



CORONA GIRLS SOFTBALL ASSOCIATION

BYLAWS

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1. ARTICLE I

- a. This organization shall be known as Corona Girls Softball Association (CGSA).

2. ARTICLE II OBJECTIVE

- a. It is the objective of CGSA to achieve the following:
 - i. To provide an organized, recreational and advanced competitive softball program for all players.
 - ii. To provide an enjoyable and memorable softball experience for all players.
 - iii. To develop the softball skills and appreciation and knowledge of the game within the players.
 - iv. To develop good sportsmanship skills, courage and respect of others within the players.
 - v. To develop the qualities of citizenship and leadership within the players through the game of softball.
 - vi. To promote physical fitness.
 - vii. To prepare the players for competitive travel ball, high school, and beyond.

3. ARTICLE III MEMBERSHIP

- a. There shall be two (2) classes of membership: The Board of Directors and the General Membership.
 - i. Board of Directors
 1. The government of CGSA shall adhere to the rules set forth by USA Softball Association, and consists of the following classes of Board Members:
 - a. Executive Board
 - i. Elected Executive Board Members shall serve a term of two years, commencing immediately after election/appointment.
 - ii. Terms of office for Elected Executive Board members expire on August 31st two years after election.
 - iii. Executive Board Members may serve consecutive terms if re-elected through the CGSA election process
 - iv. Nepotism policy: The Executive Board Members may not be related in any way to each other.
 - v. Appointments of Executive Board Members as a result of a resignation or removal of an elected Executive Board Member, will serve out the remaining term of office for that immediate year, not the following year if term was for a concurrent term year.
 - vi. Executive Board Members (5)
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Registrar

b. Board Members

- i. Board Members shall serve a term of one year, commencing on the date of election/ appointment. Terms of office expires one year after:

1. Terms of office for Elected or Appointed Board members expires on July 1st 1 year after election, or 1 year from the date of appointment, whichever comes first.

ii. Board Members

1. Umpire in Chief
2. Fundraising Coordinator
3. Sponsorship Coordinator
4. Uniform Coordinator
5. Scorekeeper
6. San Bar Coordinator
7. Team Parent Coordinator
8. Player Agent
9. Equipment Field Manager
10. T-Ball/6U Coordinator
11. 8U Coordinator
12. 10U Coordinator
13. 12U Coordinator
14. 14U/High School Coordinator
15. Tournament Director
16. Social Media Advisor
17. Webmaster (non-voting)
18. Past President/Parliamentarian (non-voting)

c. Resignation

- i. Resignation by any Board Member, either written, text, and/or email, shall be accepted as such. No such acceptance notice is required. If resignation is rescinded, the Board Members have the right to accept or decline by majority (+51%). All responsibilities and communication are immediately ceased. Resigned Board Member is no longer a Board Member until such said vote by the active Board Members takes place.

d. Abandonment

- i. A Board Member who ceases their duties as a board member and/or declines communication from other board members for a minimum 2 days will be considered abandonment of their Board Member position.

ii. General Membership

1. Defined

- a. The general membership will consist of the parent(s) or guardian(s) listed on the player's registration for that season. The general membership will also consist of Honorary Members who are defined as any person eighteen years of age or older who is interested in furthering the objective of the league and volunteers as a coach, manager, or any other volunteer position within CGSA.

2. Term

- a. All General Membership terms are from January 1st – August 31st for Spring Season and September 1st - December 31st for Fall Season and will automatically expire each season if not renewed by registration of player or volunteer position.

3. Suspension

- a. General Membership of any player, parent, manager, coach or any other general member may be suspended by Order of the Executive Board or by a two-thirds vote of those Board Members present at any duly constituted Board meeting (General or Emergency), without prior notice for a period of time not to exceed fourteen days.

4. Termination

- a. General Membership may be terminated by resignation, non-renewal, or action of the Executive Board/Board of Directors, as follows:
- b. By a two-thirds vote of those Board Members present at any duly constituted Board Meeting (General or Emergency) when the conduct of a general member, such as a player, parent, coach or manager, is considered, by the two-thirds of the voting Board to be detrimental to the best interests of CGSA.
- c. Prior to terminating the membership by action of the Board of Directors the General Member shall be given no less than forty-eight hours' notice of the meeting, be informed of the general nature of the charges, and be given an opportunity to appear at the meeting to answer such charges.
- d. In the case of a player, prior to terminating the membership, the player as well as the Manager, the appropriate Division Coordinator, the Player Agent, and the players registered parent(s) and/or guardian(s) shall all be given no less than forty-eight hours' notice of the meeting, be informed of the general nature of the charges, and be given an opportunity to appear at the meeting.

4. ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

a. Definition

- i. A General Membership Meeting is any meeting of the membership of CGSA.

b. Frequency

- i. At least one General Membership Meeting will be held each fiscal year. To conduct business as may be required.
- ii. To elect new Board of Directors and/or conduct such other business as may be required, a General Membership Meeting shall be held before the end of the Spring Season on a specified date to be determined by the Board of Directors.
- iii. Additional General Membership Meetings may be held at the discretion of the Board of Directors.

c. Notice

- i. Notice of all General Membership Meetings will be delivered to all Members by email, and the notice will be posted on the CGSA website and all social media accounts. Notice shall be posted no later than seven days prior to the meeting.

- d. Quorum
 - i. At any General Membership Meeting, the presence of at least one-tenth of the General Membership shall be necessary to constitute a quorum. If a quorum is not present, no business may be conducted.
- e. Voting
 - i. Each General Member, as defined above, is eligible to cast a vote at any General Membership Meeting or Elections outlined in Article V. No family may cast more than two (2) votes in total.
- f. Reporting
 - i. At the annual General Membership Meeting, the CGSA President or designee shall report to the General Membership the following information:
 - 1. The general condition of the league.
 - 2. A general summary of the league's financial condition.
 - 3. The number of players who are enrolled in the league and the estimated number of General Members.
- g. Rules
 - i. Robert's Rule of Order shall govern the procedures of all General Membership Meetings, except when in conflict with these Bylaws.
 - ii. CGSA Bylaws, CGSA Rules, and Regulations supersede any and all unless specifically in conflict with said USA Softball Article(s) that govern such or in conflict with a statute and/or law.

5. ARTICLE V – ELECTIONS & APPOINTMENTS OF BOARD OF DIRECTORS

- a. Elections
 - i. A majority vote of the General Membership shall elect the Executive Board Members.
 - 1. If no majority is reached, the candidate with the most votes wins.
 - ii. Nominations for Executive Board positions may be submitted in writing to the Secretary (or Election Committee) no later than April 1st.
 - 1. All candidates must be members in good standing with the league as of April 1st. All candidates must be at least twenty-one years old. Non-members may not nominate candidates.
 - 2. Any candidate for an Executive Board position be an active board member and must have already served on the Board of Directors for at least two seasons. In the event there is no candidate for the Executive Board position that meets the two-season requirement, then any Board Member may be nominated during the election process. In the event there is no Board Member willing to be nominated, a General Member may be nominated, except for the position of President, which **must** be filled by an existing Board Member
 - iii. Vote Collection for Executive Board positions shall be collected by one of the following methods, as voted by a majority of the current board of directors. The voting method and procedures will be posted on the CGSA website or emailed to the general members no later than May 1st.

1. Method 1: Secret Ballot: Ballots shall be distributed to all members present at a general membership meeting. Members shall mark their ballots in secret and deposit them in a designated ballot box at the meeting.
 2. Method 2: Show of Hands: During a General Membership Meeting, elections may be conducted by a show of hands for each candidate.
 3. Method 3: Electronic Voting: Votes may be collected by electronic voting systems. This may include voting by email invitation, electronic/online polls, or similar means.
- iv. Counting Votes & Announce Results
1. After all votes have been collected, the Election Committee (consisting of at least 3 board members as approved by a majority vote of the Board of Directors) will verify the integrity of the voting and confirm the official count of all votes cast.
 2. Once the final vote counts are confirmed and a winner is determined, the results will be announced via the CGSA website and/or email to the general members within three (3) days.
- v. Staggered Terms: Term limits are outlined in Article III. To ensure continuity, the elections/terms for the Executive Board positions shall be staggered accordingly.
1. Elected even-numbered years: President, Registrar, & Secretary
 2. Elected odd-numbered years: Vice President & Treasurer
- b. Appointment
- i. All Board of Director positions, excluding elected Executive Board positions, will be appointed by a two-thirds vote of the existing Board Members in attendance at any regularly scheduled Board Meeting.
 - ii. Term: Article III outlines the term for appointed board members.
- c. Any general member in good standing may submit their name for consideration of a Board of Directors position by emailing the CGSA Secretary at least 48 hours in advance of a regularly scheduled board meeting.
- i. The candidate will then present themselves for consideration and vote at the next regularly scheduled board meeting.
- d. Removal of Board Members and Vacancies
- i. Any Board Member may be removed from office **for any reason** by a vote of no less than two-thirds of the Board Members in attendance at any Board Meeting, with notice as described in Article III.
 1. All vacancies in the Board of Directors, including the Executive Board positions, shall be filled as soon as possible by a simple majority vote of the current Board Members.
 2. Succession to an Executive Board position shall be President, Vice President, Secretary, Treasurer, Registrar, then Board Members, in that order.
 3. The position of President must be filled by an existing Board Member unless otherwise approved by a majority (+51%) vote of the Board that is in attendance at the regularly scheduled board meeting prior to succession to the President role.
 4. A vacant Board of Directors position shall first be available to any current Board Member to transfer.

5. In the event no current Board Member fills the vacancy, the vacancy will then be posted online for any General Member in good standing to apply by emailing the CGSA Secretary at least hours in advance of a regularly scheduled board meeting.
 6. The candidate will then present themselves for consideration and vote at the next regularly scheduled board meeting.
 7. A current Board Member may hold more than one office, until the vacancy can be filled.
 - a. Board Members holding multiple offices for this purpose may still only cast one vote.
- e. Non-Voting Positions
- i. By way of a simple majority vote of the Board of Directors a non-voting board position may be created.
 - ii. These Board Members may attend board meetings but will not have a vote and are in an assistant capacity only.
- f. Duties and Responsibilities
- i. It is the responsibility of the Board of Directors to oversee all administrative and playing rules for CGSA.
 - ii. The responsibilities of a Board position take priority over all other CGSA volunteer positions.
 - iii. Board Meetings
 1. All Board Members are expected to attend Board Meetings.
 2. Attendance is in person.
 3. Any Board Member who has missed three (3) consecutive Board Meetings may be removed from office by a vote of no less than two-thirds of the Board Members in attendance at any Board Meeting.
 - iv. Background Check and Code of Conduct
 1. All Board Members must pass a USA Background check and sign the Code of Conduct.
 2. If a board member is found to have provided inaccurate information on a background check, or fails to pass a background check WILL be removed from the board immediately, with no appeal process.
 - v. Non-Disclosure Agreement (NDA)
 1. All Board Members are required to sign and abide by the terms of a Non-Disclosure Agreement.
 2. If a board member is found to be non-compliant with the terms of the NDA, the board member WILL be removed from the Board immediately with the right to a one time appeal.
 3. This includes any and all forms of communication, including and not limited to social media, emails, texts. Either welcomed or unwelcomed.
 - vi. Conflict of Interest
 1. All Board Members must disclose any possible Conflict of Interest, including anything that might have the "appearance of impropriety" with their Board position or duties to the Board and sign the Conflict of Interest form.

2. If a board member is found to have provided inaccurate information WILL be removed from the Board immediately, with no appeal process.
 3. This includes gifting, favors, and any sign(s) of inappropriate actions, favoritism on behalf for or against CGSA and/or self in connection with CGSA. All gifts in any monetary amount in connection with CGSA, or remotely in connection with CGSA must be approved by the BOD by majority (+51%) vote.
- vii. Field Duties
1. All Board Members are required to assist with Field Duty or Snack Bar Duty a minimum of four times a month during the spring season and two times per month during the fall season.
 2. Field Duty responsibilities consist of checking in at the snack Bar/as directed, verifying all fields have umpires and field equipment, ensuring all fields are maintained by teams as required, ensuring USAS badges are worn by all team personnel on the field and in the dugouts, and maintaining a Board Member presence at the field to deal with any issues that may arise. Board members also serve as a form of security for fields and parking lots and should contact Corona PD in the event any security issues arise.
 3. Failure to comply with field duty/snack bar duty may result in termination of board membership.

6. ARTICLE VI - BOARD MEETINGS

- a. Frequency
 - i. The Board of Directors shall hold regularly scheduled Board Meetings monthly.
- b. Agenda
 - i. Board members will submit to the CGSA secretary all agenda items to be discussed at least 2 days in advance of a regularly scheduled board meeting. Agenda items received with less than 2 days notice may be placed on the agenda with approval from the Executive Board.
 - ii. If any General Member would like to have an item added to the agenda, they must also submit their request in writing by emailing the CGSA Secretary at least seven days in advance of a regularly scheduled board meeting.
 - iii. The Board of Directors is only required to discuss items that have been added to the agenda.
- c. Attendance
 - i. All Board Members are expected to attend all Board Meetings. Attendance is in person, by telephone, or by video conferencing. Any Board Member who misses three consecutive meetings in a season can be removed by majority (+51%) vote.
- d. Quorum
 - i. At any Board Meeting, the presence of at least 51% of all Board Members shall be necessary to constitute a quorum. If a quorum is not present, no business may be conducted.
- e. Motions and Voting
 - i. Only the Board of Directors may make motions and vote at Board Meetings.
 - ii. Each Board Member, except the President, Past President and non-voting members, are eligible to cast one vote. A majority vote shall be 51% of the Board Members present after a quorum has been met.

- iii. A Board Member who is attending the Board Meeting via telephone or video conference is considered present and may cast their vote.
 - iv. In the event of a tie, the President will cast a vote and break the tie.
 - v. The President may call for approval of a matter by electronic vote through email or online poll in place of requesting a Special or Emergency Board Meeting if a matter cannot wait until the next regularly scheduled Board Meeting.
- f. Guests
- i. All regularly scheduled Board Meetings are open to the General Membership and public to attend as guests, in an observation capacity only.
 - ii. Guests, including General Membership, are not permitted to participate in the Board Meeting in any way except in discussion of an item they added to the Agenda as discussed above.
 - iii. Guests, including General Membership, may be asked to leave the Board Meeting at any time at the discretion of the Board of Directors.
 - iv. The Board of Directors reserves the right to revoke permission to attend any Board Meeting to any person at any time, including but not limited to any person deemed disruptive to the meeting.
- g. Minutes
- i. All Board Meeting minutes will be approved by majority vote at the next month's regularly scheduled Board Meeting.
 - ii. Approved Board Meeting Minutes will be posted on the CGSA website for all General Membership to view no later than seven days after they have been approved.
- h. Rules of Order
- i. Roberts Rule of Order shall govern the procedures of all Board Meetings, except when in conflict with these Bylaws.

7. ARTICLE VII - BOARD OF DIRECTORS POSITIONS AND DUTIES

- a. President
- i. Presides over all Board Meetings, regularly scheduled and emergency.
 - ii. Is an ex officio member of all committees and must observe all phases of the Bylaws.
 - iii. Will attend all Southern California USA meetings or appoint a designee.
 - iv. Will act as the liaison with the City of Corona and attend all City meetings or appoint a designee.
 - v. Will attend all field allocation meetings held with the City of Corona; or appoint a designee.
 - vi. Will attend all Manager Meetings.
 - vii. Will co-chair the Draft and Team Selection with the Division Coordinators.
 - viii. Will preside over all Drafts and Evaluations with the Division Coordinators or appoint a designee.
 - ix. Will work with the Vice President to create the game schedules each season.
 - x. Will ensure an outside review of the CGSA financials is conducted during their first term year of office.
 - xi. May co-sign checks with the Treasurer.

b. Vice President (VP)

- i. Will assist the President in all of his/her duties.
- ii. In the absence of the President, the VP will assume all duties and responsibilities of the position.
- iii. Perform such duties as may be prescribed by the Board of Directors, or as directed by the President.
- iv. Will ensure all duties of Board members are being carried out per these bylaws and/or as directed by the President.
- v. Will attend all Manager Meetings.
- vi. Will attend the Southern California USA meeting.
- vii. Will act as a liaison with the City of Corona Departments with the President.
- viii. Will work with the President to create the game schedules each season.
- ix. Will coordinate and schedule the Managers Meeting prior to each season.
- x. Will chair the Opening Day and Closing Day Committees.
- xi. Will maintain and update the CGSA website (or appoint designee) with new information, documents, and forms as it comes available.
- xii. Will attend all field allocation meetings held with the City of Corona; or appoint a designee.
- xiii. In the absence of the President, may sign any league affiliated documents.
- xiv. May co-sign checks with the Treasurer.

c. Treasurer

- i. Will be responsible for recording and documenting all CGSA funds in all accounts.
- ii. Is responsible for collection and deposit of all CGSA funds in CGSA accounts no later than seven days after receipt of funds.
- iii. Will keep accurate signature authorizations at the leagues various businesses, banks and vendor accounts.
- iv. Will prepare and provide the Board with a full financial report at the end of each fiscal year at a regularly scheduled Board Meeting.
- v. Will prepare and provide the Board monthly financial reports and bank reconciliations of all CGSA accounts at all regularly scheduled Board Meetings.
- vi. Will prepare and provide proposed budgets for each season at a regularly scheduled board meeting prior to the start of each season.
- vii. Will prepare and provide seasonal budget reports at a regular scheduled Board Meeting at the end of each season.
- viii. Will provide the CGSA Registrar with an itemized financial and pie chart of CGSA's funds at the end of each season which will be posted for General Membership to view on the CGSA Website.
- ix. Will interface with CGSA's tax representative and ensure all tax documentation is filed.
- x. Will co-sign checks with the President and/or Vice President.

- xi. Upon request of the Board of Directors, will provide all necessary documentation needed for a review to be conducted by an outside auditor.
- xii. Upon resignation or removal will turn over all records, documents, software files and CGSA equipment to the Board of Directors within seventy-two hours.

d. Secretary

- i. Will keep the official Minutes of all Board Meetings. Will email the typed Minutes to all Board Members prior to the next Board Meeting for review and approval. Will provide the approved Minutes to the Webmaster to be posted on the CGSA website no later than seven days after approval.
- ii. Will prepare the Board Meeting Agenda. Will email the Agenda to all Board Members and provide it to the Webmaster to be posted on the CGSA website no later than hours before the regularly scheduled Board Meeting.
- iii. Will notify all Board Members via email of all regularly scheduled board meetings within forty-eight hours and within twenty-four hours' notice of any Special or Emergency Meeting.
- iv. Will maintain the official records of attendance at all Board Meetings.
- v. Will schedule and secure the location of all Board Meetings.
- vi. Will have possession of the CGSA PO Box key and will pick up and distribute allmail.
- vii. Will update and revise all CGSA documents and forms (ex. Bylaws, Rules and Regulations, NDA, Conflict of Interest, Code of Conduct, etc.), if needed and keep master copies of all, including Team Parent Packet and Managers Packets.
- viii. Will keep a master copy of all CGSA Board Members emails and passwords.
- ix. Will maintain an official record of all emergency email board votes.
- x. Will create the Managers Packet to be disbursed at the Managers Meeting for each season.
- xi. Will coordinate and schedule Picture Day for Spring Season.
- xii. Will assist the Vice President with coordinating and securing all non-food vendors for CGSA events.
- xiii. Will keep record of all Formal Complaints submitted and the resolutions.
- xiv. Will attend all City of Corona Meetings (City Council, Parks and Recreation, Field Allocation, etc.) at the direction of the President/Vice President.
- xv. Is responsible (or appoint a designee) for maintaining and updating all CGSA Social Media accounts.
- xvi. Upon resignation or removal, will turn over all records, documents, and CGSA equipment, including the PO Box Key, to the Board of Directors within seventy-two hours.

e. Umpire In Chief (UIC)

- i. Will prepare and provide the Board of Directors an umpire plan at a regularly scheduled Board Meeting prior to the start of each season.
- ii. Will receive, review and decide on all official protests from team Managers and present the findings to the Board of Directors.
- iii. Will receive, review and report to the Board all Formal Complaints received regarding Umpires at every regularly scheduled Board Meeting. Will provide the Secretary a copy of all Formal Complaint emails and documents.

- iv. Will chair all Protest Committees consisting of at least five (5) Board Members.
 - v. Will attend all Managers Meetings.
 - vi. Will work with the Treasurer to prepare an invoicing system for the payment to all umpires CGSA employs.
 - vii. Will select a USAS assigner.
 - viii. Will work with an assigner to secure a list of USAS-approved and CGSA-approved umpires for each season.
- f. Fundraising Coordinator
- i. Will research and create fundraising opportunities for CGSA.
 - ii. Will be responsible for coordinating and scheduling all fundraiser events.
 - iii. Will coordinate with the Secretary on applicable dates to be added to the calendar.
 - iv. Will coordinate with the Team Parent Coordinator on information and materials to be provided to the Team Parents at the Team Parent Meeting.
 - v. Will ensure all monies collected are done so by with at least one (1) executive member as required.
 - vi. Will submit itemized financial reports of all fundraisers to the Board at regularly scheduled board meetings.
 - vii. Will issue receipts for all funds collected and provide all funds along with an itemization to the Treasurer within seven days of collection.
- g. Uniform Coordinator
- i. Will be responsible for the ordering and delivery of all regular season and All-Star season player uniforms.
 - ii. Will be responsible for the ordering and delivery of all Board Member shirts.
 - iii. Will distribute all uniforms prior to the opening day of each season.
 - iv. Will coordinate with the Secretary on the uniform dates to be added to the calendar.
 - v. Will obtain sample uniform sizes and provide them to the Registrar prior to any scheduled walk-up registration date each regular season.
 - vi. Be present at walk up dates, evaluations (uniform sizing) and meetings (to provide information) and any other events, as requested by the President.
 - vii. Will provide sample uniform sizes at all scheduled Evaluation dates each regular season.
 - viii. Will obtain and provide sample uniform and helmet sizes for the All-Star Parent Meeting in May for All Star season.
 - ix. All uniform and vendor ordering and/or changes requires Board approval. Will obtain three bids to be presented at a regularly scheduled Board Meeting and voted on, when necessary. No bids accepted by any party where a Conflict of Interest may apply (ex. CGSA membership, Relative, business associates, co-workers, personal friends, etc.).
- h. Scorekeeper
- i. Will schedule and coordinate a Scorekeeping Clinic in February prior to Spring season.

- ii. Will create a Scorekeepers Packet to be distributed to each Team Manager and/or Scorekeeper, including line up sheets at the Managers Meeting prior to each season.
 - iii. Will be responsible for obtaining score cards from the Home team manager after each game and updating the score on the website within forty-eight hours of receiving the score card.
 - iv. Will be responsible for forwarding all score cards, including umpire ratings to the Umpire In Charge on a weekly basis.
 - v. Will receive and review all Umpire ratings received on score cards from the Webmaster on a weekly basis. Will report to the Board at a regularly scheduled Board Meeting at the end of each season the results of the seasons umpire ratings from the scorecards.
 - vi. Will obtain trophies, medals and pins for regular and All-Star season, when applicable. Will obtain three sealed bids to be opened at a regularly scheduled Board Meeting and voted on, when necessary.
- i. Registrar
- i. Will be responsible for all player registrations, online and walk-up.
 - ii. Will schedule and be responsible for all walk-up registration dates and will provide the Board of Directors the proposed calendar of those dates at a regularly scheduled board meeting after each season for the next upcoming season.
 - iii. Will maintain the Player Waiting List and be responsible for distributing said list the Division Coordinators.
 - iv. Will provide the Board of Directors the registration numbers and funds collected at all regularly scheduled Board Meetings.
 - v. Will coordinate flyers to be distributed to CNUSD and be responsible for advertising CGSA registration dates and information to the public.
 - vi. Will be responsible for CGSA's insurance and registration with Southern California USA/USAS.
 - vii. Will be responsible for submitting all Volunteer Background Checks and maintain records of denials.
 - viii. Will provide the Treasurer with all Registration and USA funds and an itemized accounting of those funds collected on behalf of CGSA, on a weekly basis.
 - ix. Will prepare the list of player addresses upon request by the City of Corona to show compliance with the 5% corona residence requirement.
- j. Snack Bar Coordinator
- i. Will be responsible for opening and closing the Snack Bar.
 - ii. Will schedule and coordinate a Snack Bar Volunteer calendar with the Team Parent Coordinator for disbursement.
 - iii. Will oversee snack bar volunteer schedules for volunteers (parents, etc.).
 - iv. Will keep accurate daily, weekly, and monthly accounting records for the Snack Bar.
 - v. Will submit itemized financial reports to the Board at regularly scheduled Board Meetings.
 - vi. Will be responsible for all Snack Bar inventory and equipment ordering and purchasing.
 - vii. Will be responsible for maintaining and securing all requirements for food service for Snack Bar and outside food vendors.

- viii. Will be responsible for approving, in conjunction with the President, all outside food Vendors invited to CGSA fields.
- ix. Will provide all funds along with an itemization to the Treasurer on a weekly basis.
 - 1. Will receive a bi-annual bonus for the following time frame based on the following adjusted sales:
 - a. January 1st - July 31st to be paid on August 1st
 - b. August 1st - December 31st to be paid on January
 - i. \$5000-\$5999 = 5%
 - ii. \$6000-\$7499 = 8%
 - iii. \$7500-\$9999 = 10%
 - iv. \$10,000+ = 15%
- k. Team Parent Coordinator
 - i. Will schedule and coordinate the Team Parent Meeting prior to the start of each season.
 - ii. Will create the Team Parent Packet to be disbursed at the Team Parent Meeting for each season.
 - iii. Will act as a liaison and relay all pertinent information and documentation from the Board of Directors to the Team Parents and vice versa.
 - iv. Will coordinate with the team parents, each season, a list of parents who are willing to volunteer in the snack bar and create a schedule in coordination with the snack bar coordinator.
 - v. Will co-chair the Opening Day and Closing Day Committees.
- l. Player Agent
 - i. Will collaborate with the Registrar on the Player Waiting Lists.
 - ii. Will preside over the evaluation of pitchers in coordination with the Division Coordinators that are not able to be present at formal evaluations.
 - iii. Will establish and provide a list of returning and new Managers to the Vice President at the end of each season.
 - iv. Will review Manager Evaluations at the end of each season and provide feedback to the Managers and the Board of Directors at a regularly scheduled Board Meeting.
 - v. Will receive, review and report to the Board all Formal Complaints received at every regularly scheduled Board Meeting. Will report to the Executive Board Members all complaints of violation of the Anti-Harassment, Bullying and Violence policy immediately upon receipt. Will provide the Secretary a copy of all Formal Complaint emails and documents.
 - vi. Will act as an arbitrator in all disputes involving General Membership, including Managers, Coaches, Parents and players, and will make recommendations to the Board for resolution of disputes.
 - vii. Will be responsible for overseeing the set-up of Evaluation Days with the President (or designee) and will work with Division Coordinators to set up equipment, etc., needed for the day.
 - viii. Will attend all Managers Meetings.

m. Field Maintenance Manager

- i. Will prepare and provide the Board an inventory of all field and playing equipment at a regularly scheduled Board Meeting prior to the start of and at the end of each season.
- ii. Will provide the Board with all replacement and new field and playing equipment requests at a regularly scheduled Board Meeting for approval.
- iii. Will be responsible for all field and equipment maintenance, purchasing, and distribution.
- iv. Will be responsible for maintaining a Master Set of all Field and Equipment keys and changing all locks when needed.
- v. Will prepare and provide the Board a Field and Equipment Policy to be implemented by all Managers prior to the start of each season.
- vi. Will coordinate the field maintenance schedule for all practices and games with all team managers each season.
- vii. Will schedule and coordinate disbursement of all equipment and keys to Managers prior to the start of each season.
- viii. Will schedule and coordinate the return of all equipment and keys from Managers at the end of each season.
- ix. Will schedule and coordinate a Field Maintenance Training for all Managers prior to the start of each season.
- x. Will attend all Managers Meeting.
- xi. Will be responsible for overseeing the set-up of fields and equipment for Evaluation Days.
- xii. Acts as a Safety Coordinator keeping alert for any signs of hazardous equipment or field conditions and will work with the Vice President and Division Coordinators to ensure immediate action is taken to correct.
- xiii. Serves as a liaison with the President, between the City and the League.

n. Division Coordinators

- i. Will relay all pertinent information from the Board to their divisions Managers.
- ii. Will receive, review and report to the Board all Formal Complaints received at every regularly scheduled Board Meeting.
- iii. Will report to the Executive Board Members all complaints of violation of the Anti-Harassment, Bullying and Violence policy immediately upon receipt. Will provide the Secretary a copy of all Formal Complaint emails and documents.
- iv. Will act as an arbitrator in all issues involving Managers, Coaches, Players and Parents in their respective division.
- v. Will evaluate pitchers that are not able to be present on Evaluation Days for their respective division.
- vi. Will attend all Managers Meetings.
- vii. Will preside over the Draft and Team Selections with the President and Player Agent.

- o. Sponsorship Coordinator
 - i. Will monitor each team's sponsorship totals for the Spring and Fall seasons and keep accurate records to be presented to the Board.
 - ii. Will be responsible for securing sponsorship plaques and banners after Board approval. Will obtain three bids to be presented at a regularly scheduled Board Meeting and voted on, as requested by the Executive Board.
 - iii. Facilitate the collection of sponsorship funds for the treasurer.
 - iv. Will work with the treasurer to generate and distribute receipts to sponsors for funds collected from them.
- p. Social Media Advisor
 - i. Will be responsible for managing the Association's official social media and digital communications, ensuring the timely, accurate, and professional dissemination of league information. This includes posting league announcements, promoting events and registration, highlighting teams, players, volunteers, and sponsors, and supporting community engagement.
 - ii. Will coordinate closely with board members to align messaging with league decisions, maintain a positive and consistent public image of the Association, monitor and respond to public inquiries as appropriate, and exercise sound judgment to protect confidentiality, privacy, and the reputation of the league while adhering to all CGSA policies and standards of conduct.
- q. Past President/Parliamentarian (Non-voting Position)
 - i. May act in an advisory capacity to the Board of Directors

8. ARTICLE VIII - FINANCIAL POLICY

- a. The Board of Directors shall have sole authority over the finances of the league.
- b. All expenditures will be made for the common good of the league and its members.
- c. Any and all disbursement of league funds shall be made only with the approval of the Board of Directors.
- d. All funds received must be given to the CGSA Treasurer along with an itemization of the collection of such funds and deposited into the general treasury.
- e. Any Member who collects funds for CGSA must do so in witness of a second Board Member. Every collection is required to have two (2) Board Member signatures on the receipt.
- f. No Board Member shall, at any time, incur CGSA debts without prior approval of the Board of Directors. Exception section g.
- g. Notwithstanding any other provision of these bylaws, members of the Executive Board are authorized to incur non-budgeted expenditures on behalf of the Association in an amount not to exceed three hundred dollars (\$300) per occurrence, without prior approval of the Board of Directors, provided that all of the following conditions are met:
 - i. The expenditure must be made in good faith and solely for the common good, benefit, or operational needs of the Association.
 - ii. All such expenditures must be formally presented and documented at the next regularly scheduled Board of Directors meeting.
 - iii. Supporting documentation, including but not limited to receipts and invoices, must be submitted and retained as part of the Association's financial records.

- iv. This authority is limited to members of the Executive Board only and shall not be construed as authorization to circumvent approved budgets, engage in recurring expenditures, or approve expenses that would otherwise require Board approval under these bylaws or applicable financial policies.
- h. No Board Member shall receive compensation, directly or indirectly, for services rendered as a volunteer unless stated otherwise within these bylaws (ex. Snack Bar Coordinator).
- i. No Individual or Firm shall be allowed to make a direct gift or contribution to any single Player, Manager, Coach or Team that is not in the best interest of the league as a whole. Exception: All Star teams may raise funds for their specific teams.
- j. In the event CGSA should dissolve, all remaining assets shall be donated to a local nonprofit youth sports activity.
- k. A Financial Report will be posted on the CGSA Website for all General Membership to view twice a year, following the end of each season, spring and fall.
- l. Sponsorships: The Sponsorship fee for each season is set by the Board of Directors.
- m. All Sponsors must agree that only CGSA dictates the policies and conduct of the teams.
- n. Any complaint made by a Sponsor will be sent to the CGSA Secretary to be addressed by the Board of Directors.
- o. Registration Refunds: All Refund requests received by the CGSA Registrar prior to the Draft for each season do NOT need Board approval to be refunded.
- p. All Refund requests received after the Draft has occurred shall be reviewed by the Board of Directors for approval or denial.
- q. The Board of Directors will review each Refund request on an individual basis in order to consider all facts and mitigating circumstances.
- r. If a Refund is approved by the Board, the uniform costs may be deducted from the original Registration Fee paid for post-draft Refund requests.

9. ARTICLE IX - REGISTRATION AND INSURANCE

- a. Priority of placement on teams, for late registrants, will be determined by the date of registration if the league cannot accommodate all registrants.
- b. Each Player must be registered by a Parent or Legal Guardian.
- c. First year CCGSA registrants must present legal proof of Date of Birth at the time of registration. Returning Players must provide legal proof of Date of Birth at the request of the CGSA Registrar.
- d. The Registration fee for each season is set by the Board of Directors and based on projected expenses.
- e. The Registration fee may be waived for extraordinary circumstances by request to the CGSA Registrar and Board approval.
- f. No girls shall be denied the privilege of participating due to lack of registration fee.
- g. CGSA reserves the right to request a written medical release from a licensed physician if the Board deems it necessary.
- h. CGSA will be covered by Liability Insurance and each team shall be covered by a Team Insurance Policy.

10. ARTICLE X - RULES AND REGULATIONS

- a. CGSA will adopt Rules and Regulations. In the absence of a rule or regulation, the current USA Softball Rules and Regulations will apply.
- b. Rules will be reviewed and approved by the Board of Directors prior to each season.
- c. Approved CGSA Rules and Regulations will be posted on the CGSA website no later than seven (7) days before the opening day of each season.
- d. Rules can be amended by a simple majority of the Board of Directors during the season to resolve any immediate problems that may arise.
- e. Division Coordinators will advise all current managers of any Rules amendments within 2 hours after adoption.

11. ARTICLE XI - AMENDMENTS

- a. Bylaws may be amended or repealed or altered in whole or in part by a two-thirds vote of the Board of Directors.
- b. The intent to amend these Bylaws will be publicized to the General Membership by posting them on the CGSA Website.
- c. The Bylaws will be voted in by a simple majority vote of the General Membership each year.

12. ARTICLE XII - MATTERS NOT OTHERWISE COVERED

- a. The Board of Directors shall decide all matters involving the interpretation or application of any provision of the bylaw as well as all other matters not covered herein.

13. ARTICLE XIII - SEVERABILITY

- a. Should any portion of these bylaws be deemed to be in violation of any statute or other public policy, or by any other means determined to be unenforceable, it shall be stricken from the existing bylaws, with all other provisions remaining in full force and effect.