

NORCAL BANDITS FASTPITCH, INC

BYLAWS

Article I: NAME, DESCRIPTION, & PURPOSE

Section 1: The name of the organization shall be the Norcal Bandits Fastpitch, Inc (NCBF). The NCBF Board of Directors meetings are located at 11281 Howdy Lane Wilton, Ca 95693.

Section 2: The Norcal Bandits Fastpitch, Inc (NCBF) is a nonprofit organization that exists for charitable and athletic under section 501(c) (3) of the Internal Revenue Code. The intent of the Norcal Bandits Fastpitch, Inc (NCBF), here-in-after referred to as NCBF, to provide all players with equal access to play fast pitch travel softball, regardless of race, creed or national origin and to encourage the continued development of the Norcal Bandits Fastpitch, Inc (NCBF).

Section 3: The objectives of the NCBF are to inspire the youth of Northern California to play fastpitch softball at a competitive level while promoting the ideals of sportsmanship, discipline, scholarship, education, health, and well-being.

Section 4: The NCBF will provide the forum to play competitive fastpitch softball in an organized, supervised, safety-oriented environment; to develop qualities such as sportsmanship, teamwork, athleticism, leadership and civic responsibility, which will establish and maintain participants in good stead throughout their lives.

Article II: MEMBERSHIP

Membership shall be granted to all parents and guardians of the Norcal Bandits Fastpitch, Inc (NCBF), when the contract is signed or renewed, plus all paid and hired staff of the NCBF. Termination of membership happens when the contract ends and is not renewed, or it is terminated by the Executive Board regardless of reason. Members have voting privileges, one vote per household. If a household contains a voting Board Member and/or a Staff member, then the non-position holding parent (guardian) may also vote.

Section 1: STAFF POSITION – May be either male or female and must be 21 years or older. Apprentice coaching staff may be 18 years old upon board approval. Members of the coaching staff may be paid or volunteer members. All staff positions may be related or associated with active player(s).

Section 2: HEAD COACH – May be male or female with experience playing at the Collegiate level and preferably with coaching experience; and must be 21 years or older. All coaching staff must include at least one female coach. It is the intention of the NCBF to fill the Head Coach position with female former players in order to effectively instruct and mentor our athletes throughout the various stages of their softball skill development on the field.

Section 3: ASSISTANT COACH – May be male or female and must be 21 years or older. Apprentice coaching staff may be 18 years old upon board approval.

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Section 4: MANAGERS - May be male or female and must be 25 years or older.

Article III: OFFICERS

Section 1: EXECUTIVE BOARD –The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasure.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning September 1 and ending September 30th of the following year.

Section 3: QUALIFICATIONS – A board experienced NBF member in good standing may become an officer of the Norcal Bandits Fastpitch Softball Association in a vacant position who must be voted in by the Executive board members.

Section 4: DUTIES – Executive Board will develop the NBF budget, establish and oversee committees to conduct the work of the NBF, establish fundraising programs, and approve by a majority vote of the Board unbudgeted expenditures over \$100.

President: Preside at general NCBF meetings and Executive Board meetings, serve as the official representative of the NCBF, and retain all official records of the NCBF.

Vice President: Oversee the team Staff of the NCBF, serve as the official representative of the NCBF to the parents, current and potential players, record and distribute tournaments, practice schedules and clinics, preside over Staff meetings, and communicate to the Executive Board for discussion and/or action. At this time, the Vice President will be in charge of recruiting duties until a Recruiter is appointed. Oversee the committee system of the NCBF, assist the President, and chair meetings in the absence of the President. Duties should also include the titles of Recording Secretary and Treasurer.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all general NBF meetings, prepare agendas for official NBF meetings, and hold historical records for the NBF.

Treasurer: Serve as custodian of the NBF's finances, collect revenue, pay authorized Expenses, Follow all financial policies of the NBF, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the calendar year, or at the discretion of the President.

Section 6: REMOVAL– An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

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Section 7: VACANCY- If a vacancy occurs on the Executive Board, the President shall appoint a NCBF member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: GENERAL NCBF MEETINGS - General NCBF meetings shall be held to conduct the business of the NCBF. Meetings shall be held monthly during the year of at the discretion of the Executive Board.

Section 2: ANNUAL MEETING - At least one annual general membership meeting will be held at a date designated by the President with the approval of the Executive Board. The general membership meeting, of the NCBF, shall be named the Annual Meeting.

Section 3: SPECIAL MEETINGS – Special meetings of the board of directors may be called by the request of any board member.

Section 4: NOTICE - Establishing the time, place and date of such meetings shall be given to each Executive Board Member at least (7) seven days prior to said meeting. General Meetings or Special Meetings on request of a member of the General Membership shall be open to the general membership and the public. Meetings of the Executive Board or Closed Sessions are not open to the general membership or the public.

Section 5: VOTING - Each member **in attendance** at a NCBF meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 6: QUORUM - The entire Executive Board voting members must be in attendance in order to constitute a quorum for the transaction of business and for the purpose of voting.

ARTICLE V: NORCAL BANDITS FASTPITCH, INC.

Section 1: TRY-OUTS AND OPEN WORKOUTS - Shall be open to interested players, who meet the NBF age requirements, skill set and head coaches' prior approval.

Section 2: REGISTRATION – The NBF will provide an application form to be filled out by participants, parents or legal guardian. An application form will be filled out completely and signed by parent/legal guardian before the girl may participate in a work out or predetermined NBF try-out. All players, Staff and NBF members must be registered with their governing Softball Association.

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Section 3: MEDICAL HISTORY FORM – Must be completed and signed by parent or legal guardian and turned in with the application form. Any restrictions, injuries, allergies, medications taken or physical limitation will be so noted.

Section 4: PROOF OF AGE - A certified copy of birth certificate bearing the seal of the issuing office of the state of birth; passports with photo and birth date; military ID cards, hospital certificates and Kaiser Cards are also acceptable.

- I. 18 Gold - the age of participating players will be a minimum of 14 years and a maximum of 18 years of age as of January 1st of the current playing year.*
- II. 16 & under - the age of participating 16 & under players will be a minimum of 14 years and a maximum of 16 years of age as of January 1st of the current playing year.
- III. 14 & under - the age of participating 14 & under players will be a minimum of 12 years and a maximum of 14 years of age as of January 1st of the current playing year.
- IV. 12 & under - the age of participating 12 & under players will be a minimum of 10 years and a maximum of 12 years of age as of January 1st of the current playing year.
- V. 10 & under - the age of participating 10 & under players will be a minimum of 8 years and a maximum of 10 years of age as of January 1st of the current playing year.

*The maximum age requirement is set by the NCBF and within the constraints of the various associations for which they participate.

Section 5: FEES – A team’s operating budget will be approved by the NCBF and registration fees will be finalized from the approved budget. The registration fee shall cover the cost of operating costs per team per season. Fees are non-refundable regardless of the player leaving their respective team prematurely through their own volition or through suspension or expulsion. All travel expenses are the responsibility of the player(s) and their respective families.

Section 6: UNIFORMS & GEAR - The fees may/or not cover the cost of uniform and gear per player for the Fall & Spring/Summer seasons. The number of pieces that constitute a complete uniform shall be determined by staff and approved by the board of directors.

Section 7: SAFETY PROGRAM - The league safety program shall be instituted and approved by the NBF. An effective safety program is a crucial and essential part of the WBA. The program shall include, but shall not be limited to the following rules:

- I. Batting helmets - all players must wear an USA certified helmet, with mask and chinstrap. A batting helmet must be worn by players at all times, under all conditions whenever outside the dugout during a game play.
- II. Bat – all bats must contain the USA certification mark.

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- III. Playing areas - the managing staff of both teams shall check playing areas for foreign objects such as glass, large rocks, etc., before practice/play begins.
- IV. Dugouts - only the team's players and a maximum of four staff members may occupy the dugout during games.
- V. Medical Kits & Medical Forms - these will be issued to each team. They must be present at all tournaments and practices.

The Medical Kits shall contain but not be limited to:

- Surgical Gloves
- Gauze or Cotton Pads to stop bleeding
- Adhesive bandages (varied sizes)
- Antiseptic wash or wipes
- Antibiotic ointment
- Antibacterial or antimicrobial gel
- Ice Packs
- Eye Wash (Saline solution or Tears drops)
- Tissue or Nose cots for Nose Bleeds
- Training tape to stabilize sprains/strains
- Scissors
- Blood Jersey in the event a player's jersey is blood stained
- Hair Ties

The Players' packet shall contain but not be limited to:

- Application signed by Parent/Guardian
 - Medical Release Form
 - Copy of Birth Certificate
 - Medical Insurance card/ID
 - Players Code of Conduct Contract
 - Parent Fee Contract
- I. Insurance - the league shall carry accident and liability insurance which is secondary to the player's insurance coverage.

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Section 8: STAFF OBJECTIVES - Members of the coaching staff are required to make the program as safe, challenging and enjoyable as possible, to engender a relaxed attitude, to use a minimum amount of criticism and a maximum amount of instruction.

- I. Role of the Manager - He/she is responsible for the team membership, their actions on the field and at any NCBF event. A Manager represents the team in communications with various travel ball association representatives, tournament directors and the opposing teams. The Manager serves as chief liaison for player and parent communication and is responsible for the discipline and conduct of the team members and their parents/guardians.

- I. Role of the Head Coach and their appointed Staff - He/she will train, instruct and teach players the fundamentals of the game as well as provide continual practice of the various skills involved in the game. The Head Coach shall represent the team in communications with the umpires and opposing team. Coaches will maintain a positive attitude at all times.

ARTICLE VI: FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins December and ends November of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Norcal Bandits Fastpitch, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly and arrange an independent review of its financial records each year.

Section 4: BOOKS & RECORDS - the NCBF shall keep correct and complete books and records of accounts and shall also keep minutes of all meetings. The NCBF'S current books and records shall be kept at its principal office, which is the residence of the current president. Yearly financials are available for members and non members to review online.

Section 5: ENDING BALANCE - The organization shall leave a minimum of \$500 in the treasury at the end of each fiscal year.

Section 6: CONTRACTS - Authority to sign contracts is limited to the President or the Vice President, and Secretary.

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ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any NCBF member. Amendments presented at a NBF meeting shall be considered for voting at a subsequent meeting. All Executive Board members must be present and voting is required to adopt an amendment to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the Norcal Bandits Fastpitch, Inc (NCBF), any funds remaining shall be donated to the Norcal Bandits teams and divided equally. In the event the Norcal Bandits team has dissolved, the monies shall be rolled into a monetary scholarship. The Recipient of said scholarship shall be a young woman participating in fastpitch travel softball who demonstrates excellence in her scholastic, athletic, sportsmanship and civic endeavors. Socio-economic need shall also be a consideration.

Date adopted: June 5, 2019

Executive Board

Celina Avina

Jose Avina

Chante James