

OAKLAND GIRLS SOFTBALL LEAGUE

BY-LAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be known as OAKLAND GIRLS SOFTBALL LEAGUE.

ARTICLE II. PURPOSE AND GOALS

The OAKLAND GIRLS SOFTBALL LEAGUE is a private non-profit organization whose goals and objectives shall be: To provide charitable services for our community by promoting youth development and education through organized team softball.

ARTICLE III. FISCAL YEAR

The fiscal year for the organization shall operate annually from August 1 to July 31.

ARTICLE IV. LIMITATION OF METHOD

The organization shall observe all local, state and Federal laws, which apply to a non-profit organization as defined in Section 501(C)(3) of the Internal Revenue Code.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1. COMPOSITION OF THE BOARD

The Board of Directors shall be composed of a minimum of four permanent officers consisting of President, Vice President, Treasurer and Secretary with additional directors to be determined each term by the present Board of Directors.

SECTION 2. MANNER OF ELECTION; TERM OF OFFICE

Directors shall be elected at the annual meeting in June. The terms of office of each director shall be until the next annual meeting and the election of his successor in office.

SECTION 8. SEATING OF NEW DIRECTORS

All newly elected Board Members shall be seated at the regular August Board Meeting and shall be participating members thereafter. Retiring Directors shall continue to serve until the end of the fiscal year.

SECTION 9. VACANCIES

A member of the Board of Directors who shall be absent from three (3) consecutive Board Meetings shall automatically be dropped from the Board, unless confined by illness or other absence approved by a majority vote of those voting at any Board Meeting, thereof.

SECTION 10. POLICY

The Board of Directors is responsible for establishing procedure and formulating policy of the organization. The Board is also responsible for adopting all policies of the organization.

ARTICLE VI. BOARD OF DIRECTORS MEETINGS

SECTION 1. REGULAR MEETING

The regular meetings of the Board of Directors shall be held, monthly, at a time and place fixed by the Board of Directors at their organizational meeting in August.

SECTION 2. SPECIAL BOARD MEETINGS

Special Board Meetings may be called by the President at any time, or upon the request of three (3) Board Members. Notice (including the purpose of the meeting) shall be given to each Director at least three (3) days prior to the date of said meeting.

SECTION 3. QUORUM

At a duly called Board Meeting, a majority of Directors present shall constitute a quorum of the Board of Directors.

ARTICLE VII. DUTIES OF OFFICERS

SECTION 1. DETERMINATION OF OFFICERS

The Board of Directors, (new and retiring Directors) at its regular July Meeting, shall reorganize for the coming year. The Nomination Committee shall nominate the officers for the new term. At this meeting, the Board shall install the President, Vice President, Treasurer and Secretary, for the coming year. The officers shall be elected from the voting members of the new Board of Directors and shall serve a term of one (1) year, or until their successors assume the duties of office.

SECTION 2. PRESIDENT

The President shall serve as the chief elected officer of the organization and shall preside at all meetings of the membership. The President shall also be the Chief Administrative and Executive Officer of this organization.

The President shall prepare and recommend to the Board at its first meeting of the year the annual and long term operating budget for the organization for the coming year. Subject to the approval of the Board, the President shall be responsible for all expenditures with approved budget allocation.

SECTION 3. VICEPRESIDENT

The Vice President shall exercise the powers and authority, and perform the duties of the President in the absence or disability of the President.

SECTION 4. TREASURER

The Treasurer shall be responsible for the safeguarding of all funds received by the organization and for their proper disbursement. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. The Treasurer shall provide monthly and annual financial reporting to the Board and membership meetings.

The Treasurer shall be responsible for required Federal and State tax preparation and filing.

SECTION 5. SECRETARY

The Secretary shall keep full and complete records of the notices, agendas and minutes of the meetings of the Board. The Secretary shall send out timely notices of scheduled meetings, conduct all correspondence, and maintain membership lists and records of attendance.

ARTICLE VII. COMMITTEES

SECTION 1. APPOINTMENT

The President, with the consent of the Board, may appoint as many Committees as deemed necessary to effectively manage the resources and facilities of the Association. The incoming President shall appoint members to Budget, Membership, Fund Raising and other Committees and their Chairs for the new term.

SECTION 2. MEETINGS AND QUORUM

Committee meetings may be called at any time by the President or by the committee's chair. A majority of the committee's members present shall constitute a quorum for the purpose of conducting business.

SECTION 3. TERMINATION

Committees shall be discharged by the President when their work has been completed and their report accepted.

SECTION 4. LIMITATION OF AUTHORITY

No action by any member, committee, or officer, shall be binding upon, or constitute an expression of, the policy of the organization until it shall have been approved or ratified by the Board of Directors or its membership.

ARTICLE IX. FINANCES

SECTION 1. FUNDS

All money paid and deposited in the name of the organization shall be placed in accounts and financial institutions approved by the Board of Directors.

SECTION 2. DISBURSEMENTS

Upon approval of the budget, the President is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors.

All disbursements shall be made by check. The signature of the President, or the signatures of two (2) Officers of the organization shall be required to disburse funds of the organization.

SECTION 3. ANNUAL BUDGET SUBMISSION

The incoming President shall appoint a Budget Committee and its Chair to assist in the preparation of the budget for the coming year. This budget shall be submitted to the first Board meeting of the new year for approval.

ARTICLE X. PARLIAMENTARY PROCEDURE

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Charter or By-Laws of the organization.

ARTICLE XI. AMENDMENT OF THE BY-LAWS

SECTION 1. ADOPTION

These By-Laws shall be adopted by the concurrence of two-thirds of the Board.

SECTION 2. PROPOSAL FOR CHANGES

A member of the Board of Directors may propose amendments to these By-Laws by submitting the changes in writing to the Board.