

BY-LAWS OF THE MENIFEE GIRLS SOFTBALL LEAGUE

Revision Date: September 2019



These by-laws have been adopted pursuant to the USA SOFTBALL Rules and Regulations and are subject to future policies that may be adopted by USA SOFTBALL.

Table of Contents

Article 1 – Objective.....	1
Article 2 – Offices	1
Article 3 – Membership	1
Article 4 – Government.....	2
Article 5 – Board of Directors.....	4
Article 6 – Financial Policies.....	8
Article 8 – Elections.....	9
Article 9 – Committees	9
Article 10 – Amendments	11
Article 11 – Dissolution.....	11

Menifee Girls Softball

Bylaws

Article 1 – Objective

Section 1. Menifee Girls Softball (hereinafter known as MGS) strives to be a premier recreational softball organization by facilitating a positive and competitive environment to the girls of the Menifee community (ages 4 - 19) to learn and develop skills in the game of fastpitch softball, thru friendship, teamwork and community involvement.

Section 2. Through the work and dedication of volunteers, MGS will operate as a non-profit educational organization within the meaning of Section 501(c)(3) of Internal Revenue Code as a member of ASA softball. MGS aims to provide and maintain a safe, competitive and educational experience to all its members. All league activities shall take place under the guidance of responsible adult supervision in a safe and friendly environment with an emphasis on education, skill development, equal participation, teamwork, good sportsmanship, community involvement, positive self-image, and healthy competition. MGS relies on league fees, sponsorship, fundraising, and donations to maintain and advance all league activities, participation and competitiveness in the world of fastpitch softball.

Section 3. MGS upholds and enforces a zero tolerance policy on bullying and discrimination. At no time will a player, coach, member of Board of Directors, or any other league member be selected or discriminated against regardless of race, color, age, creed, religion, sex, sexual orientation, gender identification, disability, veteran status, national origin, or ancestry, except as may be required to ensure a safe environment to its participants.

Article 2 – Offices

Section 1. Principal Offices. The MGS leagues principal office shall be fixed and located at such a place within MGS as the Board of Directors

(hereinafter called the “Board”) shall determine. The Board is granted full power and authority to change the principal office from one location to another as the need may arise.

Section 2. Other Offices. The Board may establish branch or subordinate offices at any place or places at any time.

Article 3 – Membership

Section 1. There shall be two (2) classes of membership: Member of 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 MGS, 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 Bylaws, Rules and Regulations, and policies.

a. Regular Members – 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. Member of the Board of Directors – The Board of Directors is comprised of the Executive Board and the General Board as defined within these Bylaws. The Board shall exercise or delegate any powers not specifically addressed within these Bylaws or any other such powers specifically granted them by the Board. Any Member of MGS is entitled to run for open or vacant positions. 2. Board of Directors. Government of MGS shall be under the direct supervision of the Board, which will consist of: President, Immediate Past-President, Vice President(s), Secretary, Treasurer, Umpire in Chief, Player Agent, Equipment Manager, Safety Manager, Sponsorship, Fundraiser, Uniform Coordinator, Snack Bar Coordinator(s), Head Scorekeeper, Team Mom Coordinator, Divisional Managers, and any number of individuals deemed appropriate by the members of the Executive Board shall be established.

Article 4 – Government

Section 1. The operation of the MGS league shall be under the direct control of the Executive Board of Directors. The Executive Board of Directors shall consist of:

- a. President
- b. Vice President(s):
 - i. Vice President (Executive)
 - ii. Vice President of Operations
- c. Secretary
- d. Treasurer
- e. Player Agent
- f. Umpire in Chief (UIC)

Section 2. The Executive Board shall serve a term of 2 years, with the Vice President of Operations, Secretary, and Umpire in Chief being elected in odd years; the President, Vice President, Treasurer, and the Player Agent being elected in even years. The term of the Executive Board shall be from August 1st of the year the Executive Board is elected through July 31st.

Section 3. An Appointed Board consisting of any number of individuals deemed appropriate by the members of the Executive Board of Directors shall be established. Members of the Executive Board

shall be eligible to nominate individuals for Appointed Board positions. Individuals nominated for Appointed Board member positions are subject to approval by the Executive Board members. Appointed Board members positions shall consist of, but not limited to:

- a. Manager & Coaches Agent
- b. Divisional Manager (1 per division)
- c. Equipment Manager
- d. Head Scorekeeper
- e. Snack Bar Coordinator (Up to 2)
- f. Uniform/Awards Coordinator
- g. Activities Coordinator
- h. Sponsor Coordinator
- i. Fundraiser Coordinator
- j. Team Mom Coordinator
- k. Safety Coordinator
- l. Webmaster
- m. Social Media Coordinator

Section 4. The Appointed Board shall serve a term of 2 years, with the Manager & Coaches Agent, Divisional Manager(s), Equipment Manager, Head Scorekeeper, Snack Bar Coordinator, Uniform/Awards Coordinator, Activities Coordinator being elected in odd years; the Snack Bar Coordinator (If MGS is running two Snack Bar Coordinators at time of election), Sponsorship Coordinator, Fundraiser Coordinator, Team Mom Coordinator, Safety Coordinator, Webmaster, and the Social Media Coordinator being elected in even years. The term of the Appointed Board shall be from August 1st of the year the Executive Board is elected through July 31st.

Section 5. Vacancies occurring during the current term of an Executive Board member shall be filled upon nomination of an individual by any member of the Executive Board and approval of that individual by members of the Board. Vacancies occurring during the term of an Appointed Board member shall be filled subsequent to the nomination of an individual by any member of the Executive or Appointed Board, subject to the approval by the Board.

Section 6. All matters concerning the operation of MGS shall be decided by a simple majority vote of the present Board, with the President voting only in the event of a tie.

Section 7. The conduct of all classes of membership shall be maintained on a high level and in the best interest of the MGS at all times. Personnel shall, at all times, refrain from the use of verbal abuse, profanity, derogatory behavior and discrimination and shall not publicly display undue anger or animosity toward each other. All members shall abide by MGS's disciplinary policy and Southern California ASA code of conduct, whichever is more restrictive.

a. Any charges of misconduct against any member, except the President, shall be presented in writing to the Divisional Manager or President. 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.

b. Disciplinary Enforcement

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

- 1.** Notification will be sent via email from respective board member.
- 2.** Suspension will be effective the date email has been sent and to be served at next scheduled game(s).
- 3.** Followed by a written letter of suspension documenting infraction in question delivered by Divisional Manager for signature to be filed with league secretary. 4. Suspension fulfillment includes no physical presence at game(s) in any capacity.
- 4.** Failure to abide by suspension will result in team forfeit of said game. Continued violation of issued suspension will result in further disciplinary action.
- 5.** If violation of suspension occurs, suspension is not considered fulfilled and will continue to be enforced at the next game until complete.

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

c. Any charges of misconduct of a board member shall be presented in writing to the President (Or Vice President in the event the charges are against the President), who shall, within seven (7) days, convene a special meeting of the Conduct Committee to hear the charges and determine if the board member will be cleared, warned or suspended. If the Conduct Committee determines that a charge against the board member is extremely serious, the board member may be immediately suspended with the concurrence of two-thirds (2/3) of the Board pending the special meeting.

d. No charges of misconduct may be brought more than thirty (30) days after the date of the discovered event.

e. 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.

f. Any member who knowingly accuses another falsely may be suspended from membership.

g. A person who has been suspended for a year or more may make application for reinstatement through the Board by setting forth all of the facts regarding the suspension. 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.

Section 8. In the event an Executive Board or Appointed member fails to attend meetings, the board member shall be considered to have abandoned their position on the Board and shall be subject to removal from office by a simple majority vote of the remaining members of the Board.

Section 9. On or before July 31st, a meeting between the current Executive Board members and Executive Board members-elect shall take place to facilitate an orderly exchange of all materials and documents necessary for the newly elected Executive Board members to begin and maintain a

successful new softball season. This meeting should also include both the current Appointed Board in addition to any individual who desires consideration for an appointment to an Appointed Board Member position on the Board whose term will begin on or before August 1st.

Article 5 – Board of Directors

Section 1. All Board positions shall be elected annually as specified within these Bylaws. It is vital for our league to have a strong, positive, active Board, willing to work together and communicate with membership 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. 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 season. 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, Snack Bar Coordinator and Equipment Manager. In addition, only one may hold an Executive Board position. The following is a general overview for each position on the MGS Board.

a. President (Executive). The President shall be elected 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 MGS 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 ASA and City of Menifee meetings as required.

b. Vice-President (Executive). The Vice-President shall be elected with Executive voting rights. 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. Works directly with the Divisional Managers. Attends ASA and City of Menifee meetings as required. The Vice-President is a permanent member of the Rules Committee and Conduct Committee. Oversees all the operational elements of the league. Is the liaison with the City of Menifee for field location, lights and special functions. Plans and arranges for practice and game fields. Must submit to the President, V.P. and Divisional Manager's the practice and game schedules ten (10) 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). Attends ASA and City of Menifee meetings.

c. Secretary (Executive). The Secretary shall be elected with Executive voting rights. It shall be the duty of the Secretary to keep accurate records of the proceedings of all meetings of MGS, 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 Bylaws 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 shall be responsible for conducting and overseeing annual elections for eligible offices, including recruiting and qualifying candidates for office. 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 disciplinary actions. Handles all insurance claims and presents them to the Board. Maintains Event Duties log.

d. Treasurer (Executive). The Treasurer shall be elected with Executive voting rights. 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 Member meetings. The accounts of this corporation shall be

audited annually in the month directly following the close of the fiscal year and/or 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, snack bar, 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. The Treasurer is a permanent member of the Conduct Committee. Has tax returns complete and filed. Attends ASA meetings as required.

e. Player Agent (Executive). Player Agent shall be elected with Executive voting rights. He or she 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 Manager and Head coaches for all divisions with needed evaluation paperwork. Manages Coach Block process. Creates coaches packages including but not limited to current rules and regulations. Responsible for making sure rules and regulations are updated accordingly. Oversees and organizes all draft night which includes providing necessary paperwork to coaches. Conduct background check for all managers and coaches. Responsible for creating teams and adding players to roster based on draft night on MGS website. Responsible for all new addition and drops of players to team roster. Confidentially maintains the waiting list and helps recruit players when needed. The Player Agent is responsible for maintaining a 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. Works directly with Membership Coordinator and closely with the Divisional Manager. Attends ASA 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.

f. Umpire in Chief - UIC (Executive). The Umpire in Chief (herein also called "UIC") shall be elected with Executive voting rights. Shall be responsible to obtain ASA 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 heading Protest Committee. The UIC enforces Rules and Regulations and By-laws and works closely with VP of Operations. Receives all written protests. UIC is required to be present during All-Star tournament. 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.*

g. Manager & Coaches Agent (Executive). The Manager's and Coach's Agent shall be elected with Executive voting rights. He/She shall coordinate recruiting and procurement of MGS team managers and coaching staff. Develop, coordinate and conduct training activities for all managers and coaches. Develop and document age division specific instructional guidelines for managers and coaching staff. If such guidelines have already been developed, then Manager's and Coach's Agent shall see that they are kept current, and usable. Serve as a chairperson of the Training Committee.

h. Divisional Manager(s) (Appointed). The Divisional Manager(s) shall be appointed and shall have voting rights. Will work closely with the Vice-President, Operational Vice-President and Equipment Manager. In their division:

i. Secures coaches applications and presents to Board for approval for spring, All-Star and fall seasons. Interviews coaches prior to Board interview/approval.

ii. 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.

iii. Acts as liaison between coaches and Board. Ensures coaches are notified of any and all disciplinary actions, decisions, information.

iv. Collects all paperwork and monies within division including but not limited to background forms, sponsorships and fundraisers.

i. The Divisional Manager 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 Manager are permanent members of the Rules Committee.

j. Equipment/Field Manager (Appointed). Equipment/Field Manager shall be appointed and shall have voting rights. Purchases, maintains, and controls all equipment. Maintains check out list of all equipment during the season and responsible for checking all equipment back at the end of the season. Maintains an inventory of all equipment and presents this to the Board prior to the start of Spring 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. Distributes equipment to coaches prior to start of each season, collects equipment deposits from coaches, collects equipment at end of each season and returns to inventory. Maintains field boxes as required. May form committee to assist with field duties.

** 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.*

k. Head Scorekeeper (Appointed). Head Scorekeeper shall be appointed and shall have voting rights. Conducts 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. Shall assure scorekeeper

positioning and all necessary supplies are available prior to start of each game. 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 insure that final scores and 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 Managers to make sure all teams are aware of reporting scores and pitching out procedures. Informs DM'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.

l. Snack Bar Coordinator (Appointed). Snack Bar Coordinator shall be appointed and shall have voting rights. Coordinates purchasing supplies for concession stand and scheduling teams through team parents to work the concession stand. Pulls Health Permit with the city. Sets up own committee to help with duties. Works closely with the Membership Coordinator. In the event MGS elects to not have a snack bar, he/she will coordinate with outside vendors to supply concession for Saturdays during the Spring and Fall seasons. In doing so, will seek highest percentage in profit return and provide a monthly report to the Board of Directors and the Treasurer.

m. Uniform/Awards Coordinator (Appointed). Team Uniform Coordinator shall be appointed and shall have voting rights. Seek 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. Organizes team parents and sees that they are up to date with League functions and activities. Organize and oversee the purchase of league Spirit-Wear with Board approval. Must serve on All-Star Committee and perform same function during All-Star Season. Seeks (multiple*) bids for the purchase of League awards.

** 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.*

n. Activities Coordinator (Appointed). Shall be appointed and shall have voting rights. Plan, coordinate, staff, and implement MGS activities, such as, but not limited to, Opening Day and Closing Day Ceremonies, League Night, League Pizza Party, Opening Day Raffle, Easter Egg Hunt, etc. Plans and organizes Opening and Closing Day Ceremonies. In doing so, will seek highest percentage from vendors to offset expenses. Seeks (multiple*) bids and oversees team photo schedules and delivery for Spring and Fall seasons only. Head the Activities Committee. Work closely with the Fundraising Coordinator for the purpose of coordination of activities that may also raise funds for MGS.

o. Sponsorship Coordinator (Appointed). Sponsorship Coordinator shall be appointed and shall have voting rights. Will solicit sponsors for the League by contacting local businesses and working with coaches on finding team sponsors, and to act as a liaison between the League and their sponsors. The Sponsorship Coordinator's primary responsibility is to track all league and team sponsorships. The Sponsorship Coordinator is responsible for ordering and delivering sponsor plaques/awards and thank you letters. The Sponsorship Coordinator shall coordinate with the league Treasurer for sponsor receipts. The Sponsorship Coordinator is responsible for ordering and displaying sponsor banners (when applicable) during the season. The Sponsorship Coordinator is responsible for giving complete information to Webmaster for posting on MGS web site, and is responsible for making sure sponsors are prominently displayed (when applicable) during the season. It is the goal of the Sponsorship Coordinator to obtain enough sponsors for Spring, Fall and All Star Seasons have been secured. Works closely with the Treasurer and Divisional Managers. Work closely with Activities Coordinator and be a member of Activities Committee.

p. Fundraiser Coordinator (Appointed). The Fundraiser Coordinator shall be appointed and shall have voting rights. 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. Work closely with Activities

Coordinator and be a member of Activities Committee.

q. Team Mom Coordinator (Appointed). Team Mom Coordinator shall be appointed and shall have voting rights. Act as a liaison between team moms of each team in all divisions and the Board. Prior to start of league play shall conduct a team mom meeting to communicate important information and dates, such as deadline for Sponsorships, Fundraiser, Opening Day/Picture Day. Provide ideas and advice to assure season is fun and successful for all teams and members. Shall work closely with Activities, Sponsorship, and Fundraiser Coordinator(s). Shall be member of Activities Committee.

r. Safety Coordinator (Appointed). Safety Coordinator shall be appointed and shall have voting rights. Assure fields are free of safety hazards prior to each game time. Assure completion of field maintenance and setup is appropriate for each division. Work with the Equipment Coordinator to assure safety of all equipment. Be present at games to assure, along with umpire(s), players equipment is appropriate to ASA standards and games are played in safe manner. Maintain and equip league (with Board approval) of First Aid Kits and any necessary safety equipment. Assure all league activities, including snack bar operation is administered and maintained in a safe manner.

s. Webmaster (Appointed). The Webmaster shall be appointed and shall have voting rights. 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 web site, 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. Investigate and present to Board ways to increase communication with General Membership.

t. Social Media Coordinator (Appointed). The Social Media Coordinator shall be appointed and shall have voting rights. Publicize the activities of MGS through social and local media or other suitable methods. Maintain MGS team standings

and report such standings to the local media. Update and communicate league social media pages to increase communication with members.

Article 6 – Financial Policies

Section 1. The Executive Board shall decide all matters pertaining to the finances of MGS. It shall be general practice to place all funds in a common treasury, directing the expenditures of the same in a manner that will give no individual or team an advantage or favor.

Section 2. All fees charged for registration, sponsorship, protest, deposits, etc., will be set by the Executive Board prior to the first day of registration, in accordance with the budget adopted for the current term of the Board.

Section 3. The Board shall provide for the registration of a child(ren) to participate in the league. The President, or a designated member of the Executive Board, shall be authorized to approve the amount of assistance provided by MGS based upon the documented need presented. Information regarding the approval of financial assistance shall be presented to the Executive Board in Executive Session. The Treasurer, or designated member of the Executive Board, shall provide the Board with information regarding the number of individuals who receive assistance and the amount expended; however, the identity of those who receive assistance will remain confidential among the Executive Board.

Section 4. In return for financial assistance, the President, or designated Executive Board Member, may request that the individual(s), to whom assistance is granted, provide mutually agreed upon services to MGS for that season. In the event the individual is willing to participate, a written agreement shall be executed to document the terms.

Section 5. Any person, organization or business which owes MGS funds or promised hourly work in place of funds payable to MGS from prior season, will not be allowed to participate in MGS activities until such funds are paid or discharged by the Board.

Section 6. Individuals who collect funds for MGS shall securely maintain those funds pending their

expeditious transfer to the Treasurer. A written accounting of the funds collected shall be provided to the Treasurer upon transfer. Currency shall be verified by two persons when possible, with each individual verifying the total amount and signing the written documentation. A complete accounting of the monetary activities shall be provided to the Board at the conclusion of their activity.

Section 7. All personal expenditures for the league related expenses for which reimbursement is expected from the league shall be approved by the Board prior to reimbursement. No reimbursement of a personal expenditure in excess of \$50 shall be made without prior approval of the Board unless the expenditure was made due to an emergency situation. Receipts must be submitted for all personal expenditure reimbursement requests.

Section 8. Individuals who participate in concession activities for MGS shall complete a daily written and verified accounting of the funds they receive. At the close of daily business, the funds received and written accounting shall be secured in a manner approved and furnished by the Board or transferred to the Snack Bar Coordinator or Treasurer.

Section 9. Article 7 Meetings 1. Meetings of the Board shall occur at regularly scheduled intervals determined by the members of the Executive Board. Additional meetings, as necessary, may be called by the President, or upon written request of at least two (2) members of the Executive Board or four (4) members of the Appointed Board. Notification of Board members for additional meetings shall be made at least seven (7) days prior to the scheduled date of the meeting and may be made via phone, U.S. mail or electronic messaging (ex. email, text messaging). In the event telephonic notification is made, the Secretary or designate shall document the date and time the members of the Board were notified. The postmark on notifications mailed shall serve as the reference date.

Section 10. A meeting(s) of the members of the Executive Board shall be held prior to September 1st of each year for the purpose of establishing an itinerary for the league, approval of individuals nominated for Appointed Board, and other matters necessary for the administration of MGS. Executive

Board meetings need not be formal; however, minutes will be kept.

Section 11. a. Meetings of the Board shall be conducted in the following matter:

- a. Call to order by the President or successive Executive Board Member in the event of the President's absence
- b. Presentation and approval of the minutes of the previous meeting
- c. Old business
- d. New business
- e. Open forum
- f. Call to close of meeting by the President or successive Executive Board Member in the event of the President's absence

Section 12. Attendance at meetings of the Board is mandatory for all Executive and Appointed Board Members. Emergency situations or illness are considered excusable. Executive Board Members or Appointed Board Members who fail to attend 2 or more consecutive regularly scheduled meetings or additional meetings without explanation or proper excuse will be considered to have abandoned their office and be subject to removal from the Board.

Article 8 – Elections

Section 1. Annual elections for members of the Executive Board, any Recall Election(s) deemed necessary and demands for a recount of ballots submitted shall be supervised by the Secretary.

Section 2. Notices requesting nominations for members of the Board shall be posted or distributed by Saturday of the second week in April, with nominations for said positions due in the possession of the Secretary by Spring season closing ceremonies.

Section 3. The annual election for members of the Board of Directors shall be conducted by the Board of Directors during the July board meeting. The ballots submitted shall be counted under the supervision of the Secretary appointed by the board of directors, with the results and all materials associated with the election provided to the Board at the first meeting of the Board after the election.

The results of the election may then be posted and the winners notified.

Section 4. Any recall Election directed by a Conduct Committee shall be conducted under the supervision of the Secretary within two (2) weeks of the action by the Conduct Committee. Notices of the Recall Election shall be posted for a minimum of seven (7) days, with the Recall Election conducted beginning the Monday following the seventh day Recall notices are posted and concluding at the end of that week of play. Recall Election ballots shall be distributed to the Board. The ballots submitted shall be anonymous and counted under the supervision of the Secretary, with the results and all materials associated with the election provided to the Board at the first meeting of the Board after the election. The results of the election may then be posted, and if the Recall is successful, the affected member(s) removed from office.

Section 5. All demands for a recount of ballots submitted during an election shall be submitted to a member of the Executive Board within one (1) week of the receipt of the election results by the Board. Any recount deemed necessary shall then be conducted under the supervision of the Election Director and at least one (1) member of the Executive Board. In the event the results of any election(s) are changed as a result of a recount, the Election Director shall request a Special Meeting of the Board to announce the result(s) and provide the Board with the appropriate materials.

Article 9 – Committees

Section 1. Rules and Regulations Committee. The Vice President is responsible for forming and chairing a committee to review the league rules and make recommendations for changes to the Board at least fourteen (14) days prior to the Spring General Membership meeting. This Committee shall be formed and met at least once prior to the start of league play. Additionally, the Committee shall interpret existing rules and regulations of the league, as long as such interpretation does not involve an official protest. This Committee shall consist of at least the Vice President, the Umpire in Chief, Head Scorekeeper, and at least 2 Divisional Managers.

Section 2. Activities Committee. The Activities Coordinator is responsible for forming and chairing

a committee to plan and implement all special activities and events conducted by MGS. Such activities shall include, but not be limited to, opening ceremonies, closing ceremonies and fundraising programs. This Committee shall develop plan and assist to find league sponsors. The Activities Coordinator shall present to the Board during their December meeting(s) recommendations as to conducting opening ceremonies and the type of fund-raising to be conducted by MGS. Included in this information shall be a budget identifying costs associated with each and projected revenues from fundraising events. The Activities Coordinator shall also provide to the Board during their May meeting(s), recommendations for closing ceremonies and awards. A budget shall be provided with the recommendations. This Committee shall consist of the Activities Coordinator, Vice President, Sponsorship Coordinator, Fundraiser Coordinator, Treasurer, and Secretary.

Section 3. Protest Committee. The Protest Committee shall be responsible for reviewing and ruling on all protests properly filed with the league as specified in the "Rules and Regulations". Members of this committee shall consist of the Division Managers, the Umpire in Chief, the Head Scorekeeper, and the Vice President. The Protest Committee shall meet for the first time at least ten (10) days prior the start of the season for purpose of electing a chairperson of the Committee. Said chairperson must be one of the division representatives. Every member of the Protest Committee must be notified to meet to decide all protests, and at least 2/3 of the committee is required to be present to decide protests. A majority vote of the committee members present will be sufficient to decide protests.

Section 4. Conduct Committee. The Conduct Committee shall be responsible for conducting any and all necessary hearings regarding any conduct accusations or investigations involving any General or Board Members. The Committee will be responsible for conducting hearing giving fair time to all parties to present their case and/or evidence. Conduct Committee shall gather pertinent evidence and make any necessary punitive decisions or present evidence and recommendations to board as stated in By-Laws. The Committee shall consist of Vice-President, Vice-

President of Operations, Secretary, Treasurer, Player Agent, UIC, Manager/Coaches Agent.

Section 5. All-Star Selection Committee. The All-Star Selection Committee shall be responsible for conducting the selection process of all MGS All-Star teams and Managers according to the process outlined in All-Star Policy. The Committee shall meet prior to the start of the Spring Season to review and update the All-Star Policy. The Uniform Coordinator shall present bids (multiple*) for uniforms to the Committee for selection. The Committee will also select the Tournament schedule for all All-Star teams. The Committee will be responsible for conducting any and all interviews or evaluations that are required to fulfill the selection process in accordance to current All-Star Policy. The Committee shall consist of the Vice President of Operations, who shall act as committee chairperson, the Player Agent, Uniform Coordinator, Secretary, Treasurer, and at least 2 further volunteers (preferably from the Division Manager pool and/or Manager/Coach Agent).

Section 6. Financial Aid Committee. The Financial Aid Committee shall be responsible for implementing monetary aid from MGS for players who may not have the financial means to participate in MGS softball in accordance with the policies adopted by the Board. If the Board has adopted no such policies, then the Committee Chair shall have the responsibility to formulate such policies and submit them for Board approval and adoption. The Committee shall also be responsible to identify, solicit, and distribute funds for financial assistance. The Committee shall be chaired by the Treasurer and consist of Vice President of Operations, Secretary, Treasurer, and Player Agent.

Section 7. Safety Committee. The Safety Committee shall be responsible to implement MGS's Risk Management Program. The Safety Committee's responsibilities include coordinating field inspection, documenting the condition of the equipment, investigating accidents, maintaining safety records and dealing with insurance issues. The Safety Advisor shall chair this Committee. Other members of the committee shall include one member of the public not affiliated with MGS (selected by the committee Chair), the Field and Equipment Manager, a third Board member appointed by the President and one team manager (selected by the committee Chair).

Section 8. Training Committee. The Training Committee shall be responsible to plan, advertise and conduct a clinic for the managers/coaches of league teams and a player's clinic. The Training Committee shall be chaired by the Manager's and Coach's Agent and consist of, at a minimum, the Player Agent, Umpire in Chief, the Vice-President and all Division Representatives.

Section 9. Scheduling Committee. The Scheduling Committee shall be responsible to assist the Vice President of Operations in the scheduling of all MGS league games for all divisions. The Vice President shall chair this committee, and its members shall be made up of the Division Representatives, and the Umpire in Chief.

Section 10. Other Committees. The President, with the approval of the Board, shall have authority to appoint any additional committees or director positions as deemed to fulfill the purpose/mission of MGS.

c. Any other action, including but not limited to; merger with an existing ASA affiliated girls softball league; merger with an existing girls softball league not affiliated with ASA Eastern District, or cancellation of affiliation with ASA Eastern District shall be approved by a 2/3 vote of the Board.

Article 10 – Amendments

Section 1. These By-laws are perpetual. Any section may be amended or repealed by at least two thirds (2/3) vote of the Board, providing that a written notice of such proposal shall be mailed or personally delivered to each member of the Board of Directors at least seven (7) days prior to the meeting at which the proposed changes shall be submitted to a vote. Any supplemental rules, not in violation of these By-laws, shall require only a majority of the Board.

Article 11 – Dissolution

Section 1. When determined necessary by the President and upon approval by a 2/3 vote of the Board, MGS shall be dissolved and the following actions taken:

a. All available documents pertaining to the administration of the association shall be provided to both ASA Eastern District for record purposes and to Valley Wide Recreation Inc for reference.

b. All current and outstanding financial obligations shall be satisfied and all remaining funds under the control of ASA Eastern District shall be presented to Valley Wide Recreation Inc, designated for use in funding other youth softball sports programs.