

“Jurupa Girls Softball Association”  
BY-LAWS  
EFFECTIVE DATE: 8/11/2019

ARTICLE 1. Name and Policies

Section A. Jurupa Girls Softball Association

1. The name of this organization shall be “Jurupa Girls Softball Association”; hereafter referred to as “League”, non-profit, 501(c)(3) tax-exempt organization located at.....
  - a. 5211 Wineville Ave, Mira Loma, CA 91752

Section B. Purpose & Policies

1. The purpose of the League shall be to organize and supervise the playing of softball under specialized Rules and Regulations, to secure suitable and adequate financial backing for these purposes, to provide suitable playing facilities and equipment for these purposes. This purpose will be achieved by providing a supervised and safe environment where the participants will learn good sportsmanship and teamwork through the game of softball.
2. Jurupa Girls Softball Association shall be a non-profit organization and shall also be non-partisan, non-shareholding, non-commercial, and non-bargaining.
3. All assets belong to the League and are to be used only for charitable purposes and shall not benefit any member or officer.
4. The policies for Jurupa Girls Softball Association are as follows:
  - a. It shall be the policy of the League to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount and all matters of policy shall be determined on that basis.
  - b. In order to secure suitable and adequate financial backing to carry out the purpose of the League, it shall be the policy of the League to permit only such sponsorship as is consistent with the purpose for which the League is organized and to select sponsors who are interested in the League solely or principally as a means of contributing to the welfare of young people.
  - c. It shall be the policy of this League to support and defend the articles of these By-Laws and any violations shall be handled in accordance with the League By-Laws.
  - d. To be supportive of the athlete no matter what their role is and demonstrate good sportsmanship at all times toward the players, coaches, umpires, and parents.

## ARTICLE 2. Membership

### Section A. Membership

1. The Jurupa Girls Softball Association membership shall include two forms of members: voting and nonvoting (sustaining) members. Voting members shall consist of the parent(s) or legal guardian(s) of each player listed on the roster of the Softball Team(s), managers, and coaches. Non-voting or sustaining members shall consist of other individuals wishing to contribute to the goals and objectives of the Softball League. Team sponsors and other contributions shall be ex-officio, non-voting members of the Softball Boosters.
2. The minimum age for membership in the Jurupa Girls Softball Association is 18 years old.
3. Voting membership in the Jurupa Girls Softball Association organization shall be uninterrupted as long as the individual continues to have a player associated with the Softball program. Non-voting or sustaining members shall have terms of one-year beginning January 1st of each year and terminating on December 31st of the same year.
4. Good Standing Board Member
  - a. Any Board member who has fully attended/participated in scheduled board functions and league scheduled events.
    - i. Failure to fully attend/participate in any scheduled Board function or assigned league duties during a scheduled event (Emergency exceptions approved by the Executive Board) forfeits your right to vote until such Board member has fully attended/participated in 3 board functions and/or league scheduled events.
  - b. No violations of USA & JGSA rules and guidelines.
  - c. No suspensions or written documentations on file.

### Section B. Meeting

1. The membership of the League shall hold an annual meeting on the second Sunday of February, place and time shall be determined by the Board of Directors. Notice of time and place of the annual meeting shall be made known to the membership of the League through publication and/or individual mailings not less than ten (10) days prior to the date of the meeting.
2. Special meetings of the League Membership may be called by the President of Softball, Vice President of Softball, or by the Majority vote of the Board of Directors, or upon

written request to the Secretary but not less than 20 Board members. Notice of time and place of special meetings of the Board shall be made known to the Board members no less than five(5) days prior to the date of the meeting.

3. Board meetings shall be held monthly during the “Official” Jurupa Girls Softball season and every other month (day to be determined) during the off-season.
4. For a Board meeting, a quorum is established with three (3) current members of the Executive Board and five (5) voting members (in good standing) in attendance.
5. Scheduled meeting will be held locally in the evening in order to maximize attendance. Board meetings will adhere to the following guidelines:
  - a. Call to order
  - b. Open to the public for the first 30 minutes of the meeting
  - c. Secretary’s report - Minutes
  - d. Treasurer’s Report - Financials
  - e. Coach’s report
  - f. Update of old business
  - g. Other issues
  - h. Conclusion and adjournment
6. Board Meetings should be limited to business discussions and focused on the purpose and objectives of the League. Board meetings are not a time for addressing parent concerns or coaching issues (such as an athlete's playing time, team position, team rosters, etc.) Any and all parental concerns should be taken to the Player Agent directly during a mutually convenient time time outside of the League forum, before bringing to the Boards attention.
7. Any player(s) of Jurupa Girls Softball Association are not permitted to attend a Board meeting of the League unless approved (in advance) by the Executive Board.

ARTICLE 3. Organization- The League shall have a Board of Directors consisting of, but not limited to, an Executive Board, Officers, Voting and non-voting members.

#### Section A. Executive Board

1. The Executive Board shall consist of the following:
  - a. President of Jurupa Girls Softball Association
  - b. Vice President of Jurupa Girls Softball Association
  - c. Secretary of Softball
  - d. Treasurer of Softball
  - e. Umpire Coordinator of Softball
  - f. Player Agent of Softball
2. Board Members shall serve a minimum of a year as a JGSA officer to be eligible to run for an Executive Board position.
  - a. In the event a qualified board member is not available to fill the position(s) , that position may be opened to other board members in good standing.
3. The Executive Board shall meet on call by the President of Jurupa Girls Softball Association or Vice-President of Softball.
4. Each member of the Executive Board must be a league member and a member in good standing.
5. A minimum of three members of the Executive Board must be in attendance at an Executive Meeting for Jurupa Girls Softball business to be conducted.
6. The Executive Board shall control all business of Jurupa Girls Softball including the elections of Officers and creation of positions not listed in these By-Laws.
7. The Executive Board shall be nominated by a nomination committee (if established) and approved by a majority vote of general members.
8. The term of office shall be no less than 2 years and there will be no term limit on any Executive Board position.
9. Elections will be held yearly and no more than half of the Executive Board will be up for election at one time. The following positions will be up for election every other year:

- a. President, Secretary, Player Agent
  - b. Vice - President, Treasurer, Umpire Coordinator
10. It shall be the responsibility of all outgoing Executive Board members to make themselves available and counsel all newly elected officers as to their officer responsibilities and all knowledge of Jurupa Girls Softball Association activities so that a smooth transition takes place during the next year.
  11. Voting will take place by ballot.
  12. Should an Executive Board member resign, the vacancy shall be filled by an officer in good standing and voted on by the Executive Board.
  13. Any Board member can be removed from office with a two-thirds majority vote by Board Members in good standing whenever, in its judgement, the best interest of the Jurupa Girls Softball Association would be better served. Removal shall be without prejudice to the rights, if any, of the person so removed.

#### Section B. Executive Duties

1. THE PRESIDENT shall preside at all meetings of the League membership and at all meetings of the Board of Directors; shall serve as the Chief Executive Officer of the League; shall be an ex-officio member of all standing and special committees and shall perform such other duties as are normally associated with the office of President. The president shall not vote on any matter before the Board except in the event of a tie.
2. THE VICE - PRESIDENT shall assist the President in the operation activities of the organization and shall assume his or her duties in the absence of the president or in the event of a vacancy of the Office of President without election. The Vice - President will assist the President in overseeing all appointed committees. Depending upon the signature authority cards on the Jurupa Girls Softball Association banking account, the Vice - President may or may not have signature authority for the expenditures of funds.
3. THE SECRETARY shall have custody of the By-Laws, and all other records of the league; shall compile the policies of each division and all standing committees into a League Operations Manual; shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors; shall be responsible for or keep a record of all correspondence on behalf of the League and shall transmit all records and correspondence to any person elected to succeed him or her in that office. Depending upon the signature authority cards on the Jurupa Girls Softball Association banking account, the Secretary may or may not have signature authority for the expenditures of funds.

4. THE TREASURER shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of all funds received and disbursed for the League; shall submit a financial report at all regular meetings and at such other times as may be requested by the President and/or Vice - President of Softball; shall compile an annual report of League finances; shall provide the books of the League and such other documentation as requested for the annual audit and shall transmit all financial records to any person elected to succeed him or her in the office. The treasurer shall be responsible for the appropriate documentation for non-profit status and maintain and provide annual audits, if it's required. Depending upon the signature authority cards on the Jurupa Girls Softball Association banking account, the Treasurer may or may not have signature authority for the expenditures of funds.
5. THE UMPIRE COORDINATOR OF SOFTBALL shall be charged with obtaining suitable umpires for the League as directed by the Board of Directors and shall consider all complaints relative to umpires and make suitable recommendations to the Board of Directors. All umpires are to be registered with USA Softball. Umpire Coordinator shall become a member of the Board of Directors of the League upon election and for the term of office. The Umpire Coordinator shall give a copy of the rules along with a Hi-Five upon request.
6. PLAYER AGENT shall be the agent of all the players in the league; shall be informed of all grievances between players, parents and/or team management. Shall be a liaison between team managers, coaches, parents, players and the League. Shall be responsible to maintain a log of all grievances; shall organize and run all drafts for each division. Shall recommend the policy governing all divisions ( for example, policy and procedures for drafting players) for approval by the Board of Directors; shall work with team managers in each division to recommend local rules and policy governing the division for approval by the Board of Directors.

## Section C. Officers

1. The following officers are selected by the nomination committee and/or appointed by the President of the League and/or Vice - President of the Jurupa Girls Softball Association and approved by the Executive Board.
2. The term of office shall be the same as the Executive Board. The purpose of the officers is to assist the Executive Board and provide recommendations to the Executive Board when requested.
  - a. Auditor - Duties and responsibilities:
    - i. Shall be independent of the treasurer
    - ii. Shall review all of the Treasurer's records (journals, checks, registers, bank statements, receipts, invoices, etc.) at least semi-annually, or at the request of the President of the League and/or Vice-President of Softball.
    - iii. Shall report any unusual, fraudulent or illegal activities to the Executive Board in writing.
    - iv. Shall be the head of the nomination committee.
  - b. Scheduling Officer - Duties and Responsibilities:
    - i. Shall be charged with the responsibility of preparing a master schedule of all games and practices in coordination with the field personnel, and the distribution of schedules to all managers.
  - c. The Equipment and Field Officer - Duties and Responsibilities:
    - i. Shall be responsible for the condition and safety of all fields and field equipment;
    - ii. Shall be responsible for storing all field and League equipment;
    - iii. Shall be responsible for maintaining the equipment and obtaining approval for replacement when needed;
    - iv. Shall be responsible for overseeing the maintenance of practice fields on a weekly basis;
    - v. Shall ensure the field preparation is completed for all games for all age divisions;
    - vi. Shall be responsible for maintaining sufficient gas for the ATV field maintenance vehicle;
    - vii. Shall be responsible for purchasing game balls and field supplies throughout the season;
    - viii. Shall be responsible for all managers and/or coaching staff to receive proper training for field maintenance;
    - ix. Shall be responsible for creating field preparation instructions and guidance;

- x. Shall organize a committee to help with any responsibility(s) previously listed.
- d. All-Star and Event Officer - Duties and Responsibilities:
- i. Shall coordinate the All-Star commitment letter;
  - ii. Shall organize and run All-Star draft;
  - iii. Shall ensure league All-Star teams are entered into necessary tournaments;
  - iv. Shall submit All-Star League tournament to the USA Softball blue book in November;
  - v. Shall be responsible for scheduling and running special events throughout the season;
  - vi. Shall be responsible for planning the opening and closing ceremonies;
  - vii. Shall be responsible for maintaining a list of all sponsors;
  - viii. Shall assist teams in obtaining sponsors when needed;
  - ix. Shall be responsible for purchasing and distributing appreciation plaques or gift for each sponsor at the end of the season;
  - x. Shall be responsible for collecting and coordinating any sponsorship or fundraiser;
  - xi. Shall organize a committee to help with any responsibility(s) previously listed.
- e. Snack Bar Officer - Duties and Responsibilities:
- i. Shall be in charge of the snack bar and all related duties;
  - ii. Shall be in charge of scheduling Board members snack bar duty;
  - iii. Shall be in charge of inventory management and purchasing;
  - iv. Shall be responsible to submit detailed reports of profit and loss related to the snack bar transactions to League Treasurer.



#### ARTICLE 4. Financial Responsibility

1. Jurupa Girls Softball Association is responsible for their tax status, accounting, filing of their federal and state tax returns. Also, the filing with the State Attorney General's office.
2. The League's fiscal year is January 1st through December 31st.
3. All checks issued by the Jurupa Girls Softball Association must have two signatures authorities that are members of the Executive Board (President, Vice-President of Softball or Treasurer)
4. If two or more members of the same immediate family are members of the Executive Board, both members cannot be signers on the same check.
5. Disbursements of funds, in excess of two hundred dollars (\$200.00), must be approved by the Executive Board., when a quorum has been established.
6. No check should be written to any individual, partnership, or corporation that is performing services as an independent contractor, subcontractor, etc...without first obtaining his/her social security number or employer identification number (EIN).
7. All funds must be delivered to the Treasurer within a reasonable time of receipt. The funds must then be deposited, by the Treasurer, to the League bank account within a reasonable amount of time.
8. Any receipt of money shall be documented with a numbered receipt.
9. The annual budget shall be prepared by the Executive Board and approved by the remaining Board members (that are in good standing) on or before the second Sunday of February.
10. The annual budget shall provide for a minimum carry over balance of two hundred dollars (\$200.00).
11. Any excess funds raised as a result of team fund-raising activities and/or contributed to a team as a result of a sponsor that is not spent on the team or League exempt purpose expenditures, must be returned to the Sponsor and cannot be returned directly to the team members or their families.
12. No player shall be required to raise a specified amount of money in order to participate in a required activity sponsored by the Jurupa Girls Softball Association.

13. The League must pay the USA registration fee seasonally.
14. The League must prepare and file 1099s for payments greater than \$600 to individuals, partnerships, sole proprietorships, or companies for services provided as “independent contractors”. Form 1099s to be distributed to recipients by January 31st and the IRS and California state agencies by February 28.
15. The League may purchase liability insurance, fidelity insurance, insurance against fraud or dishonesty, and/or other forms of organizational or fiduciary insurance.

#### ARTICLE 5. Prohibitive actions

1. The Jurupa Girls Softball Association will prohibit the following:
  - a. No person who is a member, employed, or is in any way connected with the League shall receive any personal financial benefit therefore, beyond the reasonable value of the services in carrying out the purpose for which the League has been organized.
  - b. It shall be the policy of the League to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs.
  - c. No part of the activities of this organization shall distribute propaganda in an attempt to influence legislation or participate in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

## ARTICLE 6. Amendments

1. These By-Laws may be altered or amended, only once a year during the month of August and only at a "closed" meeting held in conformity to the By-Laws, by the Executive Board. Meetings will be held consecutively each year.
2. All amendments shall become part of these By-Laws and will be attached (along with a copy of the minutes of the meeting at which said amendment was passed) as separate documents to these By-laws.

## ARTICLE 7. Dissolution of the Organization

1. If, at any time the League Board of Directors decides that the organization should be dissolved, such decision shall be based on a two-thirds majority of the voting Board members in good standing.
2. A vote for dissolution shall be advertised by mail (72 hours in advance) to all voting members prior to the meeting at which a vote shall be held.
3. Upon dissolution and following the erasure of all outstanding debts, any and all funds remaining in the account(s) controlled by the Leagues organization shall be turned over to a non-profit sports related organization that qualifies as an exempt organization under section 501(c)(3) of the U.S. Internal Revenue Code. Otherwise, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.
4. Upon dissolution all necessary notifications of the dissolution will be made to the IRS, State Attorney General, and USA.