



## **LA HABRA GIRLS SOFTBALL ASSOCIATION BY-LAWS**

### **ARTICLE 1 - NAME**

The name of this organization shall be the La Habra Girls Softball Association, hereafter referred to as LHGSA.

### **ARTICLE 2 - OFFICE**

The principal office for transaction of LHGSA business shall be located in the city of La Habra, California. The Board of Directors may change the site of the principal office from one location to another within the City of La Habra.

### **ARTICLE 3 - OBJECTIVE**

The specific objective of the LHGSA is to operate a recreational softball league to develop good sportsmanship, high character, and physical and mental well-being of young persons through the game of softball. LHGSA encourages responsible adults to supervise the program on the playing fields and to make their leadership and experience available for the training of these young people.

### **ARTICLE 4 - LIMITATIONS**

The LHGSA is a nonprofit benefit corporation and shall carry on its activities in compliance with Section 501 (c) (3) and Section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Laws) for corporations exempt from Federal income taxes and for which contributions are tax deductible.

#### **SECTION 1 – POLITICAL ACTIVITY**

No substantial part of the activities of the LHGSA shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the LHGSA shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

#### **SECTION 2 – PROPERTY**

The property, assets, and net income of the LHGSA are dedicated irrevocably to the purposes set forth in ARTICLE 3 above. No part of the net income shall ever inure to the benefit of any of its directors, trustees, officers, members, employees, or to the benefit of any private individual.

#### **SECTION 3 – DISSOLUTION**

Upon the winding up and dissolution of this organization, and after paying or adequately providing for the payment of debts, obligations, and liabilities, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

## **ARTICLE 5 - LHGSA MEMBERSHIP**

### **SECTION 1 - PARTICIPATING MEMBER**

Participating Members include all registered players during the current calendar year.

### **SECTION 2 - GENERAL MEMBERSHIP**

General Membership of LHGSA shall consist of the following:

1. Parents or guardians of all currently registered players (one per Participating Member).
2. All official Managers.
3. All official Coaches.
4. All Board Members.
5. Other interested adults as approved by the Board.

### **SECTION 3 - VOTING PRIVILEGES**

1. No absentee or proxy votes will be accepted.
2. All Board Members shall be entitled to vote at all board meetings, at the election of the Board of
3. Directors, and at all General Membership meetings.
4. A paper vote may be conducted by a standing board member.

### **SECTION 4 - TERMINATION OF MEMBERSHIP**

1. Participating Members may terminate their membership by notifying the appropriate Division Commissioner.
2. General Members may terminate their membership by sending a letter of resignation to the League President.
3. The Board reserves the right to terminate the membership of any individual who does not follow the by-laws, policies, rules or regulations of this organization, or of USA Softball. A member may be suspended or expelled by the Board if it is determined that the member has engaged in conduct materially and seriously prejudicial to the purposes and interests of the LHGSA. Due process guarantees as outlined in Article 6, Section 6 below should be followed when suspending or expelling a general member.

### **SECTION 5 - LENGTH OF MEMBERSHIP**

Participating and General Memberships begin at the time of registration and continue in effect for the remainder of the calendar year of play for which the player registers.

## **ARTICLE 6 - BOARD OF DIRECTORS**

### **SECTION 1 - BOARD MEMBER REQUIREMENTS, GENERAL DUTIES AND RESPONSIBILITIES**

1. The LHGSA Board of Directors shall include elected and board appointed officers per Article 6, Sections 2 and 7 of the LHGSA By-laws.
2. LHGSA Board Members must be 21 years of age or older and must clear an LHGSA approved background check for the current year of service. An existing LHGSA background check may be used for board members also serving as LHGSA managers, coaches, or parent volunteers.
3. Board Members shall adhere to the highest ethical standards, LHGSA By-laws, and LHGSA Board Member Code of Ethics. Board Members shall not use their position to the detriment of LHGSA or to their own benefit.
4. Board Members have voting power pursuant to LHGSA By-laws and shall exercise their voting power consistent with the LHGSA Board Member Code of Ethics.

5. All Board Members are required to perform their elected duties, attend board meetings, as well as to assist in league tournaments, registration, skill assessments, opening day, closing day, board member of the day assignments and other league functions, as needed. Neglect of such duties or if any member of the board misses two or more board meetings or assigned duties per calendar year without prior notification to the President or Vice President, he/she may be subjected to removal from the board per Article 6, Section 6 of the By-laws.

## **SECTION 2 - OFFICERS**

**A. President** - The President shall be the Chief Executive Officer and general manager of the LHGSA and shall, subject to the control of the Board, generally supervise, direct, and control the activities and affairs of the corporation. Specific responsibilities of the president include:

1. Shall serve as the presiding officer at all Board meetings and set the agenda for each meeting.
2. Executes all policies and decisions made by the Board.
3. Coordinates all League activities and oversees all phases of League functions.
4. Signs checks in conjunction with the Treasurer. He/She may not sign any check that is payable to himself/herself (i.e. reimbursement for expenses).
5. Shall maintain a confidential file of Manager/Coach evaluations conducted by the League Head Coach
6. Shall maintain a confidential file of umpire evaluations conducted by the Umpire in Chief.
7. Shall oversee all other board members that represent the league.
8. May form committees and appoint members to those committees with the approval of the Board.
9. Shall vote only to break a tied vote of the Board.
10. The President shall be in charge of coordinating LHGSA activities with the City of La Habra, obtaining all field permits, facility use permits, etc. required for league functions.

**B. Vice President** - The Vice President, under the President's direction, will assist the President in the general supervision of the LHGSA.

1. The Vice President shall perform all the duties of the President in his/her absence.
2. The Vice President assists the President in all League activities.
3. The Vice President automatically succeeds to the office of President in case of a vacancy in that office.
4. He/She shall help organize and supervise all LHGSA activities such as opening and closing day ceremonies, dances, picnics, etc.
5. The Vice President shall recommend and, with Board approval, secure adequate insurance for the league.

**C. Secretary** - The Secretary shall record and maintain a file of minutes of all meetings and actions of the Board, committees of the Board, and of general membership meetings.

1. The Secretary shall keep on hand a copy of the LHGSA Bylaws and Board policies.
2. The Secretary shall be responsible for notifying the appropriate members of all Board meetings, committee meetings, and general membership meetings.

3. He/She should compile a record of LHGSA activities such that this information can be passed on to future Boards from year to year.

**D. Treasurer** - The Treasurer shall maintain correct accounts of all business transactions of the LHGSA. This will include accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any sort and kind derived by the LHGSA.

1. The Treasurer shall prepare a budget to be adopted by the Board prior to the start of the regular season.
2. The Treasurer shall submit to the Board an annual financial report at the end of the fiscal year.
3. He/She shall provide the Board with an updated financial report at each regular monthly Board meeting.
4. He/She, upon the request of any Board member and by appointment, shall provide that Board member access to inspect any or all books of accounts within five (5) days of such a request.
5. He/She shall promptly deposit all monies in the name of and to the credit of the LHGSA into an account or accounts approved by the Board.
6. He/She is directly responsible for the disbursement of all LHGSA funds. All league funds are to be protected by a two party signature of accounts. Signatures on the accounts shall be the President, the Vice President, Secretary, and the Treasurer. No two authorized signers may be related by blood, marriage, or reside at the same address.
7. He/She shall supervise the collection of money from the snack shack, fundraising, or any other league financial ventures, and maintain accurate records of income and expenses.

**E. Division Commissioners** - Each age group division of the LHGSA will have a commissioner representing them on the Board. The Divisions are as follows: High School (18 and Under), 14 and Under, 12 and Under, 10 and Under, 8 and Under, and 6 and Under. The Division Commissioners' responsibilities are as follows:

1. Recruit a Board approved coach for each team in their division.
2. Review with the coaches the rules and procedures of the LHGSA and of their respective division prior to the start of the season.
3. Hold regular coaches meetings to discuss general information from the Board or from committees of the Board. Report back to the Board any concerns expressed by the coaches or their parents.
4. Be responsible for the general welfare of each registered players in their divisions with respect to the league goals as stated in Article 3 above.
5. Make sure that each coach secures a scorekeeper, that the scorekeepers are familiar with the score keeping methods, and that an official scorebook is kept for all league games.
6. Receive official protests, review and evaluate their merits, and present it to the protest chairman.
7. Mediate, intervene, and/or take action as appropriate to resolve disputes between coaches, parents, spectators, and players within their division at games, practices, or other league unctons.

8. Keep the Board advised of any unresolved situations that may adversely affect the LHGSA if left unsettled.
9. Report to the Board any serious injuries suffered by a player requiring a doctor care.
10. High School Commissioner has the additional responsibilities of promoting/recruiting for this division among the local high schools and working with surrounding cities to coordinate game schedules.

**F. Players Representative** - The Player Representative primary responsibility is to represent all players in all division within the LHGSA and to insure that the aims and purposes of the LHGSA Bylaws and playing rules are being complied with by all involved. In the event the Players Representative serves as a head coach of a team in a division, he/she must recuse himself/herself of their Players Representative responsibilities for the division in which they coach to avoid conflicts of interest. The Players Representative responsibilities are as follows:

1. Obtain the names, birthdates, etc. of all registered players from the registrar.
2. Schedule with the approval of the Board tryout dates and times for each division and supervise the tryout procedures.
3. Meet with the President and the Divisional Commissioners to establish and publish the draft method to be used in the selection of teams in each division.
4. The Players Representative shall have the sole responsibility of maintaining a waiting list for each division for qualified players applying after the player drafts have taken place.
5. The Player Representative with the Divisional Commissioner shall assign players to teams with vacancies by a lottery selection method.
6. Upon notification of a player dropped by a team coach, the Player Representative shall contact the parents of the player to establish the reason for the drop. The Player Representative shall then advise the Divisional Commissioner of the drop and the reason.
7. The Players Representative may not transfer a player from one team to another as a matter of convenience without Board approval and approval of the coaches involved.
8. The Players Representative shall assist in chairing on the All-Star Selection Committee.

**G. League Head Coach** - It shall be the duty of the League Head Coach to provide the coaches of the LHGSA the means by which they may improve their coaching techniques. The League Head Coach should develop and maintain coaching clinics that will provide the LHGSA a consistent coaching philosophy from division to division. The areas involved are:

1. Knowledge of the playing rules.
2. Offensive elements including hitting, bunting, and base running.
3. Defensive elements including catching, fielding, throwing, and positioning.
4. Basic pitching mechanics.
5. Strategies for interacting with parents, players, umpires, and fellow coaches.

*The League Head Coach is responsible for:*

1. Organizing practice schedules for all divisions.

2. Assuring qualified coaches are assigned to teams or adequate training is provided to new coaches.
3. Providing the President with Manager/Coach evaluations
4. The procurement of, and maintaining, league training materials.
5. Responsible for organizing league training for managers and coaches and/or referral to outside training clinics.
6. Coordinates the registration of coaches / managers to USA sponsored or other coaching clinics. Maintains records of coaching clinic certifications and attendance.
7. Coordinates with Division Commissioners in obtaining managers and coaches.
8. Holds a Managers/Coaches welcome meeting before the season, and as many other meetings as necessary during the year in conjunction with the Field Services Director, the Equipment and Safety Director, the UIC, and the Vice President or President, in order to:
  - a. Discuss and disseminate League information.
  - b. Discuss common problems and to share softball information and knowledge.
  - c. Distribute literature.
  - d. Discuss safety issues.
  - e. Discuss equipment distribution, key usage, and field maintenance and preparation.
  - f. At the Managers/Coaches meeting, furnishes each team with a Manager's packet which

*includes:*

- i. League Policy and Rules
- ii. All Star Policy
- iii. Supplemental Rules
- iv. A list of duties and responsibilities of the Managers and Coaches

**H. Umpire-In-Chief** - It shall be the duty of the Umpire-In-Chief (UIC) to:

1. Recruit and schedule all umpires for games played.
2. He/She shall see that all umpires are adequately trained and qualified.
3. The Umpire-In-Chief shall be responsible to see that all umpires and coaches are provided with copies of the LHGSA playing rules.
4. The UIC shall evaluate the performance of umpires during the course of the season, summarize his or her findings to the Board, and submit a formal evaluation of each umpire's performance to the President.

**I. Team Parent Coordinator** - It shall be the responsibility of this officer to recruit a Board approved team parent for every team. The Team Parent coordinator should hold a team parent meeting at least once a month during the playing season. The Team Parent Coordinator should inform all team parents of their duties and obligations as team parents for their team.

**J. Registrar** - It is the responsibility of the registrar to supervise the signups of all the players of the LHGSA.

1. The Registrar shall set the dates and place for all league sign-ups.
2. The Registrar shall keep an accurate record of the membership of the LHGSA.

3. The Registrar shall conduct and verify background checks on all Board Members, Managers, Coaches, Team Parents, and Parent Volunteers as required.
4. The Registrar shall register all league players with ASA as required.

**K. Sponsorship Coordinator** - It shall be the responsibility of the Sponsorship Coordinator to acquire sponsors for the LHGSA.

1. The Sponsorship Coordinator shall act as a liaison between the LHGSA and all sponsors.
2. The Sponsorship Coordinator will keep accurate records of all team and league sponsors.
3. He/She will see that all money collected is turned over to the Treasurer.
4. He/She will see that each sponsor receives a plaque, banner, letter, or other form of recognition deemed appropriate by the Board.

**L. League Advisor** - The league Advisor shall give advice to the President and the Board concerning the interpretation of the LHGSA Bylaws and the League Rules.

1. The League Advisor may be asked by the President or the Board to audit the financial books of the LHGSA, including the snack shack ledger.
2. The League advisor should oversee and certify all elections or votes taken by the general membership.
3. The League Advisor should be knowledgeable of meeting procedures.
4. The League Advisor should be knowledgeable of the LHGSA organization and history.

**M. Equipment and Safety Director** - The Equipment and Safety Director shall provide:

1. Procurement, security, accountability and distribution of all equipment used by LHGSA League teams only, in LHGSA League play, including practices and tournaments, including:
  - a. Softballs
  - b. Catcher's chest protectors
  - c. Catcher's mask with throat protectors
  - d. Shin guards
  - e. Pitching machines
  - f. Field Maintenance Items
2. Maintains a written record of equipment, as defined above, owned by the League and/or owned by other organizations which is on loan to the League.
3. Develops and submits to the Treasurer and Board a detailed budget, identifying the quantity and cost of equipment, as defined above, which will be required to accommodate the enrollment projected by the Board.
4. Obtains a minimum of two quotations for equipment purchases.
5. Maintains the facility and storage areas in which all League equipment and field service equipment will be stored and insures optimum security.
6. Distributes a list of available training equipment to the Board and Managers/Coaches during the pre-season coaches meeting.
7. Coordinates accessibility and training equipment usage within the league and Manager/Coaches.
8. Assists the Fields Manager.
9. Responsible for the overall safety of equipment and the league,
10. Distributes and replenishes First Aid Kits as required.

**N. Fields Manager** - The Fields Manager is responsible for the maintenance and upkeep of LHGSA fields during the Spring, Fall, and All-Star seasons of LHGSA softball. The Fields Manager:

1. Recruits personnel to assist in the maintenance and preparation of the fields prior to league play.
2. Reports all dangerous and adverse field conditions to the President.
3. Develops security, accountability and distribution of field service equipment to be used in League and tournament play including:
  - a. Pitching rubbers
  - b. Bases
  - c. Home plates
  - d. Base lining equipment
  - e. Related supplies
  - f. Field dragging vehicle
  - g. Batting cages
4. Procures field-marking material.
5. Oversees the preparation of the playing fields prior to schedule League Games.
6. Responsible for the overall safety of all field equipment used by the League.

**O. Snack Shack Coordinator** - It shall be the responsibility of the Snack Shack Coordinator to operate the snack shack at all games during the season.

1. The Snack Shack Coordinator shall develop a schedule of volunteer workers from all league teams to work in the snack shack.
2. The Snack Shack Coordinator shall supervise the purchase of all foods, beverages, materials, etc. needed to operate the snack shack.
3. The Snack Shack Coordinator, with the Treasurer, shall supervise the collection of all money and maintain accurate records of expenses and income.
4. The Snack Shack Coordinator will see that the snack shack is clean and in order at all times.
5. Handles the purchasing and selling of any league merchandise.
6. Solicits and coordinates with outside vendors for services during the league season, friendlies, tournaments, and any other supplemental activities.

**P. Fundraising Coordinator**

1. Organizes and runs all board approved fundraising activities for the league.
2. Keeps accurate financial records for all fun raising activities.
3. Provides the Treasurer with all funds collected along with records and receipts.
4. Investigates fundraising options and makes recommendations to the board.

**Q. Publicity Director** - It shall be the responsibility of the Publicity Director to keep the general membership informed of the activities, announcements, and policy changes of the LHGSA. The Publicity Director should also submit articles to the local newspapers as well as keep local civic organizations and municipal entities apprised of the league activities.

1. The Publicity Director shall be responsible for devising fliers for distribution to all previous players, to the local schools (having secured the necessary school districts approval of the individual fliers), and forwarding information to the general public as required by the Executive Board.

2. The Publicity Director shall be responsible for providing the distributing information packets to each member of the league as required by the Executive Board.
3. The Publicity Director shall be responsible for maintaining the league's identity. This is to include the logos or insignia, letterhead, internal documents, manuals and all publications related to the Corporation (this includes all printing, assembly and distribution to the board and it's members).
4. He/She shall devise fliers and arrange for distribution for the local schools.
5. Be responsible for maintaining the league's website as well as be responsible for working with printing vendors for league publications. He/She should be knowledgeable on the use of computer hardware and software and maintain a high level of organization skills.
6. Responsible for creating and updating social media accounts such as Twitter and Facebook.
7. Responsible for putting up and taking down all advertising banners throughout the city.

**R. Uniform, Picture, Trophy, and Yearbook (UPTY) Coordinator-** It shall be the responsibility of the Uniform, Picture, Trophy, and Yearbook Coordinator to be responsible for all uniforms, pictures, trophies, and yearbooks.

1. Serves as chairperson of the UPTY standing committee.
2. Per committee recommendation and Board approval, the UPTY coordinator selects and coordinates with Uniform Vendor to order, purchase and distribute necessary softball wearing apparel for all seasons which include Fall Ball, Spring Ball, and All stars.
3. Must present to the board at least 2 competitive offers from vendors for board approval with regards to uniforms, pictures, yearbooks, and trophies.
4. Additional responsibilities per Article 8, Section 3C.

### **SECTION 3 - NOMINATION OF CANDIDATES**

- A. Eligibility - All current adult members of the LHGSA in good standing are eligible to run for office for the following season. Only current members of the Board of Directors are eligible to run for the office of President.
  1. Good Standing shall be defined as what the current Board of Directors deems.
- B. Nomination Committee - The President shall appoint a committee to select qualified candidates for the offices of the Board of Directors. The committee will present a slate of officers to the Board by the Board's March meeting.
- C. Nomination from the Floor - Any adult member of the LHGSA in good standings may submit their name for nomination at the March Board meeting. Adult members in good standing may also nominate other adult members in good standing at the March Board meeting, contingent upon confirmation of their willingness to be placed on the ballot.

### **SECTION 4 - ELECTION OF OFFICERS**

- A. Election Date – The election date shall be set by the Board and must be no later than Closing Day ceremonies. The general membership must have at least two weeks' notice of the election of officers.
- B. Eligibility to Vote – All general members in good standings are eligible to vote. Under the rules of Article 5, the general membership includes one parent or legal guardian from each participating member (current registered player), and all Board members, Board approved coaches, assistant coaches, and other interested adults as approved by the board.

- C. Manner of Voting – Voting will be conducted by secret ballot prepared by the Secretary. The President will appoint an election committee consisting of at least three members to monitor the voting and to count the ballots. The ballots must be maintained for a period of at least one week after announcing the results of the election to allow for the review of the results if they are in question.
- D. Official Results – The candidate with the highest number of votes will be declared the winner. In case of a tie, the new Board of Directors will break the tie at a special Board meeting to be called by the incoming President. The election results will be certified by the current League Advisor.
- E. Voting by Proxy – Voting by Proxy will not be allowed.
- F. Use of League Funds – No LHGSA funds may be used to support a nominee for office.

**SECTION 5 - TERM OF OFFICE**

The term of office for all Board members shall be 2 consecutive years, from August 1<sup>st</sup> to July 31<sup>st</sup>. The following offices shall be up for election in even years (years ending in an even number):

- 1. Vice President
- 2. Treasurer
- 3. Division Commissioners
- 4. League Head Coach
- 5. Team Parent Coordinator
- 6. Sponsorship Coordinator
- 7. Equipment and Safety Manager
- 8. Uniforms, Pictures, Trophies, and Yearbook Coordinator

The following offices shall be up for election in odd years (years ending in an odd number):

- 1. President
- 2. Secretary
- 3. Players representative
- 4. Umpire-In-Chief
- 5. Registrar
- 6. League Advisor
- 7. Snack Shack Coordinator
- 8. Fields Manager

**SECTION 6 - REMOVAL OF OFFICERS AND GENERAL MEMBERSHIP**

Officers represent the Board at all league functions and may be held to a higher standard than the general membership. Any Officer or General Membership being considered for removal by the Board is entitled to due process. This includes the right to hear all testimony, ask questions of any witness, review any documents, and to make statements on his/her own behalf.

- 1. Voluntary Resignation - All voluntary resignations must be submitted in writing.
- 2. Removal for Cause - Any officer of the Board or General Membership of LHGSA may be removed by a vote of three-fourths (3/4) of the current membership of the Board. Grounds for removal are:
  - a. Breach of duties as described in these Bylaws.
  - b. Chronic absenteeism at Board meetings and League functions.
  - c. Conduct materially and seriously prejudicial to the purposes and interests of the LHGSA as defined in Article 3 of these Bylaws.
  - d. Any officer, board member or general membership that has been removed from the league is no longer considered to be a member in good standing.
- 3. Removal of Officers by General Membership. – Upon receiving a recall petition signed by 10% of the general membership, the President shall call a Special General Membership Meeting within a fourteen (14) day period. The Secretary shall notify all

general members of the league of any Special General Membership meetings. Grounds for removal are the same as Article 6, Section 5 (B) above. The Quorum for a Special General Membership meeting is 10% of the general membership. Any officer being considered for removal by the general membership is entitled to due process as outlined in Article 6, Section 6 (B) above. A two-thirds (2/3) vote of the general membership is required to remove an officer. If an officer is removed at the Special General Membership meeting, the general membership has the right to elect a replacement officer by a majority vote.

#### **SECTION 7 - VACANCIES**

The President is succeeded by the Vice President per Article 6, Section 2 (B). Except in the case of the removal of an officer by the general membership, Article 6, Section 6 (C), the Board may fill any other vacancies with any qualified general member of the LHGSA in good standing. The filling of Board vacancies shall be conducted by due process that includes an applicant or nominee interview at an LHGSA board meeting and a majority vote approval of applicant/nominee from a quorum of board members. In the event the Vice President and President seats are vacated, the Presidential vacancy/nominee must be filled from the current LHGSA Board members and approved with a majority vote of all current board members.

### **ARTICLE 7 - MEETINGS**

#### **SECTION 1 - GENERAL MEMBERSHIP MEETING**

The Board will hold an Annual General Membership Meeting after the players draft but prior to the start of the softball season. Special General Membership Meetings may be called by the Board as the need arises. The Secretary shall notify all general members of the league of any Special General Membership Meetings. The quorum to conduct business requiring a vote at a General Membership Meeting is 10% of the general membership.

#### **SECTION 2 - BOARD MEETINGS**

- A. Regular Meetings - The Board of directors will hold regular monthly Board meetings at a day, time, and place set by the Board.
- B. Open Meetings - All Board meetings will be open to the general membership, except for portions of meetings related to disciplinary action or other personnel issues that can be reasonable deemed confidential in nature.
- C. Special Meetings - Special Board meetings may be called by the President with sufficient notification of all Board members.
- D. Quorum - A majority of the current Board members constitutes a quorum.

### **ARTICLE 8 - STANDING AND SPECIAL COMMITTEES**

#### **SECTION 1 - POWERS OF THE COMMITTEES**

The Board may create committees to serve at its pleasure and direction. Any committee created by the Board has only that authority to act as granted by the Board.

#### **SECTION 2 - APPOINTMENTS TO THE COMMITTEES**

The President shall have the power to nominate the chairperson of all committees subject to the ratification by the Board. The size of each committee shall be determined by the Board. The Chairman of each committee may select the members of his/her committee with Board approval.

#### **SECTION 3 - STANDING COMMITTEES**

- A. Fundraiser – It shall be the responsibility of this committee to suggest means of raising monies for the LHGSA. The Fund Raiser Committee shall provide the Board with a potential revenue statement, a time schedule, and an overview of the logistics of any

proposed fund raising project. All fund raising projects must meet with Board approval. No contract may be entered into without Board approval

- C. Uniforms, Pictures, Trophies and Yearbook (UPTY) – The UPTY committee shall consist of the UPTY Coordinator serving as chairperson and two or more board member volunteers assisting in the activities for vendor and product selection, procurement, and distribution to the league. Final selection and procurement are subject to Board approval.

It shall be the responsibility of this committee to 1) purchase and distribute uniforms to all teams, 2) coordinate LHGSA picture day, purchase and distribute pictures to all teams, 3) purchase all trophies and awards deemed necessary by the Board, and 4) provide LHGSA with a yearbook to be distributed to the each registered player at the end of the season.

- D. By-Laws - The By-Laws committee shall consist of the Vice President serving as chairperson and two or more board member volunteers assisting in the activities. It shall be the responsibility of this committee to review the by-laws and recommend specific amendments or changes to the Board as needed.
- E. Scorekeeper – It shall be the responsibility of this committee to ensure training for all LHGSA scorekeepers. Each league team should have at least one trained scorekeeper. The Chairperson for this committee will ensure that an Official Scorebook is kept for each division.
- F. All-Star Committee – It is the responsibility of this committee to supervise the selection of the divisional All-Star teams and coaches. This committee shall establish written procedures for choosing All-Star players and coaches prior to the selection process. The committee shall aid divisional All-Star head coaches in the selection of tournaments to compete in. The President, the Players Representative, and the League Head Coach shall be members of this committee.
- H. Protest Committee – It shall be the responsibility of this committee to resolve all game protest according to the playing rules of the LHGSA. The Protest Committee shall consist of the Umpire-In-Chief (unless he/she is involved in the game in question) and at least two other unbiased members of the Board who are not coaches or assistant coaches in the division involved, and who do not have a child playing in the division involved.
- I. Nomination Committee – It shall be the responsibility of this committee to present a slate of officers to the Board by the Board's March meeting. Candidates shall meet the requirements set for in these Bylaws.
- J. Scheduling Committee – It shall be the responsibility of this committee to obtain fields, assign practice times in an equitable manner, and schedule league contests.
- K. Tournament Committee – It shall be the responsibility of this committee to organize the annual La Habra All-Star Tournament. This committee shall handle all aspects of organization including, but not limited to, publicity, registration, scheduling, fields and equipment, awards, umpires, scorekeeping, rules, records, and the snack shack. Board members shall be involved with tournament duties consistent with the duties of their Board position.
- L. Winter ball Committee – It shall be the responsibility of this committee to organize the LHGSA Winter ball season. Board members shall be involved with Winter Ball by assuming duties consistent with their Board position.

#### **SECTION 4 - SPECIAL COMMITTEES**

The President with the approval of the Board, or the Board itself, may appoint special committees

to perform specific tasks for the benefit of the LHGSA. The committee chairman must be approved by the Board. Any committee created by the Board has only that authority to act as granted by the Board.

## **ARTICLE 9 - COACHES**

### **SECTION 1 – REQUIREMENTS**

Head Coaches and Assistant Coaches must be at least twenty-one (21) years of age unless approved by the Board. Head Coaches shall be interviewed by the League Head Coach, Divisional Commissioner, and Players Representative at minimum. The League Head Coach and/or Divisional Commissioners shall make the Head Coach selection subject to the final approval of the Board. Head coaches may select their Assistant Coaches after the divisional draft, subject to approval of their Divisional Commissioner and the Board.

### **SECTION 2 – RESPONSIBILITIES**

- A. Team Organization - The Head Coach shall be responsible for organizing his/her team including finding Assistant Coaches, a Team Parent, a trained scorekeeper, and a female chaperone for all practices and games.
- B. Team Functions - The Head Coach shall organize all practices, games, and oversee all team functions. When not present the Head Coach may delegate his authority to a League approved Assistant Coach.
- C. Team Conduct - The Head Coach is responsible for the conduct of the entire team including all Assistant Coaches, parents, spectators, and players. The Head Coach may be ejected by the umpire for their conduct.
- D. Safety - The Head coach should always carry emergency medical releases for his players and a first aid kit.
- E. Chaperones - The Head coach is responsible to have a female chaperone present at all team functions. A female chaperone must be present in the dugout during games.
- F. League Functions – The Head coach may be required by the Board to participate, or have his/her team participate in league meetings, field days, ceremonies, fundraisers, etc. It is the duty of the Head Coach to follow through on any individual or team responsibilities related to these league functions. The Head Coach may send a team representative when appropriate.

## **ARTICLE 10 – UMPIRES**

The Umpire and Chief will appoint or contract all league umpires. All umpires will be responsible for knowing the USA Softball playing rules and the LHGSA league playing rules. The umpire will have complete authority over game progress as outlined by those rules. The umpire will have the authority to eject any player, coach, parent, or spectator who does not conduct themselves appropriately.

## **ARTICLE 11 – EJECTIONS**

Any Head Coach, Assistant Coach, parent, spectator, or player who is ejected by the umpire will automatically lose the right to attend the next league game in any capacity. The Board has the power and discretion to dictate increased consequences if warranted. Due process guarantees as outlined in Article 6, Section 5 (B) above should be observed if the Board desires to dictate increased consequences.

## **ARTICLE 12 – INSURANCE**

The Board of the LHGSA shall be authorized to purchase a secondary sports league insurance policy to cover all league participants for accidents occurring during approved league functions. The Board is also authorized to purchase liability insurance for its adult volunteers.

## **ARTICLE 13 – AMENDMENTS**

Bylaws of the LHGSA may be amended by a two-thirds vote of the current membership of the Board of Directors followed by either a majority vote of the general membership at a General Membership meeting,

or by a Special Election called by the Board. The Secretary shall notify all general members of the league of any Special General Membership Meeting or of any Special Election. The quorum for a Special General Membership meeting is 10% of the general membership. There is no quorum for a Special Election vote as long as a reasonable attempt was made to notify all general members, reasonable access for voting was given, and copies of the old and new Bylaws were made available for inspection.

Revised - 2017