

# **Constitution and Bylaws for Cypress Girls Softball League, Inc.**

## **ARTICLE I - LEAGUE NAME**

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

## **ARTICLE II- ORGANIZATION PURPOSES**

1. To perpetuate an organized recreational program for girls high school age and under, which stresses self-responsibility, citizenship, sportsmanship and friendship.
2. To provide an opportunity for the development of girls physically, mentally and socially.
3. 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**

1. 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.
2. 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**

1. Membership. The Board of Directors shall be composed of the following generally elected and appointed members.
  - 1.1. There shall be twenty-three (23) 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 will have a vote in Board Meetings, with the exception of the President. The President will only vote in the event of a tie.
  - 1.2. The President, with the advice and consent of the Board, may appoint other members to the Board as necessary.
  - 1.3. The President, subject to approval of the Board, may fill any vacancies on the Board, due to any reason.
2. Tenure of Office
  - 2.1. The tenure of office shall be one (1) year, election to election, with a transition period from election to August.
  - 2.2. Election of Directors must be held at the closing day ceremonies.

- 2.3. Any appointed replacement will hold office until the next general election
3. 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.
4. All positions are open for nominations one (1) month prior to elections.

#### **ARTICLE V – DUTIES OF EXECUTIVE BOARD MEMBERS**

1. **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.
2. **Vice President (VP) of Players and Coaches:** The VP of Players and Coaches is the representative of all players in the league; is responsible for league registration, evaluations, draft meeting; maintains team rosters; maintains a complete and current file of registration and keep records of players information.
3. **Vice President (VP) of Communications:** The VP of Communications presides in the absence of the President; assists the President in league activities as directed; keeps the minutes of all meetings as directed; is responsible for correspondence; keeps current membership rolls, both voting and nonvoting, as directed.
4. **Vice President (VP) of Operations:** The VP of Operations is responsible for the league insurance program, investigates and files all claims and makes recommendations to further safety. The VP of Operations acts as the liaison to the city of Cypress and USA Softball in the absence of the President.
5. **Vice President (VP) of Finance:** The VP of Finance 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.
6. **Executive Board:** The Executive Board will consist of the President, VP of Players and Coaches, VP of Communications, VP of Operations and VP of Finance. The Executive Board is in place to address urgent issues and/or concerns that cannot be addressed by the entire Board of Directors. The Executive Board 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.
7. All Executive Board Members shall perform the duties outlined in these by-laws and those assigned from time to time. The remainder of the board member positions, beyond the Executive Board as described above, are outlined in the league Blue Book. 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.

8. 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 VP of Operations.

#### **ARTICLE VI – MEETINGS**

1. General meetings will be held as determined by the Board of Directors with a minimum of one (1) to be held during the year.
2. Board meetings will be held at least once a month.
3. 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, which will be communicated by any combination of the following methods, but not limited to posting on the League's Website, League email communication and/or League social media channels, to the general membership and/or board of directors.
4. Prior to any meeting, including special meetings, but not including regular board meetings, the voting membership will be notified in writing.
5. 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.
6. Parliamentary Procedure -- Robert's Rules of Order will be followed.

#### **ARTICLE VII- RULES AND REGULATIONS**

1. The board of directors will govern player's eligibility and the playing rules through the League's Blue Book which serves as rules and regulations.
2. The league's Blue Book takes precedence over the USA rulebook when there is a conflict, but the League will err on the more conservative or cautious side of the ruling. For example, USA might not require that Coaches and Managers attend a USA clinic, but the League might require attendance in order to be eligible for Coaching/Managing an All Star Team.
3. 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**

1. All funds donated, collected, raised, or appropriated by or to this league, will be kept under the authority of the VP of Finance, but will be made available to the Board of Directors. Financial reports are due monthly.
2. The VP of Finance will be bonded for \$15,000.00 minimum.
3. All checks require the approval of the Board of Directors and shall be signed by the VP of Finance.
4. The VP of Finance will ensure that annual taxes are filed in a timely manner, but no later than required by the Internal Revenue Service (IRS).
5. 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**

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

#### **ARTICLE X – REIMBURSEMENT**

1. 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.
2. 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 Girls 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 June 11, 2025.

Ratified by general membership on June 11, 2025.