



West County Softball Association

Bylaws

ARTICLE I – GUIDING PRINCIPLES

- 1.1 **PURPOSE:** The purpose of the West County Softball Association (WCSA) is to provide girls and young women with an athletic program that:
- is an enjoyable experience
 - builds personal confidence and self-esteem
 - teaches the fundamental skills of the game of softball
 - teaches teamwork, good sportsmanship, and citizenship
 - strives to bring people together in friendship and competition
- 1.2 **BYLAWS:** The purpose of this bylaws document is to establish the rules and procedures that shall guide the operation of the West County Softball Association. No governing document can cover all possible situations. Therefore, in addition to these bylaws, this league should never lose sight of its stated purpose and the best interest of its participants.
- 1.2.1 **Bylaw Changes:** These bylaws may be changed at any regular meeting provided that:
- the proposed changes are submitted in writing
 - the changes are approved by 2/3 of the Executive Board
- 1.3 **AFFILIATION:** The Amateur Softball Association (ASA) is the national parent organization of the WCSA and will provide the foundation for a source of the game rules, which will include an addendum of local league rules.

ARTICLE II – OPERATION OF WCSA

- 2.1 **VOTING MEMBERS:** The only individuals permitted to vote on issues discussed at regular and special meeting will be members of the Executive Board. Members of the Executive Board are those voted on through the annual election. Each Board member will be entitled to one vote, regardless of the number of board positions each member may hold. There shall be no voting by proxy.



2.1.1 Executive Board: The Executive Board will be comprised of the following elected positions:

President	Vice-President
Secretary	Treasurer
Player Agent	Umpire-in-Chief

2.2 BOARD-APPOINTED POSITIONS (Non-voting): The following positions on the Board of Directors will be considered non-voting and be appointed by a quorum vote of the Executive Board:

- Uniform Chairperson
- Fundraising/Sponsor Chairperson
- Field Maintenance Chairperson
- Equipment Chairperson
- Safety Chairperson
- Coaching Chairperson
- Travel Ball / Analy High School Chairperson
- Scheduling Liaison Chairperson
- Webmaster*
- A/Gold Travel Ball Director
- B & C Travel Ball Oversight Committee

2.2.1 Quorum: This is a minimum number of members that must be present. A majority (or 51%) of the existing members of the Board shall constitute a quorum at any meeting of the Board. The act of the majority of the voting power present at any meeting at which a quorum is present shall be considered the act of the Board.

2.3 LEAGUE MEMBERS: The members of this organization will be the parents/guardians of all registered youth in the program, all board and committee members and other rostered team staff and volunteers.

2.4 NOMINATIONS: Candidates for election, as Board members shall be nominated by a nominating committee authorized by the Board or by any member of the organization.

2.5 ELECTIONS: Board members shall be elected by the members at their annual election held at closing ceremonies for the succeeding year beginning September 1 and ending August 31. The members shall endeavor to select persons who are dedicated to the purposes of the organization, which are experienced in organizational and community activities and show their willingness and ability to participate effectively in fulfilling their responsibilities. Newly elected Board members will assume their positions at the September board meeting. There shall



be no voting by proxy. If no new candidates come forward no election will be held and the current Board will remain unchanged.

2.6 COMPENSATION: Board members shall serve without compensation, except that they may be reimbursed for their actual and necessary expenses incurred by the management of the affairs of the League, subject to Board approval.

2.7 VACANCIES: Any vacancy on the Board, whether by reason of resignation or death, shall be filled by appointment by the remaining members of the Executive Board at a regular scheduled board meeting, even though less than a quorum may exist. A new Board member appointed to fill a vacancy shall be appointed in accordance with the qualifications set forth in Section 2.5.

2.8 REMOVAL: Any Board member may be removed, with or without cause, by a majority vote of all Executive Board members. The individual involved shall be notified of the time and place of a meeting to be held for the purpose of discussing such a removal. The individual shall also be informed of any charges so they may be given the opportunity to appear and confront such charges. In the event that one or more Board members are removed, new Board members may not be elected at the same meeting to fill the unexpired term(s) of the Board members(s) so removed.

2.9 REMOVAL BY VOTE OF NO CONFIDENCE: The entire Board membership may be removed, with or without cause, by a two-thirds vote of all members. Such an election will be held as response to a petition signed by one-third of all members. New elections to fill the entire Board will be held not before 30 days or after 45 days following the preceding election.

2.10 MEETINGS

2.10.1 Regular: Meetings will be held at least once a month during the months of September through May, and as needed during the months of June through August. All Board members are required to attend. In the event a Board member's attendance drops significantly, the Board is required to formally address the situation with possible reference to article 2.8. All managers or their representatives should attend. Coaches and parents are welcome and encouraged to attend.

2.10.2 Special: Emergency meetings can be called providing all Board members are notified of the time and place 12 hours in advance. If necessary, a phone or email vote may be conducted by the Secretary for a vote on special issues requiring urgent attention. The Secretary will follow up the phone or email vote



by obtaining the signatures of all Executive Board members who voted and their acknowledgment of their vote, then filing this consensus with the minutes of the proceedings of the Board.

2.10.3 Organizational: As soon as reasonably practicable, the new and old Boards shall meet for the purpose of efficiently turning over the organizational responsibilities and handle any transactions or other business as may come before the meeting.

2.10.4 Committees: Committee meetings to be held as necessary.

2.10.5 Actions Without Meeting: Any action required or permitted to be taken by the Board under the provisions of these bylaws, may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such written consent(s) shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such Board members. Any certificate or document filed on behalf of the league relating to an action taken by the Board without a meeting shall state that the action was taken by a unanimous written consent of the Board without a meeting and that the Bylaws of this league authorize its Board members to so act.

2.10.6 Closed Meetings: Closed Executive Board sessions may be necessary to handle certain issues, which may come before the Board. Non-Executive Board members may be asked to leave a meeting in which an Executive Board deems it necessary to hold a closed session.

2.10.7 Notice of Meetings: Written notice of a time and place of any organizational, regular, special or committee meeting shall be delivered personally or by telephone, fax or email to each Board member at least twelve hours prior to the meeting. Notice may also be sent to each Board member by first-class mail, charges prepaid, addressed to the Board member at his/her address as listed in the records.

2.11 BACKGROUND CHECKS: All coaches and assistant coaches shall undergo a background check and ACE coach certification through the Amateur Softball Association (ASA). One member of the Executive Board (Player Agent-League's ASA Administrator) must adhere to an ASA background/ACE certification annually, shall be assigned the duty to access the ASA database and report to the Executive Board in closed session any troublesome findings regarding any of these individuals. All Board Members that are not also coaches will undergo a background check and ACE certification. Appropriate action shall



follow, which may include more investigation, interview of the individual, and removal of the person from their position. Affected individuals may initiate a grievance process as described in section 4.1.

ARTICLE III – DESCRIPTION & DUTIES OF BOARD MEMBERS

3.1 EXECUTIVE BOARD

- 3.1.1 **President:** Presides over Board Meetings and other League meetings, conducts the affairs of the League and executes the policies established by the Board of Directors. Can sign checks with one other counter-signature required, and is responsible that all Board members and persons affiliated with the League uphold the Bylaws. Is also responsible for monitoring the Division Representatives to ensure that all activities are properly and successfully completed. Will establish and monitor the performance of appropriate ad hoc committees necessary to successfully operate WCSA, i.e. fundraising, field preparation, website, sponsors, scorekeeping, umpires, concessions, etc. Investigates complaints, concerns or irregularities, which relate to League activities, reporting to the Board as appropriate. Within the limits of the Bylaws, the President is given wide latitude in overseeing the affairs of all elements of the League.
- 3.1.2 **Vice-President:** In the event of absence or disability of the President, this position performs all responsibilities of the President and can sign checks with one other counter-signature required. Responsible to ensure that each respective Division's policies are properly and successfully executed, i.e. developing schedules, scheduling and monitoring play-offs, identifying and recommending appropriated managers and coaches, etc. Other duties will be assigned by the President and/or the Board.
- 3.1.3 **Secretary:** Will record the activities of the League and maintain appropriate files, member lists, Board lists, Committee lists, mailing lists and records with permanent minutes of all meetings as directed. Will conduct all necessary League correspondence not otherwise delegated to other Board members.
- 3.1.4 **Treasurer:** Will keep written records and will make monthly reports on the cash/financial status of the League. Will deposit all monies in the League bank account, submit withdrawals as approved by the Board, maintain banking records and can sign checks with one other counter-signature required. Will coordinate information to establish an annual



budget. Obtains and oversees non-profit status requirements and other necessary government or legal filings.

3.1.5 **Player Agent:** Is the League's ASA Administrator and responsible for issues involving players or prospective players. Specific responsibilities include registration, fees, player evaluations, drafting and placing players from waiting lists onto teams. Processes any insurance claims and keeps accurate, permanent records of such. Ensures that all safety policies are adhered to by all members, players, spectators, etc. Liaisons between parents/players and the Board and/or team staff. Records and maintains accurate player information, handles inquests of any misconduct by players. Notifies Board of such, provides administrative assistance in player registration, skills ratings, and team assignments, etc. Will also oversee all background checks and ACE coach's certifications through ASA.

3.1.6 **Umpire-in-Chief:** The liaison between the Board and the umpires. Will see that any complaints are investigated and brought to the attention of the Board if appropriate. Will coordinate and schedule all game umpire assignments, chair the Rules committee and process all protests and rules violations. Chairs the committee and processes all protests and rules violations. Chairs the committee for selecting coaches, following the criteria established by the Board. Organizes and implements all coaching clinics. Distribute training materials, videos, handouts to coaches. Responsible for proper training and ongoing supervision of coaches. Handles inquests of any misconduct by coaches or team staff. Assists in player evaluation and skills ratings. Will serve as liaison between the Board, Analy High School, Brookhaven School, Sonoma County Regional Parks, and any other field venue. Will also serve as Tournament Director for any hosted tournaments.

3.2 BOARD APPOINTED POSITIONS

3.2.1 **Coaching Chairperson:** Chairs the committee for selecting coaches, following the criteria established by the Board. Organizes and implements all coaching clinics. Distribute training materials, videos, hand-outs to coaches. Responsible for proper training and ongoing supervision of coaches.

3.2.2 **Safety Chairperson:** Confirms that each Manager has a Medical Release/Emergency card for each player as well as first aid supplies at the field whenever practices or games are in progress. Processes any



insurance claims and keeps accurate, permanent records of such. Ensures that all safety policies are adhered to by all members, players, spectators, etc.

- 3.2.3 **Sponsorship Chairperson:** Procures team sponsors, maintains permanent records of such and coordinates sponsors with Uniform Committee.
- 3.2.4 **Travel Ball / Analy High School Chairperson:** Key liaison and advisor with Analy High School. Coordinates clinics and provides appropriate points of view and identifies needs and requirements of WCSA that are consistent with the direction and philosophy of the Executive Board. Serves as senior advisor for all travel ball business and will coordinate with both Norcal Renegades and Wildcat coaches as necessary.
- 3.2.5 **Division Representatives:** Liaisons between parents/players and the Board and/or team staff. Records and maintains accurate player information, handles inquests of any misconduct by players, coaches, team staff, umpires, etc. and notifies Board of such, provides administrative assistance in player registration, skills ratings, team assignments, obtaining parent volunteers, etc..
- 3.2.6 **Uniform Committee Chairperson:** Chairs the committee to order uniforms, coordinate sponsors with Sponsorship Chairperson, distribute uniforms and collect them all at the end of the season.
- 3.2.7 **Fundraising/Snack Bar Committee Chairperson:** Chairs the committee to propose fundraising events for Board approval. Coordinates and delegates duties and responsibilities as necessary for the operation of such events. Organizes the stocking, staffing, and sales in the snack bar.
- 3.2.8 **Field Maintenance Committee Chairperson:** Chairs the committee to coordinate all field maintenance, determine the required work on each field. Oversees all tool and equipment maintenance and stocks all necessary supplies.



- 3.2.9 **Equipment Committee Chairperson:** Chairs the committee to determine amounts required to equip all teams, submits bids for purchasing necessary equipment to the Board for approval, oversees maintenance and off-season storage of all equipment.
- 3.2.10 **Schedule Liaison:** Responsible for scheduling practices, games and fields. Will be liaison for Inter-league play. Will coordinate public relations as needed. Will serve as liaison between the Board, Analy High School, Brookhaven School and Sonoma County Regional Parks. Will also serve as Tournament Director for any hosted tournaments.

ARTICLE IV – HANDLING DISPUTES

- 4.1 **GRIEVANCES:** Grievances will be handled by the Executive Board. Grievances must be submitted in writing to the Executive Board. Board members who may be involved in the grievance as a Coach, Assistant Coach or parent will be unable to vote on the grievance in which they are involved. Only the Executive Board and parties affected by the outcome of the Executive Board decision are allowed at the meeting. All individuals will be heard. A decision will be made by the Executive Board only. If needed, a Master-at-Arms should be at the door during the closed meeting. Grievances may be submitted in writing by anyone at any regular meeting. The issue(s) will be handled immediately unless circumstances prevent such expediency. Assuming the latter circumstances, the grievance must be handled within 14 days. The Executive Board will determine the outcome. A majority of Board members must be present to vote on any grievance.
- 4.2 **Protests:** Protests are strongly discouraged in recreational play. Protests will be handled in the same manner as grievances and discipline, along with the following conditions:
- 4.2.3 See protest in the official A.S.A. rule book.
- 4.2.2 Written protests must be delivered to the appropriate league Vice President within 48 hours of the game in protest.



- 4.2.3 The Coach or Assistant Coach instigating the protest must pay a \$30.00 fee. The fee will be refunded if the protest goes in favor of the protesting Manager or Coach.
- 4.2.4 Teams that quit any game, lose that game by forfeit and relinquish the right to protest said game.
- 4.2.5 Conditions not covered by the A.S.A. or WCSA bylaws may require possible intervention by the Executive Board.
- 4.3 **DISCIPLINE:** Discipline will be handled in the same way as grievances. The Executive Board will have the power to suspend or remove anyone associated with the league. Reasons for disciplinary action include, but are not limited to: verbal or physical abuse, smoking in the dugout, consumption or possession of alcoholic beverages or drugs, inability to uphold rules as established in the bylaws, unsportsmanlike conduct, mistreatment of players, refusal to respect authority, persistent arguing with umpires on judgment calls, etc.

ARTICLE V – DISSOLUTION

- 5.1 **DISSOLUTION:** Upon dissolution of the WCSA and after all outstanding debts and claims have been satisfied, the Executive Board shall direct the remaining property of the WCSA to another non-profit youth sports entity, selected by the Executive Board and under the terms of these bylaws, which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501©(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE VI – TRAVEL BALL

A Ball

Nor Cal Renegades : (8u, 10u, 12u, 14u) is a "B" Level travel ball program committed to the development of female athletes aspiring to play throughout the summer. The team will be selected from girls who participate in the current WCSA season and are evaluated at a tryout.

The Wildcats is the **ONLY** "B" Level club that is sponsored by WCSA.



PLEASE NOTE:

The following sections not addressed in these bylaws include but are not limited to:

1. Player eligibility, registration and fees
2. League structure and team formations
3. Drafting and player assignment

All of the above sections are addressed in a separate handbook, “Rules and Guidelines”, which will be distributed to the Board and team personnel at the start of each new season.