

FOUR CORNERS FASTPITCH ASSOCIATION BYLAWS

2.01 GOVERNING STRUCTURE

The governing structure of the Four Corners Fastpitch Association shall be as follows:

2.01.01 BOARD OF DIRECTORS

- A. Chairman (limited voting (2.01.03 A) (elected odd year by BOD)
- B. Vice Chairman's (TBall/7U, 8U,10U,12U,14U-18U) (elected even year)
- C. Secretary (elected odd year)
- D. Treasurer (BOD appointed even year)
- E. Area Representatives (Bloomfield, Kirtland, Aztec) (appointed by area representing)
- F. Scheduler (BOD appointed)
- G. Web Designer (BOD appointed)
- H. Risk Manager (BOD appointed)
- I. Tournament Director (USSSA Area Director, no voting privileges)
- J. USSSA Area Director (State Director Appointed, no voting privileges)
- K. UIC Area Representative (STATE UIC Appointed, no voting privileges)

2.01.02 COMMITTEES

- A. Protests/Appeals
- B. Discipline
- C. Financial/Budget Review
- D. Tournament
- E. Executive
- F. Risk Management
- G. Scheduling

2.01.03 DUTIES OF OFFICERS

- A. CHAIRPERSON: shall conduct all meetings of the Board of Directors. Will appoint, at the beginning of each season or as the need arises, subject to the approval of the Board of Directors, the chairperson of the standing committees and other committee members as needed. He/she shall vote only in the event of a tie. He/she shall set the agenda for all meetings.
- B. VICE CHAIRPERSONS: Shall be in charge of the following for the age group they are assigned:
 - 1. Work with coaches to identify, correct and prevent risks that endanger the local softball program.
 - 2. Shall coordinate the assignments of players and coaches, and ensure that all necessary documentation has been filed.
 - 3. Shall be responsible for the education of coaches of teams of the FCFA.
 - 4. Shall arrange and schedule coaching clinics as needed.
 - 5. Shall ensure all players are properly registered according to NMUSSSA rules and the FCFA guidelines.
 - 6. Shall vote on all matters before the Board.
- C. SECRETARY: Shall keep an accurate record of all meetings of the Board of Directors. He/she shall maintain the files of the FCFA, give notice of meetings and provide agendas for meetings. Shall vote on all matters before the Board.
- D. TREASURER: Shall maintain all financial accounts and records of the FCFA. The Treasurer shall make deposits and pay bills in a timely manner. Shall at the approval of the FCFA Board be in charge of purchases, rentals and payments of \$100 or more that have been approved by the FCFA Board. A treasurer's report will be presented at all meetings. The treasurer is also

responsible for preparing the annual budget, financial statements and insuring that the non-profit tax returns are filed. Shall serve as the Chairperson of the Financial/Budget Review Committee and also serve on other committees that involve the finances of the FCFA. Shall vote on all matters before the Board.

- E. AREA REPRESENTATIVES: Shall be appointed/elected by the FCFA board and shall act as a liaison between their area program and the FCFA. Shall vote on all matters before the Board. There shall be one club representative from each area program. Clubs are as follows:
 - 1. Aztec
 - 2. Bloomfield
 - 3. Kirtland
 - 4. Durango
- F. GAME SCHEDULER: Responsible for all game schedules. He/she will be the Chairperson of the scheduling committee. All schedule changes must go through the scheduler. Shall vote on all matters before the board.
- G. WEB DESIGNER: Shall be appointed/elected by the FCFA board and shall maintain the FCFA website. Shall vote on all matters before the board.
- H. RISK MANAGER: Shall educate and train league and club program administrators, coaches, parents, players, and any other volunteers. Verify that no league program administrator or coach is on the NM register of convicted sex offenders. Ensure disclosure completion procedures are followed. See Risk Management Program for further details. Shall vote on all matters before the board.
- I. TOURNAMENT DIRECTOR: Shall supervise all state sanctioned and invitational tournaments and ensure that proper documentation and notice is given. Shall be the Chairperson of all tournament committees. He/she must make all reports in a timely manner. This is not a voting position
- J. USSSA AREA Director (NON Voting Position): Shall assist the FCFA as follows:
 - 1. Insurance of fields and teams
 - 2. Team registration into USSSA system
 - 3. Interpretation of USSSA rules and regulations
 - 4. Provide guidance and assistance when needed for league activities
 - 5. Ordering of USSSA approved balls
 - 6. Liaison for USSSA State Director
- K. USSSA AREA UIC (NON Voting Position): Shall assist the FCFA as follows:
 - 1. Ensure that all area Umpires are trained and have knowledge for USSSA regulations and league rules of the game
 - 2. Schedule Umpires
 - 3. Handle any conflicts, questions and/or concerns related to umpires

STANDING COMMITTEES:

COMMITTEES: The purposes of committees appointed by the FCFA are to meet, recommend ideas, rules or policies to be submitted to the FCFA board for approval.

- A. PROTESTS/APPEALS: Will hear all protest arising from any regular or league tournament games. Appointed by Chairperson
- B. FINANCIAL/BUDGET REVIEW: Will prepare FCFA's budget for each fiscal year before the Fall meeting when the budget will be presented to the FCFA board for approval. Will present financial policy and procedure to the FCFA. Will perform audit review prior to presentation of audit to the Board. Chaired by the Treasurer.
- C. TOURNAMENT: Will work to provide tournaments for the FCFA. The USSSA Area Director will serve as chair.

- D. EXECUTIVE: Will handle minor decisions on matters which need attention between board meetings. To be comprised of the following FCFA officers: Chairperson, Vice Chairpersons, Secretary and Treasurer.
- E. RISK MANAGEMENT: Shall consist of the FCFA Risk Manager, and one Area Representative. (Area representative will be Chosen by agreement between the four areas.) In the event that a committee representative is not available an alternative representative will be chosen by the risk management committee. Will establish league policies with regards to Risk Management. Will handle risk management issues. Will hear all matters relating to the discipline of a coach, parent, player or board member. Appointed by Chairperson.

2.02 ELECTION OF THE BOARD OF DIRECTORS

- 2.02.01 Board members are elected by popular vote.
- 2.02.02 Candidates for office will be determined by free nomination from the floor.
- 2.02.03 Current Chairperson is responsible for public notification of upcoming election
- 2.02.04 The Secretary will record all nominations.
- 2.02.05 The Chairman will appoint two election officials subject to approval by a majority of the Board present.
- 2.02.06 The names of nominated candidates will be written for all to see, along with the corresponding office that the candidates have been nominated for.
- 2.02.07 Election of officers will utilize one of the following two methods:
 - 1. Ballots will be issued to all league members who will enter the names of the candidates they are voting for or
 - 2. by a show of hands.
- 2.02.08 The appointed election officials will collect and count the ballots to determine the new officers.
- 2.02.09 The Secretary will record the account of the vote in the minutes and the names of the new officers.
- 2.02.10 The terms of the election officials will end with the adjournment of the meeting.
- 2.02.11 The terms of the Board members will be two years and one day, beginning August 1st
- 2.02.12 Husband and wife may serve on the Board at the same time.
- 2.02.13 Election of officers will take place at the annual general meeting.
- 2.02.14 New officers will attend Board meetings from the time of election until they assume office, for the purpose of transition and training. New officers do not have a vote until they officially take office.
- 2.02.15 A parent may not serve as a VP of the age group their daughter participates in.
- 2.02.16 A voting board member may not serve/hold any positions on a sanctioned fastpitch organization which could pose conflict of interest associated with Triple Crown, NSA, ASA, PONY or USSSA.

2.03 REMOVAL OF ELECTED OFFICERS

The removal of elected officers shall adhere to the following procedures:

- 2.03.01 Shall be presented in writing by a member of the Board of Directors or by a League official defining why such action may be necessary.
- 2.03.02 Shall be voted upon by the Board of Directors. A two-thirds majority vote of the entire Board of Directors shall be required to remove a member of the Board of Directors.
- 2.03.03 A Board member may be relieved of his/her office for missing four meetings of either a regular or emergency nature during any twelve months of their term. Absence may be excused by a majority vote of the Board.
- 2.03.04 Replacement, when necessary, can be made:
 - 1) by appointment by the FCFA Board or
 - 2) by the calling of a special election by the Chairman or presiding officer to fill the vacancy within sixty (60) days.
- 2.03.05 The officer specially elected in this manner shall fill the unexpired term of the removed officer.

2.04 RESIGNATION OF OFFICERS

The resignation of any elected officer is not effective until the following requirements have been met:

2.04.01 The resignation shall be in writing to the Chairman.

2.04.02 All equipment, materials or other items belonging to this league have been turned over to the Chairman or presiding officer.

2.04.03 Replacement, when necessary, can be made:

1) by appointment by the FCFA Board or

2) by the calling of a special election by the Chairman or presiding officer to fill the vacancy within sixty (20) days.

2.04.04 The officer specially elected in this manner shall fill the unexpired term of the resigned officer.

2.05 DUTIES OF THE BOARD

2.05.01 The Board of the FCFA will administer the business of the League.

2.05.02 The Board will conduct fund raising activities.

2.05.03 The Board will organize committees.

2.05.04 The Board will disburse funds.

2.06 GENERAL DUTIES

2.06.01 The Chairman must announce meeting schedules and the Board Meetings for the entire year within four weeks of taking office.

2.06.02 All registration of players and team assignments must be announced two weeks prior to the first game of the season.

2.06.03 Assignments of players to teams will be done according to geographical location and his/her age, within recreational clubs; or by a method approved by the FCFA Board of Directors. Pure age group teams will be formed unless to do so would eliminate players. Competitive teams shall roster players in accordance with NMUSSSA rules or respective Organization they will be competing in.

2.06.04 All coaches will be given a full set of rules of conduct before being assigned to teams. All rules of the FCFA will be stressed.

2.06.05 The local Director of Fields may call off all scheduled games by using the guidelines in the Policy and Procedures manual.

2.07 PROCEDURES AND POLICY

2.07.01 Four Corners Fastpitch Association will maintain Policy and Procedure manuals to address various aspects of our program. The manuals will include but not be limited to Registration Policy and Procedures, Coaching Policy and Procedures, Parent Policy and Procedures, Umpire Policy and Procedures, Risk Management policy and Procedures and Player Policy and Procedures. These Policy and Procedure Manuals will be updated by the FCFA Board as necessary. Current manuals will be distributed to the appropriate groups yearly prior to the start of the spring season. For those board members who dedicate their time they will be permitted one free registration for the season.