

BY-LAWS

California Softball Officials Association

Section 1. Dues

- A. Annual dues in the Association shall be established by the Council. Unit dues over and above the charge shall be determined by the Unit.
- B. Dues shall be submitted by the Treasurer of each Unit to the Executive Treasurer of the Council.

Section 2. Duties of the Officers

- A. The President of the Council shall preside at all Council meetings. This office shall:
 - 1. Call meetings to order and see that meetings are properly adjourned.
 - 2. Be an impartial and conscientious arbiter of discussion and debate, and insist on fairness in the actions and discussions of members.
 - 3. Conduct elections at the Council meeting.
 - 4. Check on annual reports.
 - 5. Rule on all matters of Council policy.
 - 6. Authorize payments of bills submitted by the Treasurer.
 - 7. Submit reports, as directed, to State and National Officiating coordinators.
 - 8. Be the liaison with Federation, NCAA, ASA or other Softball Organizations.
- B. The Vice President of the Council shall preside in the absence of the President. This office shall:
 - 1. Be responsible for all "standing" and adhoc committees
 - 2. Any other duties as assigned by the President.
- C. The Executive Secretary / Treasurer shall:
 - 1. Keep accurate and complete minutes and furnish copies to the Unit President and Secretary / Treasurers.
 - 2. Keep an accurate roll of meetings and committee membership.
 - 3. Prepare all correspondence of the Association as directed by the President.
 - 4. Maintain accurate accounting records of collections and distributions of all monies of the Association.
 - 5. Keep the Council informed concerning financial matters as well as Association problems.
 - 6. Maintain an accurate list of Name, Address and Phone Numbers of all Members of the Association.
 - 7. Notify members of meeting dates of the Council.
 - 8. Collect dues and all supplementary records from Units as required.
 - 9. Disperse money for payment of bills upon authorization of the President.
 - 10. Prepare and submit a financial statement to the Council at scheduled meetings.
 - 11. Coordinate an agenda with the President for Executive Council meetings and distribute to Council members.
 - 12. Perform other duties related to this position.

- D. The Instructional Chairperson shall, under the direction of the Council:
 - 1. Prepare and administer the instructional program for the Association.
 - 2. Assist Units with their instructional programs.
 - 3. Answer inquiries addressed to the Association regarding softball rules and/or their interpretations.
 - 4. Prepare an annual study guide for all Units.
 - 5. Prepare an open book exam that will be part of the Yearly CSOA DIRECTORY.
 - 6. Conduct an Instructor's meeting once a year.
 - 7. Perform other duties as related to this position.

Section 3. Committees

- A. The President of the Council shall appoint such committees as shall from time-to-time be needed.
- B. Audit. An Auditing Committee shall review the Executive Secretary - Treasurer's records at the end of the accounting year, or at any time the Council shall deem advisable.

Section 4. Membership

- A. Basic membership requirements of Association members:
 - 1. Must attend required meetings as determined by the Executive Council.
 - 2. Must pay required dues.
 - 3. Must meet standards of the local unit as well as those of the Association.
 - 4. Must demonstrate satisfactory knowledge of rules.
 - 5. Must demonstrate satisfactory skills in mechanics.

Section 5. Amendments

These By-laws may be amended by two-thirds vote of the Units present at a regular Council meeting.

Section 6. Local Unit Associations

- A. Membership
 - 1. Units shall abide by the By-Laws as established by each individual Unit.
 - 2. Members must attend all Unit meetings as prescribed in their By-laws.
 - 3. Members must pay required dues.

- B. Officers the Unit
 - 1. The officers of the Unit shall be elected by that Unit's membership.
 - 2. Upon two-thirds vote of the membership, an elected officer(s) may be removed, or as defined in that Unit's By-laws.
 - 3. Each Unit shall have three (3) representatives to the Executive Council:
 - a) President
 - b) Secretary - Treasurer
 - c) Instructional Chairperson
 - d) Or as defined in that Unit's By-laws
 - 4. The officers of each Unit shall hold a term of Office as defined by that Unit's By-laws.

- C. Duties of Officers
 - 1. President: As defined in the Unit's By-laws.
 - 2. Vice President: As defined in the Unit's By-laws.
 - 3. Secretary-Treasurer:
 - a) Maintain an accurate, up-to-date list of all active Unit members and furnish to the Executive Council Secretary - Treasurer as requested.
 - b) Collect payments or purchase books, patches, and miscellaneous items from the Executive Council Secretary - Treasurer.
 - c) As defined in the Unit's By-laws.

- D. Instructional Chairperson
 - a) Attend an Association Instructors' Meeting once a year
 - b) As defined in the Unit's By-laws.

Section 7. Meetings

- A. Each unit in compliance with its' By-laws shall determine the number of Mandatory meeting's required, however; a minimum of three (3) per year shall be Mandatory.
- B. The President, Instructional Chairperson and Secretary - Treasurer of the Unit will conduct these meetings.
- C. The meetings must include (however are not limited to) the information, guidelines and requirements set forth by the Executive Council.
- D. The meetings shall be conducted within the geographical boundaries of each Unit.

Section 8. Grievance

Each Unit shall provide in their By-laws a method by which members may present grievances.

Section 9. Vacancies

Each Unit shall provide in their By-laws a method by which to fill a vacancy of an elected office due to death, resignation, retirement, disqualification or otherwise.

Section 10. Indemnification and Insurance

- A. Indemnification: To the maximum extent provided by the California Nonprofit Public Benefit Corporation Law, the Association shall have the power to indemnify each person who is, or was, an Officer of the Association against expenses, judgments, fines, settlement and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that such person is, or was, an Officer of the Association.
- B. Insurance: The Officers of the Association may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any Officer of the Association against any liability other than for violating provisions against self-dealing asserted against or incurred by such Officer in such capacity or arising out of status as such, whether or not the Association would have the power to indemnify such person against such liability under law.

Section 11. Fiscal Year

The fiscal year of the Association shall begin on July 1 and end on June 30 of the succeeding year.