



LINCOLN GIRLS SOFTBALL ASSOCIATION

By-Laws

Adopted September 25, 2022

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Article I: Name and Location

Section I: NAME

This Association shall be known as the LINCOLN GIRLS SOFTBALL ASSOCIATION.

Section II: LOCATION

The principal place of business of this Association shall be in the City of Lincoln, County of Placer, and State of California. The League boundaries shall consist of areas within the Western Placer Unified School District; The City of Wheatland, and outlying areas of Roseville (Pleasant Grove).

Article II: Purpose

Section I: PURPOSE

The purpose of this Association shall be:

- a. To promote sportsmanship, social, physical and mental growth of girls age 4.5 through 18 regardless of race, creed, religion, or national origin, using softball as a tool to fulfill these goals.
- b. To provide a softball program for girls, who will be educated and trained in proper skills and fundamentals in an adult-supervised, organized, and safety-oriented manner.
- c. To provide a greater opportunity, by working together as members of an Association, to solve problems and improve the quality of the softball program in the hopes of attaining the desired goals.

Article III: Capital and Uses

Section I: CAPITAL

The capital of this Association shall be obtained through fees for registration, funding-raising, promotions, voluntary donations, and sponsor fees.

- a. Registration and sponsor fees will be set yearly at the October meeting for the following season.
- b. A child shall not be denied the right to join the organization because of family financial hardships.

Section II: USES

The spending of all capital shall be in an attempt to benefit members of this Association in fulfilling the goals desired through a softball program.

- a. The operations of this Association shall not contemplate or be designed for a pecuniary gain or profit.

Article IV: Officer and Board of Directors

Section I: POWERS

The Board of Directors shall exercise the powers of the Association which shall be composed of the elected officers.

Section II: OFFICERS

The Officers of the Association shall be: President, Vice-President, Secretary, Treasurer (3rd party), Umpire-in-Chief, Equipment Manager, Player Agent(s), Sponsorship Coordinator(s), Fundraising Coordinator, Field Coordinator, NorCal Representative, and Web/Media Manager.

Section III: ELECTION

The officers of this Association shall be voted on at a General Meeting in October. Nominations for officers will be accepted upon completion of the season (End of May) until September 30th. The officers of this Association shall be replaced at the November meeting.

Section IV: TERMS OF OFFICE

The President shall serve a 2-year term from November to November. All other officers shall serve a 1-year term from November to November, unless removed or replaced during that period by the Board. All Board positions are eligible for re-election.

Section V: REMOVAL AND RESIGNATION

Any officer may be removed by a two-thirds vote of the Board members present. Resignation will be by written notice to the Association.

Section VI: VACANCIES

The board shall fill vacancies on the Board as needed.

Section VII: PRESIDENT

The President shall be the chief executive officer of the League and shall - subject to the control of the Board - have general supervision, direction, and control of the business and affairs of the League. He/She shall have the power to call meetings, delegate responsibilities, and establish committees when needed. He/She shall oversee all Board positions. He/She will hold extra key to P.O. Box. He/She shall perform other duties as prescribed by the Board. At the end of his/her term (as prescribed in the By-Laws), he/she should stay on for one year and act as Parliamentarian.

Section VIII: VICE-PRESIDENT

In the absence of the President, the Vice-President will perform all the duties of the President, with the same power and subject to the same controls as the President. This position will oversee the Player Agent(s),

Sponsorship Coordinator(s), Fundraising Coordinator, UIC, Equipment Manager, NorCal Rep and Web/Media/Graphics Manager. In addition, the Vice-President shall serve as the league's Registrar, Scheduler, and Treasurer. Treasurer duties shall be the following. The Treasurer shall keep an adequate and correct account of the assets, liabilities, disbursements and receipts of the League. The Treasurer shall deposit all monies in the name and to the account of the League as prescribed by the Board. The Treasurer shall disburse funds as ordered. The Treasurer shall deliver a financial statement to the Board at each monthly meeting. The books of account shall be open at all times for inspection by any member of the Association. He/She shall maintain insurance forms and premiums of the League. He/She shall perform other duties as prescribed by the Board. This position receives one vote.

Section IX: SECRETARY

The Secretary shall keep or be responsible for the taking, and distributing, the minutes for all regular and special meetings. He/she shall be responsible for all communication from the League, regarding notices and purpose of meetings, to all officers, representatives, and members. The Secretary shall take roll at the beginning of every meeting and supply minutes from the previous meeting. If minutes are e-mailed out prior to the meeting, those who do not receive E-mail will have a copy mailed to them, a minimum of seven (7) days prior to the next regular scheduled meeting. The Secretary will prepare all league-related forms as needed. He/She shall be responsible for maintaining and distributing e-mail correspondence and will secure a replacement in their absence. He/She shall perform other duties as prescribed by the Board. This position receives one vote.

Section X: TREASURER

The Leagues taxes will be professionally prepared by a 3rd party tax preparer and is responsible for maintaining the tax-exempt status of the League by ensuring that the appropriate tax returns are filed in a timely manner. Non voting

Section XI: UMPIRE-IN-CHIEF

The Umpire-in-Chief shall ensure all umpires are trained, qualified, and properly equipped; schedule umpires for all games; and ensure League rules are provided to all team Managers. He/She shall oversee the umpiring of all LGSA functions for all seasons of play. He/She shall work cooperatively with the VP in scheduling of umpires for games. He/She shall submit documentation of games worked by Umpires to the Treasurer bi-weekly for payment. He/She shall perform other duties as prescribed by the Board. This position receives one vote.

Section XII: EQUIPMENT MANAGER

This officer shall be responsible for securing all bids for replacement equipment and umpire gear. He/She must also maintain an inventory of all issued and returned equipment. He/She shall perform other duties as prescribed by the Board. This position receives one vote.

Section XIII: PLAYER AGENT(S)

The Player Agent(s) will be responsible for assisting new Managers, and resolve any problems (if possible) with all teams. He/She shall perform other duties as prescribed by the Board. He/She will directly support the VP in all duties. Each Player Agent receives one vote.

Section XIV: SPONSORSHIP COORDINATOR(S)

This officer shall be responsible for recruiting sponsors for the league, keeping sponsors informed of upcoming events, providing complementary activity tickets, and sponsor pictures/plaques. He/She shall ensure that all

sponsors have received all sponsorship incentives. He/She shall perform other duties as prescribed by the Board. This position receives one vote.

Section XV: FUNDRAISING COORDINATOR

This position will be responsible for media releases, flyers, and PR prior to major fundraising and special events. He/She will manage all fundraising events (e.g. the annual fireworks booth). This officer shall act as Special Events Coordinator. He/She shall be responsible for the coordination of Opening Day and Closing Day Ceremonies, as well as any other special events elected by the Board. This position receives one vote.

Section XVI: FIELD COORDINATOR

This position will cooperatively ensure that all fields are mowed and maintained, ensure that a sufficient amount of chalk and bases are available, and are well maintained. Shall be in charge of all field equipment and ensure that all field equipment is in good condition and working order before the season begins. They will notify the Vice President if items for field prep or use need to be purchased and provide a receipt after purchase. He/She shall oversee the condition and preparation of the fields and work with the Scheduler to set a field prep training day for coaches. He/She shall perform other duties as prescribed by the Board. This is a non voting position.

Section XVII: NORCAL REPRESENTATIVE

This officer shall attend all NorCal meetings representing the League and report to the Associate Vice President. In the event he/she is unable to attend a NorCal meeting, the representative will send a proxy. He/She shall perform other duties as prescribed by the Board. There will be a reimbursement for miles based on the IRS mileage rate. This is a non voting position.

Section XVIII: WEB/MEDIA MANAGER

This Officer shall maintain the League website and update social media platforms regularly. This Officer will also oversee marketing campaigns or projects, shall work with any board member in obtaining information to be provided and included on the web page, and act as 'help desk' for Board members utilizing the web page, email accounts, and on-line registration system. He/She will work with the registrar with marketing duties and will coordinate with the Vice President or President as needed. This is a non voting position.

Section XIX: ROTATING OF DUTIES

The Board may rotate duties.

ARTICLE V: Special Committees

Section I: SPECIAL COMMITTEES AND ASSISTANTS

Special Committees and assistants shall be voted on and appointed by the officers of the Board, as required, to conduct the business of the Association. Special committees should be defined as assistants, special event support, All-Star staff, etc. It is recommended that those assistants and the people from the Special Committees attend all Board Meetings and shall have a voice in League decisions. Special committees will not have voting power unless already an officer of the Board.

ARTICLE VI: Meetings

Section I: REGULAR MEETINGS

Regular Meetings of the Board shall be held at such times and locations as the Board may fix, but no less than one meeting every other month, with the exception of December. These shall be open meetings unless there

are sensitive matters which require a closed Executive session. The Board will set the calendar for the year at the October meeting.

a. All officers shall attend all regularly scheduled Board meetings. The President shall not vote on issues before the Board except as a tiebreaker or when needed to form a quorum. Conducting all league business requires a quorum of officers. A quorum is defined as one half (1/2) of the current Board plus one (1).

b. The Secretary shall notify any officer who misses two (2) consecutive meetings. A meeting missed a third time, without due cause, shall result in suspension until the Board votes.

Section II: SPECIAL MEETINGS

Special meetings of the Board shall be held whenever called by the President or in his/her absence or disability, by the Vice-President or Associate Vice President. Upon written request of at least seven (7) officers, the President shall call a special meeting to consider a specific request.

Section III: ELECTRONIC VOTING

In the event that a special vote is needed prior or after a monthly meeting, an Electronic vote shall be called and a vote is considered valid as long as a quorum of officers has been met. This shall be reviewed at the next monthly meeting and included in the minutes.

Section IV: NOTICE OF MEETINGS

The Secretary will give notice of the time and place for regular and special meetings to each officer at least three days prior to the meetings. Notices of special meetings will include the time, place, and purpose of the meeting. Notice shall be posted on the League's website calendar.

ARTICLE VII: Parliamentary Authority

Section I: PARLIAMENTARY AUTHORITY

The Rules contained in Roberts Rules of Order Newly Revised 10th Edition shall govern this Board in all cases, except when inconsistent with the By-Laws of the Association.

ARTICLE VIII: Amendments to By-Laws and Rules of Play

Section I: AMENDMENTS

By-Laws may be amended at any meeting by a two-thirds (2/3) vote of the Board. Rules of Play may be amended at any meeting by a simple majority vote of the Board.

Section II: POSTPONEMENT OF VOTE

The President of the Association shall evaluate and decide any request for a one-meeting postponement of a vote to amend the By-Laws or Rules of Play.

Section III: RULES OF PLAY

We shall follow the Rules of Play as set forth by NorCal Girls Softball. Rules may be found at <https://norcalsoftball.org/> or in our downloads at <https://www.lincolngirlssoftball.org/>

ARTICLE IX: Distribution of Assets

Section I: DISTRIBUTION OF ASSETS

Upon the dissolution of the organization, its assets remaining after the payment of all debts and liabilities shall be distributed to a nonprofit organization as defined under Internal Revenue Code Section 501 (c) (3).

