



By Laws

Amended 11/18/06

Article I. Name

The name of the organization shall be Huntington Beach Girls Softball, Inc. (hereinafter referred to as HBGS or the League).

Article II. Purpose

In accordance with Section 501(c)3 of the Federal Internal Revenue Code, HBGS shall operate exclusively as a non-profit, educational organization providing a supervised program of competitive softball.

Article III. Objective

The objective of HBGS is to provide a positive athletic experience for every girl. Our commitment is to:

- provide a fun, safe and fair atmosphere;
- teach, encourage and motivate every girl at every skill level; and
- promote, expect and require the highest level of sportsmanship and citizenship from all our members.

Article IV. Membership

Section A. Eligibility. Any person sincerely interested in active participation to further the objective of HBGS may be a member.

Section B. Classes. There shall be the following classes of Members:

1. Player Members. Registered and fully paid participants in good standing. Player Members shall have no rights, duties or obligations in the management or in the property of the League and are not eligible to vote.
2. Regular Members. Parents and/or Legal Guardians of Player Members in good standing and any other interested adults as approved by the Board of Directors. Regular Members shall be entitled to one (1) vote at all General Meetings and in the election of the Board of Directors (hereinafter referred to the BOD or the Board).

Section C. Discipline, Suspension or Termination. Membership may be terminated by resignation or action of the BOD.

1. The Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the League. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.
2. The Board shall, in the case of a Player Member, inform the player's parent(s) or legal guardian(s) of the general nature of the charges and give them the opportunity to appear at the meeting with the Player Member. The Board shall

have power to suspend or revoke the Player Member's right to future participation by a two-thirds vote of those present at any duly constituted meeting.

Article V. Meetings

Section A. Robert's Rules of Order shall govern the proceedings of all meetings conducted at HBGS.

Section B. Annual Membership Meeting. The annual meeting of the membership shall be held once each year at which time the membership will elect the BOD.

Section C. Special General Membership Meetings. Special General Membership Meetings shall be called at such times as deemed necessary by the President or by request of the majority of the Board. Upon written request of twenty (20) Regular Members, the President shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be discussed.

Section D. Notice of Membership Meetings. Notice shall be given in writing of all Annual and Special General Membership Meetings at least seven (7) days prior to the date of such meeting.

Section E. Board of Directors Meetings. Regularly scheduled monthly BOD meetings shall be held to conduct the business of the League. Only members of the Board may make motions and vote at BOD meetings. The Board may invite, admit and recognize guests for presentations or comments during BOD meetings. Special Board Meetings may be called by the President as necessary.

Section F. Quorum. A quorum of at least fifty-one (51) percent of the current BOD is required to conduct business at any duly called meeting.

Article VI. Board of Directors

Section A. Authority. The management of the property and affairs of HBGS shall be vested in the BOD.

Section B. Election. The HBGS BOD shall consist of at least nine (9) and no more than fifteen (15) individuals who are Regular Members. Any Regular Member in good standing is eligible to seek election to the BOD. The BOD is elected to one (1) year terms from October 1st to September 30th during the Annual Membership Meeting. The candidate's names shall be placed on the ballot and published at least one (1) week prior to the election. Board members are elected by a simple majority of the Regular Member class. In the event of a tie for the last Board position, there may be a run-off election between the tied individuals to determine who will be elected.

Section C. Removal from Office. Any Board member may be removed from office by a two-thirds (2/3) vote of those present at any duly constituted meeting. The affected Board member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges. Cause for removal from office includes, but is not limited to, gross misconduct, misappropriation of League assets, chronic non-attendance of BOD meetings or noncompliance with HBGS By-Laws, Policies, Procedures, Rules, and Code of Conduct.

Section D. Vacancies. If any vacancy occurs on the BOD, a replacement Director may be appointed by receiving a majority vote of the remaining Board at any regular BOD meeting or any Special Meeting called for such a purpose.

Article VII. Duties of Directors

Section A. At a meeting prior to October 1st, the newly elected Board shall convene for the purpose of electing the Directors for the upcoming year. Each Director shall perform duties incident to their office and such other duties, as from time to time, may be assigned to them by the BOD. The BOD shall elect from its members the following Directors:

1. **President.** The President shall:
 - a. Conduct the affairs of the League and execute any contracts, bonds, agreements or other instruments subject to the direction and control of the BOD.
 - b. Prepare an Agenda for and preside over all HBGS regularly scheduled and/or special meetings.
 - c. Investigate complaints, irregularities and conditions that are detrimental to the League and report thereon to the BOD as circumstances warrant.
 - d. Prepare and submit an annual budget to the BOD and be responsible for the proper execution thereof.
2. **Vice President.** The Vice President shall:
 - a. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or BOD.
 - b. Perform such duties as from time to time may be assigned by the BOD or by the President.
3. **Secretary.** The Secretary shall:
 - a. Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records.
 - b. Maintain a list of all Members and give notice of all meetings of the League.
 - c. Record and maintain the Minutes of the League's meetings.
4. **Treasurer.** The Treasurer shall:
 - a. Receive and disburse all funds of the League in accordance with directions of the BOD.
 - b. Pay or reimburse for all expenditures approved in the budget or designated for payment by the BOD.

- c. File any Income Tax Returns, documents or other forms on behalf of the League as required.
 - d. Provide financial statements to the BOD at all regularly scheduled BOD meetings, or at other times as requested by the President or the BOD.
 - e. Assist the President in the preparation of the annual budget to present to the BOD for approval.
5. **Player Agent.** The Player Agent shall:
- a. Represent the interest of each Player Member and ensure that all actions taken by Managers, Coaches, Board or Regular Members are taken for the well-being and welfare of these members.
 - b. Maintains records for each player in their respective divisions.
 - c. Assists in the organization and execution of registration, tryouts and team formation.
 - d. Accepts and verifies the reasons for all resignations of Player Members.
6. **Umpire In Chief** (hereinafter referred to as the UIC). The UIC shall:
- a. Schedule and supervise umpires for all HBGS games.
 - b. Mediate all rules protests for the League.
 - c. Notify umpires, Board, Regular and Player Members of ASA Rule Amendments and deviations that are particular to HBGS.
 - d. Train League scorekeepers.
7. **16&U/14&U, 12&U, 10&U, 8&U and 6&U Commissioners.** The Commissioners shall:
- a. Solicit and nominate qualified individuals for Managers and Coaches within their respective divisions for approval by the BOD.
 - b. Conduct background checks for all Managers and Coaches.
 - c. Develop, coordinate and conduct training activities for all Managers and Coaches.
 - d. Organizes and executes registration, tryouts and player selection for their respective divisions.
 - e. Assist the Player Agent in resolving player issues.
 - f. Maintains divisional standings.
 - g. Disseminates all pertinent information to their respective Managers.
8. **Safety Director.** The Safety Director shall:
- a. Be responsible for the safety program for the League including distribution of first aid supplies to all teams.
 - b. Be responsible for securing insurance for the League.
 - c. Receive all injury reports and be responsible for all insurance claims.
9. **Code of Conduct Director.** The Code of Conduct Director shall:
- a. Act as liaison between Managers and Coaches and the BOD in non-player issues.
 - b. Collect and maintain all Code Of Conduct forms.
10. **Tournament Director.** The Tournament Director shall:
- a. Locate and secure tournaments for All Stars teams.
 - b. Be responsible for ensuring all required documents and paperwork are in order for All Stars.
11. **Community Relations Director.** The Community Relations Director shall:

- a. Manage the League's official website. Ensure that news is updated and scores posted in a timely manner.
- b. Publicize the activities of HBGS through the local media or other suitable methods.

Article VIII. Administrative Coordinators

Section A. Any Regular Member in good standing is eligible to seek appointment to an Administrative Coordinator position. Candidates are recommended by the President and approved by the BOD. Administrative Coordinators serve one (1) year terms from October 1st to September 30th. The BOD may also create additional special coordinators as it deems necessary. Any special coordinator shall cease function upon completion of their BOD appointed tasks.

1. **Equipment Coordinator.** The Equipment Coordinator shall:
 - a. Purchase all equipment required for the League upon approval of the Board.
 - b. Keep a current inventory of, and maintain all, playing equipment.
 - c. Distribute and collect all playing equipment to/from Managers.
2. **Field Maintenance Coordinator.** The Field Maintenance Coordinator shall:
 - a. Be responsible for the upkeep and maintenance of all playing facilities, structures and facilities related equipment.
 - b. Schedule and be directly responsible for work parties.
 - c. Conduct Field Maintenance Clinics to ensure the proper preparation of the playing fields for league games.
3. **Fundraising Coordinator.** The Fundraising Coordinator shall:
 - a. Plan and implement activities and programs that raise money for HBGS.
 - b. Handle, collect and deposit with the Treasurer all money involved with the fundraisers for the League.
4. **Picture Day Coordinator.** The Picture Day Coordinator shall:
 - a. Be responsible for all arrangements of League photographs for Picture Day, Make Up Picture Day and All Stars Pictures.
 - b. Create schedules for Picture Day and distribute photographs to teams.
5. **Registration Coordinator.** The Registration Coordinator shall:
 - a. Be responsible for recruitment of potential players.
 - b. Organize and execute registration.
 - c. Maintain current and complete file of registrations.
 - d. Supply Commissioners with player information for their respective divisions.
6. **Scheduling Coordinator.** The Scheduling Coordinator shall:
 - a. Assign playing fields and make any other accommodations as necessary.
 - b. Schedule all League games.
 - c. Reschedule games when necessary.
7. **Snack Bar Coordinator.** The Snack Bar Coordinator shall:
 - a. Manage all activities associated with the operation of the Snack Bar including:
 - i. Purchase all items for sale.

- ii. Maintains Snack Bar standards within the Health Code.
 - iii. Schedule the operation by League volunteers.
 - iv. Account for all monies, deposit nightly and report deposits to the Treasurer.
 - v. Oversee operations during all games, try outs and events during the Spring season.
8. **Special Events Coordinator.** The Special Events Coordinator shall:
- a. Plan, coordinate, staff and implement HBGS activities such as, but not limited to, Opening Day and Closing Day.
9. **Sponsorship Coordinator.** The Sponsorship Coordinator shall:
- a. Mail letters to any companies and/or individuals who have made donations in previous years, as well as any new companies and individuals. These letters are to solicit goods and/or services with the proceeds going to the League.
 - b. Solicit sponsorships from the League's Membership.
10. **Team Mom Coordinator.** The Team Mom Coordinator shall:
- a. Conduct meetings with the Team Moms prior to the regular season.
 - b. Maintain a phone tree and email address list of all Team Moms to disseminate information from other Coordinators or as deemed necessary by the Board.
 - c. Prepare and distribute flyers throughout the League.
11. **Trophy Coordinator.** The Trophy Coordinator shall:
- a. Obtain quotes for the trophy prices to present to the Board for choice and approval.
 - b. Be responsible for ordering and distributing awards for league participants.
12. **Uniform Coordinator.** The Uniform Coordinator shall:
- a. Review materials and designs of uniforms and make improvement suggestions and submit to the Board for approval.
 - b. Purchase and distribute all player uniforms.
13. **Winterball Coordinator.** The Winterball Coordinator shall:
- a. Be primary contact for the hosting winterball League.
 - b. Coordinate the registration and formation of the teams.
 - c. Be responsible for distributing rules, schedules, uniforms and equipment to Managers.
14. **Yearbook Coordinator.** The Yearbook Coordinator shall:
- a. Be responsible for collecting photographs from all teams.
 - b. Obtain quotes from printers and submit them to the Board for choice and approval.
 - c. Distribute the yearbook prior to the close of the Spring season.

Article IX. Rules and Regulations

The Official Rules of Softball as published by the Amateur Softball Association of America (ASA) and the Southern California Amateur Softball Association (SoCal ASA) shall be binding on this League. The Local Rules of this League shall be adopted by

the BOD at a meeting to be held not less than one month previous to the first scheduled game of the season and expire at the end of each fiscal year.

Article X. Fiscal Year

The fiscal year of this organization shall begin December 1st and end November 30th.

Article XI. Distribution of Property Upon Dissolution

HBGS may be dissolved with a written proposal presented to the General Membership thirty (30) days prior to being voted on by Regular Members. Dissolving HBGS will require a two-thirds majority vote of the Membership in attendance to become effective. After all outstanding debts and claims have been satisfied, the BOD shall direct the remaining property of the League to another Federally Incorporated entity which maintains the same objectives of the League and which are or may be entitled to exemption under Section 501(c)3 of the Internal Revenue Code of any future corresponding provision.

Article XII. Amendments

These By-Laws may be amended, repealed or altered in whole or in part by a two-thirds vote of all Board members at any duly called Board or Special Meeting.