

**CONSTITUTION AND BYLAWS
FOR
CYPRESS GIRLS SOFTBALL LEAGUE, INC.**

ARTICLE I - LEAGUE NAME

The name of this organization shall be the Cypress Girl's Softball League, Inc. A non-profit organization.

ARTICLE II- ORGANIZATION PURPOSES

- A To perpetuate an organized recreational program for girl's high school age and under, which stresses self-responsibility, citizenship, sportsmanship and friendship.*
- B To provide an opportunity for the development of girls physically, mentally and socially.*
- C To have responsible adults controlling the program on the playing field and to have their leadership and experience available for the training of the future citizens.*

ARTICLE III - GENERAL MEMBERSHIP

- A. Membership will include Parents or Guardians of registered players, Managers, Coaches, Board Members, Sponsors, and special boosters nominated and approved by the Board of Directors. Members who do not have children in the League will be allowed one (1) vote.*
- B. All Members of the League defined in Article III, Section A, shall have a right to vote in General Meetings of the League; however, there will be only one (1) vote per registered player.*

ARTICLE IV - THE BOARD OF DIRECTORS

- A. Membership. The Board of Directors shall be composed of the following generally elected and appointed members.*
 - 1. There shall be twenty-one (22) generally elected members of the Board of Directors. Board Members will be elected by a majority vote of the general membership present at an announced general election. Only the elected Board Members (positions listed below) will have a vote in Board Meetings, with the exception of the President. The President will only vote in the event of a tie.*
 - 2. The President, with the advice and consent of the Board, may appoint other members to the Board as necessary.*
 - 3. The President, subject to approval of the Board, may fill any vacancies on the Board, due to any reason.*

B. Tenure of Office

- 1. The tenure of Office shall be one (1) year, election to election*
- 2. Election of Directors must be held at the closing day ceremonies, which are held in June.*
- 3. Any appointed replacement will hold office until the next general election*

C. All members of the Board of Directors, whether elected or appointed, except the President, shall have the right to vote in meetings of the Board.

D. All positions are open for nominations one (1) month prior to elections by ballot write in.

ARTICLE V – DUTIES OF BOARD MEMBERS

President: *The President is the chairperson of the Board of Directors; presides over all Board, General and Special meetings; is an ex official member of all committees; will coordinate all league activities; must observe all phases of the local league program; will report to the Board of Directors when necessary or directed; is responsible for all volunteer personnel and league functions.*

Vice-President: *The Executive Vice President presides in the absence of the President; assists the President in league activities as directed; is responsible for the league insurance program, investigates and files all claims and makes recommendations to further safety.*

Commissioner of the 14 & Under Division: *The 14 & Under (14U) Division Commissioner is in direct charge of this division; is responsible for recruiting managers and coaches for this division, with board approval, and resides in the absence of the President and Vice President.*

Commissioner of the 12 & Under Division: *The 12 & Under (12U) Division Commissioner is in direct charge of this division and is responsible for recruiting managers and coaches for this division, with board approval.*

Commissioner of the 10 & Under Division: *The 10 & Under (10U) Division Commissioner is in direct charge of this division and is responsible for recruiting managers and coaches for this division, with board approval.*

Commissioner of the 8 & Under Division: *The 8 & Under (8U) Division Commissioner is in direct charge of this division and is responsible for recruiting managers and coaches for this division, with board approval.*

Commissioner of the High School and T-Ball Division: *The T-Ball Commissioner is in direct charge of these divisions, and is responsible for recruiting managers and coaches for these divisions, with board approval.*

Secretary: *The Secretary will keep the minutes of all meetings as directed; will be in charge of correspondence; will keep current membership rolls, both voting and nonvoting, as directed.*

Treasurer: *The Treasurer shall receive all monies for the League and shall deposit them in the name of the League in a bank or banks approved by the Board of Directors; shall keep an accurate record of all receipts and disbursements; shall present a financial report at monthly meetings of the Board of Directors and General Membership meetings.*

Player Agent: *The Player Agent will be the representative of all players in the league; will be in charge of league registration, try-outs, and draft meeting; will maintain team rosters; will maintain a complete and current file of registration cards and keep records of players information. This information must be available for the Board of Directors at any duly called meeting; (All information regarding players or parents or guardians is Confidential and will not be released by the Player Agent except for Board use and by the Board of Directors' authorization.) A woman will hold this position.*

Fundraising Directors: *Fundraising is responsible for fundraising events. Two (2) people hold this position, and both have voting rights.*

Concessions (Snack Bar) Directors: *Concession Directors are in charge of all concession operations. Two (2) people hold this position, and both have voting rights.*

Equipment Director: *The Equipment Director is in charge of all equipment and supplies belonging to the League and issuance of same; is responsible for purchasing of new equipment and supplies as deemed necessary and approved by the Board.*

Umpire-in-Chief: *The Umpire-in-Chief (UIC) receives official protests from the team managers for presentation to the Board; makes arrangement for umpires, both volunteer and hired; conducts umpire-training sessions; directs the scheduling of games, the setting up and inspection of fields. The Umpire-in-Chief cannot be coach of record for any team in this league, but may be an Assistant Coach.*

Publicity Director: *The Publicity Director is responsible for publicizing the league and is in charge of monitoring sponsoring for the league activities; also is responsible for yearbook and league pictures.*

Winterball / All-Star Commissioner: *The Winterball / All Star Commissioner is in direct charge of the Winterball program and post-season All Stars.*

Field Maintenance: *To ensure the safety and report to the Vice President. Is responsible for general field maintenance including inspection of fields during the playing seasons and will notify Cypress Parks and Recreation of any required repairs to be performed by the city. Ensures the fields are dragged and watered as necessary. Will also schedule practice times on the playing fields and in the batting cages and will enlist help to provide that the equipment serving the fields available during practice times. The position is also responsible for overall safety of the CGSL program, including the manner of play, techniques taught during practice, playability of the fields, and condition of equipment.*

Uniform Director: *The Uniform Director is responsible for uniform selection and purchasing uniforms for the Winterball Season, Spring Season, and All Star Season. The Uniform Director will coordinate with other Board Members and obtain Board approval of uniforms before placing an order. The Uniform Director will coordinate with vendors, as required.*

Tournament Director: *The Tournament Director is responsible for all League Tournaments such as: End of Season Tournament, Labor Day Tournament and any other League-sponsored Tournaments. This includes advertising for the Tournaments, establishing schedules (pool play, bracket play and championship games), coordinating with the UIC, Snack Bar Director, Field Maintenance, and other Board members, as necessary.*

Webmaster: *The League Webmaster is responsible for updating and maintaining the League's Website, <http://www.cypressgirlssoftball.com>. The Webmaster will work with the Website provider to ensure the domain name is current, and the site is up and running.*

Executive Committee: *The Executive Committee will consist of the President, Vice President, Treasurer, Secretary and Player Agent. The Executive Committee is in place to address urgent issues and/or concerns that cannot be addressed by the entire Board of Directors. The Executive Committee will meet, as required, and will document and report any/all action(s) or decisions made to the entire Board at the next scheduled Board Meeting.*

It shall be the responsibility of the Board of Directors of the League to maintain proper communications with all Managers, Coaches, Players, and to take action to solve all problems connected with field play in order to benefit the girls in the program. If unsafe conditions are discovered during the playing of a game, the board member(s) shall notify the plate umpire who will immediately suspend play until the unsafe condition has been corrected. Any further problems that occur must be reported to the Vice President.

All Board Members shall perform the duties outlines in these by-laws and those assigned from time to time. Each board member (s) upon expiration of their term must turn over to their successor, without delay, all records, keys, books and other material pertaining to that position.

ARTICLE VI – MEETINGS

- A. *General meetings will be held as determined by the Board of Directors with a minimum of one (1) to be held during the year.*
- B. *Board meetings will be held at least once a month.*
- C. *Special meetings, general and/or board, may be called by the President or by two-thirds (2/3) majority of the board with at least (5) days written notice, or posting on the League's Website to the general membership and/or board of directors.*
- D. *Prior to any meeting, including special meetings, but not including regular board meetings, the voting membership will be notified in writing. This will occur by posting the notice at the league snack bars, and/or by posting it on the league Website.*
- E. *Voting will take place at Board Meetings; however, there may be occasions when a decision must be made remotely via email. If/when this is necessary, a Board Member must make a motion via email and another Board Member must second the motion within 24 hours for the motion to continue. Board Members may voice their vote via email, and the majority of Board Members must vote affirmatively for the motion to be passed. In all cases, the motion, the second of the motion and vote results will be captured via the email chain. The decision will also be reviewed and documented at the next scheduled Board Meeting.*

F *Parliamentary Procedure -- Newly Revised Roberts Rules or Order.*

ARTICLE VII- RULES AND REGULATIONS

- A. *The board of directors will govern player's eligibility and the playing rules*
- B. *The league's Blue Book takes precedence over the ASA rulebook when there is a conflict, but the League will err on the more conservative or cautious side of the ruling. For example, ASA might not require that Coaches and Managers attend an ASA clinic, but the League might require attendance in order to be eligible for Coaching/Managing an All Star Team.*
- C. *Disciplinary action of Coaches, Managers, Players, Parents, Guardians and other spectators will be addressed in the League's Blue Book*

ARTICLE VIII – THE TREASURY AND FUND CONTROL

- A. *All funds donated, collected, raised, or appropriated by or to this league, will be kept under the authority of the treasurer, but will be made available to the Board of Directors. Financial reports are due monthly.*
- B. *The treasurer will be bonded for and \$15,000.00 minimum.*
- C. *All checks require the approval of the Board of Directors and shall be signed by any two (2) of the following: The President, Vice President, Treasurer, Secretary or Concession Director.*
- D. *The Treasurer will ensure that annual taxes are filed in a timely manner, but no later than required by the Internal Revenue Service (IRS).*
- E. *An Audit Committee will audit the League's books prior to the annual election of officers and at other times at the Board of Directors discretion. This Constitution may be amended by a majority of the voting membership present at a general meeting.*

ARTICLE IX -METHODS OF AMENDMENT OF THE CONSTITUTION

- A. *This Constitution may be amended by a majority of the voting membership present at a general meeting.*
- B. *Any proposed amendment must be read at a general meeting prior to the action meeting when the vote is taken.*

ARTICLE X - FORMATION OF TEAMS

- A. *The formation of teams shall take place through a series of scheduled events including registration, draft, and notification.*
- B. *The board directors will schedule evaluations.*
- C. *The League shall be formed into divisions to provide softball activities for players according to age, with the exception of T-Ball.*
- D. *Each team will have a woman manager eighteen (18) years of age or older, and one (1) coach of record eighteen (18) years of age or older, approved by the Board of Directors, pending an acceptable background clearance.*
- E. *The Board of Directors shall establish a schedule for the above events, which will be publicized in such a manner that every player in the area will have the opportunity to learn of the program and participate.*
 - 1. *Registration shall be scheduled on more than one day and shall consist of filing a registration card bearing the participants Name, Address, Phone Number, Age, Birth Date and Parents or Guardian's signature signifying consent for the daughter to participate in league activities.*
 - 2. *The draft of players for each team will follow the system established by the rules and regulations.*
 - 3. *Notification to each player as to her team assignment and her Manager and Coach's names shall take place within 24 hours following the draft.*
- F. *Daughters of managers and coaches will be assigned to their teams.*
- G. *Sisters in the same division will be assigned to the same team unless otherwise requested by the parent or guardian.*
- H. *Girls registering late will be placed on the waiting list. When a vacancy becomes available on a team, it will be the responsibility of the Player Agent to fill the spot from the waiting list. The Player Agent's appointments to a team are final.*

ARTICLE XI – REIMBURSEMENT

- A. *This is a non-profit organization and there will be no monetary gain or profit accrued by any member of the Board of Directors of this organization.*
- B. *Members of the Board of Directors will be reimbursed only for materials purchased for the good or advancement of the organization; reimbursement to be approved by the Board of Directors. Monies spent for mileage in the furtherance of the Cypress Girl's Softball League activities are not subject to reimbursement.*

The Constitution and Bylaws for Cypress Girl's Softball League, Inc. were revised, reviewed and approved on Thursday, May 28, 2009.

Ratified by general membership on June 1, 2009.