

Bylaws

Livermore Girls Softball Association Bylaws

Article I – Name

Section 1 The name of this organization shall be the Livermore Girls Softball Association Incorporated, hereafter referred to as LGSA.

Article II – Object

Section 1 The purpose of this organization shall be to: a)teach members about the fundamentals of fast-pitch softball;
b)encourage fair play, good sportsmanship and family fun; and c)provide an opportunity for high competition softball for members who want it.

Article III – Policies

Article III - Policies Section 1 This organization shall be non-commercial, not for profit, and non-political.

Article IV – Membership and Financing

Section 1 Any Livermore, Sunol, or un-incorporated area family interested in the purpose of this organization and subscribing to its Bylaws may become a member of this organization upon payment of appropriate registration fees.

Section 2 An annual registration of players shall be conducted. Additional players shall be accepted at any time prior to team selection upon payment of appropriate registration fees. Additional players shall be accepted after the above time only with the approval of the Board.

Section 3 Membership fees are based on: 1) the number of players in a given family; 2) the age group of the players in a family; or
3) budget requirements as determined by the Board.

Section 4 Any family wishing to withdraw membership must present a request to the Registrar or another Board member. Until a set cutoff date, the Registrar may authorize a membership refund for withdrawn membership without notifying the Board. After that cutoff date, the Registrar must notify the Board of such occurrences. The cutoff date will be determined by the Board each year.

Section 5 Additional funds required for the activities of this organization shall be raised by means determined by a quorum of Board members.

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Article V – General Membership Meetings

Section 1 Regular meetings of this organization shall be held on the third Monday of each

calendar month, unless otherwise
ordered by a quorum of the Board or by the Executive Board.

Section 2 A quorum will consist of no fewer than seven (7) Board members including no fewer than three (3) Executive Board members. There must also be a presiding officer (to conduct the meeting and see that rules are observed) and a secretary (to take minutes).

Section 3 Special meetings may be called as necessary by the Executive Board.

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Article VI – Elected Officers

Section 1 The elected officers of this organization shall be, in order of succession, as follows: a) President; b) Vice-President - Umpire in Chief, c) Vice-President - Registrar; d) Secretary; e) Treasurer.

Section 2 The term of elected officers shall be from July 1 through June 30. The election will be held at the May membership meeting.

Section 3 The President shall preside at all Board meetings of the organization and the Executive Board, and shall be an ex-official member (1) of all committees. (S)he shall make an annual report to the membership. (S)he shall appoint chairpersons of all standing committees with the approval of the incoming elected officers. 1. A committee member by virtue of holding the office of president. Robert's Rules of Order Newly Revised, 1990 Edition.
Pp. 473,474.

Section 4 The Vice-President - Umpire in Chief shall be responsible for acting as liaison between the umpire association and the organization. (S)he shall provide a budget for consideration at the annual budget meeting. In the absence of the President, (s)he shall assume all presidential duties and responsibilities.

Section 5

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

Section 6 The Secretary shall keep an accurate record of the proceedings of all meetings of the organization and the Executive Board, shall be prepared to refer to minutes of previous meetings, shall prepare a summary of all unfinished business for use by the president, and shall distribute copies of the minutes to the Executive Board within seven calendar days prior to the next Board meeting. The Secretary shall attend to all correspondence of the organization, shall keep a file of all letters received which pertain to the business of the organization, and shall notify members of Executive Board meetings.

Section 7

The Treasurer shall receive all monies of the organization and shall deposit them in the name of the organization in a bank approved by the Executive Board. The Treasurer shall keep an accurate account of all receipts and payments and shall present a monthly report

to the membership at the monthly meetings. The Treasurer shall pay out all monies of the organization by check. Checks will be signed by two authorized and designated signatories for all amounts over \$200.00. Selection of the signatories is the responsibility of the Executive Board.

The Treasurer shall ensure that the treasury records are independently audited annually by an individual or organization approved by the Board. The Treasurer shall file all federal and state forms as required by law. The position of Treasurer shall not be held by the same individual or individuals for more than two (2) consecutive terms, except to serve until a new person for the position is voted in.

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Article VII - Executive Board and Duties

Section 1 The elected officers shall comprise the Executive Board. Appointed positions and chairpersons of standing committees shall comprise the balance of the Board.

Section 2 A quorum of the Executive Board shall be comprised of no fewer than three (3) Executive Board Members.

Section 3 Vacancies of elected officers shall be filled by a vote of the Executive Board.

Section 4 The Executive Board shall outline the work of the organization for the year and transact the necessary business. It may act to resolve problems in extreme or extenuating circumstances. It may authorize payment of incidentals up to \$100. Amounts over that should be approved by the Board.

Section 5 A simple majority vote of the Executive Board when duly convened is mandatory before any action is taken.

Section 6 The Executive Board shall prepare a financial summary of that year's business and shall leave sufficient funds to enable the continued operation of LGSA. The exact amount will vary and is subject to periodic review.

Section 7 Each Executive Board member shall prepare an annual report of their activity that year and present it to the president by the May board meeting. The president then consolidates the reports and prepares the presidential annual report and presents this report to the president elect and the organization.

Section 8 A standing committee chairperson may be removed, for just cause, by a majority vote of the entire Executive Board. An elected officer may be removed from office in accordance with Robert's Rules of Order Newly Revised, 1990 Edition. Pp. 656 - 657.

Section 9 An Executive Board meeting may be called with the approval of the President to resolve such issues as may come before it. In the absence of the President, an Executive Board meeting may be called by the next Executive Board member in order of succession.

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Article VIII - Standing Committees

Section 1 The standing committees shall be: Pictures; Equipment; Field Manager; Field Scheduling; Fund Raising; Community Affairs; Player Agent; Publicity; Sponsorship; Trophies; Uniforms; Clinics; Snack Bar; Clean-up; Webmaster; Travel Teams; Tournament Director; and any other committees deemed necessary by the Executive Board.

Section 2 The Pictures Coordinator is responsible for contracting with a photographer and coordinating all activities related to team and individual pictures. (S)he can negotiate contracts with the approval of the Executive Board. Any purchases must be within budget and have Executive Board approval.

Section 3 The Equipment Coordinator shall be responsible for the acquisition, maintenance, and safety of player equipment (catcher protectors, bats, etc., but not clothing), field equipment (bases, pitching rubbers, storage sheds, but not grounds keeping (tools), game balls and any other items required to hold games. The coordinator must present an inventory of player equipment on hand at the end of each season. Any purchases must be within budget and have Executive Board approval.

Section 4 The Field Manager shall be responsible for the ongoing maintenance and safety of the playing fields and surrounding area during the regular season. The Field Manager must arrange for pre-season field maintenance, lining the playing fields before games as necessary, ongoing field maintenance during the year as required during the course of the season, disposal of trash at the end of each days games, and any other tasks deemed necessary by the Manager and the Executive Board. Any purchases must be within budget and have Executive Board approval.

Section 5 The Field Schedule Coordinator is responsible for generating the schedule for the regular season. Any purchases must be within budget and have Executive Board approval.

Section 6 The Fund Raising Coordinator is responsible for the management of all fund raising efforts. (S)he shall evaluate and report to the Board the feasibility and risks of implementing fund raising on behalf of Livermore Girls Softball Association.

Section 7 The Community Affairs Coordinator acts as liaison between LGSA and the government agencies and boards within Livermore and other surrounding communities.

Section 8 The Player Agent (a.k.a. Age Group Coordinator) is the liaison between a given age group and the Executive Board. (S)he conducts meetings as necessary with the managers and coaches, passes information to and from the Executive Board and standing committees, and acts as mediator in cases of disputes. There is one Player Agent for each Age Group.

Section 9 The Publicity Coordinator is responsible for presenting weekly game information to the local papers. (S)he acts as liaison and single point of contact between the press and LGSA.

Section 10 The Sponsorship Coordinator is the liaison between sponsors and LGSA. The Coordinator is responsible for coordinating the contacting of previous and potential

sponsors for the year. (S)he also collects sponsorship money, turning it into the Treasurer. The Coordinator provides a monthly report of fund transactions. Any purchases must be within budget and have Executive Board approval.

Section 11 The Trophy Coordinator is the single point of contact for the purchase of trophies, plaques and pins used by LGSA in city tournaments, all star games, and the opening weekend tournament. (S)he can negotiate contracts with the approval of the Executive Board. Any purchases must be within budget and have Executive Board approval.

Section 12 The Uniforms Coordinator is the single point of contact for the purchase of uniforms used by LGSA. (S)he can negotiate contracts with the approval of the Executive Board. Any purchases must be within budget and have Executive Board approval. (S)he must work with the Player Agents, Sponsorship Coordinator and others to resolve uniform related issues.

Section 13 The Clinics Coordinator is responsible for arranging player and coaches clinics.

Section 14 The Snack Bar Coordinator is responsible for running the snack bar.

Section 15 The Trash Coordinator is responsible for ensuring each field has trash cans and bags; and that teams are fulfilling their clean-up duties.

Section 16 The Webmaster is responsible for maintaining the LGSA web site.

Section 17 The Travel Team Coordinator serves as the chairperson of the Traveling Teams Board. Refer to Article IX.

Section 18 The Tournament Director is responsible for the implementation and administration of the Livermore Smoke Annual Girls Fast Pitch Tournament (hereafter referred to as the Tournament). (S)he can negotiate contracts for services. Any purchases must be within the Committee's set budget. At the end of the Tournament, the Tournament Director shall provide the board with a financial accounting of the Tournament's activities.

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Article IX - Traveling Team Board

Section 1 A Traveling Team Board (TTB), consisting of the Travel Team Coordinator (who serves as chairperson) and as many as six (6) additional persons, shall be appointed by the Board no later than the end of April.

The TTB reports directly to the Executive Board. Members of the Executive Board shall approve members of the TTB.

Section 2 The Traveling Team Chairperson shall not be one of the Executive Board members. The Traveling Team Chairperson may not be a potential applicant for traveling team manager.

Section 3 The Travel Team Chairperson shall be responsible for overseeing all travel team activity including tryouts for travel team selection, and nomination of travel team managers to the Board. The TTB shall use a selection and interview process

approved by the Board. The Executive Board must approve the selection of traveling team coaches. The Travel Team Chairperson shall act as liaison between the travel teams and the Board. The Traveling Team Board Chairperson has no voting privileges on the Traveling Team Board.

Section 4 All travel teams shall provide the board with a financial accounting of their activities.

Section 5 Selection of the travel team coaches shall be made no later than the end of April.

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Article X - Parliamentary Procedure

Section 1 Robert's Rules of Order, 1990 Edition shall govern the procedures of this organization in all cases not covered by these Bylaws.

Article XI - These Bylaws

Section 1 A copy of these Bylaws shall be given to each officer and member of the Executive Board, each committee chairperson, and to any member of the organization upon request.

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

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Standing Rules

1. Any of the offices may be held jointly by more than one person.
Constitution Endorsed by the State of California on November 9, 1979.
These bylaws were adopted March 20, 2000, replacing the previous bylaws.