

YUCAIPA CALIMESA GIRLS SOFTBALL  
Organization By-Laws

I. Organization Name

This organization shall be known as Yucaipa Calimesa Girls Softball or by the acronym "YCGS."

II. Objectives

a) The objective of the YCGS League shall be to foster character, confidence, good sportsmanship, loyalty, courage and a positive community moral while developing and growing players "fast pitch" softball skills with the registrants of any given season. The YCGS Board shall govern all girls' softball activities arranged by the league and under the rules governed by USA Softball

b) 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.

c) No member of our board, staff or coaches receive any kind of monetary payment for their volunteer service to the league.

d) 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).

e) YCGS consists of three seasons of play: Fall, Spring and Competitive. While every season is dedicated to the improvement of play, Fall is our fundamental and learning season with friendly games emphasizing skills and developing players. Spring is our introduction to USA softball game rules, game standings and general improvement on the team sport. Our Competitive season consists of our Allstars and Select programs which train and participate in local tournaments.

III. Organizational Government and Board

The Government of YCGS shall be under the direct supervision of the Board of Directors, which will consist of the following Officers: President, Vice-President, Secretary, Treasurer. Additional Board Members may be nominated to oversee the following Representative Positions including but not limited to: Registrant, Team Division Representative, Team Mom Representative, Competitive Representative and board members at large..

a) The Executive Board shall be comprised of the President, Vice-President, Secretary and Treasurer in that order. These positions are to be held for a two-year term by the same individuals with a third year in an advisor role. At the end of the two-year term a board election to fill the vacant seats will be held within the existing board. Those wanting to be nominated for these positions must have served on the board for a minimum of one year.

b) A board member nomination may be made until July 1st after which time the board will vote on nominees based on the vacant seats available. Determinations are made during the July Board meeting and the nominee is contacted for on-boarding process.

c) It is the YCGS preference that the seats of the President and Vice-President are a husband and wife. Only the VP has a vote, the president only votes in the event of a tie or impasse.

d) A fifty one percent (51%) majority of all voting Board Members will constitute a quorum for conducting all board business.

e) The Board shall meet at least monthly.

f) The Board may remove any Board member without cause. The decision to remove a member must be made by a quorum consisting of at least two officers. An emergency election may take place mid-year if an essential board position vacates.

g) It shall be the responsibility of the Board to oversee all administrative and playing rules for the league.

h) The Board shall appoint such staff/positions, as it deems necessary and determine the level of involvement in Board voting for that position.

i) No board member or support staff shall incur debts at any time in the name of YCGS.

j) The board must approve seasonal budgets prior to the start of every Fiscal Year (our fiscal year runs July 1st - June 30th).

k) The board is not to exceed twelve members and operational with a board of ten.

#### IV. Board Member Positions & Responsibilities

*The following Officer positions will hold a two year term, with a third year in an advisor role to the board as needed.*

a) President - Will serve as chief administrator and controlling officer of the league while overseeing the functionality, processes & procedures of the YCGS board for a two year term. The president will act as the board's liaison to city officials and be responsible for attending or delegating representation to USA Softball required meetings throughout the "on" and "off" season. The president will preside over board meetings and vote on league issues only in instances where a tie vote has occurred, or at an impasse. The President is responsible; but not limited to selecting and assigning team Managers, approving and assigning committees, hiring all umpires and managing/overseeing league funds along with the treasurer.

b) Vice President - To support the President's role and assume the President's duties in his/her absence. Responsible for scheduling of all league practices & games with the approval of the President. Will be the responsible board member liaison between the committee leadership and reports back to the board on a monthly basis.

c) Secretary - To prepare meeting agendas, record meeting minutes, maintain meeting records and keep active board members information. Help new board members with the organizational on-boarding process and help the president to coordinate election for termed members. Will also maintain the league calendar and communications with all board representatives.

d) Treasurer - Will handle financial activities and maintain financial records for all monetary transactions associated with league business. They will also provide financial reports quarterly at board meetings and is an authorized signer and approved contact person with the leagues banking institution along with president. The Treasurer will also file and maintain league tax records annually. The treasurer "cannot" be related in any form to any member of the board.

*The following Board positions will hold a one year term, with a second year in an advisor role to the board as needed.*

e) Registrant - Oversight of all managers and coaches approved applications, background checks and enrollment into SafeSport for each season. Along with all player applications and SafeSport enrollment. Help to coordinate walk-up dates, evaluations and clinics. Create and maintain badges for all approved board members, coaches

and volunteer staff.

f) Team Division Representative (all age divisions) - Will ensure that our league experience is enjoyable for all participants. Work with coaches and/or parents to resolve issues associated with each division. Will be knowledgeable of division rules and assist Managers and coaches in adhering to the rules. Keep the board informed of all issues and any actions that may have been implemented to resolve problems. The representative will also be responsible for communications between board and managers/coaches, be present at manager/coach meetings, player evaluations and drafts. The Player Rep will also act as the single point of contact between the board and the managers, coaches, players and family members in their designated division for all league activities.

g) Team Mom Representative - Will be the liaison for all of the team mom communications from the board to each team. Co-lead the team mom meeting and help to organize "Opening Day Ceremonies." Responsible for collecting "Player of the game" photos and posting.

h) Competitive Representative - Will oversee the Allstars and Select Programs. Scheduling tournaments, ordering uniforms, ordering pins for state. Responsible for all communications to managers, coaches, parents and players. Is also responsible for fundraising for the competitive season.

i) Board Member at Large - To fill and oversee in any committees, help with volunteer positions, opening ceremonies, registration walk-ups and evaluations.

#### V. Committee Coordinators

*The following Volunteer positions will hold a seasonal term, with the option to renew for the subsequent season. Seasons are from July - December and January to June.*

i) Fundraising Coordinator - To organize and oversee all fundraiser activities associated with YCGS and report to the Treasure on all fundraising funds to be deposited to the leagues banking institution. Is responsible for a minimum of three fundraisers per season. All fundraisers need to be pre-approved at a board meeting prior. Fall season approvals must be in by August and spring season must be approved in February. When handling money there must be 2 board members present to verify, count and solidify transactions for deposit.

j) Equipment - Field Maintenance Coordinator - To maintain the integrity and safety of all YCGS player and maintenance equipment. Conduct a complete inventory of all equipment each season. Track all equipment issued to managers or coaches and ensure equipment is returned to the league. Communicate with the board regarding the need for new or replacement equipment and maintain a safe and orderly equipment shed. Must do a field and equipment walk through at least once a week. When handling money there must be 2 board members present to verify, count and solidify transactions for deposit.

k) Snack Bar Coordinator - Will maintain a clean and orderly snack bar. Maintain financial records of items purchased and sold. Provide receipts, payments and records to the Treasurer within a week. The Snack Bar coordinator will also be responsible for coordinating and training staff as needed to operate the snack bar and per the budget and guidelines approved by the board prior to every playing season. Staff hired to operate the snack bar may not be related to the Snack Bar Director in any form. When handling money there must be 2 board members present to verify, count and solidify transactions for deposit.

l) Communications Coordinator - To maintain the YCGS website and social media. Ensure all posted updates, scheduled activities and other information are accurate and current. Manage the on-line registration processes and collaborate with the Registrant. Will also push all marketing and communication efforts.