

BY - LAWS

Cerritos Girls Softball Association

Charter

The name of the organization shall be **Cerritos Girls Softball Association**. This association does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes.

By-laws

Article I

Purpose

Section 1:

It is the purpose of this organization to achieve the following:

- A. To provide an organized recreational and advanced competitive softball program for players.
- B. To provide an enjoyable and memorable experience for the players that participate in the program.
- C. To develop softball skills and to gain an appreciation and knowledge of the game.
- D. To develop good sportsmanship.
- E. To develop the qualities of citizenship and leadership through the game of softball.
- F. To promote physical fitness for the players.

Section 2:

In addition to providing recreational softball, it is the intent of this organization to provide an advanced level of Softball for players who meet the criteria established by the Board. This advanced level of softball competition will consist of All Star Team(s).

Section 3:

All adult volunteers who are involved are to work for the protection, guidance, well being and welfare of all participating players.

Article II

Membership

Section 1: Membership

A. Membership is open to any youth, their parents, guardians, and interested adults in Cerritos and the surrounding communities who wishes to participate and abide by the Codes of Conduct established by the league. Membership includes:

1. Participating Members
2. General Members

Section 2: Specific Membership

A. Participating Membership includes all registered players.

1. Shall consist of players the ages of 4 (four) through 15 (fifteen) as of January 1 of the calendar year of play.
2. Registration
 - a. Formal registration of prospective members must be held prior to the date established by the Board, however, players may register until two weeks prior to opening day.
 - b. Fees will be established each year by the current Board, based on projected expenses.
 - c. Legal proof of date of birth must be presented at time of registration.

B. General Membership

1. Parents or guardians of all currently registered players.
2. All official managers.
3. All official coaches.
4. All official chaperones.
5. All Board members.

Section 3: Voting Privilege

- A. Most issues involving the league will be decided by the Board of Directors.
- B. The Board of Directors may submit some issues to a general vote of the entire league. Each general member shall be entitled to vote at all general meetings and shall be entitled to (1) one vote in the election of the Executive Board.
- C. A general vote will always be held to elect new officers to the Board of Directors.
- D. No proxy votes will be accepted.

Section 4: Termination of Membership

- A. Membership of any player may be terminated by a three fourths (3/4) vote of the Board of Directors for violations of the Code of Conduct.
- B. Termination of membership for cause will be issued in writing by the Executive Board.
- C. Players may terminate membership at any time for any reason upon notification to any league official.
- D. Managers, coaches, Team Mom/chaperones and Board members may terminate their membership by sending a letter of resignation to the League Secretary.
- E. The Board reserves the right to terminate the membership of any individual who does not follow the bylaws, policies, rules or regulations of this organization.
- F. Any manager, coach, Team Mom/chaperone or Board member terminated for reasons stated in (E) will need to reapply for membership and require a approval of two thirds (2/3) vote of the Board of Directors before reinstatement.

Section 5: Compensation at Termination

- A. Players that terminate membership will be entitled to a partial refund of their registration fee, adjusted for fixed expenses already received by the member (pictures, uniforms, etc.) and prorated for the percentage of the season played, up to one half (1/2) of the scheduled games. No refunds will be issued if the member has participated in a minimum of one half (1/2) the scheduled games.
- B. \$25 processing fee for all terminated membership, and less expenses incurred.
- C. Players/Parents terminated for violations of the Code of Conduct shall be ineligible for any refund.

Section 6: Length of Membership

- A. The membership period will encompass the regular spring/summer season (usually January through June) , any league sanctioned post season tournaments (i.e. All Stars) and Fall Ball season (usually September through November).
- B. Regular season membership will include Fall Ball for participating members only.

Article III

Board of Directors

Section 1: Board of Directors

- A. The Board of Directors consists of all the elected and/or designated officers entrusted to manage the league fairly and efficiently.
- B. Must be 21 years of age or older.
- C. Specific Board positions and duties are described in Article IV, Sections 1 and 2.

Section 2: Executive Board

- A. The Executive Board consists of the five primary elected board positions: President, Vice President, Treasurer, Secretary, and Player Agent.

- B. Members of the immediate family shall not serve concurrently on the Executive Board of CGSA.

Section 3: Chairpersons of Standing Committees

- A. Chairpersons of standing committees are volunteers solicited and approved by the Board of Directors.
- B. Committee Chairpersons attend Board meetings but are not eligible to vote on league issues.

Section 4: General Powers

- A. The general powers are to set forth the guiding principles for ensuring consistent and fair management of the league.
- B. The Board shall exercise all the powers of the organization in the management of the organization, subject to the restrictions imposed by:
 - 1. The laws.
 - 2. These bylaws.
 - 3. Parliamentary authority.

Section 5: General Duties of Board Members

- A. Board members are required to attend regularly scheduled Board meetings and ensure the duties of their offices are fulfilled (Article IV, Sections 1 and 2).
- B. Officers on the Board of Directors are eligible to vote on issues involving the league and requiring Board decisions. (See restrictions in Article VIII, Section 2).
- C. Each officer is entitled to one vote on a given issue regardless of how many Board positions he/she may hold. Except when the vote involves their daughter or immediate family member
- D. Board members may vote on issues by proxy. All proxy votes must be in writing and presented by another voting Board member.

Article IV

Duties of the Board of Directors and Committee Chairpersons

Section 1: Executive Board

A. President

- 1 Provides overall leadership for the Board of Directors;
- 2 Coordinates and chairs regularly scheduled Board of Directors meetings;
- 3 Coordinates Executive Board meetings when required;
- 4 Makes arrangements for all meeting rooms
- 5 Establishes preliminary yearly calendar for Board approval;
- 6 Attends all ASA League President meetings;
- 7 Handles insurance needs of the League
- 8 Signs checks in conjunction with the Vice President, Treasurer and/or Secretary. He/She may not sign checks payable to himself/herself; and
- 9 Chairperson of the All Star Policy Committee and responsible for executing policy.

B. Vice President:

1. Assumes the duties of President if the President is unable to continue his/her duties;
2. Assists the President in league activities;
3. Schedules coaching and player clinics;
4. Acts as the official scorekeeper. Trains league scorekeepers and holds a minimum of one (1) scorekeepers' clinic before the start of league play;
5. Maintains up-to-date league standings and submits league standings to the Social Media Manager for the purpose of updating our web site;
6. Signs checks in conjunction with the President, Treasurer and/or Secretary. He/she may not sign checks payable to himself/herself; and
7. Prepare and distribute Spring practice and game schedules.

C. Treasurer

1. Deposits all funds into the league's bank account. Properly records all funds.
2. Prepares checks for the purpose of paying the bills and other expenses incurred in running this organization. Each check must have two signatures. Properly record all payments.
3. Signs checks in conjunction with the President or Vice President. He/She may not sign any check that is payable to himself/herself.
4. Prepares the operating budget, based on data supplied by various committee chairpersons and Board members. Submits budget to Board for approval prior to start of regular season. The operating budget will be updated prior to start of the winterball season.
5. Furnishes financial reports at Board and General meetings.
6. Supplies secretary with copy of Treasurer's report at all Board meetings.
7. Submits complete financial report at the end of the league year.
8. Makes available financial records to any General Member upon approval of the Board.
9. Arranges for biannual audit and submits all records necessary.
10. Verifies the filing of all necessary State and Federal Tax and Information forms by the Auditor.

D. Secretary:

1. Keeps minutes of Board meetings;
2. Maintains the league records, including By-Laws, Policies and Rules, with any Amendments to these documents properly recorded;
3. Keeps a file of all committee reports;
4. Provides copies of minutes to all Board Members no later than one (1) week after a Board Meeting;
5. Posts copies of minutes at League Snack Bar (common bulletin board) for review by all League Members;
6. Issues a notice of each meeting either by telephone or in writing to each Board Member at least three days in advance of the meeting;
7. Conducts general correspondence of the league;
8. In the absence of the President and Vice President, calls the meeting to order and presides until the election of the Chairperson Pro Tem, which should be done immediately; and
9. Signs checks in conjunction with the President or Vice President or Treasurer. He/She may not sign any check that is payable to himself/herself.

E. Player Agent:

1. Responsible for the recruitment program to be held prior to registration;
2. Organize and execute registration;
3. Maintains current and complete file of registrations and membership;
4. Coordinate team formation with Division Commissioners;
5. Supplies Division Commissioner with player information for their respective divisions;
6. Maintains a waiting list of players for each division;
7. Coordinates assessment and evaluation of players;
8. Organize and collect All Star Player contracts;
9. Coordinates and manages all drafts for Spring/All Star/Fall Seasons; and
10. Coordinates and manages all assessment and evaluation of players for Spring/All Star/Fall seasons.

Section 2: Other Board Positions

A. Division Commissioners (6)

1. Commissioner has to be outside of daughters current age division.
2. One commissioner will be elected or assigned for each division: T-Ball (6 and Under), 8 and Under, 10 and Under, 12 and Under, 14 and Under, and when needed, 16 and Under.

3. Represents the interests of each participating member and ensures that all actions taken by Managers, Coaches, Board or General Membership are taken for the well being and welfare of these younger members.
4. Maintains records for each player in respective divisions as supplied by the Player Agent in strict confidence. Information can only be released with approval of the Board.
5. Assists in the organization and execution of registration, assessment of players, and team formation in conjunction with the Vice President and Player Agent.
6. Accepts resignations of participating members. Notifies Player Agent of any resignations.
7. May participate on Supplemental Rules and Protest Committees.
8. Obtains Managers and Coaches for each division, subject to Board approval.
9. Holds Managers/Coaches meetings, as required to discuss and disseminate League information (i.e., calendar of events, schedules, pictures and awards, newsletters and publicity), discuss common problems and to share softball information and knowledge, distribute literature, and to participate in clinics and workshops.
10. Presents any problems pertaining to Managers and Coaches that require Board action.
11. Provides a list of duties and responsibilities to each Manager and Coach with regard to their staff and team.
12. At conclusion of player draft furnishes each Manager and Coach with a copy of League Bylaws, policies and supplementary rules.

B. Umpire-in-Chief

1. Arranges for and schedules umpires for all regular and makeup games.
2. Ensures all umpires are ASA registered.
3. Schedules umpiring clinic, which will include league policy, rules of the game, and dress code.
4. Resolves disputes between Managers/Coaches and umpires.
5. Reviews all incident reports with Liaison from umpire association
6. Monitors the umpires throughout the season.
7. Receives official protests and presents to E- Board.
8. Chairs the Protest Committee.
9. Develops and submits to the Treasurer a budget detailing the projected number of games to be played and the estimated cost of umpire fees.
10. Identify and mentor new 8U umpires (when not contracted with umpire association)
11. Schedule umpires for all 8U games (when not contracted with umpire association)
12. Coordinate and prepare umpire pay schedule and procedure for Spring and Winter
13. Negotiate along with President the umpire contracts for winter, spring and Tournament seasons.
14. Participates on the Rules Committee (If Applicable)
15. Meets with contracted umpire association monthly

C. Equipment Manager

1. Provides procurement, security, accountability, and distribution and collection of all equipment used in League play, including practice and tournaments, including:
 - a. Softballs
 - b. Bats
 - c. Catcher's equipment (chest protector, knee savers, mask with throat protector, and shin guards)
 - d. Official rule books
 - e. Scorebooks
2. Maintains a written record of equipment, as defined above, owned by the League and/or owned by organizations, such as the Recreation and Parks Department, that is on loan to the League;
3. Develops and submits to the Treasurer a detailed budget identifying the quantity and cost of equipment, as defined above, that will be required to accommodate the enrollment projected by the Board;
4. Locates and obtains a facility in which all League equipment, field service equipment, scorekeeping equipment will be stored to ensure optimum security;

D. Fundraising Manager

1. Develops, plans and directs all fund raising projects.
2. Selects a committee to assist in fundraising projects.
3. Submits a detailed, written accounting of all fund raising projects in progress, and submits itemized written accounting upon completion of each project.
4. Obtains League/Team sponsors.

E. Uniform Manager

1. Purchases necessary softball wearing apparel, subject to Board approval.
2. Develops and submits to the Treasurer a detailed budget, identifying the quantity and cost of uniforms required for the season including All Star uniforms.
3. Must have approval for purchase from the E-Board.

F. Snack Bar Manager

1. Develops and submits to the Treasurer a detailed budget, identifying the quantity and cost of snack bar supplies that will be required to sustain the snack bar for the season.
2. Maintains a written record of all snack bar accounts (debits and credits) and submits written reports to the Board at regularly scheduled meetings.
3. Establishes guidelines and requirements for Snack Bar operations and ensures all Managers are aware of Snack Bar responsibilities.
4. Responsible for staffing all Snack Bars.
5. Ensures Snack Bar is stocked and open during all league games and tournaments.
6. Locates and obtains a facility in which all snack bar equipment will be stored to ensure optimum security.

G. Parliamentarian

1. Advises the presiding officer on all questions concerning procedures or Bylaws interpretation.
2. Advises Board members on procedure or Bylaws interpretation
3. Serves as Sergeant-at-Arms and at the request of the presiding Officer, takes whatever action is required to maintain order.

H. Pictures and Awards

1. Responsible for the scheduling and distribution of individual and team pictures.
2. Responsible for obtaining and distributing awards for league participants.
3. Responsible for obtaining and distributing awards to sponsors.
4. Develops and submits to the Treasurer a detailed budget identifying the quantity and cost of the trophies, plaques and pictures to be required for the season.

I. Newsletter and Publicity

1. Publishes the Opening and Closing Day booklets distributes to participating members (through Commissioners) and sponsors.
2. Submits articles to local newspapers and other media with regard to games, activities, tournaments, registration, game scores, and league standings.
3. Assists Tournament Manager in advertising any invitational tournaments.
4. Distributes flyers to local area schools for both Spring and Fall season – via ABC School District Mail Room. Hand delivers flyers to local area pre-schools and day care centers and Private schools.

J. Tournament Manager

1. Presents schedule and recommendation for tournaments to the Board of Directors, including estimated budgets.
2. Obtains and submits registration materials for approved tournaments to meet all required deadlines.
3. Disseminates tournament information to Team Managers for approved tournaments.
4. Schedules and brackets games for league sponsored Invitational Tournaments.
5. Coordinates any other league tournament activities.
6. Prepare format and schedule games for Annual All Star Tournament.

K. Safety and Health Coordinator

1. Provides procurement, security, accountability and distribution of all first aid supplies used in the league.
2. Maintains an inventory of all first aid supplies.
3. Issues first aid kit to all team Managers/Coaches prior to the start of the season.
4. Replaces items consumed by the teams during the season upon the request of the team Manager/Coach.
5. Collects first aid kits at conclusion of season, checks inventory of each kit, and replenishes as needed.
6. Assists parents/guardians with necessary paper work required to apply for reimbursement with league insurance.
7. Record and maintain a record of all injuries received by any player during the season. Managers/Coaches to report this information to Safety and Health Coordinator with 3 days of each injury.
8. Periodically checks contents of team first aid kits at game time.
9. Notify Board of any player requiring outside medical attention, i.e. paramedics, trip to hospital, etc.
10. Develops and submits to the Treasurer a detailed budget identifying the quantity and cost of medical supplies, etc. required for the season.

L. Field Manager

1. Establishes guidelines for preparation of fields prior to the start of the season and ensure all Managers and/or Coaches are familiar with field preparation procedures and requirements;
2. Reports all dangerous and adverse field condition to the Board;
3. Develops security, accountability and distribution of field service equipment to be used by the League and Tournament play including:
 - a) Pitching rubbers
 - b) Bases
 - c) Home plates
 - d) Base lining equipment
 - e) Related supplies
4. Procures field marking material. (ex, chalk); and
5. Oversees the preparation of the playing fields prior to scheduled league games.

M. Assistant Snack Bar Manager

1. Assists the Snack Bar Manager with all duties listed in Section 2 item F.
2. Assumes all duties for the Snack Bar Manager if he/she is unable to do so.

N. Social Media Manager

1. Maintains and updates the CGSA website and other social media avenues. (ex. Facebook);
2. Represent the Board to the membership and the general public in a respectful, positive and professional manner at all times, through all communication channels; and
3. Reports to the Board any abusive postings concerning the CGSA general membership, participating members and/or the general public.

O. Fall Ball Coordinator

1. Acts as liaison between BOD, Teams, and hosting Fall Ball District and/or League;
2. Attends drafts/meetings held by the current year host organization for Fall Ball;
3. Coordinate draft dates with the Player Agent;
4. Schedules and distributes the Fall Ball team practice schedules;
5. Coordinates the scheduling of umpires for each game as needed for the Fall Ball season;
6. Ensures Fall Ball rules are distributed to and followed by all CGSA teams;
7. Distributes all Fall Ball paper work to the teams provided by the host to include, but not exclusive to rosters, team information, game schedules & rules; and
8. Ensures all host required paper work is turned into the host by the dates required by host.

P. Team Mom/Dad Coordinator

1. Schedules a mandatory meeting with the 6U Team Mom/Dad's and/or Managers & Coaches for the purpose of helping Team Mom/Dad understand the duties of a Team Mom/Dad; and
2. Schedules a meeting at least once per Spring and Fall season as needed for the purpose of helping Team Mom/Dad's understand the duties of a Team Mom/Dad.

Section 3: Standing Committee Chairpersons

- A. All Star Policy Committee
 1. Chaired by the President.
 2. Members: Minimum of three (3) members recommended by the President and approved by the Board of Directors.
- B. Supplementary Rules Committee
 1. Chaired by the Parliamentarian
 2. Members: Commissioners (5) and Umpire-in-Chief.
- C. Protest Committee
 1. Chaired by Umpire-in-Chief
 2. Members: Division Commissioner and three (3) other Board Members
 3. Meeting frequency: As required.
- D. Budget Committee
 1. Chaired by the Treasurer.
 2. Members: Executive Board Members and Fundraising Manager.

Section 4: Other Committee Chairpersons

- A. Other Committees will be established by the Board on an "as required" basis.

Article V

Replacement of Members of the Board of Directors

Section 1: Executive Board

- A. Vacancies occurring because of resignation or any other reason, will be filled by a majority vote of the remaining members of the Executive Board.
- B. Officers failing to perform their duties, as specified by these Bylaws, may be removed from office by a three fourths (3/4) vote of the entire Board of Directors.

Section 2: Standing Committee Chairpersons

- A. Vacancies occurring by resignation or any other reason, will be filled by Presidential appointment, subject to approval of the Executive Board.
- B. President has the authority subject to the approval of the Executive Board to remove any appointee that has failed to perform the duties of their respective office, as specified by these Bylaws.

Article VI

Nomination and Election of Officers

Section 1: Nominating/Election Committee

- A. Formation
 1. President will appoint an acting Chairperson of the Nominating/Election Committee.
 - a. Appointments must be made by March 15 of the current year.

- b. Appointee must be a General Member of the League.

2. Acting Chairperson will select the remaining four (4) members of the committee.
 - a. Only one (1) of the five (5) members may be a member of the Board.
 - b. Each division of the league will be represented on the committee.
 - c. Committee formation shall be completed by April 1.
 - d. President may not be a member of the Nominating/Election Committee.
 - e. No Nominating/Election Committee Member may serve on the Nominating/Election Committee for more than two (2) consecutive years

B. Duties

1. First order of business will be to elect a permanent chairperson.
2. Nominates one (1) or more candidate(s) for each of the offices of the Executive Board.
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Player Agent
3. Only General Members are eligible to be candidates for the Executive Board positions. Non members will be eligible with majority approval of the Board.
4. Committee Chairperson shall contact each person the Committee wishes to nominate in order to obtain a potential Candidate's acceptance of the nomination offered by the committee.

C. Committee Report

1. Committee will submit its report of nominees to the Board at the last scheduled Board Meeting that is held at least two (2) weeks prior to the elections.

D. Nominations from the Floor

1. Nominations of qualified candidates will be accepted at the Board Meeting after the report of the Nominating Committee is given or at the General Membership Meeting.
2. Candidates must indicate their acceptance. Absent nominees must give their acceptance in writing to the Secretary.

E. Nomination of Nominating/Election Committee Member

1. Committee Members may be nominated for elected offices.
2. Committee Members who have accepted nomination for elected office must resign, but need not be replaced.

F. Posting of Nominees

1. Chairperson posts and publishes, for the General Membership, a list of all nominees for each office.
2. List of nominees must be published

Section 2: Elections

A. Nominating/Election Committee organizes and executes elections.

1. Committee Chairperson seeks additional volunteers to assist with the election.
 - a. Candidates may not assist in the election.

B. Board and Nominating/Election Committee will ensure a fair and impartial election.

C. General Members are entitled to one (1) vote.

1. All voters are subject to verification by the Player Agent.

- D. Voting will be by secret ballot unless candidates for Elected Office positions are unopposed whereby a voice count can be conducted.
- E. Absentee or proxy votes will not be permitted.
- F. Write-in votes are allowed and will be tallied.
 - 1. Qualified candidates elected will be valid candidates only if they agree to serve in that position when contacted by the Nominating/Election Committee.
 - 2. If the write-in Candidate(s) do not wish to serve in their elected position, the position shall be awarded to the next highest vote getter who agrees to serve.
- G. Committee coordinates preparation and printing of the official election ballot.
 - 1. Sequence of candidates:
 - a. Nominees are listed under the appropriate position.
 - b. Space shall be provided to allow for write-in candidates.
 - 2. Specific voting instructions shall be included in the ballot.
- H. Election Day
 - 1. Voting takes place at the General Membership Meeting to be held at the annual end of season award ceremony.
 - 2. Ballots will be provided to legal voters. After voting, the folded ballots will be collected and placed in the ballot box.
- I. Tabulation of Ballots
 - 1. Ballots will be tabulated by the committee immediately following the conclusion of voting.
 - 2. A majority vote will be necessary for election.
 - 3. Winners of the election will be announced during the annual end of season award ceremony General Membership Meeting.
- J. Committee Report
 - 1. President will present the official announcement of the newly elected officers at the meeting.
 - 2. Chairperson will place the marked ballots in a sealed envelope. The marked ballots will be given to the Secretary to hold for a period of ninety (90) days and then destroyed..
 - 3. Extra unmarked ballots shall be destroyed immediately following the election by the Chairperson of the Nominating/Election Committee.

Section 3: Term of Office

- A. Executive Officers are elected to serve for one (1) year or until their successors are appointed by the President and approved by the Board.
- B. Term of Office will begin at the Annual Meeting of the out-going and in-coming Boards, which will be the first regularly scheduled meeting in September in accordance with Article VIII, Section 3A of these Bylaws.

Article VII

Committees

Section 1: Budget Committee

- A. Minimum attendees shall be:
 - 1. Treasurer
 - 2. Uniform Manager
 - 3. Vice President
 - 4. Equipment/Field Manager
 - 5. Fundraising Manager
 - 6. Snack Bar Manager
 - 7. Umpire-in-Chief

- B. The duty of this committee is to prepare the budget based on information provided by the various Standing Committee Chairpersons and Executive Board Officers, for the fiscal year which begins on January 1.
- C. The budget should be submitted to the Board no later than the first regularly scheduled meeting in December.

Section 2: All Star Policy Committee

- A. Composed of:
 - 1. President
 - 2. Plus a minimum of three (3) other members to be recommended by the President and approved by the Board of Directors.
- B. Review current All Star Policy and submit any recommended revisions for Board approval by the first regularly scheduled meeting in November.

Section 3: Supplementary Rules Committee

- A. Chaired by the Parliamentarian
- B. Members to include Umpire-in-Chief and all Division Commissioners.
- C. Review current league policies and rules and recommend any changes or revisions to the Board for approval no later than the first regularly scheduled meeting in November.

Section 4: Bylaws Committee

- A. Composed of:
 - 1. Parliamentarian, who shall chair the committee.
 - 2. Four (4) additional members appointed by the President.
 - 3. Reviews and recommends any changes, revisions or amendments to the Board-on an annual basis.

Section 5: Other Committees

- A. Shall be appointed by the President as deemed necessary to carry on the work of the organization.
- B. The President shall designate the committee chairperson unless otherwise specified in the Bylaws.

Article VIII

Meetings

Section 1: Executive Board Meeting

- A. Executive Board meets when called into session by the President and may act for the Board between regularly scheduled Board Meetings. (See Article III, Section 2)

Section 2: Board of Directors Meetings

- A. Meet as scheduled or as requested by the President.
- B. Secretary notifies Board members at least three (3) days in advance of each meeting.
- C. Meetings are open to General Members who may participate in Board discussion. However, General Members are unable to vote at these meetings.
- D. Director or Representative of the Leisure Services Division of the City of Cerritos may be invited to all Board Meetings by the Secretary.

- E. A quorum shall consist of nine (9) members of the Board of Directors. The quorum shall include at least four (4) members of the Executive Board.
- F. Board members may not vote on specific disciplinary or protest matters involving themselves, their own teams or teams to which a relative belongs.

Section 3: Annual Meeting of the Board of Directors

- A. The first regular meeting in September, as specified by the incoming President, shall be known as the Annual Meeting of the Board.
- B. The meeting shall be attended by the retiring members of the Board and the newly elected members of the Board.
- C. The purpose of the Annual Meeting shall be to receive an Annual Report from every retiring Board Member.
 - 1. The Annual Report is a complete written summary of all important work done during the year by the retiring Board Member. It should provide all the necessary information including a description of duties, methods of carrying out these duties, budget figures, needed materials and recommendations, to enable the new Board Member to execute their new responsibilities.
 - 2. After presentation to the Board, the report shall be given to the appropriate new Board Members.
 - 3. The meeting shall be held for the additional purpose of reviewing and completing unfinished business of the previous year.
 - 4. The meeting shall also be held to provide information and assistance to the new Board Members.
- D. The retiring President shall be in charge of the meeting until all business of the previous year is completed. Upon completing of this business, the meeting is turned over to the new President and the official term of office shall begin.

Section 4: General Meetings

- A. Held for General Members of the league. (See Article II)
- B. The “Call of the Meeting”, the written notice of the meeting, specifies the purpose of the meeting.
- C. The General Meetings shall be called at such times as deemed necessary by the President.
- D. The President shall be the presiding officer.
- E. The secretary shall read the “Call of the Meeting” and at this time the purpose of the meeting shall be explained by the President or a selected representative.
- F. General and Participating Members have the right to participate and vote in a General Meeting.
- G. The Annual General Membership Meeting will be held at the annual end of season Awards Ceremony at which time the election of officers will be held for the next year.

Article IX

Revisions or Amendments to the Bylaws

Section 1: By General Membership

- A. Submit in writing
- B. To be voted on at the next scheduled Board Meeting with a minimum of seven (7) days from the time it is submitted before it can be voted upon.
- C. Requires seventy-five percent (75%) approval by the Board.

Article IX

Adult Team Personnel

Section 1: Requirements

- A. The adult team personnel shall consist of a Manager, Coach(es) and Team Mom/Chaperone .
- B. Managers, Head Coaches and Team Mom/Chaperone must be adults, over twenty one (21) years of age and approved by the Board. A female Manager, Head Coach may be eighteen years of age provided the Team Mom/Chaperone is twenty one (21) years of age or older. All males Managers must be twenty one 21 years

of age or older. **Exception: Female youth Assistant Coaches under the age of eighteen (18) but over the age of fourteen (14) may assist provided the manager and/or coach is twenty one (21) years of age or older and always present. Youth coaches must provide a player registration form and be insured as such.**

- C. A female adult, at least twenty one (21) years of age or older, must be in attendance at all team functions including practices.
- D. Adults having been convicted of any sex crimes or having been committed as a mentally disordered sex offender are ineligible to hold any position in the Cerritos Girls Softball Association.
- E. Adults having been convicted of any drug crime within the previous ten years from the date of application are ineligible to hold any position in the Cerritos Girls Softball Association.
- F. Adults having been convicted of any crime of violence within the previous ten years from the date of application are ineligible to hold any position in the Cerritos Girls Softball Association.
- G. Female Adult must accompany girls to the restroom at all team functions and at all games and practices.

Section 2: Removal of Adult Team Personnel

- A. The Board shall have the right to remove or discipline any team personnel for any of the following reasons: 1) conduct not conducive to the good intent of the program, etc., 2) use of abusive language, 3) use of physical abuse, or 4) abuse of rules and/or regulations established by the Cerritos Girls Softball League

Article X

Expenditures

Section 1: Limits

- A. Any and all non-budgeted purchases made by the league will require three (3) competitive bids for Board approval.
- B. All non-budgeted purchases of five hundred dollars (\$500) or more will require three (3) competitive bids and prior Board approval.

Article XI

Financial Assistance/Hardship Requests

- To qualify for Financial Assistance/Hardship
 - Must request Financial Assistance/Hardship annually. (Spring and Fall seasons)
 - E-Board must approve Financial Assistance requests on an individual basis.
 - E-Board will determine how many Financial Assistance/Hardship Requests they will allow per season.
 - Family Income must be \$30,000 or less.
 - Must show previous years Income Tax Return to an E-Board member. (To be done annually) (Spring and Fall Seasons)
 - If proven that family income is \$30,000 or less, 100% of the registration fee for the 1st child will be covered.
 - Player must still participate in the Annual Pancake Breakfast ticket sales and league funder.
 - Additional siblings will have to pay the full registration fee and participate in the Annual Pancake Breakfast ticket sales and the league fundraiser.
- Non-Cerritos Resident
 - If request for assistance from Non-Cerritos Resident, and family income is \$30,001 or less, we will offer the family the discounted rate of a Cerritos Resident.
- Cerritos Resident

- If request is from a Cerritos Resident, and family income is \$30,001 or less, there will be no further discounted rate.
- Payment Plans
 - If request comes in for a breakdown in payments, we will offer, per request, payments in 3 installments.
 - All 3 (three) checks (post dated) must be submitted with registration forms.
 - Parent must write 3 checks, 1st check for 34% of registration fees, (this check will be cashed with other registration checks).
 - 2nd check for 33% of total, post dated for 2nd week in January. (check will be cashed then).
 - 3rd check for 33% of total, post dated for a week before assessments (check will be cashed then).
 - All Payments must be completed; checks must clear the bank, before the date of assessments.

Article XII

1. Managers that request, and are given a team, in either the Spring or Fall Season, must be committed to attend at least 75% of the teams games and practices. And must attend the Monthly Board of Directors Meetings – usually held on the first Monday of each month.

Revised 10/98
 Approved: Board Meeting 11/98
 Amended: Board Meeting 8/99
 Incorporated -Filed with State 9/99
 Amended Board Meeting 9/02
 Amended Board Meeting 3/06
 Revised 12/10
 Revised 12/2012 – Amended Board Meeting 12/2012