



## **FOUNTAIN VALLEY GIRLS FASTPITCH SOFTBALL**

### **BYLAWS**

#### **ARTICLE I – LOCAL LEAGUE NAME**

The name of this organization shall be FOUNTAIN VALLEY GIRLS FASTPITCH SOFTBALL (“FVGFS” or “the league”), a nonprofit organization, incorporated and affiliated with A.S.A Recreation League.

#### **ARTICLE II – OBJECTIVE**

Fountain Valley Girls Fastpitch Softball seeks to implant in the girls of the community ideals of good sportsmanship, honesty, loyalty, courage, and reverence so they will grow to be good, clean, healthy adults. This objective will be reached by supervised, competitive, athletic games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or winning of games is secondary and that the molding of future citizens is of prime importance.

#### **ARTICLE III – MEMBERSHIP ELIGIBILITY**

- A. League voting membership shall be one vote per registered player for the current year and adult participants (i.e. Board members, volunteer coaches and/or managers with no player rostered in the league for the current year).
- B. Eligibility for players is established through the official rules and regulations as published each year through ASA and the FVGFS Bylaws and Rules and Regulations.

#### **ARTICLE IV – ELECTED OFFICERS AND APPOINTED BOARD MEMBERS**

- A. The Elected Officers are:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Player Agent
- B. The Elected Officers shall appoint individuals from the membership to the following Board positions (“Appointed Board Member”):
  - 1. 14 & Under Commissioner
  - 2. 12 & Under Commissioner
  - 3. 10 & Under Commissioner
  - 4. 8 & Under Commissioner
  - 5. 6 & Under Commissioner



6. Umpire-in-Chief
  7. Fall Ball Commissioner
  8. Fundraising Chairperson
  9. Equipment Chairperson
  10. Snack Bar Chairperson
  11. Field Maintenance Chairperson
  12. Public Relations Chairperson
  13. Pictures/Trophies Coordinator
  14. Team Parent Coordinator
  15. Uniform Chairperson
  16. Memory Book Coordinator
  17. Member at Large
  18. Member at Large
- C. The Board of Directors is comprised of the Elected Officers and the Appointed Board Members and are the only individuals eligible to a vote. Individuals can fulfill more than one Board position; however, any individual member of the Board of Directors only has one vote regardless of the number of positions they hold.
- D. The Board of Directors is authorized to conduct a vote via email on any item which requires a vote by the Board of Directors when the matter is time sensitive and when there is insufficient time prior to the next regularly scheduled board meeting.
- E. At its discretion, the Board of Directors can appoint a Tournament Director and Assistants to any of the Board Positions. The Tournament Director and any appointed assistants are not voting Board Members (Appointed Individuals).
1. The Tournament Director shall be responsible for placing tournaments in the annual tournament Blue Book and overseeing all tournaments run by FVGFS as directed by the Board.
- F. Election of officers will be held no later than July 1st of each year.
- G. Executive Board consists of President, Vice President, Secretary, Treasurer, and Player Agent. This body may meet at any time without notification to the other Board of Directors. This body may make executive decisions in the best interest of the league and its members on actions that need to be taken when there is insufficient time prior to a regularly scheduled board meeting.
- H. Tenure of elected or appointed office is July 1 to June 30 of the following year.
- I. A vacancy in an elected position will be filled by appointment of the President, with majority Board approval.



## **ARTICLE V – CRIMES AGAINST FVGFS, MEMBERS OR PARTICIPANTS**

Any crime committed against Fountain Valley Girls Fastpitch Softball, its participants and/or members, while acting in the course and scope of their membership, shall be reported immediately to law enforcement. Any and all crimes shall be prosecuted to the fullest extent of the law and FVGFS Board of Directors shall cooperate fully with law enforcement. Nothing in this section is intended to limit FVGFS' ability to seek civil remedies in addition to any criminal proceeding which may take place.

## **ARTICLE VI – IMPEACHMENT AND REMOVAL FROM OFFICE**

Any Elected Officer whose actions or conduct are detrimental to FVGFS, who fails to adhere to the Bylaws of FVGFS, or who fails to fulfill the obligations of their position may be removed from office by a two-thirds vote, by secret ballot, of the general membership present at a special meeting convened to consider the charges for impeachment.

Any qualified member may seek impeachment of an Elected Officer by obtaining a minimum of seventy-five (75) signatures of qualified members on a petition that clearly defines the charges against the Elected Officer. The Board of Directors shall schedule the general meeting to hear the charges of impeachment within 5 days of receipt of the valid petition for impeachment.

Any Appointed Board Member or Appointed Individual whose actions or conduct are detrimental to FVGFS, who fails to adhere to the Bylaws of FVGFS or fails to fulfill the obligations of their position may be removed from office by a majority vote of the Elected Officers.

## **ARTICLE VII – MEETINGS AND FIRST MEETING OF NEW BOARD**

- A. General meetings will be held each month on a date and place to be determined by the Board of Directors. Board members must maintain 50% attendance at all monthly meetings or forfeit their voting power. Attendance is a critical part of a successfully operating league.
- B. There shall be no restriction on business conducted at any meeting of the Board of Directors. However, if an agenda is prepared it should be followed, allowing time for new business before the meeting is adjourned.
- C. A Coaches and Managers meeting will be held at the beginning of each season. Additional meetings may be scheduled as needed during the season, on dates to be determined by any member of the Board of Directors.
- D. Notification by telephone or email is required for any Special Board meeting. The Executive Board, providing all members are notified at least 3 days in advance in writing in a conspicuous place, may call special general meetings.



- E. Parliamentary Procedure: Meetings shall be governed by “Robert’s Rule of Order”, revised.
- F. Outgoing Board Members shall attend the last meeting of their term, typically held in June of each year where they will turn over all materials and information pertinent to their position to the newly elected Board. Newly elected Board Members shall attend the last meeting of the outgoing Board and at that time will receive materials and information pertinent to their position.

**ARTICLE VIII – QUORUM**

A quorum shall consist of the presence, in person, of a minimum of at least 50% of the current Board membership. Of the Board membership present, a minimum of three shall be from the Executive Board

**ARTICLE IX – RULES AND REGULATIONS**

- A. The official Rule Book for the current season will be the Fountain Valley Girls Fastpitch Softball League Local Playing Rules and the rules of Amateur Softball Association (ASA). FVGFS Local Playing Rules will always supersede ASA.
- B. All softball rules of play used by FVGFS, will be reviewed, published, directed, or supplied by the Board of Directors and ASA. These rules and regulations of FVGFS and ASA shall supersede all softball rules, local playing rules, and rulebooks of all other organizations. Local playing rules and regulations will be reviewed and published annually.
- C. The Fountain Valley Girls Fastpitch Softball General Policies and Local Playing Rules may be amended or repealed by a 2/3 vote of the general membership present at any meeting provided a quorum of Board of Directors are present at meeting. All amendments must be presented in writing to the Secretary. The Board of Directors will approve Local Playing Rules for the current season.

**ARTICLE X – THE TREASURER AND ASSET/FUND CONTROL**

- A. Any individual elected to the position of Treasurer must have been a member of the league for a minimum of one year and have served as a member of the Board of Directors.
- B. All funds donated, collected, raised or appropriated by or to this league will be kept in one central fund under the authority of the Treasurer.
- C. It is understood and accepted that all materials and assets of this League are community assets acquired under the FVGFS program. The Board of Directors may not dissipate or transfer assets either monetary or physical, but shall only release these assets for re-organization purposes as defined herein.



- D. An Auditor hired by Fountain Valley Girls Fastpitch Softball (FVGFS) may audit FVGFS's books at the end of every playing season or at any other time at the Board's discretion. The Treasurer will annually apply for FVGFS's nonprofit status and file all appropriate forms and fees with the IRS, and the State Board of Equalization. The books will be made available for review by the general membership on an annual basis.
- E. Any expenditure other than those required for the normal operation of the league must be discussed and approved by the majority of the Board members. The Executive Board must approve any expense over \$500.
- F. Receipts must accompany all requests for reimbursement of monies to any Board Member or Member. A warrant system will be used for reimbursement of monies to any Board Member or General Member. Receipts must accompany all warrant requests

#### **ARTICLE XI – CONSTITUTION RENEWAL AND AMENDMENTS**

- A. A copy of these Bylaws will be a permanent record of Fountain Valley Girls Fastpitch Softball.
- B. These Bylaws or any section thereof may be amended or repealed by a 2/3 vote of the general membership present at any meeting provided a quorum of Board of Directors are present at the meeting, provided written notice of such proposed change or changes, is posted, over the signature of the Secretary, for the general membership at least seven (7) days prior to the meeting at which the proposed change or changes shall be submitted to vote. Said notice shall be posted in a conspicuous place and can be accomplished by sending email notification to the current membership.
- C. A proposed amendment must not in any way conflict with the current Fountain Valley Girls Fastpitch Softball Program rules and regulations, which are for the best interest of our players.

#### **ARTICLE XII – COMMITTEES**

- A. The President may form the following committees. The size of the committees may depend on the anticipated effort to accomplish its task.
  - 1. Try-Outs
  - 2. Opening/Closing Day
  - 3. Rules
  - 4. Tournaments
  - 5. Snack Bar
  - 6. Field Maintenance
  - 7. Others as Needed



### **ARTICLE XIII – DUTIES OF BOARD MEMBERS**

In addition to the duties in the bylaws as well as the specific duties identified below, all Board Members shall attend at least 50% of all regularly scheduled Board Meetings and shall not miss more than two consecutive regularly scheduled Board Meetings. Further, all Board Appointed Members shall perform a minimum of 10 (ten) volunteer hours per season in addition to the duties outlined below.

- A. **PRESIDENT-** Shall preside at all meetings of the general membership and Executive Board; shall be, ex-officio, a member of all committees except the nominating committee, and in general, see that the rules, policies, and principles of Fountain Valley Girls Fastpitch Softball are carried out. Shall appoint all committees and shall be responsible for dissemination of relevant information to the Coaches and Managers. Is exempt from voting. In the event of a tie in a vote, the President cast the deciding vote. When one of the Board of Directors members is unavailable to fulfill their responsibility and a decision should be made before the missing Board of Directors member can be contacted, the President shall be empowered to make the necessary decision. That decision shall be final as if the responsible Board of Directors member made the decision. The President shall supervise the preapproved activities of the organization, execute the will of the members, and is allowed discretionary decision making in keeping with a spirit of fairness and the philosophies of FVGFS.-The President is responsible for scheduling games, field time and practices.
- B. **VICE-PRESIDENT –** Shall act as an aide to the President, and in the absence of the President shall perform the duties of the President. The Vice-President shall, together with the Secretary, be the parliamentarian and constitution authority and should attend all meetings of the Executive Board and the general membership. The Vice-President shall be responsible for recommending promotional fundraising methods and effecting their successful completion. The Vice-President shall oversee the Grievance Committee process to insure proper procedure is followed. The Vice President is not a member of this committee and has no opinion to offer regarding the accused, complainant or recommendations to the Board of Directors. This position is allowed one vote only.
- C. **SECRETARY-** Shall keep accurate written records (minutes) of the proceedings of all meetings of the general membership and the Executive Board and shall be prepared to refer to minutes of previous meetings. These minutes shall be approved and made official at the following Board of Directors meeting. Shall keep current membership rolls, both voting and non-voting, as directed. The Secretary shall, together with the Vice-President, be the parliamentarian and constitution authority and should attend all meetings of the Executive Board and the general membership. In the absence of the secretary, the President shall appoint a Board member present to fulfill this duty. Shall conduct all necessary correspondence of the “FVGFS”; shall notify officers of their election and chairpersons of the appointments and shall post notices of our meetings. This position is allowed one vote only.



- D. **TREASURER** – Shall receive all monies for the FVGFS and deposit same in the name of “FVGFS” in a bank approved by the Executive Board, with the exception of a maximum of \$100.00 petty cash fund. Replenishment of the \$100.00 petty cash fund from the general fund will be executed only by the approval of the Executive Board. Shall keep an itemized account of receipts and disbursements; give a written report at regular meetings and a complete annual report to the Board of Directors. The Treasurer shall pay all debts of the league when in possession of bills or receipt, ensuring that another member of the Executive Board countersigns checks over \$100.00. This position is allowed one vote only.
- E. **PLAYER AGENT** – Shall represent all players within their respective divisions. Shall be in charge of selecting all teams, shall keep a current file of registration forms, shall keep an up-to-date record of all teams, and shall be responsible for registrations. The Player Agent, with the assistance of the age commissioner, directs player drafts for each division. Other officers, upon request, may assist him/her. The Player Agent assigns players to teams after the division drafts have been completed. In conjunction with Division Commissioners, shall be responsible for selection of coaches and managers, with final approval by the Board. The Player Agent acts as the league representative to ASA for personnel issues, in conjunction with the President. The Player Agent acts as the authority on rules governing personnel issues. This position is allowed one vote only.
- F. **14 & UNDER COMMISSIONER** – Shall report from the team and field level of the 14 & Under division. May be asked to assist in registration of players and the preparation of game schedules for the approval by the Executive Board. Shall not be a coach in said division. In conjunction with the Player Representative, shall be responsible for the selection of coaches and managers with final approval by the Board. Shall attend evaluations and the draft. Shall hold coaches and managers’ meetings to discuss information needing committee action. Shall represent FVGFS in any inter-city meetings. This position is allowed one vote only.
- G. **12 & UNDER COMMISSIONER** – Shall report from the team and field level of the 12 & Under division. May be asked to assist in registration of players and the preparation of game schedules for the approval by the Executive Board. Shall not be a coach in said division. In conjunction with the Player Representative, shall be responsible for the selection of coaches and managers with final approval by the Board. Shall attend evaluations and the draft. Shall hold coaches and managers’ meetings to discuss information needing committee action. Shall represent FVGFS in any inter-city meetings. This position is allowed one vote only.
- H. **10 & UNDER COMMISSIONER** – Shall report from the team and field level of the 10 & Under division. May be asked to assist in registration of players and the preparation of game schedules for the approval by the Executive Board. Shall not be a coach in said division. In conjunction with the Player Representative, shall be responsible for the selection of coaches and managers with final approval by the Board. Shall attend evaluations and the draft. Shall hold coaches and managers’ meetings to discuss information needing committee action. Shall represent FVGFS in any inter-city meetings. This position is allowed one vote only.



- I. 8 & UNDER COMMISSIONER – Shall report from the team and field level of the 8 & Under division. May be asked to assist in registration of players and the preparation of game schedules for the approval by the Executive Board. Shall not be a coach in said division. In conjunction with the Player Representative, shall be responsible for the selection of coaches and managers with final approval by the Board. Shall attend evaluations and the draft. Shall hold coaches and managers’ meetings to discuss information needing committee action. Shall represent FVGFS in any inter-city meetings. This position is allowed one vote only.
- J. 6 & UNDER COMMISSIONER – Shall report from the team and field level of the 6 & Under division. May be asked to assist in registration of players and the preparation of game Schedules for the approval by the Executive Board. Shall not be a coach in said division. In conjunction with the Player Representative, shall be responsible for the selection of coaches and managers with final approval by the Board. Shall attend evaluations and the draft (if they occur). Shall hold coaches and managers’ meetings to discuss information needing committee action. Shall represent FVGFS in any inter-city meetings. Shall attend at least 50% of all regularly scheduled Board Meetings and shall not miss more than two consecutive regularly scheduled Board Meetings. This position is allowed one vote only.
- K. UMPIRE-IN-CHIEF (UIC) – Is appointed by the Elected Officers and is a regular member of the Board. Will receive official protests from the team managers for presentation to the Board. Shall chair the Protest Committee consisting of the Umpire-In-Chief, 14,12,10,8,6, and/or T-Ball commissioner(s). The Umpire-In-Chief will make arrangements for umpires, both volunteer and hired; will conduct umpires meeting for the exchange of information on rule interpretation and umpiring skills in conjunction with the Umpire Association for the current season. Shall be responsible for scheduling games for approval by the Executive Board. This position is allowed one vote only.
- L. FALL BALL COMMISSIONER - Is appointed by the Elected Officers and is a regular member of the Board. Acts as liaison between Board of Directors, Teams, and hosting Fall Ball League. Attends drafts/meetings determined by the hosting league. Coordinate draft dates with hosting league and FVGFS for the purpose of Hosting League Representative. Coordinate field availability with City of Fountain Valley for Fall Ball Season, Attend City field allocation meetings. Coordinate field availability for the purpose of scheduling home games at FVGFS fields. Coordinates the scheduling of Officials (umpires) for each game as needed for the Fall Ball season. Ensures rules and by-laws of Hosting league are adhered to. This position is allowed one vote only.
- M. EQUIPMENT CHAIRPERSON – Is appointed by the Elected Officers and is a regular member of the Board. Shall be in charge of all the equipment as directed by the Board. This position is allowed one vote only.
- N. UNIFORM CHAIRPERSON – Is appointed by the Elected Officers and is a regular member of the Board. Shall be responsible for all uniforms, including all league attire for





regular season and shall assist with All-Star uniforms as directed by the Board. This position is allowed one vote only.

- O. SNACK BAR CHAIRPERSON – Is appointed by the Elected Officers and is a regular member of the Board. Shall be responsible for all purchases, food sales, and the scheduling of assignments for the staffing of the snack bar, as directed by the Board. Must report all sales and disbursements to the Treasurer and make a monthly written report to the Board of Directors. This position is allowed one vote only.
- P. FIELD MAINTENANCE CHAIRPERSON – Is appointed by the Elected Officers and is a regular member of the Board. Shall be in charge of field maintenance and the forming of committees for the same, as directed by the Board. This position is allowed one vote only.
- Q. FUNDRAISING CHAIRPERSON – Is appointed by the Elected Officers and is a regular member of the Board. Shall be in charge of all fundraising programs as directed by the Board. Shall outline plans for fundraising events as approved by the Executive Board. Shall be responsible for execution of said plans and report results of fundraising plans to the Board monthly. This position is allowed one vote only.
- R. PUBLIC RELATIONS CHAIRPERSON – Is appointed by the Elected Officers and is a regular member of the Board. Shall be responsible for all the public relations as directed by the Board. Shall implement to the community the ideal of good sportsmanship, honesty, loyalty, and courage, reverence of the participants in the FVGFS. This position is allowed one vote only.
- S. PICTURES / TROPHIES COORDINATOR – Is appointed by the Elected Officers and is a regular member of the Board. Shall be responsible for the scheduling picture day with league and photographer. Shall be responsible for securing trophies for all league activities and tournaments. This position is allowed one vote only.

#### **ARTICLE XIV – TEAMS AND PLAYER DUES**

- A. Player registration fees shall be determined by the Board of Directors, at the beginning of each season, and shall be paid upon registration of each player in the league. The Board of Directors will determine the last date when the league may refund registration fees. There will be no refund after that date.
- B. Players shall be considered in bad standing and shall not be allowed to participate in team practice or league competition until all fees are paid. Any player who failed to pay a previous season's fees, is not eligible to register for any subsequent season until all past due fees are paid.
- C. In case of financial hardship, a player may apply to the Board of Directors for financial assistance from the league (in the form of a scholarship or payment plan). Applications must be made in writing to the Board of Directors through the player agent. Applicants personal information shall only be shared with the Executive Board. Assistance will be given as deemed suitable by a vote of the Board of Directors.



## **ARTICLE XV – TERMS OF DISSOLUTION**

It is understood and accepted that all materials of this League are community assets acquired under the FVGFS program. The Board of Directors may not dissipate or transfer assets either monetary or physical, but shall release these assets which shall be kept in the community for re-organization purposes as defined herein.

If this “Fountain Valley Girls Fastpitch Softball” should be dissolved by action of the general membership and no new Fountain Valley Girls Fastpitch Softball organization is reformed by a Fountain Valley community action after 60 days of dissolution, and if the general membership desires to re-affiliate with an organization other than Fountain Valley Girls Fastpitch Softball, all League assets, either monetary or physical, shall be transferable to this new affiliation.

If no action is taken after 90 days of dissolution, these League assets will be distributed to a nonprofit organization that promotes girls’ athletics. Under conditions of dissolution, the currently elected Board of Directors or their appointee shall execute the distribution of League assets to the newly appointed organization.