



USA Softball of Southern California Santee

Article I: Name

This organization shall be known as the USA Softball of Southern California Santee affiliated with USA Softball of Southern California Junior Olympic Amateur Association.

Article II: Definitions

1. The League: a recreational girl's fast pitch softball league operated as a 501 (c)(3) nonprofit Corporation and run by parents and volunteers for the benefit of the players (also known as "The League").
2. Board of Directors: shall be the governing board of USA Softball of So Cal Santee and shall be comprised of those members listed in Article IV, Section E of these bylaws.
3. General Membership: includes all adult leaders and parents connected with The League.
4. The Executive Board: is comprised of:
 - 1) President
 - 2) First Vice President
 - 3) Second Vice President
 - 4) Secretary
 - 5) Treasurer
 - 6) Player Representative
 - 7) Umpire in Chief (UIC)
5. Meeting Notices: a schedule of all League Board of Directors meetings for the current calendar year.
6. Members eligible for the Executive Board: members having served a minimum of one (1) year in an appointed or elected board position, or any other qualified candidate - who is in good standing with the league - nominated by majority vote by the existing board members. [Revision made and approved December 2013]

Article III: Objective

The philosophy of the League is to provide a positive experience for each player. Emphasis will be placed on sportsmanship, leadership and skill development. All adults and players will be held to a high standard of conducts while treating others with respect. These goals will be attained by recruitment and training of qualified adults who share the League's philosophy, goals and objectives.

Article IV: Governance of USA Softball of Southern California Santee

- A. Administration of the League shall be under supervision of the Board of Directors elected by the General Membership at the annual league meeting or appointed by the Executive Board.
- B. The League Executive Board will take necessary action for the smooth and efficient operation of the League. Any action by the Executive Board taken prior to a regularly scheduled Board of Directors meeting shall require a majority of votes and shall be ratified by a majority vote at the next Board meeting.

- C. General Membership is represented by the Board of Directors.
- D. Matters of policy concerning the USA Softball of Southern California Santee will be decided by a majority vote of the League's Board of Directors when the matter is put to vote.
- E. The members of the General Membership who are in attendance are welcome to bring forth items of concern and ideas. They are welcome to comment and discuss the matter, however, the General Membership will not vote.
- F. At the annual League meeting, the General Membership shall elect from the eligible Membership, the Executive Board.
 - 1) President
 - 2) 1st Vice President
 - 3) 2nd Vice President
 - 4) Secretary
 - 5) Treasurer
 - 6) Player Representative
 - 7) Umpire in Chief
- G. The Following Board of Directors positions shall be appointed by the Executive Board.
 - 1) All-star Information Coordinator
 - 2) Awards Coordinator
 - 3) Candy Coordinator
 - 4) Concession Coordinator
 - 5) Director of Clinics and Player Development
 - 6) Equipment Coordinator
 - 7) Field Use Coordinator
 - 8) Field Maintenance
 - 9) Head Team Parent
 - 10) Parliamentarian
 - 11) Picture Coordinator
 - 12) Picnic Coordinator
 - 13) Program Coordinator
 - 14) Publicity Coordinator
 - 15) Safety Officer
 - 16) Head Scorekeeper
 - 17) Sponsorship Coordinator
 - 18) Tournament Coordinator
 - 19) Uniform Coordinator
 - 20) Webmaster
 - 21) Winter ball Coordinator
- H. All league volunteers, including elected officers, chairpersons, coordinators, managers, and coaches must complete a Manager, Coach, and Volunteer Application authorizing a criminal background check prior to being selected and approved by the Board of Directors.

Article V: Conflict of Interest

Section 5.01

Any Board of Directors, Executive Board or General Member or their family who may personally or monetarily profit from an action of the League, shall abstain from participation in the vote.

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Section 5.02

No two persons from the same family/household shall be considered for two different Executive Board Positions.

Article VI: Executive Officers and Duties

The positions are:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer
- Player Representative
- Umpire in Chief

As defined below shall be the Executive Board and shall be elected by the General Membership.

A. The President: Duties, include but not limited to:

- a. Preside at all meetings of the General Membership
- b. Preside over the Board of Directors and Executive Board
- c. Be an ex-officio member of all committees with exception to the nominating committee.
- d. Coordinate and administer the rules, policies and principles of the USASSCS.
- e. Appoint all members of the various ad-hoc committees except the nominating committee, who shall be selected by the Executive Board.
- f. Attend all appropriate meetings as deemed necessary in representation of USASSCS.
- g. Represent USASSCS at all Youth Sports Council meetings (City of Santee).

B. 1st Vice President: Duties

- a. Assist the President and in the absence of the President, shall perform the duties of the President.
- b. Attend all meetings.
- c. Council and give recommendations to the nominating committee.
- d. Oversee the duties of the following officers:
 - i. Equipment Coordinator
 - ii. Uniform Coordinator
 - iii. Field Maintenance
 - iv. Tournament Coordinator

C. 2nd Vice President: Duties

- a. Assist the President and in the absence of the President and 1st Vice President, shall perform the duties of the President.
- b. Attend all meetings
- c. Along with the 1st Vice President shall give council and give recommendations to the nominating committee
- d. Oversee the duties of the following officers:
 - i. Sponsor Coordinator
 - ii. Picture Coordinator
 - iii. Awards Coordinator
 - iv. Publicity Coordinator
 - v. Concession Coordinator

vi. Candy Coordinator

D. Secretary: Duties

- a. Keep an accurate record of the proceedings and activities of all meetings of the General Membership, the Board of Directors, and Executive Board.
- b. Conduct all necessary correspondence of the USASSCS.
- c. Notify all officers and members of their appointments to committees.
- d. Posting a copy of the most recently approved minutes and a notice of the next Board of Directors meeting on the bulletin board located at the snack bar and website.
- e. Registrations

E. Treasurer: Duties

- a. Receive all monies for the League and deposit same day in the name of USASSCS, in a financial institution approved by the Executive Board.
- b. Keep an itemized account of receipts and disbursements
- c. Maintain books and Records in an orderly fashion
- d. Give a report at regular meetings
- e. Complete written annual reports to the General Membership at the annual League meeting prior to the election of officers.
- f. Responsible for League Insurance
- g. Responsible for USA registration.

F. Player Representative ("Player Rep"): Duties

- a. Be the agent of all the players in the League.
- b. Investigate all grievances between players and team management.
- c. Supervision of the League's teams.
- d. Keep a current file of all player registrations.
- e. Lead and conduct skills assessments for all players in the league.
- f. Maintain player skill ratings for the draft
- g. Lead and conduct Division drafts.
- h. Assist the Secretary during Registration and verify that players are in their appropriate skill and age level.
- i. Responsible for the placement of players on teams who signed up after team formation and draft. It will be the decision of the Player Rep to conduct an additional draft if she/he deems it necessary.
- j. Responsible for advising and notifying the USA Commissioner of new teams and deletion of teams.
- k. Responsible for the following:
 - i. Division Coordinators

G. Umpire in Chief ("UIC"): Duties

- a. Recruit and train youth umpires.
- b. Notify all managers and coaches of rules by supplying them with rule books.
- c. Notify all managers and coaches of rule changes and local league rules.

H. All other positions will be defined in the Rules and Regulations.

Article VII: Appointments, Nominations, Elections, and Voting

A. The Nominating Committee:

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- a. Solicit qualified candidates for executive positions.
 - b. Meet one month prior to the annual League meeting, for the purpose of, nominating officers for the executive board.
 - c. Nominate a minimum of two persons for each office whenever possible.
 - d. Solicit volunteers for all other board positions.
 - e. Submit their slate of recommended volunteers to the Board of Directors for approval.
 - f. Submit its nominees at the annual league meeting of the General Membership for election to the Executive Board.
- B. Voting: a majority vote shall be required for approval of any action taken place:
- a. at all meetings of the Board of Directors
 - b. for General Membership
 - c. Executive committee
 - d. ad-hoc committees
- C. Appointments:
- a. All board members and members of standing committees shall serve in office for a period of one year or until their successors have been elected and qualified.
 - b. All Board Members shall assume their duties on the first day of August following their election.
 - c. *The exception being the Winter-ball Coordinator whose term will be sixteen months ending in November.*
 - d. All board positions vacated after August 1, should be filled as soon as possible as nominated by the President and approved by the Board of Directors.
 - e. All properties of the League, including but not limited to, financial records, minutes of meetings, equipment, keys, etc., must be submitted to the board upon completion of service in office.
 - f. Must fulfill board responsibility throughout season/year. Responsibilities to include sign ups, board member on duty, tournaments, picnic, etc.
- D. Voting:
- a. In order for any Board member to vote they must have attended 3 out of last 5 meetings.
 - b. Exception: newly appointed Board members have voting privileges immediately.
 - c. All-stars will require a 60% attendance by the Voting Members.

Article VIII: Procedure for Article IV:

- A. The retiring board shall solicit volunteers for the appointed positions thru the nominating committee.
- B. Volunteers shall complete the Board member application and shall specify which position they wish to hold.
- C. The nominating committee shall present the retiring executive board with a list of all candidates who submitted a board application and the positions they wish to hold, as well as their recommended candidates for the coming year.
- D. The full retiring board shall vote for each of the appointed positions from among the candidates submitted by the nominating committee.
- E. The retiring board shall appoint the incoming board members before July first whenever possible.
- F. Any positions vacant on August 1st shall be filled using the procedure in VII (h).
- G. Verbal campaigning only. Absolutely no written or visual campaigning will be allowed i.e. signs, t-shirts, papers, etc.

Article IX: Meetings

- A. The annual meeting of the General Membership shall be conducted prior to closing ceremonies for the election of the Executive Board.
- B. Special meetings may be called by the President of the Executive Board providing all members are notified in person, by phone or by e-mail twenty-four hours prior to the meeting and that the action of the Executive Board is ratified by the Board of Directors at its next regularly scheduled meeting.
- C. All other committees shall schedule meetings, as the committee members deem necessary or as specifically called by the committee coordinator.
- D. Robert's Rule of Order shall govern the proceedings of all meetings, except where in conflict with the Constitution of the Bylaws of the League.
- E. A simple majority of all board members shall constitute a quorum.

Article X: Managers, Coaches, and Team Parents

Section 10.01: Managers

- A. Managers of League teams shall be selected and approved by the Board of Directors.
- B. Each Manager shall select at least one Official Coach to assist in the development and training of players. However, the Board of Directors shall approve said selection.

Section 10.02: Supervision

- A. There shall be at least two (2) adults at each practice and game (per team) to supervise the players.
- B. One adult should be female whenever possible.

Section 10.03: Training

- A. A mandatory clinic for managers, coaches, team parents and scorekeepers shall be conducted prior to opening day for training purpose and information notification.

Article XI: Membership

Section 11.01: Eligibility

Any resident meeting the age requirements as set forth in the USA Softball of Southern California "Yellow Book" and the Rules and Regulations for the USASSCS shall be eligible for participation.

Section 11.02: Discipline/Removal

- A. The Executive Board shall have the authority to suspend, discharge, or otherwise discipline any member, umpire, or any other person whose conduct is considered detrimental to the best interest of the USASSCS program. The Board of Directors shall ratify any such action at its next regularly scheduled meeting.
- B. The Executive Board may remove any Board Member for misconduct that is considered detrimental to the best interest of the SGASA program. The Board of Directors shall ratify any such action at its next regularly scheduled meeting.

Article XII: Financial Policy

- A. The Board of Directors shall decide all matters relating to Finance.
- B. It shall be policy to deposit monies received in the League treasury.
- C. Monies shall be expended in a manner that will give all individual players and teams privileges.
- D. The Executive Board shall strictly observe and regulate all fundraising activities (sponsorships, boosters, tournaments, sales, etc.)
- E. All teams or members shall promptly remit all funds collected on behalf of the League to the League Treasurer.
- F. The Executive Board shall take immediate and appropriate action in the event of an irregularity in the fundraising activities of the League.
- G. The Board shall adopt a monetary and Money Handling Policy.
- H. A copy of the annual financial report shall be made available to interested League members.

- I. A full Audit shall be conducted by the audit committee and presented to the Board no later than September 1, of each year.
- J. Every third year a professional audit shall be conducted. Commencing with the year 2006.
- K. The Executive Board may review the financial book and records of the League at any time.

Article XIII: Committees

Committees of individuals may be recommended as needed for appointment by the President and ratified by the Board of Directors. The size of these committees may depend upon the anticipated effort to accomplish its tasks.

Article XIV: Affiliation

- A. The League shall renew it's affiliation annually with the USA Softball of Southern California.
- B. The Treasurer shall pay the Amateur Softball Association registration fees in February of the playing year.

Article XV: Rules and Regulations

The USA Softball of Southern California Participant Manual along with the League's Supplemental Rules, as approved and ratified by the Board of Directors, shall govern the League.

Article XVI: Incorporation

Section 16.01

The Board of Directors shall incorporate the League as a nonprofit corporation in accordance with corporate laws of the State.

Section 16.02

These Bylaws shall be the Governing Constitution of the USASSCS.

Article XVII: Dissolution

Section 17.01

The property of the USASSCS is irrevocably dedicated to recreational, nonprofit purpose. No part of the net income or assets of the corporation shall ever be used for the benefit of any Executive Board member, Board of Directors, or General member there of, or to the benefit of any private person or persons.

Section 17.02

Upon dissolution or winding up of the corporation, assets remaining after payment or provision for payment of all debts and liabilities of the corporation shall be distributed to a like nonprofit organization, fund or corporation which is organized and operated exclusively for recreational, nonprofit or charitable purposes and which have established tax exempt status under Section 501(C)(3).

Section 17.03

If this Corporation holds any assets in trust or the corporation is formed for recreational or charitable purpose, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the County in which the Corporation had its principal office upon petition therefore by the Attorney General or by any person concerned in the liquidation in a proceeding to which the Attorney General is party.

Article XVIII. Amendment

These By-laws or sections there of may be amended or repealed by a two-thirds (2/3) vote of the General Membership present at the General Membership meeting when notice has been given of intent to amend these by-laws prior to the General Membership meeting, at which the proposed change or changes shall be submitted to a vote.