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## **Article I: Name of League, Status and Location**

### **Section I: Name**

The name of this organization shall be known as SUNRISE GIRLS SOFTBALL LEAGUE, INC. DBA as Sunrise Girls Softball League

### **Section 2: Non-Profit Status**

SGS shall be a non-profit 501c3 pursuant to the laws of State of California.

### **Section 3: Location**

SGS has defined boundaries in which members must either reside or attend school within. The SGS boundaries include anywhere within the City of Citrus Heights, Boundaries may extend past the City of Citrus Heights as decided upon in agreement with USA Softball.

A full boundary map can be found on the website. Waivers for participation may be obtained in certain circumstances as allowed by USA Softball.

## **Article II: Mission, Objectives**

### **Section I: Mission**

The mission of SGS shall be to instill in the girls, ages 4 to 16 of the community the idea of good sportsmanship, honesty, loyalty, courage, and pride. So, they may grow to be productive members of their community.

### **Section 2: Objective**

The objectives of SGS shall be:

1. Teach the girls the fundamentals of the game of softball.
2. Encourage development and good sportsmanship of all players.
3. For the players to have fun, make new friends, and grow as a member of a team.
4. To help players become physically fit and value fitness in their lives.
5. To encourage continued participation by building a passion for the sport of softball.
6. Fostering positive community relations through meaningful outreach.

## **Article III: Membership & Affiliations**

### **Section 1: League Membership**

SGS membership is defined as any individual currently registered with the League and in good standing and may include players, team staff, umpires, and Board Members. Good standing is defined as any individual not currently on suspension or probation and with no overdue payments. All SGS members and their families agree to abide by the rules set forth in these bylaws.

### **Section 2: Affiliations**

SGS will maintain affiliation with USA Softball, the National Governing Body of Softball in the United States. Through this affiliation, SGS will be governed by all associated playing and eligibility rules.

SGS will maintain affiliation with NorCal Girls Softball, a collective group of local leagues. Through this affiliation, SGS will be governed by all associated playing and eligibility rules.



## **Article IV: Administration**

### **Section 1: Board of Directors**

The Board of Directors (Board) shall direct the administration and general affairs of this organization. The Board consists of Elected Officers and Appointed Positions as indicated below. All Board Members are allowed one vote in matters coming before the Board except as noted. If a member holds more than one position on the Board, they are limited to one vote. Special advisors or support positions, like those listed below, are non-voting members of the Board and will be included in Board activities as appropriate. Board Members are expected to attend all Board Meetings and be active participants in the management of the League. There shall be no vote by proxy however if a member is present via electronic means, they can vote.

**Elected Officers:** (Also known as the Executive Committee) The Executive Committee is a sub-committee of the Board, designed to function as a steering committee that reports back to the full Board on its activities and decisions. The Executive Committee's decisions must be endorsed by the Board to become binding on the League.

- President
- Vice President
- Treasurer
- Secretary
- Registrar
- UIC Umpire in Chief

The Executive Committee has the authority to make time sensitive decisions that cannot wait until the next regularly scheduled Board meeting. Their decisions are only in effect until the next Board meeting where the decision can be ratified by the Board. Exclusions include:

- Amending bylaws or operating policy
- Approving or changing the budget
- Making major structural decisions (example: adding or eliminating programs; dissolving the corporation)

**Appointed Positions:**

- Player Agent (6U, 8U, 10U, 12U 14U/16U)
- Equipment Manager
- Field Manager
- NorCal Representative
- Snack Bar Coordinator Scheduler
- Sponsorship & Fundraising Coordinator
- Umpire-In-Chief
- Uniform and Awards Coordinator
- Website Manager
- Outlaws (Select) Player Agent

**Special Advisors & Support Positions:**

- Past President (Non-Voting)
- Past Executive Committee Members (Non-Voting)
- Assistant UIC (Non-Voting)
  - Roxanne Support position



## **Section 2: Election of Officers**

Any current Board Member is eligible to submit a Board application for a position of an elected officer when the position is open for re-election. Board members should reside or have children attending school within the SGS boundaries or have a current waiver on file with the USA Softball. Any eligible person wishing to apply must submit the application for consideration by May 15<sup>th</sup> of the current year to the League President. During the month of June, new board members for the following year will be voted in. Each member of the League's board will be allowed one vote. If there is no current Board Member wishing to apply for the position, then it can be opened to the general league.

## **Section 3: Appointed Board Members**

Appointed Board Members shall be named with their appointed positions by May 30<sup>th</sup>.

## **Section 4: The Board Duties**

Each Officer shall fulfill the specific described duties, and each shall perform such other duties as from time – to – time may be assigned by the Board.

- A. **PRESIDENT** – The President is responsible for the following tasks and all other duties as required:
- Conduct the affairs of the League and execute policies established by the Board.
  - Secure "Use of Facilities" from the school site and obtain approval of the Permit from the San Juan Unified School District Security Services Division.
  - Ensure all League insurance is up to date.
  - Ensure copies of field use permits and insurance cards are in the snack bar.
  - Attend and participate in the Spring season Interleague schedule meeting.
  - Provide scheduling updates for the League.
  - Provide coaches requests for Allstars and Fall Ball for Board to vote on
  - Shall assist coaches and team parents with the development of their knowledge and skills to teach the game of girls fastpitch softball.
  - Shall coordinate and oversee the annual scholarship process.
  - Shall prepare all practice, game schedules, and provide any changes to these schedules directly to the coaches, and UIC as applicable.
  - Shall prepare and communicate the practice schedule for the season.
- B. **Vice President**- The Vice President is responsible for the following tasks:
- Aid the President and preside in the absence of the President.
  - Be responsible for the safety of the League and file all claims resulting from player injuries.
  - Assist the Player Agent with any issues concerning coaches, players, or parents not following League rules or standards.
  - Shall keep disciplinary records.
  - Oversee public relations for the League.
  - Shall serve as a representative or set designee to attend NorCal meetings, submitting notes to the Board at the monthly board meetings.
  - Shall submit appropriate papers to NorCal as necessary and coordinate payment with the Treasurer.



- Shall facilitate league and program needs as it pertains to facilities and equipment.
- Shall oversee or designate access and scheduling of the League's social media platforms.

C. **Treasurer-** The Treasurer is responsible for the following tasks:

- Basic knowledge of bookkeeping and accounting.
- Keep accurate records of all receipts and disbursements.
- Render a complete statement of the League's financial condition to the Board or President each month, or as requested.
- Deposit funds in the bank as directed by the Board and disburse funds via checks.
- Maintain three authorized signatures on record with the bank, consisting of current Officers, with each check requiring two of those signatures.
- Ensure that no bills, statements, or obligations are paid unless properly verified and approved.
- Obtain a list of projected expenditures for the coming year from the Vice President, Registrar, Equipment Manager, Field Manager, Snack Bar Manager, Sponsorship and Fundraiser Manager, and Uniforms and Awards Coordinator.
- Present the Board with a budget for the coming year at the October meeting.
- Issue refunds and cancel enrollment for families who are cancelling registration.
- Shall be responsible for all IRS and state tax duties and liability insurance (filing and fees).
- Shall oversee the collection of mail and the PO Box is paid.
- Ensure that the NorCal yearly dues are paid prior to January 31<sup>st</sup>.
- Ensure that the D&O insurance is paid by January.

D. **Secretary-** The Secretary is responsible for the following tasks:

- Secure meeting location for Monthly Board Meetings
- Record the minutes of meetings.
- Send out notice of meetings.
- Maintain records of the League's activities.

E. **Registrar-** The Registrar is responsible for the following tasks:

- Maintain the League's birth certificate and registration files for players and coaches.
- In cooperation with the Treasurer, ensure that all players, coaches, and League Board Members are properly insured.
- Shall arrange and ensure compliance of team and League insurance, background checks, and SafeSport.
- Collaborate with the Player Agent to ensure that all coaches complete their background checks and SafeSport training to be eligible to coach on the field.
- Produce and distribute team rosters to the Head Coach for the All-Star and Fall Ball seasons.
- Prepare and produce online registration for each season: Spring, All-Stars, and Fall Ball.
- Communicate all team and player information to the Player Agent and NorCal Organization for the Fall season.
- Register players and coaches for Select teams through Register USA Softball.
- Register umpires through Register USA Softball.
- Form teams with the Player Agent if player evaluations are cancelled.



- Responsible, along with the Player Agent and Treasurer, for recommending dates, format, and cost for registration.
- Responsible for late registrations
- Shall communicate all team/player information to the Player Agent
- Shall be responsible for monitoring deferred registration payments.
- Will coordinate with head coaches for Outlaws teams, which will be required to obtain and present birth certificates and photos.

**F. UIC Umpire in Chief-** The UIC is responsible for the following tasks:

- Must know the rules and regulations and umpiring duties.
- Should have knowledge of the scheduling of umpires for each division.
- Arrange training and supply umpires for all League games.
- Disburse umpire fees.
- Provide the Treasurer with a budget estimate for the coming year by the October meeting.
- Store Criminal Offender Record Information (CORI) as described in Article XIII of the Bylaws.
- Inform the Department of Justice (DOJ) of any change in the League's name, address, telephone number, or contact person.
- Shall serve as a primary contact for all umpires.
- Shall conduct meetings/clinics for umpires, coaches, and managers for information and rule interpretation. This will include a minimum number of trainings as determined by the Board.
- Shall schedule clinics for certification of umpires.
- Shall evaluate/evaluate the skills and knowledge of the umpires and when possible, seek coach/manager input for umpire evaluation.
- Shall receive official protest from team managers for presentation to the Board.
- Will work as a liaison between the Board, NorCal, USA Softball, and all coaches/managers to maintain positive and beneficial relationships amongst all involved with our umpires and in the League.

**G. Division Player Agent-** The Division Player Agent is responsible for the following tasks:

- *Managing the collection and timely submission of birth certificates to the Registrar.*
- *The agent will assist the Registrar in verifying birth records and confirming player eligibility.*
- *They must keep division coaches and team parents informed of all Board decisions and represent them at League meetings.*
- *The Division Player Agent ensures that coaches and team parents are aware of rules and any rule changes.*
- *The agent will verify that official scorebooks are maintained and that each coach keeps accurate player records.*
- *They must be present on the field for at least half an hour during each league game or designate someone to take their place.*
- *The Division Player Agent is responsible for maintaining and distributing player insurance cards to coaches, and ensuring the original cards are given to players at the end of the season.*



- *The agent is also responsible for resolving any disputes between players, coaches, and parents, in collaboration with another Board Official.*
- *The Division Player Agent is responsible for recruiting coaches and team parents.*
- *They will assist the Registrar in team formation within the division.*
- *Ensure regular communication with team parents regarding upcoming events, issues, and reminders.*
- *Assist the Registrar in ensuring that all volunteers have completed background checks and are SafeSport certified.*
- *Report any issues or concerns to the Board within 24-48 hours.*
- *Help the Equipment Manager with gear check-out and check-in.*
- *Respond to emails within 48 hours.*
- *Coordinate and represent all teams within the division.*
- *Assist the Board in the recruitment, selection, and development of coaches and team parents.*
- *Report any player or team changes to the Board.*
- *Coordinate and organize a parent information night.*
- *Manage and coordinate an independent panel for player evaluation and selection.*
- *Oversee the coordination of an independent panel for coach and team parent interviews and selections.*
- *Mentor and support coaches while implementing effective coaching strategies.*
- *Organize player development clinics.*
- *Coordinate clinics for coaches and team parents.*
- *Work with the Vice President to schedule clinics with local high schools.*
- *Prepare packets for coaches and Team Parents for the coaches' and Team parents' meetings with the President.*

**H. Equipment Manager-** The Equipment Manager is responsible for the following tasks:

- Obtain and maintain needed equipment, including first aid kits, upon approval of the Board.
- Maintain an inventory system for all equipment.
- Distribute and collect equipment to Head Coaches, including Fall Ball and All-Star Head Coaches with Player Agent.
- Manage catcher's equipment (mask, chest protector, shin guards), chalk, plates, pitching rubbers, balls, and equipment bags.
- Provide the Treasurer with a budget estimate for the coming year by the October meeting.
- Shall oversee all player/team equipment and ensure all player/team equipment is in good condition and working order before each season begins.
- Shall purchase necessary equipment with a minimum of two bids and Board approval.
- Shall maintain an inventory of each team's equipment.
- Shall purchase team and umpire equipment as needed.
- Shall present final inventory at the December board meeting.
- Shall create a budget for related expenses.

**I. Field Manager-** The Field Manager is responsible for the following tasks:

- Ensure all fields and playing areas are safe and ready for practice and game play.



- Schedule field workdays and assign divisions areas to maintain.
  - Create a trash removal schedule for League play.
  - Provide the Treasurer with a budget estimate for field repairs needed in the coming year by the October meeting.
  - Shall oversee everything field related.
  - Shall oversee all field equipment and ensure all field is in good condition and working order before each season begins.
  - Shall oversee the process of changing box locks each season.
  - Shall oversee ensuring field boxes are stocked on a weekly basis.
  - Shall purchase any necessary equipment with a minimum of two bids and Board approval.
  - Shall develop a plan for field improvement and maintenance.
  - Shall organize and schedule field day(s)/workday(s) for improvements (if required), notify the league.
  - Shall coordinate the installation and removal of banners with the Sponsor/Fundraising Coordinator.
  - Shall present final inventory at the December board meeting.
  - Shall create a budget for related expenses.
  - Shall make minor purchases through the season to ensure safe and continuous softball operations per the League bylaws.
- J. **NorCal Representative-** The NorCal Representative is responsible for the following tasks:
- Should know the rules of the League.
  - Ensure the League is represented at each NorCal meeting.
  - Inform the Board of NorCal activities.
  - Represent the League for annual All-Star Tournaments and ensure the timely completion of Tournament assignments.
  - Organize the League's Fall Ball season.
  - Complete all forms required to facilitate the League's participation, including boundary maps.
- K. **Snack Bar Coordinator Scheduler** - The Snack Bar Coordinator/Scheduler is responsible for the following tasks:
- Purchase supplies for the snack bar and store supplies.
  - Create and maintain the snack bar schedule.
  - Maintain accurate and complete accounting for all income and expenses.
  - A \$50 dollar cash account for change and miscellaneous expenses will be retained and turned over weekly to the treasurer.
  - Maintain accurate records of snack bar income and expenses to report to the Board.
  - Prepare and provide a budget estimate to the Treasurer by the October meeting.
- L. **Sponsorship & Fundraising Coordinator-** The Sponsorship & Fundraising Coordinator is responsible for the following tasks:
- Solicit sponsors for all teams and ensure that sponsors receive Board-approved team pictures, certificates, and/or plaques.





- Set sponsorship fees in coordination with the Board.
- Organize the League's annual Candy Sale, including purchasing and distributing candy to team Managers.
- Help coordinate the sales of League logo shirts, sweatshirts, etc., with the Uniform & Awards Manager.
- Is responsible for the collection, recording, and transfer of monies to the Treasurer.
- Provide a budget proposal to the Treasurer by the October meeting.
- The sponsorship fee shall be set by the Board yearly and paid by JANUARY 31<sup>st</sup> prior to printing the uniforms.
- Shall work with Division Player Agents and Uniform Coordinator to confirm team names and sponsors.
- Shall seek prize donations from sponsors and area merchants.
- Shall obtain, research, and present fundraising opportunities to the Board for consideration and vote.
- Shall coordinate the installation and removal of banners with the Field Manager.
- Shall coordinate and oversee all fundraising activities.
- Shall maintain detailed records of financial gain/loss for each fundraising activity and report such findings to the Board.
- Shall coordinate the purchase and distribution of sponsor banners and plaques in accordance with the League's budget.
- Shall attend community outreach programs to solicit league sponsorships/donations.

**M. Uniform and Awards Coordinator-** The Uniform and Awards Coordinator is responsible for the following tasks:

- Obtain uniform and award quotes and present them to the Board for voting purposes.
- Order and distribute League-supplied uniforms for Spring, Allstars and Fall Ball seasons.
- Order and distribute League-supplied trophies/awards for Spring season.
- Order and distribute spirt wear with the Sponsorship/fundraising coordinator.

**N. School Coordinator-** The School Coordinator is responsible for the following tasks:

- The coordinator acts as the primary point of contact between the softball league and the local schools.
- They facilitate communication, ensuring that information about the league reaches students and their families.
- A significant part of the role involves promoting the league within schools to recruit players.
- This may include distributing flyers, making announcements, or organizing informational sessions.
- The coordinator may assist with the registration process, providing information and support to families.
- They might help distribute registration forms or direct families to online registration platforms.
- In some cases, the coordinator may help coordinate the use of school facilities for practices or games.



- This involves collaborating with school administrators to schedule field time and ensure proper facility usage.
- They are responsible for getting information out to the school community. This can be schedules, or changes to schedules, and any other pertinent information.

**O. Website Manager-** The Website Manager is responsible for the following tasks:

- Update and maintain the League's official website.
- Ensure that all information entered onto the website is Board-approved.

Note that this is a Board-appointed position, not an Officer of the General Board of Directors, and is not required to attend or participate in all League functions.

ALL BOARD OFFICERS are required to participate in 50% of LEAGUE activities, including organization of and participation in opening and closing day activities.

### **Section 5: Term**

Each position of the elected Board has a defined term of service of two years. Appointed Board Members term of service of one year. Term is from July 1<sup>st</sup> through June 30<sup>th</sup>. There is no limit to the number of terms a Board Member may serve if re-elected or re-appointed.

### **Section 6: League Calendar**

#### **A. JULY**

- Joint meeting of old and new Board
- New Board begins.
- Review BYLAWS
- Set up Softball season calendar. (Sign ups, tryouts, clinics, Coaches meeting, pictures, opening/closing day ceremonies, etc.)
- NORCAL Meeting (see NORCAL Girls Website for date and time)

#### **B. AUGUST**

- Annual reports and records due
- Proposed rule changes submitted to the rules committee.
- Review Bylaws
- Practice for Fall starts 2<sup>nd</sup> week.
- Upload players and coaches on Register USA Softball
- Email Coaches welcome email for Background Checks and SafeSport
- NORCAL Meeting (see NORCAL Girls Website for date and time)
- Fall Ball Lalapalooza Seeding Tournament (Last weekend of August for 8U)
- NorCal Mandatory Coaches Meeting

#### **C. SEPTEMBER**

- Equipment Manager submits budget estimate to Treasurer.
- Field Manager submits budget estimate to Treasurer.
- Sponsorship & Fund-Raising Manager submits budget estimate to Treasurer.
- Registrar submits budget estimate to Treasurer.
- Snack bar Manager submits budget estimate to Treasurer.
- Umpire in chief submits budget estimate to Treasurer.



- Uniforms & Awards Manager submits budget estimate to Treasurer.
- Review Bylaws
- NORCAL Meeting (see NORCAL Girls Website for date and time)
- Fall Ball Lalapalooza Seeding Tournament (Labor Day weekend for 10U and up)
- Fall ball games (Double Header Sundays)
- Select interest sent out with tryout dates.

#### D. OCTOBER

- Treasurer submits League budget to Board for Review
- Review Bylaws
- Early Registration begins.
- Board approves budget.
- Ball order due (2<sup>nd</sup> weekend)
- NORCAL Meeting (see NORCAL Girls Website for date and time)
- Fall Ball games continue (Double Header Sundays)
- Fall Ball Down & Dirty Tournament (Around the 15<sup>th</sup> for 8U, following weekend for 10U, following weekend 12U)
- Select interest sent out with tryout dates.

#### E. NOVEMBER

- Early Regular registration continues.
- Rule changes, boundary maps, compliance form and Application fee due (NorCal)
- Review Bylaws/final edits to be made.
- Field use permits submitted to schools.
- Select tryouts and team formations.
- NORCAL Meeting (see NORCAL Girls Website for date and time)

#### F. DECEMBER

- Approve Bylaws
- Regular registration
- Select first payment due.
- NORCAL registration opens (due in January)
- NORCAL Meeting (see NORCAL Girls Website for date and time)

#### G. JANUARY

- Select teams start practice.
- Meetings for USA Softball (President, Registrar, UIC)
- Late registration closed end of the month.
- NORCAL registration fee due
- League Insurance paid.
- Opening day ceremonies planning
- Team and League Sponsorship fees due
- Create league on Register USA Softball
- NORCAL Meeting (see NORCAL Girls Website for date and time)
- Player evaluations for Spring



#### H. FEBRUARY

- Player evaluations for Spring (If rained out in January)
- Draft and Divisions formed.
- Meeting the Team/Coaches for Spring (2<sup>nd</sup> weekend)
- Uniforms ordered.
- Coaches/Team Parents Meeting
- Field workdays scheduled.
- NORCAL Inter-League Meeting
- Practice for Spring begins in February (Weather permitting)
- Umpire Clinic
- Upload players and coaches on Register USA Softball
- Email Coaches welcome email for Background Checks and SafeSport
- NORCAL Meeting (see NORCAL Girls Website for date and time)

#### I. MARCH

- Field workdays
- Game Schedule to be posted.
- Team uniforms to be handed out.
- Snack Bar Schedule to be handed out to teams.
- Opening Day Ceremonies/Official first League game (3<sup>rd</sup> weekend)
- All background checks and SafeSport needs to be completed for Spring (First week)
- NORCAL Meeting (see NORCAL Girls Website for date and time)
- Allstars interest forms end of March.

#### J. APRIL

- League games
- Spring Break (games not scheduled)
- Allstars Coaches Applications due by Board Meeting to approve.
- NORCAL Meeting (see NORCAL Girls Website for date and time)

#### K. MAY

- League games end (3<sup>rd</sup> weekend)
- Closing Day Ceremonies
- Allstars tryouts first week
- Create Allstar Teams in Register USA Softball (1<sup>st</sup> Week)
- Reclassify teams that are not select (B) to C as a recreation team.
- Allstars Uniforms ordered.
- NORCAL Meeting (see NORCAL Girls Website for date and time)
- Piece of the Rock (10U & up)/Stars of Cordova (8U) Allstar Tournament (Last weekend)

#### L. JUNE

- Allstars Tournaments (Piece of the Rock(8U), Stars of Cordova (10U & up) & USA Softball Association)
- Open Fall Ball Registration
- NORCAL Meeting (see NORCAL Girls Website for date and time)



### **Section 7: Vacancies**

Vacancy of appointed Board Members due to resignation, incapacity, or other reason will be accepted. Resignations shall be by written notice to the President. During interim vacancies of appointed members, job duties of the vacant position will be filled by current Board Members and/or volunteers as designated by the President.

Vacancies occurring in elected offices before the expiration of that term shall be appointed by the President with the approval of a two-thirds vote of the remaining Board.

If any member of the Board is absent from three board meetings during the term year, the Executive Committee will review the position and make a recommendation to the Board whether the member has left his/her position vacant.

### **Section 8: Indemnification**

Right of Indemnity. To the full extent by law, this League shall indemnify its Board Members and other persons described in Section 5238(a) of the California Corporation Code, including persons formerly occupying such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any "proceeding", as that term is used in such Section and including an action by or in the right of the League, by reason of the fact that such person is or was a person described by such Section and including an action by or in the right of the League, by reason of the fact that such person is or was a person described by such. "Expenses" as used in this Bylaw, shall have the same meaning as in Section 5238(a) of the California Corporation Code.

1. Approval of Indemnity. Upon written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporation Code, the Board shall promptly determine in accordance with Section 5238(e) of the Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of Board Members who are parties to the proceeding with respect to which indemnification is sought is such as to prevent the formation of a quorum of Board Members who are not parties to such proceeding, the Board or the attorney or other person rendering services in connection with the defense shall apply to the court in which such proceeding is or was pending to determine whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met.

2. Advancement of Expenses. To the full extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these bylaws in defending any proceeding covered by these bylaws shall be advanced by the League prior to the final disposition of the proceeding upon receipt by the Club of an undertaking by or on behalf of such person that the advance will be repaid unless it is ultimately determined that such person is entitled to be indemnified by the League therefore.

### **Section 9: Removal of Directors**

Any disciplinary actions brought against a Board Member will follow procedures outline in Article 4 of this document.

The Board of Directors shall have the authority to suspend or remove any Board Member by a two-thirds majority vote of those present at any board meeting or special board meeting called for that purpose. The grounds for removal of Board Members shall include but is not limited to:



- Recommendation from a disciplinary committee
- Recommendation by the Executive Committee
- Recommendation by the Executive Committee for failure to meaningfully contribute toward the goals and objectives of the League and/or lack of participation of the SGS Board.

Individuals being brought forth for removal will be notified no less than 24 hours prior to the scheduled vote. During the meeting, the individual subjected to removal shall have the opportunity to address the Board prior to the vote. Thereafter, a secret ballot vote for the removal of said Board Member will occur. The Board Member up for removal can vote. There shall be no vote by proxy, however if a member is present via electronic means, they can vote.

A majority vote of the Executive Committee has the authority to remove a Board Member for the following reasons:

- Arrested or convicted of a felony.
- Arrested or convicted of a misdemeanor involving:
  - o Any sort of lewd or violent act.
  - o An act involving the abuse of drugs or alcohol.
  - o An act involving the abuse or neglect of a child(ren)
- Willful destruction of League property.
- Multiple League violations resulting in disciplinary action.
- Any act compromising the safety of a League member.

## **Article V: Team Staff Removal**

### **Section 1: Removal of Team Staff**

Any disciplinary actions brought against Team Staff will follow procedures outline in Article 6 of this document.

The Board of Directors shall have the authority to remove any Team Staff by a twothirds majority vote of those present at any board meeting or special board meeting called for that purpose. The grounds for removal of Team Staff shall include but is not limited to:

- Recommendation from a disciplinary committee
- Recommendation by the Executive Committee
- Recommendation by the Executive Committee for failure to meaningfully contribute toward the goals and objectives of the Team and/or lack of participation on the team.

Individuals being brought forth for removal will be notified no less than 24 hours prior to the scheduled vote. During the meeting, the individual subjected to removal shall have the opportunity to address the Board prior to the vote. Thereafter, a secret ballot vote for the removal of said Team Staff will occur.

A majority vote of the Executive Committee has the authority to suspend or immediately remove a Team Staff for the following reasons:

- Arrested or convicted of a felony.
- Arrested or convicted of a misdemeanor involving:
  - o Any sort of lewd or violent act.
  - o an act involving the abuse of drugs or alcohol
  - o an act involving the abuse or neglect of a child(ren)
- Willful destruction of League property.
- Multiple League violations resulting in disciplinary action.
- Any act compromising the safety of a League member



## **Article VI: Disciplinary Process**

The Board has the right to discipline any player, manager, coach, Board Member, or any person associated with a SGS team who exhibits behavior that is contrary to the purpose of these bylaws. Disciplinary action is any restrictive penalty up to and including removal from the League.

Disciplinary actions will be determined by Board Members.

Disciplinary action against any member and/or all persons associated with a team will be considered if a written request (Incident Report Form) is submitted. As needed, statements or additional information may be requested from individuals involved in the incident or issue. The Executive Committee will review the Incident Report Form and any accompanying documentation and determine if a disciplinary review by the Board is required. Should a disciplinary review by the Board is needed, the accused party will be notified of the allegation and given the opportunity to respond. The Board will decide on the appropriate action in a timely manner. The Board's decision is final, and any documentation submitted is considered confidential.

### **Section 2: Grounds for Discipline**

There shall be standards for conduct for every Board Member, member, and all persons associated with the SGS teams. Team parents and coaches will be held responsible for the actions of spectators. A Board Member, team parent, coach, player, or any person(s) associated with SGS teams shall not commit any of the following violations:

1. Violation of the League Code of Conduct as agreed to on behalf of the family during registration.
2. Non-compliance with League Playing Rules or other League Policies.
3. Commission of acts that are contrary to the objectives and purposes of SGS, USA Softball and NorCal Softball.
4. Violation of state or local laws.
5. Failure to pay fees.
6. Destruction of property.
7. Unsportsmanlike conduct.
8. Engaging in physical violence, such as an attack on an umpire, League official or fellow participant.
9. Use of vulgar or abusive language toward an umpire or other participant.
10. Engaging in a fight or verbal conflict with another participant or spectator.
11. Commission of fraud, such as playing under a false name or age.
12. Participation in a League activity when not meeting eligibility requirements.
13. Knowingly participate with or against individuals or teams which are suspended.
14. Violation of USA Softball substance abuse policy.
15. Bullying, hazing, emotional misconduct, physical misconduct, or harassment in any capacity.
16. Misconduct that calls into question the member or participant's suitability to participate in league activities.
17. Consuming alcoholic beverages or controlled substances on the premises- prior to, during, or immediately following on field events.
18. The use of tobacco/cannabis (including but not limited to cigarettes, cigars, vapes, pipes/pens etc.) and any illegal substances.

### **Section 3: Penalties**



The Board may provide penalties in the form of League probation, suspension, or loss of membership. A person who is subject to suspension shall be subject to a minimum penalty of a one game suspension and a maximum penalty of expulsion from the League.

## **Article VII: Meetings**

### **Section 1: Board Meetings**

The SGS Board will hold board meetings at a minimum of once monthly, (**THIRD FRIDAY OF THE MONTH**).

### **Section 2: Notice of Meeting**

Location and time of monthly board meetings must be placed on the League's website at least five days prior to the meeting.

### **Section 3: Board Members and the Public**

If there are any persons present at the board meeting that are non-Board Members, they may address the Board in public comment at the beginning of the meeting. The Board reserves the right to limit this time as needed. Any member of the League can observe a board meeting during open session. If needed, the Board may go into closed session to discuss certain matters as allowed.

### **Section 4: Special Meetings**

The Executive Committee or President may call special meetings of the Board at their discretion. All members of the Board must be notified in writing 24 hours in advance.

### **Section 5: Transaction of Business**

Meetings of the Board shall be held as required for the transaction of business after all Board Members have been notified of the time and place.

All board meetings must have a quorum to transact business. A quorum is defined as half of the current number of Board Members plus one. All business coming to a vote needs a majority to pass or fail, unless otherwise specified in these bylaws. Any matters not specifically addressed in these bylaws will follow the guidelines set forth in Robert's Rules of Order.

## **Article VIII: Finances**

### **Section 1: Capital and Uses**

The capital of SGS shall be obtained through fees of membership, fundraising, voluntary donations, and tournament proceeds. The League shall be a non-profit organization and shall be categorized by the IRS as a 501c3. The League shall not be conducted or operated for profit.

### **Section 2: Membership Fees**

Registration fees and sponsor packages will be determined in a meeting by the Board annually unless otherwise necessary. The fees shall be initiated to defray the operating expenses of the League.

### **Section 3: Equality**

The Board shall decide all matters pertaining to the finances. No individual team shall have an advantage over any other team regarding expenses.

### **Section 4: Authorization**

All monies shall be deposited to the credit of the League within 14 days of the time of receipt. Two authorized members of the Board shall sign the checks written for \$1000 or more. If a check is for





payment of an already approved budget item, or an item that was approved via Board vote, then two signatures are not required. An authorized member, other than the Treasurer, must review and sign off on all League disbursements monthly.

#### **Section 5: Report**

A financial report shall be provided quarterly at board meetings for the Board to review. Additionally, a financial report must be made available to any League member within ten days upon receipt of a written request.

#### **Section 6: Audit**

The Treasurer's books shall be reviewed at the discretion of the Board. The auditor shall be a designee of the Board.

#### **Section 7: Financial Aid**

In the event of hardship situations, the Board and/or Executive Committee may approve deferred payments or waiver of fees if requested in writing following the League's financial aid process.

#### **Section 8: Reimbursement of Registration Fees**

Reimbursement of registration fees will be provided, subject to the refund policy stated in the current program's registration process. If the request for reimbursement is submitted after registration closes, the Board reserves the right to review the request for approval or denial. If the League cannot place a registered player on any age-appropriate team, a full refund will be given.

#### **Section 9: Board Expenditures/Reimbursements**

Board Members that make purchases as necessary to ensure League operations may request reimbursement within 30 days and must include an itemized receipt. Certain Board Members can authorize members to make emergency purchases for the continued operation of the League as necessary in the following amounts: - President/Vice-President/Chief Player Agent- up to \$500.

#### **Article IX: Amendments**

A review of the bylaws shall be done each year. Any Board Member may make a proposal to amend these bylaws at any time during the year, provided they are presented 30 days prior to the board meeting and provided in writing to all voting members. All amendments to the bylaws require a two-thirds vote to be approved. A complete history of the amendments to the bylaws shall be recorded in the files of the League and be maintained by the Secretary.

#### **Article X: Dissolution**

The Sunrise Girls Softball League, Inc DBA Sunrise Girls Softball League is a non-profit organization and shall not be operated for the financial benefit of any individual or group of individuals. In the event of dissolution, all remaining funds will be put in a trust to be used exclusively for the promotion and development of recreational fastpitch softball.