

West Covina Softball Corporation

BYLAWS

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ARTICLE I ~ NAME

The name of this organization shall be known as WEST COVINA SOFTBALL CORPORATION;

Principle Office is located: 1305 E. Cameron Ave., West Covina, CA 91790.

Mailing address is: 1004 West Covina PKWY, #433, West Covina, CA 91790.

Hereinafter referred to as "League" and is endorsed by the city of West Covina recreational department. The League is organized for nonprofit 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 actual League name is WEST COVINA SOFTBALL CORP; Also known as West Covina Girls Softball, or WCGS. However, WEST COVINA SOFTBALL CORP. shall be used on all business transactions, including, but not exclusively, bank accounts.

ARTICLE II ~ OBJECTIVE

It is the objective of the West Covina Softball Corporation to achieve the following:

Section 1

- A. To provide an organized, recreational, and advanced competitive softball program for all players.
- B. To provide an enjoyable and memorable experience for the player while enriching their lives and giving them the encouragement they need to prepare them for their adult responsibility in the community they are involved in.
- C. To develop softball skills and gain an appreciation and knowledge of the game.
- D. To develop good sportsmanship skills, courage, honesty, loyalty, reverence and respect of others.
- E. To develop the qualities of citizenship and leadership through the game of softball.
- F. To encourage and foster the physical and mental development of the girls.
- G. To prepare the players for competitive travel ball, high school, and beyond. 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.

Section 2

Notwithstanding, any other provision of these articles, the league shall not carry on any other activities not permitted by the league except 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 any 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).

The Tax Id number shall only be used by the West Covina Softball Corporation and shall not be used by or for the benefit of any other entities.

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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. 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 nonprofit fund, foundation, or League, organized and operated exclusively for charitable, educational, or scientific purposes, and is established as tax exempt status under section 501 © (3) of the Internal Revenue Code.

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 any political campaign on behalf of any candidate running for public office including the publishing or distribution of statements to its members, trustees, officers, or other private persons.

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, except that the League shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

ARTICLE III ~ MEMBERSHIP

Section 1 - Membership

There shall be but one class of membership also known as general membership. The Board is made up of the people elected to perform the duties as outlined in Article VII.

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 based on background, qualifications for set position and understanding the duties & roles of the board position. All shall be considered to be members upon approval of the Board.

Section 3 – Registration

A child becomes registered when a registration form is completely filled out, including:

1. The required adult signatures
2. Physically able to partake in League activities

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3. Has either paid the required registration fee or has been given the opportunity of a fee waiver and has met the requirement
4. Demonstration of proper documentation of age requirements are met and shall be known by: birth certificate, hospital record, baptismal record, or by an affidavit.
5. 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 Coordinator or Player Agent before partaking in any of the League's activities.
6. The age group of all players shall be as delineated in the "Official Rule Book of the Amateur Softball League" latest edition.

Section 4 - Suspension or Dismissal

- A) Any member or player is subject to suspension or dismissal by the Board upon displaying conduct of nonconformance with the Articles of the League, By-laws, Standing Orders, Operating Rules, Playing Rules or any decisions by the Board including owing any money or property to the League, 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.
- B) Evidence of such misconduct or failure to comply with the aforesaid Articles, By-Laws, Standing Orders, Operating Rules, Playing Rules 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.
- C) 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 actions.
- D) Any Civil or Criminal action against the League will result in immediate prosecution by the Board to the fullest extent of the Law.
- E) Any general member or Board member witnessing a crime against the League shall immediately report the incident to the President and Vice President.
- F) 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.
- G) Any decision by the Board shall be by majority vote and may be appealed within seven days. If appeal is denied or is not appealed within seven days the decision will be final.
- H) Failure to adhere to the Board decision will result in further disciplinary action and possible permanent suspension from the league.
- I) A member or player may request to return to the league formally, in writing, to the Board. A decision made by the Board shall be by majority vote.

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ARTICLE IV ~ TERRITORIAL LIMITS

Section 1

There will be no League limits. A goal of 70% residency will be set to achieve and measured against during registration.

Section 2

The League is currently registered with the Recreation Department and is a Sports Council Member of the City of West Covina. The majority of the players in the League attend schools belonging to the West Covina Unified School District. The league utilizes Cameron Park, Shadow Oak Park, Cameron Elementary, and Big League of Dreams Parks, as its primary locations. A facility use application must be submitted through the West Covina Unified School District and West Covina City by November 1 st of every year for the future year's use. All use of Cameron Elementary fields must be coordinated with the Principle and or WCUSD Facility and Maintenance Director.

Section 3

Cameron Park field shall be used for the league's practices and games. While the use of Big League of Dreams fields shall only be used for the league's games. No additional tournaments besides the two allowed by the Park Master Plan or "Friendlies" shall be organized and played on the said field unless given the permission of Executive Board. Only Shadow Oak Park fields may be used for any additional tournaments and/or "friendlies" upon submission and approval of a Facility Use application. WCSC shall not sublet any of the City fields. All non-league field usage requests must be directed to the City Community Services Director or department.

ARTICLE V ~ MEETINGS

Section 1 – Sports Council meetings

The President or a league representative from the Board shall attend all monthly (every 4th Tuesday at W.C. City Hall) Sports Council meetings with the City of West Covina community services to maintain good standings with the Sports Council and to continue the League's Sports Council membership.

Section 2 – General Membership meetings

An agenda shall be prepared for each meeting. This League will have meetings during Opening Day and Closing Day of Spring Season. The majority of the Board providing that the Secretary has posted written or documented notice to all, ten (10) days in advance or may be of 24 hour notice, of said meeting and may call additional general membership meetings.

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Section 3 - Board Meetings

The Board shall hold a minimum of one monthly meeting. The day of the meeting shall be the 2nd Friday of each month, unless the board by a majority vote decides it is necessary to change the date, as each member of the board will receive notice stated above. The newly Elected Board will hold its first meeting in July and hold at least one meeting per month thereafter. The board meetings will be closed, except after the minutes of the previous meeting are read and approved, and the treasurer's report is given. At that time, the meeting will be opened up for input from the general membership for a period not to exceed 15 minutes, with a maximum of three (3) minutes per speaker.

The President will have the right to request further input from the membership during the closed session.

Section 4 – Committees

The Committees shall hold a minimum of one monthly meeting; the date of the meeting should be announced at the preceding monthly meeting.

Section 5 - 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 West Covina Softball Corporation BYLAWS meetings will also include the changing of standing operating rules. All changes to the By-laws shall be approved by a majority vote of the Board or Executive Board.

Section 6 - Quorum

A fifty-one (51) percent majority of all Board Members constitutes a quorum for the transaction of all business.

Section 7 - Special meeting of the Board

The President or any two Board members may call a special meeting of the Board providing a twentyfour hour notice and agenda is given to each Board member. Only the items on the agenda will be discussed. It shall be the responsibility of the Board of Directors to oversee all administrative and playing rules for the league.

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.

Section 9 - Voting

Each Board member shall have one vote, excluding the president who will vote only in the case of a tie. Any assistant Board member position can only vote in absence of the primary Board member position. A Board member's right to vote is a privilege and will be suspended if in default as stated in Article VII ~ General Board Duties. A board member must remain in "good standing" to sustain an "active" voting status.

Section 10 – Voting by Proxy Voting by proxy is prohibited.

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Rules will be published yearly in the West Covina Softball Corporation and Regulations book and handed out to all Managers at the beginning of the season.

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. The President, acting Secretary and one (1) additional Board Member, shall perform the count.

ARTICLE VI ~ OFFICERS AND DIRECTORS

All of the following offices will be elected by the General Meeting in May prior to Closing Day ceremonies. All Board Members are expected to either Chair one committee or participate in three committees. All Board Members are required as followed unless stated otherwise:

1. Members of the Board can appoint assistants as they deem necessary with Board approval. These assistants are to be considered a non-voting position and may attend Board meetings.
2. Succession to command of the Elected Board shall be Vice President, Secretary and Treasurer in that order.
3. No Board Member shall, at any time, incur debts without prior approval of the Board.
4. All board members must be 21 years of age to serve
5. The first four positions of The Board of Directors are considered The Executive Board and each will have a set of keys to all locks at all facilities that the league utilizes a member.
6. All Board Members are expected to attend field maintenance days
7. All Board Members are expected to attend Board meetings.
8. All Board Members will do field duties as required in the Spring and Fall.
9. Check in one hour before games begin.
10. Verify all fields have umpires and have been prepped prior to game start.
11. Responsibilities as a Board Member come first, before that of your team
12. All Board Members must pass ASA Background. All Board members are required to keep a strict and confidential formation. All information regarding player and/or parent will not be disclosed unless in case of emergency.

EXECUTIVE BOARD

The Executive Board shall consist of:

President, Vice President, Treasurer, Secretary, and Registrar.

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GENERAL BOARD

The General Board shall consist of:

- Player Agents
- 1. HS/14U Division Coordinator
- 2. 12U/10U Division Coordinator
- 3. 8U/6U Division Coordinator
- Equipment Manager
- Webmaster
- Registrar-Recorder
- Sponsorship Coordinator
- Fundraising Coordinator
- Snack bar Coordinator
- Team Mom/Parent Information Coordinator
- Volunteer Coordinator
- Past President/Parliamentarian (non- voting position)

Each of these members will be considered to be a regular voting member of the Board of Directors, (with the exception of the President and Past President) The term of office will be from June 1st thru May 31st. There shall be a maximum of two consecutive terms of 3 years for all Executive Board Members only. All support positions with exception to the Executive Board members shall serve a two-year term. The General Board member's titles and duties shall be listed and described in the League Operating Rules.

The President, Vice President and Treasurer shall not be related in any way.

The Board of Directors shall fill any board vacancy as soon as possible.

To remove any Board Member you must have a 2/3 majority vote from all Board Members in attendance at a regularly scheduled board meeting.

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.

1. The President shall be responsible for signing all league documents, unless he or she has delegated the duties to a fellow board member.
2. He/she shall act as the liaison between the board and the community
3. Attest to all orders upon the Treasurer
4. Shall coordinate and oversee All-Star committee

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5. Shall be custodian of the League ByLaws, Operating Rules and shall maintain League's corporation status with the Secretary of State.
6. The President shall update corporation status with the Secretary of State the first term on the Board.
7. The President shall attend or appoint a league representative to attend all monthly (every 4th Tuesday at W.C. City Hall) Sports Council meetings with City of West Covina community services.
8. The president is responsible for submitting the annual CIP (Capital Improvement Projects) to the Community Service Director.
9. He / she shall attend all ASA meetings and maintain the League's good standing with ASA
10. Shall be responsible for maintaining communication and relationship with the Principal of Cameron Elementary
11. School for which the league is utilizing fields for practice and/or games.
12. Be an ex-officio member to all committees.
13. Be Uniform Committee Chair and coordinate with the Purchasing Agent uniform request for quotes and purchasing with approval of the Board.
14. The president is expected to ensure the League and activities are in compliance with all City and Facility usage agreements and guidelines (park master plan). Facility Usage Request must be submitted to Community Services and WCUSD for all activities prior to facility usage.
15. The President will also check the P.O. periodically for League mail. The president shall also approve annual tax documents prior to State and Federal filing.
16. The President position when open for election, will be to a current board member on the board of directors for one year and understand the rules & duties of the President role.

The president shall maintain all tapes until they are destroyed at the conclusion of the season. Tapes are maintained for accuracy of the minutes prepared by the secretary only to be reviewed by president and only League sanctioned board meetings. At no time shall the tape recording be used for disciplinary or legal actions

VICE PRESIDENT

He/she shall be liaison between the board and the community.

1. He/she shall attend community meetings and be responsible for community relations.
2. He/she shall oversee all division Player Agents and monitor all activities and make recommendations for improvements where needed.
3. He/she shall oversee the evaluation and recommendation of all managers for all divisions.
4. In the absence of the President it shall be the duty of the Vice-president to preside at meetings of the Board and General Membership and carry out the responsibilities of the president's office.
5. He/she shall be responsible for assisting with the schedule, tournament programs, and other special projects and event programs as needed.
6. He/she shall oversee with the Purchasing Agent the designing and purchasing of awards for all League functions (i.e. Tournaments, Spring-ball, and Fall-ball) with approval from the Board.
7. Vice President position when open for election, will be to a current board member on the board of directors for one year and understand the rules & duties of the Vice President role.

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TREASURER

The Treasurer is the primary overseer of all league funds and budgets

1. 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.
2. Shall present a final Spring Season budget for approval by the Board by the first scheduled meeting in January.
3. He/she shall maintain the League funds and keep accurate records.
4. 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 and is also responsible for turning all records, documents, software files and league owned software to next treasurer.
5. All League funds shall be protected by two party signature accounts. All checks require the signature of two authorized board members.
6. He/she will also be responsible for payment to umpires for their services and record keeping of umpire fees.
7. The Treasurer will be responsible for maintaining record and a log of all debts owed to WCSC.
8. The Treasurer will also be responsible for making and documenting all attempts to collect said debts. All checks submitted to WCSC shall be deposited within 3 days of receipt.
9. The Treasurer is responsible for completing the year end Taxes on time.
10. The Treasurer will prepare and present a monthly finance report and a year-end financial report.
11. The Treasurer shall maintain the P.O. payments for League mail.
12. Must have previously held a position on The Board of Directors for one year.
13. Will provide monthly reports of accounts and bank reconciliations to be reviewed by the President and Executive board. Must provide flash drive copies bi-monthly to the VP
14. Will interface with the league's tax representative
15. Is responsible for keeping accurate signature authorizations at the league's various businesses, banks and vendor accounts.
16. Will provide all necessary documentation in order for a review of the books to be conducted by an outside auditor for review
17. Will Co-sign checks with the President and or Vice President
18. Will chair the Budget Committee which shall consist of Board Members only. The Budget will submit the proposed budget for the Spring and Winter Season
19. Treasurer must be bonded within 60 days of new term.
20. Treasurer position when open for election, will be to a current board member on the board of directors for one year , understand the rules & duties of the role and must have a financial background.

All sponsors must be League approved. All sponsor funds must be issued to the League. Any team violating this policy shall be subject to game forfeitures and or suspension / dismissal of a manager or coach.

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SECRETARY

The Secretary is the communication leader who handles all documentation of League status.

1. Shall be responsible for recording the minutes of monthly Board and General Membership meetings
2. Notifying board members of meetings
3. He/she shall keep a record of board member attendance and status
4. Prepare the ballots for voting.
5. If deemed necessary, the meetings shall be recorded on tape and retained until the minutes have been formally transcribed in writing and approved.
6. The Secretary shall also keep a hard copy of all and any Board meeting roll sheets, agendas and minutes in one organized central location for League member review.
7. He/she shall maintain the phone messaging for the League.
8. Must have previously held a position on The Board of Directors for one year.
9. Will be in possession of the PO Box key and will pick up and distribute mail to the appropriate parties
10. Will assist the Team Mom/Parent Information Coordinator and be responsible for the Team Mom meeting in February for the Spring season and August for the Winter season
11. Will coordinate the preparation of Team Manager Books for the Spring and Winter seasons
12. Will co-chair the Registration Committee with the Registrar-Recorder
13. Will notify all Board Members 48 hours prior to a regular meeting and 24 hours prior to a special
14. Will chair the Calendar Committee in November for the Spring season and July for the Winter season. Will present the calendar and any proposed changes to events to the Board for approval
15. He/she shall oversee all activities that involve the raising of league funds
16. He/she shall work in conjunction with the league treasurer for deposit of all money and be responsible to keep record of sponsorship donations.

REGISTRAR

The Registrar is responsible for each season's Player Registration and for ASA Registration

1. Including All-Star registration.
2. The Registrar will ensure and maintain league and player insurance.
3. Registrar shall create and maintain a detailed master list of all WCSC registered players.
4. The Registrar is responsible for the YAP (Youth Assistance Program) process and payments.
5. All YAP applications will be invoiced same day to the city for payment.
6. He / she will be responsible for returning the volunteer/fundraiser deposit to the parents upon satisfactory completion.

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Article VII ~ General Board Duties

Failure to sustain a “good standing” and actively participate in General Board Duties shall result in suspension of voting right and / or removal from Board position. Any board member missing two consecutive meetings and/or league events (tournament, etc.) without prior written notification to the President may be subject to review and removal from the Board by the “Active” Board Members.

To maintain a “Good Standing”, an “Active” Board Member shall perform the following general Board duties consistently as stated below:

- a) ALL BOARD MEMBERS Must attend all regularly scheduled board meetings.
- b) On duty Board member and all Board members on site shall oversee and supervise fields during scheduled games (i.e. field duties, clean up, opening and closing of facilities).
- c) ALL BOARD MEMBERS are required to participate and perform scheduled duties during ALL league tournaments and events.
- d) ALL BOARD MEMBERS are required to be present at Registration, Skill Assessments, Opening Day, Closing Day, and any other League sponsored events unless otherwise scheduled differently. Board Member Status defined:
 - a) Active – A Board member in “Good Standing”.
 - b) Suspended – For any reason has not attended one Board/Committee meetings. Vote right is suspended until the Board member has attended two consecutive Board/Committee meetings. Vote right will be reinstated at the second consecutive meeting attended.

The Secretary will oversee and maintain Board Members status. The Board members’ status will be reflected on the monthly meeting minutes.

ARTICLE VIII ~ COMMITTEES

Section 1

All Committees shall be appointed by the President and with board approval. 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.

Permanent Committees are By-laws, Protest Committee, Opening Day, Closing Day, Registration, All Star & Tournament Committee and Election. All other committees shall be appointed by the President and subject to approval by the board. The Board can remove any committee member failing to fulfill their duties at any time.

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ARTICLE IX ~ ELECTION OF OFFICERS

Section 1

Nominations will start May 1st and will be made public one week prior to closing day. The election shall be held on Closing Day ceremonies.

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 one board member whomever is not running in the elections, will chair the Election Committee. The Election Committee shall consist of ½ general membership and ½ Board Members not up for election.

TERMS OF OFFICE

All Board positions, with the exception of the executive board, shall serve a two-year term. In order to maintain continuity of the League, no more than 50% of the Board positions shall be made available for election nominations in any calendar year.

President shall serve a three-year term each elected tri-period, then consecutively serve a 6 month term as the President Advisor, when no longer in position. This is an effort to order to maintain continuity of the League's President Position. **In order to qualify for President Candidacy or an Executive board position, candidate must currently be on the board active for at least a year.**

The following positions shall re-elect every three years:

Executive Board Positions:

- Secretary
- Registrar
- Vice-President
- Treasurer

Section 3

An Executive/General Board vacancy shall be filled by a nomination by the President with a majority approval of Executive Board. Board appointed members shall remain in office until his/her successor is elected at the following election.

Section 4

All committee positions may be held by any elected or appointed member for a one-year term.

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Section 5

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 (existing Board member) to fill that position. IT IS RECOMMENDED 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.

Section 6

No restriction shall be placed upon any election of an officer to prevent his/her election or re-election except when: · A person has been removed from office by impeachment. West Covina Girls Softball BYLAWS 8 of 8 · A person is a member of a Travel Ball Team Staff. For Executive Board positions only. Any exceptions must be a Majority Vote by the entire Board. · A person is under 18 years of age.

Section 7

No Executive Board member position shall be filled with a member of a Travel Ball Team Staff. If an existing Executive Board Member becomes a member or assists a Travel Ball Team Staff while in term, then the Board Member will be notified and removed from the Executive Board Member Position immediately by the existing Board. The current years Board may take exception if voted by Majority to allow the Member to fill the Executive Board position.

ARTICLE X ~ 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.

A. No Individual or firm shall be allowed to make a direct gift or contribution to any single Player, Manager, Coach or Team that is not in the best interest of the league as a whole. All Star teams may raise funds for their own team.

B. All funds must go to the General Treasury, including All Stars.

C. All secondary fundraisers will be approved by the board.

D. The Sponsorship Fee is set by the Board of Directors each season.

E. The Sponsor must agree that only the league dictates the policies and conducts of teams.

F. Sponsors will be contacted on an annual basis.

G. Any Sponsor complaint will be given to the Board for review.

H. All checks require the approval of the Executive Board: checks will be signed by the President and/or Vice President and/or Treasurer. Two signatures are required on all checks.

I. Refund requests postmarked or received prior to the draft will NOT need Board approval. Refund requests postmarked or received after the draft has occurred shall be reviewed by the Board of Directors for approval or denial. Each refund request shall be reviewed on an individual basis in order to consider all facts and mitigating circumstances. Uniform cost may be a deducted from the original Registration Fee for post-draft refund requests.

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Article XI ~

Amendments

These By-Laws may be altered, amended, added to or repealed at a meeting of the Board called for that purpose by the vote of a majority of the Board then in office.

Article XII~

These Bylaws were adopted at a meeting of the Board of Directors of the WEST COVINA SOFTBALL CORPORATION on June 1, 2016.

Rosie Madrid
President

Sammy Sosa
Vice President

Alejandra Hirigoyen
Secretary

Patricia Sierra
Treasurer

Manny Ramirez
Registrar