



## **CHARTER BY-LAWS**

### **Adopted November 14, 2017**

#### **Article I – Name**

This organization shall be known as “Murrieta Valley Girls Softball Association” (Herein referred to as MVGSA).

#### **Article II – Objective**

The objective of the Murrieta Valley Girls Softball Association shall be to instill in the girls of the community the ideals of good sportsmanship, loyalty, courage and reverence. This objective shall be achieved by providing supervised athletic games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or winning of the game shall be secondary, and molding of the character is of prime importance. The Murrieta Valley Girls Softball Association shall govern all girls’ softball activities which they supervise.

The organization is organized exclusively for non-profit educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Individual members will not derive profit from this organization.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an organization’s contributions to which are deductible under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

#### **Article III – Membership**

There shall be two (2) classes of membership: The Board of Directors and Regular Membership. Regular Membership (herein called “Members”) is comprised of the parents or guardians listed on the eligible Participant’s registration for that season. Upon registration of an eligible Participant with MVGSA, the parents or guardians listed on the registration form will automatically become a Regular Member of the League. The Members are to represent the Participants at the Regular Membership meetings and are afforded the right of one (1) vote per registered parent/guardian, maximum of 2, during the annual Elections and all other privileges identified in the Charter By-Laws, Rules and Regulations, and policies.

- A. Regular Members of the League will remain Members as long as the Participant is registered and in good standing with the League. Membership within the League shall be valid for a period of one (1) year, or until the initial registration period is completed. (Exception: Those members whose child no longer participates in the league or have never had a child in the league but still have a desire to serve within the league on the Board of Directors, as a coach, or any other volunteer, shall be considered members and have all rights, privileges, and responsibilities of said member for their term or duration of service).



- B. The Board of Directors is comprised of the Executive Board and the General Board as defined within these By-Laws. The Board shall exercise or delegate any powers not specifically addressed within these By-Laws or any other such powers specifically granted them by the Board. Any Member of MVGSA is entitled to run for open or vacant positions. A new nominee for a position who is not already on the board needs to present via email to the league Secretary their desire to run for a position. This must be received 72 hours in advance of the election. There will be no nominations accepted for the election after the 72 hours deadline.

#### **Article IV – Government and Procedures**

Government of Murrieta Valley Girls Softball Association shall be under the direct supervision of the Board of Directors, which will consist of: President, Vice-President, Operational Vice-President, Player Agent, Secretary, Umpire-In-Chief, Treasurer, Publicity Director, Membership Coordinator, Team Uniform Coordinator, Fundraiser Coordinator, Sponsorship Trustee, Equipment Manager, Field Manager, Head Scorekeeper, All-Star Tournament Director, Team Parent Coordinator, Webmaster, Divisional Vice-Presidents, and Immediate Past President.

- A. Any Board vacancy shall be available to any current Board Member first. Should another Board member not be voted into the position, vacancy shall be posted online and via email notification for any General Member of MVGSA. Every effort will be made to fill the position within two weeks of posting and affirmed by a majority vote of the Board. In the event that the Office of President becomes vacant, the Vice President will automatically assume the duties of the presidency for the unexpired term and follow the order of succession thereafter.
- B. The Board may remove any Board Member by two-thirds (2/3) vote of all Board Members.
- C. The Board shall normally meet bi-monthly.
- D. The President, or at least five (5) voting Board Members, may request a special or emergency meeting of the Board. There must be a notice of at least eighteen (18) hours prior to the meeting.
- E. A fifty-one percent (51%) majority of all filled Board Members positions constitutes a quorum for the transaction of all business. In order for a motion to pass a majority of the people voting is required. Abstention votes do not count as votes.
- F. It shall be the responsibility of the Board to oversee all administrative and playing rules for the league.
- G. The Board shall appoint and approve such staff/positions as it deems necessary.
- H. Succession to command of the Elected Board shall be Vice-President, Operational Vice-President, Secretary and Treasurer, in that order.
- I. The Executive Board shall be comprised of the President, Vice-President, Operational Vice-President, Secretary, Treasurer, Umpire in Chief, and Player Agent in that order. Executive Board decisions must be ratified by the current Board of Directors at the next regularly scheduled meeting. The exception being sister drafts which are to be reviewed and approved by the Executive Board and presented to the Board at the next regularly scheduled meeting.



- J. The Executive Board shall also include the Immediate Past President serving a term of one (1) year as a consultant and advisor to the President and Board of Directors. This officer shall have a vote on the Executive Board and all matters of the board.
- K. No association personnel shall at any time incur debts in the name of the Association. All purchases must be made only with the approval of the Board of Directors.  
**Exception:** The Executive Board may make purchases of \$50.00 and under for the Association without prior approval. A detailed list and receipt must accompany the purchases.
- L. No Association personnel shall be personally liable for the debts, liabilities or obligations of the Association.
- M. Any Member of the Board vacating their position before the general election may resign by notifying the Executive Board in writing. Resignation does not affect the Member's status within the General Membership.
- N. A Board Member absent for three (3) consecutive regularly scheduled meetings is subject to dismissal by majority vote of the Board.
- O. The fiscal year of the organization shall operate annually from January 1 to December 31.
- P. Any small claim matters including, but not limited to, cancelled checks by a member, failure to pay registration fees; shall be addressed by the Executive Board of which at least one Executive Board Member may pursue on behalf of the league.
- Q. No one Board Member shall make executive decisions affecting the General Membership without prior Board approval.
- R. At any time the Board can remove/suspend any member (player, coach, parent, Board Member) for a serious act committed during MVGSA allocated fields, tournaments, or events with a majority vote of the Board.

### **Article V – Board Duties**

All Board positions shall be elected annually as specified within these By-Laws.

It is vital for our league to have a strong, positive, active Board of Directors, willing to work together for the good of all the girls in the league. Confidentiality is of the utmost importance as Board Members are held to a higher standard. Support of Board approved decisions are a must, and sensitive matters discussed at Board meetings should not be discussed with General Membership. The following is a general overview for each position on the MVGSA Board. All positions require attendance at board meetings, attendance at special meetings called by the President, participation at registration, opening day, tryouts, and closing day for both Spring and Fall Seasons and the All-Star tournament. There are also committees that may meet during the season that you may volunteer for (i.e. budget, rules, opening day, etc.). It is imperative that each Board Member understands the responsibilities of their position. When a husband and wife run for the Board, only one may hold a monetary position including, but not limited to, President, Vice-President, Treasurer, Membership Coordinator, Fundraiser Coordinator, and Equipment Manager. In addition, only one may hold an Executive Board position.



**President** - The President shall be the General Manager of the League. It shall be the duty of the President to preside at all meetings of the corporation. The President shall attest to all orders upon the Treasury. President must manage all written complaints and process accordingly. He/she shall be an ex-officio member of all Committees. The President shall have the power to appoint such committees as deemed necessary. The President shall not have the right to vote at any meeting except to break a tie. It is preferred that any candidates for this position, have served a minimum of one year on the MVGSA Board to be eligible. (Should no current, eligible Board Members elect to run for this position, then it shall be open to the public.) Attends USA Softball and City of Murrieta meetings as required.

**Vice-President** - It shall be the duty of the Vice-President, in the absence of the President, to perform all of the duties of the President and to exercise all powers and restrictions as the President. He/she works directly with the Divisional Vice-Presidents. Plans and organizes Opening and Closing Day Ceremonies. In doing so, will seek highest percentage from vendors to offset expenses, and collect funds from said vendor. Seeks (multiple\*) bids for the purchase of League awards. Seeks (multiple\*) bids and oversees team photo schedules and delivery for Spring and Fall Seasons only. Attends USA Softball and City of Murrieta meetings as required. He/she will organize the scholarship committee each November. The Vice-President is a permanent member of the Rules Committee, Conduct Committee, and Scholarship Committee. Handles all insurance claims and presents them to the Board.

\*Note: multiple bids need not be presented to the Board if league has established a strong, longstanding, professional relationship with a certain vendor. Board review and approval required for such vendor.

**Operational Vice-President** – It shall be the duty of the Operational Vice-President, in the absence of the President and Vice-President, to perform all of the duties of the President and to exercise all powers and restrictions as the President. Oversees all the operational elements of the league. Is the liaison with the City of Murrieta for field allocation, lights and special functions. Plans and arranges for practice and game fields. Must submit to the President, V.P. and Divisional VP's the practice and game schedules fourteen (14) days prior to the start of the season. Organizes field availability. Plans and organizes any clinics that the league sponsors (Pitching Clinic, Catching clinic, Coaching Clinic, etc). Will provide a Master Practice Schedule to all DVPs and post it on the website for all teams and fields within 72 hours of completion of Player Draft for that season. Attends USA Softball and City of Murrieta meetings as required. The Operational Vice-President is a permanent member of the Rules Committee and Conduct Committee.

**Player Agent** – Is the liaison between coaches and players if issues arise. Coordinates Special Evaluations as well as Executive Board approval for Sister Draft exceptions. Oversees and coordinates Evaluation check-in, creates evaluation and check in sheets based on registrations and provides Divisional Vice-Presidents and Head coaches for all divisions with needed evaluation paperwork. Manages Coach Block process. Responsible for making sure rules and regulations are updated accordingly. Oversees and organizes all draft night which includes providing necessary paperwork to coaches. Responsible for creating teams and adding players to roster based on draft night on MVGSA website. Player Agent creates 6U teams in accordance with MVGSA rules and regulations and provides coach with 6U roster within a week of last night of draft for older divisions. Responsible for all new additions and drops of players to team roster. Confidentially maintains the waiting list and helps recruit players when needed. Player Agent shall have access to complete and current file of all player information, and registration forms. Player information shall be kept confidential and not released for reasons other than League business. Player Agent will maintain all player injury reports. Works directly with Membership Coordinator and closely with the Divisional Vice-Presidents. Attends USA Softball meetings, as required. The Player Agent is a permanent member of the Conduct Committee and Rules Committee. Knowledge of MS-Excel recommended for this position. Must have a computer (laptop and/or desktop).



**Secretary** – It shall be the duty of the Secretary to keep accurate records of the proceedings of all meetings of MVGSA, including meetings of the Board and Regular Membership meetings. The Secretary shall be responsible for all League correspondence (mail) and be the custodian of the League’s official documents including the By-Laws of the corporation, Rules, and Meeting Minutes. The Secretary shall be responsible for selecting and securing meeting locations, prepare and distribute the agenda, and make proper notification of said meetings. The Secretary will be in charge of organizing the general election in November, securing ballots for the election, and organizing an election committee to help with the election process. The Secretary is a permanent member of the Conduct Committee. Responsible for disclosing all disciplinary actions and concern forms filed against any individual brought before the Board. Maintains all completed concern forms and all discipline actions. Maintains Event Duties book. A binder of all conduct issues shall be maintained and brought to all conduct meetings. If unable to attend, binder shall be given to President or Vice President to bring to the meeting. The Secretary will maintain a copy of all player injury reports.

**Umpire-in-Chief** – The Umpire in Chief (herein also called “UIC”) shall be responsible to obtain USA Softball certified umpires to officiate all league games (multiple\*) and assures that they are familiar with League rules. The UIC shall schedule umpires for all games and evaluate the performance of all league umpires if necessary. The UIC shall also conduct an umpire-training clinic for all league umpires if necessary. The UIC is responsible for forming a Protest Rules committee if necessary. The UIC enforces Rules and Regulations and By-Laws and works closely with Operational V.P. and All-Star Tournament Director. Receives all written protests. UIC is required to be present during All-Star tournament. UIC is responsible for conducting Risk Management Meeting. Create coaches packages including but not limited to league expectations, field conduct, safety issues, and general information. The UIC is a permanent member of the Rules Committee and the Conduct Committee.

\*Note: multiple bids need not be presented to the Board if league has established a strong longstanding professional relationship with a certain vendor. Board review and approval required.

**Treasurer** - It shall be the duty of the Treasurer to have charge of all the money of the corporation and pay all properly attested expenses. The Treasurer shall submit written financial reports at each Board and Regular Membership meetings. The accounts of this corporation shall be audited annually in the month directly following the close of the fiscal year, prior to the annual election meeting, and if requested in writing by fifty percent (50%) of the Members. The Treasurer shall receive, collect, and deposit and keep accurate records of all monies from all functions such as registrations, vendors, fundraising, and league and team sponsorships. The Treasurer is responsible for keeping track of all donations and disbursements of each teams’ sponsors. The Treasurer is responsible for paying for the League’s Insurance, and has tax returns completed and filed. The Treasurer is a permanent member of the Conduct Committee. Attends USA Softball meetings as required.

**Publicity Director** – Produces and distributes League newsletters and registration fliers to all schools, daycare facilities, sporting good stores and other local establishments within Murrieta and adds content to the social network. Submits news items to local papers. Is responsible for any public relations items that may arise or deemed necessary. Obtains and distributes Player of the Game certificates for Spring and Fall Seasons to the Divisional V.P.’s. Provides photography for all events including but not limited to Friday Night Lights, Opening and Closing Day, and the All Star Tournament. Will attend City of Murrieta meetings when needed as a Board representative.



**Membership Coordinator** - Schedules and oversees League registration for all seasons. Reviews all registration forms to see that they are filled out completely and all players are paid in full. Registers all players and volunteers with USA Softball and insurance in accordance with USA Softball's instruction. Works closely with the Player Agent. Works closely with Divisional V.P.s for background checks and badges. Maintains, reviews and submits to Board all scholarship applications. Responsible for maintaining a complete and current file of all player information and registration forms. Responsible for submitting all background checks and badges for all volunteers. Creates, collects, and maintains payment plans with membership as needed. Maintains master league insurance policy for all players and volunteers, and keeps the financial status of all members up to date. Prior to the start of each season coordinator will ask for a percentage of total registration fees to cover scholarships.

**Team Uniform Coordinator** - Seeks bids (multiple\*) and oversees production, ordering of correct sizes, delivery and distribution of team uniforms, while keeping within approved budget as established and approved by the Board. Responsible for ordering and collecting monies for additional apparel. Organizes team parents and sees that they are up to date with League functions and activities. Holds team parent meeting for all seasons to let them know of their responsibilities and to distribute information concerning league operations such as upcoming fundraisers, important dates, and Opening Day information to the team parent of each team and continue to act as a liaison between the league and the teams through the team parent.

\*Note: multiple bids need not be presented to the Board if league has established a strong longstanding professional relationship with a certain vendor. Board review and approval required.

**Fundraiser Coordinator** – The Fundraiser Coordinator shall be responsible for coordinating all fundraising activities. The Fundraiser Coordinator shall propose fundraising activities and a budget for each season to the Board for approval and shall conduct such fundraisers in accordance with the policies adopted by the Board. The Fundraiser Coordinator shall work to distribute the fundraising activity to the teams. Coordinator is responsible for collecting all money and turning it into the treasurer. He/she will provide the BOD a written financial update at the board meeting following the close of each fundraising activity/event.

**Sponsorship Trustee** – The Sponsorship Trustee shall solicit sponsors for the League by contacting local businesses and working with coaches on finding team sponsors. He/she will act as a liaison between the League and their sponsors. The Sponsorship Trustee's primary responsibility is to track all league and team sponsorships. The Sponsorship Trustee is responsible for ordering and delivering sponsor plaques/awards and thank you letters. The Sponsorship Trustee shall coordinate with the league Treasurer for sponsor receipts. The Sponsorship Trustee is responsible for ordering and displaying sponsor banners (when applicable) during the season. The Sponsorship Trustee is responsible for giving complete information to Webmaster for posting on MVGSA website, and is responsible for making sure sponsors are prominently displayed (when applicable) during the season. It is the goal of the Sponsorship Trustee to ensure enough sponsors for Spring, Fall, and All Star Seasons have been secured. Works closely with the Treasurer and Divisional Vice-Presidents.

**Equipment Manager** - Purchases, maintains and controls all equipment. Maintains coaches' deposits and check out list of all equipment during the season and responsible for checking all equipment and keys out at the beginning of the season and back in at the end of the season. Maintains an inventory of all equipment and presents this to the Board prior to the start of Spring, All Star, and Fall Season listing all equipment that will need to be repaired and/or replaced (giving the Board multiple\* bids for such repairs and/or replacements). Said inventory shall be written and at the end of the term, an itemized inventory shall be presented to the incoming Equipment Manager. Maintains large equipment bin on field 2, keeping it clean and organized. Will work closely with Field Manager.



**Field Manager** -Responsible for all field duties including but not limited to dragging and prepping fields for first games of the day. He/she works with the City on field maintenance issues, and setting up for Opening and Closing Ceremonies, and All Star Bash. Maintains and stocks field boxes as required. May form committee to assist with field duties. Works closely with equipment manager.

\*Note: multiple bids need not be presented to the Board if league has established a strong longstanding professional relationship with a certain vendor. Board review and approval required.

**Head Scorekeeper** - Holds scorekeeper's clinics for both Spring and Fall Seasons to train scorekeepers for all teams. The Head Scorekeeper shall be responsible for scheduling and conducting the scorekeeper's clinics at least ten (10) days prior to the start of the season to train scorekeepers for all teams. The Head Scorekeeper shall purchase and distribute the official scorebooks for all seasons including All Stars. The Head Scorekeeper shall be responsible for keeping a record of all game results and pitchers' outs. The Head Scorekeeper shall work with the Webmaster to ensure that standings are kept current on the website. The Head Scorekeeper shall work with the UIC to validate scorekeeping questions when protests are filed. Coordinates with Divisional VP's to make sure all teams are aware of reporting scores and pitching out procedures. Informs VP's of teams not reporting scores and pitchers outs within 24 hours of game time. Works closely with Secretary to make sure all forms are filed. Must be present at the All Star Tournament.

**All-Star Tournament Director** – Responsible for planning and organizing All Star Tournament including but not limited to soliciting and following up with team participation. Responsible for obtaining bids for awards and contracting with vendors for All Star Tournament. Will work closely with the Vice-President. Responsible for obtaining All-Star picture bids and coordinating date/time/location. Responsible for designing and obtaining bids for tournament pins/trading pins and design bids for t-shirt and ordering of such following Board approval. Coordinates all All Star activities. Responsible for ordering pins for state and/or national as needed. Acts as liaison between potential and registered All Star teams and Board. Holds the All Star team parent/Board Member meeting. Works with other Board Members, as necessary, to complete tasks. Presents Board with All Star tournament entry options, for approval. Shall chair an All Star Tournament Committee. The Committee shall begin planning immediately after annual election and submit their plans to the Board for approval in spring. The All-Star Tournament Director shall work with the respective Board Members to help execute the activities of the tournament. Attends USA Softball All Star meetings as required. Responsible for submitting the annual advertisement for the USA Softball All Star Blue Book.

\*Note: multiple bids need not be presented to the Board if league has established a strong longstanding professional relationship with a certain vendor. Board review and approval required.

**Team Parent Coordinator** – Ensures that each team has a Team Parent. Handles all correspondence between the Board and the Team Parents. Coordinates the team/parent/scorekeeper pre-season meeting.

**Webmaster** - The Webmaster is responsible for ensuring all information on the league web site is accurate and current. The Webmaster will also serve as the primary administrator of all league technology. This includes but is not limited to the league website, league domain names, league email and data services, The President, Vice-President, and Operational Vice-President will serve as a back up to the Webmaster and will have knowledge and access to all technology sites and services managed by the Webmaster. The Webmaster shall not have the right to vote at any meeting.



**Divisional Vice-Presidents** - One position for each division. The Divisional Vice-Presidents will work closely with the Vice-President, Operational Vice-President and Equipment Manager. In their division: Secures coaches applications and presents to Board for approval for Spring, All-Star, and Fall Seasons. Interviews coaches prior to Board interview/approval. Oversees coaches; sees that they have and understand rules and By-Laws of the League and are abiding by them, have adequate equipment, practice times, etc. Acts as liaison between coaches and Board. Ensures coaches are notified of any and all discipline actions, decisions, information. Collects all paperwork and monies within division including but not limited to background check forms, sponsorships and fundraisers. Provides coaches with Player of Game certificates, game balls and picture package information for distribution. The Divisional Vice-Presidents shall be responsible for all interactions, including administrative and operational matters and dispute resolutions pertaining to the division(s) to which they represent. They will work with the Player Agent during the draft process and attend Parent Meeting. Oversees and coordinates player evaluations, in conjunction with the Operational Vice-President, in their division. Divisional Vice-Presidents are permanent members of the Rules Committee. Must be present at the All Star Tournament.

**Immediate Past-President** – Appointed, not an elected position. Helps current President transition into the position with guidance as to outstanding issues, current goals. Acts as an advisor to the Board for past procedures and issues. Advises the board in any capacity required. Has voting privileges in regular and Executive meetings.

### **Article VI – Committees**

There shall be three (3) standing committees in place during each Board term except as noted below: the Conduct Committee, the Rules Committee, and the Scholarship Committee. A quorum is not necessary to conduct meetings.

- A. The Conduct Committee shall be responsible for regulating improper conduct of Board Members, Head Coaches, parents, players, and and/or other league volunteers. The Conduct Committee shall be comprised of the President, Vice-President, Operational Vice-President, Secretary, Treasurer, Player Agent, UIC, and any additional interested Board Members.
- B. The Rules Committee shall review the League rules and By-Laws and make recommendations for changes to the Board. The Committee shall be comprised of the President, Vice-President, Operational Vice-President, Player Agent, Divisional Vice-Presidents, UIC, and any additional interested Board Members.
- C. The Scholarship Committee shall be formed by the Vice President in November and only meet during December and January. The Committee shall be comprised of the Vice President and any additional interested Board Members.
  - a. They will be responsible for posting scholarship links on the website for the upcoming Spring by January 1<sup>st</sup> of the current graduating year.
  - b. They will be responsible for obtaining a portion of Fall Fundraisers in order to fund the Spring Scholarships on an annual basis.
  - c. They will be responsible for correctly applying for Dollars for Scholars by the designated January 31<sup>st</sup> deadline each year and notifying applicants of the available scholarships.
  - d. The Committee will read and select applicants yearly.
  - e. A representative from the Scholarship Committee will be required to attend the Dollars for Scholars awards banquet.

\*scholarship funding is subject to change or can be eliminated based on availability of monies.



- D. All other Committees shall be designated and populated by the President or a majority vote of the Board of Directors, with instructions defined by the Board and no express or implied authority beyond recommendations to the Board for approval. All non-standing committees formed will be dissolved automatically at the end of the respective season (i.e. Spring Season, Fall Season, All Star Season).

### **Article VII – Conduct of Members**

The conduct of all classes of membership shall be maintained on a high level and in the best interest of the Murrieta Valley Girls Softball Association at all times. Personnel shall, at all times, refrain from the use of verbal abuse, profanity, derogative behavior and discrimination and shall not publicly display undue anger or animosity toward each other. All members shall abide by MVGSA's disciplinary policy and Southern California USA Softball code of conduct, whichever is more restrictive.

Any charges of misconduct against any member, except the President, shall be presented in writing to the Divisional V.P. or Executive Board. The President may then call a special meeting of the Conduct Committee within seven (7) days, which shall not be open to the public. The accuser, the accused and any witnesses will be heard and the committee will determine if the accused will be cleared, warned or suspended. Conduct meeting will be held without accuser/ accused if multiple (2+) attempts to schedule meeting have been made and failed.

1. Disciplinary Enforcement

If at said meeting it is determined that a suspension will be issued, disciplinary actions will be implemented as follows:

- a. Notification will be sent via email from respective Board Member.
  1. Suspension will be effective the date email has been sent and to be served at next scheduled game(s).
- b. Followed by a written letter of suspension documenting infraction in question delivered by Divisional V.P. for signature to be filed with league secretary.
- c. Suspension fulfillment includes no physical presence at game(s) in any capacity- not seen or heard by anyone at the fields including but not limited to umpires, coaches, players, or parents.
- d. Failure to abide by suspension will result in team forfeit of said game. Continued violation of issued suspension will result in further disciplinary action.
- e. If violation of suspension occurs, suspension is not considered fulfilled and will continue to be enforced at the next game until complete.

2. The written complaint, whether a meeting is held or not, will be filed with the secretary with outcome.

- A. Any charges of misconduct of the President shall be presented in writing to the Vice-President, who shall, within seven (7) days, convene a special meeting of the Conduct Committee to hear the charges and determine if the President will be cleared, warned or suspended. If the Vice-President determines that a charge against the President is extremely serious, the President may be immediately suspended with the concurrence of two-thirds (2/3) of the Board Members pending the special meeting.
- B. No charges of misconduct may be brought more than thirty (30) days after the date of the discovered event.
- C. Any person accused of misconduct and who refuses to attend a special meeting of the Conduct Committee convened to hear the matter shall be subject to suspension without recourse.



- D. Any member who knowingly accuses another falsely may be suspended from membership.
- E. Board Members are not to be present during discussions and voting and will not have any voting privileges at any conduct or disciplinary meeting in which they are the accused and/or the subject of the complaint.
- F. A person who has been suspended for a year or more may make application for reinstatement through the Board of Directors by setting forth all of the facts regarding the suspension and the action of the Board will be final in either upholding the suspension or reinstating the member. The action to the Board shall be by a two-thirds (2/3) vote of the Board at which a quorum is present. The suspended person shall not be eligible to make re-application for membership for a period of one (1) year.

### **Article VIII – Meeting**

- A. An Annual General Meeting (AGM) shall be held for the election of officers in the month of November. Additional general meetings may be held at the discretion of the Board of Directors.
- B. The Board shall meet bi-monthly at a regularly set time and place. All Board meetings shall be open to any General Member of MVGSA. The President, as deemed necessary, may call additional Board meetings. The membership shall be aware of the time and place of the regular scheduled meetings.
- C. A fifty-one percent (51%) majority of all filled Board Members positions constitutes a quorum for the transaction of all business. In order for a motion to pass, a majority of the Board Members voting is required. Abstention votes do not count as votes.
- D. A Board Member must be present to exercise their power to vote.
- E. General Members entitled to vote at any General Meeting may do so only in person.
- F. A Board Member's term will be until the first meeting following the next Annual General Meeting at which time all materials are turned over to the new member. When new members are elected, they must provide name, address, email, and phone number to be retained by Secretary.
- G. Roberts Rule of Order shall govern the proceedings of all meetings, except when in conflict with the By-Laws of the league.

### **Article IX – Financial Policy**

- A. No individual of the firm shall be allowed to make a direct gift or contribution to any single player, manager, coach or team that is deemed to be excessive by the Board of Directors and is not in the best interest of the Murrieta Valley Girls Softball Association.
- B. All funds must go directly into the general league treasury.
- C. All monies needed in addition to sponsorship money will be raised under the auspices of the Fundraising Coordinator as approved by the Board of Directors.



- D. All sponsors must agree that only Murrieta Valley Girls Softball Association dictate the policies and conduct of teams.
- E. The sponsors' fee shall be set by the Board of Directors each season.
- F. Sponsors will be contracted on a seasonal basis.
- G. If any sponsor has a complaint, such complaint will be given to the Board of Directors for action.
- H. The Board shall present to the general membership a budget for the operation of the league at the Annual General Meeting.
- I. All checks require the approval of the Board of Directors. Checks shall be signed by two (2) of the following: President, Vice-President, Operational Vice-President, Secretary or Treasurer.
- J. An Audit Committee will audit the league's books prior to the annual election of officers and at other times at the Board of Directors' discretion.

#### **Article X – Nominations and Voting**

A nominating committee of not less than three (3) current Board Members shall be appointed by the Board each year in sufficient time to solicit prospective candidates for the annual election.

- A. Said committee shall give due consideration to the league and its interest in presenting a slate to the general membership with said nominees consenting to serve for the position nominated. Said slate to be presented to the Board shall be no later than seven (7) days prior to the scheduled general election.
- B. A new nominee for a position who is not already on the board needs to present via email to the league Secretary their desire to run for a position. This must be received 72 hours in advance of the election. There will be no nominations accepted for the election after the 72 hours deadline.
- C. Said committee shall distribute ballots at the annual general membership meeting.
- D. Said committee shall be responsible for the accuracy of the ballot count and shall forward results to the Secretary.
- E. Each voting member shall be entitled to cast one (1) vote for each position on the ballot. A member must be present to cast a vote.

#### **Article XI – Registration and Insurance**

- A. Registration shall be held prior to each playing season (Spring, Fall, and All Star) of each year.
- B. Each player must be registered by a parent or legal guardian with proof of age.
- C. Any registration fee shall be set by the Board of Directors and shall be payable at the time of registration. Payment plans to be considered by the Membership Coordinator.



- D. The registration fee may be waived for extraordinary circumstances. No girl shall be denied the privilege of participating due to lack of a registration fee. A request will be given to the Membership Coordinator.
- E. The Board of Directors will reserve the right to require a written medical release from a licensed physician if deemed necessary. An injury report must be filled out and given to DVP to present to the Board if player or volunteer seeks the assistance of a physician any time after an incident at a MVGSA event.
- F. The Murrieta Valley Girls Softball Association shall be covered by liability insurance and each team shall be covered by a standard accident insurance policy according to USA Softball regulations.
- G. A secondary sports league insurance policy is provided for league participation. Any accidental injury occurring during practice, games or tournament and including travel to and from the same is covered.
- H. Coverage includes players, league directors and executive officers, sponsors, managers, coaches and auxiliaries (umpires, scorekeepers, authorized snack workers, etc.). It DOES NOT COVER any injuries to spectators or any non-accidental sickness or injury.
- I. A secondary insurance policy is paid second, after one's own personal insurance company has met their obligation. League insurance will pay the remaining medical fees resulting from league related injuries.
- J. All claims should be submitted to the Vice-President for presentation to the Board.

### **Article XII – Rules and Regulations**

- A. Playing rules are Association rules adopted to enhance Association play. In the absence of Rules and Regulations, current USA Softball Rules and Regulations will be used.
- B. Rules will be reviewed prior to each season by the rules committee and will be published on the website after Board approval.
- C. Rules can be amended or added during seasons by suggestion of Committee to resolve any immediate problem that may arise. These amendments or additions must be approved by a 2/3 vote of the Board. Coaches to be notified immediately in addition to Divisional Vice-Presidents.
- D. Where current league rules do not address said rule, current USA Softball rules will be in effect.

### **Article XIII – Dedication/Dissolution Clause**

The property of this organization is irrevocably dedicated to charitable and non-profit purposes. No part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.



Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and liabilities of this organization, the remaining assets shall be distributed to the Murrieta Valley Girls Softball program. However, if the named recipient is not then in existence or no longer a qualified distributor or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a non-profit fund, foundation or organization which is organized and operated exclusively or charitable purposes specified in Section 501(c)(3) of the Internal Revenue Code.

#### **Article XIV – Political Limitation Clause**

No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. =

#### **Article XV – Proxy Vote**

There are no proxy votes.

#### **Article XVI – Risk Management**

Murrieta Valley Girls Softball Association shall keep in force a Risk Management Program. The Board has direct supervision and final decision as to form and content of the program. Program to be presented at coaches draft night each season and a signed roll call of attendance will be maintained by the Secretary.

#### **Article XVII – Amendments**

Amendments to these By-Laws shall be approved by two-thirds (2/3) of the votes cast at a general meeting. The intent to amend By-Laws must be publicized a minimum of ten (10) days prior to the general meeting.

#### **Article XVIII – Ratification**

These By-Laws of the Murrieta Valley Girls Softball Association, revised and adopted this 14<sup>h</sup> day of November, 2017 by the General Membership, supersedes all previous By-Laws and minutes of meeting issued by the Murrieta Valley Girls Softball Association or any previous affiliation either written or oral.



**MURRIETA VALLEY GIRLS SOFTBALL ASSOCIATION EXECUTIVE BOARD**

By: \_\_\_\_\_ President

By: \_\_\_\_\_ Vice-President

By: \_\_\_\_\_ Operational Vice-President

By: \_\_\_\_\_ Secretary

By: \_\_\_\_\_ Treasurer

By: \_\_\_\_\_ Player Agent

By: \_\_\_\_\_ Umpire in Chief (UIC)

Revised November 14, 2017