



VALLEJO PAL HURRICANES COMPETITION SOFTBALL PROGRAM

BY-LAWS

Declaration: The Vallejo PAL Hurricanes Softball Program was established to promote competitive fastpitch softball for girls that meet Program eligibility requirements. The Program promotes ideals that ensure coach and player professionalism, positive experiences by all team members, and which promote the City of Vallejo and the Vallejo PAL Hurricanes Program.

Article 1: The Program

1:01 The Program shall have one class of members only, voting. Interest and other rights and privileges of each member shall be equal. No member shall have any interest or property rights in the assets of the Program. Any person eighteen-(18) years of age or over is eligible to become a member of this Program.

1:02 Membership shall be classified as follows:

Officer (as defined in 1:04 below)

Manager and one Coach of Record per Team

1:03 Membership shall be terminated by the following actions:

On receipt by the President of a written resignation from a member,

On the death of a member,

Membership has the right to remove any member (see codes of conduct)

1:04 Officers of the Program shall be the: President, First Vice-President, Second Vice-President, Tournament Director(s), Treasurer, Secretary, Public Relations Agent, Crab Feed Director, Commissioner of PAL GAL Softball League, Hurricanes Equipment Manager, Ways & Means Committee Members. The Officers shall constitute the Board of Directors of the Vallejo PAL Hurricanes Competition Softball Program.

Exceptions: Non-voting member will be the Commissioner of PAL GAL Softball as he/she retains voting privileges on the Governing Board of PAL Softball.

1:05 Officers of the Program shall be elected by the members of the Program at each September General Meeting of each and every year. New board members shall begin their term at the 1st meeting in October. There will be open nominations during the August and September general meetings prior to the election.

Any officer may be removed from office with good cause by a 2/3 vote of the Board of Directors.



Resignation from office shall be presented in writing to the board at a regular or Board Meeting. Acceptance shall be written into the meeting minutes.

Should a vacancy occur in any office because of death, resignation, removal, disqualification or otherwise; said vacancy may be filled by the President for the un-expired portion of the term.

1:06 *The President* calls and presides over all meetings and has the authority to appoint committees as they are needed. The President shall perform such other duties as may be necessary to carry out the provisions of these By-Laws. The President will represent the Hurricanes Board at the PAL Executive Board Meetings. The President or appointed designee shall represent the Hurricanes Board to the PAL GAL Softball Governing Board. No person shall be elected to the office of President without having served as a Hurricanes Board member for at least one (1) term prior to the election.

1:07 *The Commissioner of the PAL GAL Softball League* shall be liaison between the PAL GAL Softball League and the Executive Board of PAL. The Commissioner or his/her designated representative will sit on the Hurricanes Competition Board as an advisor/consultant. They will oversee that the rules and By-Laws are followed.

1:08 *First Vice-President* will, in the absence of the President or in the President's inability or refusal to act, perform the duties of the office of the President and when so acting shall have all of the power and be subject to all restrictions of the President. The First Vice-President shall also perform such duties as may from time to time be assigned by the President. The First Vice-president will be the appointed designee to represent the Hurricanes Board at the PAL GAL General Meetings and report back to the Hurricanes Board. This position will include acting as raffle coordinator for the Hurricanes crab feed.

1:09 *Second Vice-President* will in the absence of the President and the first Vice-President performs all duties as listed above in sections 1:06 and 1:08. The Second Vice-President will chair the Ways and Means Committee. The Second Vice-President is responsible for notifying appropriate members of regular and special Hurricanes Team Meetings. The Second Vice-President will also perform such duties as may from time to time be assigned said officer by the President.

1:10 *Tournament Director(s)* shall be responsible for coordination and management of all tournaments that the Hurricanes program hosts. Managers (or their duly designated representative) from each team shall be required to assist in the planning and management of all tournaments hosted by the Hurricanes Program.

1:11 *Crab Feed Director* shall be responsible for setting up and running the Crab Feed. Each team Manager shall be required to assist in the planning and management of this event.

1:12 *Treasurer* shall receive receipts of all Program monies and bills, keep a ledger of all income and expenses and report the same at general meetings. In general perform all duties of the office and such other duties that may be assigned by the President. All monies and receipts must be deposited with the PAL Executive Secretary five (5) business days after receipt of said funds. The Treasurer will notify all local vendors of individuals that are authorized to be billed to the Hurricanes Program. Any changes to authorized list will be the responsibility of the Treasurer.



1:13 *Secretary* shall take minutes of meetings and submit copies of minutes for approval at the beginning of each subsequent meeting. The Secretary shall also take care of recording and answering all correspondence and preparation of all meeting agendas. In general shall perform all duties normal of the office and such duties that may be assigned by the President.

1:14 *Hurricane Equipment Manager* shall be responsible for providing equipment and materials needed for field maintenance at the Hurricanes tournaments. The Equipment Manager shall be responsible to collect inventories from each team at the **regular stated meeting in October**. Equipment lists shall be given to the President and Treasurer for review and then filed with the Secretary.

1:15 *Public Relations Agent* shall be responsible for all news releases on behalf of the Program including publication of any authorized Hurricanes Competition Team(s) activities which may be planned and enhance the relations of the Hurricanes Competition Program. In general shall perform all duties directly involving publications of the Hurricanes Program and such duties that may be assigned by the President.

1:16 *Ways and Means Committee Members* will be chaired by the Second Vice-President. The Ways and Means Committee will consist of one member from each competition team and approved by the Hurricanes Board. The Second Vice-President will hold a meeting in January and/or February each year to develop/confirm program fund raising activities for the current year. The Second Vice-President is responsible for transmitting all fundraising project recommendations of the Ways and Means Committee to the Hurricanes Board and to the Governing Board of the Vallejo PAL Gal Softball Program for approval.

1:17 Officers and Members of the Hurricanes Program shall serve without compensation.

1:18 Each officer shall turn in a copy of any records and or keys at the end of the season, or at the end of their term, upon request.

1:19 Managers Responsibilities. In addition to typical team duties the Manager shall be responsible for the following:

- a. Submitting an annual budget by **March 1** for the ensuing season to the board and treasurer. The budget shall include estimates for number of tournaments the team will participate in, number of players and player buy-in fees, income from fundraisers (Hurricanes program and team events), equipment and training expenses, cost of team activities (lodging, parties, awards, etc), donations and other items that affect team budget.
- b. Submitting a current team equipment inventory to include lost and damaged items by the regular stated meeting in October each year to the equipment manager.
- c. Submitting team roster to the President before first tournament and notify the Hurricanes Board of any changes.
- d. Ensuring that his/her team participates in all Program sponsored events, i.e. crab feed, tournaments etc...
- e. Return all uniforms and equipment at end of season or the end of their term, upon request.
- f. Follow all directives approved by Hurricanes Board to include dress codes, code of



conduct, etc...

- g. Ensure that players who did not register and participate in PAL-Gal softball during the current year are registered by PAL-Gal and pay registration fee. This fee covers PAL insurance and other costs as determined and agreed to by the Hurricanes Board and PAL-Gal Board.

1:20 Uniforms shall be the same in color and general design by all teams. The font, logos and any other writing shall be the same and approved by the Hurricanes Board. Any changes in colors, styles, logos, fonts etc. must be approved by the Hurricanes Board prior to obligating the team to a purchase. All Uniforms shall display the following language “Vallejo”, “Hurricanes” “PAL”.

All managers and coaches must wear the same uniform for each team. It may be white, teal or black in colors for the tops and Coaches pants must be matched in color.

All coach uniforms must be approved by the Hurricanes Board. If hats are worn they will be black or teal in color or in combination with the wording “Vallejo Hurricanes” and “PAL” and must match with the rest of the team.

All players must wear the same type of uniform. The uniform tops may be white, black, teal or a combination of all. Shorts/pants will be black or a combination of black, white or teal. All accessories to the uniform will be black, white or teal in color.

Article 2: Finances

2:01 The competition softball funds are placed into a single account, which then is split into sub accounts. Sub accounts will be The Program and Individual Teams. The competition treasurer and team manager or designated representative will be responsible for assuring sub accounts are correct each month. Deposits and check requests shall be managed in accordance with the current “Hurricanes Financial Procedures” (adopted 2/24/2005).

2:02 Each team will be responsible to place 500.00 per year into the program. Each team will contribute \$500 from their Crabfeed proceeds unless they are a first year team. First year teams are exempt from the \$500 contribution.

2:03 Returning managers will retain their accounts, this is to include managers that change age groups. Managers are entitled to and will retain any funds made in his/her teams name for all ensuing seasons. Managers will be allowed to float their account for (1) one year without a team, to begin **October 1st** unless otherwise directed by the board. If for any reason a returning manager steps down or is removed, their team’s assets shall be frozen for a period of two general meetings giving individuals or teams time to file a claim for some or all of the account funds in writing. Any portion not awarded by the board shall go into the Programs General Fund account.

Any financial request outside the normal must be in writing and then approved by the board prior to disbursement. A decision shall be made no later than the end of the next scheduled board meeting after receiving written request.

2:04 The managers are accountable for team funds. They or their appointed representative will maintain records of transactions and an accurate inventory of all items purchased by the team. They



will operate within their account balance. Teams are not allowed to operate in the negative without first bringing a written request and promissory note to the board. Then only with board approval may they continue their season.

The promissory note shall be legal and binding to assure the competition program will not assume any financial responsibility for accounts going into the negative. The promissory note can be from any institution or individual as long as they have the means to honor such note. Treasurer will hold the promissory note until account is no longer negative.

2:05 It is the manager's responsibility to turn over any equipment within (5) five business days of relinquishing their team. Anything purchased with team funds belongs to the Program.

The board reserves the right to pursue any withheld funds or equipment purchased by past or present "PAL Hurricanes Softball Team" by any legal means necessary for the good of the membership. Previous actions by the board shall stand.

Article 3: Voting

3:01 Neither cumulative voting nor voting by proxy shall be authorized and no single vote shall be split into fraction votes. Only official voting members can vote and only one vote per member. Official voting members in an open general meeting are:

Hurricanes Board of Directors (as defined in article 1:04)

Manager or the Coach of Record, if the Manager is absent.

(Each team manager must notify the Hurricanes Board in writing of their coach of record when the team roster is turned in. All coaches must have been approved by the Board in accordance with article 4:02)

Ways & Means Committee Member (as defined in article 1:04)

Article 4: General Meetings

4:01 Meetings of the members shall be held at the Vallejo PAL office at 301 Wallace Avenue, unless otherwise authorized by the President and properly noticed.

4:02 General meetings shall be open to all members. The day of the monthly meeting shall be determined at the regular stated meeting in October of each year. All general meetings from October to March shall begin at 7:00 pm and be adjourned by 8:30 pm. All general meetings from April to September shall begin at 7:30 pm and be adjourned by 9:00 pm. Changes to the date or time may be made by the President if duly noticed.

4:03 Seven (7) members shall constitute a quorum for the transaction of business. No business shall be transacted if five (5) of the quorum are not officers one (1) of which must be the President, First Vice-President or the Second Vice-President.

4:04 Robert's Rule of Order shall govern meetings as such rules may be revised from time to time, insofar as such rules are not inconsistent or in conflict with this Program, and these By-Laws, its



rules and regulations.

Article 5: Recruitment

5:01 All teams shall be recruited under the direction of the Team Manager per ASA/NSA rules regulating eligibility of players. All players must be registered with the PAL GAL Home League Program; Article 1:19g above.

Movement of players: The Hurricanes Program allows borrowing/loaning of players between age groups and teams within our program. Managers are responsible to know current ASA/NSA rules allowing such movement of players. Any changes in roster must be approved by both team managers involved. (Hurricanes Board must be informed of any roster changes; Article 1:19c)

5:02 The Hurricanes Board of Directors shall recruit all managers and coaches

Candidates for open manager and coaching positions shall submit an application and shall be interviewed by the Board. Selection shall be based upon a favorable interview and review of the candidate's application.

The Board will endeavor to enlist the services of managers and coaches that:

- Have demonstrated coaching skills commensurate with the position being sought;
- Will commit to participation in all Hurricane Program activities;
- Will promote ideals that enhance the Vallejo PAL Hurricanes Program;

5:03 The PAL Hurricanes Competition Board of Directors shall interview all current managers and coaches annually in **December** prior to the regular meeting in **December, or when a new manager's letter of intent is received.** Interviews shall be conducted to confirm that managers and coaches have met standards for performance and behavior that exemplify the ideal put forth by the Vallejo PAL Hurricanes Program. All managers and coaches must submit a letter of intent prior to the October general meeting.

Article 6: Disciplinary Procedures

6:01 If a member is charged with an offense that would require action by the Hurricanes Board of Directors the following steps will be taken:

- a. The offense must be officially reported in writing to the Hurricanes Board of Directors. If the offense involves a player it must first be reported to any Hurricanes Board member who will bring it to the Board of Directors.
- b. Member must be officially notified of the charge in writing within seven (7) days. The official notice will include the charge, a hearing date before the Hurricanes Board of Directors (to be sent within ten (10) days of the charge), and a request for the member to bring any written evidence or witnesses related to the charge.
- c. The member in violation will appear on the assigned hearing date along with any witnesses.
- d. The Hurricanes Board of Directors will hear all evidence, excuse the member in violation and all witnesses from the hearing, and vote by secret ballot to determine if the charge is valid and if so, what disciplinary action will be taken.



- e. The results of the vote, along with the action to be taken, will be sent in writing to the member in violation within five (5) working days of the hearing.

If the member in violation disputes the results of the hearing he/she may appeal to the Executive Board of PAL.

Article 7: Amendments

7:01 Any member can propose amendments to the By-Laws by submitting a proposal in writing to the Hurricanes Board of Directors at the regular monthly meeting. The proposal shall be posted in the PAL office for at least one (1) week before the regular meeting for review by the members. The proposal will be placed on the Board of Directors’ agenda prior to the next regular meeting and voted upon by the Board of Directors. It must receive a 2/3 majority by those voting to be adopted.

7:02 Amendments to these By-Laws shall become effective immediately upon adoption.

Article 8: Official Confirmations/Signatures

8:01 Any rules, regulations, policies and procedures not covered by the PAL Hurricanes Competition Softball By-Laws shall be covered by the By-Laws of the Vallejo Police Activities League, Inc.

8:02 These By-Laws shall regulate the Hurricanes competition level teams.

8:03 These By-Laws shall be effective upon adoption and continue until amended.

8:04 Know all those present that we the undersigned being all officers of the PAL HURRICANES COMPETITION PROGRAM, hereby assent to the foregoing By-Laws and adopt them as By-Laws of said Program. In witness thereof, we the undersigned have set forth our signatures on the

23rd of December, 2010.

PRESIDENT

PAL SOFTBALL LEAGUE COMMISSIONER

FIRST VICE-PRESIDENT

SECRETARY

Revised November 18, 2010

