

Article I

Corporate Powers

The corporate powers of this corporation, hereinafter called the League, shall be vested in a Board of Directors of (6) Officers, who shall be members in good standing.

Article II

Office

The League shall maintain its principle office in Monterey County, California, but may have offices and transit business at such other places as the Board of Directors may from time to time appoint.

Article III

Accounting Period

The accounting period or fiscal year shall end December 31st of each year.

Article IV

Board of Directors

1. The Board shall consist of six (6) officers, and (4) officers constitute a quorum at any director's meeting.
2. (a) After the first year of operation of the League, vacancies on the Board of Directors caused by the expiration of terms shall be filled by election, with each director thus elected to serve a one year term. Terms shall begin upon election and shall end upon election of successors. The directors shall be elected by the members of the League at the League's annual meeting; election shall be from among persons nominated by the nominating committee, but the members shall have the right to add nominees from the floor at the annual meeting. The nominating committee shall be appointed by the Board not less than thirty (30) days prior to the annual meeting in October, and shall consist of at least three (3) members of the League. The Board may adopt rules for the holding and conducting of elections.

(b) Vacancies occurring between annual elections shall be filled by the directors remaining in office by quorum and majority vote of the quorum, and a member appointed to the vacancy shall serve until expiration of the term to which he or she shall be appointed.

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3. Regular meeting of the Board shall be held at least once per quarter at a time and place designated by the president, on ten (10) days notice. The Board shall have the power to call such special meetings of the Board as they deem necessary upon three (3) days notice, and shall call a meeting at any time upon the written request of six (6) members. Notice of meetings may be waived by any director.
4. The Board shall have the power to conduct, manage, and take control of the affairs and business of the League, and to make rules for the guidance of the officers and management of the affairs of the League. The Board shall have the power to appoint and remove all officers and agents, and to prescribe their duties and fix their compensation, if any. If and Board member misses three consecutive meetings, they will automatically be dropped from the Board.
5. The Board shall have the Power to incur indebtedness, the terms and amounts *of* which shall be entered in the minutes if the Board, and the note of obligation, if any, given for the same, signed officially by the president and the treasurer, shall be binding to the League. The president of the treasurer *is* authorized to spend up to \$200.00 without Board approval.
6. The Board may appoint from their own number any regular or special committee, and may vest in such committee or committees such of its powers as the Board may lawfully delegate.
7. If and when all the directors severally or collectively consent in writing to an action to be taken by the League, such action shall be as valid as if authorized at a meeting of the Board.

Article V

Officers

1. The officers of the League, which shall be chosen by the Board shall be the president, two (2) vice presidents, a secretary, a treasurer, a CCS representative, and such officers as the Board may appoint. When the duties do not conflict, one person may hold more that one of these offices.
2. The president, two (2) vice presidents, secretary, treasurer, and CCS representative shall have the authority to and shall discharge the duties ordinarily conferred upon and discharged by such officers of a nonprofit corporation until the Board shall limit, enlarge, or otherwise prescribe the authority and duties of officers.

Article VI

Meeting of the League

1. The League shall hold its annual meeting for the election of directors, and other business, on a date to be set by the Board of Directors.
2. Special Meetings of the members and the Board of Directors may be called at any time at the written request of six (6) Directors.
3. Notices of all meetings of the League shall be emailed to each Director of the League at least ten (10) days before such meetings.
4. At all meetings of the League, four (4) Directors shall constitute a quorum.

Article VII

Membership

1. Membership shall be open to all persons or organizations interested in the purpose of the League. The Board of Directors shall determine the amounts of registration fees.
2. The privileges of holding office and voting shall belong to all members in good standing. Each member shall have one vote, and may vote directly or by proxy. Cumulative voting is prohibited.
3. The league may, at its annual meeting elect to honorary membership persons who have rendered distinguished service to the League.

Article VIII

Participation and Suspension

1. Participation in the Carmel Community Girls Softball League shall be open to any person meeting the age and residence requirements of USA Softball.
2. The Board of Directors shall have the power to suspend or discharge any participant player, manager, coach, or umpire whose conduct violates commonly accepted standards of good sportsmanship.
3. Assignment of managers, coaches, umpires, and players shall be determined by the Board of Directors.

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Article IX

Rules and Regulations

1. The official Rules and Regulations for CCS and the USA Softball rules shall govern play. Additional rules shall require approval of the majority of Directors voting at a meeting of the League.
2. Rules for the conduct of all meetings shall be Robert's Rules of Order.

Article X

Policy

1. The Board shall publish policy guidelines for the League activities, subject to review by a majority of the Directors voting at a League meeting. Such policy guidelines shall govern all League matters except as provided herein.

Article XI

Amendments

1. These by-laws may be amended at any time by majority vote of the Board of Directors.
2. These by-laws may be amended at any leave meeting by a majority of the members.
3. These by-laws may be amended at any meeting of the Board of Directors, by vote of four (4) or more Directors, constituting a majority of the full Board, assenting to such amendment.

Article XII

Purpose and Affiliation

Carmel Community Girls Softball Purpose:

The Primary Purpose of Carmel Community Girls Softball, Incorporated are:

- (1) To develop the capabilities of children in the community of Carmel, Carmel Valley, and surrounding cities, by providing wholesome experiences in good sportsmanship, good citizenship, general development of physical skill, and instruction in the particular sport of softball and
- (2) To provide adult guidance and supervision in a sports program.

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Carmel Community Girls Softball, Incorporated is governed by a six (6) person volunteer Board of Directors who have the responsibility to operate the following softball Divisions:

1. Pre-Rookie: 6 – 8
2. Rookies: 10 – under
3. Minors: 12 – under
4. Majors: 14 – under

2. Carmel Community Girls Softball Affiliation:

Carmel Community Girls Softball, Incorporated is a non-profit corporation, affiliated with the USA softball program, designed to operate a softball program within the County of Monterey.

The program receives the use of the softball fields within the Carmel Unified School District boundaries.

Article XIII

Grievance Procedure

It is the philosophy of the Board that concerns or problems be resolved at the team level before pursuing an informal or formal grievance procedure.

1. The first step is to discuss the concern with a Team Manager either directly or through a parent liaison. The Team Manger has the responsibility to run the team and to select coaches.
2. If a concern is not resolved at the team level, the second step would be to contact the Division Director for the specific League. Softball is governed by a six (6) person Board of Directors who have the responsibility to operate the following Divisions:
 - a. Pre-Rookie: 6 – 8
 - b. Rookies: 10 – under
 - c. Minors: 12 – under
 - d. Majors: 14 – under

The league Manager regularly attends league games and shall have the responsibility to coordinate the day to day league activities such as: implement Board policies, hold manager's meetings, conduct the player draft, supervise managers, All-Star/Tournament Team selection, and assign workout locations.

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3. If a concern is not resolved at the first two levels, an individual may formally address the six (6) member Board of Directors at their monthly meetings held the first Wednesday of each month. Time is set aside at the beginning of each meeting for community members to address the Board.

Carmel Community Girls Softball, Incorporated
c/o Board President
P.O. Box 222992
Carmel, CA 93923

Article XIV

Board Organization

Carmel Community Girls Softball, Incorporated is a Non-Profit organization under the process of being formed under Section 501(c) (3) of the Internal Revenue Code to provide organized Softball to the youth of the Carmel Community. The Articles of Incorporation and the By-Laws have been filed with the Secretary of the State of California.

The elected officers of the Board are:

1. President
2. Vice President at Large
3. Vice President of Operations
4. Secretary
5. Treasurer
6. CCS Representative

The Board shall establish the following positions and will appoint Directors to serve in each capacity:

1. Pre-Rookie & Rookie Division Director
2. Minor & Major Division Director
3. Concessions Director
4. Registration Director
5. Field & Equipment Director
6. Uniform Director
7. Fall Director
8. Website & Social Media Director

In addition to the formal organization listed in the Articles of Incorporation and the By-Laws, the Board recognizes the following Committees and Advisory Councils authorized under Article IV.6 of the By-Laws.

1. Playing Rules Committee

A Board Vice President shall chair and run all meetings. The committee shall be composed of all the Division Directors to review the local rules for each

league in the fall of each year. The rules committee will recommend local rule changes to the Board for action.

2. Protest Committee

Softball protests will be handled by the Central Coast Softball Representatives.

Article XV

Team Organization

Each team will be organized with the following positions:

Team Manager/Coaches

- a. Team Managers will be recommended by Division Director and approved by the Board.
- b. All potential Coaches shall submit an application to the Division Director prior to appointment to position.
- c. All Coaches will follow the guidelines listed in Article XVII regarding duties, responsibilities, training and conduct.
- d. All returning Managers may be allowed to continue to manage their present league assignment. This decision will be based upon information received in manager evaluation procedures and input received from parents, other managers, and coaches, umpires, and other league officials.
- e. The Division Director will review the list of new applicants and recommend to the Board new managers for vacant positions prior to League Tryouts. Appointment of new managers will consider the following:
 1. An individual with coaching experience who has worked with the existing team.
 2. An individual with coaching experience who has worked with another team in the same league.
 3. An individual with managerial experience in another league.
 4. An individual with coaching experience in another league.

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- f. The Board of Directors reserves the right of final approval on the above positions.

Article XVI

Team Manager

1. The Team Manager is responsible for the supervision of the overall team in which the manager is assigned Division Director with Board approval.
2. The team manager is responsible to set an example for the players by displaying good sportsmanship at all times.
3. The manager *is* responsible for informing team members and coaches of League Policies and distribute information pertaining to the operation of the League.
4. The manager is directly responsible to the particular Division Director and must inform the Director of any changes in team status, i.e. injuries, drops, discipline of or problems involving parents or players.
5. If problems occur with coaches, it is the responsibility of the team manager to discuss the problem with their coaches and notify the Division Director.
6. No person under the age of 18 may manage a team. If a person under the age of 18 *is* designated as a *coach*, he/she must be approved by the Board of Directors. All coaches under the age of 18 shall be under the direct supervision of a manager or coach 18 years of age or older.
7. The team manager shall attend and participate in the player tryouts, player draft, and All-Star selection. It will be the responsibility of the team manager to notify the Division Director if he/she intends to utilize a coach to replace him/her during player selection activities.
8. The team manager is responsible for all the softball equipment and uniforms which are checked out to them by the Division Director or the League Equipment Director. The team manager will provide, after the distribution of the uniforms, a list of uniform numbers, player's name and telephone number to the Division Director.
9. The team manager *is* responsible for maintaining good playing conditions of all equipment assigned to them during the season. Items which are damaged must be immediately fixed or returned to the League Equipment Director for replacement.
10. The team manager will work directly with their Division Director regarding any concerns or problems.

11. The team manager is responsible to attend and have, in position, a valid coaching accreditation by USA Softball (ACE Certification).
12. The team manager may be replaced by their Division Director with the approval of the Board if they display poor sportsmanship, vulgarity, or character that is detrimental to the youth that they are assigned to manage.
13. The team manager shall assure that the Medical Release Forms are with the team during all practice session and league games.
14. The batting line-up for each league is the responsibility of the team manager. They may assign this responsibility to the coaching staff.
15. It is the responsibility of the team manager to notify their Division Director of the names, addresses, and telephone numbers of their coaches as well as provide verification of the coaches ACE Certification.
16. The use of tobacco, alcohol, or drugs by any manager, coach, or scorekeeper on the field is prohibited.
17. The team manager is responsible for the presentation of league awards and trophies unless otherwise specified by their Division Director.

Article XVI

Team Coaches

1. It is the responsibility of the manager to notify their Division Director of the names, addresses, and phone numbers of their coaches as well as provide verification of the coaches ACE Certification.
2. Coaches are required to have in their possession a valid coaching ACE Certification. The League will pay for the certification for up to two coaches from each team. The renewal of ACE and the costs associated with this is the Coaches responsibility.
3. Team Coaches are responsible to set an example for the players by displaying good sportsmanship at all times.
4. If a person under the age of 18 is designated as a coach, he/she must be approved by the Board of Directors. All coaches under the age of 18 shall be under the direct supervision of a manger or coach 18 years of age or older.

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5. During league games, only the persons who are allowed on the playing field area, other than team players, bat boys/girls and game officials, are the team manager and up to two coaches. This includes the team dugout and general dugout areas. The umpire will issue a warning if this rule is violated. The second violation during the game will result in a forfeiture.
6. The use of tobacco, alcohol, or drugs by any manger, coach, or scorekeeper on the field is prohibited.

Article XVIII

Snack Bar Operation

The Board of Directors shall appoint a person or persons to manage the snack bar. He/she will assign one team parent to work in the snack bar during the season. Parents shall do a minimum of a two (2) hour shift unless the use of a “buyout” option occurs. The Concessions Director may buy items to be sold and be reim-bursed by the treasurer. The Concessions Director is responsible for opening and closing the snack bar. He/she will keep an accounting of the sales and report to the treasurer any discrepancies in inventory. The treasurer shall report to the Board of Directors the sales from the snack bar.

Article XIX

Equipment Director

1. It shall be the Equipment Director responsibility to establish and maintain an inventory of the League’s softball equipment.
2. The equipment manager shall replace or have repaired all worn and/or broken equipment or uniform that have been reported by team managers or Division Directors prior to January 1st of the next season.
3. Upon approval of the Board of Directors, the equipment manager shall purchase prior to the beginning of the season, standard equipment, and such as game balls, practice balls, first aid kits, cold packs, official score books.
4. The Equipment Director shall inspect equipment storage lockers at the ball parks on a regular basis for inventory control.
5. The Equipment Director will assist the Division Directors, if needed, in the distribution and collection of all softball equipment.
6. The Equipment Director, in consultation with the Board President and Division Directors, will provide the Board of Directors with a budget estimate of softball

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equipment and uniforms needed to be purchased for the upcoming season no later than the October Board meeting immediately prior to the next season.

7. It is the responsibility of the Equipment Director along with the Division Director, to provide safe equipment for each team. Equipment purchases shall be of good quality which will provide for safety and longevity in its use.
8. The Equipment Director is authorized to issue Purchase Orders for up to \$200.00 worth of equipment and/or uniforms for the league using the appropriate purchase order system without prior approval of the Board of Directors; this will however not exceed the budget.
9. The Equipment Director is responsible to monitor the League Purchase Order system for equipment purchases and provide periodic reports to the League Treasurer.

Article XX

Uniform Director

1. It shall be the Uniform Director responsibility to establish the League's uniforms and apparel.
2. Upon approval of the Board of Directors, the uniform manager shall purchase new uniforms prior to the beginning of the season.
3. The Division Directors will assist the Uniform Director, if needed, in the distribution of all uniforms.
4. The Uniform Director, in consultation with the Board President and Division Directors, will provide the Board of Directors with a budget estimate of softball uniforms needed to be purchased for the upcoming season no later than the October Board meeting immediately prior to the next season.
5. The Uniform Director is authorized to issue Purchase Orders for up to \$200.00 worth of uniforms for the league using the appropriate purchase order system without prior approval of the Board of Directors; this will however not exceed the budget.
6. The Uniform Director is responsible to monitor the League Purchase Order system for uniform purchases and provide periodic reports to the League Treasurer.

Article XXI

Team Selection and Draft Policies

1. The draft information is strictly confidential and is for official league use only. Misuse of this information will result in Board action and possible suspension from the league for the season or longer. The player's order of selection is also highly confidential and not to be shared with non-league officials, players, spouses or our children. List of players selected for each team along with copy of registration forms may be removed from the draft site as long as players are not listed in order selected.
2. All players involved in the initial start up season will be put into the draft. No players will automatically return to coaches and/or teams they played on the previous year. (Exception: Coaches children)
3. In subsequent seasons, players will be retained on the same team allowing for age qualification. New players in each division will be entered in to the draft. Returning players will be slotted in the draft on their previous teams' roster according to ability as determined by try-out results and consensus of league coaches and officials according to knowledge of player's abilities. Players may re-enter the draft each year by request.
4. Player's which request to "play-up" in a higher Division will be evaluated at try-outs. The Vice Presidents and Division Directors recommendation will be submitted to the Board for consideration.
5. All players will be evaluated to determine skill level before the draft.
6. The draft will be conducted by the Division Director or Board appointed liason should the Division Director also be a Team Manager in that Division. Each team will be represented by the team Manager and a non player associated Coach. The draft will be conducted as follows:
 - a. Player statistics as determined at try-outs and other information shall be distributed in a confidential manner through the appropriate Division Director to each Manager at the draft.
 - b. The managers and Coaches will work cooperatively to "slot" the coaches' children and softball players.
 - c. Should it be necessary, final decisions on slotting players will be made by simple majority vote. The voting will be by secret ballot. Each team will be allowed one vote.

- d. The first round sequence shall be determined by a random draw, with pitchers being selected first.
 - e. Subsequent rounds of the draft shall proceed under the supervision of the Division Director or Board appointed liaison according to a predetermined, unbiased sequence, until all registered players have been placed on a team.
 - f. All copies of the draft data will be turned in after team selection.
7. Late Sign-Ups: Players accepted to the program that did not try-out are assigned by a Vice President and Division Director cooperatively, to a team based on the following criteria: the order of the draft, the player's ability, and an attempt to maintain balance of talent on teams. All players will be slotted in their appropriate age division and will not be allowed to play up.

Article XXII

All-Star Procedure and Selection

1. Procedure: At a meeting of managers from each team within a division, and league officials, the following will take place:
 - a. Each team will nominate as many of its players as the team's manager wish for the all-star team. The nominees will be listed so as to be visible to all present at the meeting. Player nominations shall be strictly limited to those players the managers honestly believe will significantly contribute to the all-star team.
 - b. After all of the teams have finished nominating players from their team, any team may nominate players from other teams who have not yet been nominated and the division director may nominate players from any team who have not yet been nominated.
 - c. Once the player nominations have been completed, discussion may be had among the managers, coaches and division director on the relative abilities of the nominated players. These discussions may include statistics maintained by a team. The team MUST offer a "realistic" appraisal as to the player's "Hits vs. Errors", as well as walks and strikeouts. The coach's opinion of the player ability to hit all-star quality pitching, the improvement, if any, of the player over the course of the season, and such other relevant matters pertaining to the player's hitting ability. Defensively, the managers should state an opinion as to whether the player is an all-star caliber pitcher, and what position(s) the player would effectively play at this level.
 - d. Each team manager will have one vote in all-star team balloting. The manager shall cast his/her vote by secret ballot by voting up to 13 players.

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A player's all-star eligibility should be stated by the manager, but should not influence voting.

- e. An Honorary all-star is one who will be unavailable for the all-star tournament. No Honorary all-star may participate in any post-season tournament.
 - f. The division director and appropriate vice-president (or his/her designee) will immediately tally the all-star ballots. The 13 players, *exclusive* of honorary players, receiving the most votes will be selected for the all-star team. In case of a tie for the last position(s), the managers will vote until such tie(s) are broken. Two alternates will *also* be voted on.
2. VOTE TALLY: Results of the voting shall be made available to any manager participating immediately after the tally. The manager whose player was selected for an all-star team will notify the player not more than two (2) days after the vote. The respective all-star managers will contact each selected player to inform her of the general itinerary of the all-star season, and to ensure the player's participation. All-star players will be announced via roster on website not more than seven (7) days after the vote.
 3. CONFIDENTIALITY: All-Star nominations and votes are strictly confidential and are for official league use. Misuse of this information will result in Board action and possible suspension from the league for the season or longer. Managers are not to take notes regarding the vote tally out of the selection room. List of players may be recorded and taken out with the participants as long as players are listed in alphabetical order. Player nominations, vote tallies, and such can only be discussed with league officials.
 4. SELECTION OF ALL-STAR COACHES: The all-star team manager, coach, and business manager of each division will be selected as follows: on or about April 15, the division director will give each manager an all-star coaching form. The form will ask the manager if he/she desires to be involved in an all-star team and will be submitted to the division director no later than seven (7) days prior to the all-star selection meeting. At the all-star selection meeting, the division director will have any manager desiring to do so, to indicate his/her willingness to coach a team. At that time, the coaches will vote their choices from the list of intended participants to choose a team manager. In the event of a tie vote, the division director will present the coaches' forms, along with the director's recommendations, to the Board at a special meeting and the Board will then select the *coaches* for each all-star team entered by Carmel Community Girls Softball for that year if necessary. Any board member considered for an all-star coaching position may participate in any discussion concerning that position, but may not vote on it.

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The foregoing By-Laws of Carmel Community Girls Softball, Incorporated were revised in July and August of 2018 and have been read and approved by the Board of Directors. Amendments to these By-Laws were adopted on 09/04/2018.

A handwritten signature in black ink, consisting of stylized initials 'CC' followed by a surname, written over a horizontal line.

Craig Cox, President

