



San Ramon Valley Girls Athletic League

Bylaws

ARTICLE I - NAME

This organization shall be known as the San Ramon Valley Girls Athletic League; hereinafter referred to as SRVGAL, which shall exist solely as a nonprofit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II - PURPOSE

Section 1: The purpose of all SRVGAL members shall be to provide a quality recreation and developmental softball program for girls (age 5-18) regardless of race, creed and/or ability.

Section 2: Objectives

- a) To develop the physical and mental fitness of the girls in our community.
- b) To provide an environment conducive to developing an attitude of wholesome sportsmanship and respect for fellow teammates.
- c) To teach the basic skills and fundamentals of softball through qualified leadership.
- d) To develop positive coaching skills, knowledge and attitudes through clinics and training programs.
- e) To build confidence, raise self-esteem and encourage responsibility.
- f) To develop a softball program that will provide fun and enjoyment to all participants.
- g) To develop qualified ASA umpires to control the games with good judgment, proper mechanics and techniques and knowledge of the rules.

ARTICLE III - MEMBERSHIP

Section 1: The general membership of the league shall be comprised of the Board of Directors, coaches and/or parents of each girl and each girl currently registered in the league.

Section 2: Honorary membership. Upon recommendation of the Board of Directors, honorary memberships may be given to individuals in the community who make a significant contribution to SRVGAL. Honorary memberships shall be non-voting.



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ARTICLE IV - SPONSORSHIP

Section 1: All monies donated to the league general fund shall become the sole property of the league for whatever purposes deemed necessary. However, monies donated for a specific purpose may only be used for that purpose. The league shall adhere to conditions set forth by the A.S.A.

Section 2: The Sports Alliance Representative shall relate to the Cities of Danville and San Ramon in a liaison capacity to enhance communications, provide resource material and assume administrative and supervisory responsibilities for the municipality's contributions to the program.

ARTICLE V - GOVERNMENT

Section 1: The Executive Board of the league shall consist of: the following officers: President, League Commissioner, VP Support Services, VP Finance, VP Program Development, Umpire In Chief, Secretary, President Emeritus and Advisor. No two (2) members of the same family can serve on the Executive Board. The Executive Board may meet on issues referred to them by the Board. The Executive Board will also handle potential disciplinary and legal issues for which closed sessions are authorized or appropriate. Closed session decisions, which must be reached with at least three (3) concurring votes, of the Executive Committee are final and may or may not be shared at the discretion of the Executive Board at the next regular Board meeting.

Section 2: The Board of Directors shall consist of the Executive Board and the following positions:

Division Coordinators, Umpire Coordinators, Equipment Manager, Assistant Equipment Manager, Fields Managers, Sports Alliance Representative, Fundraising Manager, Training Manager, Stompers Manager, Tournament Director, Snack Shack Manager, IT Manager, Webmaster, Sponsors Manager, Uniforms Managers, Trophies/Picture Day Manager, Special Events/ Publicity Manager, and Positive Coaching Alliance Coordinator

Section 3: Special appointments. The Executive Board may appoint such other officers as the affairs of the league may require, each of whom shall hold office for such periods and have such authority and perform such duties as the Executive Board may from time to time determine.

Section 4: Meetings of this organization shall be governed by Robert's Rules of Order.

Section 5: The Board of Directors shall have control of the property and management of the league. Funds of the organization shall be joint signatures of the Treasurer and one of the designated members of the Executive Board.



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Section 6: Any member of the Executive Board may be removed from office by a 2/3 vote of the Board of Directors present if they are absent (unexcused) at three consecutive regular Board meetings.

Section 7: Any member of the Board may be removed for cause by a 2/3 vote of the Board members present. It shall be deemed appropriate for removal for cause that the Board member fails to carry out the function of the office for which said member was either elected or appointed by the Board, or any other such action as shall be detrimental to the operations of this league. In the event of resignation or removal of a Board member, his/her office shall be re-appointed.

Section 8: Qualifications. In order to be eligible for election to the office of President, League Commissioner or Treasurer, the candidate must have served as a member of the Board of Directors for at least one [1] full year, directly prior to running for either position, and said member shall not be eligible for election if during his or her term of office said officer was removed by reasons of absence, or for cause.

Section 9: No member of the Board of Directors will be paid for volunteer services rendered. Board Members may submit a bid to perform specific work required by the league as long as two bids from outside the Board are also considered.

ARTICLE VI - DUTIES OF THE BOARD OF DIRECTORS

Section 1: President: The President is the principal officer of SRVGAL and shall preside at all meetings of the Boards of Directors and the Executive Committee of this organization and may cast a vote. The President shall appoint board positions, as well as the chair and all members of all standing committees of the Board with approval of the Board of Directors. The President shall be an ex-officio member of all committees.

The President shall be charged with the general supervision, management, and control of all the business and affairs of the Organization. The President shall sign, along with the Secretary or any other proper officer of SRVGAL, all contracts or other instrument the Board has authorized to be executed, except in cases where the signing and execution thereof shall be especially delegated by the Board or required by law to be otherwise signed and executed.

The President shall exercise and perform such other powers and duties as may be designated by the Board. The President shall act as the duly authorized representative of the Board in all matters in which the Board of Directors has not formally designated some other person to act.

Section 2: League Commissioner. The League Commissioner shall assist the President in any way necessary and preside as the Chairperson for the Protests and Appeals Committee and the Disciplinary Committee. The League Commissioner shall ensure all Division Coordinators are properly carrying out all aspects of their positions. The League Commissioner has the responsibility of carrying out league policies that are mandated by the Bylaws and Board of Directors. The League Commissioner is responsible for



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communicating the playoff format to division coordinators and ensuring All-Star selection information is communicated and understood.

Section 3: VP Support Services. The VP Support Services shall maintain overall responsibility for equipment, fields, scheduling, and sports alliance activities.

Section 4: VP Finance. The VP Finance shall be responsible for preparing any and all papers pursuant to the tax exemption status of this organization. He/She shall be responsible for preparing any forms needed for Income Tax purposes. The VP Finance shall prepare a yearly budget and present it to the Board for approval. He/She shall maintain overall responsibility for the treasury, fundraising activities and registry of players. The VP Finance will provide a monthly financial statement to the Board and is expected to give guidance on nonbudgeted expenditures over \$400.

Section 5: VP Program Development. The VP Program Development shall maintain overall responsibility for training programs for both players and coaches. The VP PD will also maintain overall responsibility for travel ball programs in all divisions and all SRVGAL sponsored Travel Tournaments. The VP of PD shall also be responsible as the immediate liaison to national organizations including, but not limited to the ASA and NSA. This person will maintain the League's formal affiliation with the ASA, including working with the VP of Finance to make sure that all fees, including registration and insurance are paid in a timely manner. The VP of PD shall work closely with the League Administrator and IT Manager to insure that registrations are complete and correct as well as ensuring that the policies and standards of the league and travel ball programs are consistent with the national organizations. The VP PD will also be responsible for the development and maintenance of the player rating system and will Chair the draft placement committee. The VP of PD will work closely with the League Administrator and the IT Manager to maintain player ratings within the SRVGAL data store.

Section 6: Umpire-In-Chief. The primary responsibility of the Umpire-In-Chief shall be to review and be familiar with all A.S.A. Rules and discuss deviations with the Board. The Umpire-In-Chief will publish rules for each division/level. When disputes arise in the area of rules, the Umpire-In-Chief shall make the final decision. The Umpire-in-chief will form a committee to review rule changes and make recommendations to the Board of Directors. The Umpire-In-Chief is has overall responsibility for all league rules and umpire coordinators. The Umpire-In-Chief is responsible for A.S.A. registration. The Umpire-In-Chief is responsible for assuring that the umpires receive proper training.

Section 7: President Emeritus/~~Advisor~~. The Immediate Past President shall be a member of the Executive Board of the league and shall act in an advisory capacity to the Board for a minimum of one year immediately following his/her term of office. Said Past President shall be a voting member of the Board. The President Emeritus is in charge of elections and shall also act as the parliamentarian.



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Section 8: Secretary. The secretary shall record the proceedings of all meetings, keep permanent records of the same, and make copies available for the ensuing Board meeting. A file shall be kept by the Secretary of all documents belonging to the league. Copies of the minutes will be mailed to Board members a week prior to each meeting. The secretary shall notify each member in writing after three (3) consecutive unexcused absences from Board meetings, and shall invite that member to show cause as to why he/she should not be removed from office. He/she shall notify all Board members of any meetings. The secretary shall also be responsible for securing facilities for all SRVGAL and SRVGAL sponsored events including, but not limited to registration, training of players, coaches, parents and umpires and all board meetings and events.

Section 9: Advisor. The Advisor is a previous member of the Executive Board invited by the President to stay on in an advisory capacity. This person may serve in various capacities at the discretion of the President and the Executive Board. In the event that the President Emeritus no longer serves on the board, the Advisor will preside over elections and serve as parliamentarian.



The remainder of the Board of Directors shall be appointed by the President with the approval of the Executive Board.



Section 10: Division Coordinators. There will be one Division Coordinator for each division within the league and said coordinator may not coach in their division. The Division Coordinators' responsibilities are as follows:

- a) Serve as main contact between coaches and SRVGAL Board.
- b) Recruit responsible coaches to coach all teams in their division of SRVGAL. The sign-up lists for coaches in the Red/Blue divisions will be reviewed by the Executive Board and their recommendation will be presented to the Board of Directors for approval. Before appointing any Division coach, the coordinator must verify with the Executive Board there are no disciplinary letters precluding that coach. Manager/Coach selections must be done outside the presence of that person.
- c) Prepare and Administer to the coaches player rating sheets for each team by the end of the season.



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- d) Receive all complaints and player disciplinary action from coaches and/or parents. Division Coordinators shall report all such incidents to the League Commissioner.
- e) Be prepared to discuss and clarify all division rules to coaches.
- f) Prepare rating sheets for all coaches in his/her division.
- g) Prepare bi-monthly newsletter/written communication on rule clarifications, team standings and upcoming events.
- h) Attend the annual Managers' and Coaches' meeting and conduct a separate meeting with all of the managers and coaches in his/her division after the general meeting. He/she will hand out League materials and information, assign practice schedules and collect all of the managers' and coaches' signed Coaches' Code of Ethics and Adult Volunteer Application forms to be turned into the commissioner (s) and ultimately the League Administrator.
- i) Verify that all coaches in the division have attended any training required by the SRVGAL Board of Directors through follow up with the Training Manager and/or the PCA Coordinator.
- j) Attend games within the division of responsibility from time to time and monitor performance, gamesmanship and sportsmanship on the part of the coaches, players, umpires and spectators.
- k) Report game results and maintain division standings.
- l) Coordinate and monitor All Star Day teams formation in his/her division.
- m) Red and Blue age group coordinators run tryouts and "make-up" tryouts. They run the annual Red and Blue drafts for their respective age groups.
- n) 8U – 18 League Division coordinators must distribute and collect the Coaches' Player Evaluation forms and return them to League administrator as requested.

Section 11: Umpire Coordinators. The Umpire Coordinators shall be responsible for acquiring and scheduling umpires for all games within their division. They are directly responsible for umpire performance within their respective divisions. The Umpire Coordinators shall from time to time monitor performance and give guidance as necessary.

Section 12: Equipment Manager. The Equipment Manager shall have overall responsibility for balls, bats, catcher's equipment, scorebooks, pitching machines, etc., and shall store, replace and order items necessary to maintain equal distribution among all teams. The Equipment Manager shall keep an inventory of all equipment out and insure its return at the end of the season. The Equipment Manager may have an assistant to help with the above responsibilities.



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Section 13: Fields Manager(s). The Fields Manager shall have the responsibility of the field equipment (bases, rubber pitching mounds and plates) of SRVGAL. The Field Manager is responsible for contents of the equipment boxes located on the fields. This person is also responsible for helping with the overall maintenance of the fields including but not limited to cleanups prior to tryouts, opening day and All Star Day, maintenance of the batting cages and pitching machines, and helping secure the fields when necessary, including locking and unlocking gates as needed. Field equipment needed should be reported to the Equipment Manager for ordering.

Section 14: Sports Alliance Representative. The Sports Alliance Representative shall attend monthly Sports Alliance Meetings with the cities of San Ramon and Danville and shall participate in the acquisition of fields usage for the season.

Section 15: Special Events Coordinator: Special Events Coordinator is in charge of running the annual All Star Day Celebration and all other SRVGAL sponsored special events. This job entails but is not limited to working with board members, coaches and league members to sign up people to prepare the fields, decorate the softball complex, announce the games, coordinate the ceremonies, coordinating merchandise, food and beverage sales, and determining whatever activities would enhance the overall celebratory theme of the day.

Section 16: Fundraising Manager. The Fundraising Manager shall be responsible for coordinating fund raising events for the league. He/she, with the help of a committee will apply to various organizations and develop programs to help raise money when necessary to make field improvements, or fund other needs falling outside the realm of the annual budget. The Fundraising Manager will compose letters to local merchants/businesses requesting funds as well as acknowledging contributions.

Section 17: Training Manager. The Training Manager shall be responsible for providing training clinics for both the players and coaches prior to and during the season. He/She is to work with the V.P. Program Development as a resource for Coaching expertise on how to develop skills, run practices, and develop team play at all division levels. He/She will work with individual coaches on an as needed basis to help in their development and progress within the framework of SRVGAL. The Training Manager may recruit non board member assistants as needed.

Section 18: Stompers Manager. The Stompers Manager shall have overall responsibility for the administration of the Stompers Program. as determined by the VP of Program Development. The Stompers Manager shall ensure Division Coordinators, coaches and players are made aware of tryout dates and/or clinics. The Stompers Manager, along with a committee selected by the Executive Board, will ensure that all Stompers' coach candidates will be fairly evaluated on the basis of objective criteria including knowledge of the game, prior experience, commitment to the principles of the Positive Coaching Alliance, and the ability to maintain a high level of personal behavior consistent with being an ambassador of the organization while on the road. This committee shall review qualifications and make



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manager/coach selections to be approved by the Executive Board and presented to the entire board to be ratified. The Stompers' manager will update and provide a copy of Stompers' rules to the coaches and families.

Section 19: Tournament Director: The Tournament Director shall run all SRVGAL sponsored travel tournaments. This person is responsible for communicating with the national sanctioning authority and its membership the venue and date of the tournament. He/she shall work with the Webmaster to advertise the tournament and sign up teams. Duties shall include, but are not limited to securing, preparing and maintaining the fields to optimum playing condition during the tournament, hiring and scheduling umpires and helping secure value priced accommodations for visiting teams. To this end he/she shall work with the League Administrator, VP Support Services, Umpire-In-Chief, VPPD and the VP of Finance.

Section 20: IT Manager. The IT Manager shall be responsible for data entry and maintenance of all computer generated information on players, ratings and coaches. He/She will work closely with White Division Coordinators to balance teams equitably. This person will also schedule all league games and assist with the Playoff schedule. This position will typically be combined with the Webmaster position, but can be split as workload demands.

Section 21: The Webmaster is responsible for the development and maintenance of all web sites associated with SRVGAL. The Webmaster is responsible for overseeing Web hosting and online services utilized by SRVGAL and insuring the proper performance of those services. The Webmaster will work closely with all Board members to insure the timeliness and accuracy of all site content. Further, the Webmaster will work with the IT Manager and VP of PD to insure the proper integration and data integrity of all data sources.

Section 22: Sponsors Manager. The Sponsors Manager is responsible for obtaining sponsors for all teams within SRVGAL. The Sponsors Manager shall coordinate activities with the League Administrator, Division Coordinators and Uniforms Manager, to ensure proper placement of sponsors with proper girls/team. He/She is responsible for the collection of sponsor fees and recording payments before posting the receipts to the VP of Finance. The Sponsors Manager is responsible for the distribution of sponsor plaques at the end of the season.

Section 23: Uniforms Manager. The Uniforms Manager shall have overall responsibility for the league's uniforms, visors and hats (in coordination with the Sponsors Manager) and shall present to the Board for approval any style changes in uniforms. The Uniforms Manager will work with local sporting goods merchants to ensure the quality and delivery of merchandise prior to starting the playing season.

Section 24: Trophies/Picture Day Manager. This person shall determine the number of trophies needed each for each regular season including All-Star Day and tournament play. TPD Manager shall work with local trophy and award merchants to design trophies and sponsors plaques within the SRVGAL budget and submit his/her recommendation to the VP Finance for approval. The TPD Manager will also be responsible for special awards, such as



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the Erin Burns Award presented at All-Star Day and for the 10 year gift certificates. The TPD Manager will also be in charge of the annual picture day. The TPD Manager will not only order trophies and pictures, but will periodically open the orders up to bid to insure that the league pays a fair price for a quality product. This job may be performed by the League Administrator.

Section 25: Publicity: The Publicity Manager shall have overall responsibility for league related publicity. —He/She shall work with local newspapers, community publications, advertising and media professionals as well as the webmaster to establish and maintain a positive working relationship and maximize coverage for SRVGAL, players and sponsors. The Publicity Manager will work with the League administrator and be in charge of the distribution of registration flyers to public schools in the area. This person is also responsible for preparing a page for the coaches' packets informing the teams how to put information in the local newspapers as well as taking on projects to enhance the presence of the League in the valley.

Section 26: Snack Shack Manager. The Snack Shack Manager shall be in charge of the food and beverage concession including, but not limited to All Star Day and SRVGAL sponsored tournaments. The job includes purchasing all food and beverages, scheduling league teams through the age group coordinators and Stompers' Manager to work in the facility, keeping the interior and workspaces clean, and clearing a profit for the league. The Snack Shack manager at the approval of the President, may appoint a voting, Board Member assistant.

Section 27: Positive Coaching Alliance Coordinator. The PCA Coordinator is responsible for making sure that all board members, coaches, managers and parents have access to a SRVGAL sponsored PCA workshop. This person will obtain the dates for PCA workshops from the Executive Board and contract with the local PCA representative to provide the workshops. The PCA Coordinator will work with the Secretary to secure appropriate sized meeting rooms and order the proper room set up. He/she will order supplies as needed from the National PCA organization, be present at all workshops and report attendance to the league administrator.

Section 28: League Administrator (Paid/non Board Position) - The League Administrator is hired to facilitate the business of running the league. This person processes all the of registrations, assists with coach evaluations and the draft, prepares the coaches' packets, follows up with sponsors, orders and sells spirit merchandise, orders trophies, arranges pictures, prepares major mailings and is available for other duties , as assigned by the President. The League Administrator is also in charge of the League archives including, but not limited to all coaching files and player information.



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ARTICLE VII - ELECTIONS (Executive Board Only)

Section 1: A member of the Board desiring to run for President shall present this information at the June Board of Directors meeting. At that time nominations may be made from the floor.

Section 2: The President shall be voted on at the next scheduled meeting.

Section 3: Voting shall be by secret ballot if more than one member is running.

Section 4: Each member of SRVGAL over the age of eighteen (18) shall be entitled to cast one (1) vote, regardless of the number of girls within a family currently enrolled in SRVGAL. Absentee or proxy ballots will not be allowed.

Section 5: The person receiving the highest number of votes shall be elected.

Section 6: Upon election, the President will present selections for the Executive Board of Directors. They will be approved by the Board of Directors and the next scheduled meeting.

ARTICLE VIII - MEETINGS

Section 1: No fewer than eight meetings of the Board shall be planned at the July meeting. Those meetings shall be scheduled to coincide with important league events, including but not limited to registration, League coach selection, tryouts, the league regular season, Stompers coach selection, All Star Day, and Executive Board elections and League planning. The meetings of the board shall be open to the general membership (see Article III). Guests and members outside the Board of Directors do not have voting rights other than election of officers and may be asked to leave the room if there is a confidential issue on the floor. When conflicts arise, the President shall have the discretion to change the meeting date.

Section 2: Special meetings may be called by the President, League Commissioner or by 1/2 of the Board Members.

Section 3: A quorum (one over half) of the Board constitutes an official meeting.

Section 4: A majority vote of the Board of Directors present at an official meeting will be required to make any decisions binding upon the membership.

Section 5: The President/Board may ask for the resignation of an appointed/elected Board member for failure to attend at least $\frac{3}{4}$ of the officially scheduled Board meetings within the SRVGAL calendar year, commencing in September.



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Section 6: Order of Business. The order of business at all meetings shall be as follows:

- a) Call to order
- b) Guests and Speakers
- c) Minutes
- d) Finance Report
- e) Officers' Reports
- f) Old Business
- g) New Business
- h) Adjournment

ARTICLE IX - PROTESTS

Section 1: Only violations of the Specific rules of this league, misapplication of ASA Rules, or ineligible player participation shall be proper subjects to consider for protests.

Section 2: Protests must be written and received by the President or League Commissioner within two (2) calendar days of the action being protested. A fee of \$20.00 must accompany the protest. The fee will be returned if the protest is upheld; forfeited if the action is denied.

Section 3: The Protest Committee shall be appointed by the President with the approval of the Executive Board. The Committee shall consist of four (4) members, one of which shall be the Umpire-in-Chief. The League Commissioner will serve as the designated chairperson. In addition, the Division Coordinator and Umpire Coordinator shall be members of the Committee without voting rights. Any member of the Committee who has a personal involvement with the action being considered shall refrain from any discussion or voting of the protest.

Section 4: Any decision rendered by the committee may be appealed to the full Board of Directors.

Section 5: Upon rendering a decision, the Committee shall forward a copy of its findings and decision to the Secretary for future reference, to the protester with a statement of their right to appeal to the Board of Directors.

ARTICLE X - POLICY

The policy of the league shall be established by resolution adopted at a regular or special meeting of the Board of Directors.



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ARTICLE XI - AMENDMENTS

These Bylaws may be amended at any official meeting of the Board of Directors upon affirmative vote of the majority of those present.

ARTICLE XII - DISSOLUTION OF LEAGUE

Should this league be dissolved, all assets remaining after payment of all debts shall be distributed to a nonprofit fund, foundation or organization which is operated exclusively for the purpose of the development of young girls.

ARTICLE XIII – RULES HIERARCHY

The Playing Rules and the Standing Rules are intended to work in conjunction with the Bylaws. In the event of conflict, the Bylaws shall have control over the Standing Rules. The Standing Rules have control over the Playing Rules.

ARTICLE XIV – MISCELLANEOUS

These Bylaws shall be deemed adopted if approved by a majority of the members present at an official meeting.