



BYLAWS

As Adopted 6/16/2025

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Revision History

Date	Revision Description	Revised By
9/8/03	Add Executive Board historical record	Board
1/5/06	Combine Orangevale and Fair Oaks	Board
11/17/09	Recognize new boundaries	Board
1/26/10	Protected players from 2 to 3	Board
2/9/10	No draft for 8U	Board
2/X/25	Complete rewrite	Board

Bylaw Amendments

The By-Laws may be amended by a 2/3 majority of the Executive Board (with the President abstaining), in addition to a 2/3 majority of the entire General Board. Both requirements must be met to approve an amendment.

A proposed By-Law amendment(s) must be submitted in writing to the Board no later than one (1) week prior to a meeting where a vote will be taken to approve or deny the amendment(s). Once the meeting to consider the By-Law amendment(s) begins, the proposed amendment(s) may be changed or further amended at that meeting and then approved without further notice.

Article 1: Name and Location

Section 1: Name

This association Will be known as American River Girls Softball Association, and from this point on as the League.(Formerly legally known as Orangevale Girls Softball Association and Fair Oaks Girls Softball Association).

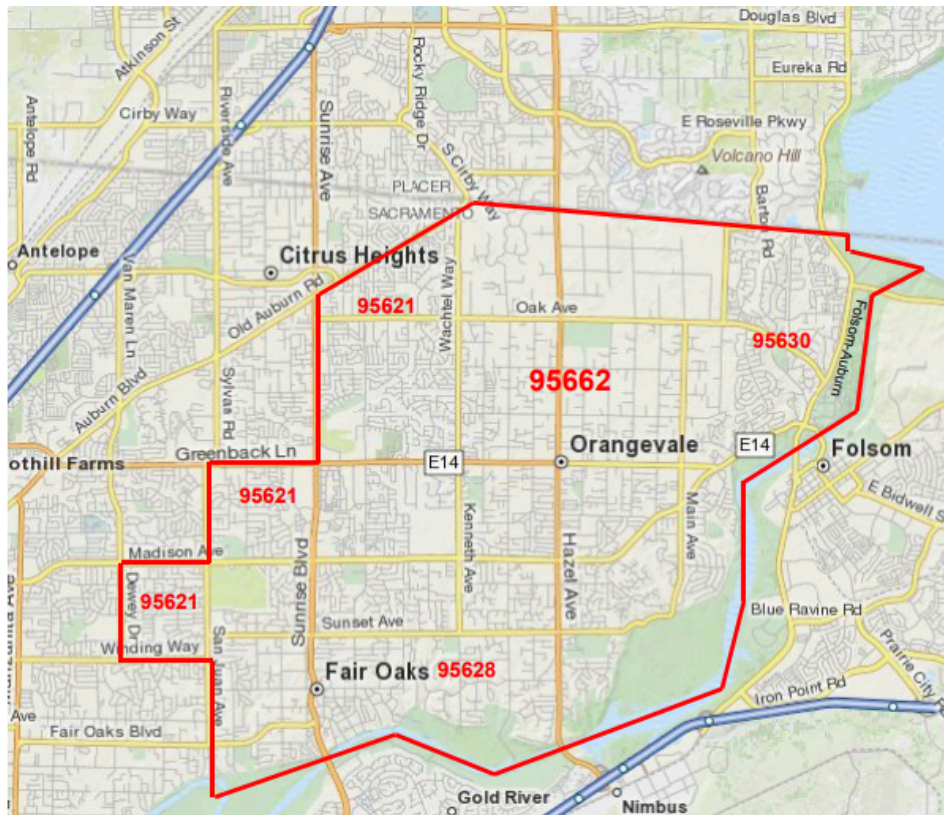
Section 2: Location

The League will have as its principal address of business: P.O.BOX 1462, Orangevale, California, 95662-2063.

Section 3: Boundaries

Any player living outside these boundaries but attending school within these boundaries may register to play. The League must obtain a waiver for any player

living outside or not attending a school within the defined boundaries. This waiver will be petitioned from the league in which the player resides, in accordance with NorCal Girls Softball Association Rules.



Article 2: Objectives

To promote and maintain an organized fastpitch softball program for girls in the belief that participation in such activity contributes to total fitness (mind and body), enjoyable use of leisure time, and the development of good sportsmanship. It's the hope that these activities will help the participants to become confident, responsible adults.

Article 3: Membership and Voting

Section 1: Membership

The organization will consist of the parents or guardians of registered players for the current League year of play, the current Executive Board of Directors, and the current General Board of Directors. This group will be referred to as the "League".

Section 2: League Year

The current year will be defined as the period of time beginning on August 1st and continuing through the following July 31st. This period will be known as a “League year”.

Section 3: General Meeting

A General Meeting of the League will be held at least one time in each League year. For a General Meeting, as scheduled by the Board, or a Special Meeting as requested by the League, to be recognized by the League the following conditions must be met:

1. A general or special meeting of the League requires prior notice of at least one week and will include the date, time, location, and agenda of the meeting. Notice will be given to both the members of the League and the members of the Board of Directors.
2. A quorum of at least fifty percent (50%) of the Executive Board and 1/3 of the General Board must be present to conduct business or pass motions.
3. The meetings will take place at a reasonable time, date, and location with consideration of the fact that League parents and guardians work and require commute time during the work week of Monday through Friday.

Section 4: Voting

Each family (consisting of the player(s), their parent(s), and/or their guardians) will have a number of votes equal to the number of players the family has registered in the League.

1. Only those families present at a general or special meeting may vote.
2. Registration and payment of fees at any time within the League year gives the family the privilege to vote on all issues brought before the League during that League year.
3. Proxies will not be accepted.
4. Registration in Spring Ball or Fall Ball constitutes registration for the entire League year.
5. Players that are accepted from other leagues via waiver for Fall Ball are not eligible to vote. If the player also plays Spring Ball the same year, they are eligible to vote.

Article 4: Board of Directors

Section 1: Membership

The Board of Directors will organize and conduct the business of the League. Unless otherwise defined, the terms “Board” and “Board of Directors” will be used to include both the Executive Board of Directors and the General Board of Directors.

1. The Board of Directors will have the power and authority to override any decision made by any Board member carrying out their duties.
2. The Board of Directors will have the power to delegate any of the functions described in their duties, in whole or in part, to any committee or member of the League to properly maintain or carry out the objectives of the League.
3. The Board of Directors will have the power to appoint, remove, or suspend League members (Coaches, Managers, Players, Umpires) or volunteers by a majority vote of the Board.

Section 2: Qualifications

The qualifications for holding a position on the Board of Directors are as follows:

1. Must be at least eighteen (18) years of age. This requirement may be waived for general board positions upon a simple majority vote of the active Board.
2. Must be nominated for the position by a member of the League.
3. Must be in good standing with the community.
4. Must disclose to the League anything that might cause a reasonable member of the League or the Orangevale community to object to their placement on the Board, or which might prevent them from successfully carrying out their duties.
5. Must not have been a former Board member who was removed from their position, or a coach, manager, or player who was suspended from the League within the previous two league years or as the board deems appropriate with a simple majority vote.

Section 3: Elections

The Board of Directors will be elected by a majority vote of those eligible to vote at a General Meeting. The General Meeting to elect a Board of Directors for the upcoming League year will usually be held after the completion of the Spring season and during the closing day ceremonies.

The League will be notified of any Board positions that are to be filled at each election. The list of positions will be distributed via email and posted on the League website. This notification will include a request for nominations and notice of which Board Members will seek re-election to their current positions.

1. Board Members seeking re-election can only be listed on the ballot for one position if they are holding a permanent and temporary position. They cannot be listed twice on the same ballot.

Nominations to fill a Board position will be accepted up to seven (7) calendar days prior to the time of the League's General Meeting where the membership will vote to fill those positions. Such nominations will be printed on a ballot. A nominee who declines to be listed on the ballot will be removed.

2. "Additional Nominations" will also be accepted on the last day prior to the League's General Meeting and on the day of the meeting at any time prior to the opening of the vote. Each ballot will have a clearly labeled section for write-in candidates that includes a place for the name of the position and the name of the write-in nominee. Where a candidate is nominated as an "Additional Nominee" their name will be clearly posted along with the position they are nominated for in the voting area and labeled "Additional Nominee's".

When nominations can be made via email, the League members will be instructed to copy each of the Executive Board members with their email nominations and the Executive Board will be responsible for communicating the nominations to the General Board.

The counting of votes will be by a minimum of two Board Members and in a location that is open for all League members to observe. Once counted, both Board Members will take a vote slip and note the results of the count on them. Two existing Board Members will then verify the vote. Then both Board Members responsible for the original count will sign both copies of the vote slip, have the verifiers also sign and each will keep their respective copies to be presented to the Board at the next meeting.

In the event of the cancellation of the closing day ceremony and the inability to schedule a General Meeting prior to the end of the League year, eligible members of the existing Board can continue in the existing office. The President can appoint members to fill open positions, and these appointments are subject to approval by the Board. All members of the board that were up for election must be confirmed by a majority of those eligible to vote at the next General Meeting that would normally occur at opening day ceremonies. A vote to confirm an appointed Board member does not alter the dates of the term of the position.

Section 4: Removal of Board Members by The League

The Board of Directors, or its individual members may be removed from office. It is the intent that only the most grievous situations should be the subject of this process. Such situations would have more clearly defined issues and reduce the likelihood of evenly split decisions which could continue to disrupt the League through the remainder of the League year.

The process would be as follows:

1. A Member/s of the League will attend a scheduled Board of Directors meeting to request a Special Meeting and a player roster.
2. The League may remove the entire Board as a whole or may remove individual members. Removal will be by majority vote of Members of the League who are eligible to vote. This means the number of votes necessary to approve a motion will be 50% of all the members of the League who are eligible to vote.
3. Such a vote is to be taken at a General Meeting or Special Meeting.
 - a. Prior to the vote, a roster of registered players will be presented and those voting according to their eligibility based on the roster will be given a ballot(s).

Causes for immediate removal from a position as a board member include but are not limited to:

1. Convicted of a felony.
2. Convicted of a misdemeanor involving: Any sort of lewd or violent act. An act involving the abuse of drugs and or alcohol. An act involving the abuse or neglect of a child/children.
3. Willful destruction of property of the League.
4. Any act compromising the safety of a League member.
5. Any infractions as it relates to the finances of the League or any team.
Including but not limited to misappropriations of funds or embezzlement.

Section 5: Removal of Board Members by The Board of Directors

The Board of Directors will have the authority to remove a Board Member from office. Such removal will be at a regularly scheduled, or emergency Board meeting. At the meeting, a motion to remove a Board member will be made and seconded. The motion must be specific and identify issues for why the member is being considered for removal. Both the Board member making the motion and the Board member who is the subject of the motion may present evidence, and the Board will consider and discuss. To vote on the motion, a motion to end discussion and to vote will be made, seconded, and then approved by the majority of those present. The vote on the motion to remove the Board member will be by ballot with the choices limited to “yes” to approve the motion to remove, “no” to reject the motion to remove, or “abstain”. To pass, the motion must be approved by a two-third (2/3) majority of the Entire Board.

In the event a Board Member is removed from office or resigns, they will return all records, documents, checks, cash, equipment, materials, cell phone, keys and any other items belonging to the League. They will not have further access to League mail, post office box, checking account, nor conduct business on behalf of the League from the moment the vote is finalized. Access to all electronic systems will immediately be removed.

Section 6: Board Terms

The Executive Board of Directors serves two (2) league years. The positions of President and Secretary start their terms in League years that begin in an even calendar year. The positions of Vice President and Treasurer start their terms in League years that begin in an odd calendar year. The General Board except for the Player Agent serves one (1) League year. The Player Agent will serve two (2) League years, with the League year beginning in an odd calendar year.

Executive Board members are limited to only two (2) consecutive terms in the same position. After serving two terms, that member may serve in another non-executive Board position in the following League years. Upon serving in a different board position, that person may return to serve in an Executive board position in which they have already served, so long as they have not served 2 consecutive terms in that position. General Board members may be re-elected without limit.

Executive and General Board Members may hold up to two positions at a time. If a Board Member is holding a position temporarily, they will be listed on the League website to distinguish their permanent and temporary positions.

Board Members related by marriage or blood are considered “family”. No family may hold more than one Executive Board position.

Though terms run in accordance with the League year, for practical purposes, the actual transfer of League documents and other items between outgoing and incoming Board members will occur at the last Board meeting of the League year. Changes in bank, mail, and web access will be accomplished by the first day of the new League year.

Section 6: Vacancies

Should a vacancy occur for a Board position during the League year, the vacant position will be filled only by a majority vote of the General Board.

A vacancy that is filled will be for the remainder of the term of the vacant office. Therefore, filling an Executive Board position during the first year of its term will result in the position being filled for up to two League years: the remainder of the existing year and the following League Year. If an Executive position is filled with less than a year remaining it will not count as a term.

Should the entire Board become vacant a Member of the League may step forward to call a Special Meeting to vote in all vacant positions, or a significant number of them to constitute operating efficiently.

Section 7: Board Structure

The Executive Board of Directors will consist of four (4) members and include: President, Vice- President, Treasurer, and Secretary.

The General Board of Directors will consist of twenty-two (22) members and include: Division Vice- President – 14U, Division Vice-President – 12U, Division Vice-President – 10U, Division Vice-President – 8U, Division Vice-President – 6U, Player Agent, Equipment Manager, Facilities Manager, Umpire-In-Chief, Uniform Coordinator, Snack-bar Coordinator, Fireworks Coordinator, Fundraising Coordinator, Sponsorship Coordinator, Publicity Coordinator, Special Events Coordinator, League Representative, Director of Coaching Development, Webmaster, and Fall Ball Commissioner.

Section 8: Meetings

There will be at least six (6) scheduled Board meetings per League year. The dates and times for these meetings will be decided and calendared at the first meeting of the new Board. If additional meetings are scheduled, or a meeting is rescheduled from the original calendar, the Board members should be notified at least one week in advance. Board Meeting dates/times will be posted on the League website.

Emergency Board meetings can be called by the President or the Vice President, or by a majority of the Board. An Emergency Board meeting will be defined as a meeting called outside of the regularly calendared Board meeting schedule and will have an agenda that is limited to items that, were they to wait until a regular meeting was held, would cause the League, members of the League as a whole or individually, or the Board to incur, or have the potential to incur, significant financial liability, harm, or disruption. Emergency Board meetings require twenty-four (24) hours prior notice.

To transact any business of the League or make any decisions regarding the League or its members, a quorum of the Board must be present. Where a Board member holds more than one Board position, that member will only count as one person toward creating the quorum.

At any meeting of Board members where more than three Board members meet to discuss issues regarding the Board, members of the Board, or the League as a whole, other than carrying out their duties, minutes of that meeting will be kept and made available to the Board and the League within two (2) days.

Where not otherwise addressed in these By-Laws, meetings will be conducted using the principles of parliamentary procedures as outlined in Sir Roberts Rules of Order.

Board members are required to attend a minimum of seventy-five percent (75%) of the regularly scheduled meetings unless excused by the President. The Secretary will record those Board Members who are in attendance and those who are not in

attendance at each meeting. Board members who miss more than 25% of the Board meetings will have their status reviewed by the Board and may be removed or replaced.

All meetings of the Board will be open to all members of the League to attend except for those meetings to discuss disciplinary actions which may be closed in whole or part by motion and approval of the Board.

Section 9: Board Votes

Rules for Board voting are as follows:

1. No proxy voting is allowed
2. The presence of fifty percent (50%) of the Executive Board and fifty percent (50%) of the General Board will be required to form a quorum at any Board meeting unless specified elsewhere in these By-Laws for specific actions.
3. Where reference is made to the "Entire Board" this means all positions listed in these By-Laws. A majority vote means (50% of board members present at the vote + 1). This means that a simple majority vote with twenty (20) members present requires at least eleven (11) votes. Any Board member may request a vote by secret ballot on any specific motion before the Board.
4. All secret ballot votes taken by the Board are subject to a minimum of two Board members, counting and verifying the total. Any additional Board member(s) may observe the counting.
5. Consent for actions of an immediate nature such that they cannot wait for the Board to be assembled at a meeting may be approved by way of polling the Board members.
 - a. Only the President may approve the use of a poll.
 - b. Actions considered in this manner require that the Entire Board be polled unless the action considered requires only the Executive Board approval.
 - c. The names of those polled and their votes must be recorded.
 - d. The President or their designee will conduct the poll
 - e. The actions taken because of the poll will be reconfirmed at the next Board meeting and entered into the minutes along with the record of who was polled and their vote.

Each Board member is encouraged to remain available to the Board after the expiration of their term to provide advice to their successor and the Board. Such former Board members will be allowed to attend any meetings where requested by their successor to advise on issues related to their former position or the League. Former Board members acting in this advisory capacity do not have Board voting rights.

Article 5: Board Member Duties

Each Board Member will carry out their duties in a spirit of cooperation and openness. Their actions will be consistent with the League Objectives and guided by the tenet that what they do must always be for the good of the League, its players, its families and its volunteers. As part of these duties, each board member will sign and comply with the League code of conduct. This signed form will be retained in the League's electronic records.

Each Board member has the duty to bring before the Board any issue that they feel is a problem or has the potential to become a problem with respect to League and its objectives. Such issues can be brought to the Board for discussion only or may take the form of a motion to the Board.

Each Board member will update the Board on the activities, concerns, and progress with respect to the duties of their position at each Board meeting.

Each Board member will maintain an electronic folder in the League drive for their position. In that folder, the Board member will keep notes on procedures associated with the function of their position. The purpose of this is to make each year easier to organize and help in the transition of the Board from member to member, and year to year.

Section 1: President

The President will be the Chief Executive officer of the League and will supervise and control the affairs of the League, its activities, and its members in matters not assigned elsewhere in these By-Laws or reserved for the Board as a whole. The President will have the authority and duty regarding the following:

1. The President will take such actions as to see that the League maintains its incorporated status including taking any action or bringing before the Board any action required to maintain the incorporated status and assisting in the completion of and signing of any required documentation that is required by the California Secretary of State or other entity annually.
2. The President will ensure that the League maintains its non-profit status including taking any action or bringing before the Board any action required to maintain the nonprofit status and assisting in the completion of and signing of any required documentation that is required by the applicable taxing authorities (federal, state, or local) annually including the filing of taxes.
3. The President will ensure the League's insurance policies are in good standing, fully covering the operation of the League. The President will bring

- before the Board any recommendations for changes in coverage or carrier.
4. The President will ensure each Board Member is fulfilling their duties.
 5. The President will be a signer on the League's checking account.
 6. The President may make bank deposits when the Treasurer is unavailable.
 7. The President will have access to pick up mail from the League post office box. The post office box will be changed into the President's name as primary upon taking their position.
 8. The President will monitor situations regarding player injuries and/or insurance claims filed against the League.
 9. The President will sign letters granting tax credits, and sign contracts as approver for the League.
 10. The President will maintain and have copies of all keys to all locks utilized by the League.
 11. The President will have the power to call Board Meetings
 12. The President will have the power to recommend to the Board the establishment of committees. If left by the Board to the President, the President will have the authority to fill those committees.
 13. The President will have emergency authority to make decisions regarding the wellbeing and safety of the League. An emergency exists when, because of the time it would take to convene or poll the Board to decide the issue, significant harm or liability would come to the League or an individual League member should a decision not be made at that moment. Decisions made under this section are subject to review by the Board and it is within the power of the Board to overturn such decisions.
 14. The President will be an administrator on the League website, email account, and social media pages.
 15. The President will be the second level of dispute resolution regarding team disputes of issues other than rule appeals where the Division Vice President is unable to satisfactorily resolve a problem. Where the President resolves a matter, they will make notes of the situation and the resolution and bring it before the Board at the next regularly scheduled Board meeting.
 16. The President will be the third level of dispute resolution regarding player versus coach/manager disputes where both the Player Agent and then the Division Vice President were unable to resolve the problem. Where the President resolves a matter, they will make notes of the situation and the resolution and bring it before the Board at the next regularly scheduled Board meeting.
 17. The President will actively recruit, promote, and mentor League members, Coaches, Managers, and General Board members for eventual nomination to Board positions to ensure continuity in the League philosophy and procedures.
 18. The President will, in consultation with the Board, represent the League regarding any legal actions.
 19. When the President leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all

League items in their possession or control including but not limited to materials, records, computer files, funds, checks, equipment, contracts, and software logins within a reasonable time.

20. The President will grant access to applicable League email addresses and websites. This can be delegated to other Executive Board Members.
21. The President will sign off on monthly bank statements and copies will be maintained in the League drive.

Section 2: Vice President

The Vice President will have the following duties:

1. The Vice President will assist the President as necessary but may not be delegated the responsibility for any authority or duty specifically given solely to the President.
2. In the absence of the President, the Vice President will administer those duties required of the President. Decisions made by the Vice President in this situation may be reviewed and overturned by the President.
3. The Vice President will be a signer on the League checking account.
4. The Vice President will have access to the League post office box but may only remove items when acting in the absence of the President or Treasurer unless requested to do so by either one or the Board.
5. The Vice President will be an administrator on the League websites, email account and social media pages.
6. The Vice President will have copies of all keys to all locks utilized by the League.schedul
7. The Vice President will oversee the scheduling of practices and games. The Vice President will attend interleague scheduling meetings prior to making the Spring schedule. If possible, the Division VPs will also attend to assist their division.
8. The Vice President will interpret the league rule modifications when the Chief Umpire is not available.
9. The Vice President will create and submit for Board approval an annual survey of the League. Such surveys will be distributed at the same time as the nomination forms are distributed and the results tallied after closing day ceremonies. The survey will request League opinions on: Communication within the League; Coaching; Umpiring; Members overall satisfaction; Facilities; Scheduling; Game numbers and frequency; any other items the Board requires. The Vice President will then present the findings of that survey at the last Board meeting of the League year.
10. The Vice President may call a Board meeting when in their opinion, the President is failing to act upon any matter and such failure has the potential to cause the League, members of the League as a whole or individually, or the Board to incur, or have the potential to incur, significant financial liability, harm, or disruption.

11. The Vice President will attend any meeting called by the Board and will respond to the best of their ability to any questions posed to him/her by the Board at that meeting.
12. The Vice President will actively recruit, promote, and mentor League members, Coaches, Managers, and General Board members for eventual nomination to Board positions to ensure continuity in League philosophy and procedures.
13. When the Vice President leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, computer disks, funds, checks, equipment, and contracts, within a reasonable time.

Section 3: Treasurer

The Treasurer will have the following duties:

1. The Treasurer will prepare all documents necessary for maintaining the incorporated status of the League and will present them annually for review by the Board and signature of the President.
2. The Treasurer will prepare all documents necessary for maintaining the non-profit status of the League and will present them annually for review by the Board and signature of the President.
3. The Treasurer will maintain copies of the League's insurance policy and claim forms.
4. The Treasurer will maintain copies of all injury incident reports and any filings for insurance benefit claims against the League.
5. The Treasurer will prepare, or see to the preparation of, all tax filings and will present them annually for review by the Board and signature by the President including the annual raffle registration.
6. The Treasurer will be a signer on the League checking account and will maintain custody of the checkbook.
7. The Treasurer will oversee all funds received by the League and will maintain a proper accounting of such funds in QuickBooks.
8. The Treasurer will make reasonable efforts to make bank deposits within 72 hours.
9. The Treasurer will have access to and be the primary Board member to pick up items from the League post office box.
10. The Treasurer will maintain all receipts for all expenditures of the League funds. Receipts will be scanned and saved in the League drive.
11. The Treasurer will maintain all contracts or documents obligating the expenditure of League funds.
12. The Treasurer will create and maintain copies of all letters granting tax credits.
13. The Treasurer will advise the Board of all returned checks that remain unpaid at each Board Meeting.

14. The Treasurer will present a YTD financial statement to the Board at each meeting including PY comparative statement of financial position and PY comparative statement of activity.
15. The Treasurer will issue a financial statement to the President monthly which includes a copy of the bank statement, revenue reports from registration, spirit wear sales, snack bar sales and any other revenue streams.
16. The Treasurer will submit a proposed budget for the new League year for consideration and approval of the Board at the first Board meeting of the fiscal year. The League operates on a fiscal year calendar which ends December 31st.
17. The Treasurer will maintain a copy of the list of League assets as determined annually by the Facilities Manager and the Equipment Manager.
18. The Treasurer will maintain records, filings, financial statements, and all other documentation in their possession related to the function of the Treasurer or as outlined in this section for a period of seven (7) years from the last day of the League year. The Treasurer will be an administrator on the League web site, email account, and social media pages.
19. The Treasurer will have a copy of all keys to all locks utilized by the League.
20. The Treasurer will attend any meeting scheduled by the Board and will respond to the best of their ability to any questions posed to him/her by the Board at that meeting.
21. The Treasurer will actively recruit, promote, and mentor League members, Coaches, Managers, and General Board members for eventual nomination to Board positions to ensure continuity in League philosophy and procedures.
22. When the Treasurer leaves office due to the end of their term, they will immediately meet with their successor arrange for the transfer of all League items in their possession or control including but not limited to materials, records, logins for software, POS devices, printers, computers, funds, checks, deposit books, equipment, and contracts within a reasonable time.

Section 4: Secretary

The Secretary will have the following duties:

1. The Secretary will keep a written record of all Board meetings and General or Special meetings.
2. The Secretary will provide electronic copies of the prior Board meeting minutes to each Board member prior to the beginning of the following Board meeting for approval. A second set of minutes will be posted if information needs to be redacted before posting to the public.
3. The Secretary will maintain electronic records of all minutes for a period of seven (7) years.
4. The Secretary will be an administrator on the League website, email account and social media pages.

5. The secretary will maintain any phone system in use by the League including maintaining passwords.
6. The Secretary, in consultation with the Executive Board, prepares the notice of Board election and the Board position nomination form. The secretary will then see that it is distributed to the League at least seven (7) days prior to the deadline established.
7. The Secretary, in consultation with the Vice President, will see that the league survey is copied and distributed.
8. The Secretary will actively recruit, promote, and mentor League members, Coaches, Managers, and General Board members for eventual nomination to Board positions to ensure continuity in League philosophy and procedures.
9. When the Secretary leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, equipment, and keys within a reasonable time.

Section 5: Division Vice President

The Division Vice President will have the following duties:

1. The Division Vice President will act as the liaison between the Board and the League members within the Division they are responsible for.
2. The Division Vice President will assist in the player draft. The 10U, 12U, 14U, and 16U Division Vice President will attend the interleague game scheduling meeting to assist the Vice President with scheduling interleague games.
3. The Division Vice President will see that they know all League rule modifications as specifically applicable to their division and ensure that the managers and coaches are familiar with the rule modifications specific to their division.
4. The Division Vice President will interpret the League rule modifications specific to their division when the Umpire in Chief, President, or Vice President is not available.
5. The Division Vice President will ensure that the managers and coaches are familiar with the requirement to report the injuries of players sustained during League functions to the Division Vice President and the requirement that the manager or coach complete an incident report of the injury. The Division Vice President will then report any injuries to the President and then at the next regularly scheduled Board meeting, to the Board.
6. The Division Vice President will ensure that the managers and coaches report any disciplinary actions they take against players on their team including the reason for the action and the action taken.
7. The Division Vice President will report on the status of their division at each regularly scheduled Board meeting. This will include information regarding the competition within the division, the problems of any team or players, concerns regarding equipment or fields, and any disciplinary actions taken.

8. The Division Vice President will make recommendations to the Board concerning rule modifications for their division.
9. The Division Vice President will make every effort to attend as many games as possible and ensure that by the end of the season they have attended games for each team within their division with the purpose of observing the game; observing the actions of the coaches, managers, umpires, and other persons in attendance; and consulting with the coaches and managers with regards to their teams needs or concerns. During the draft, the Division Vice President along with Player Agent, will coordinate to attend a practice or kick off meeting at the beginning of the season within their division. They will report to the Board any problems, requests, or items they encounter or observe so that the Board can take appropriate action.
10. The Division Vice President will oversee the All-Star nomination process utilizing the method for All Star team formation selected in accordance with the Bylaws. This included running and overseeing the process for the Manager and/or coach nomination and the team nominations for the division.
11. The Division Vice President will be the first level of dispute resolution regarding teams or other matters where Board intervention is not necessary. Should the Division Vice President not be able to resolve an issue satisfactorily, they will refer the matter to the President. When the Division Vice President resolves a matter, they will make notes of the situation and the resolution and bring it before the Board at the next regularly scheduled Board meeting.
12. The Division Vice President will be the second level of dispute resolution regarding individual players. Should the Division Vice President not be able to resolve an issue regarding an individual player, they will refer the matter to the President. When the Division Vice President resolves a matter, they will make notes of the situation and the resolution and bring it before the Board at the next regularly scheduled Board meeting.
13. The Division Vice President will maintain a copy of the registration forms for each player within their division, and a copy of the current insurance policy.
14. The Division Vice President will maintain copies of keys necessary to facilitate access to bases, chalk and chalking machines, pitching machines, water, and toilets.
15. The Division Vice President will not have an immediate family member playing in the division they represent or coach/manager in the division they represent.
16. The Division Vice President will have a login to the League website with “communicator and report viewer access” as well as a League email account.
17. The Division Vice Presidents will actively promote the League and assess the potential for coaches, managers, and parents to become positive additions to the Board. They will make their observations regarding potential Board members known to Executive Board members for follow-up.
18. When the Division Vice President leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all

League items in their possession or control including but not limited to materials, records, computers, files and equipment within a reasonable time.

19. The Division Vice Presidents, upon receiving late registrations from the Player Agent, will place those players on teams in accordance with the League rules.

Section 6: Player Agent

The Player Agent will have the following duties:

1. The Player Agent will maintain a list of registered players/volunteers in the League's applicable software system. They will ensure all volunteers are appropriately background checked and trained within the required timeframe determined by USA Softball. The player agent will consult with the Division Vice Presidents to determine appropriate limits on divisions prior to waitlisting registrants. They will report the current enrollments at each Board meeting.
2. The Player Agent will maintain a copy of the registration forms for each player in the League, an up to date count of the number of registered players by division. They will submit the registration to the applicable USA softball system for all seasons. During the Fall Ball and All-Star sessions, they will register and form all teams with USA Softball.
3. The Player Agent will act as the liaison between the Board and the League members.
4. The Player Agent will have a League website login and email account.
5. The Player Agent will aid in the All-Star nomination and coach/manager/player selections.
6. The Player Agent will be the first level of dispute resolution between players and their manager or coaches. Should the Player Agent not be able to resolve an issue regarding an individual player, they will refer the matter to the Divisional Vice President. When the Player Agent resolves a matter, they will make notes of the situation and the resolution and bring it before the Board at the next regularly scheduled Board meeting.
7. The Player Agent will attend at least three (2) innings per week of a League game ensuring that by the end of the season they have attended games for each division and for as many teams as possible. The Player Agent will attend these games for the purpose of observing the game; observing the actions of the coaches, managers, umpires, and other people in attendance; and consulting with the families, coaches, and managers with regards to any concerns of their players. They will report to the applicable Division Vice President any problems, requests, or items they encounter or observe so that the Division Vice President can address them and bring them to the attention of the Board in connection with their duties.
8. During the draft, the Division Vice President along with Player Agent, will coordinate to attend a practice or kick off meeting at the beginning of the season

within their division. They will report to the Board any problems, requests, or items they encounter or observe so that the Board can take appropriate action.

9. When the Player Agent leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 7: Equipment Manager

The Equipment Manager will have the following duties:

1. The Equipment Manager will be responsible for maintaining all League equipment. This includes maintaining storage facilities, recommending to the Board changes to storage options, and seeing that the Treasurer has paid any storage or container fees.
2. The Equipment Manager will prepare an inventory of equipment at the beginning of each League year and at the end of each Spring, Allstars, and Fall Ball season, providing a signed and dated copy to the Treasurer.
3. The Equipment Manager will purge old or unsafe equipment from the inventory. To do this the Equipment Manager will separate the equipment proposed for removal and may only purge that equipment with the review and approval of the President or Vice President. The Board will be advised of any equipment purged.
4. Immediately following the draft, the Equipment Manager will prepare equipment bags with the equipment necessary for each team specific to the division that team will play in and distribute that equipment.
5. The Equipment Manager will prepare a list of equipment needed to complete the needs for each team and then obtain written bids for the purchase of that equipment and present them to the Board for approval. Upon approval of the Board, the Equipment Manager will order or purchase the equipment.
6. The Equipment Manager will see to the maintenance of the pitching machines and generators.
7. The Equipment Manager will have a login to the league website with “communicator and report viewer access” as well as a League email account.
8. The Equipment Manager will assist teams in the repair or replacement of equipment during the League year.
9. The Equipment Manager will be responsible for tracking equipment/keys logged out to coaches and the return of equipment. If equipment/keys are not returned by closing day of the season, the applicable team will not receive their end of season trophies. Trophies will be distributed once the equipment is returned or lost equipment is replaced.
10. The Equipment Manager will maintain copies of keys necessary to facilitate access to bases, chalk and chalk machines, pitching machines, water, toilets, and equipment storage facilities.

11. When the Equipment Manager leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, computer files, keys, and equipment within a reasonable time.

Section 8: Facilities Manager

The Facilities Manager will have the following duties:

1. The Facilities Manager will work with the President to secure permits for practice and game fields.
2. The Facilities Manager will prepare an inventory of field locations, field equipment, and field maintenance equipment at the beginning of each League year and provide a signed and dated copy to the Treasurer.
3. The Facilities Manager will purge old or unsafe field maintenance equipment from the inventory. To do this the Facility Manager will separate the equipment proposed for removal and may only purge that equipment with the review and approval of the President or Vice President. The Board will be advised of any equipment purged.
4. The Facilities Manager at the beginning of each League year will assess the condition of the fields and prepare a list of items necessary for putting the fields in playing condition. A list will be prepared of desired upgrades to the facilities. The Facility Manager will then obtain written bids for the purchase of the items needed and separately the items desired for upgrades and will present them to the Board for review and approval. Upon approval of the Board, the Facilities Manager will then order or purchase the approved items. An example of items needed includes the rental of tractors, or the purchase and delivery of dirt, backstop boards, and other material.
5. The Facilities Manager will secure, with prior notification to the President, "Work Permits" authorizing work to be done on the fields or facilities from the schools, recreation districts, or other controlling organizations.
6. The Facilities Manager will order the placement of a portable toilet at each school or facility utilized by the League to be in place by draft day and to be picked up immediately at the completion of the Fall Ball season. In doing so, the Facility Manager will utilize the same service as was used in the previous League year, or they may solicit bids for the service or changes to the service and present them to the Board for approval.
7. The Facilities Manager will submit a schedule to the Board for Field Maintenance Days for approval and on those days manage the work done including scheduling of equipment and deliveries of purchased items that were approved or authorized by the Board.
8. The Facilities Manager will notify the President prior to commencing any work on any field or facilities.

9. The Facilities Manager will conduct a meeting of the coaches and managers, in coordination with the Umpire in Chief, prior to the start of season games to discuss field maintenance, responsibility for field care and treatment, and to demonstrate how to prepare (rake, chalk, and put out bases) a field for games.
10. The Facilities Manager will be responsible for maintaining all League fields, dugouts and benches, field equipment, and field maintenance equipment on an on-going basis throughout the League year.
11. The Facilities Manager will order, as necessary, chalk or other material for marking the playing fields.
12. The Facilities Manager will be familiar with all the rules and modifications that affect the playing field including dimensions for bases and pitching distances, and any safety equipment needed on the field such as dual bases as required by League rules.
13. The Facilities Manager will maintain copies of keys necessary to facilitate access to bases, chalk and chalking machines, water, toilets, rakes and drags, dragging machines, and facility gates.
12. The Facilities Manager will have a login to the League website with “communicator and report viewer access” as well as a League email account.
13. The Facilities Manager has the option to appoint an Assistant Facilities Managers with the approval of the Board. This member will not have voting rights or be required to attend Board Meetings.
14. When the Facilities Manager leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, computer disks, equipment and keys within a reasonable time.

Section 9: Umpire-in-Chief

The Umpire-in-Chief will have the following duties:

1. The Umpire-in-Chief will schedule or assign umpires for all games and provide the Treasurer with schedule broken down by pay period
2. The Umpire-in-Chief will be available to interpret and where necessary issue written clarifications, effective for the remainder of the League year or until the Board has reviewed them, of League rule modifications or other rules that directly affect the League.
3. The Umpire-in-Chief will schedule, in coordination with the Facilities Manager, a Coaches/Managers/Umpires meeting to cover League rule modifications and other applicable rules.
4. The Umpire-in-Chief is responsible for acquiring and training new umpires.
5. The Umpire-in-Chief will ensure all umpires conduct themselves in a manner consistent with the objectives of the League and that they present themselves to the league members as impartial, knowledgeable, friendly, and further that they do nothing to bring disrespect to the League or their profession.

6. The Umpire-in-chief will confirm that each request for payment to an umpire is for work actually performed.
15. The Umpire-in-Chief will have a login to the League website with “communicator and report viewer access” as well as a League email account.
7. The Umpire-in-Chief, or designated Board Member, will attend the first two games umpired by a youth umpire.
8. Each year the Umpire-in-Chief will hold an umpire’s clinic to ensure all umpires are updated on rules and changes from the previous season.
9. When the Umpire-in-Chief leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, computers, equipment, and keys within a reasonable time.

Section 10: Uniform Coordinator

The Uniform Coordinator will have the following duties:

1. The Uniform Coordinator will determine what uniform items the League will supply each season, and present to the Board for approval.
2. The Uniform Coordinator will make recommendations to the Board for changes in uniforms or logos.
3. When choosing a different uniform vendor, the Uniform Coordinator will obtain at least (2) bids for Board review and approval.
4. At the start of each season (to include Spring, All-Stars and Fall Ball), the Uniform Coordinator will:
 - a. Work with the Treasurer to create a budget for uniforms.
 - b. Determine the number of players in the League who will need uniforms.
 - c. Obtain team roster from the Player Agent.
 - d. Work with the team Manager to obtain a list that includes the player sizes, requested number, and where applicable player shirt name and jersey color.
 - e. Verify with each team Manager that the team roster is correct.
 - f. Order the uniforms from the vendor and arrange pick-up of uniforms.
 - g. Upon receipt of the uniforms, check them for workmanship, correctness, size, completeness, and then assemble them by team and arrange their delivery to each team.
 - h. See that the bill for payment of the uniforms as well as any packing slip certifying the completeness and correctness of the order is presented timely to the Treasurer.
 - i. Facilitate uniforms for late sign-ups.
5. Should the League decide on maintaining a permanent uniform for the League or the All-Star teams, the Uniform Coordinator will see to the inventory and maintenance of the uniforms.

6. The Uniform Coordinator will make recommendations to the Board of spirit wear offerings.
7. The Uniform Coordinator will create a Budget for spirit wear and present it to the Board for review and approval.
8. The Uniform Coordinator will receive a key to the storage area where spirit wear is held.
9. The Uniform Coordinator will keep an inventory of spirit wear on hand and provide updates to the Board.
10. The Uniform Coordinator will arrange for the sale of spirit wear in person and online during the spring season.
11. The Uniform Coordinator will manage inventory, orders and distribution of orders from online stores.
12. The Uniform Coordinator will see that all bills for payment for spirit wear are presented to the Treasurer in a timely manner.
13. The Umpire-in-Chief will have a login to the League website with “communicator and report viewer access” as well as a League email account.
14. The Uniform Coordinator will, in consultation with the Board, order and otherwise acquire the League trophies for presenting to the teams at the end of each season.
15. When the Uniform Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, computers, equipment and keys within a reasonable time.

Section 11: Snack Bar Coordinator

The Snack Bar Coordinator will have the following duties:

1. The Snack Bar Coordinator will organize, operate, and maintain the snack-bar.
2. The Snack Bar Coordinator has the option to appoint an Assistant Snack Bar Coordinator with the approval of the Board. This member will not have voting rights or be required to attend Board Meetings.
3. The Snack Bar Coordinator will determine the amount of parent buyout needed either per shift or per season to buy out volunteer time.
4. The Snack Bar Coordinator will maintain a list of volunteers to fill open positions, minor contact information will remain confidential to the public.
5. The Snack Bar Coordinator will be provided with a League credit card and ensure all receipts are given to the Treasurer in a timely manner.
6. The Snack Bar Coordinator will inventory and purchase food, drinks, ice, and propane as necessary within the budget approved by the Board.
7. The Snack Bar Coordinator will contact each team on Sunday of each week to confirm the team's duty for operating the snack bar during the upcoming week. This task may be delegated.

8. The Snack Bar Coordinator will receive a set of keys to the snack bar and any other container where food or supplies are kept.
9. The Snack Bar Coordinator will have a login to the League website with “communicator and report viewer access” as well as a League email account.
10. The Snack Bar Coordinator will ensure that the snack bar is opened and closed each game day by a Board Member or Snack Bar Coordinator Assistant.
11. The Snack Bar Coordinator will ensure that the cash is counted and signed for at the start and close of each game day. This can be delegated to a Board Member.
12. The Snack Bar Coordinator will ensure that inventories, purchases, and cash income are booked separately for the day-to-day operations of the snack-bar, from those occasions where the snack bar is utilized for events that are budgeted individually such as Opening Day, Fundraisers, or Closing Day, and that snack bar activities are accounted for separately from other income or costs associated with those special activities.
13. When the Snack Bar Coordinator leaves office due to the end of their term, they will immediately meet with their successor arrange for the transfer of all League items in their possession or control including but not limited to materials, records, League credit card, equipment, funds, inventory, and keys within a reasonable time.

Section 12: Social Media Coordinator

The Social Media Coordinator will have the following duties:

1. The Social Media Coordinator will be responsible for managing and promoting the League's presence on various social media platforms to enhance engagement, visibility, and communication with participants and the community
2. The Social Media Coordinator will create and curate engaging content (text, images, videos) related to League activities, events, and updates.
3. The Social Media Coordinator will manage official League accounts on platforms such as Facebook, Instagram, Twitter, and others deemed relevant by the League.
4. The Social Media Coordinator will develop and maintain a posting schedule for regular updates, including game schedules, results, League news, and special announcements.
5. The Social Media Coordinator will monitor and respond to comments, messages, and inquiries received through social media channels promptly and professionally.
6. The Social Media Coordinator will collaborate with the Board to align social media efforts with overall League objectives.
7. The Social Media Coordinator will provide regular reports on social media engagement, trends, and effectiveness of campaigns to the League's Executive Board.

8. The Social Media Coordinator will respect participant privacy and adhere to League policies regarding the sharing of personal information or sensitive League matters.
9. The Social Media Coordinator will be the only person to post on platforms unless there is an emergency situation requiring the Executive Board to take immediate action.
10. The Social Media Coordinator will have a login to the League website with “communicator and report viewer access” as well as a League email account.
11. When the Social Media Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, equipment, funds, inventory, and keys within a reasonable time.

Section 13: Fireworks Coordinator

The Fireworks Coordinator will have the following duties:

1. The Fireworks Coordinator will maintain the relationship with the fireworks vendor. Seeing that the League is aware of the fireworks booth that is typically operated after the close of the Spring season and prior to the start of Fall Ball.
2. The Fireworks Coordinator will attend any meetings associated with the fireworks booth.
3. The Fireworks Coordinator will maintain contact with the property owners who will be allowing the League to place the fireworks booth on their property and negotiating in coordination with the League President for the use of that property.
4. The Fireworks Coordinator will obtain any permits or inspections necessary for operating the booth.
5. The Fireworks Coordinator will reserve and order any storage facility or container that will be utilized for storing the fireworks when the booth is not open.
6. The Fireworks Coordinator will verify the receipt of the fireworks and match the inventory to the packing slip or invoice, and then take delivery of the fireworks.
7. The Fireworks Coordinator will work out any security procedures for the safe storage and sale of the fireworks and the safety of those working the booth and security of the cash taken in.
8. The Fireworks Coordinator will obtain volunteers and schedule volunteers to set up, work, and take down the booth.
9. The Fireworks Coordinator will ensure the cash is counted and signed for at the beginning of each day and at the close of each day, and that excess cash is removed for deposit by the Fireworks Coordinator or designated Board Member.
10. The Fireworks Coordinator will see that the League Fireworks Booth supplies are in good shape and are displayed during operation of the booth and are then taken down each night. The supplies should then be carefully stored for use next year.

11. The Fireworks Coordinator will see that the booth is returned in accordance with the agreements in place with the supplier. Seeing that the container is picked up timely and that the League is not charged for any time beyond when the supplier was notified to pick it up.
12. The Fireworks Coordinator will follow up with the Treasurer to see that all expenses of operating the fireworks fundraiser are paid for in a timely manner, including sales taxes.
13. The Fireworks Coordinator will prepare an accounting of the operation of the fireworks booth for presentation to the Board and the first Board meeting following July 4th or immediately after any other event in which fireworks are sold.
14. The Fireworks Coordinator will have a login to the League website with “communicator and report viewer access” as well as a League email account.
15. When the Fireworks Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, equipment, and state/local permit login information within a reasonable time.

Section 14: Fundraising Coordinator

The Fundraising Coordinator will have the following duties:

1. The Fundraising Coordinator will research and bring to the Board options for raising funds for the League. Where options are approved for implementation, the Fundraising Coordinator will manage them.
2. The Fundraising Coordinator will work with the Special Events Coordinator for fundraising during Opening/Closing day ceremonies.
3. The Fundraising Coordinator will work with the Treasurer to ensure events are financially responsible. Following the events, they will ensure the Treasurer receives all receipts and invoices.
4. The Fundraising Coordinator will have a login to the League website with “communicator and report viewer access” as well as a League email account.
5. When the Fundraising Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 15: Sponsorship Coordinator

The Sponsorship Coordinator will have the following duties:

1. The Sponsorship Coordinator will oversee the sponsor program. They will actively contact former sponsors for sponsorship of current seasons.

2. The Sponsorship Coordinator will actively solicit business within the League's sphere of influence for new sponsorships. This can be done in person, by mail, or utilizing other methods.
3. The Sponsorship Coordinator will maintain a record of sponsorship activity including business solicited, follow-ups, and results.
4. The Sponsorship Coordinator will review the sponsorship program and suggest to the Board changes in the program including creating ways for the League to recognize the sponsors and utilize sponsorship funds received in cases where all teams are already sponsored.
5. The Sponsorship Coordinator will keep the Treasurer updated on the sponsorship results.
6. The Sponsorship Coordinator will follow up with each sponsor at the end of each season to ensure that the sponsor receives their plaque and to express the appreciation of the League for their sponsorship.
7. The Sponsorship Coordinator will have a login to the league website with "communicator and report viewer access" as well as a League email account.
8. When the Sponsorship Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 16: Publicity Coordinator

The Publicity Coordinator will have the following duties:

1. The Publicity Coordinator will work in coordination with the League President for all communication and publicity activities for the League to the public and the media and will actively promote the League and its functions including, but not limited to the following:
 - a. Notification of League registration dates, League flyers and newsletters
 - b. League updates to the local media (Orangevale News, etc.), coordinating the League banner, etc.
 - c. Attend community outreach events.
2. The Publicity Coordinator will see to the printing and distribution (to the schools and other places) of flyers announcing each season's registration information as approved by the Board.
3. The Publicity Coordinator will have a login to the League website with "communicator and report viewer access" as well as a League email account.
4. When the Publicity Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 17: Special Events Coordinator

The Special Events Coordinator will have the following duties:

1. The Special Events Coordinator will coordinate special events that the League conducts throughout the year.
2. The Special Events Coordinator will oversee all committees for the planning of Opening Day and Closing Day ceremonies.
3. The Special Events Coordinator will act as the coordinator for the League during any annual community events. Prior approval from the League needs to be obtained before a formal commitment to the community organization.
4. The Special Events Coordinator will obtain bids for League pictures and present them to the Board for approval and selection. The Special Events Coordinator will then coordinate the taking of the pictures.
5. The Special Events Coordinator will have a login to the League website with “communicator and report viewer access” as well as a League email account.
6. When the Special Events Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 18: League Representative

The League Representative will have the following duties:

1. The League Representative will attend the functions of any organization that the League is a part of or that has input into the way fast-pitch softball is played or governed, or that, by way of membership, the League has a duty to attend. These functions can include meetings of, or conventions hosted by the USA Softball Association, NorCal meetings, National Softball Association (NSA) meetings, or other such organizations.
2. The League Representative will attend out of town meetings or conventions requiring overnight accommodations or admission fees will be subject to Board approval. The Board will also approve of the payment of any allowance for costs associated with attendance.
3. While in attendance, the League Representative will conduct business in the best interests of the League and will only support motions, initiatives, or changes where they do not conflict with the By-Laws or Modified Rules of the League. Where there is a question, the League Representative may consult with the President or Vice President before casting a vote on behalf of the League.
4. The League Representative may hold a board position in the referenced organizations but must act in accordance with the guidelines established in this section while carrying out those duties.
5. The League Representative will see that the Treasurer is aware of any League or organizational fees outstanding and ensure that they are paid in a timely manner.
6. The League Representative will have a login to the league website with “communicator and report viewer access” as well as a League email account.

7. When the League Representative leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 19: Director of Coaching Development

The Director of Coaching Development will have the following duties:

1. The Director of Coaching Development will attend all meetings of the governing Boards (USA Softball/NorCal) and any special meetings as necessary. Serve as the League contact person for the parent league (NorCal, etc.) and its Manager/Coaches Program.
2. The Director of Coaching Development will hold a division meeting to introduce the role of the Director of Coaching Development. Present outlines for practices appropriate for each age division.
3. The Director of Coaching Development will design a League-wide training program.
4. The Director of Coaching Development will present a training budget to the Board of Directors.
5. The Director of Coaching Development will order and distribute the League training program materials to the League Managers, Coaches, and Players.
6. The Director of Coaching Development will design and coordinate a League Player mini-clinic as necessary.
7. The Director of Coaching Development will be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for all participants of the League.
8. The Director of Coaching Development will develop and implement a League “Safety Plan” for increasing the safety of activities, equipment and facilities through education, compliance and reporting which will include but not limited to the following:
 - a. Coordination of scheduling mandatory Safety Training classes for designated League Board Members, Managers, and Coaches.
 - b. Assure player safety training.
 - c. Ensure safe playing conditions.
 - d. Coordination of the reporting and prevention of injuries.
 - e. Solicit suggestions for making conditions safer and report the suggestions to the Board of Directors.
9. The Director of Coaching Development will have a login to the League website with “communicator and report viewer access” as well as a League email account.
10. When the Director of Coaching Development leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer

of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 12: Webmaster

The Webmaster will have the following duties:

1. The League Webmaster is responsible for managing the League website and updating content in a timely manner. Including:
 - a. Updated Board member names within two weeks of taking the role.
 - b. Upload the League minutes to the website within a reasonable timeframe.
2. The Webmaster will grant access to Board Members to the League electronic drives.
3. The Webmaster Will update the website photos of players every year to ensure they are displaying current players.
4. The Webmaster will ensure players have photo waivers in their account.
5. The Webmaster will have a login to the League website with “communicator and report viewer access” as well as a League email account.
6. When the Webmaster leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Section 21: Fall Ball Commissioner

The Fall Ball Commissioner will have the following duties:

1. The Fall Ball Commissioner will keep the Executive and General Board updated on all activities including getting Board approvals where required in these By-Laws.
2. The Fall Ball Commissioner will organize and supervise the Fall Ball season including:
 - a. Assisting in soliciting for and receiving registrations.
 - b. Oversee the establishment of teams including assigning coaching and managing staff and assigning team players according to League rules.
 - c. Manager will review their assessment of players for NorCal placement prior to submission of team rosters to NorCal.
 - d. Obtaining approval as required in these By-Laws regarding sponsored players.
 - e. Seeing that the Fall Ball program is self-funded and is operated within the budget.
3. The Fall Ball Commissioner will attend the governing league or association meetings to assist in establishing the rules and playing schedule under which Fall Ball will be played if it is to be an inter-league season meaning that the League will be playing teams from other leagues.

4. The Fall Ball Commissioner will see that inter-league fees are paid, and that uniforms, balls, chalk, and where applicable trophies are acquired and that invoices for the purchase of those items are presented to the Treasurer and are paid timely.
5. The Fall Ball Commissioner will work with the Umpire-in-Chief to see that umpires are scheduled and appear for their assigned games and that they are paid for their services.
6. The Fall Ball Coordinator will work with the Facilities Manager to see that toilets are available and that the fields are reserved/maintained.
7. The Fall Ball Coordinator will work with the Equipment Manager to see that each team is equipped properly and that the equipment is returned at the end of the season.
7. The Fall Ball Coordinator will have a login to the League website with “communicator and report viewer access” as well as a League email account.
8. When the Fall Ball Coordinator leaves office due to the end of their term, they will immediately meet with their successor to arrange for the transfer of all League items in their possession or control including but not limited to materials, records, keys, and equipment within a reasonable time.

Article 6: Financing

Section 1: Operational Funding

The Board may not approve a budget that depends on a League year beginning positive cash balance to be used to offset the usual and customary costs or expenses of operating the League. Fall Ball is a self-funded activity. The League will not utilize funds it raises during its normal spring registration or fundraising activities performed by players during the spring season to pay for Fall Ball. Costs associated with Fall Ball play must be raised and paid for each season by the players registered for participation in Fall Ball. Any Fall Ball funds unspent at the end of the Fall Ball season will remain in the Fall Ball account and be used as a balance forward for the next Fall Ball season. Accounting of expenses and funds associated with the Fall Ball season must adhere to all sections of these by-laws.

The Treasurer will submit a proposed budget for each League year prior to December. The budget will encompass both the League spring season and the following Fall Ball season.

Section 2: Registration Fee

The Board will establish a registration fee structure for each season sufficient to pay for the estimated cost of operating the League.

Payment of the registration fee is due prior to the player participating in any team practice and their receipt of their team uniform unless payment arrangements or

sponsored player requests have been made and approved by the Board for the player in question.

Section 3: Sponsorship

The Board will establish the team Sponsorship guidelines and fee structure each season. Team Sponsorship may be used to offset the Registration Fees or may be used in any other manner as approved by the Board.

Section 4: Fundraising

The Board may utilize fundraising programs and may require participation of all registered players. In lieu of participation in fundraising, the Board may establish a “Buy-Out” option. A buy-out option will not be available to any sponsored player.

Section 5: Sponsored Players

The League will set aside places within its League for Sponsored Players. A Sponsored Player is one whose registration fee has either been waived (in full or part) or one whose registration fee has been paid by a League Sponsor.

The decision process of whether the League fulfills a sponsored player request is the following:

1. The sponsored player request is brought to the Executive Board members in addition to the Sponsorship Coordinator. The members reviewing the request first try to pay the sponsored players fees through a League sponsor if in the case where the League has more sponsors than teams in a particular League year.
2. If the request cannot be fulfilled through a League Sponsor, the request can be fulfilled by waiving the players’ fees in full or in part, by a simple majority vote of the members reviewing the request (Executive Board + Sponsorship Coordinator).
3. The request (without specifics of player name, etc.) and the resolution of the request will then be recorded in the next Board meeting minutes.

Section 7: League Donations

Receipt of donations to the League will be recognized by the board so that the person or organization making the donation can claim this for tax purposes. A letter acknowledging the receipt of the donation will itemize the contribution and will be prepared by the Treasurer. The letter is to be signed by the President, with a copy of the letter kept by the Treasurer.

Section 8: Cash Management

The funds of the League may not be intermingled with those of any individual’s personal funds, nor may they be intermingled with those of any other organization. Anytime cash

is utilized such as at the snack bar, during fundraising activities, Opening Day or Closing Day ceremonies, or at the fireworks booth, cash will be handled accordingly:

1. Cash will be counted in the presence of two persons one of which will be an authorized Board member at the beginning of the event or day whichever is more frequent, and at the end of the day or event whichever is more frequent.
2. Once the cash is counted, a cash slip will be completed that shows the amount verified, the date and time, and is signed by the persons verifying the cash. One copy of the cash slip will remain in the cash box. A second copy of the cash slip will be retained by the Board member and given to the Treasurer.
3. Once the balance in the cash box exceeds the amount as established by the Board, a withdrawal will be made for deposit into the League checking account. The withdrawal will be counted and verified by the Board member authorized to make such a withdrawal and another person in charge of the cash box at the time the withdrawal is made. A cash withdrawal slip will be completed, signed, and dated with a copy placed in the cash box and a copy retained by the Board member and given to the Treasurer.

The activities of the snack bar will be kept and recorded separate from other activities of the League.

Whenever the snack bar is utilized in addition to other fundraising activities such as opening day carnivals or tournaments, the activities of the snack bar (cash income and costs) will be accounted for separately from the other activities.

Purchases for the League require a receipt or an invoice.

Only the following specific items may be paid without prior Board consent:

1. Monthly or quarterly ongoing storage costs where there is not a change in the level of service or monthly rate.
2. Monthly or quarterly ongoing rental fees for such things as portable toilets, storage containers, or League related subscriptions where there is not a change in the level of service or monthly rate.
3. Annual fees for field use permits where there is not a change in the level of service or rate.
4. Annual League membership fees.
5. Annual League insurance fees where there is not a change in the level of coverage or rate.
6. The purchase of stock for the snack bar.

The Treasurer will see that all deposits to the League bank account are posted to the League accounting log in their appropriate categories and that all payments by the League are posted into the League accounting log in their appropriate categories within seven (7) calendar days to ensure up to date information on the financial health of the League.

Every attempt should be made to ensure that all expenses for the League year are paid within the same League year as they are incurred and that no debt will be carried over into the next League year. Any exceptions to this are to be reported by the Treasurer at the next General Board Meeting.

Executive Board members can authorize League members to make emergency purchases for the continued operation of the League as necessary for up to \$750.

Section 9: Budgeting, Accounting, and Auditing

The annual budget will include the following items:

1. A League year opening balance which is the prior League year ending balance.
2. Estimates of gross income itemized by source.
3. Estimates of the gross expenditures by classification.
4. A League year-end balance which is the League year beginning balance plus income for the League year less expenses for the League year.

The Treasurer will keep and update an accounting log that lists all budget items in the format laid out in part. It will include the amount budgeted for each item, the total posted to each budget item for the year to date, and a balance remaining for each item comparing the budgeted amounts to the posted amounts.

Copies of the most current accounting log will be considered the League's financial statement. The Treasurer will make copies of the financial statement available at each Board meeting. Additionally, copies will be made available to the Board within forty-eight (48) hours of any request by the Board for copies.

Since Fall Ball is a self-funded activity, it will be accounted for separately utilizing the same format as outlined in these bylaws. Fall Ball begins with some opening balance from the previous Fall Ball season and raises its own funds and pays for its own costs each Fall Ball season. A beginning accounting log and an ending accounting log will be kept by the Treasurer and the Fall Ball Coordinator. An accounting of Fall Ball activities will be presented to the Board at the end of the Fall Ball season.

An independent outside audit of the League's financial records will be required at any time when a majority of the Board votes and passes a motion for such an audit. Such an audit may also include an audit of the League's equipment and other property. The Secretary will obtain three prices (bids) from certified accountants within 14 days of a vote approving an audit for the work and the Board will choose the auditor from those. The audit will begin at the availability of the selected auditor.

Article 7: Disciplinary Action

Section 1: Discipline Procedure

1. A complaint is reported to the Board of Directors.
2. The Executive Board, applicable Division Vice President, and Player agent will investigate the complaint.
3. Written notice of impending action must be given to the individual charged from the Secretary at least 48 hours prior to the Board meeting at which time the action will be discussed.
4. The findings will be presented in the next Board meeting or an emergency meeting. The charged, witnesses and reporting individuals will be able to speak for limited time at the discretion of the Board at the meeting.
5. The Board will vote or determine if additional information is needed to vote on a disciplinary action.
6. The Executive Board reserves the right to suspend any further League activity while disciplinary proceedings are under review until such time that a Board meeting may be held.
7. Disciplinary action requires a majority vote of the attending Board Members so long as a quorum is present.
8. Any serious egregious/dangerous misconduct requiring the immediate removal of a coach, assistant, coach, manager, or player (to include parents, spectators and umpires) from any League game or function, by either an umpire or member of the Board, will result in immediate suspension from the game/ or function in progress.

Section 2: Grounds for Discipline

There will be standards of conduct expected from every member, and all people associated with the League. Team managers and coaches will be held responsible for the actions of spectators. A player, manager, coach or any person(s) associated with the League will not commit any of the following violations but are not limited to:

1. Violation of the Code of Conduct as agreed on behalf of the family during registration.
2. Violation of state or local laws.
3. Destruction of property.
4. Unsportsmanlike Conduct
5. Engaging in physical violence, such as an attack on an umpire, league official or fellow participant.
6. Use of vulgar or abusive language toward an umpire or other participant.
7. Engaging in a fight or verbal conflict with another participant or spectator.
8. Violation of USA Softball substance abuse policies.
9. Bullying, hazing, emotional misconduct, physical misconduct or harassment in any capacity.