

# **BYLAWS DIAMOND BAR GIRLS SOFTBALL**

## **DIAMOND BAR GIRLS SOFTBALL MISSION STATEMENT**

The mission of Diamond Bar Girls Softball (DBGS) is to provide players in each age group (6U, 8U, 10U, 12U, 14U & 18U) with the opportunity for growth and development of softball skills, and life skills to the highest level achievable through competitive softball.

All participants in Diamond Bar Girls Softball Program:

- develop a positive self-image
- show respect for the rules, officials, and their decisions
- develop a constructive attitude towards competition
- develop a sense of dignity under all circumstances
- have an equal opportunity to learn, develop, demonstrate softball skills, and continue to participate in softball as a lifelong pursuit

## **ARTICLE I ~ NAME**

The name of this organization shall be DIAMOND BAR GIRLS SOFTBALL, herein after referred to as League and is endorsed by the city of Diamond Bar Recreation Department. The League is organized for non-profit purposes, and does not contemplate pecuniary gain or profit to the members thereof. The Board is granted the right to insert into the name of the League such additional terms, which will indicate that this League is affiliated with another organization for the purpose of playing girls softball.

## **ARTICLE II ~ OBJECTIVE**

### **Section 1**

The objective of the League is to encourage and foster the physical and mental development of the girls involved; to encourage the principles of good sportsmanship, honesty, loyalty, courage, and reverence, while enriching their lives towards their own adult responsibility in the communities in which they will be living. The adults shall bear in mind at all times that the attainment of exceptional athletic skill, and winning of games is secondary to the accomplishment of the above objective.

### **Section 2**

Notwithstanding, any other provision of these articles, the league shall not carry on any other activities not permitted to be carried on by a league exempt from Federal income tax under section 501(C)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or by league contributions to which are deductible under section 170 (C)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

### **Section 3**

Upon the dissolution of this league, assets shall be distributed for one or more exempt purpose(s) within the meaning of section 501 (C) (3) of the Internal Revenue Code. Upon the dissolution of this League, after paying, or adequately providing for the debts and obligations of the League, the remaining assets shall be distributed to a non-profit fund, foundation or League within the city of Diamond Bar, (decided by a majority vote of remaining Board members) organized and operated exclusively for charitable, educational, or scientific purposes, is established, and has tax exempt status under section 501 (C) (3) of the Internal Revenue Code.

### **Section 4**

No substantial part of the activities of this League shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The League shall not participate or intervene in any political campaign on behalf of any candidate running for public office, including the publishing or distribution of statements to its members, trustees, officers, or other private persons.

**ADOPTED 12/02/2008**

**DBGS BYLAWS**

## **Section 5**

No part of the budget of the League shall ever ensure to, for the benefit of, or be distributed to its members, trustees, officers or other private persons. League volunteers will not be compensated monetarily. Reasonable expenses may be reimbursed with Board approval provided the request has the appropriate documentation. The League shall be empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

## **ARTICLE III ~ MEMBERSHIP**

### **Section 1 – Membership**

There shall be but one class of membership that shall be known as general membership. The Board is made up of the people elected to perform the duties as outlined in Article VII.

Every adult person of good character, who is interested in the purposes of the League, shall be eligible for membership to the organization. All shall be considered to be members upon approval of the Board, or upon registration of their child in the League.

### **Section 2 - Qualifications**

Board of directors consists of Executive Board members and General Board members.

The Executive Board is made up of the people elected to perform the duties as outlined in Article VII. The General Board is made up of people appointed to perform the duties as outlined in Article VII.

### **Section 3 - Registration**

A child becomes officially registered when all of the following qualifications are met:

- A) Registration form is completely filled out, including the required adult signatures
- B) Demonstration that the age requirements are met
- C) Is physically able to partake in League activities
- D) Has paid the required registration fee

Demonstration of required age shall be by birth certificate or passport. Each child will be considered to have the required physical ability except when questioned in writing by the Board. If questioned by the Board, the parent must obtain a letter from a qualified doctor, and present it to the Registrar before partaking in any of the League's activities. The age group of all players shall be as defined in the Official Rule Book of the Amateur Softball League., latest edition.

### **Section 4 - Suspension or Dismissal**

- A) Any member or player is subject to suspension or dismissal by the Board upon displaying conduct of non-conformance with the Articles of the League, by-laws, standing orders, or any decision by the Board including owing any money or property to the League, which in the opinion of the Board, is detrimental to the League. A written warning will be issued to the offending league member, notifying them of the charge against them, and what, if any, disciplinary action will be taken.
- B) Evidence of such misconduct or failure to comply with the aforesaid Articles, by-Laws, or standing orders shall be in writing at a Board meeting, or a special meeting if deemed necessary. In the event of possible suspension, a Board meeting will be held (within five (5) days of notification of the incident), and the parties involved in the complaint will be notified of the meeting, and have the right to appear before the Board. The Board will then discuss what, if any, actions will be taken.
- C) If the Board President declares a charge to be extremely serious, the President will contact and immediately suspend the person charged. The President will then inform the Board of his actions.
- D) Any Civil or Criminal action against the League (as defined as a violation pursuant to the Penal Code of California, or the California Code of Civil Procedure) will result in immediate prosecution by the Board (or depending on infraction, by the County of Los Angeles municipalities) to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.

- E) An official letter will be prepared by the Board making the proper notification of the Board's decision to the member/player or members involved within five (5) days.
- F) Any decision by the Board shall be by majority vote and may be appealed within three (3) days of written notification. If appeal is denied or is not appealed within three (3) days, the decision will be final. Failure to adhere to the Board decision will result in further disciplinary action, and possible permanent suspension.

## **ARTICLE IV ~ TERRITORIAL LIMITS**

### **Section 1**

There will be no League limits.

## **ARTICLE V ~ MEETINGS**

### **Section 1 - General Membership meetings**

An agenda shall be prepared for each meeting. General membership is encouraged to attend all General Board meetings. Meeting times and dates will be posted on the DBGS website.

### **Section 2 – Board Meetings**

The Board shall hold a minimum of one monthly meeting. The day of the meetings shall be the 1st Tuesday of each month, unless the Board by a majority vote decides it is necessary to change the date, and providing that a five (5) day notice is given to each Board member, providing that a five (5) day written and/or verbal notice is given to each Board member.

The new Board will hold its first meeting in August, and hold at least one meeting per month thereafter. The Board meetings will be closed, except after the minutes of the previous meeting are read and approved, and the Treasurer's report is given. At that time, the meeting will be opened up for input from the general membership for a period not to exceed 30 minutes, with a maximum of five (5) minutes per speaker. The President will have the right to request further input from the membership during the closed session.

### **Section 3 - Committees**

The Committees shall hold a minimum of one yearly meeting; the date of the meeting should be announced at the preceding monthly meeting.

### **Section 4 - By-law meetings**

By-law meetings shall be held at the discretion of the by-law committee at least once a year. All revisions, changes, additions, and deletions to the by-laws shall be handled at these meetings. These meetings will also include the changing of standing rules. All changes to the by-laws shall be approved by a majority vote of the board.

### **Section 5 - Quorum**

A quorum for any meeting shall be a simple majority of the board members present and three Executive Board members.

### **Section 6 - Special meeting of the Board**

Emergency board meetings may be called by any Executive Board member. Emergency situations requiring an immediate decision, where there is not time for a meeting will be subject to Executive Board approval.

### **Section 7 - Roberts Rules of Order, Revised**

All meetings shall be conducted in an orderly manner, Roberts Rules of Order, Revised shall govern the proceedings.

### **Section 8 - Voting**

Each Board member listed as a voting member shall have one vote, excluding the President, who will vote only in the event of a tie.

### **Section 9 - Voting by Proxy**

Voting by proxy, via e-mail, or electronically is prohibited.

### **Section 10 - Abstaining**

No member of the Board shall be allowed to abstain on a vote unless there are grounds for a conflict of interest, agreed upon by the remaining Board members.

### **Section 11 - Secret Ballots**

Secret ballots may be taken on any sensitive issue as long as the Board in attendance agrees that a need is present. The President, acting Secretary and one (1) additional Board Member, shall perform the count.

## **ARTICLE VI ~ ETHICS AND CONDUCT**

- A) The objective of the Board is to conduct and promote the business and activities of the League in an ethical manner.
- B) Honesty, justice and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
- C) The Board members shall recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League, and will do so with the highest degree of integrity and impartiality.
- D) No Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League.
- E) The objective of Diamond Bar Girls Softball is to instill in the youth of our community ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing healthy adults. This objective will be reached by providing supervised competitive athletic games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
- F) Any Civil or Criminal action against the League (as defined as a violation pursuant to the Penal Code of California, or the California Code of Civil Procedure) will result in an immediate prosecution by the Board to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice Presidents
- G) The League will enforce the NO SMOKING POLICY at all league functions held at school sites.

## **LEAGUE VOLUNTEERS / CRIMINAL BACKGROUND CHECK**

- A) It is the intent of the League to promote a safe environment for players and their families.
- B) All league volunteers (Board members, Coaches, Managers, etc.) shall complete a volunteer application and a notice of background check form. Falsification or omission of information on the background check form or the volunteer application may subject the applicant / volunteer to action by the Board of Directors that includes removal or disqualification from holding a volunteer position with DBGS.
- C) League volunteers will be subject to a background check conducted by ASA and must pass the ASA criminal background check.
- D) It is the intent of the League to have DBGS criminal background standards equal to those of a public school district. (§ 45122.1 - § 45124 of the Education Code)
- E) A DBGS volunteer shall not have been convicted (including conditions of § 44008-44009 of the Education Code) of a violent crime, serious felony, sex offense, or crime involving a controlled substance.
- F) § 44010 of the Education Code defines "Sex Offenses"
- G) § 44011 of the Education Code defines "Controlled Substance" related crimes
- H) § 45122.1 of the Education Code defines "Violent or Serious" felonies.
- I) League volunteers who do not meet the DBGS criminal background standards may be disqualified from holding a volunteer position in the league and are subject to removal from their position by the Board of Directors.

## **BOARD MEMBERS AND MEETINGS**

- A) All Board meetings will be conducted in a civil and courteous manner.

- B) A decision having been reached by a majority vote of the Board will be adhered to, and actively supported by all its members.
- C) No board member shall use his or her position to sway any decision made by an umpire.
- D) Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager, will not be tolerated. Any Board member who has been found to have engaged in behavior including, but not limited to, dishonesty, fraud, deceit, misrepresentation, discrimination or any activities that have discredited the League, who has either resigned from, or has been asked to resign by the Board, and wishes to return to the Board in the capacity of a Board member, must fill out an application, meet the current ASA and DBGS criminal background standards, and must participate in an interview before the Committee to ascertain their eligibility for participation on the current Board.
- E) Violation of any of the above will be grounds for dismissal from office by the majority vote of the remaining Board members. Dismissal will follow the same procedure outlined for the dismissal of managers and coaches.

### **MANAGERS AND COACHES**

- A) All Managers and Coaches shall complete a DBGS Manager Application form, be interviewed and approved by the Board, and is subject to a background investigation.
- B) Managers and coaches are expected to be courteous and civil, and to always display the best example of good sportsmanship at all League functions. Any deviation should be reported to the Head Coach.
- C) Foul, abusive, and disruptive language or any other disruptive action directed toward a player, umpire, spectator, or another coach or manager will not be tolerated. If after one warning from the umpire the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive coach or manager from the grounds (not just the field). If the disruptive coach or manager does not leave the grounds immediately after being ordered to do so, a forfeit will exist in favor of the opposing team, no matter what the score or the inning. Foul, abusive, and disruptive language or any other action disruptive to the progress of the game is based strictly on the opinion of the umpire.
- D) If, after it has been explained, an umpire's decision continues to be challenged by a coach or a manager, the umpire will eject him or her from the game.
- E) Managers, coaches, spectators, and players are responsible for picking up their own litter.
- F) Managers and Coaches can be male or female and must be eighteen (18) years or older. A female age eighteen (18) years or older must be present at all functions (i.e., practices, games, team parties, etc.).
- G) The manager is responsible for the conduct of his/her entire team while assembled as a team, including coaches, spectators, and players. The manager is subject to suspension and/or removal by decision of the Board for the conduct and an activity of his/her team, and is answerable to the League for any violation.
- H) Each Manager shall be subject to immediate suspension from their duties upon failure to attend mandatory manager meetings, or any other special meetings where the manager is requested to attend, or any combination thereof, unless such absences have been excused (in writing) by the President or the Head Coach.
- I) It is the manager's duty to report to the appropriate Division Commissioner, any misuse of a player or any player dropping from a team.

### **PLAYERS**

- A) All players are expected to be courteous, civil, and display good sportsmanship at all times.
- B) A player, who argues, uses abusive language, or intentionally throws equipment, will be ejected from the game but not from the field, at the discretion of the umpire.

### **SPECTATORS**

- A) Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, coach, manager, or other spectators will not be tolerated, and could result in removal from the grounds. All spectators, players, coaches, and managers are responsible for picking up their own litter.
- B) Team managers will be responsible for the behavior of spectators of his or her team.
- C) All persons attending DBGS events must abide by the California Penal Code, California Code of Civil Procedure, and California Education Codes. No intoxicating beverages or controlled substances will be allowed at any DBGS sanctioned game, practice, or function. All league officials and representatives are

responsible for monitoring this rule. The League will enforce the NO SMOKING POLICY at all league functions held at school sites.

### **DISCIPLINARY PROCEDURES**

The Manager is responsible for the behavior of the individual members of his or her team. At the discretion of the manager, the following disciplinary measures may be taken to ensure that the objectives of DIAMOND BAR GIRLS SOFTBALL are met:

### **BENCHING A PLAYER**

Prior to a player being benched, the Player Agent, Division Commissioner, or board member, must be notified of the reason(s) why a player is being benched, and said Player Agent and Division Commissioner must approve the action prior to the player being benched. The player may be held out (benched) for a period of one (1) game for any of the following:

- A) Missing two (2) consecutive practice sessions without notifying and being excused by the manager.
- B) Missing one (1) spring season game without notifying and being excused by the manager.
- C) Consistently refusing to follow directions (i.e. continual tardiness for practices or games, poor sportsmanship, attitude, or failure to be properly uniformed, etc.). Both the umpire and the official scorekeeper are to be notified prior to the start of the game of any benched player. Said player must appear in uniform throughout the game and be rostered as benched.
- D) Any player involved in a fight during practice or games will be suspended for seven (7) days following the incident and may not attend any Diamond Bar Girls Softball functions. A player may be disciplined further upon board review.
- E) A player's continued poor attendance to practices or games could result in further Board action.

## **ARTICLE VII ~ OFFICERS AND DIRECTORS {19 positions}**

### **Section 1 – Board Members**

- A) All Board Members shall have on file a DBGS Application form during the tenure of their position.
- B) Executive Board members may not be related in any way.
- C) Board Members must attend all regularly scheduled board meetings. Any board member missing two consecutive meetings without prior written notification to the President, and approval by the President, may be subject to removal from the Board.
- D) All Board Members shall oversee and supervise fields during scheduled games (i.e. field duties, clean up, opening and closing of facilities).
- E) All Board Members are required to perform scheduled duties during ALL league tournaments.
- F) All board members are required to be present at Registration, Skill Assessments, Opening Day, and Closing day and any/all DBGS hosted tournaments.
- G) Failure to actively participate in General Board Duties shall result in suspension from all league functions and/or removal from Board position.
- H) All Board Members shall meet the ASA and DBGS criminal background standards.

### **Section 2 – Board Member Responsibilities**

Executive Board positions are the elected positions and General Board positions are appointed positions.

#### Executive Board – Elected Positions

- A) President
- B) 1<sup>st</sup> Vice President
- C) 2<sup>nd</sup> Vice President
- D) Secretary
- E) Treasurer

### General Board Members – Appointed Positions

- A) Chief Umpire
- B) Equipment Manager
- C) Fundraiser
- D) Field Manager
- E) Registrar
- F) Head Coach
- G) Food Service Manager
- H) Scorekeeper
- I) Publicity
- J) Sponsor
- K) Division Commissioners
- L) Team Parent Coordinator

### PRESIDENT

- A) It shall be the duty of the President to preside at meetings of the Board and General Membership, and to act as a spokesperson overseeing all Board member duties.
- B) The President shall be responsible for signing all League documents, unless he or she has delegated the duties to a fellow Board member.
- C) He/she shall act as the liaison between the Board and the community.
- D) He/she shall attend community meetings, and be responsible for community relations.
- E) Chief executive and presiding officer presides as Chairperson of the Board of Directors.
- F) Executes all policies and decisions made by the board.
- G) Coordinates all League activities and oversees all phases of League functions.
- H) Recommends approval and removal of appointees subject to a majority vote of the Executive Board.
- I) Ex-officia member of all committees.
- J) Signs checks in conjunction with any other Executive Board Member.

### 1<sup>st</sup> VICE PRESIDENT

- A) He/she shall maintain liaison between team personnel in their divisions, with their Division Commissioners, monitor their activities, and make recommendations for improvements where needed.
- B) In the absence of the President, or at the direction of the President, it shall be the duty of the Vice President to preside at meetings of the Board and General Membership and carry out the responsibilities of the Presidents office.
- C) He/she shall also oversee the DBGS Winterball program.
- D) Supervises Head Coach position
- E) Supervises Umpire in Chief
- F) Supervises scorekeeper
- G) Signs checks in conjunction with any other Executive Board Member
- H) Chairperson of the League Policy Committee
- I) Chairperson of the Bill Swift Award Committee.
- J) Coordinates manager/coach orientation prior to and throughout the season supervises clinics.
- K) Voting Board Member
- L) Schedules and reschedules games.

### 2<sup>nd</sup> VICE PRESIDENT

- A) In the absence of the President or 1<sup>st</sup> Vice President, presides over Board meetings.
- B) Chairperson of the All-Star Policy Committee and responsible for the execution of the policy.
- C) Chairperson of the Michelle Lardenoit Scholarship Committee.
- D) Works with other officers and committee members as directed by the President.
- E) Applies for all field permits and attends the City allocation meeting.
- F) Coordinates and supervises Division Commissioners with regard to effective communication, scheduling meetings, etc.
- G) Voting Board Member
- H) Supervises Field Manager position

- I) Supervises Equipment Manager position

#### TREASURER

- A) The Treasurer shall provide the Board with a preliminary budget that may be used as a guide for final approval after necessary changes are made by the Board.
- B) He/she shall maintain the League funds and keep accurate records.
- C) He/she shall be responsible for the disbursement of League funds and shall provide an itemized statement containing all monthly expenditures at each monthly Board meeting, and at the expiration of his/her term in office to the Leagues accountant.
- D) All checks in excess of \$1000.00 require the signature of two authorized Executive Board members.
- E) He/she will also be responsible for coordinating payment to umpires for their services with the Umpire in Chief.
- F) Deposits all funds in the League bank account.
- G) Signs and issues all checks in conjunction with the President and/or the Secretary.
- H) Chairperson of the Budget Committee
- I) Prepares the operating budget based on data submitted by various committee Chairpersons and submits to the Voting Board for approval no later than the first meeting in December.
- J) Supplies the Executive Board with a copy of the Treasurer's report at all Board meetings.
- K) Arranges for annual audit and submits all necessary records.
- L) Verifies the filing of all necessary State and Federal tax forms.
- M) Voting Board Member
- N) Prepares umpire fees as directed
- O) Prepares snack bar start-up cash

#### SECRETARY

- A) Shall be responsible for recording the minutes of monthly Board and General Membership meetings, notifying Board members of meetings, and for preparing and distributing minutes at the next scheduled Board meeting.
- B) He/she shall keep a record of Board member attendance, and prepare the ballots for voting.
- C) Keeps a copy of all Board Meeting minutes.
- D) Maintains the League records including By-Laws, Policies, and Rules with any amendments to the documents properly recorded.
- E) Keeps a file of all committee reports.
- F) Signs checks in conjunction with other Executive Board Members.
- G) Conducts all general correspondence of the League.
- H) Distributes minutes on or before the next regularly scheduled Board Meeting.
- I) Voting Board Member
- J) Picks up and distributes mail from the post office box.
- K) Checks hotline messages and contacts the appropriate person.
- L) Supervises Registrar and registration process.

#### **Appointed General Board Positions**

##### Division Commissioners

Player Representative 6U – 12U, 10U – 12U, and 14U – 18U

- A) Holds manager/coach meetings as required to discuss League business and disseminate information.
- B) Conducts try-outs for respective divisions.
- C) Assists the head coach with clinics.
- D) Maintains constant contact with managers to insure deadlines and announcements are made on time.
- E) Conducts draft for respective divisions.
- F) Acts as liaison between player/parent and manager and/or 2<sup>nd</sup> Vice President.
- G) Reports to 2<sup>nd</sup> Vice President
- H) Assists Field Manager with field preparation and set up

##### UMPIRE IN CHIEF (UIC)



- A) Schedule umpires for all games.
- B) Holds meeting for the purpose of exchanging information or rule interpretation.
- C) Meets with the Protest Committee and presents information, but may not vote.
- D) Coordinates printing and distribution of the official rules to all managers and coaches.
- E) Provides the plan for payment of umpires, subject to Board approval.
- F) Voting Board Member
- G) Reports to 1<sup>st</sup> Vice President
- H) He/she shall be in charge of all umpires and the interpretation of the ASA rules and their exceptions as adopted by the Board.
- I) The UIC shall be responsible for scheduling all umpires for games. With Board approval, he/she may use an outside source for scheduling games. If the UIC deems necessary, he/she may appoint an assistant with Board approval.
- J) He/she will also be responsible to coordinate payment with the Treasurer payment to umpires for their services, and execute payment.
- K) Voting board member

#### CHIEF SCOREKEEPER

- A) Maintains League standings and posts the current League standings at the home field weekly.
- B) Trains League scorekeepers and holds a minimum of one (1) scorekeeper's clinic prior to the start of the season.
- C) Purchases score books/cards and any other necessary forms and materials.
- D) Checks score books/cards for proper pitching eligibility and player eligibility.
- E) Reports to 1<sup>st</sup> Vice President.
- F) Voting board member

#### EQUIPMENT MANAGER

- A) He/she shall be responsible for the maintenance, storage, inventory, distribution, and collection of all League equipment. Upon taking office, he/she shall do an inventory of all equipment, and submit it to the Board. He/she shall submit three (3) bids to Board for approval, and purchase all necessary equipment as allowed by the budget guidelines.
- B) Develops and submits to the Treasurer a detailed budget identifying the quantity and cost of the equipment required to accommodate the sign-ups projected by the Executive Board.
- C) Maintains a written record of equipment owned by the League.
- D) Maintains and distributes first aid kits to each team manager
- E) Reports to 1<sup>st</sup> Vice President.
- F) Voting board member

#### PUBLICITY

- A) Submits articles to local newspapers with regard to League sign-ups, team standing, etc.
- B) Provides recognition to the general public of the Leagues' existence through participation in community activities.
- C) Maintains a file of all published news articles and photographs.
- D) He/she shall distribute approved fliers and registration information to local schools
- E) Reports to the Secretary
- F) Voting board member

#### REGISTRAR

- A) Sets dates for registration.
- B) Arranges for location/time where registration will take place.
- C) Coordinates with Publicity to advertise times/dates/places of registration.
- D) Purchases and maintains inventory of registration forms and other 'props' for registration
- E) Transfers registration fees and registration forms to treasurer. Assists in balancing money received.
- F) Maintains registration database and develops appropriate reports.
- G) Maintains one copy of each registration form.

- H) He/she shall be in charge of player registration for Spring and Winterball seasons, player skills assessment, player draft (including player waiting list) and team placement.
- I) He/she shall maintain insurance on all registered players.
- J) He/she shall act as the liaison between managers, parents, and players.
- K) Reports to Secretary
- L) Voting board member

#### FUNDRAISER

- A) He/she shall oversee all activities that involve the raising of League funds, including projecting the net income of each activity. He/she shall work in conjunction with the League Treasurer for deposit of all money. He/she shall maintain the accurate records of fundraising funds. He/she shall be responsible for the disbursement of fundraising funds.
- B) Submits a detailed accounting for all fund raising projects in progress and submits an itemized written accounting upon completion of each project.
- C) Supervises the Food Service Manager and Director of Team Parents
- D) Reports to the Treasurer
- E) Voting board member

#### FOOD SERVICE MANAGER

- A) He/she shall be responsible to assign volunteer and team parents to work the snack bar(s), and maintain an accurate inventory of all products, and monies. Monies shall be counted and signed for by the Board member assigned open/close snack bar duty, along with one (1) other adult working the snack bar at the close of the day. Snack Bar money shall be logged and dropped according to Snack Bar Policy.
- B) Shall provide an itemized statement containing all monthly expenditures at each monthly meeting with appropriate documentation. All menus, pricing, and suppliers shall have Treasurer and Fundraiser approval for any sales or purchases.
- C) Reports to the Fundraiser
- D) Voting boardmember

#### HEAD COACH

- A) Oversees selection of all managers and coaches along with the Executive Board
- B) He/she shall oversee the evaluation and recommendation of all managers for all divisions. (MOVE TO HEAD COACH)
- C) Maintains and updates the managers/coaches manual
- D) Organizes managers/coaches clinics.
- E) Provides ongoing direction for the manager throughout the season.
- F) Coordinates try—outs with the assistance of Division Commissioners
- G) Develops and maintains the safety procedure manual
- H) Reports to 1<sup>st</sup> Vice President
- I) Voting board member

#### DIRECTOR OF TEAM PARENTS

- A) Conducts orientation meeting for all team parents
- B) Holds team parent meetings as necessary to disseminate information regarding fundraising, sponsors, etc.
- C) Coordinated fund-raising activities with Team Moms and Fundraising Chairperson
- D) Assists Food Service Manager with snack bar work schedule
- E) Coordinates team sponsors. He/she shall actively pursue sponsors for all divisions, and ensure that each team has at least one sponsor. All sponsors must be League approved. All sponsor funds must be issued to the League. Any team violating this policy shall be subject to game forfeiture and/or suspension/dismissal of a manager or Coach. Additional sponsorship should be secured to include year round activities such as tournaments, all stars, etc. He/she shall oversee the designing and purchasing of awards for all League functions (i.e. tournaments, Spring ball, and Winter ball) with approval from the Board.
- F) Purchases trophies
- G) Coordinates and distributes uniforms

- H) Coordinates pictures
- I) Reports to Fundraiser
- J) Voting board member

**FIELD MANAGER**

- A) He/she shall maintain the quality of the fields during the course of the season in cooperation with the 2<sup>nd</sup> Vice President and the city of Diamond Bar.
- B) He or she shall oversee the maintenance and care of all League fields
- C) Responsible to maintain proper supplies and inventories in the facility storage bins for proper game setups in coordination with the Equipment Manager.
- D) Work with Equipment Manager to ensure that pitching mounds, bases, rakes, hoses, and all other field maintenance equipment is in good working condition.
- E) If the Field Manager deems necessary, he/she may appoint an assistant[s] with board approval.
- F) Reports to 2<sup>nd</sup> Vice President
- G) Voting board member

**ARTICLE VIII ~ COMMITTEES**

**Section 1**

All Committees shall be appointed by the President and with board approval. The Board shall determine committee size, objective, responsibility, and designated chairperson. Each committee Chairperson shall be responsible to report directly to the Board regarding the committees, accomplishments and responsibilities.

Permanent Committees are By-laws, Publicity/Communication, Budget, Fundraising, All Star, League Policy, and Registration. All other committees shall be appointed by the President and subject to approval by the Board. The Board can remove any committee member failing to fulfill their duties at any time.

**ARTICLE IX ~ FINANCES**

The Treasurer shall present a final Spring Season budget for approval by the Board by the first scheduled meeting in January. Any purchase within the budget exceeding \$1000.00 must have three competitive bids, and be approved by the Board. Purchases outside the budget must have three competitive bids and must have Board approval prior to purchase, with the exception of the snack bar purchases. Snack bar purchases shall not exceed \$1000.00 per calendar week for each open snack bar.

**Section 1**

The Treasurer and Fundraiser shall deposit all league funds in to a bank designated by the Board.

**Section 2**

All bills for normal operation shall be paid by League check.

**Section 3**

The League Treasurer shall be required to be bonded for the protection of the organization funds and assets with costs being offset by the League.

**Section 4**

The fiscal year of this organization shall extend from November 1<sup>st</sup> to October 31<sup>st</sup>.

**Section 5**

All money placed in specified league accounts may only be withdrawn from said account when approved by a two-thirds (2/3) vote of a quorum at a Board meeting.

## **ARTICLE X ~ ELECTION OF OFFICERS**

### **Section 1**

Anyone wishing to run for an elected position, and expresses the desire to do so should attend the scheduled March Board meeting. The nomination process will begin the first board meeting in March. All nominations must be submitted on or before the March Board meeting. Voting will take place in April. Ballots will be accepted at the snack bar in the last two weeks of April during regularly scheduled league games.

The Registrar shall prepare election ballots, and a designated Board member who is not running in the election will chair the Election Committee.

### **Section 2**

All elections shall be by secret ballot obtained by membership and with one ballot turned in per general member. There is one (1) vote per parent or guardian, not to exceed two (2) votes per family.

### **TERMS OF OFFICE**

All Board positions shall serve a one-year term.

### **Section 3**

An Executive Board vacancy occurring because of resignation or any other reason will be filled by a majority vote of the Board.

A General Board vacancy shall be filled by a nomination by the President, and with a majority approval of Board. Board appointed members shall remain in office until his/her successor is elected at the following election.

Officers failing to perform their duties as specified by these by-laws may be removed from office by a majority vote of the Board during a regular or special meeting.

The President has the authority to remove any appointee that has failed to perform the duties of their respective office as specified by these by-laws.

### **Section 4**

All committee positions may be held by any elected or appointed member for a one-year term.

### **Section 5**

A vacancy in the Presidency shall be filled by the Vice President until a new President is elected by the General membership. In the event that the Vice-president is unable to fulfill the President's vacancy, the Board will select a qualified person to fill that position.

Qualifications for elected positions are:

One year active involvement to run for 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, or Treasurer. Active involvement requires 75% attendance/participation in the prior years Board meeting.

Two years active involvement and one year as an Executive Board member to run for President. Active involvement requires 75% attendance/participation in the prior two years Board meetings.

No restriction shall be placed upon any election of an officer to prevent his/her election or re-election except when:

A) A person has been removed from office by impeachment.

### **Section 6**

Board members must be a minimum of 18 years of age.

## **ARTICLE XI ~ LIABILITY**

The Board members of this League are not personally liable for debts, liabilities, or obligation of the League. No Board member, organizer, sponsor or supervisor shall be liable for damages or claims arising from injury to any participant, whether the result of negligence, or for other cause.

## **ARTICLE XII ~ SPECIAL FUNDS AND AWARDS**

### **Section 1 - Michelle Lardenoit Memorial Scholarship**

- A) A permanent scholarship fund is to be established in memory of Michelle Lardenoit. The funds shall be placed as a specified in the Trust Documents. The annual disbursement will be \$500.00. Should the fund not produce \$500.00 in earning, the difference will be supplemented by the general fund.
- B) The funds are to require three (3) signatures for any action, the 2<sup>nd</sup> Vice President and any two (2) of the following: Secretary, Treasurer, or President.
- C) The 2<sup>nd</sup> Vice President will chair a committee yearly to determine the recipient of the scholarship.
- D) Qualifications:
  - i) Applicant for the award must have played in the League a minimum of two (2) complete seasons.
  - ii) Applicant must have a 2.0 grade point average or better on a 4.0 scale.
  - iii) Applicant must be attending an institution of higher learning.
- E) In the event the League dissolves, the funds are to become the property of Diamond Bar High Schools as specified in the Trust Document.
- F) Each applicant must submit a written essay.
- G) The winner will be decided by the Executive Board.

### **Section 2 - Bill Swift Award**

- A) Established in the memory of Bill Swift, a man who helped many in our League develop the following traits:
  - i) Positive Attitude
  - ii) Congeniality
  - iii) Dedication and dependability
  - iv) Integrity, sportsmanship, and determination
- B) The Bill Swift award is not an ability based award. It is based on the traits listed above.
- C) Nominations
  - i) Each major division team will submit two (2) nominations
  - ii) All nominations will be put on a ballot
  - iii) All players in the major division will vote for their choice.
  - iv) Ballots will be tabulated by the 1<sup>st</sup> Vice President.
- D) The winner will be decided the by the Executive Board.
- E) A perpetual plaque with the name of those selected will be displayed at the League's main playing field.

### **Section 3 - Beau Hyde Award**

This award is given to the Manager or Coach who best exemplifies Beau's coaching spirit, attitude and sportsmanship on and off the field.

A perpetual plaque in memory of Beau Hyde with the name of those Managers or Coaches, who have had the honor of being recognized, as an exemplary coach, will be added to the plaque and displayed at the leagues main snack bar and/or events. Also, an individual plaque will be given to the Manager or Coach in recognition of this distinct honor.

Qualification and Nomination for the Beau Hyde Award:

- A) A team may nominate one Manager or Coach who they feel exemplifies Beau Hyde's coaching spirit, attitude, and sportsmanship. This coach will:
  - i) Reward and praise his/her team as well as individual efforts.

- ii) Always give a positive critique.
  - iii) Make learning and playing the game a positive and fun experience.
  - iv) Above all, good sportsmanship and respect to all involved in the games.
- B) Nomination will be coordinated through the team parent.
  - C) Nominations must be made in writing and submitted to the 2<sup>nd</sup> Vice President by May 1st.
  - D) Nomination forms will be made available and must be filled out completely and in detail.
  - E) The recipient of the Beau Hyde Award will be decided by majority vote of the Executive Board.
  - F) If an Executive Board member is a nominee, he/she shall be removed from the voting process.
  - G) A plaque will be presented to the recipients of the Beau Hyde Award during Closing Day Ceremonies.