

North Monterey County Youth Softball Association Constitution/By-Laws

PREAMBLE

The primary purpose of the North Monterey County Youth Softball Association, hereinafter known as NMCYSA is to: promote athletics, education and community building through softball for girls, Kindergarten through High School, giving girls regardless of race, color, creed or athletic ability the freedom to play the game of fast pitch softball. The emphasis is on playing the game and having fun. This program focuses on Citizenship - Sportsmanship - Friendship and Family values to strengthen the moral character of children, families and the communities in which they live. Team sports instill in them the attributes that will make them better citizens. We strive to provide opportunities for personal growth and development of youth athletes while also reinforcing self-confidence, self-esteem and the ability to excel on and off the field and insuring a respectful and ethical commitment which views all levels of athletic ability as valuable.

ARTICLE I NAME OF THE LEAGUE

The name of the organization shall be the North Monterey County Youth Softball Association, an ASA affiliated organization. NMCYSA shall be a non-profit educational, recreational learning organization, and shall have no salaries paid to its officers, committee members, Board of Directors, team staff, or any other volunteer participants for the performance of their duties.

ARTICLE II MEMBERSHIP

Membership in NMCYSA is open to all female players ages 4 –18 that register and are residents of Prunedale or other surrounding communities.

ARTICLE III BOARD OF DIRECTORS

Section 1: In General

- A. Shall include an Executive Board and a General Board.
 - 1. Must be 21 years of age or older.
 - 2. Shall not use their position to the detriment of the league or to their own benefit or personal gain. Violation of this code can subject that person to be removed from office. (See Article V)
 - 3. Must not have exhibited behavior deemed inappropriate or adverse to providing a fun, family-oriented environment

4. Must pass a background check
5. May vote on league issues.

Section 2: Executive Board of Directors (BOD)

A. Members

1. President
2. Vice President
3. Player Agent
4. Treasurer
5. Secretary
6. Umpire in Chief
7. Equipment & Facilities/Field Maintenance Chair

B. The Executive BOD has the power to act for this organization when called into session between regular Board meetings.

Section 3: General Board

A. Members:

1. Fundraiser/Sponsorship & Donations Chair
2. Community Relations
3. Safety Officer
4. Opening & Closing/Picture Day Chair
5. T-ball Division Rep
6. 8 & Under Division Rep
7. 10 & Under Division Rep
8. 12 & Under Division Rep
9. 14 & Under Division Rep
10. 16 & Under Division Rep
11. 18 & Under Division Rep
12. Coaches/Players Clinic Chair
13. Snack Shack Coordinator Chair
14. Tournament Chair
15. Uniform Chair
16. Website Coordinator

B. In the absence or vacancy of any of the General Board positions, the Executive Board will assume responsibilities for those duties till the positions are filled by qualified General Members by the President with the Executive Boards assistance as needed.

Section 4: General Powers

A. The Board shall exercise all the powers of the organization in the management of the organization, subject to the restrictions imposed by the law, the Articles of

Incorporation, these By-Laws, League Policies and Procedures, League Rules and Regulations, Code of Ethics, Code of Conduct and ASA.

Section 5: General Duties of Board Members

- A. Prepare a proposed budget.
- B. Maintain a complete written inventory of all supplies and equipment owned by the League in their particular area of responsibility.
- C. Maintain an itemized, written account of all expenditures made in their area of responsibility, quantities ordered, and quantities used and purchased prices.
- D. Prepare an Annual Report presented at the Annual Meeting of the BOD, and to the incoming directors to assist them in the execution of their official duties. The report shall include the following:
 - 1. Proposed budget.
 - 2. Written inventory.
 - 3. Itemized accounting of expenditures.
 - 4. Duties and methods of carrying out these duties.
 - 5. Recommendations and any other information that may be of assistance to the new Board Members.
- E. Attend all regularly scheduled board meetings.
- F. Board members duties cover the Spring Season, all Post Season Tournaments, Fall/Winter Ball Season, and all league related activities during the off season.

ARTICLE IV DUTIES OF THE EXECUTIVE BOARD

Section 1: Executive Board

A. President

- 1. Chief Executive Officer and the Presiding Officer who presides as the Chairperson of the BOD, the Executive Board, General Board and at all Executive and General Board Meetings.
- 2. Executes all policies and procedures and decisions made by the BOD.
- 3. Coordinates all League activities and oversees all phases of League functions and activities.
- 4. Recommends and executes the removal of appointees and General Board members, pursuant to Article V below.
- 5. Unofficial member of all committees, except the Nominating/Election Committee.
- 6. Calls all meetings of the Executive and General Board.

7. Does not vote unless one must be cast as the deciding vote at all BOD, membership, special and annual meetings in case of a tie.
8. 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).
9. Will be the primary signer in the league bank account along with the Treasurer and will assist with making deposits and payments as needed.
10. Will be the main contact with the Manzanita Park board (NCYRA) and the ASA Commissioner and coordinates all league matters with NCYRA and other local youth sports organizations.
11. Schedules and obtains field permits along with the Secretary's assistance as necessary.
12. Shall maintain a confidential file of umpire evaluations conducted by the Umpire-in-Chief.
13. Shall maintain a confidential file of all Manager/Coach evaluations conducted by the Player Agent/Registrar.

B. Vice President

1. Will be the person to oversee all chairpersons and their activities and will be the main contact for persons for the chairs with the assistance of the President.
2. Will attend all staff meetings and will work with the President regarding the staff, and any issues that may arise.
3. Will fill in where help is needed.
4. Is the next in command and will run matters if the President is not in attendance, or is unavailable.
5. Will be fair with the best interest of all involved.
6. Will assist with scheduling all practice sites for the league and tournaments with the President and Equipment & Facilities Maintenance Chair.

C. Player Agent

1. Will be the players' advocate and will hear all concerns regarding players, bringing in the President, as necessary.
2. Will attend all meetings pertaining to teams.
3. Will be responsible for all players, teams and items, issues or activities in relation to the players and teams. Player Agent may seek assistance from Executive and or General Board Members as necessary.

D. Treasurer

1. Will submit a monthly financial report for all league assets.
2. Will keep a report or list of all sponsors and donations.
3. Will report and collect all past due monies with the assistance of the President and or Vice President as needed.

4. Will keep a record of delinquent registrants, and will keep a list of registrants who need to pay on a cash only basis.
5. Will check the Post Office box for mail with the assistants of the President as needed.
6. Will be a signer in the league bank account along with the President and will be responsible for making all deposits with the assistance of the President.
7. Will provide periodic financial reports to the President as requested.
8. Signs checks in conjunction with the President or other designated BOD members. He/she may not sign any check that is payable to himself/herself (i.e. reimbursement for expenses).
9. Will be responsible for paying all vendors and/or accounts with a league check with the assistance of the President as necessary.

E. Secretary

1. Will take all minutes at Executive, General and special board meetings.
2. Will have minutes typed and available seven (7) days after meetings and will provide minutes to the President for review and verification.
3. Will have copies of the minutes from the previous meeting available at each monthly board meeting for board approval.
4. Will keep an attendance sheet at all board meetings.
5. Will obtain meeting and ceremony sites as necessary with Presidents assistance as needed.
6. Will assist the President with notifying all board members in advance of appropriate meetings that require their attendance as necessary.
7. Will create a phone list of the BOD and chairpersons to include home phone, work, cell, and email address.
8. Will assist the President with creating and distributing all memos, notices, and warnings.
9. Will help keep the bulletin board posted with current information and reminders.

F. Umpire in Chief

1. Will work with the umpire crew chief, who will obtain and schedule umpires for all games, as needed.
2. Will be in charge of handling issues regarding the umpires.
3. Will handle all requests of games needed to be rescheduled and will obtain the opinion of the BOD as necessary, regarding rescheduling.
4. Will reschedule all rain and make up games.
5. Will hear all protests.

G. Equipment & Facilities/Field Maintenance Chair

1. Will be responsible to check inventory for quantity and usability of all equipment required for the operation of the league's activities.

2. Order all necessary equipment.
3. Dispense all needed equipment to coaches before the season begins and during the season on an as needed basis.
4. Working with League president, maintain an inventory of equipment to replace any damaged or need during the season.
5. Will maintain the general use of the equipment such as pitching machines, golf carts, tees, nets, etc.
6. Collect equipment inventory sheet from League President.
7. Attend assigned tryout sessions.
8. Prepares equipment budget, for review, prior to new fiscal year.

Section 3: Authority

- A. The decisions of the BOD in all organizational matters shall be final. The BOD shall have general control over all Officers, Managers, Coaches, Scorekeepers, Coordinators and Committees. The BOD will also determine the season start/stop dates and league playing rules. The BOD shall exercise control over all League equipment and assets, and is authorized to spend League funds as necessary for the operation of the League. The BOD may, for good cause, suspend any person, over which they have general control, from the League's activities, including players if it is deemed unsafe to allow said person to participate.
- B. Appeals may be taken to the President of the Board. Upon receiving written notice of appeal, the Board within three (3) calendar days, will schedule an Executive Board meeting to occur no later than seven (7) calendar days after the receipt of the appeal notice. Notice to appellant shall be given at least five (5) days prior to the hearing. A quorum must be present to hear the appeal, and a two-third vote of the members present is required to revise the decision appealed. Pending any appeal, any party suspended shall not be entitled to hold the position from which they were suspended or to participate in League activities other than a spectator. However, if the Board fails to act within these time limits, the suspended party shall automatically be reinstated. Given that no one (1) member of the board deliberately held up time to allow a reversal. If this is deemed to be the case, the said member will also face suspension.

ARTICLE V REPLACEMENT OF MEMBERS OF THE BOARD

Section 1: Executive Board

- A. Vacancies occurring because of resignation or any other reason will be filled by a majority vote of the remaining members of the Executive Board.

- B. Officers failing to perform their duties, as specified by these By-Laws, may be removed from office and their position declared vacant by the President and the Executive BOD as necessary.

Section 2: General Board and Committee Chairpersons

- A. Vacancies occurring by resignation or any other reason will be filled by nomination by any Board member, subject to the approval of the Executive Board.
- B. President has the authority, with the input of the board as necessary, to remove any Executive or General Board member who has failed to perform the duties of their respective office, as specified in these By-Laws. President will not however, utilize his/her position as power to unjustly suspend or remove any member of the board, be it General or Executive.

ARTICLE VI NOMINATION AND ELECTION OF OFFICERS

Section 1: Nominating

Nomination forms will be created and distributed by the BOD two weeks prior to the League elections. Forms will be distributed to every family with a player registered in the league and will also be available at the Snack Shack. The nomination forms will list each position, the person currently holding the position, and space under each position for others to be nominated. The completed forms will be turned in to the Snack Shack.

The BOD will review all nominees and verify the eligibility of each nominee. Those that are not eligible will be removed from consideration.

The BOD will contact those nominated and who are eligible to hold a League position. The nominees will confirm whether or not they agree to be on the ballot.

Section 2: Elections

The League election ballots will be created and distributed by the BOD two weeks prior to the League Closing Ceremonies day. Ballots will be distributed to each family with a player registered in the league and will also be available at the Snack Shack. The ballots will list each position and, for each position, the incumbent, whether or not the incumbent is interested in serving again, and the other nominees. The completed ballots will be turned in to the Snack Shack by the Saturday prior to the Closing Ceremonies Day.

The BOD will tally the votes. In case of a tie, a re-vote of those tied will be conducted on Closing Ceremonies day. If that vote is also a tie, the current Executive BOD will vote to

determine the winner. Any current Executive BOD member involved with the tie is not eligible to vote.

Winners of the election will be announced as part of the closing ceremonies.

Section 3: Term of Office

- A. Executive Officers are elected to serve for one (1) year, commencing July 1st to June 30th.
- B. Term of Office will begin at the Annual Meeting of the out-going and in-coming BOD, which will be the last regularly scheduled meeting of the season in accordance with Article VIII, Section 3, A of the By-Laws.
- C. General board and committee members are appointed to serve one (1) year, spanning the same time period as the Executive Officers or at the conclusion of the activities in which the committee was formed, whichever is deemed necessary by the President with the assistance of the BOD as necessary.
- D. Executive Board members may not serve in the same position more than four (4) consecutive terms.

Exception: The Executive BOD has the authority to permit the nomination of an Executive Board member for re-election beyond their initial four (4) consecutive terms in the same position if the need should arise due to lack of qualified Board Members or the Executive BOD determines it to be beneficial for the league to permit an individual be nominated for re-election beyond their initial four (4) consecutive terms. If an individual is nominated and wins re-election that individual is entitled to run for an additional four (4) consecutive terms. If necessary, the extension process can be repeated. The needs of the league must be taken into consideration to insure there is adequate and effective governance of the league at all times.

ARTICLE VII MEETINGS

- A. Meetings of the Board shall be held on a specific day of each month and shall be made known to the membership beforehand. All such meetings shall be open to attendance by the general membership.
- B. Board of Directors unable to attend three (3) consecutive meetings without cause may have their office declared vacant, at the discretion of the Board of Directors. This includes elected and appointed Board of Directors. Appointment and approval by the existing Board of Directors shall fill the vacant office.
- C. Should the Board of Directors decline to declare the Board of Directors office vacant, the specific Board of Director must attend three (3) consecutive meetings in order to regain their voting privilege.

- D. General Board members unable to attend two (2) consecutive meetings without cause may have their office declared vacant, at the discretion of the Board of Directors. Appointment and approval by the existing Board of Directors shall fill the vacant office.
- E. Should the Board of Directors decline to declare the Board members office vacant, the specific Board member must attend two (2) consecutive meetings in order to regain their voting privilege.
- F. Any member of the Board of Directors may call special meetings, when necessary.
- G. Robert Rules of Order shall govern all meetings.
- H. A quorum shall consist of the majority of the members of the Board of Directors.
- I. No business shall be considered by the Board of Directors at any meeting at which a quorum is not present. The only motion, which the chair shall entertain at such a meeting, is a motion to adjourn.
- J. Only one family member (spouse, siblings, etc.) on the Executive BOD may vote on items when those family members would vote the same way.

**ARTICLE VIII
AMENDMENT**

Any amendment to the Constitution/By-Laws must be approved by a two-thirds (2/3) vote of the Board of Directors for its adoption.