

2017

Five Cities Girls Softball League

Constitution and Bylaws

Article I - Name

I.1

This organization shall be known as the "Five Cities Girls Softball League," hereafter referred to as the League.

I.2

The league shall have up to seven (7) separate divisions known as T-ball (6-U), Ponytail (8-U), Division I (10-U), Division II (12-U), Division III (14-U) (16-U) and (18-U).

I.3

The League may change Article I, Section 2 (I.2) as needed to allow maximum player participation.

Article II - Boundaries

II.1

The League boundaries shall include, but not limited to, the Lucia Mar Unified School District.

II.2

The following schools are considered to belong to Five Cities Softball League: High Schools: Arroyo Grande, Lopez. Middle Schools: Judkins and Paulding. Elementary Schools: Branch, Fairgrove, Grover Beach, Grover Heights, Margaret Harloe, Oceano, Ocean View, and Shell Beach.

These following schools are considered to belong to Nipomo Youth Softball League: Nipomo High School; Central Coast New Tech High School; Mesa Middle School; Nipomo, Dana and Dorothea Lange Elementary Schools.

II.3

Youth may decide where to play based on their residence or school attendance. If the youth attends a private or charter school, they still live within a public school district and they can choose which league to participate in based on their residence or school site.

Article III - - Objectives

III.1

The objectives of the League shall be to provide a supervised educational and recreational program of competitive softball for all interested youth residing within the league boundaries, and to firmly implant in the youth of the community the ideals of good sportsmanship and teamwork. All directors and members shall bear in mind that the primary importance of the League is to provide a safe and organized softball program for all youth.

III.2

The League, in the exercise of its power, does not contemplate monetary gain or profit.

Article IV - - Membership

IV.1 PLAYERS

All youth with a League age of five (5) through eighteen (18), not attaining the age of 19 by December 31 of the prior year, shall be eligible to participate without restrictions regardless of sex, race, creed, color, skills or other affiliations provided the following requirements are met:

- A. Their legal residence or school is within boundaries specified in Article II.
- B. They are duly registered with the League.
- C. They abide by the rules of the Constitution and Bylaws, the ASA Standard of Conduct and the rules of play set forth by the league.

IV.2 NON PLAYING MEMBERSHIP

All parents and guardians 18 years of age and older of players as defined in Article IV, Section 1 (IV.1) who abide by the League Constitution and Bylaws and local rules.

IV.3 SUSPENSION OR TERMINATION

Membership may be terminated by resignation or by action of the Board of Directors.

A. Non Playing Membership

The Board of Directors, by a majority of votes at a Board Meeting, shall have the authority to discipline, suspend or terminate the membership of any member when the member's conduct is determined to be detrimental to the best interest of the League. The member involved shall be notified of the meeting, informed of the nature of the charges and given an opportunity to appear at the meeting to respond to the charges. Written notice will be issued to inform Non Playing Member of the Boards disciplinary decision.

B. Players

The Board of Directors shall notify the Player's Team Manager, the Player's Parents/Guardians and the Player. All parties shall appear before the Board of Directors

to respond to the charges. The Board of Directors shall have the full power to suspend or terminate any youth's right to participation, after 1 year player is eligible for suspension to be reviewed by Board. Written notice will be issued to inform Player and guardian of the Boards disciplinary decision.

Article V – Dues and Fees

V.1 REGISTRATION

Registration fees for player members may be fixed at such amounts as the Board of Directors determine prior to the beginning of the membership period.

V.2 SPONSORS

Sponsor fees shall be set by the Board of Directors for the League year.

V.3 INABILITY TO PAY

Inability to pay registration fees shall not prevent a qualified youth to become a player member.

A. Scholarship application and agreement must accompany the player registration.

B. Parents / Guardians of the player shall be required to work detail as directed by the Board.

C. Failure to fulfill work detail (agreement) will result in player ineligibility for future scholarships and the player will not be eligible for All Stars.

V.4 RETURNED CHECKS

Returned checks will be charged a service charge in the amount of \$25 to cover all associated costs.

Article VI – General Membership Meetings

VI. 1

The annual meeting shall be for the purpose of announcing elected officers and any other business requested by League membership. The annual General Membership meeting will be held on the 4th week of August at a time and place TBD.

VI.2

A special meeting of the members may be called, by the President, at the discretion of the Board of Directors.

VI.3

50% of the Board shall constitute a quorum for the transaction of business. All Board members must be notified of meetings.

VI.4

“Robert’s Rules of Order” shall be used.

VI.5

Any League member may submit new business to address at the general membership meeting by submitting a written request to the League Secretary two (2) weeks prior to the annual General Membership Meeting.

VI.6

Board meetings will be held monthly, on the third Monday of the month, at a time and location TBD by Board. These meetings are subject to change due to member availability and location, times, etc. Any such changes will be posted on the website at least 1 week in advance.

VI.7

All votes by e-mail or web forum are prohibited. Meetings may be held by conference call, if all members can simultaneously hear one another.

VI.8

Voting by proxy is allowed.

Article VII – Board of Directors

VII.1

All League authority shall be exercised by the Board of Directors.

VII.2

The membership of the Board of Directors shall include the elected officers and those appointed by the board.

VII.3 NOMINATIONS AND ELECTIONS

- A. Nominations shall be made to any board member at least one week prior to closing ceremonies by email only. Write in votes are acceptable at elections.
- B. Nominees for the position of League President are restricted to existing elected Board Members.
- C. Balloting will be by secret, written ballot and a simple majority will prevail. Votes will be cast at closing ceremonies.
- D. The existing League President will cast the vote to break any ties.

E. In the event a Board member is elected to another position prior to completing their existing two (2) year term, the newly opened position will be filled by Board appointment.

F. Should there be a lack of nominees an existing Board member may fulfill the positions available until the position is filled. The Board member shall only hold one vote for one of the multiple positions they may hold at the time.

The Board membership will be filled on an alternate year basis as stated below:

ODD YEARS

President

2nd Vice President

Secretary

Marketing Director

Field Maintenance #1

Equipment Manager

EVEN YEARS

1st Vice President

Treasurer

Chief Player Agent

Field Manager

Chief Technology

Team Parent Coordinator

Director(s)*

VII.4 APPOINTMENTED POSITIONS

A. Appointed positions by the Board will have terms until the next election of said office.

B. Director(s)* will be appointed to the Board, as deemed necessary.

VII.5 VACANCIES

A vacancy on the Board of Directors will be filled by appointment at a Board Meeting.

VII.6

No officer or member of the Board of Directors shall receive compensation for services rendered on behalf of the league with the exception of the Umpire In Chief who receives remuneration for scheduling certified umpires at League games and for umpiring League games.

VII.8 REMOVING A BOARD MEMBER

A Board member may be removed by 2/3 majority vote at a regularly scheduled meeting where the item was placed on the written agenda and distributed to all current Board members at least two weeks in advance, IF...

- A. Board member misses two (2) consecutive unexcused Board meetings .
- B. A Board member is deemed and previously documented as being destructive to the league.
- C. A Board member is not fulfilling his/her job description and has been given a written warning or verbal warning documented in the minutes.

Article VIII - Officers and Duties

VIII.1

The League Officers are:

- President
- 1st Vice President
- 2nd Vice President
- Treasurer
- Secretary
- Marketing & Event Coordinator
- Chief Player Agent
- Team Parent Coordinator
- Field Manager
- Equipment Manager
- Field Maintenance
- Chief Technology Agent

VIII.2 TERMS OF OFFICE

All elected positions will be for a term of two (2) years and can serve only two (2) consecutive terms in a specific position.

- A. After an officer leaves a position for a period of one (1) year, they are eligible to be nominated back into that position.
- B. The Board of Directors serve from September 1st to August 31st.
- C. If efforts have been exhausted to locate another candidate for the position, the current director may remain in the position for another term, if the board deems the position necessary.

VIII.3

The Board of Directors may appoint other Directors as deemed necessary to support the League. Each Director will have defined roles and responsibilities.

VIII.4 PRESIDENT

- A. Supervise all League activities.
- B. Sign all written contracts for the League.
- C. Preside over Board meetings and General Membership meetings.
- D. One of three (3) board members authorized to sign checks on behalf of the League.
- E. Represent 5CGS at other Board meetings as needed.
- F. Presides and selects three (3) other members for a Protest Committee as needed.
- G. Non-voting member except to break a tie.
- H. If the President holds multiple positions he/she may still ONLY vote in the event of a tie.
- I. Develop extra-league relationships and schedule player and coach enrichment activities.

VIII.5 1st VICE PRESIDENT

- A. Assume Presidential duties when the President is not available or at the request of the President.
- B. Schedule all games for the League.
- C. Ensure the Constitution and Bylaws are current and up to date.
- D. Preside over post registration and mid-season manager's meeting.
- E. Contact previous year's managers/coaches to continue in new year with Board approval.
- F. Solicit volunteers to fill all Manager, Coach, Score Keeper and other openings.
- G. Manage parent/coach escalations as needed.
- H. Voting member.

VIII.6 2nd VICE PRESIDENT

- A. Develop and finalize League calendar.
- B. Serve as All Star Tournament Director.
- C. Point of contact for the league umpires.

- D. Recruit volunteers to serve as league umpires.
- E. Submit umpire budget for season.
- F. Arrange for team pictures.
- G. Voting member.

VIII.7 TREASURER

- A. Keep League financial records current and separate for League and All Star activities.
- B. Safekeeping of all League and All Star money.
- C. Maintain accurate budget requirements and planned expenditures.
- D. Provide financial reports at Board meetings.
- E. File required documents with appropriate agencies, ie IRS, insurance, etc.
- F. One of three (3) board members authorized to sign checks on behalf of League.
- G. Voting member.

VIII.8 SECRETARY

- A. Record, distribute and post minutes of all League meetings and functions.
- B. Handle all correspondence to and from the League.
- C. One of three (3) board members authorized to sign checks on behalf of the League.
- D. Handle all League forms and flyers.
- E. Assist boards members as needed.
- F. Voting member.

VIII.9 MARKETING & EVENT COORDINATOR

- A. Presiding officer for all League publicity and sponsorship.
- B. Coordinate all League fundraising.
- C. Report game statistics to local newspapers.
- D. Voting member. Handle all team picture arrangements.
- E. Send pre-season sponsorship letter to all potential team sponsors.
- F. Organize and track incoming sponsorship funds.
- G. Coordinate league events (fun day, open/close ceremonies).
- H. Voting member.

VIII.10 CHIEF PLAYER AGENT

- A. Presiding officer for all player registrations.
- B. Manage online and onsite registrations.
- C. Ensure all registration data is kept current and secure.
- D. Ensure all volunteers have a satisfactory completed background check prior to League play.
- E. Work closely with ASA to transfer player/coach data via mail and/or email.
- F. Order League uniforms.
- G. Voting member.

VIII.11 TEAM PARENT COORDINATOR

- A. Ensure each team has a Team Parent.
- B. Handle all correspondence between the Board and the Team Parents.
- C. Coordinate team/parent/scorekeeper pre-season meeting.
- D. Distribute uniforms.
- E. Assist with league events (fun day, open/close ceremonies, etc.).
- F. Voting member.

VIII.12 FIELD MANAGER

- A. Prior to season ensures facilities are in ready condition for League and All Stars.
- B. Establish practice schedule and game schedules for fields being used for League and All Star.
- C. Submit annual budget for field and facility use separately for League and All Star play.
- D. Establish a facility for picture day.
- E. Reschedule fields to accommodate rain make-up games.
- F. Point of contact for City of Arroyo Grande, City of Grover Beach and Lucia Mar for all fields' activities.
- G. Order supplies for field maintenance including portable restrooms for practice fields.
- H. Voting member.

VIII.13 FIELD MAINTENANCE

- A. Assist field manager as needed.
- B. Gather additional volunteers for field prep for League and All Star play.
- C. Coordinate pre-season "field prep days"
- D. Prep and stripe fields weekly.
- E. Manage equipment/concession sheds at Ekbom, Grover, and Soto
- F. Voting member.

VIII.14 EQUIPMENT MANAGER

- A. Issue all equipment / uniforms prior to start of League play.
- B. Retrieve all equipment / uniforms after the last League game.
- C. Coordinate shed cleanup day after end of All Star season.
- D. Prior to season, ensure the best equipment is procured at the lowest price possible.
- E. Submit annual budget for all equipment needs.
- F. Reports lost/damaged equipment to the league.
- G. Voting member.

VIII.15 CHIEF TECHNOLOGY OFFICER

- A. Continually update web site as needed.
- B. Manage contract with hosting provider.
- C. Manage electronic accounts for dissemination of current events to players/parents.
- D. Control and manage communications to prevent recipient fatigue.
- E. Voting member.

Article IX - Operating Procedures

IX.1 PLAYER REGISTRATION

Player registration shall take place on dates designated by the Board. Sufficient publicity shall be given to ensure all prospective players are notified. Only players who have moved into the League area after player selection day will be given priority on the waiting list. Players signing up after designated dates will be placed on a first come first served basis. If a player is not placed on a team, their registration fee will be refunded.

A. Each player shall indicate, by birth certificate, their current age at the time of registration. Players who played in the league in the previous year with a confirmed birth date are exempt.

B. Player League age is the age of the player as of December 31st of the previous year.

C. Age limitation for players in each division is as follows:

Division	Age
T-Ball	5-6 years of Age
Ponytail	8 and under
Division I	10 and under
Division II	12 and under
Division III	14 and under*
Division III	16 and under*
Division III	18 and under*

*Note: Division III may be combined into one group depending on the number of players.

IX.2 TEAM MANAGER AND COACH SELECTION

A. Team Managers will be approved by the Board.

B. Coaches will be selected by team Manager and will be submitted for Board approval.

C. All Managers and Coaches must submit a completed Volunteer application.

D. All Managers and Coaches must satisfactorily complete a background check.

E. All Managers and Coaches must have all required forms completed and approved prior to the start of league play.

IX.3 PLAYER SELECTION AND TEAMS

A. T-BALL (6U)

Player agent will assign players based on school attended.

B. Ponytail (8U) – Division III (18U)

Minimum of 3 Board Members, including Player Agent, and Managers will draft players per division as follows: Managers daughter(s)* will be automatically placed on their team. In first 6 rounds, managers may draft no more than 1 pitcher and 1 catcher. If manager's daughter(s)* is a pitcher/catcher a player of the same position may not be

drafted until the 7th round.

*or equivalent relative ie. Step-child, grandchild, etc.

C. No Assistant Manager can be preselected prior to draft.

D. Each team will be given a maximum of 14 players.

IX.4 SEASON PLAY

A. No player shall sit a second inning before all players have sat one inning.

B. The Team Manager has the option of not playing a player for reasons such as an unexcused absence from practice or a scheduled game. The opposing Manager and the Umpire must be notified of this action prior to starting play.

C. The Team Manager has the option of removing a player from the game after play has started, regardless of innings played, if the player exhibits unsportsmanlike conduct.

D. Players missing more than one half (1/2) of pre-season activities without proper notice given to the Team Manager may be subject to removal from the League at the recommendation of the Manager and approval of the Board.

E. Players missing more than three (3) consecutive games may be subject to removal from the League at the recommendation of the Manager and approval of the Board.

F. If a player is removed from the League, the player and their parent / guardian will be notified as soon as possible by the Player Agent.

G. Managers are responsible for the actions of their coaches, players and spectators.

H. Unsportsmanlike conduct will not be tolerated and will be subject to disciplinary action by the Board.

I. An official protest must be made to the Umpire at the game and time of the incident and noted in the official scorebook.

1. A written protest must be submitted to the Board within 48 hours with fee of \$25.00.

2. The Board must rule on the protest within 96 hours.

3. If the protest is upheld, the \$25.00 fee will be refunded. If the ruling stands, the \$25.00 fee will be deposited in the League account.

J. If the league standings end up in a tie, the higher ranked team is based on head to head. If the tie still remains, the higher ranked team is based on fewest runs allowed.

IX.5 ALL-STAR

A. Board will select an All-Star Committee, which will fall under the leadership of the 1st Vice President. All-Star Committee will adhere to CCASA and ASA Rules and Bylaws when selecting the team.

B. All-Star Committee procedures must be submitted and approved by the Board.

Article X - Affiliation Rules

X.1

The official rules for Five Cities Girls Softball shall be those specified in the Amateur Softball Association (ASA) Fast Pitch Softball Rules with the exception of any changes adopted by the Board of Directors.

X.2

Copies of the official rules with any exceptions will be supplied to the team managers and umpires no later than two (2) week prior to the start of league play.

X.3

At least two (2) board members will attend the Metro Meeting.

Article XI - Financials and Accounting

XI.1

The Board of Directors decides all financial matters of the League. Income will be placed into separate accounts for League use and All-Star use.

A. League funds and All Star funds shall always be kept separate.

B. League funds shall not be dispersed to individual League teams.

C. League funds shall be used solely for the use of League activities.

D. Checks will be signed by two (2) of the following three (3) positions: President, Treasurer or Secretary. At no time should the only signers for the account be related.

E. All statements must be reviewed and initialed by both the Treasurer and the President, unless related, in which case, the 1st VP will sign instead of the President.

F. No cash should be taken out of a deposit, instead a check should be written to document the expenditure.

XI.2

The Board of Directors shall not permit the solicitation of funds in the name of Five

Cities Girls Softball unless approved by the Board. All raised funds shall be placed appropriately in the League account or the All Star account.

XI.3

The fiscal year of the league shall begin September 1st and end August 31st, aligning with the Board of Directors office term.

XI.4

Upon dissolution of the league and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the League to another organization with similar objectives as those stated in this document.

Article XII - - Amendments

XII.1

This Constitution and Bylaws may be amended, repealed or altered in whole or in part by two-thirds (2/3) vote at any Annual General Membership meeting provided notice of the proposed change is included in the notice of the meeting.

XII.2

This Constitution and Bylaws were amended and ratified on November 18, 2015 at a meeting of the General Membership.
