



BYLAWS OF THE NEVADA COUNTY GIRLS SOFTBALL ASSOCIATION

(Revisions Adopted 11/12/2025)

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BYLAWS OF THE NEVADA COUNTY GIRLS SOFTBALL ASSOCIATION

ARTICLE I

Name and Location

Section 1. NAME. This Association shall be known as the NEVADA COUNTY GIRLS SOFTBALL ASSOCIATION INC. (aka NCGSA) Incorporated in 1994.

Section 2. LOCATION. The principal place of business of this Association shall be in the western region of Nevada County, State of California. This includes, but is not limited to, Grass Valley, Nevada City, North San Juan, Penn Valley, Rough & Ready, Chicago Park, Cedar Ridge, Alta Sierra and Lake of the Pines.

Website: NCGSA.ORG

ARTICLE II

Purpose

Section 1. PURPOSE. The purpose of this Association shall be:

- a. To assist player participants (members) in the promotion and education of social, physical, and mental growth in girls ages 4 through 16, using softball as a tool to fulfill these goals.
- b. To provide a greater opportunity, by working together as Members of an Association, with representation, to solve problems, and improve the quality of the program, in the hopes of attaining the desired goals.

ARTICLE III

Capital and Uses

Section 1. CAPITAL. The capital of this Association shall be obtained through player sign-up fees, fund-raising promotions, voluntary donations, and tournament proceeds.

Section 2. USES. The spending of all capital shall be to benefit members of this association in fulfilling the goals desired through a softball program.

Section 3. EXPENSES AND REIMBURSEMENTS. To ensure the appropriate spending of Association funds, the board has established the following protocols for league expenses and reimbursement. League related expenses that exceed \$300 per transaction must be approved by a majority vote of eligible board members. For expenses that are less than \$300, the President or Vice President has the authority to

approve such expenditures without full board vote. In order for an Officer or other Member to be reimbursed for expenses incurred in accordance with Section 2, the President or Vice President (with copy to both) must give email approval prior to the Treasurer issuing reimbursement.

ARTICLE IV

Membership

Section 1. MEMBERSHIP. Membership in this Association shall be through application, followed by the payment of the required fees. Membership is subject to annual renewal.

ARTICLE V

Board of Directors

Section 1. POWERS. The powers of this Association shall be exercised by the Board of Directors, which shall be composed of adult volunteers (18 years or older), who have been elected to their positions by the current Board of Directors. *See* Article VI Section 2, Elections.

Section 2. REGULAR MEETINGS. Regular meetings of the Board shall be held at such times and locations as determined by the Board. However, the Board is required to hold meetings at least once every three months. The specific dates, times, and venues for these meetings will be established by the Board to ensure consistent and effective governance of the Association. Meetings will remain open to the public until officially closed by the Board. The public may address the Board during the first 15 minutes, after which they are asked to conclude their participation in the meeting. The Board will provide email responses within 30 days if appropriate, and any concerns raised will be reviewed during the open forum portion of the meeting agenda.

Section 3. SPECIAL MEETINGS. Special meetings of the Board shall be held whenever called by the President, or in his/her absence or disability, the Vice President, or by any five Board members.

Section 4. NOTICE OF MEETINGS. The NCGSA's board will set the cadence of meetings and may announce them on the website.

Section 5. QUORUM. A simple majority of voting Directors, present at any meeting, including via zoom, shall be necessary and sufficient to constitute a quorum for the transaction of routine business.

Section 6. PROXY. Any qualified board member of the association may act as a proxy on the Association Board, with the power to vote, if that person presents to the Board written authorization from the absent Director.

Section 7. QUALIFICATION OF DIRECTORS. Individuals must be at least 18 years old, approved as qualified by a majority vote of the current Board of Directors to serve as directors and pass a background check.

Section 8. VOTING (ELECTIONS OR TO FILL VACANCIES). To ensure impartiality and transparency in our voting procedures, we will implement the following protocol for all position nominations. After a nominee has succinctly explained, within two minutes or less, their qualifications for the nominated position, nominees and their spouses/significant others will be required to step out of the meeting room during the discussion and voting process for each position. This measure is designed to promote a fair and objective evaluation of all candidates and to prevent any potential conflicts of interest or undue influence. We believe this process will foster a more harmonious and productive voting environment. When multiple individuals compete for a single board seat, all of them will be required to step out together so they cannot overhear any voting or discussions taking place. After discussion about the candidate(s), voting shall occur. Unless otherwise agreed by all voting members, voting shall be conducted by private written ballot submitted to the President for tally. The President shall ensure that ballots are only cast by eligible voting Officers. A nominee that obtains a simple majority of votes from the Officers present at the time of voting will be elected to that position. In the event that no nominee receives a majority of votes, a second vote may occur in which ballots are cast for only the top two candidates.

Section 9. VOTING (ROUTINE BUSINESS). During the Board meetings, if a vote is required for decisions regarding routine Association business, the President or Officer presiding over the meeting shall call for a vote by verbal response. A simple majority of those voting Officers present shall be sufficient for a vote to pass.

Section 9. EMAIL VOTING. Voting by email is not preferred, and should be reserved only for emergency situations that require a response from the Board of Directors in order to solve a problem or get permission to act on an issue. An emergency will be defined as something that cannot wait until the next regularly scheduled Board Meeting. All comments and votes will be copied to the entire board via email. All email voting will be completed within 24 hours. The board member who submits the email for a vote shall also notify the board of the proposal at the beginning of the 24 hour voting period via text message to the board group. A simple majority of the votes cast within the 24-hour period will determine the vote. The Vice President will submit the

outcome of the votes to the Secretary to be included in the minutes of the following meeting.

ARTICLE VI

Officers

Section 1. OFFICERS. The following officers are recommended to attend all Board meetings and each hold one vote on all regular business matters. The officers of the Association include President, Vice President, Secretary, Treasurer, Umpire-in-Chief, NorCal Representative, Master Scheduler/Scorekeeper, Uniform Chairperson, Sponsorship Chairperson, Event Coordinator, Fundraising Chairperson, Field Maintenance, Equipment Manager, Player Agent, Media Director, Registrar, and B-ball Coordinator; individually referred to as “Director” or “Officer” and collectively referred to as the “Board of Directors.” Any Officers’ positions may be combined at the discretion of the Board of Directors. Officers’ duties and Board positions may be modified or expanded as needed.

Section 2. ELECTIONS. The Officers may be elected and replaced at a meeting to be attended by a quorum of Directors of which shall have one vote each, for the express purpose of electing officers. Nominations for officers will be made at least thirty (30) days prior to the July meeting. This election shall take place annually at the scheduled July meeting.

Section 3. VOTING RIGHTS & SHARED POSITIONS. Officers must attend at least 70% of meetings for their votes to remain valid. The secretary shall keep track of the cumulative attendance at Board meetings, counted since the beginning of the term. Officers who miss a meeting due to coaching responsibilities will not have their absence counted against them. An Officer’s first meeting absence shall be considered excused and will not be counted towards their 70% voting eligibility, but thereafter non-excused absences will be tracked for eligibility purposes.

In the event that an elected Board position is held by two Officers, only one vote will be counted for that position. This measure ensures that each Board position is represented by a single vote, regardless of the number of individuals occupying the role. The Board shall determine which Officer will cast the vote for the shared position, or establish an appropriate procedure for deciding the voting representative where necessary.

Section 4. **PLAYER DISCOUNT.** Officers will be eligible for a \$100 discount on registration fees for a single player during the Officer's annual term, provided that the Officer must attend at least 70% of the Board meetings during their term to be eligible for the discount. In the event an Officer receives the player discount but at the end of his/her term has not maintained 70% attendance, that Officer may be subject to return of the discounted amount. If two parents serve on the Board, only one may use the \$100 discount for a single player.

Section 5. **TERM OF OFFICE.** Officers shall serve for a one-year term commencing with the July election meeting unless removed or replaced during their term of office. Officers may serve as many consecutive terms as elected to (no term limits).

Section 6. **REMOVAL AND RESIGNATION.** Any officer may be removed by a majority vote of the Directors. Resignations will be by written notice to the Association. It is at the Board's discretion on further action on the removed individual, if they need to be suspended or placed on probation.

Section 7. **VACANCIES.** Qualified volunteers with the approval of the Board of Directors will fill vacancies.

Section 8. **PRESIDENT.** The President is responsible for chairing Board meetings, overseeing tasks of the Board, helping each Board member with their jobs if needed, Reviewing Board emails, finances, and making sure tax returns are filed. It is the President's job to be educated on the rules of Robert's Law and have it available. The President should be a leader, be positive and responsive to changes that need to be made.

Section 8. **VICE PRESIDENT.** The Vice President fills in for President in his/her absence. The Vice President is also responsible for the team selection processes for All Stars, including gathering coach nominations and communications; working with the Player Agent to create and file league incident reports; ordering league awards (trophies, metals, etc.; reviewing applications and awarding scholarships. When there is not a designated Opening/Closing day Board member, the Vice President will coordinate these days and the related events.

Section 9. **SECRETARY.** The Secretary is responsible for sending out a request for meeting items and preparing and circulating an agenda prior to each regular and special meeting. The Secretary is also responsible for accurately recording Officer attendance and the minutes of all regular and special meetings. These tasks should be performed using the Board-approved templates. The Secretary should regularly review the templates to ensure they align with current Board practices. Before each subsequent

meeting, the Secretary will distribute the draft minutes to all Officers. This allows every Officer sufficient time to review the minutes and suggest corrections. Any necessary amendments can then be made prior to the minutes being officially voted on and finalized. In addition to these duties, the Secretary is responsible for carrying out any other tasks assigned by the Board as needed.

Section 10. **TREASURER** The Treasurer is responsible for managing all league finances, paying bills, arranging for tax filing through an external agency and ensuring proper submission, making bank deposits, and collecting funds and mail. Provides current financial reports to the board at monthly meetings.

Section 11. **PLAYER/COACH AGENT.** The Player/Coach Agent is responsible for organizing and overseeing player sign-ups for the league. This includes the compilation and management of team rosters as well as the assembly of coaches' packets to ensure that all necessary materials are distributed to coaching staff at the start of the season. One of the primary duties of the Player/Coach Agent is to conduct the seasonal player draft. If the Player/Coach Agent is also serving as a coach for the specific age group being drafted, the Board will appoint another member to conduct the draft for that group to maintain neutrality and fairness.

The Player/Coach Agent is tasked with updating the Coach's Contract, which serves as the official agreement between coaches and the league. The contract template is maintained on the league website and should be reviewed and updated as needed to reflect current Board policies and requirements.

At the conclusion of each season, the Player/Coach Agent partners with the Equipment Manager and ensures that all coaches return their league-issued equipment.

Additionally, the Player/Coach Agent serves as the primary liaison between coaches, parents, players, and the Board of Directors. This role involves facilitating communication, addressing concerns, and ensuring that information flows smoothly among all parties involved.

Section 12. **UMPIRE-IN-CHIEF.** Organizes & schedules umpires, umpires some games, enforces rules and rulings, enforces uniform, handles protests, advises Board on rules needing to be added or changed or deleted on a local level. Attends yearly umpire clinics. Requires umpires to attend an umpire clinic yearly. Will work collaboratively with the treasurer to make sure umpires are paid and will provide an accurate accounting of such payments for recordkeeping purposes.

- Section 13. **NORCAL REPRESENTATIVE.** Will represent our league to the Northern California Softball Association, (aka NORCAL) by attending all of their meetings once a month, taking notes and keeping our league informed of events, rulings, insurance, fees, etc. that would affect our league.
- Section 14. **MASTER SCHEDULER/SCOREKEEPER.** Obtains practice & playing fields for spring and winter ball play, schedules spring ball practices & games, reschedules rainouts, and schedules the Showdown Tournament. Communicates regularly with Chief Umpire and coaches. Receives scores following all games played. Posts all standings and records all scores on league website.
- Section 15. **EQUIPMENT MANAGER.** Responsible for distributing and collecting seasonal equipment for team use, purchasing new equipment as needed, and organizing equipment in storage.
- Section 16. **UNIFORM AGENT.** Responsible for coordinating purchase of all league uniforms for fall and spring season, including All-Stars. Facilitate portal or access for parent t-shirt sales and any tournament and special event t-shirts. Handles team uniform distribution.
- Section 17. **SPONSORSHIP/FUNDRAISING COORDINATOR.** The coordinator in this position will oversee and delegate the obtaining of sponsors for all league teams. This includes (but is not limited to): Collection of sponsor fees and distribution of sponsor plaques, working closely with the Uniform Agent to assure all sponsorship information is correct for uniform use, providing all details of sponsorships collected for website posting, establishing and overseeing annual scholarship funds, overseeing and delegating responsibilities for all league fundraising activities and events.
- Section 18. **FIELD MAINTENANCE DIRECTOR.** The Field Maintenance Director is responsible for overseeing the upkeep and maintenance of all league fields utilized in both North and South County. This includes organizing and scheduling regular “Field Work” days to address tasks such as mowing grass, controlling weeds, and managing the in-field dirt to ensure optimal playing conditions.
- The Field Maintenance Director is also tasked with maintaining and stocking lock boxes at each field with all necessary supplies. Additionally, this role involves ordering porta potties for fields that do not have bathroom facilities, and ensuring that all field locations are adequately equipped for league activities.

Section 19. **EVENT COORDINATOR.** The Event Coordinator oversees scheduling of spirited events (opening and closing ceremonies), to include reserving facility, team introductions, banner contest, team uniform distributions.

Section 20. **REGISTRAR.** The Registrar is responsible for managing and overseeing all player and coach enrollments related to insurance and eligibility within the league. This includes submitting and supervising insurance enrollments for both players and coaches to ensure adequate coverage throughout the season.

Annually, the Registrar submits and oversees background checks for coaches, assistant coaches, dugout moms, and board members. The Registrar also ensures that all coaches and volunteers have completed both their background check and SafeSport training requirements. Individuals who have not completed these requirements, including background checks and SafeSport training, will be removed from their position until all necessary steps are fulfilled.

The Registrar is tasked with receiving and distributing ID cards to eligible participants. Additionally, the Registrar submits and manages team enrollments for b-ball, fall ball, and all-star play to NorCal, maintaining compliance with league and organizational standards

Section 21. **MEDIA DIRECTOR.** It is the responsibility of the media director to oversee the NCGSA.ORG webpage, as well as provide up to date information about the website domain, as well as on all usable social media platforms. Additionally, it is the duty of the media director to provide website access and email addresses to new board members, update the online calendar, create and manage online programs for enrollments.

Section 22. **SELECT / A-BALL / B-BALL COMMISSIONER.** The select/A-Ball/B-Ball Commissioner will oversee and assist the board in recruitment, selection, and development of all staff and players within the A-Ball and B-Ball (“Nevada County Thunder”) programs. The commissioner will additionally provide final rosters to the board for board approval, vote, and execution. The commissioner will instruct A-Ball and Nevada County Thunder staff members of the rules for all the tournaments they participate in. The commissioner is additionally in charge of hosting all tryouts to fill the team. The commissioner will determine an estimated cost for player registration based on nominal fees accrued by participation fees in A-Ball/B-Ball, including (but not limited to): Tournament fees/registration costs (for the season in whole), Uniform and equipment cost, Trainings and clinics (for players and coaching staff alike). Once presented, the budget will be voted upon by the board. A

unanimous vote will not be required, but an 80% threshold should be met as often as possible. The commissioner will be responsible for entering all teams into tournaments as sanctioned by the relevant governing authority . The commissioner will be in charge of ordering and receiving all uniforms and necessary gear affiliated with the A-Ball and “Nevada County Thunder” name/likeness. It will be the responsibility of the commissioner to coordinate with the scheduler for practice schedules, and coordinate with indoor facilities for cold/wet weather practices.

ARTICLE VII

Parliamentary Authority

Section 1. PARLIAMENTARY AUTHORITY. The rules contained in Robert’s Rules of Order shall govern this Board in all cases, except when inconsistent with the bylaws of the Association. Robert’s Rule of Order and Bylaws will be reviewed at the beginning of the 1st meeting of the new board, as well as making sure that new members are aware of bylaws and Robert’s Rule.

ARTICLE VIII

Amendments to Bylaws and Rules

Section 1. AMENDMENTS. Bylaws and Rules may be amended at any Board meeting by a majority vote.

Section 2. POSTPONEMENT OF VOTE. The President of the Association shall evaluate and decide any request for a one-meeting postponement of a vote to amend these Bylaws and Rules.

ARTICLE IX

Governing Authority

Section 1. NCGSA RULES. The NCGSA has adopted Regulations and Rules of Play as described in the next Article. These are intended to supplement the rules and regulations of the relevant governing authorities applicable to the league play. Just like layers of government, national, regional, and local rules can apply.

Section 2. USA SOFTBALL. USA Softball (USAS) is the National Governing body of softball in the United States and typically forms the foundation for the rules of play and eligibility. NCGSA participates through regional leagues or tournaments, as the commissioner and Board so determine. The USAS website is available at:

<https://www.usasoftball.com/> and the official rulebook can be found at <https://www.usasoftball.com/official-rulebook/>

The USA Softball of Sacramento website is available at:

<https://www.usasoftballsacramento.org/>. National and regional handbooks are also available at: <https://www.usasoftballsacramento.org/page/show/5511054-eligibility-and-classification>

Section 3. NORCAL. For the NCGSA Spring Recreational, All-Stars, Fall Ball and B-Ball (“Thunder”) seasons, NCGSA is a league member of the Northern California Girls Softball Association (NorCal) and NorCal shall be the governing authority. NorCal rules of play and conduct shall be followed. NorCal rules are based on USA Softball rules but may deviate in some respects. Specific tournament rules may also apply. The NorCal website and rules can be found at <https://norcalsoftball.org/downloads>.

Section 4. OTHER. For NCGSA A-Ball, the A-Ball Commissioner will in his/her determination select the league for A-Ball team entry, and the relevant governing body and rules of play for such league(s) shall apply.

ARTICLE X

Rules and Regulations of the NCGSA.

Section 1. RULES. The board will update and maintain a copy of the Rules and Regulations of the NCGSA which will be made available on the NCGSA website.