

BYLAWS OF THE MENIFEE GIRLS SOFTBALL LEAGUE

Revision Date: July 2025



These Bylaws 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.....	3
Article 6 – Financial Policies.....	8
Article 7 – Meetings	9
Article 8 – Elections	9
Article 9 – Committees	10
Article 10 – Amendments	11
Article 11 – Dissolution	11

Revision History

Change Description	Date
Adopted	September 2019
Editorial changes and formatting to include deletion of references to Vice President of Operations. Changes were adopted as revised.	July 2025

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 for 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 the Board of Directors (hereinafter called the "Board"), 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 league's principal office shall be fixed and located at such a

place within MGS as 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 two (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, 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 by the Board. Any Member of MGS is entitled to run for open or vacant positions.

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
- c. Secretary
- d. Treasurer
- e. Player Agent
- f. Umpire in Chief (UIC)
- g. Manager and Coaches Agent

Section 2. The Executive Board shall serve a term of two (2) years, with the Secretary, Treasurer, and Umpire in Chief being elected in odd years; the President, Vice President, 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. Appointed Board Members positions shall consist of, but not limited to:

- a. Divisional Manager (1 per division)
- b. Equipment/Field Manager
- c. Head Scorekeeper
- d. Snack Bar Coordinator (Up to 2)
- e. Uniform/Awards Coordinator

- f. Activities Coordinator
- g. Sponsorship Coordinator
- h. Fundraiser Coordinator
- i. Team Mom Coordinator
- j. Safety Coordinator
- k. Webmaster
- l. Social Media Coordinator

Section 4. The Appointed Board shall serve a term of two (2) years, with the Divisional Manager(s), Equipment/Field 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. Code of Conduct and Disciplinary Enforcement. The code of conduct of all classes of membership shall always be maintained at a high level and in the best interest of MGS. All Members 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. A conduct meeting will be held without the accuser/accused if multiple (2+) attempts to schedule the meeting have been made and failed.

b. 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 the respective board member.

2. Suspension will be effective the date the email has been sent and to be served at the next scheduled game(s).

3. A written letter of suspension will follow documenting the infraction in question and delivered by the Divisional Manager for signature to be filed with the league Secretary.

4. Suspension fulfillment includes no physical presence at game(s) in any capacity.

5. Failure to abide by suspension will result in team forfeiting said game. Continued violation of issued suspension will result in further disciplinary action.

6. If violation of suspension occurs, suspension is not considered fulfilled and will continue to be enforced at the next game until complete.

7. 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 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 an application for reinstatement through the Board by setting forth all the facts regarding the suspension. The action of the Board will be final in either upholding the suspension or reinstating the Member. The action of 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 and 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-Stars season. There are also committees that may meet during the season that Members 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 and 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. The President must manage all written complaints and process them 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 (1) year on the MGS Board to be eligible. (Should no current, eligible Board Members elect to run for this position, then the position shall be open to the public.) The President 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 the duties of the President and to exercise all powers and restrictions as the President. The Vice President works directly with the Divisional Manager(s). The Vice President attends ASA and City of Menifee meetings, as required. The Vice President is a permanent member of the Rules Committee and Conduct Committee. The Vice President oversees all the operational elements of the league. The Vice President is the liaison with the City of Menifee for field location, lights and special functions. The Vice

President plans and arranges for practice and game fields. The Vice President must submit to the President and Divisional Manager(s) the practice and game schedules ten (10) days prior to the start of the season. The Vice President organizes field availability, and plans and organizes any clinics that the league sponsors (Pitching Clinic, Catching Clinic, Coaching Clinic, etc.).

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, preparing and distributing the agenda, and making 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 and is responsible for disclosing all disciplinary actions and concern forms filed against any individual brought before the Board. The Secretary maintains all completed concern forms and all disciplinary actions, handles all insurance claims and presents them to the Board, and maintains the 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 team's sponsors. The Treasurer is responsible for paying for the League's insurance. The Treasurer is a permanent member of the Conduct Committee.

The Treasurer is responsible for having tax returns completed and filed. The Treasurer attends ASA meetings, as required.

e. Player Agent (Executive). The Player Agent shall be elected with Executive voting rights. He or she is the liaison between coaches and players if issues arise. The Player Agent coordinates Special Evaluations as well as Executive Board approval for Sister Draft exceptions. The Player Agent oversees and coordinates Evaluation check-in, creates evaluation and check in sheets based on registrations and provides the Divisional Manager(s) and Head coaches for all divisions with needed evaluation paperwork. The Player Agent manages the Coach Block process. The Player Agent creates coach packages including but not limited to current rules and regulations. The Player Agent is responsible for making sure rules and regulations are updated accordingly. The Player Agent oversees and organizes the draft night which includes providing necessary paperwork to coaches. The Player Agent conducts background checks for all managers and coaches. The Player Agent is responsible for creating teams and adding players to roster based on draft night on the MGS website. The Player Agent is responsible for all new additions and drops of players to team rosters. The Player Agent 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. The Player Agent works directly with the Manager and Coaches Agent and closely with the Divisional Manager(s). The Player Agent attends ASA meetings, as required. The Player Agent is a permanent member of the Conduct Committee and Rules Committee. A knowledge of Microsoft Excel is recommended for this position.

f. Umpire in Chief - UIC (Executive). The Umpire in Chief (herein called the "UIC") shall be elected with Executive voting rights. The UIC shall be responsible for obtaining 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 the Protest Committee. The UIC receives all written protests. The UIC is required to be present during any All-Stars 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 the League has established a strong longstanding professional relationship with a certain vendor. Board review and approval is required.*

g. Manager and Coaches Agent (Executive). The Manager and Coaches Agent shall be elected with Executive voting rights. He/she shall coordinate recruiting and procurement of MGS team managers and coaching staff. The Manager and Coaches Agent shall develop, coordinate and conduct training activities for all managers and coaches. The Manager and Coaches Agent shall develop and document age division specific instructional guidelines for managers and coaching staff. If such guidelines have already been developed, then the Manager and Coaches Agent shall see that they are kept current, and usable. The Manager and Coaches Agent shall 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. The Divisional Manager(s) will work closely with the Vice-President and Equipment Manager. In their division, the Divisional Manager(s):

i. Secures coaches applications and presents to Board for approval for the Spring, All-Stars and Fall seasons, and interviews coaches prior to Board interview/approval.

ii. Oversees coaches and ensures that they have and understand the rules and Bylaws of the League and are abiding by them, have adequate equipment, practice times, etc.

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

The Divisional Manager(s) shall be responsible for all interactions, including administrative and operational matters and dispute resolutions pertaining to the division(s) to which they represent. The Divisional Manager(s) will work with

the Player Agent during the draft process and attend a Parent Meeting. The Divisional Manager(s) oversees and coordinates player evaluations in their division. The Divisional Manager(s) is a permanent member of the Rules Committee.

i. Equipment/Field Manager (Appointed). The Equipment/Field Manager shall be appointed and shall have voting rights. The Equipment/Field Manager purchases, maintains, and controls all equipment. The Equipment/Field Manager maintains a check out list of all equipment during the season and is responsible for checking all equipment back at the end of the season. The Equipment/Field Manager 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 be needed for repair and/or replacement (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/Field Manager. The Equipment/Field Manager distributes equipment to coaches prior to the start of each season, collects equipment deposits from coaches, collects equipment at the end of each season and returns all equipment to inventory. The Equipment/Field Manager maintains field boxes as required. The Equipment/Field Manager may form a committee to assist with field duties.

** Note: multiple bids need not be presented to the Board if the League has established a strong longstanding professional relationship with a certain vendor. Board review and approval is required.*

j. Head Scorekeeper (Appointed). The Head Scorekeeper shall be appointed and shall have voting rights. 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 Spring and Fall season to train scorekeepers for all teams. The Head Scorekeeper shall purchase and distribute the official scorebooks for all seasons including All-Stars. The Head Scorekeeper 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 ensure 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. The Head Scorekeeper coordinates with the Divisional Manager(s) to make sure all teams are aware of reporting scores and pitching out procedures. The Head Scorekeeper informs the Divisional Manager(s) of teams not reporting scores and pitcher outs within 24 hours of game time. The Head Scorekeeper works closely with the Secretary to make sure all protest forms are filed.

k. Snack Bar Coordinator (Appointed). The Snack Bar Coordinator shall be appointed and shall have voting rights. The Snack Bar Coordinator coordinates purchasing supplies for concession stand and scheduling of teams through the team's Team Mom to work the concession stand. The Snack Bar Coordinator pulls a Health Permit with the city. The Snack Bar Coordinator sets up a committee to help with duties and works closely with the Treasurer and Team Mom Coordinator. In the event MGS elects to not have a snack bar, he/she will coordinate with outside vendors to supply concessions for Saturday games during the Spring and Fall seasons. In doing so, the Snack Bar Coordinator will seek the highest percentage in profit return and will provide a monthly report to the Board of Directors and the Treasurer.

l. Uniform/Awards Coordinator (Appointed). The Team Uniform/Awards Coordinator shall be appointed and shall have voting rights. The Team Uniform/Awards Coordinator seeks bids (multiple*) and oversees production, ordering of correct sizes, delivery and distribution of team uniforms, while keeping within the budget as established and approved by the Board. The Team Uniform/Awards Coordinator organizes and oversees the purchase of league Spirit-Wear with Board approval. The Team Uniform/Awards Coordinator must serve on the All-Stars Committee and perform the same function during the All-Stars season. The Team Uniform/Awards Coordinator seeks (multiple*) bids for the purchase of League awards.

** Note: multiple bids need not be presented to the Board if the League has established a strong longstanding professional relationship with a certain vendor. Board review and approval is required.*

m. Activities Coordinator (Appointed). The Activities Coordinator shall be appointed and shall have voting rights. The Activities Coordinator shall 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 Opportunity Drawing, Easter Egg Hunt, etc. The Activities Coordinator plans and organizes Opening and Closing Day Ceremonies. In doing so, he/she will seek the highest percentage from vendors to offset expenses. The Activities Coordinator heads the Activities Committee, and works closely with the Fundraising Coordinator for the purpose of coordination of activities that may also raise funds for MGS.

n. Sponsorship Coordinator (Appointed). The Sponsorship Coordinator shall be appointed and shall have voting rights. The Sponsorship Coordinator 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 Spring or Fall 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 Spring or Fall season. It is the goal of the Sponsorship Coordinator to ensure that enough sponsors for the Spring, Fall and All-Stars seasons have been secured. The Sponsorship Coordinator works closely with the Treasurer and Divisional Manager(s). The Sponsorship Coordinator works closely with the Activities Coordinator and is a member of the Activities Committee.

o. Fundraiser Coordinator (Appointed). The Fundraiser Coordinator shall be appointed and shall have voting rights. The Fundraiser Coordinator is 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. The Fundraiser Coordinator works closely with the Activities Coordinator and is a member of the Activities Committee.

p. Team Mom Coordinator (Appointed). The Team Mom Coordinator shall be appointed and shall have voting rights. The Team Mom Coordinator acts as a liaison between team moms of each team in all divisions and the Board. Prior to start of league play, the Team Mom Coordinator shall conduct a team mom meeting to communicate important information and dates, such as deadline for Sponsorships, Fundraiser, Opening Day/Picture Day, etc. The Team Mom Coordinator provides ideas and advice to assure the season is fun and successful for all teams and Members. The Team Mom Coordinator seeks (multiple*) bids and oversees team photo schedules and delivery for the Spring and Fall seasons only. The Team Mom Coordinator shall work closely with the Activities, Sponsorship, and Fundraiser Coordinator(s) and shall be a member of the Activities Committee.

** Note: multiple bids need not be presented to the Board if the League has established a strong longstanding professional relationship with a certain vendor. Board review and approval is required.*

q. Safety Coordinator (Appointed). The Safety Coordinator shall be appointed and shall have voting rights. The Safety Coordinator assure fields are free of safety hazards prior to each game time. The Safety Coordinator assures completion of field maintenance and setup is appropriate for each division. The Safety Coordinator works with the Equipment Coordinator to assure safety of all equipment. The Safety Coordinator shall be present at games to assure, along with umpire(s), player equipment is appropriate to ASA standards and that games are played in a safe manner. The Safety Coordinator maintains and equips the League (with Board approval) with first aid kits and any necessary safety equipment. The Safety Coordinator assures all League activities, including snack bar operation, are administered and maintained in a safe manner.

r. Webmaster (Appointed). The Webmaster shall be appointed and shall have voting rights. The Webmaster is 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 website, League domain names, League email and data services. The President and 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. The Webmaster investigate and presents to the Board ways to increase communication with the General Membership.

s. Social Media Coordinator (Appointed). The Social Media Coordinator shall be appointed and shall have voting rights. The Social Media Coordinator publicizes the activities of MGS through social and local media or other suitable methods. The Social Media Coordinator maintains MGS team standings and reports such standings to the local media. The Social Media Coordinator updates and communicates 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 the 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 is 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 an Executive Board Member or the Treasurer.

Article 7 – Meetings

Section 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 2. 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 3. 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 4. 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 two (2) or more consecutive regularly scheduled meetings or additional meetings without explanation or proper notification 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 the Saturday of the second week in April, with nominations for said positions due in the possession of the Secretary by the closing ceremonies of the Spring season.

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 an appointed 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 shall meet 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 two (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 a 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 fundraising 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 March 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 Manager(s), the UIC, the Head Scorekeeper,

and the Vice President. The Protest Committee shall meet for the first time at least ten (10) days prior to the start of the season for the 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 two-thirds (2/3) of the Committee are 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 all necessary hearings regarding any conduct accusations or investigations involving any General or Board Members. The Committee will be responsible for conducting hearings giving fair time to all parties to present their case and/or evidence. The Conduct Committee shall gather pertinent evidence and make any necessary punitive decisions or present evidence and recommendations to Board as stated in Bylaws. The Committee shall consist of the Vice-President, Secretary, Treasurer, Player Agent, UIC, and Manager and Coaches Agent.

Section 5. Select and All-Stars Selection Committee. The Select and All-Stars Selection Committee shall be responsible for conducting the selection process of all MGS Select and All-Stars teams and managers according to the process outlined in the Special Programs Policy. The Uniform Coordinator shall work closely with the Committee and present bids (multiple*) for uniform selection. The Committee shall meet prior to the start of the Spring season, for All-Stars, and the start of the Fall season, for Select, to review and update the Special Programs Policy. The Committee will also select the tournament schedule for all Select and All-Stars teams. The Committee will be responsible for conducting all interviews or evaluations that are required to fulfill the selection process in accordance with the Special Programs Policy. The Committee shall consist of a Special Programs Coordinator, who shall act as committee chairperson, the Vice President, Player Agent, Treasurer, and at least two (2) further volunteers (preferably from the Division Manager pool and/or Manager and Coaches Agent).

** **Note:** multiple bids need not be presented to the Board if the League has established a strong longstanding professional relationship with a certain vendor. Board review and approval is required.*

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 for identifying, soliciting, and distributing funds for financial assistance. The Committee shall be chaired by the Treasurer and consist of Vice President, Secretary, 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 Coordinator shall chair this Committee. Other members of the Committee shall include one (1) 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 (1) team manager (selected by the Committee Chair).

Section 8. Training Committee. The Training Committee shall be responsible for planning, advertising and conducting a clinic for the managers/coaches of League teams and a players' clinic. The Training Committee shall be chaired by the Manager and Coaches Agent and consist of, at a minimum, the Player Agent, UIC, Vice-President and all division representatives.

Section 9. Scheduling Committee. The Scheduling Committee shall be responsible to assist the Vice President 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 UIC.

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.

Article 10 – Amendments

Section 1. These Bylaws 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 emailed, 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 Bylaws, shall require only a majority of the Board.

Article 11 – Dissolution

Section 1. When determined necessary by the President, and upon approval by a two-thirds (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 the 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 the ASA Eastern District shall be presented to Valley Wide Recreation Inc, designated for use in funding other youth softball sports programs.
- c.** An 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 the ASA Eastern District shall be approved by a two-thirds (2/3) vote of the Board.