



CHARTER BY-LAWS

Adopted August 9, 2024

Article I – Name

This organization shall be known as “Murrieta Valley Girls Softball Association” (Herein referred to as MVGSA).

Article II – Objective

The objective of the Murrieta Valley Girls Softball Association shall be to instill in the girls of the community the ideals of good sportsmanship, loyalty, courage and reverence. This objective shall be achieved by providing supervised athletic games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or winning of the game shall be secondary, and molding of the character is of prime importance. The Murrieta Valley Girls Softball Association shall govern all girls’ softball activities which they supervise.

The organization is organized exclusively for non-profit educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code. Individual members will not derive profit from this organization.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an organization’s contributions to which are deductible under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Article III – Membership

There shall be two (2) classes of membership: The Board of Directors and Regular Membership. Regular Membership (herein called “Members”) is comprised of the parents or guardians listed on the eligible Participant’s registration for that season. Upon registration of an eligible Participant with MVGSA, the parents or guardians listed on the registration form will automatically become a Regular Member of the League. The Members are to represent the Participants at the Regular Membership meetings and are afforded the right of one (1) vote per registered parent/guardian, maximum of 2, during the annual Elections and all other privileges identified in the Charter By-Laws, Rules and Regulations, and policies.

- A. Regular Members of the League will remain Members as long as the Participant is registered and in good standing with the League. Membership within the League shall be valid for a period of one (1) year, or until the initial registration period is completed. (Exception: Those members whose child no longer participates in the league or have never had a child in the league but still have a desire to serve within the league on the Board of Directors, as a coach, or any other volunteer, shall be considered members and have all rights, privileges, and responsibilities of said member for their term or duration of service).



- B. The Board of Directors is comprised of the Executive Board and the General Board as defined within these By-Laws. The Board shall exercise or delegate any powers not specifically addressed within these By-Laws or any other such powers specifically granted them by the Board. Any Member of MVGSA is entitled to run for open or vacant positions. A new nominee for a position who is not already on the board needs to present via email to the league Secretary their desire to run for a position. This must be received 72 hours in advance of the election. There will be no nominations accepted for the election after the 72 hours deadline.

Article IV – Government and Procedures

Government of Murrieta Valley Girls Softball Association shall be under the direct supervision of the Board of Directors, which will consist of: President, Vice-President, Operational Vice-President, Treasurer, Secretary, Membership Coordinator, Player Agent, Umpire-In-Chief, Fundraiser Coordinator, Sponsorship Coordinator, Media Director, Uniform Coordinator, Team Parent Coordinator, Webmaster, Head Scorekeeper, Event Coordinator, Equipment & Field Manager, Tournament Director, **Snack Bar Coordinator**, and Divisional Vice-Presidents.

- A. The Executive Board shall be comprised of the President, Vice-President, Operational Vice-President, Treasurer, and Secretary, and a Circumstantial Advisor (IF needed), in that order. The Circumstantial Advisor will be a current MVGSA board member, who will be named by the President, and will not be a voting role. Executive Board decisions must be ratified by the current Board of Directors within 24 hours of the executive board meeting for information update.

Exception: Sister drafts which are to be reviewed and approved by the Executive Board and presented to the Board at the next regularly scheduled meeting.

- B. Succession to command of the Elected Board shall be Vice-President, Operational Vice-President, Treasurer, and Secretary, in that order.
- C. Any Board vacancy shall be available to any current Board Member first. Should another Board member not be voted into the position, vacancy shall be posted online and via email notification for any General Member of MVGSA. Every effort will be made to fill the position within two weeks of posting and affirmed by a majority vote of the Board. In the event that the Office of President becomes vacant, the Vice President will automatically assume the duties of the presidency for the unexpired term and follow the order of succession thereafter.
- D. The Board may remove any Board Member by two-thirds (2/3) vote of all voting Board Members.
- E. The Board shall normally meet **twice a month and/or as needed**.
- F. The President, or at least five (5) voting Board Members, may request a special or emergency meeting of the Board. There must be a notice of at least eight (8) hours prior to the meeting.
- G. A fifty-one percent (51%) majority of all filled Board Members positions constitutes a quorum for the transaction of all business. In order for a motion to pass a majority of the people voting is required. Abstention votes do not count as votes.
- H. It shall be the responsibility of the Board to oversee all administrative and playing rules for the league.
- I. The Board shall appoint and approve such staff/positions as it deems necessary.



- J. No association personnel shall at any time incur debts in the name of the Association. All purchases must be made only with the approval of the Board of Directors.
Exception: The Executive Board may make purchases of \$50.00 and under for the Association without prior approval. A detailed list and receipt must accompany the purchases.
- K. No Association personnel shall be personally liable for the debts, liabilities or obligations of the Association.
- L. Any Member of the Board vacating their position before the general election may resign by notifying the Executive Board in writing. Resignation does not affect the Member's status within the General Membership.
- M. A Board Member absent for three (3) consecutive regularly scheduled meetings unless prior notification to the board is subject to dismissal by two-thirds (2/3) vote of all voting Board Members.
- N. The organization shall operate annually from September 1 to August 31.
- O. Any small claim matters including, but not limited to, cancelled checks by a member, failure to pay registration fees; shall be addressed by the Executive Board of which at least one Executive Board Member may pursue on behalf of the league.
- P. No one Board Member shall make executive decisions affecting the General Membership without prior Board approval.
- Q. At any time, the Board can remove/suspend any member (player, coach, parent, Board Member) for a serious act committed **at** MVGSA allocated fields, **during** tournaments, or events with a majority vote of the Board.
- R. At any time, no board member shall give their personal financial info (Venmo, PayPal, Zelle, etc.) for payment of league activities such as fundraising, events, and/or merchandise sale.

Article V – Board Duties

All Board positions shall be elected annually as specified within these By-Laws.

It is vital for our league to have a strong, positive, active Board of Directors, willing to work together for the good of all the girls in the league. Confidentiality is of the utmost importance as Board Members are held to a higher standard. Support of Board approved decisions are a must, and sensitive matters discussed at Board meetings should not be discussed with General Membership. The following is a general overview for each position on the MVGSA Board. All positions require attendance at board meetings, attendance at special meetings called by the President, participation at registration, opening day, tryouts, and closing day for both Spring and Fall Seasons and the All-Star tournament. There are also committees that may meet during the season that you may volunteer for (i.e. budget, rules, opening day, etc.). It is imperative that each Board Member understands the responsibilities of their position. When a husband and wife run for the Board, only one may hold a monetary position including, but not limited to, President, Vice-President, Treasurer, Membership Coordinator, Fundraiser & Sponsorship Coordinator, and Equipment & Field Manager. In addition, only one may hold an Executive Board position.



Executive Board Positions:

President - The President shall be the General Manager of the League. It shall be the duty of the President to preside at all meetings of the corporation. The President shall attest to all orders upon the Treasury. He/she shall be an ex-officio member of all Committees. The President shall have the power to appoint such committees as deemed necessary. The President shall not have the right to vote at any meeting except to break a tie. It is preferred that any candidates for this position, have served a minimum of one (1) year on the MVGSA Board to be eligible. The President is a permanent member of the Rules Committee and the Conduct Committee. Attends USA Softball and City of Murrieta meetings as required. The term for this position MUST be at least one (1) year.

Vice-President - It shall be the duty of the Vice-President, in the absence of the President, to perform all of the duties of the President and to exercise all powers and restrictions as the President. He/she works directly with the Divisional Vice-Presidents. The Vice-President must manage all written complaints and process them accordingly. He/she shall be in charge of the Conduct Committee. Manages any clinics that the league sponsors (Pitching Clinic, Catching clinic, Coaching Clinic, etc). Handles all insurance claims and presents them to the Board. It is preferred that any candidates for this position, have served a minimum of one (1) year on the MVGSA Board to be eligible. The Vice-President is a permanent member of the Rules Committee and the Conduct Committee. Attends USA Softball and City of Murrieta meetings as required. The term for this position MUST be at least one (1) year.

Operational Vice-President – It shall be the duty of the Operational Vice-President, in the absence of the President and Vice-President, to perform all of the duties of the President and Vice-President, and to exercise all powers and restrictions as the President. Oversees all the operational elements of the league. Is the liaison with the City of Murrieta for field allocation, lights and special functions. Plans and arranges for practice and game fields. Must submit to the President, Vice-President, and Divisional Vice-Presidents the practice and game schedules ten (10) days prior to the start of the season. Organizes field availability. Will provide a Master Practice Schedule to all Divisional Vice-Presidents. It is preferred that any candidates for this position have served a minimum of one (1) year on the MVGSA Board to be eligible. The Operational Vice-President is a permanent member of the Rules Committee and Conduct Committee. Attends USA Softball and City of Murrieta meetings as required. The term for this position MUST be at least one (1) year.

Treasurer - It shall be the duty of the Treasurer to have charge of all the money of the corporation and pay all properly attested expenses. The Treasurer shall submit written financial reports at each Board and Regular Membership meetings. The accounts of this corporation shall be audited annually in the month prior to the annual election meeting, and if requested in writing by fifty percent (50%) of the Members. The Treasurer shall receive, collect, and deposit and keep accurate records of all monies from all functions such as registrations, vendors, fundraising, and league and team sponsorships. The Treasurer is responsible for keeping track of all donations and disbursements of each teams' sponsors. The Treasurer is responsible for paying for the League's Insurance, and has tax returns completed and filed. The Treasurer MUST conduct an expense review at the end of every season. The Treasurer shall be responsible for all League correspondence (mail). It is preferred that any candidates for this position have served a minimum of one (1) year on the MVGSA Board to be eligible. The Treasurer is a permanent member of the Conduct Committee. Attends USA Softball meetings as required. MUST go through additional financial background check. The term for this position MUST be at least one (1) year.

Secretary – It shall be the duty of the Secretary to keep accurate records of the proceedings of all meetings of MVGSA, including meetings of the Board and Regular Membership meetings. The Secretary shall be the custodian of the League's Meeting Minutes. The Secretary shall be responsible for selecting and securing meeting locations, prepare and distribute the meeting agenda twenty-four (24) hours before the meetings, and provide meeting



minutes forty-eight (48) hours after the meetings. The Secretary will be in charge of organizing the general election in August, securing ballots for the election (in person or online), and organizing an election committee to help with the election process. Responsible for disclosing all disciplinary actions and concern forms filed against any individual brought before the Board. Maintains all completed concern forms and all discipline actions. A binder of all conduct issues shall be maintained and brought to all conduct meetings. Maintains the electronic files of all forms/meeting minutes/conduct paperwork/copies of player injury reports. The Secretary will maintain a copy of all player injury reports. **It is preferred that any candidates for this position have served a minimum of one (1) year on the MVGSA Board to be eligible.** The Secretary is a permanent member of the Conduct Committee. Attends USA Softball meetings as required. The term for this position MUST be at least one (1) year.

For non-Executive Board positions, please refer to the Rules for the specific season.

Article VI – Committees

There shall be three (3) standing committees in place during each Board term except as noted below: the Conduct Committee, the Rules Committee, and the College Scholarship Committee*. A quorum is not necessary to conduct meetings.

- A. The Conduct Committee shall be responsible for regulating improper conduct of Board Members, Head Coaches, parents, players, and and/or other league volunteers. The Conduct Committee shall be comprised of the President, Vice-President, Operational Vice-President, Treasurer, Secretary, and any relevant Board Members. The Vice-President shall chair the Conduct Committee.
 - B. The Rules Committee shall review the League rules and By-Laws and make recommendations for changes to the Board. The Committee shall be comprised of the President, Vice-President, Operational Vice-President, Player Agent, UIC, Divisional Vice-Presidents, and any additional interested Board Members.
 - C. The College Scholarship Committee shall be formed in November and only meet during December and January. The committee shall be comprised of the Membership Coordinator, Treasurer, Uppers VP, and any additional interested Board Members.
 - a. They will be responsible for posting college scholarship links on the website for the upcoming Spring by January 1st of the current graduating year.
 - b. They will be responsible for obtaining a portion of Fall Fundraisers in order to fund the Spring College Scholarships on an annual basis.
 - c. The Committee will read and select applicants yearly.
- *College Scholarship funding is subject to change or can be eliminated based on availability of monies.
- D. All other Committees shall be designated and populated by the President or a majority vote of the Board of Directors, with instructions defined by the Board and no express or implied authority beyond recommendations to the Board for approval. All non-standing committees formed will be dissolved automatically at the end of the respective season (i.e. Spring Season, Fall Season, All-Star Season).

Article VII – Conduct of Members

The conduct of all classes of membership shall be maintained on a high level and in the best interest of the Murrieta Valley Girls Softball Association at all times. Personnel shall, at all times, refrain from the use of verbal



abuse, profanity, derogative behavior and discrimination and shall not publicly display undue anger or animosity toward each other. All members shall abide by MVGSA's disciplinary policy and Southern California USA Softball code of conduct, whichever is more restrictive.

Any charges of misconduct against any member, except the President, shall be presented in writing to the Divisional Vice-President and Vice-President. The Executive Board may then call a special meeting of the Conduct Committee within seven (7) days, which shall not be open to the public. The accuser, the accused and any witnesses will be heard and the committee will determine if the accused will be cleared, warned or suspended.

Conduct meeting will be held without accuser/accused if multiple (2+) attempts to schedule meeting have been made and failed.

Disciplinary Enforcement:

If at said meeting it is determined that a suspension will be issued, disciplinary actions will be implemented as follows:

1. Notification will be sent via email from respective Board Member.
2. A written letter of suspension documenting infraction in question delivered by the Divisional Vice-President for signature to be filed with league Secretary.

Suspension Fulfillment Includes:

- a. Suspension will be effective the date email has been sent and to be served at next scheduled game(s), practice, and or league event.
- b. Suspension fulfillment includes no physical presence at game(s) in any capacity- not seen or heard by anyone at the fields including but not limited to umpires, coaches, players, or parents.
- c. Failure to abide by suspension will result in team forfeit of said game. Continued violation of issued suspension will result in further disciplinary action.
- d. If violation of suspension occurs, suspension is not considered fulfilled and will continue to be enforced at the next game until complete.

The written complaint, whether a meeting is held or not, will be filed with the league Secretary with the outcome. The rest of the board will then be notified of the written complaint and the outcome.

- A. Any charges of misconduct of the President shall be presented in writing to the Vice-President, who shall, within seven (7) days, convene a special meeting of the Conduct Committee to hear the charges and determine if the President will be cleared, warned or suspended. If the Vice-President determines that a charge against the President is extremely serious, the President may be immediately suspended with the concurrence of two-thirds (2/3) of all voting Board Members pending the special meeting.
- B. No charges of misconduct may be brought more than thirty (30) days after the date of the discovered event.
- C. Any person accused of misconduct and who refuses to attend a special meeting of the Conduct Committee convened to hear the matter shall be subject to suspension without recourse.
- D. Any member who knowingly accuses another falsely may be suspended from membership.
- E. Board Members are not to be present during discussions and voting and will not have any voting privileges at any conduct or disciplinary meeting in which they are the accused and/or the subject of the complaint.



- F. A person who has been suspended for a year or more may make application for reinstatement through the Board of Directors by setting forth all of the facts regarding the suspension and the action of the Board will be final in either upholding the suspension or reinstating the member. The action to the Board shall be by a two-thirds (2/3) vote of all voting Board Members at which a quorum is present. The suspended person shall not be eligible to make re-application for membership for a period of one (1) year.
- G. The MVGSA Conduct Committee reserves the right to review each written and signed complaint of misconduct and implement the necessary disciplinary action as outlined below. All hard copies of complaints and letters received and issued are retained by league Secretary. Conduct of unbecoming a Board Member refers to the conduct on the part of a Board Member that is contrary to the league interests, or which harms his/her standing of the league in the eyes of the public. An investigation can be related to a wide range of alleged violations, including but not limited to discrimination, negligence, harassment, poor management, early public disclosure of league information, or misuse of funds.
 - Discipline:
 - 1. Membership Discipline Offense: Could range from Official Letter of Warning, suspension from games(s), and up to possible ouster from the league for one (1) year.
 - 2. Board Member Discipline Offense: Could range from Official Letter of Warning, suspension of all Board duties, events, and privileges, removal of board member from the board, and up to possible ouster from the league for one (1) year.

Article VIII – Meeting

- A. An Annual General Meeting (AGM) shall be held for the election of officers in the month of August. Additional general meetings may be held at the discretion of the Board of Directors.
- B. The Board shall meet **twice a month** at a regularly set time and place **and/or as needed**. All Board meetings shall be open to any General Member of MVGSA. The President, as deemed necessary, may call additional Board meetings. The membership shall be aware of the time and place of the regular scheduled meetings.
- C. A fifty-one percent (51%) majority of all filled Board Members positions constitutes a quorum for the transaction of all business. In order for a motion to pass, a majority of the Board Members voting is required. Abstention votes do not count as votes.
- D. A Board Member must be present to exercise their power to vote.
 - Exception:**
 - 1. Electronic Vote - Matters of an urgent nature may be voted upon by means of email using the @mvgsa.com email address within 24 hours. All electronic votes will be recorded in the minutes of the next regular meeting.
- E. A Board Member's term will be until the first meeting following the Annual General Meeting at which time all materials are turned over to the new member. When new members are elected, they must provide name, address, email, and phone number to be retained by league Secretary.
- F. Roberts Rule of Order shall govern the proceedings of all meetings, except when in conflict with the By-Laws of the league.



Article IX – Financial Policy

- A. No individual of the firm shall be allowed to make a direct gift or contribution to any single player, manager, coach or team that is deemed to be excessive by the Board of Directors and is not in the best interest of the Murrieta Valley Girls Softball Association.
- B. All funds must go directly into the general league treasury.
- C. All monies needed in addition to sponsorship money will be raised under the auspices of the Fundraiser & Sponsorship Coordinator as approved by the Board of Directors.
- D. All sponsors must agree that only Murrieta Valley Girls Softball Association dictate the policies and conduct of teams.
- E. The sponsor's fee shall be set by the Board of Directors each season.
- F. Sponsors will be contracted on a seasonal basis.
- G. If any sponsor has a complaint, such complaint will be given to the Board of Directors for action.
- H. The Board shall present to the general membership a budget for the operation of the league at the Annual General Meeting.
- I. All checks require the approval of the Board of Directors. Checks shall be signed by one (1) of the following: President, Vice-President, Operational Vice-President, or Treasurer.
- J. An Audit Committee will audit the league's books prior to the end of term and at other times at the Board of Directors' discretion.

Article X – Nominations and Voting

A nominating committee of not less than three (3) current Board Members shall be appointed by the Board each year in sufficient time to solicit prospective candidates for the annual election.

- A. Said committee shall give due consideration to the league and its interest in presenting a slate to the general membership with said nominees consenting to serve for the position nominated. Said slate to be presented to the Board shall be no later than seven (7) days prior to the scheduled general election.
- B. A new nominee for a position who is not already on the board needs to present via email to the league Secretary their desire to run for a position. This must be received 72 hours in advance of the election. There will be no nominations accepted for the election after the 72 hours deadline.
- C. Said committee shall distribute ballots at the annual general membership meeting.
- D. Said committee shall be responsible for the accuracy of the ballot count and shall forward results to the league Secretary.
- E. Each voting member shall be entitled to cast one (1) vote for each position on the ballot. A member must be present to cast a vote in person.



- F. The nominee for the following Executive board positions – President, Vice-President, and Treasurer MUST be a current MVGSA Board of Directory.

Article XI – Registration and Insurance

- A. Registration shall be held prior to each playing season (Spring and Fall) of each year.
- B. Each player must be registered by a parent or legal guardian with proof of age.
- C. Any registration fee shall be set by the Board of Directors and shall be payable at the time of registration. Payment plans to be considered by the Membership Coordinator.
- D. The registration fee may be waived for extraordinary circumstances. No girl shall be denied the privilege of participating due to lack of a registration fee. A request will be given to the Membership Coordinator who will present to the Executive Board for consideration.
- E. The Board of Directors will reserve the right to require a written medical release from a licensed physician if deemed necessary. An injury report must be filled out and given to the Divisional Vice-President to present to the Board if player or volunteer seeks the assistance of a physician any time after an incident at a MVGSA event. A copy of the injury report must be also be given to the league Secretary for record keeping, UIC, Player Agent, and Divisional Vice-President.
- F. The Murrieta Valley Girls Softball Association shall be covered by liability insurance and each team shall be covered by a standard accident insurance policy according to USA Softball regulations.
- G. A secondary sports league insurance policy is provided for league participation. Any accidental injury occurring during practice, games or tournament and including travel to and from the same is covered.
- H. Coverage includes players, league directors and executive officers, sponsors, managers, coaches and auxiliaries (umpires, scorekeepers, authorized snack workers, etc.). It DOES NOT COVER any injuries to spectators or any non-accidental sickness or injury.
- I. A secondary insurance policy is paid second, after one's own personal insurance company has met their obligation. League insurance will pay the remaining medical fees resulting from league related injuries.
- J. All claims should be submitted to the Vice-President for presentation to the Board.

Article XII – Rules and Regulations

- A. Playing rules are Association rules adopted to enhance Association play. In the absence of Rules and Regulations, current USA Softball Rules and Regulations will be used.
- B. Rules will be reviewed prior to each season by the rules committee and will be published on the website after Board approval.



- C. Rules can be amended or added during seasons by suggestion of Committee to resolve any immediate problem that may arise. These amendments or additions must be approved by two-thirds (2/3) vote of all voting Board Members. Coaches to be notified immediately in addition to Divisional Vice-Presidents.
- D. Where current league rules do not address said rule, current USA Softball rules will be in effect.

Article XIII – Dedication/Dissolution Clause

The property of this organization is irrevocably dedicated to charitable and non-profit purposes. No part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons.

Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and liabilities of this organization, the remaining assets shall be distributed to the Murrieta Valley Girls Softball program. However, if the named recipient is not then in existence or no longer a qualified distributor or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a non-profit fund, foundation or organization which is organized and operated exclusively or charitable purposes specified in Section 501(c)(3) of the Internal Revenue Code.

Article XIV – Political Limitation Clause

No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Article XV – Proxy Vote

There are no proxy votes.

Article XVI – Risk Management

Murrieta Valley Girls Softball Association shall keep in force a Risk Management Program. The Board has direct supervision and final decision as to form and content of the program. Program to be presented before the coaches interact with their teams for each season and a signed roll call of attendance will be maintained by the UIC and forwarded to the league Secretary.

Article XVII – Amendments

Amendments to these By-Laws shall be approved by two-thirds (2/3) of the votes cast at a general meeting. The intent to amend By-Laws must be publicized a minimum of ten (10) days prior to the general meeting.

Article XVIII – Ratification

These By-Laws of the Murrieta Valley Girls Softball Association, revised and adopted this 9th day of August 2024 by the General Membership, supersedes all previous By-Laws and minutes of meeting issued by the Murrieta Valley Girls Softball Association or any previous affiliation either written or oral.



MURRIETA VALLEY GIRLS SOFTBALL ASSOCIATION EXECUTIVE BOARD

By: _____ President

By: _____ Vice-President

By: _____ Operational Vice-President

By: _____ Secretary

By: _____ Treasurer

Revised on August 9, 2024.