

# **Five Cities Girls Softball League**

## **Constitution and Bylaws**

### **Article 1 – 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 (ages 5-6), Ponytail (8-U), Division 1 (10-U), Division 2 (12-U), Division 3 (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 encompass the same area as the Lucia Mar Unified School District’s Arroyo Grande High School. These boundaries may be expanded to include additional special areas or localities on approval of the Board of Directors on a year to year basis.

### **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 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.

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### **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 player's right to participation.

## **Article V – Dues and Fees**

- V.1 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 Sponsor fees shall be set by the Board of Directors for the League year.
- V.3 **INABILITY TO PAY**  
Inability to pay registration fees may not prevent a qualified youth to become a player member.
- A. A letter of hardship must accompany the player registration.
- B. Parents / Guardians of the player shall be required to work detail as directed by the Board.
- V.4 **REFUNDS**  
Refunds will be given based on when the refund request is made to the Board.
- A. Full refunds will be given up to two (2) weeks after sign-ups.
- B. Half refunds will be given between the two (2) weeks defined in section A. and opening day.
- C. After opening day, no refunds will be granted.
- V.5 **LATE FEES**  
A \$20 late fee will be assessed for registration forms received after the last scheduled date for registration sign ups.
- V. 6 Returned checks will be charged a service charge in the amount needed to cover all associated costs.

## **Article VI – General Membership Meetings**

- VI. 1 The annual meeting of the League members shall be held as soon as practicable following League play. The annual meeting shall be for the purpose of electing officers and any other business requested by League membership.
- VI. 2 Special meetings of the members may be called by the President at the discretion of the Board of Directors.
- VI.3 A quorum consists of ten (10) non playing members of which two (2) are League officers.
- 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 President two (2) weeks prior to the end of League play.

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**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 the League President.
  - 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.
  - 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 with a one year appointment by the Board.
- VII.4 **TERMS OF OFFICE**  
The Board membership will be filled on an alternate year basis as stated below:
- | <u>ODD YEARS</u>               | <u>EVEN YEARS</u>              |
|--------------------------------|--------------------------------|
| President                      | 1 <sup>st</sup> Vice President |
| 2 <sup>nd</sup> Vice President | Treasurer                      |
| Secretary                      | Chief Player Agent             |
| Field Manager                  | Field Director                 |
| Marketing Director             | Team Parent Coordinator        |
| Equipment Manager              |                                |
- Appointed positions by the Board will have terms set by the Board.
- VII.5 **VACANCIES**  
A vacancy on the Board of Directors will be filled by appointment at a Board Meeting.
- VII.6 A quorum consists of simple majority of Board members present.
- VII.7 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 Any Board member missing two (2) consecutive unexcused Board meetings may be asked to step down from their position.

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### **Article VIII – Officers and Duties**

VIII.1 The League Officers are:

President	Marketing Director
1 <sup>st</sup> Vice President	Chief Player Agent
2 <sup>nd</sup> Vice President	Team Parent Coordinator
Treasurer	Field Director
Secretary	Field Manager
Equipment Manager	

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 1<sup>st</sup> to August 31<sup>st</sup>.
- C. If efforts have been exhausted to locate another candidate for the position, the current Director may remain in the position for another term.

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. Preside over and select three (3) other members for the Protest Committee when needed.
- G. Non-voting member except to break a tie.

VIII.5 1<sup>st</sup> VICE PRESIDENT

- A. Assume the duties of the President 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 manager's meeting.
- E. Voting member.

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### VIII.6 2<sup>nd</sup> VICE PRESIDENT

- A. Develop and finalize League calendar.
- B. Handle all team picture arrangements.
- C. Serve as All Star Tournament Director.
- D. Voting member.

### VIII.7 TREASURER

- A. Keep all League financial records current and separate for League activities 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 the appropriate organizations, such as IRS and insurance coverage.
- F. One of three (3) board members authorized to sign checks on behalf of the 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 Team Parent Coordinator and Chief Player Agent.
- F. Voting member.

### VIII.9 MARKETING DIRECTOR

- A. Presiding officer for all League publicity and sponsorship.
- B. Coordinate all League fundraising.
- C. Report game statistics to local newspapers.
- D. Voting member.

### VIII.10 CHIEF PLAYER AGENT

- A. Presiding officer for all player registration and player selection business.
- B. Represent all players in matters before the Board.
- C. Ensure electronic data base is kept current and secure.
- D. Contact previous year's managers / coaches to continue in current year for Board approval.
- E. Solicit volunteers to fill all Manager, Coach, and Score Keeper openings.
- F. Ensure all volunteers have a satisfactory completed background check prior to League play.
- G. Lead officer to investigate any complaints submitted to the Board and submit recommendation to the Board.
- H. Voting member.

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### 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. Order league uniform t-shirts and distribute.
- D. Coordinate all concession stand activities including scheduling and supplies.
- E. Voting member.

### VIII.12 FIELD DIRECTOR

- A. Ensure all fields and facilities are in the best condition for League and All Star use.
- B. Establish practice schedule and game use schedules for fields being used for League and All Star use.
- C. Submit annual budget for all field and facility use separately for League play and All Star use.
- 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 field Activities.
- G. Voting member.

### VIII.13 FIELD MANAGER

- A. Maintain all fields and concession stands.
- B. Submit field maintenance budget to field director to include in annual budget.
- C. Establish a committee to take care of playing fields in preparation of games, post game clean up and field striping for both League and All Star use.
- D. Order supplies for field maintenance including portable restrooms for practice fields.
- E. Voting member.

### VIII.14 EQUIPMENT MANAGER

- A. Issue all equipment prior to start of League play.
- B. Retrieve all equipment after the last League game.
- C. Ensure the best equipment is procured at the lowest price possible.
- D. Submit annual budget for all equipment needs.
- E. Voting member.

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### **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 31<sup>st</sup> of the previous year.
- C. Age limitation for players in each division is as follows:

<u>Division</u>	<u>Age</u>
T-Ball	5 & 6 years of age
Ponytail	8 and under
Division 1	10 and under
Division 2	12 and under
Division 3	14 and under *
Division 3	16 and under *
Division 3	18 and under *

Note: \* 13 – 18 year olds 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 the team Managers and will be submitted to the Board for 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 satisfactorily complete ACE training.

#### **IX.3 PLAYER SELECTION AND TEAMS**

##### **A. T-BALL AND PONYTAIL DIVISIONS**

Player agent will assign players based on school attended and division.

##### **B. DIVISION 1, 2 & 3**

Player agent will draft players per division based on pitching experience, catching experience and total number of years playing experience in this order. A players' post season play will only be considered if all other experience is considered equal.

Player agent will ensure relatives of the Team Manager are included on their team in the proper selection order.

Each team will be given a maximum of 14 players.

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### **IX.4 SEASON PLAY**

- A. All players must play every 2<sup>nd</sup> inning, unless governed by Paragraphs (B) and (C) of this Section.
- B. The Team Manager has the prerogative 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 prerogative 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. Team Managers are responsible for the actions of their coaches, players and spectators. Unsportsmanlike conduct will not be tolerated and will be subject to disciplinary action by the Board.
- H. 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 a 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.
- I. 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 runs allowed.

### **IX.5 ALL STAR TEAMS**

- A. The Board shall establish the method for selection of All Star Managers.
- B. All Star Managers must have coached in the division during League play. If no division League Managers or Coaches are available, a suitable Manager may be appointed by the Board. The Manager must meet the requirements stated in Article IX, Section 2.
- C. All Star Managers will select their coaching staff and subject to the approval of the Board. The coaching staff must meet the requirements stated in Article IX, Section 2.
- D. 5CGS will pay for three (3) tournaments and allow all All Star teams to play in our 5CGS sponsored tournament in exchange for team volunteers to help run the tournament. This includes staffing snack bars, prepping fields or other duties identified.
- E. The All Star Teams will be selected through try-outs using a League standardized format. Try-outs will be open to all League divisional players who have participated in at least half of their league games.
- F. All Star teams will have a minimum of twelve (12) and a maximum of sixteen (16) players.
- G. All Star Teams must not be selected, practice or play together prior to May 1<sup>st</sup>.
- H. Each All Star player must make an appearance in every tournament, unless excused by the Team Manager prior to the Tournament.

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- I. All Star Managers may bench a player for disciplinary reasons.
- J. All Star Players and parent / guardians must sign a code of conduct form before participating in All Star activities.
- K. If an All Star Player, parent / guardian is in violation of the All Star Code of Conduct, the Manager may suspend the player without written notice. Upon Board approval, the suspended player may be cut from the team.
- L. Sponsor names are not allowed on All Star Uniforms.
- M. The Board may approve a second divisional All Star Team.

### **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 – Financial 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.
- 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 1<sup>st</sup> and end August 31<sup>st</sup>, 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 organized 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 26, 2007.

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