Fundraisers, Special Events & Meetings)
- c. Will help Vice-President coordinate all special events including the Opening and Closing Day Activities.
- d. Upon approval of the Board, will notify the Media of all special events.

8.11 Ways & Means Coordinator

- a. Will coordinate all fundraising activities for WVGS.
- b. Will be responsible for an accounting of all monies raised at fundraising activities to the Treasurer.
- c. Will organize team and league sponsorships.

- d. Will be responsible for coordinating all league advertising.
- e. Will coordinate Team Parent meeting and distribution of raffle tickets to each team
- f. Will coordinate with Women's Coordinator the Annual Breast Cancer Awareness Committee scheduling of BCA games every October.

8.12 **Snack Shack Coordinator**

- a. Will be responsible for all aspects of operating the Snack Shack.
- b. Will coordinate procurement of the food for the Snack Shack, maintaining and rotating inventory.
- c. Will monitor and recommend snack shack equipment purchases to the Board.
- d. Will schedule volunteers for snack shack or concession stand duty and monitor attendance.
- e. Will train snack shack volunteers & auxiliary members
- f. Will maintain a log of daily sales
- g. Will coordinate and deliver to the Treasurer monies earned from the sale of goods on a timely basis
- h. Will provide/coordinate payment of fees to umpires.

8.13 **Division Coordinators (T-Ball, 8U, 10U, 12U, 17U)**

- a. Will represent their Divisions at the Board of Directors Meetings.
- b. Will be responsible for locating and obtaining qualified managers for their division.
- c. Will be present at the process of try-outs/evaluations for players in their division.
- d. Will be present at the Draft for their division.
- e. Will be present for Tournament Team selection for their divisions
- f. Will meet with managers and coaches at the beginning of each season to ensure they are familiar with the WVGS Supplemental Rules and USA Softball rules and regulations.

- g. Will act as liaison between the managers in their division and the Board of Directors to ensure all teams are aware of any issues which affect the players and teams in their respective division.
- h. Will receive official protests from the division managers for presentation to the Protest Committee.
- i. Will acquire a temporary manager to coach until the regular team manager returns or until the season ends in the event a team manager is unable to continue as a manager.
- j. Will notify all managers of division roster changes.
- k. Cannot manage in the division they are representing.

8.14 **Player Representative**

- a. Will represent all players in the league throughout Spring, Fall and Tournament seasons.
- b. Will investigate and resolve all grievances and/or complaints amongst players, parents, and team management. Player Representative shall report to the Board as deemed necessary.
- c. Upon request, will assist Registrar in matters regarding the registration of players in the league

8.15 **Uniform Coordinator**

- a. Will prepare a detailed budget for submission to the Board for uniform expenses.
- b. Will assist managers at draft for ease in procuring uniforms based on registration information.
- c. Will procure uniforms based on registration information.
- d. Will distribute uniforms to team managers.
- e. Will prepare a detailed Tournament team budget for uniform expenses.
- f. Will procure Tournament team uniforms.
- g. Will distribute Tournament team uniforms.

8.16 **Tournament Team Coordinator**

- a. Will disburse and collect a list of all players wishing to be eligible for Tournament Team consideration at the respective division levels.
- b. Will represent WVGS Heat teams, players, and managers at the Board of Directors meetings.
- c. Will give input and recommendations to the Heat selection process of the players and managers to the league.
- d. Will coordinate the Heat Tournament, their fees and rules.
- e. Will investigate and report to the WVGS Board any Tournament violations or complaints involving the WVGS Heat Teams.
- f. Will be responsible for Heat selection process and manager selection process according to WVGS Operating Rules.
- g. Will remit payments, applications and rosters for registering Heat teams in selected tournaments
- h. Will coordinate and supervise all tournaments hosted by WVGS.
- i. Will coordinate with other Coordinators, all umpires, participating teams, vendors and fields for all WVGS tournaments.
- j. Will plan the advertisement of the WVGS tournament in the “Blue book”
- k. Will draft Tournament Schedule for any WVGS hosted tournaments and enter in TeamSideline.

8.17 **Webmaster**

- a. Will update and maintain the league website, calendar and photo rotator.
- b. Will coordinate with each team manager to maintain standings for each division level.
- c. Will assist in creating flyers for registration, fundraising and special events.
- d. Collect WVGS League pictures and assist with the formation of the organization's annual Yearbook

8.18 Player/Coach Development

- a. Will coordinate and plan league sponsored clinics
- b. Will work with local high schools to coordinate clinics hosted by high school players.
- c. Will assist with Manager and Coach Meeting prior to season start.

8.19 Team Parent Coordinator

- a. Will help coordinate events with Team Parents (Opening Day Gift Baskets, Raffle ticket distribution, Silent Auction & Fundraisers).
- b. Will organize themed baskets on Opening day and set up silent auction.
- c. Coordinate a Team Parent Meeting before season starts with all team parents.
- d. Coordinate Picture Day with teams and Vice President.
- e. Collect Photos from teams for Spring Yearbook.
- f. Answer any questions Team Parents may have.

ARTICLE IX TEAM MANAGEMENT AND GAME ADMINISTRATION

- 9.1 All rules, policies and procedures relating to the team management, player personnel and game guidelines shall be contained in the WVGS League Operating Rules