

CARPINTERIA VALLEY GIRLS SOFTBALL LEAGUE

2016 BY LAWS

ARTICLE I NAME AND PURPOSE

- Section 1** Name This organization shall be known as the Carpinteria Valley Girls Softball League (CVGSL), hereinafter referred to as the "League".
- Section 2** Purpose The primary purpose of the League is to provide an organized Amateur Softball Association (ASA) program for the girls of the Carpinteria Valley. This program shall be designed and operated to inspire youth to develop and practice the ideals of health, citizenship and character; to bring them together through the means of common interest in sportsmanship, fair play and fellowship; to teach the game skills; to provide intelligent supervision; to instill a love for the game; and to assure the safety and welfare of the players.

ARTICLE II MEMBERSHIP AND MEETINGS

- Section 1** Classes of Membership There shall be two classes of membership in the League: The Board of Directors and the General Membership. *General Membership* is comprised of all interested adults over 18 years of age that have an affiliation with the League. They are afforded the right to vote on nominations of new Board of Directors at the Spring General Meeting and any proposed changes to the League By-Laws at any General or Special Meeting. They *are not* afforded the right to vote on any changes to the CVGSL Operating Rules, this right is restricted to the current Board of Directors (refer to Article IV).
- Section 2** League Season The League's season shall commence on July 1st of each calendar year, and shall end on June 30th of the following year.
- Section 3** General Meetings The League shall conduct one General Meeting each year. It shall be held in the Spring, prior to the start of the new season, which commences on July 1st of each year.
- Section 4** Meeting Place General Meetings shall be held at any ordinary meeting place open to the public and suitable to accommodate all League Participants. The existing President, or in the event of a vacancy in that office, the Board of Directors by majority vote, may designate the time and location for the next General Meeting of the League.
- Section 5** Notice of General Meetings Notice of the time and place of each General Meeting and the purpose thereof shall be distributed not less that 14 days or more than 30 days before such meeting to each known League Participant and interested persons by notices mailed and placed into the local newspaper.
- Section 6** Special Meetings A majority vote of the Board of Directors is sufficient to call a Special Meeting. General Membership may call a Special Meeting by serving a petition upon the Board bearing the signature of at least fifty members of the General Membership of the current league season. The Board shall then call said special meeting within ten (10) days of receipt of such petition. A reasonable notice shall be provided to all members through such means as the Board shall direct.

ARTICLE II MEMBERSHIP AND MEETINGS (Continued)

CARPINTERIA VALLEY GIRLS SOFTBALL LEAGUE

2016 BY LAWS

Section 8	Order of Business	The following order of business shall be observed at all general and special meetings: <ol style="list-style-type: none">1. Call to Order2. Reading, correction and approval of minutes of the previous meetings3. Officers Report4. Committees Report5. Election of Board of Directors6. Unfinished Business7. New Business
------------------	-------------------	--

ARTICLE III DIRECTORS

Section 1	Numbers, Election and Term of Office	The League shall be managed by a Board of Directors consisting of the following eleven persons, all of whom shall be elected by the General Membership at its Spring General Meeting: President, Vice-President, Secretary, Treasurer, Manager Representative, Player Representative, Fields Coordinator, Equipment Coordinator, Umpire Coordinator, Team Parent Coordinator and Beach Classic Tournament Director. As an option, positions of President and Vice-President may be filled as co-chairperson positions in which each position would have equal authority and individual voting rights. The directors shall hold office for one (1) year and until their successors are duly elected and qualified.
Section 2	Removal From Office	Any member of the Board of Directors may be removed from office for failure to perform assigned duties with a two-thirds (2/3) vote of the Board of Directors. The General Membership may remove any or all Board Members at any General or Special Meeting with a two-thirds (2/3) vote of eligible members.
Section 3	Vacancies	Full term vacancies of the Board will be filled by a majority vote of the General Membership present at the Fall General Meeting. Board vacancies mid-term may be filled by recommendation of the Board of Directors and affirmed by majority vote of the Board.
Section 4	Meetings and Quorum	Meetings of the Board of Directors shall be held at such times and places as the Board of Directors shall, by resolution, appoint. At all meetings of the Board, a majority of the Directors shall constitute a quorum for the transaction of business and the act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by these by-laws.
Section 5	Powers	The property, business and affairs of the League shall be managed by the Board of Directors, who may exercise all the powers and do all things, which may be done by the League, subject to the provisions of the law, the statutes of the State of California, the League's by-laws and any vote by the General Membership to the contrary. Each member shall have one vote, a majority shall decide all matters coming before the Board, and no proxy voting shall be permitted. The Board shall have exclusive authority in handling all League personnel and player matters and disciplinary matters relating to enforcement of the League's Code of Conduct, in closed session, in accordance with the procedures set forth in these by-laws. All expenditures relating to League monies shall be approved by two-thirds of the Board of Directors. Each Board of Director is permitted to spend \$250.00 each year on league equipment and/or supplies without the normal two-thirds vote of the Board of Directors.

CARPINTERIA VALLEY GIRLS SOFTBALL LEAGUE

2016 BY LAWS

ARTICLE IV OFFICERS AND DUTIES

Section 1 President

The League President shall:

- A) Preside over all General, Special and Board of Directors meetings.
- B) Be an ex-officio member of all League committees.
- C) Appoint persons to chair all regular and ad hoc committees.
- D) Develop and maintain the League's master calendar of events and activities.
- E) Serve as spokesperson for the League.
- F) Attend all pertinent meetings within the League (i.e. managers, coaches, umpires, etc.) or appoint another board member to be present if President is unavailable.
- G) Attend all pertinent meetings outside of the League, including all ASA affiliated meetings and conferences. If unable to attend, President shall appoint another board member to represent CVGSL at said meetings.

Section 2 Vice-President

The League Vice-President shall:

- A) Assist the President, and in the absence of the President, perform the duties of the President.
- B) Serve as League Parliamentarian and Board Liaison for by-laws.
- C) Assist President with development of League's master calendar.
- D) Work in conjunction with Team Parent Coordinator in organizing all fundraising efforts including corporate sponsorships, concession stands and other related activities meant to raise funds for the League.
- E) Serve as coordinator of Fall Ball program.

Section 3 Secretary

The League Secretary shall:

- A) Keep accurate minutes and records of the proceedings and activities of all General, Special and Board of Directors Meetings.
- B) Provide copies of the minutes of each meeting to each of the Officers and any interested persons of the General Membership within a reasonable time after each said meeting.
- C) Conduct all necessary correspondence and publicity/media relations on behalf of the League.
- D) Collect score cards at the end of each game for each division and keep team standings.
- E) Assist Player Representative with organization of League registrations.

Section 4 Treasurer

The League Treasurer shall:

- A) Receive and deposit all funds for the League in a bank account approved by the Board of Directors.
- B) Keep an itemized account of League receipts and disbursements and maintain League books and records in an orderly fashion.
- C) Provide copies of the written financial report at all regular Board meetings to each Board Officer and any interested persons of the General Membership, and provide copies of written annual financial report to all interested persons at the annual General Meeting.
- D) Prepare and submit a proposed annual League budget to Board of Directors prior to the beginning of the League season.
- E) Be responsible for ensuring that all League purchases have been authorized.

CARPINTERIA VALLEY GIRLS SOFTBALL LEAGUE

2016 BY LAWS

ARTICLE IV OFFICERS AND DUTIES (Continued)

- Section 5** Manager Representative The League Manager Representative shall:
- A) Organize clinics for Managers and Coaches.
 - B) Recruit and recommend Managers and Coaches for the season and submit recommendations for Board approval.
 - C) Prepare Manager and Coach's Guidelines; Code of Conduct and sample practice plans.
 - D) Informally observe practices and games, for all Divisions, at least twice each season (twice for each team).
 - E) Schedule at least two (2) mandatory Managers/Coaches meetings each season; one to be held prior to start of season and another after season begins. Schedule any others as deemed necessary and preside over all said meetings.
 - F) Be a Board liaison to Managers. Bring matters to Board dealing with discipline or issues that cannot be immediately dealt with.
 - G) Serve as coordinator of Post-Season play.
- Section 6** Player Representative The League Player Representative shall:
- A) Organize and assist with player evaluations.
 - B) Organize and assist with player draft.
 - C) Organize and conduct League registrations and keep an active database of participants.
 - D) Serve as Board Liaison for players and their parents. Bring matters to Board dealing with discipline or issues that cannot be immediately dealt with.
 - E) Work closely with Manager Representative in dealing with Player-Manager issues.
 - F) Informally observe practices and games, for all divisions, at least twice each season (twice for each team).
 - G) Work in conjunction with Team Parent Coordinator in ordering and distribution of team uniforms.
- Section 7** Fields Coordinator The League Fields Coordinator shall:
- A) Be responsible for purchasing necessary field preparation supplies to maintain fields in a fashion appropriate for safe and fair play.
 - B) Recruit and schedule volunteers to serve on fields committee; this committee will assist with preparation and maintenance of playing fields.
 - C) Ensure that a field safety checklist is completed by each team Manager or Coach, with assigned umpire, prior to each league game.
 - D) Be responsible for creating and maintaining practice schedule and calendar for all teams including dates, times and fields.
- Section 8** Equipment Coordinator Equipment Coordinator shall:
- A) Conduct annual review of equipment inventory and make recommendations to Board of any new equipment needed prior to start of season; will also ensure that all equipment is approved under current ASA guidelines.
 - B) Maintain current inventory listing of all equipment; inventory to be numbered and labeled so that distribution to team managers is done in an organized fashion; complete necessary check at season end to ensure all equipment is accounted for.
 - C) Be responsible for maintaining equipment by doing periodic inspections to ensure equipment is in safe, working condition and ensuring all equipment is stored safely when not in use.

ARTICLE IV OFFICERS AND DUTIES (Continued)

CARPINTERIA VALLEY GIRLS SOFTBALL LEAGUE

2016 BY LAWS

- Section 9** Umpire
 Coordinator
- The League Umpire Coordinator shall:
- A) Coordinate umpire training clinics for applicable Umpires, Managers and Coaches; to include ASA training and certifications of any inner-league Umpires.
 - B) Serve as Board Liaison to Managers and Umpires regarding any potential conflicts or protested calls.
 - C) Work directly with Umpire Recruiters for scheduling of Umpires of each regular season game for all divisions.
 - D) Develop and maintain the master game schedule for each division.
 - E) Serve as board liaison with the School District and the City of Carpinteria and shall work with appropriate individuals in scheduling of fields.
- Section 10** Team Parent
 Coordinator
- The Team Parent Coordinator shall:
- A) Coordinate and organize all special events, ceremonies and celebrations.
 - B) Recruit team parents for each team in the league and instruct them on responsibilities and expectations.
 - C) Be responsible for inventory, re-stocking and set-up/break-down of concession stand.
 - D) Organize schedules and recruit volunteers for concession stand, fundraising events and various ceremonies and celebrations.
- Work in conjunction with Vice President in organizing all fundraising efforts including corporate sponsorships, concession stands and other related activities meant to raise funds for the League.
- Section 11** Beach Classic
 Tournament Director
- The Beach Classic Tournament Director shall:
- A) Coordinate and organize all aspects of the annual summer tournament.
 - B) Be direct liaison between CVGSL and attending leagues; secure all required registration documentation and fees and provide attendees with pertinent information including rules, regulations and schedules.
 - C) Create tournament game schedule to accommodate the rules of pool play.
 - D) Work directly with other board members in organizing duties such as fields, equipment, fundraising and concessions.
 - E) Keep detailed records including copies of registration documents, insurance documents, rosters and financial reports.