



CORONA GIRLS SOFTBALL ASSOCIATION BYLAWS

Revised: July 2018

Article I - Name

This organization shall be known as Corona Girls Softball Association (CGSA)

Article II - Objective

It is the objective of CGSA to achieve the following:

1. To provide an organized, recreational and advanced competitive softball program for all players.
2. To provide an enjoyable and memorable softball experience for all players.
3. To develop the softball skills and appreciation and knowledge of the game within the players.
4. To develop good sportsmanship skills, courage and respect of others within the players.
5. To develop the qualities of citizenship and leadership within the players through the game of softball.
6. To promote physical fitness.
7. To prepare the players for competitive travel ball, high school, and beyond.

Article III - Membership

There shall be two (2) classes of membership: The Board of Directors and the General Membership.

Board of Directors - The government of CGSA shall be under the direct supervision of the Board of Directors, which will consist of the following classes of Board Members:

Executive Board Members

- President
- First Vice President
- Second Vice President
- Treasurer
- Secretary

Board Members

- Umpire In Chief
- Fundraising/Sponsorship Coordinator
- Uniform Coordinator
- Webmaster/Scorekeeper
- Snack Bar Coordinator
- Team Parent Coordinator
- Player Agent

- Field Maintenance Manager
- Registrar
- HS Coordinator
- 14U Coordinator
- 12U Coordinator
- 10U Coordinator
- 8U Coordinator
- T-Ball Coordinator
- Past President/Parliamentarian (Non-voting Position)

General Membership - The general membership will consist of the parent(s) or guardian(s) listed on the players registration for that season. The parent(s) or guardian(s) listed on the players registration for that season will automatically become a General Member of CGSA for that season. The general membership will also consist of Honorary Members who are defined as any person eighteen years of age or older who is interested in furthering the objective of the league and volunteers as a coach, manager, board member or any other volunteer position within CGSA.

Term: All General Membership terms are from January 1st - July 31st for Spring Season and August 1st - December 31st for Winter Season and will automatically expire each season if not renewed by registration of player or volunteer position.

Suspension: General Membership of any player, parent, manager, coach or any other general member may be suspended by Order of the Executive Board or by a two-thirds vote of those Board Members present at any duly constituted Board meeting (General or Emergency), without prior notice for a period of time not to exceed fourteen days.

Termination: General Membership may be terminated by resignation, non-renewal, or action of the Board of Directors, as follows: By a two-thirds vote of those Board Members present at any duly constituted Board Meeting (General or Emergency) when the conduct of a general member, such as a player, parent, coach or manager, is considered, by the two-thirds of the voting Board to be detrimental to the best interests of CGSA.

Prior to terminating the membership by action of the Board of Directors the General Member shall be given no less than forty-eight hours notice of the meeting, be informed of the general nature of the charges, and be given an opportunity to appear at the meeting to answer such charges.

In the case of a player, prior to terminating the membership, the player as well as the Manager, the appropriate Division Coordinator, the Player Agent, and the players registered parent(s) and/or guardian(s) shall all be given no less than forty-eight hours notice of the meeting, be informed of the general nature of the charges, and be given an opportunity to appear at the meeting.

Article IV - General Membership Meetings

Definition - A General Membership Meeting is any meeting of the membership of CGSA.

Frequency - A minimum of one General Membership Meeting will be held each fiscal year. For the purposes of electing new Board of Directors and conducting such other business as may be required a General Membership Meeting shall be held in May prior to the end of the spring season on a specified date to be determined by the Board of Directors. An additional General Membership Meeting may be held at the discretion of the Board of Directors.

Notice - Notice of all General Membership Meetings will be delivered to all Members by posting the notice on the CGSA website and all social media accounts for all membership to view. Notice shall be posted no later than seven days prior to the meeting.

Quorum - At any General Membership Meeting, the presence of at least one-tenth of the General Membership shall be necessary to constitute a quorum. If a quorum is not present, no business may be conducted.

Voting - Each General Member, as defined above, is eligible to cast a vote at any General Membership Meetings. No family may cast more than two votes in total.

Reporting - At the annual General Membership Meeting, the CGSA President shall report to the General Membership the following information:

1. The general condition of the league
2. A general summary of the leagues financial condition
4. The number of players who are enrolled in the league and estimated number of General Members

Rules of Order - Roberts Rule of Order shall govern the procedures of all General Membership Meetings, except when in conflict with these Bylaws.

Article V - Town Hall Meetings

Definition - A Town Hall Meeting is an open forum meeting for the purpose of allowing the General Membership to address any concerns they have directly to the Board of Directors.

Frequency - A Town Hall Meeting will be held four times a year. Spring Season Town Hall Meetings shall be held in March and in May prior to the end of the season on a specified date to be determined by the Board of Directors. Winter Season Town Hall Meetings shall be held in August and in October prior to the end of the season on a specified date to be determined by the Board of Directors.

Notice - Notice of all Town Hall Meetings will be delivered to all Members by posting the notice on the CGSA website and all social media accounts for all membership to view. Notice shall be posted no later than fourteen days prior to the Town Hall meeting date.

Agenda - All General Membership may submit any items they wish to have added to the Town Hall Meeting Agenda by emailing the CGSA Secretary at least 48 hours in advance of the meeting.

Article VI - Board of Directors

Election—For the May 2019 General Membership meeting all Board of Directors will be elected by the General Membership, at the General Membership Meeting held in May at the end of the Spring Season. For each year thereafter ONLY Executive Board Members will be elected by the General Membership at the General Membership Meeting held in May at the end of the Spring Season.

Election Committee - Each year an election committee will be established no later than April 1st and shall consist of no less than three board members who have been approved by a majority vote of the Board of Directors. The election committee will organize the voting procedures and process for that year's elections. The Voting Procedures and Process will be posted on the CGSA Website for all membership to view no later than April 15th.

Election Nominations - All nominations will be presented to the Elections Committee no later than May 1st. Members may nominate themselves or others. All candidates must be members in good standing with the league as of May 1st. All candidates must be at least twenty-one years old. Non-Members may not nominate candidates.

Any candidate for an Executive Board position must have already served on the Board of Directors for at least two seasons. In the event there is no candidate for the Executive Board position that meets the two seasons requirement then any Board Member may be nominated during the election process. In the event there is no Board Member willing to be nominated then a General Member may be nominated, except for the position of President which **must** be filled by an existing Board Member.

Appointment – All Board of Director positions, excluding elected Executive Board positions, will be Appointed by a two-thirds vote of the existing Board Members in attendance at any regularly scheduled Board Meeting. Any general member in good standing may submit their name for consideration of a Board of Directors position by emailing the CGSA Secretary at least 48 hours in advance of a regularly scheduled board meeting. The candidate will then present themselves for consideration and vote at the next regularly scheduled board meeting.

Removal of Board Members and Vacancies - Any Board Member may be removed from office for any reason by a vote of no less than two-thirds of the Board Members in attendance at any Board Meeting.

All vacancies in the Board of Directors, including the Executive Board positions, shall be filled as soon as possible by a simple majority vote of the current Board Members. Succession to an Executive Board position shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, then Board Members, in that order. The position of President **must** be filled by an existing Board Member.

A vacant Board of Directors position shall first be available to any current Board Member to transfer. In the event no current Board Member fills the vacancy, the vacancy will then be posted online for any General Member in good standing to apply by emailing the CGSA Secretary at least 48 hours in advance of a regularly scheduled board meeting. The candidate will then present themselves for consideration and vote at the next regularly scheduled board meeting.

In the event of a Vacancy, a current Board Member may hold more than one office, until the vacancy can be filled. Board Members holding multiple offices for this purpose may still only cast one vote.

Term - An elected Executive Board Members shall serve a term of two years, commencing on August 1st. Terms of office expire on July 31st two years after election. If an Executive Board Member is appointed, because of a resignation or removal of an elected Executive Board Member, their term of office expires on July 31st of that year.

An appointed Board Member shall serve a term of one year, commencing on the date of their appointment. Terms of office expires one year after appointment.

Relationship - The Executive Board Members may not be related in any way to each other.

Non-Voting Positions - By way of a simple majority vote of the Board of Directors a non-voting board position may be created. These Board Members may attend board meetings but will not have a vote and are in an assistant capacity only. (ex. Social Media Coordinator, Assistant)

General Rules

1. It is the responsibility of the Board of Directors to oversee all administrative and playing rules for CGSA.
2. The responsibilities of a Board position take priority over all other CGSA volunteer positions
3. All Board Members are expected to attend Board Meetings. Attendance is either in person, telephonically, or via video conference. Any Board Member who has missed three (3) consecutive Board Meetings may be removed from office by a vote of no less than two-thirds of the Board Members in attendance at any Board Meeting.
4. All Board Members must pass a USA Background check and sign the Code of Conduct.
5. All Board Members are required to sign and abide by the terms of the Non-Disclosure Agreement (NDA)

6. All Board Members must disclose any possible Conflict of Interest, including anything that might have the "appearance of impropriety" with their Board position or duties to the Board and sign the Conflict of Interest.

Field Duties - All Board Members will volunteer for Field Duty or Snack Bar Duty at least twice a month during each season. Field Duty responsibilities consists of checking in at the Snack Bar, verifying all fields have umpires and field equipment, and maintaining a Board Member presence at the field to deal with any issues that may arise. Board Members may not sign up for Field duty during their own child's game time.

Article VII - Board Meetings

Frequency - The Board of Directors shall hold regularly scheduled Board Meetings monthly. The President, or at least four Board Members by written notice given to the Secretary, may request a Special or Emergency Meeting of the Board by emailing all Board Members at least 24 hours prior to the meeting notice of the time, place, and purpose of the Special Meeting.

Notice - Notice of all regularly scheduled Board Meetings will be posted on the CGSA website and all social media accounts for all general membership to view. Notice shall be posted no later than fourteen days prior to the meeting.

Quorum - At any Board Meeting, the presence of at least 51% of all Board Members shall be necessary to constitute a quorum. If a quorum is not present, no business may be conducted.

Motions and Voting - Only the Board of Directors may make motions and vote at Board Meetings. Each Board Member, except the President, Past President and non-voting members, are eligible to cast one vote. A majority vote shall be 51% of the Board Members present after a quorum has been met. A Board Member who is attending the Board Meeting via telephone or video conference is considered present and may cast their vote. In the event of a tie, the President will cast a vote and break the tie.

The President may call for approval of a matter by electronic vote through email in place of requesting a Special or Emergency Board Meeting if a matter cannot wait until the next regularly scheduled Board Meeting.

Agenda—Board members will submit to the CGSA secretary all agenda items to be discussed at least seven days in advance of a regularly scheduled board meeting. If any General Member would like to have an item added to the Agenda, they must also submit their request in writing by emailing the CGSA Secretary at least seven days in advance of a regularly scheduled board meeting. The Board of Directors is only required to discuss items that have been added to the Agenda. The Board Meeting Agenda will be posted on the CGSA website for all General Membership to view no later than 48 hours prior to any regularly scheduled Board Meeting.

Attendance - All Board Members are expected to attend all Board Meetings. Attendance is either in person, telephonically, or via video conference. All regularly scheduled Board Meetings are Open to the General Membership and public to attend as guests, in an observation capacity only. Guests, including General Membership are not permitted to participate in the Board Meeting in any way, except in discussion of an item they added to the Agenda, as discussed above. Guests, including General Membership may be asked to leave the Board Meeting at any time at the discretion of the Board of Directors. The Board of Directors reserves the right to revoke permission to attend any Board Meeting to any person at any time, including but not limited to any person deemed disruptive to the meeting.

Minutes - All Board Meeting minutes will be approved by majority vote at the next months regularly scheduled Board Meeting. Approved Board Meeting Minutes will be posted on the CGSA website for all General Membership to view no later than seven days after they have been approved.

Rules of Order - Roberts Rule of Order shall govern the procedures of all Board Meetings, except when in conflict with these Bylaws.

Article VIII - Board of Directors Duties

President

- Presides over all Board Meetings, regularly scheduled and emergency.
- Is an Ex Office Member of all committees and must observe all phases of the Bylaws.
- Will attend all Manager Meetings
- Will attend all Southern California USA meetings or appoint a designee
- Will co-chair the Draft and Team Selection with the Division Coordinators
- Will act as the liaison with the City of Corona and attend all City meetings or appoint a designee
- Will work with the 1st Vice President to create the game schedules each season
- Will ensure an outside review of the CGSA financials is conducted during their first term year of office
- May co-sign checks with the Treasurer

First Vice President

- Will assist the President in all of his/her duties
- In the absence of the President, will assume all duties and responsibilities of the position.
- Perform such duties as may be prescribed by the Board of Directors, or as directed by the President.
- Will attend all Manager Meetings.
- Will attend the Southern California USA meeting
- Will act as a liaison with the City of Corona Departments with the President and 2nd Vice President
- Will work with the President to create the game schedules each season
- Will coordinate and schedule the Managers Meeting prior to each season
- Will chair the Opening Day and Closing Day Committees
- May co-sign checks with the Treasurer.

Second Vice President

- Presides over league in the absence of both the President and 1st Vice President
- Perform such duties as may be prescribed by the Board of Directors, or as directed by the President or 1st Vice President.
- Will attend all Manager Meetings.
- Will attend the Southern California USA meeting
- Will act as a liaison with the City of Corona Departments with the President and 2nd Vice President
- Will preside over all Drafts and Evaluations with the Division Coordinators
- Will be responsible for overseeing the setup Evaluation Days with the Player Agent. Will work with the Division Coordinators and Field Maintenance Manager to set up equipment, etc., needed for the day.
- Acts as a Safety Coordinator keeping alert for any signs of hazardous equipment or field conditions and will work with the Field Maintenance Manager and Division Coordinators to ensure immediate action is taken to correct.

Treasurer

- Will be responsible for recording and documenting all CGSA funds in all accounts
- Is responsible for collection and deposit of **all** CGSA funds in CGSA accounts no later than seven days after receipt of funds
- Will keep accurate signature authorizations at the leagues various businesses, banks and vendor accounts
- Will prepare and provide the Board with a full financial report at the end of each fiscal year at a regularly scheduled Board Meeting
- Will prepare and provide the Board monthly financial reports and bank reconciliations of all CGSA accounts at all regularly scheduled Board Meetings
- Will prepare and provide proposed budgets for each season at a regularly scheduled board meeting prior to the start of each season

- Will prepare and provide seasonal budget reports at a regularly scheduled Board Meetings at the end of each season
- Will provide the Webmaster with an itemized financial and pie chart of CGSA's funds at the end of each season which will be posted for General Membership to view on the CGSA Website
- Will interface with CGSA's tax representative and ensure all tax documentation is filed
- Will co-sign checks with the President or 1st Vice President
- Upon request of the Board of Directors, will provide all necessary documentation needed for a review to be conducted by an outside auditor
- Upon resignation or removal will turn over all records, documents, software files and CGSA equipment to the Board of Directors within seventy-two hours

Secretary

- Will keep the official Minutes of all Board Meetings. Will email the typed Minutes to all Board Members prior to the next Board Meeting for review and approval. Will provide the approved Minutes to the Webmaster to be posted on the CGSA website no later than seven days after approval.
- Will prepare the Board Meeting Agenda. Will email the Agenda to all Board Members and provide it to the Webmaster to be posted on the CGSA website no later than 48 hours before the regularly scheduled Board Meeting.
- Will notify all Board Members via email of all regularly scheduled board meetings within forty-eight hours and within twenty-four hours' notice of any Special or Emergency Meeting
- Will maintain the official records of attendance at all Board Meetings
- Will scheduled and secure the location of all Board Meetings
- Will have possession of the CGSA PO Box key and will pick up and distribute all mail
- Will update and revise all CGSA documents and forms (ex. Bylaws, Rules and Regulations, NDA, Conflict of Interest, Code of Conduct, etc.), if needed and keep master copies of all, including Team Parent Packet and Managers Packets
- Will keep a master copy of all CGSA Board Members emails and passwords
- Will maintain an official record of all emergency email board votes
- Will chair the CGSA Calendar Committee for each season and provide the finalized calendar to the Webmaster for publishing on the CGSA Website
- Will create the Managers Packet to be disbursed at the Managers Meeting for each season
- Will coordinate and schedule Picture Day for Spring Season
- Will coordinate and secure all Vendors for CGSA events
- Will keep record of all Formal Complaints submitted and the resolutions
- Upon resignation or removal will turn over all records, documents and CGSA equipment, including the PO Box Key to the Board of Directors within seventy-two hours

Umpire In Chief

- Will prepare and provide the Board of Directors an umpire plan at a regularly scheduled Board Meeting prior to the start of each season
- Will receive, review and decide on all official protests from team Managers and present the findings to the Board of Directors
- Will receive, review and report to the Board all Formal Complaints received regarding Umpires at every regularly scheduled Board Meeting. Will provide the Secretary a copy of all Formal Complaint emails and documents
- Will receive and review all Umpire ratings received on score cards from the Webmaster on a weekly basis. Will report to the Board at a regularly scheduled Board Meeting at the end of each season the results of the seasons umpire ratings from the score cards.
- Will chair all Protest Committees consisting of at least five Board Members
- Will chair the Rules Committee prior to each season and present all revision to the Board of Directors for approval and posting to General Membership

- Will attend all Managers Meetings
- Will work with the Treasurer to prepare an invoicing system for the payment to all umpires CGSA employs
- Umpire in Chief may not also be a CGSA Manager or Coach

Fundraising/Sponsorship Coordinator

- Will research and create fundraising opportunities for CGSA
- Will be responsible for coordinating and scheduling all fundraiser events
- Will coordinate with the Secretary on applicable dates to be added to the calendar
- Will coordinate with the Team Parent Coordinator on information and materials to be provided to the Team Parents at the Team Parent Meeting
- Will submit itemized financial reports of all fundraisers to the Board at regularly scheduled board meeting
- Will issue receipts for all funds collected and provide all funds along with an itemization to the Treasurer within seven days of collection
- Will monitoring each team's sponsorship totals for Spring seasons and keep accurate records to be presented to the Board
- Will be responsible for securing sponsorship plaques and banners after Board approval. Will obtain three sealed bids to be opened at a regularly scheduled Board Meeting and voted on, when necessary

Uniform Coordinator

- Will be responsible for the ordering and delivery of all regular season and All-Star season player uniforms
- Will be responsible for the ordering and delivery of all Board Member shirts
- Will distribute all uniforms prior to opening day of each season
- Will coordinate with the Secretary on the uniform dates to be added to the calendar
- Will obtain sample uniform sizes and provide them to the Registrar prior to any scheduled walk-up registration date each regular season
- Will provide sample uniform sizes at all scheduled Evaluation dates each regular season
- Will obtain and provide sample uniform and helmet sizes for the All-Star Parent Meeting in May for All Star season
- All uniform and vendor ordering and/or changes requires Board approval. Will obtain three sealed bids to be opened at a regularly scheduled Board Meeting and voted on, when necessary. No bids accepted by any party where a Conflict of Interest may apply (ex. Relative, business associates, co-workers, personal friends, etc.)

Webmaster/Scorekeeper

- Will maintain and update the CGSA website with new information, documents, and forms as it comes available
- Will maintain all licenses and renewals for the CGSA website and domain name
- Any non-league material posted on the website requires Board approval and must be present at a regularly scheduled Board Meeting
- Will schedule and coordinate a Scorekeeping Clinic in February prior to Spring season
- Will create a Scorekeepers Packet to be distributed to each Team Manager and/or Scorekeeper, including line up sheets at the Managers Meeting prior to each season
- Will be responsible for obtaining score cards from the Home team manager after each game and updating the score on the website within forty-eight hours of receiving the score card
- Will be responsible for forwarding all score cards, including umpire ratings to the Umpire In Charge on a weekly basis
- Will obtain trophies, medals and pins for regular and All-Star season, when applicable. Will obtain three sealed bids to be opened at a regularly scheduled Board Meeting and voted on, when necessary.
- In the event there is no Social Media Coordinator, webmaster will be responsible for maintaining and updating all CGSA Social Media accounts

Snack Bar Coordinator

- Will be responsible for opening and closing the Snack Bar
- Will schedule and coordinate a Snack Bar Volunteer calendar with the Team Parent Coordinator for disbursement
- Will keep accurate daily, weekly, and monthly accounting records for the Snack Bar
- Will submit itemized financial reports to the Board at regularly scheduled Board Meetings
- Will be responsible for all Snack Bar inventory and equipment ordering and purchasing
- Will be responsible for maintaining and securing all requirements for food service for Snack Bar and outside Vendors
- Will be responsible for approving all outside food Vendors invited to CGSA fields
- Will provide all funds along with an itemization to the Treasurer on a weekly basis
- Will receive financial compensation equal to twenty-five percent (25%) of the adjusted daily sales on a weekly basis
- Will receive a bi-annual bonus for the following time frame based on the following adjusted sales:

January 31st - July 31st to be paid on August 1st

August 1st - December 31st to be paid on January 1st

\$5000-\$5999 = 5%

\$6000-\$7499 = 8%

\$7500-\$9999 = 10%

\$10,000+ = 15%

Team Parent Coordinator

- Will schedule and coordinate the Team Parent Meeting prior to the start of each season
- Will create the Team Parent Packet to be disbursed at the Team Parent Meeting for each season
- Will act as a liaison and relay all pertinent information and documentation from the Board of Directors to the Team Parents and vice versa
- Will coordinate a list of parents each season who are willing to volunteer to be on the Disciplinary Committee when and if needed. Will provide that list the Secretary and Player Agent at the beginning of each season.
- Will co-chair the Opening Day and Closing Day Committees
- Will be responsible for coordinating the disbursement and collection of Evaluation Surveys for each team and providing them to the Player Agent at the end of each season

Player Agent

- Will collaborate with the Registrar on the Player Waiting Lists
- Will preside over the evaluation of pitchers in coordination with the Division Coordinators, that are not able to be present at formal evaluations.
- Will preside over the Draft with the 2nd Vice President.
- Will establish and provide a list of returning and new Managers to the 2nd Vice President at the end of each season
- Will review Manager Evaluations at the end of each season and provide feedback to the Managers and the Board of Directors at a regularly scheduled Board Meeting
- Will receive, review and report to the Board all Formal Complaints received at every regularly scheduled Board Meeting. Will report to the Executive Board Members all complaints of violation of the Anti-Harassment, Bullying and Violence policy immediately upon receipt. Will provide the Secretary a copy of all Formal Complaint emails and documents
- Will chair the Disciplinary Committee to investigate all complaints of violation of the Anti-Harassment, Bullying and Violence policy

- Will act as an arbitrator in all disputes involving General Membership, including Managers, Coaches, Parents and players, and will make recommendations to the Board for resolution of disputes.
- Will be responsible for overseeing the set-up of Evaluation Days with the 2nd VP and will work with Division Coordinators to set up equipment, etc., needed for the day.
- Will attend all Managers Meetings
- May attend the Southern California USA meetings.
- Will work closely with Division Coordinators for team formation

Field Maintenance Manager

- Will prepare and provide the Board an inventory of all field and playing equipment at a regularly scheduled Board Meeting prior to the start of and at the end of each season
- Will provide the Board with all replacement and new field and playing equipment requests at a regularly scheduled Board Meeting for approval
- Will be responsible for all field and equipment maintenance, purchasing, and distribution
- Will be responsible for maintaining a Master Set of all Field and Equipment keys and changing all locks when needed.
- Will prepare and provide the Board a Field and Equipment Policy to be implemented by all Managers prior to the start of each season.
- Will coordinate the field maintenance schedule for all practices and games with all team managers each season
- Will schedule and coordinate disbursement of all equipment and keys to Managers prior to the start of each season
- Will schedule and coordinate the return of all equipment and keys from Managers at the end of each season
- Will schedule and coordinate a Field Maintenance Training for all Managers prior to the start of each season
- Will attend all Managers Meeting
- Will be responsible for overseeing the set-up of fields and equipment for Evaluation Days
- Acts as a Safety Coordinator keeping alert for any signs of hazardous equipment or field conditions and will work with the 2nd Vice President and Division Coordinators to ensure immediate action is taken to correct.

Registrar

- Will be responsible for all player registrations, online and walk-up.
- Will schedule and be responsible for all walk-up registration dates and will provide the Board of Directors the proposed calendar of those dates at a regularly scheduled board meeting after each season for the next upcoming season.
- Will maintain the Player Waiting List and be responsible for distributing said list the Division Coordinators
- Will provide the Board of Directors the registration numbers and funds collected at all regularly scheduled Board Meetings
- Will coordinate flyers to be distributed to CNUUSD and be responsible for advertising CGSA registration dates and information to the public
- Will provide the Webmaster with all registration details of dates, times and locations to be posted on the CGSA Website and all social media accounts
- Will be responsible for CGSA's insurance and registration with Southern California USA/ASA
- Will be responsible for submitting all Volunteer Background Checks and maintain records of denials
- Will provide the Treasurer with all Registration and USA funds and an itemized accounting of those funds collected on behalf of CGSA, on a weekly basis
- Will prepare the list of player addresses upon request by the City of Corona to show compliance with the 85% corona residence requirement

Division Coordinators

- Will relay all pertinent information from the Board to their divisions Managers
- Will receive, review and report to the Board all Formal Complaints received at every regularly scheduled Board Meeting. Will report to the Executive Board Members all complaints of violation of the Anti-Harassment, Bullying and Violence policy immediately upon receipt. Will provide the Secretary a copy of all Formal Complaint emails and documents.
- Will act as an arbitrator in all issue involving Managers, Coaches, Players and Parents in their respective division
- Will evaluate pitchers that are not able to be present an Evaluation Days for their respective division
- Will attend all Managers Meetings
- Will preside over the Draft and Team Selections with the President and Player Agent

Past President/Parliamentarian (Non-voting Position)

- May act in an advisory capacity to the Board of Directors

Article VIII - Financial Policy

1. The Board of Directors shall have sole authority over the finances of the league.
2. All expenditures will be made for the common good of the league and its members
3. Any and all disbursement of league funds shall be made only with the approval of the Board of Directors
4. All funds received must be given to the CGSA Treasurer along with an itemization of the collection of such funds and deposited into the general treasury
5. Any Member who collects funds for CGSA must do so in witness of a second Board Member. Every collection is required to have two (2) Board Member signatures on the receipt.
6. No Board Member shall, at any time, incur CGSA debts without prior approval of the Board of Directors
7. No Board Member shall receive compensation, directly or indirectly, for services rendered as a volunteer unless stated otherwise within these bylaws. (ex. Snack Bar Coordinator)
6. No Individual or Firm shall be allowed to make a direct gift or contribution to any single Player, Manager, Coach or Team that is not in the best interest of the league as a whole. Exception: All Star teams may raise funds for their specific teams.
7. In the event CGSA should dissolve, all remaining assets shall be donated to a local nonprofit youth sports activity
8. A Financial Report will be posted on the CGSA Website for all General Membership to view twice a year, following the end of each season, spring and winter.

Sponsorships - The Sponsorship fee for each season is set by the Board of Directors. All Sponsors must agree that only CGSA dictates the policies and conduct of the teams. Any complaint made by a Sponsor will be send to the CGSA Secretary to be addressed by the Board of Directors.

Registration Refunds - All Refund requests received by the CGSA Registrar prior to the Draft for each season do NOT need Board approval to be refunded. All Refund requests received after the Draft has occurred shall be reviewed by the Board of Directors for approval or denial. The Board of Directors will review each Refund request on an individual basis in order to consider all facts and mitigating circumstances. If a Refund is approved by the Board the uniform costs may be deducted from the original Registration Fee paid for post-draft Refund requests.

Article X - Registration and Insurance

1. Priority of placement on teams, for late registrants, will be determined by the date of registration if the league cannot accommodate all registrants
2. Each Player must be registered by a Parent or Legal Guardian
3. First year CCGSA registrants must present legal proof of Date of Birth at the time of registration. Returning Players must provide legal proof of Date of Birth at the request of the CGSA Registrar

4. The Registration fee for each season is set by the Board of Directors and based on projected expenses
5. The Registration fee may be waived for extraordinary circumstances by request to the CGSA Registrar and Board approval. No girls shall be denied the privilege of participating due to lack of registration fee.
6. CGSA reserves the right to request a written medical release from a licensed physician if the Board deems it necessary
7. CGSA will be covered by Liability Insurance and each team shall be covered by a Team Insurance Policy

Article XI - Rules and Regulations

1. CGSA will adopted Rules and Regulations. In the absence of a rule or regulation the current USA Softball Rules and Regulations will apply.
2. Rules will be reviewed and approved prior to each season by the Board of Directors. Approved CGSA Rules and Regulations will be posted on the CGSA website no later than seven (7) days before opening day of each season.
3. Rules can be amended by a simple majority of the Board of Directors during season to resolve any immediate problems that may arise. Division Coordinators will advise all current managers of any Rules amendments within 24 hours after adoption.

Article XII - Anti-Harassment, Bullying, and Violence Policy

CGSA is committed to providing an environment free of all harassment, acts of bullying and violence. CGSA prohibits all harassment, acts of bullying and violence, threaten or otherwise. This policy applies to all persons involved in the operation of CGSA, including the Board of Directors, General Membership, and players. This policy prohibits all harassment, acts of bullying and violence including, but not limited to, the following behaviors:

- Physical conduct including assault, unwanted touching, and intentional blocking of normal movement
- Verbal conduct such as threats of violence, abusive, degrading or insulting language and any form of verbal bullying
- Retaliation for reporting or threatening to report prohibited conduct

If a person believes they have been the subject of prohibited conduct, a written complaint must be submitted to the Division Coordinator and Player Agent via email as soon as possible after the incident. The complaint should include details of the incident(s), names of those involved and names of any witnesses.

All complaints will be first be reviewed by the Executive Board for possible immediate suspension, for a period of time not to exceed fourteen days, while an investigation can be undertaken. The complaint will then be submitted to a Disciplinary Committee, who will undertake an effective, thorough, and objective investigation of the allegations. Upon completion of the investigation, no later than fourteen days, the findings and a recommendation will be reported to the Board of Directors. The Disciplinary Committee will consist of the Player Agent, two Board Members, a Manager, and two Parents. All parties involved in the Disciplinary Committee should be unrelated to any parties involved, unbiased and from a separate division. The Team Parent Coordinator will obtain a list of any parent who are willing and interested in volunteering to be a part of the Disciplinary Committee if needed at the beginning of each season.

Any persons determined to have engaged in prohibited conduct will be subject to disciplinary action, ranging from admonishment to termination of membership with the league. Prior to terminating the membership, the General Member shall be given no less than forty-eight hours notice of the special meeting, be informed of the general nature of the charges, and be given an opportunity to appear at the meeting to answer such charges.

Article XIII - Code of Conduct and Complaints

CGSA adopts the USSSA/ASA Code of Conduct policy for all Board of Directors, General Membership, Volunteers, Managers, Coaches, Players, Parents, Umpires and any other party involved with CGSA in any manner. If you believe any person has been in violation of such Code of Conduct or wish to file an official complaint you must email a written complaint to your Division Coordinator and the Player Agent . Your complaint should included the details of the complaint or incident(s), names of those involved, names of any witnesses and any resolution you are seeking.

If your complaint is relating to an Umpire it should be emailed to the Head Umpire in Charge, your Division Coordinator and the Player Agent. Comments regarding an Umpire listed on a Score Card are not considered a Formal Complaint. All complaints must be made in writing via email.

All complaints will first be reviewed by the Division Coordinators for resolution and then reported to the Board of Directors at the next regularly scheduled Board Meeting. The Board of Directors will decide by majority vote whether any further action will be taken and what that action will be. The person who filed the Complaint will be emailed with the Board of Directors final decision on the resolution of their complaint within thirty days of receipt. The Secretary will keep record of all Formal Complaints submitted and the resolutions.

Any persons determined to have violated the Code of Conduct may be subject to disciplinary action, ranging from admonishment to termination of membership with the league. Prior to terminating the membership, the accused shall be given no less than forty-eight hours notice of the special meeting, be informed of the general nature of the charges, and be given an opportunity to appear at the meeting to answer such charges.

Article XIV - Amendments

Bylaws may be amended or repealed or altered in whole or in part by a two-thirds vote of the Board of Directors. The intent to amend these Bylaws will be publicized to the General Membership by posting them on the CGSA Website. The Bylaws will be voted in by a simple majority vote of the General Membership each year.

Article XV - Matters Not Otherwise Covered

The Board of Directors shall decide all matters involving the interpretation or application of any provision of the bylaw as well as all other matters not covered herein.

Article XVI - Severability

Should any portion of these bylaws be deemed to be in violation of any statue or other public policy, or by any other means determined to be unenforceable, it shall be stricken from the existing bylaws, with all other provisions remaining in full force and effect.