

# ***MORENO VALLEY***

# ***DIAMOND GIRLS SOFTBALL***

# ***ASSOCIATION***

## **2024 - 2025 BYLAWS**

### **ARTICLE 1**

#### **NAME**

**Section 1.1** This non-profit organization shall be known as the “**Diamond Girls Softball Association (DGSA)**”. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempt to influence legislation, and the organization shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for any public office.

**Section 1.2** League colors are pink and black. League colors can only be up to vote for a change after the current colors have been in place for 10 years. (Revised May 2013)

**Section 1.3** **Consideration** of the attached logo as the Official DGSA Logo. See attached image. (Revised May 2013)

### **ARTICLE 2**

#### **IDEALS**

**Section 2.1** To promote among youth of the community; the high ideals of sportsmanship; to inspire youth to practice the ideals of health, citizenship and character, to give youth an opportunity to participate in seasonal sports; to bring youth closer together through development of a common interest in sportsmanship, fair play and fellowship; to promote activities which are safely, sanely and intelligently supervised; to make the welfare of the child first in importance and to maintain a program of service to youth entirely free from discrimination by reason of race, creed or color; to receive donations and accumulate funds for the accomplishments of any of the aforesaid purposes; to do all things and have all powers granted under the laws of the state of California to non-profit organizations; to do every act and thing necessary or convenient to carry out and attain the above-specified purposes to the same extent as natural persons might or could do; to conduct all of its said business without pecuniary profit to any of its members.



## **ARTICLE 3 MEMBERSHIP**

**Members at large shall consist of three types: (1) voting members, (2) non-voting members, and (3) honorary members.**

**Section 3.1** A voting member is defined as a manager, a sponsor, a parent or legal guardian having registered with the organization secretary.

**Section 3.2** A non-voting member is one that is defined as a person not qualified as a voting member, but one who has displayed an interest through activity in the organization; who has registered with the organization secretary.

**Section 3.3** An honorary member is defined as a person displaying a supporting interest in the organization; that has been nominated, approved and awarded such membership by the board of directors, (I.e. Kiwanis, Lions, etc.)

**Section 3.4** Meeting of the members at large shall be known as a “General Meeting” and shall be held in the month of May and limited to the agenda. All members at large are given the opportunity to submit recommended changes to the existing bylaws. Recommended changes shall be submitted one week prior to the meeting. Only items submitted and placed on the agenda will be discussed. (Revised May 2011)

**Section 3.4 “A”** At the end of the General Meeting members are allowed to ask questions regarding any part of the league. They will have 30 minutes after the start of the meeting to submit their questions on paper. Paper shall have their name, their question, and their position (parent, coach, etc.). Each submission will be handed to the Player Agent and will be called upon to address the Board in order of submission. You will be given 3 minutes to speak. (Revised May 2011)

**Section 3.5** Special meetings of the members at large may be called by a majority vote of the board of directors and the business shall be limited to the agenda for which the meeting was called.

**Section 3.6** All members at large must be notified at least (1) week in advance of such special meetings.

**Section 3.7** Any member at large of the Diamond Girls Softball Assoc. (DGSA) is subject to suspension or dismissal by the board of directors, upon displaying conduct or non-conformance with the constitution (code of conduct), bylaws or rules, including owing any money or property to the organization, which in the opinion of the board of directors is detrimental to the organization.

**Section 3.8** Evidence of such misconduct or failure to comply with the aforesaid constitution (code of conduct), bylaws or rules shall be presented in writing to the Board of Directors in compliance with the DGSA Discipline and Complaint Policy (revised May 2011).

**Section 3.9** Dismissal shall require a two-thirds (2/3) vote by the Board of Directors.



## **ARTICLE 4 ELECTIONS**

**Section 4.1** The nominations of candidates for the board of directors will come from the voting members of DGSA. Nominations will be kept open for one week. Nominations must be followed by the motion of a second.

**Section 4.2** Nominations from the floor, for candidates for the board of directors shall be held during the General Meeting during the month of May every year.

**Section 4.3** Nominees for President must have served on the board of directors a full term the previous year.

**Section 4.4** All elections shall be by ballot with the candidates listed in alphabetical order. The organization's secretary shall prepare the ballots.

**Section 4.5** Board members voted in at closing ceremonies will join the board as non-voting members at the next board meeting following the election. And the installations of officers shall be held during the first meeting in the month of July every year.

**Section 4.6** Spouses can serve on the board together with 1 vote per couple; that vote going to the board member with the most seniority. After each spouse actively serves one full year on the executive board of directors, the board can vote on whether to allow voting privileges to the 2nd spouse. (Revised May 2010)

## **ARTICLE 5 OFFICERS**

**Section 5.1** No restriction shall be placed upon any officer to prevent his/her re-election, except when removed by impeachment.

**Section 5.2** A vacancy in any office, except the President, shall be filled by a majority vote of the board of directors.

**Section 5.3** A vacancy in the President's office shall be filled by rule of succession to the next board member who has served on the board of directors for a full term in any previous years. The rule of succession shall be 1. Vice President, 2. Player Agent, 3. Secretary, 4. Treasurer, 5. Sponsor Coordinator, 6. Division Reps (Chips, Nuggets, Div. 1, Div. 2, Div. 3-4), 7. Equipment Manager, 8. Field Coordinator, 9. Head Team Mom, 10. Head Scorekeeper, 11. Concession Coordinator 1, 2, 12. Media Coordinator. (Revised June 2020)

**Section 5.4** By a majority vote a board of directors member can be impeached from the board of directors upon failure to do his assigned duties, violating league "Code of Conduct" and/or miss three (3) consecutive meetings, in a twelve (12) month period, whether they are regular meetings, special meetings, advisory council meetings, board meetings, or any combination thereof; unless such absences have been excused by the President (or the presiding officer) and registered with the secretary.



**Section 5.5** The board of directors shall execute (1) referendum from the advisory staff, and (2) initiatives from the members at large.

**Section 5.6** The board of directors shall keep members at large informed of all business transactions, indebtedness, feasibility studies and committee reports.

**Section 5.7** The board of directors shall enlist, encourage and actively support all standing and special committees.

**Section 5.8** The board shall appoint all managers annually from applications submitted to the board of directors

**Section 5.9** Board of directors shall review and direct all recommendations concerning a reprimand, suspension, or dismissal of any individual or group. The board directors shall make all final decisions.

**Section 5.10** For purposes of conducting business, a quorum shall consist of "one" more than half of the seated board members at that time.

**Section 5.11** The nominees for President, Vice President, Player Agent, Treasurer, and Secretary must have served on the board of directors a full term the previous year. (Revised May 2022)

## **ARTICLE 6 BOARD OF DIRECTORS**

**The Board of Directors of this organization shall consist of (1) President, (2) Player Agent, (3) Equipment Manager, (4) Head Umpire in Chief, (5) Secretary, (6) Division Representatives....**

**Amendments:**

Sept. 86'	the office of (7) Treasurer (was added)
Sept. 93'	the office of (8) Head Team Mom (was added)
Feb. 96'	the office of (9) Concessions Coordinator 1 (was added)
Feb. 96'	the office of (10) Fields Coordinator (was added)
May. 15'	the office of (12) Media coordinator (was added)
May 03'	the office of (13) Sponsor Coordinator (was added)
May 04'	combine board position for 3 – 4 to one person, unless numbers dictate the need for separate Reps.
May 08'	the office of (14) Concessions Coordinator 2 (was added)
May 08'	the office of (15) All Star/Tournament Team Coordinator (was added)
May 10'	the office of (16) Head Scorekeeper (was added)
May 11'	the office of (17) Vice President (was added)



## MEETINGS

**Section 6.1** The board of directors shall meet month to month on a regular date or day, time and place to be decided by the President.

**Section 6.2** Additional meetings of the board of directors may be called at the discretion of the President, or by request of three (3) or more board members, to the President.

## MANAGING, LIMITATIONS AND REINSTATEMENT

**Section 6.3** The Division Rep. must disqualify him/herself from any vote that concerns his/her team directly.

## DUTIES

**Section 6.4** The President shall be Chief Executive of the organization and shall be subject to the control of the board of directors, have the general supervision, control and direction of the business affairs of the organization. He/she shall preside over all meetings of the board of directors (advisory staff) and the members at large. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.5** The Vice President shall be responsible for the implementation of the DGSA Complaint & Disciplinary Policy. The Vice President will insure the development of coaches and players in DGSA. The Vice President is also responsible for creating a game schedule. The Vice President, in the absence of the President, shall assume the duties, responsibilities and obligations of the President. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Added May 2011)

**Section 6.6** The Player Agent shall represent all players. The Player Agent shall handle all registration of members thru ASA, background checks, insurance, injury reports and general safety of the members of DGSA. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.7** The Equipment Manager shall be in charge of all the equipment and the care of it. He shall disperse all equipment at the beginning of each season and collect all the equipment at the end of each season. If the equipment is not turned in, he shall consult with the board as to the course of action by which to obtain it. He will keep the board informed of the need of new equipment; with board approval he will purchase equipment. He will also order all shirts and uniforms needed for each season. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.8** The Head Umpire in chief shall organize, train and supervise the umpires. He shall assist at the time of game scheduling and shall schedule the umpires for their games. All umpire complaints shall be directed to the head umpire. He shall notify the director of the "protest committee" and shall assist to update the bylaws and the standing rules for the following season Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)



**Section 6.9** The secretary shall keep, or cause to be kept, a true and accurate record of the minutes of all meetings of the board of directors. The secretary shall prepare written agenda and minutes for each meeting and shall supply the board with copies. He/she may aid in making telephone calls, copies or keeping records as deemed necessary by the board (protest, complaints and guests at meetings). After the General Meeting and prior to the end of the term; it is the secretary's responsibility to update the bylaws and the standing rules for the following season. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.10** The Division Reps. shall be the liaison between the managers and the board of directors. Division Reps. will be responsible for holding their perspective evaluations with the exception of Chips. All managers' complaints shall be directed to the division representative. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.11** Treasurer shall keep and maintain an accurate record of the properties and business transactions of the association. The treasurer shall prepare and submit records at each board meeting. The treasurer shall cause a tax return to be filed for the previous tax year, when due. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.12** Media Coordinator will be in charge of the news, advertisement, He / She will organize and participate in community events to assist in generating publicity, Will also be responsible for maintaining and keeping up the web page, all social media sites and handle league advertisements (Revised June 2020)  
Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.13** The Head Team Mom will guide and instruct all team moms on their duties as team mom. She will organize picture day for the league. She will hold team mom meeting at the beginning of each season. She will supervise league fund-raisers and keep in contact with team moms as a liaison between them and the board. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities),  
(Revised May 2011)

**Section 6.14** The Concession Coordinator 1 and Concession Coordinator 2 will run the snack bars, buying supplies, supervision of the snack bar, and turn money over to the treasurer. They have approval over any teenager working in the snack bar. Should keep first aid kit fully supplied and on hand. That there be a monthly ledger for the snack bar that covers money spent and money received. The board will have at all snack bars a copy of the current bylaws, Constitution, standing rules, MVDGSA Board of Director Duties/Responsibilities. The minimum age to work in the snack bar is 15 years old. (Revised May 2009) Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities).  
(Revised May 2011)

**Section 6.15** The Field Coordinator is responsible for field inspection; notify park and rec. of any required repairs, or dangers. They will disburse practice fields and handle field rentals as well as invoice and collect monies for the fields rented. In general helping to insure supplies are kept on hand at fields (chalk etc.). Field supervision also aids the equipment manager in duties that involve equipment or fields. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised June 2020)



Director Duties/Responsibilities). (Revised May 2011)

**Section 6.16** The Sponsor Coordinator is responsible for keeping track of sponsors, ledger sheet, plaques, thank you letters and tax ID info. Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.17** All Star/Select/Tournament Team Coordinator is responsible for all related functions concerning the All-Star Teams, DGSA All-Star Tournaments and Parent Tournaments. This includes proposing rules for the Parent Tournaments, All-Star try-outs, All-Star drafts and the All-Star Manager Selection process (Board of Directors have final say in all proposed rules). Also, they need to make sure all players; managers and coaches are properly registered with VTD. They may coach but not manage an all-star team. (Revised May 2008) Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Directors Duties/Responsibilities). (Revised May 2011) All Star/Tournament Team Coordinator has been removed. All duties to be absorbed by Vice President (Revised May 2022) All-Star/Select/Tournament Director has been reinstated. (Revised May 2024)

**Section 6.18** The Head Scorekeeper is responsible for all related functions concerning keeping official scores and stats of all regular season games. He / She shall organize, train and supervise the scorekeepers. He / She shall schedule the scorekeepers for their games and ensure that no scorekeeper keeps score for a division in which their child or any family members are a participant. He / She are responsible for arranging the collection of the scorecards after every game and providing all teams' stat reports on a weekly basis. All scorekeeping complaints shall be directed to the head scorekeeper. He / She shall notify the division representative of any games where there is a protest or an ejection of a player/ manager and shall assist in the decision of any protest that has to be made. He / She shall explain the scorekeeping process at the mandatory managers meeting for all managers. The Head scorekeeper is in charge of compiling stats and assisting with the selection at the All-Star drafts. (Revised May 2010) Add Duties/Responsibilities. (For full descriptions please refer to MVDGSA Board of Director Duties/Responsibilities). (Revised May 2011)

**Section 6.19** Along with each job description you are required to attend monthly meeting, board duty (supervision during games), assist at registration, opening ceremonies, try-outs, draft, parent tournament, closing ceremonies and DGSA Got Heat Tournament. Your term as a Board Member is from July 1 to June 30. (Revised May 2011)



## **ARTICLE 7 ADVISORY STAFF**

**Section 7.1** The advisory shall consist of (1) all members of the board of directors, (2) the manager of each team, (3) the team mom of each team, (4) all standing committee chairpersons, (5) all special committees chairman, and (6) the immediate past President. (Amended out in 1993)

## **ARTICLE 8 MANAGERS**

**Section 8.1** The manager of each team will be appointed by the board of directors from the list submitted.

**Section 8.2** All applications will be processed through the director before submission to the board of directors for approval.

**Section 8.3** One of the managers' staff members must be a female over the age of eighteen (18) and must be present at all team functions and gatherings. The manager shall be responsible for their conduct and behavior in performance of their duties.

**Section 8.4** The manager is responsible for the conduct of his entire team, including coaches, team mom, the players and parents, and is subject to removal by a majority vote of the board of directors.

**Section 8.5** Managers receive a 50% discount on registration fee for their daughter on the team that he/she manages after league equipment is returned in full.

## **ARTICLE 9 STANDING COMMITTEES**

**Section 9.1** A chairperson for each committee shall be appointed by the President with board approval.

**Section 9.2** The President may establish a special committee when needed and requires a report of its findings.

**Section 9.3** The President and Player Agent shall be an exofficio member of all committees.



## **ARTICLE 10 FUNDS**

**Section 10.1** Any funds spent by this DGSA must first have a quorum approval of the board of directors.

**Section 10.2** To have three (3) current board members listed on DGSA checking account.

**Section 10.3** Fiscal year shall be from Jan 1<sup>st</sup> thru Dec 31<sup>st</sup>.

**Section 10.4** A fourth current Board Member that is no listed on the DGSA checking Account is responsible for the following:

1. Retrieve, open and distribute mail from the league P.O. Box.
2. Submit a written audit to the board every month comparing the monthly bank statements and the Treasurer's Reports. (Revised May 2009)

## **ARTICLE 11 LIABILITY**

**Section 11.1** It shall be clearly understood that any team affiliated with DGSA shall be responsible for all indebtedness incurred without DGSA board's of director's sanction.

**Section 11.2** The DGSA and its officers (collectively and individually) accept no responsibility for any and all indebtedness incurred without the board's sanction.

## **ARTICLE 12 RULES**

**Section 12.1** Robert Rules of Order, revised, shall govern the proceedings of all meetings of this organization except where in conflict with the bylaws of this organization.

**Section 12.2** DGSA and Southern California ASA rules shall govern the proceedings of this organization except when in direct conflict with the bylaws of this organization.