



LAKE ELSINORE GIRLS SOFTBALL Association

By-Laws

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The **LAKE ELSINORE GIRLS SOFTBALL ASSOCIATION** shall be governed by the Articles defined herein, and any act or decision contrary to these Articles shall not be binding on the league.

ARTICLE 1.0 NAME

The name of this association shall be LAKE ELSINORE GIRLS SOFTBALL ASSOCIATION herein after referred to as LEGS.

ARTICLE 1.1 ADDRESS

The address of LEGS shall be: 31500 Grape Street, #3-241 Lake Elsinore, CA 92532
Or other addresses as specified by the Board of Directors.

ARTICLE 1.2 AFFILIATION

LEGS affiliates with USA SOFTBALL and other leagues and/or associations as may be deemed appropriate by a majority of the Board of Directors. However, said affiliations may not change the name of LEGS or the affiliation with USA SOFTBALL.

ARTICLE 1.3 BOUNDARIES

LEGS boundaries shall consist of the Lake Elsinore city boundaries and surrounding cities.

ARTICLE 2.0 OBJECTIVE

It is the objective of LEGS to teach the game of softball to girls, and to promote sportsmanship, physical fitness, and camaraderie among girls in the spirit of friendly competition through a program of organized competitive softball games.

ARTICLE 3.0 MEMBERSHIP

Voting league members shall consist of:

- I. Parents or Legal Guardians of duly registered players – 1 vote per player
- II. Duly Elected members of the Board of Directors
- III. Team Coaches if they do not have a player in the league

Despite the number of positions, help by any voting league member he/she is entitled only one vote per issue before the league. Voting league members are defined above herein after shall be referred to as General Members.

Non-Voting members shall consist of:

- I. All LEGS players registered by current governing rules.

Non-voting members as defined above herein after shall be described as Player Members.

ARTICLE 3.1 TERMS OF MEMBERSHIP

All memberships (except those of the Board of Directors) shall expire annually on the day prior to the beginning of the player registration for the ensuing season and may be renewed anytime thereafter.

ARTICLE 3.2 OTHER AFFILIATIONS

General Members and/or Player Members shall not be actively engaged in the promotion, operation and/or participation for any other softball program without specific approval by the Board of Directors.

ARTICLE 3.3 MEMBERS CONDUCT

Unsportsmanlike conduct, obscene language or gestures, alcoholic beverages, and drugs, etc. shall not be tolerated on the playing fields. Managers and coaches are responsible for their own conduct and for the conduct of their players and their players parents.

ARTICLE 3.4 SUSPENSION OR TEMINATION OF LEAGUE MEMBERSHIP

The Board of Directors by a two-thirds (2/3) majority vote of those present at any duly constituted board meeting shall have the authority to discipline, suspend or terminate the membership of any General Member or Player Member whom the conduct of such person has been considered detrimental to the best interests of LEGS.

The member so charged shall be notified of such meeting, given all information regarding all charges, and be invited to appear at said meeting to defend his/her person and answer said charges.

In the case of a Player Member, the manager of her team shall appear in the capacity of an advisor and counselor with said member before the Board of Directors.

ARTICLE 3.5 STATED MEETINGS

There shall be two annual meetings of the league. The first shall be during the opening day ceremony prior to the beginning of league play. Said meeting shall be for the purpose of informing the General Membership and transact any business that may be deemed necessary by the Board of Directors. The second annual meeting of LEGS shall be held at the annual awards ceremony, unless otherwise ordered by the Board of Directors. Said meeting shall be to elect officers of LEGS and to transact business ad deemed necessary by the Board of Directors.

ARTICLE 3.6 SPECIAL MEETINGS

Special meetings of LEGS may be called by the President. A special meeting must be called by the President when he/she is so requested to do so in writing by at least two (2) to fifteen (15) General Members. Said written request must state the nature of the business requiring the meetings. At the occurrence of such meeting only the business stated may be discussed. Special meetings shall be called within ten (10) days of written requests receipt by the President.

ARTICLE 4.0 BOARD OF DIRECTORS

The Board of Directors shall consist minimally of five (5) directors, however additional directors may be added by a majority vote of the board. The minimum Board of Directors shall consist of:

- I. One President
- II. One Vice President
- III. One Secretary
- IV. One Treasurer
- V. One Head Player Agent

The following are additional Board of Directors:

- VI. One Equipment Manager
- VII. One Field Maintenance Manager
- VIII. One Fundraiser/Sponsorship Coordinator
- IX. One Registrar Coordinator
- X. One Snack Bar Coordinator
- XI. One Social Media Manager
- XII. One Team Parent Coordinator
- XIII. One Umpire in Chief
- XIV. One Uniform Coordinator
- XV. One Website Coordinator
- XVI. One 6u Assistant Player Agent
- XVII. One 8u Assistant Player Agent
- XVIII. One 10u Assistant Player Agent
- XIX. One 12u Assistant Player Agent
- XX. One 14u/Uppers Assistant Player Agent

ARTICLE 4.1 BOARD FUNCTIONS

It shall be the function of the Board of Directors to:

- I. Conduct regular meetings of the LEGS Board of Directors
- II. Register Player Members
- III. Establish local playing rules, play schedules for team and membership organizations
- IV. Provide equipment, facilitate leadership and training
- V. Conduct LEGS business
- VI. Provide for adequate financing and open the fiscal affairs of LEGS using sound business judgement and practice
- VII. Implement disciplinary and corrective action when required to maintain order within LEGS
- VIII. Promote above all the objectives of LEGS as stated in ARTICLE 2.0 above

ARTICLE 4.2 JOB DESCRIPTIONS

President

- I. Executive Board of Directors
- II. Preside over all meetings of the membership and the board of directors
- III. Shall attest all orders upon the Treasury
- IV. Shall be an ex-officio member of all committees
- V. Make all appointments to fill committees with a majority vote of the board
- VI. Designate officers of the board if necessary
- VII. Execute for and in the name of LEGS such as leases, with prior approval from the board
- VIII. With assistance from the Treasurer, shall prepare & submit an annual budget to the board of directors and be responsible for the proper execution thereof
- IX. Co-signs all checks with the Treasurer

Vice President

- I. Executive Board of Directors
- II. Assists the President in the proper operation of LEGS and strict adherence to the by-laws
- III. In the absence or disability of the President, and provided he/she is authorized by the President or Board to so act, the Vice President shall perform duties of the President, and when so acting, shall have all the powers of that office
- IV. The Vice President shall have other duties as from time to time may be assigned by the President and/or Board
- V. Schedules & organizes Picture-Day for all teams

Secretary

- I. Executive Board of Directors
- II. Assists in the preparation of agendas for all LEGS meeting and subsequently distributes the minutes to the board members
- III. He/she received correspondence and routes them to the appropriate director(s) for action
- IV. The Secretary shall also prepare all correspondence as directed by the Board
- V. He/she shall supervise filings of medical claims and be responsible for reviewing such claims before the board prior to submission to LEGS insurance carrier
- VI. The Secretary shall maintain the membership of the league and certify all election results

Treasurer

- I. Executive Board of Directors
- II. He/she assumes responsibility for all LEGS finances, receiving & dispersing all funds therefore
- III. Maintains all financial records and regularly reports on the financial status of LEGS
- IV. He/she assists the President in preparing the annual budget for submission to the Board
- V. The Treasurer shall deposit any cash/check monies on a weekly basis while in-season; bi-weekly during off-season
- VI. Co-signs all checks with the President

Head Player Agent

- I. Executive Board of Directors
- II. Organizes & is responsible for the player registration and verifies as to the eligibility of each player
- III. He/she schedules try-outs, administers player selection & supervises the placement of all players according to board direction
- IV. The Head Player Agent shall appoint, with board approval, divisional Player Agents and supervise, advise and be responsible for the same
- V. He/she shall be the first level in the arbitration of disputes or protests prior to submission to the Protest Committee
- VI. The Head Player Agent shall be a member of the Protest Committee
- VII. He/she shall create the league schedule for both games and practices

Equipment Manager

- I. Board of Directors, voting member
- II. He/she is responsible for distribution and maintenance of all LEGS playing equipment (hitting nets, tee's, catching gear and practice balls)
- III. At the end of the draft, is available to hand out needed equipment
- IV. Provides game balls for each scheduled game
- V. Offers equipment meeting safety standards and makes repairs or provides replacements
- VI. At the beginning of each season, evaluates the condition of all equipment and recommends to the Board what replacement equipment is required
- VII. Collects all LEGS equipment from each team at the end of the season and arranges for storage

Field Maintenance Manager

- I. Board of Directors, voting member
- II. He/she is responsible for all aspects of the condition of the playing fields which includes the bleachers, dugouts and playing field

Fundraiser/Sponsorship Coordinator

- I. Board of Directors, voting member
- II. He/she organizes and seeks local businesses and corporate sponsorships
- III. Keeps files of all business sponsors
- IV. Creates sponsorship banners
- V. Distributes sponsorship appreciation plaques
- VI. Organizes and executes in-season fundraiser for LEGS
- VII. Responsible for ordering end-of-season trophies & medals

Registrar Coordinator

- I. Board of Directors, voting member
- II. He/she is responsible for registering each player at LEGS with USA Softball
- III. The Registrar Coordinator shall collect information from each coach and team-parent in the league to have a background check ran on that participant
- IV. He/she shall advise the Board on the cost of all player registration with USA Softball and the coaches/team parent background checks
- V. The Registrar shall maintain on file and provide to league member when requested, medical insurance claim forms

Snack Bar Coordinator

- I. Board of Directors, voting member
- II. He/she is responsible for all aspects of maintaining the managing a snack bar
- III. This includes purchasing supplies and food to sell during games
- IV. Scheduling volunteers to work the snack bar during games
- V. Determines menu and pricing
- VI. Maintain a clean, safe environment at the snack bar

Social Media Manager

- I. Board of Directors, voting member
- II. He/she shall push out messages to social media platforms (Facebook, Twitter, Instagram) alerting followers to registration, events, game postponements, etc.

Team Parent Coordinator

- I. Board of Directors, voting member
- II. He/she is responsible for dispersing important league communication to all teams via team parents/moms
- III. Helps facilitate coaches/team parent meeting at the beginning of each season
- IV. Sets up GroupMe chat and invites all team parents to join and participate
- V. Helps coordinate season fundraisers and raffles

Umpire in Chief

- I. Facilitates clinics for rules interpretation for all umpires and is responsible for scheduling umpires for all league games
- II. He/she is responsible for knowing the rules
- III. The Umpire in Chief shall be the chairperson of the Protest Committee and a member of the rules committee

Uniform Coordinator

- I. Board of Directors, voting member
- II. He/she is responsible for all aspects of league uniforms
- III. Collects quotes from uniform manufacturers and chooses vendor with approval of the Board
- IV. Advises Board on cost of uniforms
- V. Maintains log of uniform sizes for each registered player
- VI. Orders and disperses uniforms to each team by Opening Day

Website Coordinator

- I. Board of Directors, voting member
- II. He/she is responsible for creating the online registration for each played season
- III. The Website Coordinator is responsible for assigning each registered player on the website, to their respective team
- IV. He/she shall load the leagues game schedule onto the website
- V. The Website Coordinator shall update the scores/standings each week during the season
- VI. He/she shall maintain and record pitching out and score forms from teams after each game

6u Assistant Player Agent

- I. Assist Head Player Agent in all activities pertaining to the 6u division

8u Assistant Player Agent

- I. Assist Head Player Agent in all activities pertaining to the 8u division

10u Assistant Player Agent

- I. Assist Head Player Agent in all activities pertaining to the 10u division

12u Assistant Player Agent

- I. Assist Head Player Agent in all activities pertaining to the 12u division

14u/Uppers Assistant Player Agent

- I. Assist Head Player Agent in all activities pertaining to the 14u/Uppers division

ARTICLE 4.3 COMMITTEES

The following committees, unless otherwise stated shall with a majority vote of the Board by appointed by the President, LEGS shall utilize committees to assist the Directors in the performance of their duties. All committees shall be sub-committees of the Board and any decision from such committee shall be in the form of a recommendation to the Board of Directors. The President shall be ex-officio, a non-voting member of all committees. Unless otherwise stated, committee members are advisors to and not members of the Board of Directors. All committee members must be General Members. Other committees may be created and deemed appropriate by the Board.

I. PROTEST COMMITTEE

- I. Chairman shall be the Umpire in Chief. The Head Player Agent shall be a member of this committee. Minimum number of members shall be three (3). Said committee shall render definitive interpretations of the playing rules, and thereby render final decisions in all formal protest matters. It shall be the objective of this committee to offer objective, non-bias decisions within the guidelines outlined in ARTICLE 5.1 below.

II. RULES COMMITTEE

- I. The Umpire in Chief shall be a member of this committee. Minimum members shall be three (3). Said committee shall, prior to each playing season, review the rules of the Associations to which LEGS is affiliated. Said committee shall prepare and clarify local playing rules for the Board's approval, which shall supersede and/or override Associations playing rules. The rules committee shall study and advise on any playing rules as so ordered by the Board of Directors.

III. OPENING & CLOSING DAY CEREMONIES COMMITTEE

- I. Chairman shall be the Vice President
- II. The Fundraiser/Sponsorship Coordinator shall be a member of this committee for Opening Ceremonies
- III. The Uniform Coordinator shall be a member of this committee for Closing Ceremonies
- IV. All board members need to be available to assist during events
- V. Responsibilities include organizing the day's events including food and activities

ARTICLE 4.4 ELECTION

The Board of Directors shall be nominated and elected by the General Membership at the second annual membership meeting. Nominated Directors shall be elected by a simple majority vote of those General Members present by a method of balloting to be selected by the Board of Directors. Elections shall be executed by electronic voting system (i.e. online poll, email, etc.)

ARTICLE 4.5 TERMS OF OFFICE

The term of office of all Board of Directors shall be two (2) fiscal years (August 1 through July 31). A director may not serve more than three (3) consecutive terms. Outgoing Directors and incoming Directors shall be required to mutually attend a minimum of two (2) regular board meeting to facilitate a transition of board responsibilities. Terms must be offset as follows:

<u>Term A</u>	<u>Term B</u>
President	Vice President
Secretary	Treasurer
Equipment Manager	Head Player Agent
Fundraiser Coordinator	Field Maintenance Manager
Umpire in Chief	Registrar
Uniform Coordinator	Social Media Coordinator
Website Coordinator	Team Parent Coordinator
Assistant Player Agents	Snack Bar Coordinator

ARTICLE 4.6 APPOINTMENTS

Should an office become vacant for any reason during the term of office, the President shall make appointments to fill that office pending board approval at the next regular board meeting.

ARTICLE 4.7 REMOVAL FROM OFFICE

A Director may be removed from office for failure to perform the duties of office, violation of these by-laws, the rules or board decisions and/or policies, or conduct detrimental to the interests of LEGS. A motion to remove a Director must be approved by a majority of the Board of Directors at a regular board meeting. All proceedings to remove a Director shall be public information.

ARTICLE 4.8 BOARD MEETINGS

The Board of Directors of LEGS shall meet regularly as necessary to conduct the business of LEGS and fulfill the objectives of ARTICLE 4.1 of these by-laws. During the off-season and pre-season (practices) the board shall meet on the first Thursday of the month. During the regular season, the board shall set a schedule that least interferes with league play.

ARTICLE 5.0 RULES AND REGULATIONS

Rules and regulations governing league play and team qualification shall be determined by the Board of Directors. Amendments to the rules and regulations and/or procedures may at the discretion of the board be amended by a majority at any regular board meeting.

ARTICLE 5.1 FORMAL PROTEST

Formal protests must be lodged with the Umpire in charge of the game at the immediate time of the incident. The Umpire shall notify the scorekeeper and the coach of the opposing team. A written formal protest must then be presented to the Umpire in Chief within forty-eight (48) hours of the incident. Such written formal protest must within itself contain:

- I. The date, time, and place of the game
- II. Names of the umpire and scorekeeper
- III. The Rule(s) and section of the official rules and/or local rules under which the protest is made
- IV. The decision and conditions surrounding the making of the decision
- V. All essential facts involved in the matter protested

The Board of Directors shall set a protest fee to be paid upon the submission of the formal protest to the Protest Committee. If a manager wins his or her protest, the fee shall be returned. If he/she loses his protest, the fee shall be considered a donation to LEGS. No protest shall be permitted in 6u/T-Ball.

ARTICLE 6.0 FINANCES

LEGS shall follow the principles of sound financial management and shall endeavor or pay all debts as they become due and payable. No LEGS funds shall be expended, or any debt incurred except by the approval of the Board of Directors or in accordance with a previously approved budget. All LEGS checks shall be imprinted with the name LAKE ELSINORE GIRLS SOFTBALL and be signed by the President and Treasurer, or other Director(s) previously authorized by the board.

ARTICLE 6.1 FISCAL YEAR

LEGS shall observe a fiscal year beginning August 1 and ending July 31 of the year following the beginning.

ARTICLE 7.0 BY-LAWS ADMENDMENTS AND CHANGES

The by-laws may be changed and/or amended by approval of a majority of those General Members at an annual meeting provided adequate public announcement of the intended changes and/or amendments precede said annual meeting.

ARTICLE 8.0 DISSOLVEMENT

The organization herein referred to as LEGS may be dissolved by approval of two-thirds (2/3) of those General Members present and voting at an annual meeting, provided that public announcement (announcement in newspaper, social media, etc.) precedes said meeting. All property of monetary value shall be sold and the receipts thereof as well as the moneys remaining in the treasury shall be given to a charity or another girls youth organization to be decided by a majority vote of the Board of Directors.