



SEASIDE OF OXNARD GIRLS FASTPITCH SOFTBALL BY-LAWS

As approved by the board 2024

ARTICLE I NAME

The name of this organization shall be "Seaside of Oxnard Girls Fast pitch Softball," Hereinafter be referred to as "SOGFS."

ARTICLE II OBJECTIVE

SOGFS is a non-profit organization dedicated to the development of good sportsmanship achieved through healthful and positive softball recreation for girls. The building of character, encouragement of good sportsmanship and learning the fundamental skills of the game of softball will take precedence over the winning of games. The primary goal of SOGFS is to provide good recreation and leadership for the girls in its care. This goal will be attained by recruitment and training of qualified adults at the community level. Any girl meeting the age requirement as set forth in the Operating Rules will be eligible for participation. SOGFS is organized and operated exclusively for charitable purposes within the meaning of Section 501- C - (3) of the Internal Revenue Code.

ARTICLE III MEMBERSHIP

General Membership shall be comprised of those parents or guardians over the age of 18 years having an eligible participant registered in the SOGFS program; or, any individual who is participating in an administrative or technical capacity within the program (i.e. Board members, committee members, managers and approved coaches).

ARTICLE IV GOVERNMENT AND MEETINGS

- A. SOGFS Board Members shall be constituted from the General Membership. The administration of SOGFS will be under the supervision of the Board.
- B. Board positions may be combined as necessary, however only one (1) vote per member will be recorded.
- C. Board Members are also needed to help out in other areas, besides their elected position.
- D. The **annual organization meeting** will be on the **2nd or 3rd Wednesday of July** of each calendar year. The General Membership will be notified of the annual organization meeting a minimum of **ten days** prior to the meeting.



- E. **Elections for board members** will be on the **1st or 2nd Wednesday of August** of each year. At this election, the General Membership will elect the following officers to the Board by written secret ballot. All positions listed below will be elected yearly.
- a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Chief of Umpire/Scheduler
 - f. Player Agent (Mini, 6U, 8U)
 - g. Player Agent (10U, 12U, 14U)
 - h. Logistics Manager
 - i. Seaside Administrator
 - j. Picture/Trophy Coordinator
 - k. Registration Coordinator
- F. Eligible officers of the Board shall be elected by a Majority vote of the current Board of Directors. All eligible members will submit an email to Seasideofoxnard@gmail.com before the election meeting. Eligible members can also bring a written statement on their qualifications to the election meeting, which is held on the 1st or 2nd Wednesday of August. After reviewing the qualifications, it will be at the discretion of the Board of Directors to determine if the candidate is eligible to join the Board. The transition of the newly elected Board Members will begin and take office the 1st or 2nd week of September. Candidates shall be elected to a specific office for a one (1) year term. In case no candidate gets a majority of votes casted, a runoff shall be held between the two candidates receiving the highest number of votes. All members of the Board must be in good standing (financially) with SOGFS.
- G. General members may also be a part of SOGFS Board of Directors by joining SOGFS Auxiliary positions. These positions include: Field crew, full time snack bar assistants, and utility member. Utility members are defined as full time Seaside support members who assist with field crew, snack bar and recruiting.
- H. In the event that an elected Board Member vacates his/her position before the scheduled end of his/her term, the President may appoint an interim replacement that will serve in the position until a permanent replacement is elected. The vacancy must be publicized to the General Membership and the Board (by majority vote) must elect a permanent replacement from the interested candidate(s) within 30 days of the vacancy.



- I. All newly elected Board Members will go through a 60-day Probationary period. During the probationary period, new members must be present at all applicable meetings. The President and Vice President will evaluate all new members during the probationary period. At the end of the probationary period, the existing board will discuss the participation, activeness and professionalism of the new member. The existing board members will then vote through secret ballot. If the new member is voted in for a permanent position, they will resume their normal duties. If voted to be removed from the board, they will be excused by the President of the Board.
- J. SOGFS “Board of Directors” also known as “Board” will be composed of the elected Officers: President, Vice-President, Treasurer, Secretary, Chief of Umpires/Scheduler, Logistics Manager, Player Agents, Picture/Trophy Coordinator, Seaside Administrator and Registration Coordinator. This committee will interpret the By-Laws and provide Administrative guidance to the Board.
- K. SOGFS “Disciplinary Board” will be composed of the elected officers: President, Vice President, Chief of Umpires, Secretary and Player Agent of Division (if needed). This committee will ensure all disciplinary actions are handled in a timely matter and in conjunction with our Bylaws, League Operating procedures and Appendixes.
- L. SOGFS “Protest Committee” will be composed of the elected officers: President, Vice President, Chief of Umpires, Secretary and Player Agent of Division (if needed). This committee will ensure all protest actions are handled in a timely matter and in conjunction with our Bylaws, League Operating procedures and Appendixes. All game protests are handled by the Umpire in Chief and must be taken care of before the next pitch in the game occurs. In his absence the President or Vice President may make the ruling.
- M. All Matters concerning SOGFS policy and “Operating Rules” will be decided by a Majority Vote of the Board of Directors.
- N. To be eligible to vote at a Board Meeting, you must be a current Board Member who has attended 50% of the prior six (6) board meetings. New members shall be required to attend at least 100% of the applicable meetings since their election to office to be eligible to vote. Auxiliary positions will not be eligible to vote.
- O. Auxiliary members are invited to join the Board of Directors for the full board meeting, however are not required too. It will not affect an auxiliary member’s permanent status if they choose not to attend a board meeting.



- P. In that regular attendance of all Board members is desirable and necessary for the efficient conduct of business, the following rules pertaining to absences shall apply:
- a. A single absence is considered automatically excused.
 - b. The Second consecutive absence may be excused by the President, preferably ahead of time.
 - c. Only the Board of Directors may excuse the third consecutive absence.
 - d. After three (3) consecutive absences, the Board of Directors shall take whatever action it deems advisable as empowered in Article 4.3.
 - e. Pattern of inconsistent attendance shall be made a matter for Board action, whether or not absences are consecutive.
- Q. Managers shall be governed by the Operating Rules and Manager Handbook
- R. The Board of Directors will have the authority at any regular or special meeting to suspend, discharge, expel or otherwise discipline any individual, whose conduct is considered detrimental to SOGFS's best interest. Those to be affected by such action must be notified, a minimum of 3 working days, prior to the scheduled meeting date when such action will be discussed.
- S. Board Members may be voted out of office by a super majority vote (2/3) of all eligible Board Members, at a meeting held specifically for such action, and for, but not limited to, the following reasons:
- a. Repeated violation of the General Rules and By-Laws
 - b. Criminal Behavior
 - c. Behavior detrimental to SOGFS
 - d. Board meeting attendance
- T. **Regular meetings of the Board of Directors are open to the General Membership** (Unless otherwise stated as a sensitive issue, such as an appeal) and shall be held not less than monthly, at such time, date and location to be determined by the Board of Directors.
- U. A quorum is 50% plus 1 of the eligible members including ½ of the Board of Directors in order to conduct business of SOGFS.
- V. A written agenda will be provided to all board members via e-mail and/ or facsimile a minimum of 48 hours prior to each scheduled regular meeting.



ARTICLE V FINANCIAL POLICY

- A. SOGFS fiscal year shall be defined as September 1st through August 31st of each calendar year.
- B. The Board of Directors will decide all matters to finance. SOGFS monies will be expended in a manner that will give all individuals and teams' equal benefits and privileges for the regular Spring season. The Board of Directors through a Majority Vote may expend funds for Tournament Teams.
- C. Dues for membership shall be for a period of one (1) season (Spring or Fall), and shall be in such sums as determined by the Board of Directors.
- D. Leagues Treasurer's choosing. Should the reserves go below the set amount decided by the Board of Directors, all purchases of non-essential items shall cease immediately.
- E. All members of teams will deposit league fund-raising monies collected into SOGFS treasury, within 24 hours for proper accountability.
- F. Tournament teams may raise money for a specific purpose and will receive credit to them for use or expend the money as required. Any tournament teams getting sponsorship for their teams that require the use of SOGFS non-profit number will be deposited into the treasury and dispersed to all tournament teams to use as they so choose.
- G. The Board will take immediate and appropriate action in the event of an irregularity in the fund-raising activities of SOGFS.
- H. The Board of Directors shall strictly observe and regulate all fund-raising activities. These activities must conform to the fundraising policies of non-profit organizations set forth by the State of California.
- I. Any member of the General Membership will have the privilege of reviewing the books and records maintained by the Treasurer at any time (with sufficient notice). The Treasurer will, within 30 days of the fiscal year end, provide to the Board of Directors an accounting of all revenues and expenditures for that year.



- J. One authorizing signature for SOGFS bank account will be required from the following positions:
- i. President
 - ii. Treasurer
 - iii. President's recommendation with majority vote approval
- K. SOGFS is governed by the California for non-profit organizations.

ARTICLE VI DISSOLUTION

In the event if the dissolution of SOGFS, all funds along with all personal and real property will be transferred to an account prescribed by California law to be distributed and used for the benefit of the local area.

ARTICLE VII AMENDMENT

These By-Laws or any section thereof may be amended or replaced by 2/3 of the eligible members of the Board at a meeting scheduled for the purpose of amending the By-Laws. A notice must be posted at the fields and distributed via US mail, or fax mail or email and also shall be posted on the league website to all members of the General Membership in the current fiscal year, a minimum of fourteen (14) calendar days prior to the meeting.



ARTICLE VIII OFFICERS and DUTIES

A. PRESIDENT

- a. President is elected by, and is accountable to, the Board of Directors. Duties of a president are described within the limits of the rules and regulations, and within the local league constitution, giving the ability to oversee the affairs of all elements of the league.
- b. The President shall be responsible for the general supervision and direction of the business affairs of SOGFS. He/She will coordinate and administer the rules, policies and principles of the Amateur Softball Association "USA SOFTBALL" and SOGFS.
- c. Will preside at all meetings of the General Membership, the Board of Directors, the Disciplinary and protest Committee; will also be an ex-officio member of all committees, except any committee involving a Division in which he/she manages or coaches.
- d. President will appoint all chairpersons of various committees from interested volunteers.
- e. President will act as the liaison officer for SOGFS.
- f. President is responsible for awards presentation and recognition.
- g. President shall be a non-voting member at any Board meeting except to break a tie vote.
- h. If the President is also a Manager, he/she shall relinquish all Presidential authority if an issue arises which effects his/her respective division. The authority shall go to the next Executive Board Member who does not have such a conflict.

B. VICE - PRESIDENT

- a. Vice President will assist the President, and in his/her absence will perform the duties of the President.
- b. Vice President will Chair the Protest Committee comprised of the President, Vice-President and Chief of Umpires.
- c. Vice President will act as Parliamentarian for all meetings and give recommendations and guidance pertaining to rules of order.



- d. Vice President will be responsible for supervision, guidance and training of Team Scorekeepers.
- e. Assist in the assembling and distribution of a Manager's Handbook each season (if applicable that year).
- f. Manages field crew and field crew schedules.
- g. Form work crews from SOGFS members to prepare the fields for League play.
- h. Shall be responsible for oversight of a scheduling coordinator or in the absence of a scheduling coordinator shall prepare game schedules for all Divisions of SOGFS.
- i. If the Vice President is also a Manager, he/she shall relinquish all Presidential authority if an issue arises which effects his/her respective division. The authority shall go to the next Executive Board Member who does not have such a conflict.

C. TREASURER

- a. Treasurer will receive all monies for SOGFS and deposit it in the name of Seaside of Oxnard Girls Fast pitch Softball in a financial institution, insured by the FDIC, approved by the Board of Directors.
- b. Treasurer will keep an itemized account of receipts and disbursements and maintain books and records in an orderly fashion.
- c. Treasurer will provide at a minimum the following reports at least 15 days subsequent to month-end:
 - i. Bank Reconciliations for all bank accounts
 - ii. Copies of all bank statements
 - iii. Balance sheets
 - iv. Income Statement
 - v. List of all disbursements for the prior month



- d. Treasurer will provide a fiscal year-end report at the annual organization meeting. The fiscal year-end report shall include but is not necessarily limited to a balance sheet, profit and loss statement and a budget verses actual report.
- e. Provide an annual budget for the league by December 1 for the subsequent fiscal year.

D. SECRETARY

- a. Secretary will keep accurate record of the proceedings and activities of all meetings of the General Membership, the Board of Directors, and Disciplinary Committee and will maintain minutes of all meetings.
- b. Secretary shall be responsible for the collection of and disbursement of all correspondence to the league, including but not limited to maintenance of the hot line, post office box, emails and faxes.
- c. Secretary will maintain a supply of league stationary and pre-printed documents as required.
- d. Secretary will conduct all necessary correspondence of SOGFS.
- e. Secretary will send out notices of meetings and obtain places to meet.
- f. Secretary will keep the attendance at the meetings to record the eligibility of voting for the voting members.
- g. Secretary will provide a copy of the prior Board meeting minutes to the President within five (5) days after prior meeting, to the Board two (2) days prior to the next scheduled Board meeting.
- h. Shall coordinate and implement SOGFS background check policies.

E. CHIEF OF UMPIRE/SCHEDULER

- a. Chief of Umpire/Scheduler oversees the conduct of every league game in compliance with all rules and regulations and the recruiting, training, and scheduling of league umpires.



- b. Monitor and distribute rule changes mandated by USA SOFTBALL and SOGFS. Review and update local rules.
- c. COU will schedule umpires with the contracted umpiring association for all regular season, playoffs and make up division games.
- d. COU will coordinate the review of the league rules with the contracting umpire association prior to the start of every season.
- e. COU will serve on the Disciplinary and Protest Committee, unless there is a conflict of interest.
- f. COU will assemble a list of Junior Umpires for 6U and 8U. Will coordinate training with Junior umpires. Enroll Jr Umpires in Umpire clinics and offer training for umpires and coaches.
- g. COU will find a volunteer or umpire himself / herself in the event a Junior Umpire cannot umpire a 6U or 8U during regular season.
- h. COU will create a schedule for the SOFGS regular season

G. DIVISION PLAYER AGENT (6U, 8U, 10U, 12U, 14U-18U)

- a. Cannot manage in the Division they are representing.
- b. Must defer to the Board of Directors if a conflict occurs involving his/ her daughter/team.
- c. Supervise all respective division activities.
- d. Coordinate Tryouts for regular season and All stars selection.
- e. Receive and coordinate information from the teams of the division.



- f. Must be present at all managers' meetings.
- g. Refer all matters requiring Board action to the Board.
- h. Receive official protests from the division managers for presentation to the Vice President.
- i. Acquire a temporary manager to coach until the regular team manager returns or until the season ends in the event a team manager is unable to continue as a manager.
- j. Notify all Managers of division roster change(s).

- k. Coordinate the drafting of teams in their respective division with the Vice President (if applicable).
- l. Shall be responsible for the oversight of an experienced, neutral rater or in the absence of a neutral rater shall be responsible for rating all girls' in the respective division as a neutral factor.
- m. Investigate and resolve all grievances between players and team management. Player representative shall report to the Board as deemed necessary.
- n. Keep a current file of all the Registration forms of the division.
- o. Assist in recruiting and registering of players during the registration process.
- p. Coordinate with Trophy/Picture coordinator in ordering Thank-You plaques for League Sponsors.



H. LOGISTICS MANAGER

- a. Must obtain Food Safety Handling certification.
- b. Prepare a menu for the season.
- c. Procure the food for the snack bar, maintaining and rotating inventory.
- d. Monitor and recommend snack bar equipment purchases to the Board.
- e. Schedule volunteers for snack bar or grill duty and monitor attendance for snack bar deposit refunds.
- f. Train snack bar volunteers, verify that all snack bar volunteers are at least 18yrs old, or authorize them to work in snack bar (minimum age to work in snack bar is 16 yrs. old w/ approval)
- g. Maintain a log of daily sales.
- h. Coordinate and deliver to the Treasurer monies earned from the sale of goods on a timely basis.
- i. Maintain the monies received from snack bar sales. Board members will be the only persons handling any monies received in snack bar.
- j. No volunteers will be given the responsibility of handling any money transactions.
- k. Prepare a budget for submission to the Board.
- l. Procure uniforms based on registration information (once approved by the Board).
- m. Distribute uniforms to Team Managers or Team Parents.
- n. Prepare a Tournament Team uniform budget.
- o. Procure Tournament Team Uniforms (once approved by the Board).
- p. Distribute Tournament team uniforms.
- q. Shall have complete responsibility of all of the equipment owned by SOGFS, shall inventory the equipment in the off season to determine the equipment requirements, and obtain bids for submission to the Board for approval for purchases.
- r. Will make emergency umpire equipment and first aid kits available for use at the facility.



I. PICTURE / TROPHY COORDINATOR

- a. Seek out and obtain written estimates for Pictures / Trophies.
- b. Schedule potential vendor(s) to appear in front of the Board to hear and see potential picture Packs or trophy designs.
- c. Coordinate with Board and Picture Vendor to schedule an appropriate Picture Day.
- d. Coordinate w/ Team Parent(s) to get the correct spelling of all Players for trophies.
- e. Work with Seaside Administrator to ordering Thank-You plaques for League Sponsors.
- f. Once obtained distribute Picture Packets to all Team Parent(s) or Managers.
- g. Coordinate with Seaside Administrator in ordering Thank-You plaques for League Sponsors.

J. SEASIDE ADMINISTRATOR

- a. Update and Maintain the SOGFS Social Media and website.
 - i. Remove previous years info
 - ii. Stay up to date with current year info
- b. Serves as primary contact person for SOGFS regarding optimizing use of the Internet for league administration and for distributing information to league members.
- c. Make information from league and game schedules available to General Membership.
- d. Ensures that league news and scores are updated on a weekly basis, collects, posts and distributes important information on League activities.
- e. Sharing league information to create a more enjoyable and efficient, SOGFS experience.
- f. Coordinate all fundraising activities for SOGFS.



- g. Shall be responsible for and accounting of all funds raised to the Treasurer.
- i. Coordinate closing Ceremonies with the Board of Directors.
- j. Solicit League Sponsorships.

L. REGISTRATION COORDINATOR

- a. Responsible for handling all SOGFS registrations
- b. Coordinate dates for registrations.
- c. Communicates with the Website/Social Media coordinator to post registration dates for the public.
- d. Communicates with the Treasurer all monies collected from registrations.
- e. Responsible for creating an Excel sheet with all player information.
- f. Responsible for uploading information and updating SOGFS on REGISTER/USA SOFTBALL Website.