



CONSTITUTION & BY LAWS

Last Revised:
Last Reviewed:

June 14, 2003
December 8, 2021

LITTLE LEAGUE BASEBALL, INCORPORATED[®]

Western Regional



Headquarters

August 26, 2003

Alta Loma Little League 405-21-10
William Moffit, President
6065 Layton Street
Alta Loma, CA 91737

Dear Mr. Moffit:

We are pleased to inform you that the proposed Constitution of Alta Loma Little League has been found to be in basic agreement with Little League Baseball, Incorporated Rules and Regulations.

The proposed Constitution indicates that the document was presented to the league membership on June 14, 2003. We remind you that Little League Baseball and the General Membership, not the Board of Directors, must approve proposed amendments to this document.

We respectfully suggest that copies of this document be made available to any regular member. Reference to this document should be included in the notice to members of the annual meeting for reports, election of Board Members, and any special membership meetings which may be scheduled.

Thank you for submitting this copy of the League's Constitution for our review. The approved copy of the League's Constitution, including approved changes, will be placed in the League's permanent file. As always, if we can help with any League problem at any time, please let us know.

Best regards to the Board of Directors and Membership of your league for a safe and successful 2003 season.

Sincerely,

A handwritten signature in cursive script that reads "B. W. Stahlnecker".

Brent W. Stahlnecker
Western Region Assistant Director

cc: Roger Birdsall, DA, CA-21

July 1, 2003

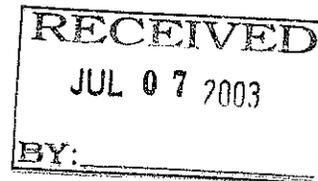
To: Western Region

APPROVED

BNS 8/26/03

From: Bill Moffitt (President Alta Loma Little League)

Subject: New By-Laws



I have enclosed a copy of Alta Loma Little League's new by-laws. They were voted on and approved on June 14, 2003 at our annual General Membership Meeting. If you have any questions you can contact me at (909) 944-9668.

Thank you,

Bill Moffitt

Bill Moffitt
6065 Layton Street
Alta Loma, Ca 91737

**CONSTITUTION
AND BY-LAWS
OF
ALTA LOMA LITTLE LEAGUE**

of Alta Loma, California

405-21-10

as Amended June 14, 2003

APPROVED

BWS 8/26/03

THIS DOCUMENT HAS BEEN PREPARED FOR THE GUIDANCE OF THE LOCAL LEAGUE BY THE BOARD OF DIRECTORS FOR GOVERNING THE MEETINGS AND AFFAIRS OF ALTA LOMA LITTLE LEAGUE BASEBALL, INC.

IT IS THE OBLIGATION OF RESPONSIBLE ADMINISTRATION AND A REQUIREMENT OF LITTLE LEAGUE BASEBALL, INC., THAT THIS LEAGUE SPELL OUT ITS OPERATIONAL FORMAT IN A DOCUMENT USUALLY REFERRED TO AS THE BY-LAWS. THESE LAWS HAVE BEEN MADE IN STRICT ACCORDANCE WITH SECTION X OF THE LITTLE LEAGUE CONSTITUTION.

ARTICLE I - NAME OF LEAGUE

This organization shall be known as the ALTA LOMA LITTLE LEAGUE, hereinafter referred to as "Local League."

ARTICLE II - OBJECTIVE

The objective of the Local League shall be to implant firmly in the youth of this community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow to be decent, healthy, and trustworthy adults.

Section 1: To achieve these objectives, Alta Loma Little League will provide a supervised program under the Rules and Regulations of Little League Baseball Inc., and the adopted Local Rules of Alta Loma Little League. The Board of Directors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501 - (c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Section 2: Boundaries. Alta Loma Little League boundaries are as follows: 19th Street on the South, to the mountain ranges on the North, by Archibald Avenue on the East, and the Cucamonga Wash on the West.

ARTICLE III - MEMBERSHIP

Any person living within the boundaries of Alta Loma Little League, (see Article II - Section 2) and interested in active participation to effect the objective of the Local League may become a member. The description of members shall be as follows:

Section 1: Player Member. Any youth meeting the requirements of Little League Rules and who resides within the authorized boundaries of Alta Loma Little League shall be eligible to qualify for participation, but shall have no rights, duties, obligations in management, or the property of Alta Loma Little League Baseball.

Section 2: Regular Member. Any person actively interested in furthering the objectives of the Local League may become a regular member upon election as hereinafter provided. Only Regular Members in good standing are eligible to vote at General Membership Meetings.

Section 3: Honorary Members. Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or in the property of the Local League.

Section 4: Voting Members/ Active Participation. Parents or guardians of a player member, Board of Director members, committee members, managers, coaches, and volunteer umpires are eligible to vote at the Annual Voting Membership Meeting. As used hereinafter, the word "member" shall mean a Regular Member unless otherwise stated.

Section 5: Members Accounting. The secretary shall maintain the roll of membership to qualify voting members. All Officers, Board Members, Committee Members, Managers, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing.

ARTICLE IV - SUSPENSION AND/OR TERMINATION

Section 1. Suspension or Termination. Membership may be suspended or terminated by resignation or action of the Board of Directors as follows:

a. The Board of Directors, by a two-thirds (2/3) vote of those present at any duly constituted Board meeting in which a quorum is present, shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including managers, coaches, parents, players, umpires and Board Members, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball. The Member involved shall be notified of such a meeting, whether general or special, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.

b. The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board at said meeting. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have the full authority to suspend or revoke such player's right to current or future participation in the Local League by a two-thirds (2/3) vote of those present at any duly constituted meeting in which a quorum is present.

Section 2: Termination of a Board Member. The Board of Directors shall have the authority, by a two-thirds (2/3) majority vote of those present at any regular or special

meeting where a quorum is present, to terminate or remove from office any Board Member who FAILS:

1. To carry out the duties of his/her office for which he/she was elected.
2. To attend two (2) consecutive Board of Directors meetings without notification of his/her absence to the Secretary or President before the meeting.
3. To keep his/her membership in good standing.
4. To conduct him or herself in a manner consistent with the best interests of the Local League and/or Little League Baseball.

ARTICLE V - DUES

A reasonable participation fee, as established by the Local League Board of Directors, may be assessed as a parent's obligation to assure the operation expenses of the Local League will be met. At no time should a payment of any fee be a prerequisite for a player's participation in the Alta Loma Little League Baseball program.

ARTICLE VI - GENERAL MEMBERSHIP MEETINGS

Section 1: Definition. A General Membership Meeting is any meeting of the membership of the league (including the Annual Meeting, Section 6 and Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

Section 2: Notice of Meeting. Notice of each General Membership Meeting shall be delivered personally, electronically, by telephone or by mail to each Member at the last recorded address, email or telephone number at least 14 days in advance of the meeting, setting forth the place, time and purpose of the meeting.

Section 3: Quorum for meeting. The presence in person or representation by absentee ballot of fifteen percent (15%) of the members shall be necessary to constitute a quorum for a General Membership Meeting.

Section 4. Voting. Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

Section 5. Absentee Ballots. Absentee Ballots can be used for the expressed purpose of accommodating a regular member in good standing who cannot be in attendance at the General Membership Meeting. The absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary prior to the date of the General Membership Meeting and the election of the members to the Board of Directors. The Secretary shall present all absentee ballots to the Election Chairman on the date of the General Membership Meeting prior to the conduct of the election process.

Section 6: Annual Meeting of the Members. The Annual Meeting of the Members of Alta Loma Little League SHALL be held on the second, third or fourth Saturday of June each year for the purpose of electing the Board of Directors, receiving reports, reviewing the Constitution, and for the transaction of such business as may properly come before the meeting. The following shall happen at the Annual Membership meeting:

a. **President's Report.** The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and the Treasurer, or by a majority of the Directors, showing:

1. The condition of the Local League, to be presented by the President or his/her designate;

2. A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;

3. The report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League Headquarters.

b. **Election of Board Members.** Board of Directors shall be elected at the Annual Meeting. The League shall be governed by a Board of Directors elected from and by the membership, consisting of volunteer personal. Refer to Regulation 1 (B) in Little League Rule Book. The number of managers and coaches (from all leagues) elected to the Board shall not exceed a minority of the total Board members, i.e., managers and coaches can not comprise more than 50% of the total Board positions. All elections of Board of Directors shall be by a majority vote of all members present or represented by a properly executed and signed Absentee ballot filed with the Secretary prior to the election meeting.

ARTICLE VII – BOARD OF DIRECTORS

Section 1: **Board of Directors** - The management of the property and affairs of Alta Loma Little League shall be vested in a duly elected Board of Directors.

Section 2: **Office Term.** The term of office shall be from October 1, through September 30th.

Section 3: **Eligibility.** Any interested person who is willing to volunteer their time and energy to enhance and promote the welfare of the Local League may run for and be elected as an Officer of the League, provided he or she shall:

1. Be twenty-one (21) years of age or older;

2. Not manage or coach any team in the Division for which he/she is serving as Player Agent, or in ANY division while serving as President or Umpire in Chief.

Section 4: Officers of the Board of Directors shall include the following:

1. President
2. First Vice President of the Junior, Senior, and Big League Divisions
3. Second Vice President of the Major/Minor Divisions
4. Third Vice President of the Farm/Tee ball Divisions
5. Secretary
6. Treasurer
7. Player Agent of the Junior, Senior, and Big League Division
8. Player Agent of the Major/Minor Divisions
9. Player Agent of the Farm/Tee ball Divisions
10. Director of Equipment
11. Umpire-in-Chief
12. Official Scorekeeper (All Divisions)
13. Auxiliary Chairperson
14. Program Director
15. Safety Officer
16. League Information Officer

NOTE: Order of succession in the event of absence or disability of the President shall follow the above listed numbers 2-7 in this Section.

Section 5: Vacancies. If any vacancy occurs in the Board of Directors by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

Section 6: Board Meetings, Notice and Quorum. Regular Meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days and at such location(s) thereafter as shall be determined by the Board.

a. **Special Board Meetings.** The President or Secretary may, whenever they deem it advisable, or the Secretary shall, at the request in writing of at least 3 Board Members, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the Special Board Meeting.

b. **Notice of Special Board Meetings.** Notice of a Special Board Meeting shall be given by the Secretary or President personally, electronically, by telephone or by mail to each Board Member at least 48 hours before the time appointed for the Special Board Meeting. Such notification shall include the purpose of the Special Meeting.

c. **Quorum.** Not less than seven (7) members of the Board of Directors shall constitute a quorum for the transaction of business at any Board Meeting (Regular or Special). If a quorum is not present, no business shall be conducted.

d. **Voting rights.** Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors meetings are open to the members of the Local League, and the Board may invite, admit and recognize guests for presentations or comments during Board meetings.

Section 8: Adoption of Local Rules. The Board may adopt Local Rules and Regulations regarding the management of the Local League.

Section 9: Rules of Order for Board Meetings. All meetings conducted by Alta Loma Little League Baseball shall conform to Robert's Rules of Order.

Section 10: Required duties of the Board of Directors as a whole:

- a. Fulfill their duties to the best of their capabilities.
- b. Attend all meetings of the Board of Directors and standing committee meetings for which they are appointed.
- c. Assure the annual Voting Membership Meeting, (See Article VI, Section 6) is held and that notification is made to the voting members for the purpose of election of new officers or any changes in the Local League's fiscal year.
- d. Require the Local League Treasurer to keep accurate financial records and adequate financial reports and file the necessary government forms to maintain the non-profit status of the Local League.
- e. Assure that accident insurance is applied for and in force before any form of active play is permitted.
- f. Work together in a manner that gains favorable support for the Little League program.
- g. Be knowledgeable of the intent, objectives, and philosophy of Little League Baseball, Inc., and be able to assist in promoting these goals for the betterment of Alta Loma Little League.
- h. As a group, and individually, to conduct one's self in a manner that is not detrimental to the best interests of the Board of Directors and Alta Loma Little League.

Section 11. President. The President Shall:

- a. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- b. Present a report of the condition of the Local League at the Annual Meeting.
- c. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.

d. Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.

e. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.

f. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.

g. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

h. With the assistance of the player Agent, examine the application and support proof-of age documents of every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection.

i. The President, with the approval of the Board of Directors, shall appoint managers of each team of the Local League. Refer to Regulation 1 (B) of the Little League Rule Book.

Section 12. Vice President. The Vice Presidents shall:

a. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.

b. Perform such duties as from time to time may be assigned by the Board of Directors or the President.

c. See that all teams practice good safety habits.

d. Report to the President any protest or player, manager, or coaches ejections from a game.

e. Determine if a game in his/her division should be rescheduled.

f. Assist the Player Agent within their Division to register players and to hold approved try-outs as scheduled by the Board of Directors.

Section 13. Secretary. The Secretary shall:

a. Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.

b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.

c. Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committee.

d. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.

f. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

g. Notify Members, Directors, Officers and committee members of their election or appointment.

Section 14. Treasurer. The Treasurer shall:

a. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.

b. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.

c. Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.

d. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

e. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.

Section 15. Player Agent. The Player Agent shall:

a. Record all player transactions and maintain an accurate and up-to-date record thereof.

b. Receive and review applications for player candidates and assist the President in verifying residence and eligibility.

c. Conduct the tryouts, the player draft and all other player transaction or selection meetings.

d. Prepare the Player Agent's list.

e. Prepare for the President's signature and submission to Little League Headquarters, team roster, including players' claimed, and the tournament team eligibility affidavit.

f. Notify Little League Headquarters of any subsequent player replacements or trades.

Section 16. Safety Officer. The Safety Officer shall:

a. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.

b. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

1. Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

2. Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

3. Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

Section 17. League Information Officer. The League Information Officer shall:

a. Manage the league's official website.

b. Manage the online registration process and ensure that league rosters are maintained on the site.

c. Assign administrative rights to league volunteers and teams.

d. Ensure that league news and scores are updated on a regular basis.

e. Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media.

f. Serve as primary contact person for Little League Baseball and it's current web provider regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

ARTICLE VIII - COMMITTEES

Various committees at times are required for the proper implementation of the policies and procedures promulgated by Little League Baseball, Inc. and Alta Loma Little League. Recommendations of member(s) to head these committees will be appointed by the President and approved by the Board of Directors. The following is a list of potential committees that may be implemented to assist in the efficient management of the Local League:

Section 1: Calendar Committee. The President, Secretary, Players Agents, and Auxiliary Chairperson shall meet to establish the League Calendar of all activities and events of the Local League season.

Section 2: Finance Committee. The President, Treasurer, Director of Equipment, and Auxiliary Chairperson shall meet to plan the Local League budget for the current fiscal year and present it to the Board of Directors for approval.

Section 3: Game and Practice Schedule Committee. The President, all Player Agents, all Vice Presidents, and any other interested board member(s) shall meet to establish League Game Schedules and League Practice Schedules in all divisions and present it to the Board of Directors for approval.

Section 4: Rules Committee. The President, Player Agents, all Vice Presidents, and other interested board member(s) shall review ALL Local Rules and Regulation for the current baseball season and recommend to the Board of Directors changes for their approval at least 30 days before the first scheduled games of the season.

Section 5: By Laws Committee. The President, Secretary, and two other persons appointed by the President shall meet to review, discuss, and submit suggestions for the improvement, changes, or deletion of these by-laws to the Board of Directors for approval. Once approved by the Board of Directors, a proposed change(s) in the by-laws must be provided to or made available to all voting members prior to the Annual Voting Membership Meeting.

Section 5: Other Committees. Other Committees as deemed necessary for the management of the Local League.

ARTICLE IX - AFFILIATION

Section 1. Charter. Alta Loma Little League shall annually apply for a charter from Little League Baseball, Inc., and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

Section 2. Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, Pennsylvania, shall be binding on this Local League except where said rules conflict with the adopted Local Rules and Regulations as approved and adopted annually by the Board of Directors.

Section 3. Local Rules, Ground Rules and/or Bylaws. The local rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held

not less than one month previous to the first scheduled game of the season. These Rules and Regulations can be adopted, amended, or deleted in whole or in part by a majority vote of the Board of Directors, there being a quorum, at any meeting with proper notification of the purpose of which has been given to all members of the Board. The Local Rules have been formulated as the basic foundation for more effective operational management of Alta Loma Little League Baseball. The Local Rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered a part of this Constitution.

ARTICLE XI - FINANCIAL AND ACCOUNTING

It is the responsibility of Alta Loma Little League Baseball Board of Directors to require its League Treasurer to maintain accurate financial records and make financial reports monthly at the Board of Directors meetings and at the close of the fiscal year.

Section 1: **Fiscal Year.** The fiscal year shall be from October 1 through September 30 of each year.

Section 2: **Common League Treasury.** The Board of Directors shall decide all matters pertaining to the finances of Alta Loma Little League and shall place ALL income in a Common League Treasury at a bank to be approved by the Board of Directors.

Section 3: **Expenditures.** Expenditures will be made by CHECK ONLY and in such manner that will not give any individual or team an advantage. Such checks are required to have dual signatures, that of the Local League Treasurer and such other officer or person as the Board of Directors shall determine.

Section 4: **Reimbursements/disbursements.** The Board of Directors shall not permit the reimbursement/disbursements of Alta Loma Little League Funds for other than the

conducting of Alta Loma Little League business activities in accordance with the Rules and Policies of Little League Baseball, Inc. Reimbursement/Disbursements shall be:

- a. Board of Directors approved.
- b. Receipt provided for actual cost.
- c. Payment is to be made by CHECK ONLY.

Section 5: Auxiliary Funds. All funds raised by the Auxiliary in the name of Alta Loma Little League Baseball and Little League Baseball, Inc., is the property of Alta Loma Little League Baseball.

a. The chairperson of the Auxiliary shall be required to make a financial report at the regular monthly meeting of the Board of Directors as to the amount of money given to the League Treasurer for deposit to the Common League Treasury.

Section 6: Compensation. No Board of Director, Member of the Auxiliary, or member of Alta Loma Little League will receive any salary, compensation, or employment from Alta Loma Little League Baseball for services rendered except for UMPIRING and only if the Board of Directors approve such compensation.

Section 7: Distribution of Property upon Dissolution. Upon dissolution of Alta Loma Little League Baseball - After ALL outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of Alta Loma Little League to another Federally Inc., Entity maintaining a similar objective to that set forth herein, which possess or may be entitled to exemption under Section 501-(c)(3) of the Internal Revenue Code or any future corresponding provisions.

Section 8: Audit and Financial Accounting. The President shall appoint an Auditing Committee, or an outside Auditing Firm, to review the prior year's financial records

and transactions, and report to the Board the financial standing of the League and confirm the accuracy of the books and financial records.

Section 9: Corporate filings. All necessary documents to maintain the corporate status for Alta Loma Little League Baseball as a nonprofit organization shall be done annually as required by the Secretary of State of the State of California, with the payment of all necessary fees.

ARTICLE XII - AMENDMENTS

This Constitution and by-laws may be amended, repealed or altered in whole or in part by a simple majority at a duly authorized General Membership Meeting, provided all members have been notified in writing 14 days prior to such meeting (Refer to Article VI Section 2.)

This Constitution was approved by the Alta Loma Little League Membership on JUNE 14, 2003.

WILLIAM MOFFITT

President's Name (Print)

William Moffitt

President's Signature

7/3/03

Date