



CHINO HILLS GIRLS SOFTBALL **BY-LAWS**

Original Submission Date - September 9, 2002

ARTICLE I ~ NAME

The name of this organization shall be **CHINO HILLS GIRLS SOFTBALL (CHGS)**, herein after referred to as "League" and is endorsed by the Recreation Department of the City of Chino Hills. The League is organized for non-profit purposes and does not contemplate pecuniary gain or profit to the members thereof. The Board is granted the right to insert into the name of the League such additional terms which will indicate that this League is affiliated with another organization for the purpose of playing girls softball. The name Chino Hills Girls Softball (CHGS) shall be used on all business transactions, including, but not exclusively, bank accounts.

ARTICLE II ~ OBJECTIVE

Section 1

The objectives of the League are to encourage and foster the physical and mental development of the girls; to encourage the principles of good sportsmanship, honesty, loyalty, courage, and reverence, while enriching their lives towards their own adult responsibility in the communities in which they will be living. The adults shall bear in mind at all times that the attainment of exceptional athletic skill and winning of games is secondary and subordinate to the accomplishment of the above objective.

This entity is organized exclusively for charitable purposes and fostering amateur sports competition in Chino Hills specifically for girls between the ages of five to eighteen years of age with no restrictions relating to economic conditions and as such, may make distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2

Notwithstanding, any other provision of these articles, the League shall not carry on any other activities not permitted to be carried on by a League exempt from Federal income tax under section 501 © (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a League contributions to which are deductible under section 170 © (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

Section 3

Upon the dissolution of this League, assets shall be distributed for one or more exempt purpose within the meaning of section 501 © (3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law). Upon the winding up and dissolution of this League, after paying or adequately providing for the debts and obligations of the League, the remaining assets shall be distributed to a non-profit fund foundation or League, organized and operated exclusively for charitable, educational, or scientific purposes, and is established has tax exempt status under section 501 © (3) of the internal revenue code (or the corresponding provision of any future United States Internal RevenueLaw).

Section 4

No substantial part of the activities of this League shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The League shall not participate or intervene in (including the publishing or distribution of statements to its members, trustees, officers, or other private persons) any political campaign on behalf of any candidate running for public office.

Section 5

No part of the budget of the League shall ever insure to, or for the benefit of, or be distributed to its members, trustees, officers or other private persons. However, the League may pay reasonable compensation for services rendered or for prior authorized expenses incurred on behalf of League business for the express purposes for which the League was formed.

ARTICLE III ~ MEMBERSHIP

Section 1 - Membership

There shall be but one class of membership that shall be known as General membership. The Board is made up of the people elected to perform the duties as outlined in Article VII - Officers and Directors.

Section 2 - Qualifications

Every adult person of good character, who is interested in the purposes of the League, shall be eligible for membership to the organization. All shall be considered to be members upon approval of the Board or upon registration of their child in the League.

Section 3 - Registration

1. A child becomes registered when a registration form is completely filled out, including the required adult signatures, demonstration that the age requirements are met, is physically able to partake in League activities, and has either paid the required registration fee or has met the requirement for a waiver of fees.
2. All returned checks (written for registration or other league purposes) are subject to a \$25.00 processing fee. Furthermore, all subsequent payments must then be paid by cash or money order.
3. If refund of the registration fees is requested, proof of a cancelled check will be required prior to the refund request being fulfilled. Try-out Day is the last day for refunds.
4. Demonstration of required age shall be by birth certificate, hospital record, baptismal record, or by an affidavit. Each Child will be considered to have the required physical ability except when questioned in writing by the Board. If questioned by the Board, the parent must obtain a letter from a qualified doctor and present it to the League Safety Director or Player Agent before partaking in any of the League's activities. The age group of all players shall be as delineated in the "Official Rule Book of the Amateur Softball League", latest edition.
5. Each family must sign a copy of the CHGS Code of Conduct at time of registration. If the document is signed by only one parent or guardian of the player on behalf of the family, it is understood that the parent or guardian that did not sign the document must abide by the conditions stated on the conduct form.
6. Each family agrees to participate in a league fundraiser.
7. 6U players must be at least 4-1/2 years old by February 1st or by the league's mandated date teams are allowed to practice.
8. Player's may petition the league to advance one age division. Refer to Article XIV, section 5, item 7.

Section 4 - Suspension or Dismissal

1. Any member or player is subject to suspension or dismissal by the Board upon displaying conduct of non-conformance with the Articles of the League, By-laws, Standing Orders, CHGS Code of Conduct or any decisions by the Board including owing any money or property to the League, or any other action, which in the opinion of the Board, is detrimental to the League. A written warning will be issued to the offending League member notifying them of the charge against them and what, if any, disciplinary action will be taken.
2. Evidence of such misconduct or failure to comply with the aforesaid Articles, By-Laws, Standing

Orders, CHGS Code of Conduct shall be in writing at a Board meeting, or a special meeting if deemed necessary. In the event of possible suspension, a Board meeting will be held (within 72 hours of notification of the incident) and the parties involved in the complaint will be notified of the meeting and have the right to appear before the Board. The Board will then discuss what, if any, actions will be taken.

3. If the Board President declares a charge to be extremely serious, the President will contact and immediately suspend the person charged. The President will then inform the Board of his or her actions.
4. Any Civil or Criminal action against the League will result in immediate prosecution by the Board to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
5. An official letter will be prepared by the Board making the proper notification of the Board's decision to the member/player or members involved within three (3) days.
6. Any decision by the Board shall be by majority vote and will be final. Failure to adhere to the Board decision will result in further disciplinary action and possible permanent suspension.
7. 'MEMBER' shall consist of Board Member, Manager, Coach, or Parent / Guardian.

ARTICLE IV ~ TERRITORIAL LIMITS

Section 1

There will be no League limits. CHGS is for girls residing in the City of Chino Hills; however, girls from neighboring cities are welcome to participate.

Section 2

The League is currently registered with the Recreation Department of the City of Chino Hills. The majority of the players in the League attend schools belonging to the Chino Valley Unified School District. The League uses fields provided by both organizations.

ARTICLE V ~ MEETINGS

Section 1 - General Membership meetings

An agenda shall be prepared for each meeting. This League will have General membership meetings in March and May. Additional General membership meetings may be called by the majority of the Board providing that the Secretary has posted written notice on the CHGS website ten (10) days in advance of said meeting.

Section 2 - Board Meetings

The Board shall hold a minimum of one meeting each month. The day of the meetings shall be the (TBA) of each month, unless the Board by a majority vote decides it is necessary to change the date, and providing that a three (3) day notice is communicated to each Board member.

Section 3 – Committees

Committees shall hold meetings, as deemed necessary by the committee chairperson; the date of the next meeting should be announced at the meeting. If the committee has met or was scheduled to meet during the month preceding a Board meeting, the committee will provide an update at the Board meeting.

Section 4 - By-law meetings

By-law meetings shall be held at the discretion of the by-law committee at least once a year. All revisions, changes, additions, and deletions to the By-laws shall be handled at these meetings. These meetings will also include the changing of standing rules. All changes to the by-laws shall be approved

by a majority vote of the Board.

Section 5 - Quorum

A quorum for any meeting of the Board shall be a simple majority (50% of all board members plus one 1).

Section 6 - Board meetings

The new Board will hold its first meeting in July and hold at least one meeting per month thereafter. Board meetings are closed meetings. However, after the minutes of the previous Board meeting are read and approved, and the treasurer's report is given, the meeting may be opened up for input from the General membership. This open meeting period will not exceed 30 minutes, with a maximum of five (5) minutes per speaker. The President will have the right to request further input from the membership during the closed session.

Section 7 - Special meeting of the Board

The President may call a special meeting of the Board or any two Board members providing that a twenty-four hour (24) notice is communicated to each Board member. These special Board meetings will be limited to the written agenda items.

Section 8 - Robert's Rules of Order. Revised

All meetings shall be conducted in an orderly manner, Robert's Rules of Order- Revised, shall govern the proceedings when it appears that to carry out the purpose of the meeting a policy or order be established. However, it is understood that the purpose of all meetings is to carry out the business of the League, and the expression of ideas should not be suppressed by the use of technical rules.

Section 9 - Voting

Each Board member shall have one vote, excluding the President who will vote only in the case of a tie.

Section 10 - Voting by Proxy

Voting by proxy is prohibited.

Section 11 - Abstaining

No member of the Board shall be allowed to abstain on a vote unless there are grounds for a conflict of interest agreed upon by the remaining Board members.

Section 12 - Secret Ballots

Secret ballots may be taken on any sensitive issue as long as the Board in attendance agrees that a need is present. Count shall be performed by the President, acting Secretary and one (1) additional Board Member.

ARTICLE VI ~ ETHICS AND CONDUCT

1. The objective of the Board is to conduct and promote the business and activities of the League in an ethical manner.
2. Honesty, justice and courtesy form a moral philosophy, which associated with a mutual interest among people, constitutes the foundation of ethics.
3. The Board members shall recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. Towards this effort, Board members shall discharge their duties for the overall benefit of the League and will do so with the highest degree

- of integrity and impartiality.
4. No Board member will ever engage in conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, or any other activity that would discredit the League.
 5. The objective of Chino Hills Girls Softball is to instill in the youth of our community ideals of good sportsmanship, honesty, loyalty, and courage, with the hope that they will grow to be contributing healthy adults. This objective will be reached by providing supervised competitive athletic games. The supervisors shall bear in mind at all times that the attainment of exceptional athletic skill or the winning of the game is secondary; the molding of future citizens is our primary objective.
 6. Any Civil or Criminal action against the League will result in an immediate prosecution by the Board to the fullest extent of the Law. Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
 7. The League, in conjunction with the School District, will enforce the **NO SMOKING POLICY** at all League functions held on school grounds.
 8. All managers, coaches, players, parents, spectators, General members and Board members are expected to follow the CHGS Code of conduct.
 9. Board members who elect to manage and/or coach may not participate in any specially formed committee that was created to select players' to a team and which their daughter is being considered.
 10. Board members must exclude themselves from participating in:
 - a. Any Spring, Winter or All Star season draft in which their daughter(s) is being considered unless the board member is a manager.
 - b. Any Spring, Winter or All Star season manager interview selection process.
 - c. Any Spring or Winter season rated pitcher selection process in which their daughter(s) is being considered unless the board member is a manager.
 11. Board members and general members that currently participate in the league and whom engage in posting disparaging remarks about the league, other members or players through media such as Facebook, Twitter, Hey Bucket, etc. are subject to disciplinary action as outlined in Article III.

BOARD MEMBERS AND MEETINGS

1. All Board meetings will be conducted in a civil and courteous manner.
2. A decision having been reached by a majority vote of the Board will be adhered to and actively supported by all its members.
3. No Board member shall use his or her position to sway any decision made by an umpire.
4. Violation of any of the above will be grounds for dismissal from office by the majority vote of the remaining Board members. Dismissal will follow the same procedure outlined for the dismissal of managers and coaches.

MANAGERS AND COACHES

1. All Manager and Coach Applicants must be in good standing with the league. New and returning applicants may be required to participate in an interview process conducted by the league player agent. Applications will be reviewed by the player agent and division commissioner and may be subject to approval by the Board. All manager, coach, and team parent applicants must agree to undergo a background check by ASA. Applicants denied by ASA will not be able to participate as a manager, coach or team parent. All manager, coach and team parents must display a picture ID ASA card at all times while on the field.
2. Managers and coaches are expected to be courteous and civil and to always display the best example of good sportsmanship at all League functions. Any deviation should be reported to the division commissioner.
3. Foul, abusive, and disruptive language or any other disruptive action directed toward a player,

umpire, spectator, or another coach or manager will not be tolerated. If after one warning from the umpire the disruptive person continues his or her behavior, the umpire will suspend play and eject the disruptive coach or manager from the grounds (not just the field). If the disruptive coach or manager does not leave the grounds immediately after being ordered to do so, a forfeit will exist in favor of the opposing team, no matter what the score or the inning. Foul, abusive, and disruptive language or any other action disruptive to the progress of the game is based strictly on the opinion of the umpire.

4. If, after it has been explained, an umpire's decision continues to be challenged by a coach or a manager, the umpire will eject him or her from the game (under the same conditions of rule "c" for coaches or managers).
5. Managers, coaches, spectators, and players are responsible for picking up their own litter.
6. Managers and Coaches can be male or female and must be eighteen (18) years or older. A female eighteen (18) years or older must be present at all functions (i.e., practices, games, team parties, etc.).
7. The manager is responsible for the conduct of his/her entire team while assembled as a team, including coaches, spectators, and players. The manager is subject to suspension and/or removal by the decision of the Board for the conduct and activities of his/her team and is answerable to the League for any rule violation. The suspension is subject to appeal within seven (7) days of the date of said suspension. Any decision by the Board shall be by majority vote and will be final.
8. Each Manager shall be subject to immediate suspension from their duties upon failure to attend mandatory manager meetings or any other special meetings where the manager is requested to attend, or any combination thereof, unless such absences have been excused (in writing) by the President or the Division Commissioner.
9. It is the manager's duty to report to the Player Agent, and the Player Agent to the Division Commissioner, within twenty-four (24) hours after an occurrence of any of the following:
 - a. Suspension or benching of a player before any game. A manager must inform the player agent and division commissioner of his/her request to bench a player (reference Disciplinary Procedures during League Play).
 - b. Benching of a player during a game.
 - c. Players dropping from a team.
 - d. Any misuse of a player.
 - e. Verbal confrontations with a player's parents or immediate family members or any other team manager or coaches.
10. At year end, each Manager may be asked to complete an end-of-season rating card for his/her team (as defined by the CHGS Board).
11. Each Manager is responsible for securing a team sponsor. All sponsors must be League approved and League sponsors will be advertised on team banners, the league book, and shall receive sponsor plaques. All sponsor funds must be issued to the League. Any team violating this policy shall be subject to possible game forfeitures and or suspension / dismissal of a manager or coach.

PLAYERS

1. All players are expected to be courteous, civil, and displaying of good sportsmanship at all times.
2. A player, who argues, uses abusive or foul language or intentionally throws equipment, at the discretion of the umpire, will be ejected from the game but not from the field.
3. Players found to have used abusive or foul language may be suspended by the Board by majority vote. A majority vote decision is final.

SPECTATORS

1. Spectators are welcome to watch any and all games. Foul, abusive, and disruptive language, or any other disruptive behavior directed toward any player, umpire, coach, manager, or other spectators will not be tolerated and could result in removal from the grounds and revocation of League membership.
2. All spectators, players, coaches, and managers are responsible for picking up their own litter.
3. Team managers will be responsible for the behavior of spectators of his or her team.
4. All persons attending CHGS events must abide by Civil and California Education Codes. No intoxicating beverages or controlled substances will be allowed at any CHGS sanctioned game, or practice. All League officials and representatives are responsible for monitoring this rule. The League, in conjunction with the School District, will enforce the **NO SMOKING POLICY** at all League functions held on school grounds.
5. Any spectator involved in a fight during practice or games will be suspended for seven (7) days following the incident and may not attend any Chino Hills Girls Softball functions, additional disciplinary action may be taken, if deemed necessary by the Board.

DISCIPLINARY PROCEDURES DURING LEAGUE PLAY

BENCHING A PLAYER

1. Prior to a player being benched, the Player Agent and Division Commissioner must be notified of the reason(s) why a player is being benched. Upon approval by the manager, player agent and division commissioner, the player may be held out (benched) for a period of one (1) game for any of the following reasons:
 - a. Missing two (2) consecutive practice sessions without notifying and being excused by the manager.
 - b. Missing one (1) game without notifying and being excused by the manager.
 - c. Consistently refusing to follow directions (i.e. continual tardiness for practices or games, missing a game without notifying the team manager, poor sportsmanship, attitude, or failure to be properly uniformed, etc.).
 - d. Both the umpire and the official scorekeeper are to be notified prior to the start of the game of any benched player. Said player must appear in uniform throughout the game and be rostered as benched.
 - e. Any player involved in a fight during practice or games will be suspended for seven (7) days following the incident and may not attend any Chino Hills Girls Softball functions.

ARTICLE VII ~ OFFICERS AND DIRECTORS

PRESIDENT

It shall be the duty of the President to preside at meetings of the Board and General Membership, and to act as a spokesperson overseeing all Board member duties. The President shall be responsible for signing all League documents, unless he or she has delegated the duties to a fellow Board member. He/she shall act as the liaison between the Board and the community.

VICE PRESIDENT

It shall be the duty of the Vice-President to preside at meetings of the Board and General Membership. In the absence of the President he or she will carry out the responsibilities of the president's office. He/she shall be liaison between the Board and the community. He/she shall attend community meetings and be responsible for community relations. He/she shall maintain liaison

between team personnel in their divisions, monitor its activities and make recommendations for improvements where needed. He/she shall oversee the review of all managers and coaches for all divisions. Shall be responsible for the preparation of the playing schedule for all divisions as well as all Tournament Play, and submit the schedule to the Board for approval.

TREASURER

The Treasurer shall provide the Board with a preliminary budget that may be used as a guide, for final approval, after necessary changes are made by the Board. He/she shall maintain the League funds and keep accurate records. He/she shall be responsible for the disbursement of League funds and shall provide an itemized statement containing all monthly expenditures at each monthly Board meeting and at the expiration of his/her term in office to the League's accountant. All League funds shall be protected by two party signature accounts. All checks require the signature of two authorized Board members. He/she will also be responsible for payment to umpires for their services. The job of Treasurer will continue until he/she can prepare the annual audit and present it to Board for approval. This should be done by the June Board meeting.

SECRETARY / PUBLICITY

The Secretary Shall be responsible for recording the minutes of monthly Board and General Membership meetings, for notifying Board members of meetings, and for preparing and distributing minutes at the next scheduled Board meeting. He/she shall keep a record of Board member attendance, and prepare the ballots for voting. If deemed necessary, the meetings shall be recorded on tape and retained until the minutes have been formally transcribed in writing and approved. The President shall maintain all tapes until they are destroyed at the conclusion of the season. Tapes are maintained for accuracy of the minutes only and may only be reviewed at League sanctioned Board meetings. At no time shall the tape recording be used for disciplinary or legal actions. He/she shall be responsible for assisting with the schedule/by-law booklet, tournament programs, and other special projects and event programs as needed

PLAYER AGENT

He/she shall be in charge of player skills assessment, player draft (including player waiting list), overseeing the interview process for managerial candidates, and team placement.-He/she shall act as the liaison between managers, parents, and players, and shall prepare conduct and/or disciplinary evaluations. He/she shall present a written report on any decisions made involving any player or manager at each Board meeting.

EQUIPMENT MANAGER(s)

He/she shall be responsible for the maintenance, storage, distribution, and collection of all League equipment, with the exception of food service equipment. Upon taking office, he/she shall do an inventory of all equipment and submit it to the Board. He/she shall buy all necessary equipment as allowed by the budget guidelines with Board approval. The Equipment Manager is responsible to make certain that all teams are abiding by the League safety rules; this also includes supplying and maintaining the team's first aid kits. The Equipment manager is also responsible for addressing safety issues for the organization.

WAYS AND MEANS MANAGER

He/she shall be responsible to assign volunteer and team parents to work at the designated League snack bars and maintain an accurate inventory of all products and monies. Open, close, and control access to the snack bars. All monies shall be counted and signed for by the Ways and Means Manager and one (1) other Board member at the close of the day. In coordination with the Treasurer,

he/she shall be responsible for the disbursement of League snack bar funds and shall provide an itemized statement containing all monthly expenditures at each monthly meeting. At the June Board meeting, a final report shall be submitted to the League's Treasurer. All menus, pricing and suppliers shall have prior Board approval for any sales or purchases.

FUNDRAISING

He/she shall develop ideas to generate funds for the League during the spring, winter and all star seasons, including projecting the net income of each activity. He/she shall work in conjunction with the League Treasurer for deposit of all money. He/she shall maintain the accurate records of fundraising funds. He/she shall be responsible for the disbursement of fundraising funds

TOURNAMENT DIRECTOR

He/she shall coordinate all activities during the District Tournament, Winter Classic and any other tournament hosted by CHGS.

DIVISION COMMISSIONERS

He/she shall maintain as a liaison between team personnel in said division, monitor its activities and make recommendations for improvements where needed. He/she shall be responsible for the evaluation and recommendation of all managers for said division for Board approval. He/she shall hold monthly meetings with division team managers. He/she cannot be commissioner over the division of which he/she manages nor has a daughter that participates in. There will be a Division commissioner for each division to include:

- ┆ 14/16 AND UNDER DIVISION COMMISSIONER
- ┆ 12 AND UNDER DIVISION COMMISSIONER
- ┆ 10 AND UNDER DIVISION COMMISSIONER
- ┆ 8 AND UNDER DIVISION COMMISSIONER
- ┆ 6 AND UNDER DIVISION COMMISSIONER

ALL-STAR COMMISSIONER

He/she shall coordinate all All-Star activities between the League, other Leagues, and outside teams. He/she can manage an All Star team with Board approval. The president shall oversee and act as the All Star commissioner in that division.

UNIFORMS

He/she shall coordinate and oversee all purchasing and distribution of team uniforms in a timely manner.

OPENING/CLOSING CEREMONIES

He/she shall oversee all activities for the Opening and Closing Ceremonies. This includes, but is not limited to securing prizes for opening and closing day, and the banner contests

PICTURES & TROPHIES

He/she shall oversee the designing and purchasing of awards for all league functions (i.e. Tournaments, Spring ball and Winter ball) with approval from the Board. He/she shall oversee all activities for Picture Day.

SCOREKEEPER CHAIRMAN

It is the duty of the Scorekeeper Chairman to make training available for the official scorekeeper needed at each game, and keep the standing for each division, where applicable.

UMPIRE IN CHIEF

He/she shall be in charge of all umpires and the interpretation of the ASA rules and their exceptions as adopted by the Board. He or she shall be responsible for scheduling all umpires for games. With Board approval, he/she may use an outside source for scheduling games. He/she shall make and interpret the League rules. This includes attending regional level and developing supplementary League playing rules. He/she will make final decisions on division protests. A committee is formed for each protest, as outlined in Article XVII, Protest of the current CHGS by-laws.

WEB MASTER

He/she shall maintain the League approved website.

DIRECTOR OF TEAM PARENTS

He/she shall maintain as a liaison between the team parents and the board. He/she shall hold meetings with team parents and create a team parent book.

REGISTRAR

He/she will be in charge of collecting all player, manager, coach and team parent registration documentation, compiling a data base of all the information and submitting this information to ASA for proper registration and background checks. This person will work in conjunction with the player agent and needs to have this information organized and available so that the player agent can carry out their duties.

MEMBER AT LARGE

He/she will act as a consultant to the league and the board members. This person must have served a minimum of two years as an active board member in a different capacity.

ARTICLE VIII ~ GENERAL BOARD DUTIES

1. All Board members must attend all regularly scheduled Board meetings. Any Board member missing two consecutive meetings without prior written notification to the President may be subject to removal from the Board.
2. All Board members shall oversee and supervise fields during scheduled games (i.e. field duties, clean up, opening and closing of facilities).
3. All Board members are required to perform scheduled duties during ALL League tournaments.
4. All Board members are required to be present at Registration, Skill Assessments, Opening Day, and Closing day.
5. Failure to actively participate in General Board Duties shall result in suspension from all League functions and/or removal from Board position.

ARTICLE IX ~ COMMITTEES

There are no permanent League committees. The Board shall appoint all committees. The Board shall determine committee size, objective, responsibility, and designated chairperson. Each committee Chairperson shall be responsible to report directly to the Board regarding the committees' accomplishments and responsibilities. Any committee member failing to fulfill their duties can be removed by the Board at any time

ARTICLE X ~ FINANCES

1. The Treasurer shall present two budgets to the Board for approval. One budget will cover the Spring Season and is due to the Board by the first scheduled meeting in December. The second budget will cover the Winter ball season and is due to the Board by the first meeting in June, prior to the board transition.
2. Any purchase within the budget exceeding \$300.00 must have three competitive bids and be approved by the Board. Purchases outside the budget must have three competitive bids and must have Board approval prior to purchase, with the exception of the snack bar purchases. Snack bar purchases shall not exceed \$1000.00 per calendar week. All menus, pricing and suppliers shall have prior Board approval for any sales or purchases. Purchases may be approved without three competitive bids if there have been purchases made of the same items previously approved by the Board within the past 12 months.
3. The Treasurer shall deposit all League funds into a bank designated by the Board.
4. All bills for normal operation shall be paid by League checks signed by two authorized officers.
5. The League Treasurer shall be required to be bonded for the protection of the organization funds and assets with costs being offset by the League.
6. The fiscal year of this organization shall extend from September 1st to August 31st.
7. All money placed in specific savings accounts may only be withdrawn from said account to the checking account to cover expenses incurred, as required. All transfers will require approval of two members of the executive board.
8. Checks made payable to board members with check writing authority should not be signed by that board member.

ARTICLE XI ~ ELECTION OF OFFICERS

Section 1

Nominations for vacant board member positions will start May 1st and the election shall be held on closing day. Vote results will be released at the following board meeting. All Board positions shall serve a one-year term.

Section 2

All elections shall be by secret ballot obtained by membership with one ballot turned in per general member. The Election Committee shall prepare election ballots, and a designated Board member who is not running in the election will chair the Election Committee. The Election Committee shall consist of ½ General membership and ½ Board Members not up for election.

Section 3

A Board vacancy, occurring during the season or as a result of a position not filled by election, shall be filled by a nomination by any board member, with a majority approval of Board. Board appointed members shall remain in office until his/her successor is elected at the following election. The board shall consider nominees that did not receive enough votes during the election to hold a board position, when looking to fill vacant or vacated board positions with the exception of executive committee positions.

Section 4

All committee positions may be held by any elected or appointed member.

Section 5

1. A vacancy in the Presidency shall be filled by the Vice President until a new President is elected by the General membership. In the event that the Vice-President is unable to fulfill the President's vacancy, the Board will select a person to fill that position. It is mandatory that an existing or former Board member that has served a minimum of one year on the Board fill the position of President or Treasurer.
2. No restriction shall be placed upon any election of an officer to prevent his/her election or re-election except when:
 - a. A person has been removed from office by impeachment.

Section 6

Board members must be a minimum of 18 years of age.

Section 7

The executive committee of the board consists of the following positions: President, Vice President, Treasurer, Player Agent and Secretary. A prerequisite to hold one of these positions is a minimum of two consecutive years serving in another board position. Nomination and election to any of the executive board positions will take place at and prior to the final board meeting of the current season. Nominees must meet the prerequisite and final election will be based upon a vote by all current board members. Nominees may not vote for themselves.

ARTICLE XII ~ LIABILITY

The Board members of this League are not personally liable for debits, liabilities, or obligation of the League. No Board member, organizer, sponsor or supervisor shall be liable for damages or claims arising from injury to any participant, whether the result of negligence, or for other cause.

ARTICLE XIII ~ SKILL ASSESSMENT

Skill assessments will be on a scheduled day and time to be determined with no make- up. All players that do not attend the skills assessment will be selected in a blind draw (hat pick). A separate skills assessment will take place for players that intend to pitch during the season. The league has the option to conduct additional skills assessments for pitchers.

ARTICLE XIV ~ DRAFTING

Section 1

The League shall use the total re-drafting method, which allows all players to be selected to new teams every season with the exception of the 6 & under division, which will remain a territorial draw. The Player Agent and Commissioners shall be responsible for and oversee the entire draft process. Refer to the league ground rules for spring and winter season draft procedures.

ARTICLE XV ~ PLAYING RULES

Section 1

The League shall use the official rules and regulations issued by the Headquarters of the Amateur Softball League, latest issue.

Section 2

Chino Hills Girls Softball By-laws and ground rules will supersede the Amateur Softball League Rulebook. (See Supplemental Ground Rules)

Section 3

The Umpire or a Board representative shall decide whether or not the field conditions are playable. If immediately before game time, in accordance to ASA rules, the assigned game umpire will make the final decision.

ARTICLE XVI ~ INJURIES

All injuries must be reported to the division commissioner. A rostered member, who becomes injured and requires medical treatment (i.e. paramedics, urgent care, and emergency room professional) or hospital care under doctor's order, must supply to the Division Commissioner a medical release from the treating doctor in order to be allowed to return to active participation with their team.

ARTICLE XVII ~ PROTEST

Refer to the league ground rules for protest procedures.

ARTICLE XVIII ~ APPEALS

Section 1

Appeals to the Board for final decisions made by the protest committee must be made within twenty-four (24) hours after notification by the protest committee of its decision.

Section 2

Appeals must be in writing to the President or Player Agent, and stating reasons.

Section 3

A special Board meeting to hear appeals will be scheduled within ten (10) days of appeal acceptance.

Section 4

The Board's decision is final and may not be appealed.

ARTICLE XIX ~ ALL-STARS

Refer to the league ground rules for All Star procedures.

ARTICLE XX ~ AMENDMENT OF BY-LAWS

Changes to the Bylaws:

1. May be submitted by the Bylaws Committee or any General Member in good standing. Revisions submitted by a General Member must be reviewed by the Bylaws Committee.
2. Bylaws Committee will present its recommendation(s) in writing to all Board Members prior to the Board voting on the revisions.
3. To be voted on by the Board with a minimum of seven days from the time it is submitted before it can be voted upon.
4. Needs vote approval by 75% of those present at a regularly scheduled meeting with a quorum of the Board participating.