

Fallbrook Girls Softball League Bylaws – 2025-2026 Revision

ARTICLE I – NAME

The name of this organization is Fallbrook Girls Softball (FGS).

ARTICLE II – PURPOSE & MISSION

FGS exists to provide girls ages 4–14 the opportunity to learn, develop, and enjoy the sport of fastpitch softball in a safe, supportive, and competitive environment.

The mission is to promote teamwork, sportsmanship, leadership, and personal growth.

The goals of FGS include:

- Promoting friendship, teamwork, and sportsmanship
- Teaching softball fundamentals and skills development
- Creating meaningful recreational and competitive opportunities
- Modeling positive character traits, leadership, and self-discipline
- Supporting coaches, parents, and volunteers through clear expectations and resources

ARTICLE III – GOVERNANCE

Section 1 — Parliamentary Authority

FGS shall be governed using “**Robert’s Rules of Order, Newly Revised**” unless otherwise provided in these bylaws.

Section 2 — Authority of the Board

The Board of Directors (the “Board”) is the governing body of FGS and is responsible for all league operations, policies, financial oversight, staff decisions, and playing rules.

Section 3 — Term of Office

A. Board officers and directors shall serve 12-month terms, begin October 1st and ending October 31st of the following year.

B. Newly elected Executive Board Members gain full voting rights after their first attended Board meeting.

Section 4 — Board Composition

The Board shall consist of the following positions:

Executive Board

President, Vice President, Secretary, Treasurer, Registrar. None of the executive board members shall be related to one another.

Operating Board

- 6U Division Director
- 8U Division Director

- 10U Division Director
- 12U Division Director
- 14U Division Director
- Umpire in Chief
- Coaches & Player Agent
- Team Parent Director
- Equipment Director
- Uniform Director
- Scheduler
- Public Relations & Marketing Director
- Social Media Director & Webmaster
- Tournament & All-Star Director
- Safety Director

None of the Executive Board members shall be related to one another.

Any member of the Board, the coaching staff or member of the league “league volunteer” may be removed from their position with a two-thirds (2/3) vote of the Executive Board. Any member of the Executive Board may be reassigned to another Executive Board position to perform assigned duties with a two-thirds (2/3) vote of the Board. The general membership may remove any board member at any General Membership meeting with a two-thirds (2/3) vote of eligible members. An appeal must be received within 48 hours of notification of removal to request reconsideration by the Board. Approval to be considered for a “league volunteer” position in the future may be petitioned for 12 months after the date of removal. Final approval is contingent upon a majority vote by the Executive Board. Board vacancies, including Executive Board vacancies, shall not impair the authority of the Board to conduct business so long as quorum requirements are met. Interim appointments made by the Executive Board are temporary in nature and shall automatically expire upon the return of the seated officer or the next general election, whichever occurs first, unless otherwise approved by Board vote.

Section 5 — The President or at least three (3) voting Board Members may request a special or emergency meeting of the Board. Notice of the time, place, and purpose of the meeting shall be given at least twelve (12) hours prior to meeting. Such a meeting shall be a closed meeting by Board discretion.

Section 6 — A majority of the currently seated Executive Board members shall constitute a quorum and may conduct all official business, including special or emergency meetings. Board vacancies or temporary officer absences shall not suspend league operations so long as quorum is met.

Section 7 — It shall be the responsibility of the Board to establish all administrative and playing rules for the league.

Section 8 — The Board pending Board approval shall employ necessary staff.

- a) The General Membership is defined as: Any parent or legal guardian of a registered player; Maximum one vote per family.

Section 9 — Special Meetings of the general membership may be called by the Board whenever it is deemed necessary. A special meeting request by general membership shall be called by the President, Vice President, Treasurer and/or Secretary upon written petition of not less than fifty (50) voting members.

Section 10 — The Board shall conduct regular meetings and at least one annual General Meeting. All meeting times and locations shall be communicated at least two weeks prior to scheduled date and time.

Section 11 — Temporary Absence of the President. In the event of a temporary absence of the President, including but not limited to maternity leave, medical leave, or family leave, the President shall remain in office unless they resign in writing. During such absence, the Vice President shall perform the duties of the President as outlined in these bylaws. If the Vice President position is vacant, the Executive Board may, by majority vote, appoint an Interim Vice President to serve for the duration of the President's absence. A temporary absence of the President shall not constitute a vacancy and shall not require suspension of league operations.

ARTICLE IV – DUTIES OF BOARD MEMBERS

Summarized duties for all Executive and Operating Board positions.

Section 1- The primary purpose of the Board of this league is to maintain proper Communication with all managers, coaches, players, and league helpers; to take action to solve problems connected with field play in order to benefit the youth in this program.

Section 2- All Board members are required to: Work Opening & Closing Day and other events hosted by FGS. Attend Board meetings, which supersedes practice responsibilities Maintain privacy of information under their control. Assist with Registration Board Member

Section 3- "Good Standing" Requirement All board members must remain in good standing with the league to serve and continue in their role. Good standing is defined as: Compliance with all EGSL Bylaws, USA Softball guidelines, and the Volunteer Code of Conduct. Completion of all required certifications (e.g., background check, SafeSport, concussion training) Consistent participation in board meetings and assigned duties. Not on an active suspension. Failure to meet the above conditions may result in disciplinary review and potential removal by a majority board vote

President

Preside over all meetings where he/she is present
Coordinate all league activities
Responsible for volunteers
Authorized co-signer
Responsible for coverage of league and board insurance
Assist with registration
Attend scheduled games a Board Representative
Member of Executive Committee, voting member.
Attend FSA Board meetings

Vice President

Assist President.
Serve in President's capacity in his/her absence.
Authorized co-signer.
League liaison with umpires, parents and players.
Assist with registration.
Attend scheduled games as Board Representative.
Member of Executive Committee, voting member.

Chair protest committee.
Back-up to attend FSA Board meetings.

Secretary

Keep minutes of all meetings.
Correspondence.
Authorized co-signer.
Keep voting records.
League Historian.
Conservator and Editor of Parent/ player handbook, bylaws, rules and regulations
Assist with registration.
Member of Executive Committee, voting member.
Attend scheduled games as Board Representative.

Treasurer

Issue checks as directed by Board.
Check signer.
Submit monthly financial statements.
Complete financial report at year end/submit books for year-end audit.
Member of Executive Committee, voting member.
Assist with registration and draft as needed.
Attend scheduled games as Board Representative.

Registrar

Responsible for all players, coaches registration and keeper of rosters
Support draft as needed
Maintain complete file of Birth Certificates
Maintain privacy of information under their control
Member of Executive Committee, voting member.
Attend scheduled games as Board Representative, when available
All player and coach insurance coverage
Support Player's agent between Board and players.

Umpire in Chief

Recruit, train, schedule, and supervise league umpires
Provide rule interpretations and guidance to coaches, umpires, and Division Directors
Lead pre-season umpire training sessions and on-field mechanics clinics
Create and maintain the umpire schedule for all divisions requiring umpires
Ensure all umpires understand league expectations, field rules, and safety procedures
Serve as final authority on rule disputes and protests (in coordination with Player Agent)
Evaluate umpires' performance and provide mentorship and feedback
Maintain communication with USA Softball on rule updates and certification standards
Assist with postseason events, All-Stars, and end-of-season evaluations
Keep accurate records of umpire assignments, payments, and availability

Player Manager's-Coach's Agent

Coordinate recruiting and procurement of FGS team managers and coaching staff
Act as liaison between the Board and Players, Parents, Coaches and Division Directors
Develop, coordinate and conduct training activities for all managers and coaches
Attend scheduled games as Board Representative
Assist with registration
Develop and document age division specific instructional guidelines for managers and coaching staff. If such guidelines have already been

developed, then Manager's and Coach's Agent shall see that they are kept current, and usable.

Equipment Director

Assist with registration.

Attend scheduled games as Board Representative.

Manage & Track equipment check in/out and in proper condition.

Order/replace equipment as required.

Public Relations and Marketing Director

Provides press releases as directed by President

Coordinate social media campaigns

Responsible for updating and printing all applications, flyers, and directories

Responsible for getting registration forms out to schools

Get two (2) or more bids for trophies and purchase trophies

Create End of Season programs

Coordinate with Registration to have coaches/board pictures done for USA Softball Registrations

Coordinate with Registration to have All Star players and All Star Coaches' pictures done for USA Softball registration purposes

6U, 8U, 10U, 12U, 14U DIRECTORS (Within their division)

Attend board meetings as age division representative

Work with Player Agent

Advise Scheduler of games to be rescheduled and notify coaches

Will present to Board all questions and concern from coaches/parents

Will disseminate pertinent information to coaches/ parents

Facilitate Coaches Evaluation and Meet with Coaches to discuss Evaluations

Safety Director

Develop, maintain, and enforce the league's Safety Plan

Ensure compliance with USA Softball safety standards and insurance requirements

Conduct regular safety checks of fields, dugouts, fences, equipment, and facilities

Identify potential hazards and coordinate repairs with the Fields Director

Ensure all coaches and volunteers complete USA Softball background checks and SafeSport training

Maintain a confidential log of volunteer clearance status

Provide safety information and emergency procedures to coaches at the start of each season

Lead or coordinate safety briefings, including concussion awareness and heat safety guidance

Collect, track, and file all FGS Injury Reports

Communicate with families regarding next steps and required documentation

Ensure medical clearance forms are received before athletes return to play

Inform the Executive Board of any major injuries or incidents

Schedule Director

Will schedule all initial games with Board approval

Attend field allocation meetings

Reschedule any rain outs or other games as needed

Schedule practice fields
Report alternates field assignments to Registration Director for Insurance
Contact official Umpire organizations, get bids and be the point of contact

Social Media & Webmaster Director

Maintain website, and social media pages
Post standings and summaries on website
Prepare tryout forms, make copies for coaches
Provides same to news media
Work with Public Relations & Marketing

Uniform Director

Get two (2) bids for uniforms
Purchase all uniforms with Board approval
Coordinate tournament team (All-Star) uniforms and all others as may be needed
Prepare Uniform Order for Team Parent Meeting

Team Parent Director

Organize and maintain team communication (texts, email, GameChanger, etc.) with all Team Parents
Create and manage sign-up lists (volunteers, team snacks, events)
Help organize Opening Day and Closing Day needs for the team
Support team spirit activities (stickers, cheers, treats, etc.)
Serve as a friendly, organized point of contact for parents

Scheduler

Build the master season schedule for all divisions (practices and games)
Coordinate field assignments with field crew, umpires, and coaches
Update schedules as needed for rainouts, field closures, or conflicts
Publish schedule updates to the website, GameChanger, and team contacts
Communicate schedule changes clearly and promptly to Division Directors
Work closely with the President and Vice President during scheduling periods
Assist with scheduling Opening Day ceremony, Closing Ceremonies, and league events
Maintain a clean, organized schedule record for league archives

All Star & Tournament Director

All-Stars (Spring Season)
Oversee and coordinate the All-Star selection process for eligible divisions
Schedule and run All-Star tryouts in partnership with the Player Agent and Division Directors
Ensure coaches, players, and parents understand All-Star eligibility, commitments, and expectations
Verify birth certificates, residency documents, and eligibility paperwork
Submit all required rosters and documentation to USA Softball by deadlines
Coordinate uniform orders, gear, and equipment required with the Uniforms Director
Create and maintain All-Star practice and scrimmage schedules
Work with the Treasurer to manage All-Star budgets and team payments
Facilitate communication with All-Star families, including schedules, tournament info, and updates
Tournaments (League-Hosted Events)

Serve as Tournament Director for any FGS-hosted tournaments (spring or fall)
Coordinate tournament brackets, schedules, and field assignments
Ensure compliance with USA Softball tournament rules
Recruit and supervise tournament volunteers (scorekeepers, gate workers, field crew)
Coordinate umpire needs with the Umpire-in-Chief
Work with the Snack Bar Director and Fundraising team on tournament revenue opportunities
Oversee all game-day operations including check-in, score reporting, and protest handling
Ensure visiting teams have a positive, organized experience

ARTICLE V – COMMITTEES

Section 1- There shall be such committees established as are deemed necessary for performing functions as determined by the Executive Board. The President may appoint committee chairpersons with Executive Board Confirmation

Section 2- The President shall be an ex-officio member of all Committees. The President shall be notified in advance of all committee meetings by the Committee Chairperson.

Section 3- The Executive Board, by majority vote, shall have the authority to remove any committee chairperson and/or committee member.

Section 4- All committees shall be dissolved and their authority and power terminated at the expiration of the term for which appointed or automatically terminate on October 31 of each year.

Section 5- There shall be a Protest Committee composed of the Field Equipment Director, Player-Manager-Coach's Agent, President and/or Vice President, and the Board member on field duty at the time of the incident. Any persons with a conflict of interest must disqualify themselves.

ARTICLE VI – FINANCES

Section 1- Fiscal year ends November 30th. Purchases over \$150 require approval. Two signatures required on checks.

Section 2- All league expenditures in excess of one hundred fifty (150) dollars require Executive Board approval. All expenditures in excess of one thousand (1,000) must be signed by the Treasurer and at least one authorized co-signer

ARTICLE VII – NOMINATIONS & ELECTIONS

Section 1- All available Executive Board and General board positions shall be posted at the field complex and/or website and/or email thirty (30) days prior to voting by the general membership.

a. Any nominee who has not served on the general board the term prior to election is disqualified from nomination to an Executive Board position.

b. Any nominee who has been removed by the Board from a volunteer position within C the past 12 months is disqualified from the nomination process.

c. Nominations from the floor may be accepted

d. A "member" must be present to vote

e. In the event of a position having no candidate, that position shall be appointed by the new Executive Board.

f. The Executive Board shall be responsible for the distribution and collection of ballots.

ARTICLE VIII – AMENDMENTS

Section 1- Amendments or Additional By-Laws may be passed by a two-thirds (2/3) vote of the Executive Board members.

Section 2- Amendments must be presented in writing to the League Board thirty (30) days before adoption

These by-laws have been approved and accepted by the League Board of Directors of Fallbrook Girls Softball this 5th day of January, 2025 in Fallbrook, California

Stephanie Flores

President