



BY-LAWS VS. OPERATING RULES



ARTICLES OF INCORPORATION

- REQUIRED BY THE STATE
- SIMPLE BASIC FORM
(SEE SAMPLE)

ARTICLES OF INCORPORATION OF Your League Name Here GIRLS SOFTBALL LEAGUE

I

The name of this corporation is the _____ Softball League.

II

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

III

The purpose of the Corporation is to provide training in, and promote youth girls softball in (your city), and to support activities, which enhance the sport.

IV

- This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (b) by a corporation to which contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including publishing or distribution of statements)

V

- The property of this corporation is irrevocable dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof, or to the benefit of any private person.
- Upon dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

IV

The name and complete business address in the State of California of this corporation's initial agent for service is President, _____ Girls Softball League, (Your League Address Here).

Dated: _____

Signature, XXXXXX, President

Printed Name President

ARTICLES OF INCORPORATION

- LEGAL NAME OF THE ORGANIZATION
- PURPOSE
 - OBJECTIVES RELATED TO SOFTBALL
 - LIMITS ON WHAT LEAGUE MONEY CAN BE USED FOR.
 - HOW THE LEAGUE WOULD BE DISSOLVED IF NEED BE.
 - SHALL NOT PARTICIPATE IN POLITICAL CAMPAIGN OR PROPAGANDA
 - SHALL NOT CARRY-ON ACTIVITIES DISALLOWED BY THE FEDERAL GOVT.

WHY HAVE BY-LAWS



- THESE ARE THE LEGAL “RIGHTS” &” RESPONSIBILITIES”
HOW THE **BUSINESS** OF THE LEAGUE WILL BE HANDLED
- OUTLINE THE STRUCTURE OF YOUR GOVERNING BODY
- DESCRIBE HOW ACTIONS AND AMENDMENTS CAN TAKE PLACE.
(2/3 VOTE OF GENERAL MEMBERSHIP OR SIMPLE MAJORITY)
- PROTECTS THE MEMBERS, THE BOARD, AND THE ORGANIZATION.
- WHERE USA SOFTBALL WILL LOOK IN ORDER TO ASSIST WITH A DISPUTE.

BY LAWS

- MEMBERSHIP
 - WHAT CONSTITUTES A MEMBER?
 - MEMBER IN GOOD STANDING (WHO IS, WHO ISN'T)
 - HOW ARE BOARD MEMBERS SELECTED?
 - HOW ARE MEMBERS/BOARD MEMBERS SUSPENDED OR DISMISSED?



BY LAWS

- OFFICERS AND DIRECTORS
 - HOW MANY TO LIST? (TOP 5 VS. FULL BOARD)
 - DUTIES
 - ELECTION PROCEDURE
 - TERM OF OFFICE
 - VACANCY REPLACEMENT



BY LAWS

- MEETINGS/ COMMITTEES
 - REGULAR BOARD MEETINGS
(WHO CAN ATTEND)
 - EXECUTIVE OR SPECIAL BOARD MEETINGS
(HOW ARE THESE CALLED AND FOR WHAT PURPOSES)
 - COMMITTEE MEETINGS
 - HOW MEETINGS WILL BE RUN
 - ROBERTS RULES OF ORDER
(SEE SAMPLE)
 - WHAT MAKES A QUORUM
 - VOTING (PROXY, E-VOTING, ABSENTEE, SECRET BALLOT)



BY LAWS

- FINANCIAL GUIDELINES
 - TWO SIGNATURES (FOR EVERYTHING, > \$250+/-)
 - APPROVAL PROCESS FOR PURCHASES (<\$500, >\$500)
 - BUDGET
 - PAYMENT OF BILLS, UTILITIES, ETC.
 - FISCAL YEAR FOR THE LEAGUE
 - SAVINGS ACCOUNT GUIDELINES
 - BASIC MONEY HANDLING GUIDELINES



OPERATING/PLAYING RULES



OPERATING/PLAYING RULES

Evaluation or Skills Assessment/Draft procedures

All Star selection process

Fundraising guidelines

Snack bar duty requirements

Code of Conduct/Ethics : Board, Coaches, Parents, Players (include social media)

Field set-up/Tear down process

Playing rules

(Run limits, pitching limits, play-off format, injured player, protests, and appeals)



HELPFUL WEB SITES

- WWW.FORM1023.ORG
- WWW.SOS.CA.GOV/BUSINESS-PROGRAMS
- [HTTPS://CALNONPROFITS.ORG/RESOURCES/NONPROFIT-COMPLIANCE-CHECKLIST](https://CALNONPROFITS.ORG/RESOURCES/NONPROFIT-COMPLIANCE-CHECKLIST)