

# 2018 TOMS RIVER EAST LITTLE LEAGUE CONSTITUTION

## ARTICLE I - NAME

As of January 1, 2017, this organization shall be known as Toms River East Little League, located at 2195 Windsor Avenue, Toms River, NJ 08753, a 26 U.S.C. 501(c)(3) corporation (Exhibit A). Toms River East Little League holds a Little League charter known as: Toms River East Little League #2301810. In this document, the chartered league, Toms River East Little League will be hereinafter referred to as the "Local League".

## ARTICLE II - OBJECTIVE

The objective of the Local League shall be to implement firmly, in the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority. Following this objective, we will be encouraging well-adjusted, stronger, and happier children that will grow to be good, decent, healthy, and trustworthy citizens.

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. It will provide a supervised program of baseball practices and competitive baseball games. All members shall bear in mind that the attainment of exceptional athletic skill or winning of games is secondary. 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.

No part of the net earnings shall benefit any private shareholder or individual. No part of the Local League's activities shall contribute to carrying on propaganda, or otherwise attempt to influence legislation, nor participate in or intervene in any political campaign on behalf of any candidate for public office.

No Director or Officer shall receive directly or indirectly, any salary or compensation for services rendered as a Director or Officer because of their position within the Local League. A board member with a licensed business willing to provide a service to the Local League shall submit a bid for said service and will be considered along with at least two other bids to provide the service.

## ARTICLE III - MEMBERSHIP

### SECTION 1

**ELIGIBILITY:** Any person sincerely interested in active participation to further the affect and objective of this Local League, may apply to become a member.

### SECTION 2:

**CLASSES:** There shall be the following classes of Members:

**A. PLAYER MEMBER:** Any player candidate meeting the requirements of Little League Regulation IV, and who resides within the authorized boundaries (Exhibit B) of the Local League shall be eligible to play and/or compete. The Player Member shall have no rights, duties, or obligations in the management or in the property of the Local League. Player membership expires upon the completion of the current registration period.

**B. GENERAL MEMBER:** Any parent/guardian to a current "Player Member" or a person who resides within the authorized boundaries. This classification of member in good standing of the Local League shall have voting rights.

**C. BOARD MEMBER:** Any person actively involved in the Local League that sits on the Board of Directors. Any member meeting the requirements of Little League Regulation IV, who resides within the authorized boundaries (Exhibit B) and who is in good standing of the Local League shall be eligible to run for the Board of Directors.

**D. HONORARY MEMBER:** Any approved person may be elected as an "Honorary Member" by a 2/3 majority vote of all Board Members present at a duly held meeting of the Board of Directors. An Honorary Member shall have no rights, duties, voting rights or obligations in the management or in the property of the Local League.

**E. VOLUNTEER MEMBER:** Any approved person may be elected as a "Volunteer Member" by a 2/3 majority vote of all Board Members present at a duly held meeting of the Board of Directors. An Honorary Member shall have no rights, duties, voting rights or obligations in the management or in the property of the Local League.

**F. TRUSTEE MEMBER:** Any approved person may be elected as a "Trustee Member" by a 2/3 majority vote of all Board Members present at a duly held meeting of the Board of Directors. A Trustee Member shall serve a term of not longer than three or less than one year. The Trustee Member provides an additional system of checks and balances by examining financials and other relevant correspondence to ensure the Local League's dealings both public and private are in accordance with the law, the Local League's constitution, and its applicable Local Rules. The Trustee Member may also be called upon to provide non-voting input for situations and dealings that the Local League may find itself facing or having to act upon.

### **SECTION 3**

#### **OTHER AFFILIATIONS:**

Board Members are not permitted to sit on another organized baseball or softball board. Members that are actively engaged in the operation of another baseball team (i.e. managing a travel team or travel team administrators) are permitted to manage a team or sit on the board at the Local League, provided that the Local League is prioritized above all other leagues and organizations. Anyone so doing that does not put TRELLE first may face disciplinary actions. The Local League will have priority over all other baseball programs, except school baseball. Any Manager, Board Member, or Coach who puts another organization as a priority may be disciplined as necessary.

### **SECTION 4**

**SUSPENSION or TERMINATION:** Membership may be terminated by resignation or action of the Board of Directors as follows:

The Board of Directors, by quorum (12 members of the Board of Directors) at any duly held meeting, shall have the authority to discipline, suspend or terminate membership by a 2/3 majority vote, of any player member, family member, coach or manager when the conduct of such a person is considered detrimental to the best interest of the Local League and/or Little League Baseball, Inc. The Member may be brought before the Board of Directors and/or the Disciplinary Committee. The Member involved shall be notified of such meeting, informed of the general nature of the charges and may be given an opportunity to appear at the meeting to answer such charges.

The President, at his/her discretion and with the approval of (1) additional director may temporarily suspend anyone, including but not limited to any player, coach, official, parent or fan for up to 4 days violation of the Local League's Code of Conduct. A quorum of the Board of Directors will assemble to determine disciplinary action determined by a 2/3 majority vote. The action may be taken against an individual only once per season; subsequent violations must be referred to Board of Directors.

If a member is terminated, banned or suspended from the Board of Directors and or the Local League, he/she is considered not in good standing. Any member not in good standing will not be eligible to serve as Board Member. Any member not in good standing may appeal each year to the Board of Directors at a Special or Board Meeting. A person can be reinstated in good standing with a board quorum by a 2/3 majority vote during the appeal.

The Board of Directors will be empowered, with quorum of the board, by a 2/3 majority vote, to have the authority to terminate any board member/member if necessary actions are warranted. Said board member/member shall be called in for a special meeting and notified of said infractions and have an opportunity to respond to allegations through due process.

## **ARTICLE IV - REGISTRATION/FIELD RENTAL FEES/EQUIPMENT/TEAM MANAGERS/COACH**

### **SECTION 1**

#### **REGISTRATION**

Registration fees may be fixed at such amounts, as the Board of Directors shall deem fit and to be determined prior

to the beginning of each season. Refunds will not be issued after tryouts unless it is for medical reasons supported by proper documentation. No exceptions.

Anyone registering who has a check returned by the bank shall be responsible for reimbursing the Local League for any fees charged by the bank. No fees of any kind will be charged or assessed any Player Member as a prerequisite to play in the Local League (Little League Regulation XVII).

Any member who is unable to pay their registration fees has the opportunity to be placed on a timely payment plan. Families who claim "Hardship" for inability to pay the registration fee will be referred to the Board of Directors for consideration. The Board of Directors may determine a plan in lieu of ability to pay registration fee. Each case will be considered and dealt with on a case-by-case basis and in a confidential manner.

## **SECTION 2 FIELD RENTAL FEES**

Field rentals for travel teams will be permitted. The Board of Directors may review and adjust prices and eligibility as they deem fit. Refer to the "Travel Team Field Rental" fee schedule in the current Local League's By-Laws.

## **SECTION 3 EQUIPMENT**

Equipment and uniforms will be handed out to team managers. Deposit checks for equipment/uniforms must be turned in prior to receiving equipment or uniforms. Managers will be charged the current replacement cost of such equipment/uniforms if not returned.

## **SECTION 4 MANAGER/COACH REQUIREMENTS**

Team Managers/Coaches will be appointed yearly. Refer to the "Appointing Managers/Coaches" process in the approved Local League Baseball Rules. Managers shall be responsible for their teams and for their actions on the field (Regulation 1B). Managers shall be held accountable for all their teams' equipment and property. Manager may face dismissal if any equipment or property is not returned to the Local League by the requested date. The Manager may be required to reimburse the Local League for replacement costs.

## **ARTICLE V - MEETINGS**

The fiscal year for the Local League shall be October 1 through September 30 each year, as required by Little League Baseball, Inc.

### **SECTION 1**

**ANNUAL MEETING:** The Annual Meeting of the Local League shall be held every year for the purpose of receiving reports for transacting such business as may properly come before the meeting. Only General Members may attend this meeting. Notice of the Annual Meeting to notify all members should be posted during all practice times, on the website and in an email blast to the general membership.

### **SECTION 2**

**NOTICE of MEETING:** Notice of any Annual/General Meeting shall be posted at least 7 days in advance on the website and in an email blast to the general membership.

### **SECTION 3**

**SPECIAL MEETINGS:** Special meetings of the members may only be called by the Executive Board. These special meetings are to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. At such special meeting the President or Vice President shall be present.

### **SECTION 4**

**MEMBER VOTING:** Local League General Meeting dates that require member votes will be posted 7 days prior to meeting with vote stipulated on the website and in an email blast to the general membership.

## **SECTION 5**

**QUORUM:** The presence in person of 12 Directors shall be necessary to constitute a quorum; 2/3 majority vote will constitute an approval for the transaction of business.

## **SECTION 6**

**ABSENTEE BALLOT:** For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or at the Annual Election at which new Board members will be elected, an 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 election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

## **SECTION 7:**

**MEETING RULES OF ORDER:** Roberts Rules of Order shall govern the proceedings of all meetings with the exception of conflicts with the Local League's Constitution. General meeting rules will allow for a 3 minute time limit on all statements or responses to questions by any member unless additional time is granted by the Chairperson. Statement time is not transferable to another member.

## **SECTION 8**

**GENERAL MEETING:** Any General Member in current good standing in the Local League can attend scheduled General Meetings. The Local League will hold six (6) general meetings each fiscal year. These scheduled General Meetings will be posted on the website and in an email blast 7 days prior to the meeting. A sign in sheet must be completed with members' names and addresses to record attendance. Approved meeting minutes from previous General meeting and most current financial statement will be available to General members at the next General meeting. An annual financial review must be completed at the conclusion of the fiscal year by an independent accounting firm and reported on at a General meeting.

## **ARTICLE VI - BOARD OF DIRECTORS**

### **SECTION 1**

**BOARD of DIRECTORS:** The management of the property and affairs of the Local League shall be vested in the Board of Directors. The mission of the Board of Directors is to facilitate the operation of the local league. To be eligible for the Executive Board you must be a current Board Member who has served on the board for a minimum of 1 year. To serve as President you must be a current Board Member who has served on the Board of Directors for 2 consecutive years.

### **SECTION 2**

**ELECTIONS:** Board of Director Elections are annual and board positions must be staggered to avoid such a turn over that would be detrimental to the league. Board election Nominees must be submitted August each year. Election must be completed September each year. Directors who are not running may assist in the election process, however the process must involve at least one non-director to ensure fairness and transparency.

A Board Member, who resigns, must wait a period of 1 complete calendar year, from the date of resignation, before being eligible to run for a position. If said Board Member resigned with Termination Proceedings ongoing, he/she must first face the pending charges before being eligible to hold a position with the Board of Directors. The Board of Directors by vote may waive time eligibility in the best interest of the Local League by quorum.

In the event the Local League does not have the required nominees for an election all current Board of Directors may stay in office as voted in by the board. Those individuals are considered member elected parties and will have voting rights.

### **SECTION 3**

#### **BOARD POSITIONS:**

Starting in 2018, each year interested general members and incumbent board members may run for election. All interested general members and incumbent directors with expiring terms, considered in good standing, through the nominating committee and approval by the board of directors will run for 2-year terms. Each year there will be no

less than 8 and no more than 10 seats up for election, establishing staggered vacancies and ensuring the continuity necessary for the efficient operations of the Local League.

The first meeting following the beginning of the Local Leagues' calendar year (October) or immediately after elections the Board of Directors will meet to decide on which Board position each member will serve for the upcoming year. This is done by a majority vote among the newly elected Board of Directors. Executive Board Members will not consist of the following: husband/wife, partners in a civil union or domestic partnerships.

#### **SECTION 4**

##### **VACANCIES:**

If a vacancy occurs in the Board of Directors, by death, resignation, or otherwise, a position may be filled with a 2/3 majority vote of a quorum at any Board Meeting, General Meeting or at any Special Meeting called for that purpose. The President and Vice President are empowered to nominate any member that is in good standing of the Local League and assign a said position on the Board of Directors by a quorum vote of 2/3 majority. Said appointed member shall have voting rights.

Vacancies may not be filled with any board/general member who has been terminated or banned from the board or local league at any time. These members are considered not in good standing. Board members, who have resigned, can be appointed on the board after a 1-year waiting period to fulfill the term of that vacancy.

#### **SECTION 5**

##### **DUTIES and POWERS:**

The Board of Directors shall have the power to appoint such standing committees, as it shall determine appropriate, to delegate such powers to them as the Board shall deem advisable, and which it may properly delegate. These committees may consist of Board of Directors and/or in conjunction with general members.

#### **SECTION 6**

**VOTING** – Any Board Member in good standing of the Local League has the right to cast a vote or make a motion. A Board Member is not considered in good standing if they have missed two (2) consecutive regular scheduled meetings without proper excuse or notification. After two consecutive absences, the voting rights of said Board Member shall be suspended until reinstated by a vote of the remainder of the board. A Board Member's judiciary duty is to participate and cast their vote in all issues that are being voted upon. A Board Member may only abstain from a vote if the matter being voted on pertains to them directly or presents a conflict of interest.

The Board of Directors will regulate, in the best interest of the League, the TRELLE Local Rules. Any change requests must be brought to the Board of Directors and voted on prior to change. Votes will be determined by 2/3 majority quorum of the Board of Directors vote excluding said Player Agent or any Board of Director directly related to the change.

#### **SECTION 7**

**MEETINGS** – The Board of Directors may schedule regular scheduled closed meetings monthly. Scheduled general meeting will be determined by the Board of Directors and posted for our members as mentioned in Article V, Section 7.

Only Board Members of TRELLE may attend closed monthly board meetings unless a member is specifically invited. If a Board Member is unable to attend any scheduled general or closed meeting they must inform the Recording Secretary. They are required to provide a report for their position even in their absence. Any member of the Board of Directors who misses 2 (two) consecutive regular scheduled meetings or 4 (four) regular scheduled meetings in a calendar year is subject to removal from the Board unless he or she drafts a letter to the President to explain the absences. Voting privileges of said member are suspended until the Board votes on the individual's status.

The Board of Directors must abide by the code of confidentiality regarding all matters declared as sensitive to the board or its members. If a Board Member breaks this code with such discussions outside the forum, they may be subject to the Local League's disciplinary policy.

## **ARTICLE VII – EXECUTIVE BOARD**

### **SECTION 1**

The Executive Board shall consist of the President, VP of Operations, VP of Baseball Operations, Recording Secretary, Treasurer and Parliamentarian of the Local League.

### **SECTION 2**

The Executive Board shall advise with and assist the Board of Directors of the Local League in all matters concerning its interest and the management of its affairs, and shall have such other powers as may be delegated. In lieu of a quorum at a regular monthly meeting of the Board of Directors, the president may call an Executive Board Meeting to facilitate a decision that affects the everyday operation of the league or deals with an urgent and pressing issue that cannot wait until the next regular meeting. Directors present at a meeting where an Executive Board meeting is called may present their reports as normal and sit in on the Executive Board meeting. All minutes from an Executive Board meeting shall be taken and amended to the minutes of the regular meeting. The Executive Board shall have the authority to countersign checks up to \$250 for budgeted operating expenses without the prior approval of the Board of Directors not to exceed \$500 in a four week period without prior approval of the Board of Directors.

### **SECTION 3**

At any meeting a majority of the total number officers and directors then in office shall constitute a quorum for the transaction of business.

## **ARTICLE VIII – MEMBER/ELECTION:**

### **SECTION 1**

**ANNUAL ELECTION:** At our annual meeting the Current Board of Directors will recommend how the Board of Directors positions operate for the success for the Local League. The number so fixed may be increased at any Regular or Special Meeting of the Board of Directors or at any general membership meeting of the Families, and if the number is increased, the additional Directors may be appointed at the meeting at which the increase is voted, or at any subsequent meeting.

Scheduled election ballots will be counted and posted to notify members of the results.

Any general member meeting the requirements of Little League Regulation IV of the Local League shall be eligible to run for the Board of Directors. Members interested in running for the Board of Directors must also be in good standing with the league.

### **SECTION 2**

**ELECTION:** If a Member is terminated or banned by the Board of Directors and or the Local League, he/she will not be eligible to run for and/or serve on the Board of Directors during their period of disciplinary action. All submissions must be sent to the Chair of the Nominating Committee. The submissions should be posted on the website and e-mail blast for all members to review after deadline. Notification of upcoming elections will be posted on the website. The recording secretary should make ballot for the upcoming elections and have all submissions in by the requested time period. A deadline for the submissions of bios for elections should be posted on the website. Election guidelines will be noted in the Local League Rules.

The recording secretary will make ballot for all running nominees including board members who wish to continue their service, but term is complete. If more positions are available than nominees running, than all said nominees votes will be validated and elected to the Board of Directors. Any remaining positions will be nominated and appointed by a quorum of the Board of Directors by a 2/3 majority vote.

All member classes, excluding Player Members, in good standing are eligible to cast a vote in the election.

### **SECTION 3**

#### **MEETINGS AND NOTICES**

The Board of Directors of the Local League shall follow Roberts Rules of Orders for conducting Regular, General, or Executive Board Meetings unless otherwise specified. Regular Meetings of the Board of Directors shall be held immediately following the Annual Election and on such days thereafter, as shall be determined by the Board.

#### **ARTICLE IX - SEXUAL HARASSMENT**

The Board of Directors shall take whatever action necessary to protect the people of this league in accordance with little league policy based on the operating manual of every current year.

#### **ARTICLE X – COMMITTEES**

The Board of Directors may appoint committees as needed to run the Local League. There shall be a minimum of one Board of Director on each committee. These committees may include Board of Directors and /or general members.

#### **ARTICLE XI – OFFICERS: DUTIES AND POWERS**

**PRESIDENT:** The President shall:

- Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- Present a report of the condition of the Local League at the Annual Meeting.
- Communicate to the Board of Directors, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare to the Local League. May make adjustments to maintain the assurance of the Little League establishment
- Be responsible for the conduct of the Local League in strict conformance to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions to the charter issued by that organization.
- Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board of Directors as the circumstances warrant.
- Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- With the assistance of the Vice President of Administration, examine the registration and support proof-of-age documents of every Player candidate and certify to age and residence eligibility, before the Player may be accepted for tryouts and team selection.
- Set election date and review jobs needed to help run Little League properly.
- Copy of League Rules, Constitution, Fees, Rentals, and Charters.
- Make sure all programs, By-Laws, Constitution, ASAP, Maps are all updated
- Will appoint a Board Member to run all background checks for Managers/Coaches.
- Respond to members' questions or concerns in a timely manner
- Shall serve as the chair of the Executive Board and has the authority to call for a special meeting of the Board of Directors to address only the topic for which the special meeting was called.

**VICE PRESIDENT ADMINISTRATION:** The Vice President Administration shall:

- Be responsible for opening and maintaining registration in the spring and fall seasons
- Create initial hitting groups and schedules of play for regular season and Local League playoffs.
- Responsible for creation and maintenance of rosters.
- Schedule tournaments
- Make sure all programs, Local Rules, Constitution, ASAP, and Boundary Maps are all updated
- Fill out charters within proper time frames - all charters must be submitted before any practices are scheduled on the complex
- Oversee all aspects of league business with President including charters, safety, and budget
- Assist President when directed

- Arrange for General Liability and Directors and Officers Liability insurance and obtain approval from Board of Directors for appropriate coverage(s). He/She shall confirm that insurance binders of coverage are received by August 1 each year.
- Fill in for the recording secretary in his/her absence.
- Organize the elections, including posting on website and notifying members of date of elections. Responsible for collection and posting of all candidate bios for the election.
- In the case of the absence or disability of the President, and provided he/she is authorized by the board to so act, the VP Administration shall perform the duties of the President, and when so acting, shall have the powers of that office, and shall have other duties that may be assigned by the Board of Directors or the President

**VICE PRESIDENT BASEBALL OPERATIONS:** The Vice President Baseball Operations shall:

- Be responsible for managing the baseball related Activities for the Local League. Assist Board Members responsible for the divisional play, Tournaments and Umpires. Address issues generated from Williamsport and District 18.
- Oversee the Local Rules
- Coordinate managers and coaches clinics at each level of play.
- To oversee all aspects of baseball operations, including: tryouts, rules, selection of managers/coaches, selection of all star, competition committee.
- Responsible for all operations of baseball are carried out to player agents.
- Oversee hitting groups, drafts, and attend all division manager meetings.
- Seek advice and consent of VP Admin with regards to schedule changes
- Must be informed of any and all baseball related issues.
- Assist President when directed.
- Must attend all Division Manager meetings.
- In the case of the absence or disability of the President and the VP Administration, and provided he is authorized by the President or Board to so act, the VP Baseball Operations shall perform the duties of the President, and when so acting, shall have the powers of that office, and shall have other duties as from time may be assigned by the Board of Directors or the President.

**PARLIAMENTARIAN:** The Parliamentarian shall:

- Assist the local league in the drafting and interpretation of bylaws and rules of order and the planning and conducting of meetings.
- Assist the President in conducting the meeting by unobtrusively offering the chair help, guidance, and support
- Review the Local League's governing documents and offer an opinion as to how to proceed based on interpretation of those rules.
- Chair of the Disciplinary Committee and as such appoints a vice chair with the consent of the rest of the Board of Directors. In his/her absence, may appoint another voting board member in good standing to investigate any and all disciplinary matters and report such findings to the President for immediate action.
- Maintain the Local League's Disciplinary Procedure Policy
- Be well versed on Robert's Rules of Order
- Shall be vested with autonomous authority over the Township Liason so long as the action is deemed essential and for the betterment of the Local League.
- Will act as the Sergeant at Arms at all general meetings, having the responsibility of maintaining order at the meetings and enforcing the chair's request that order shall be maintained.
- May remove disorderly members from a general meeting provided the member refuses all requests to stop such conduct
- Responsible as acting as timekeeper for remarks questions and debate as set forth in the Local League's constitution.



- Shall be a full voting member who, whereupon a conflict is called into question should exclude or abstain from said vote unless a motion is passed by the majority allowing the Parliamentarian to cast his/her vote.

**RECORDING SECRETARY:** The Recording Secretary shall:

- Be responsible for recording the activities of the Local League and maintain appropriate, mailing lists and necessary records.
- Perform duties as herein set forth, in addition to such other duties as are customarily incident to the office of Recording Secretary or may be assigned by the Board of Directors.
- Maintain a list of all Honorary Members, Trustee Members, Directors and committee members and give notice of all meetings of the Local League.
- Keep the minutes of Members, the Board of Directors and the Executive Board, and cause them to be recorded in a book kept for that purpose.
- Minutes should be kept in binder in board room at all times after being approved by vote of the Board of Directors
- Shall conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders. Record votes at said meetings.
- Notify Members, Directors, Officers, and Committee Members of their election or appointment.

**TREASURER:** The Treasurer shall:

- 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.
- Receive all monies and securities, and deposit same in the depositories approved by the Board of Directors.
- Keep records for the receipt and disbursement of all monies and securities of the Local League, 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 with a valid purchase order must have dual signatures.
- Prepare an annual budget under the direction of the President.
- Responsible for purchase and distribution of gift cards for the Shop Rite Registration program.
- Deposit checks
- Disclose all deposits, and income amounts on report
- Disclose all information pertaining to monies for the Local League. All deposit slips must be filed and attached to the bank statements per month. All hard copies will be kept and filed.
- The Treasurer, President, and Local League's accountant shall have access to view QuickBooks at all times.
- The Treasurer shall have and share with the Board of Directors, the current operating budget, and a summary of the building improvements or loans currently in force or acquired during the fiscal year in files.
- Chairs Budget Committee

**EQUIPMENT DIRECTOR:** The Equipment Director shall:

- Be responsible for assessing the need of the Local League and ordering equipment and uniforms.
- Responsible for the hand out of all equipment and or uniforms to appointed managers.
- Must request deposit check prior to handing out property of Local League. If no deposit is given, Local League property will not be permitted to be distributed to said manager.
- Has full responsibility to keep proper records for accountability of managers for all teams throughout the Spring, All Stars, and Fall seasons
- Must be on the budget committee and attend meetings.
- Must inform the board of directors for any incentives received by outside vendors. Failure to do so will be considered negligent. Equipment Director will not use any incentives given by outside vendors for personal use.
- Will have key to equipment room and is responsible for the organization and maintenance of said room. A key will be issued to proper Directors who need access to room.
- Be in charge of the Spirit Store, including maintaining inventory. Will work with the treasurer and committee members to ensure all transactions are logged appropriately

**FIELD AND MAINTENANCE DIRECTOR:** The Field and Maintenance Director shall:

- Be responsible for the continued maintenance of all playing fields, scoreboards, grounds and structures.
- Must sit on the budget committee and attend all meetings.
- Must keep log and or records of his/her responsibility
- Head of Field and Maintenance Committee.
- Coordinate all keys for facility and monitor who has them by keeping a log.
- Produce and maintain budget throughout spring and fall seasons.
- Determines if fields are playable, and will coordinate his/her opinion with the President and or Vice Presidents
- Notify President, Vice Presidents, Communications Director, Player Agents, and Umpire in Chief when the decision on playability of fields is made.

**ALL WEATHER PRACTICE FACILITY(AWPF)/KITCHEN DIRECTOR:** The AWPF/Kitchen Director shall:

- Be responsible for the day to day operations of the AWPF building including the opening, and closing of this facility. Responsible for all training needed and to explain the duties required.
- Provide updated lists of volunteer apps that posts all approved members.
- Provide schedule for AWPF based on the hitting group schedule created by VP Administration.
- Provide the AWPF with all handouts that our members may need.
- Provide information and post any and all clinics, and meetings to notify our members
- Attend budget committee meetings.
- Provide report of expenses after closing.
- Provide and maintain budget for AWPF
- Maintain the concession building and all equipment
- Collects and reviews concession related offers and other purchasing opportunities, allowing for the best savings and biggest profit for the league
- Report to the Board of Directors at each meeting on the status of the kitchen.
- Shall make himself/herself available for all inspections (Fire, Health, Equipment, etc.)
- In the event the kitchen is leased to a 3rd party:
  - Make the Lessee aware of the schedule so the concession stand can be open at the proper times
  - Respond to Lessee requests for repairs of building
  - Respond to Lessee request for repair or replacement of equipment.
  - Ensure that the Lessee and any employees that are hired to work in the concession stand represents the Local League in an appropriate and professional manner.
- In the event the kitchen is run by the Local League:
  - Organize the purchase of concession product
  - Schedule workers and volunteers to operate the concession stand
  - Organizes, tallies, and keeps records of all concession sales and purchases.
  - Shall make himself/herself available for delivery of food, equipment, and product.

**UMPIRE IN CHIEF:** The Umpire in Chief shall:

- Be responsible for assigning umpires to all games.
- Work with ECIUA to fill additional unassigned games.
- Coordinate with UIC from other leagues during interleague play.
- Make membership aware of umpire clinics, including times and dates.
- Post list of wanted umpires for the season.
- Keep a log of attendees of clinic to meet criteria of our AAA umpires.
- Provide umpires with a Little League rulebook and Local League's Playing Rules.
- Jr. Umpires will fill out umpire form for every game they work.
- Umpire In Chief must hand in schedule to President for review and Treasurer for payment.

**PLAYER AGENTS:** The Player Agent shall:

- Be responsible for Managers/Coaches and Players in their divisions in accordance with the Local League's Playing Rules
- Ensure all managers abide by our league draft rules and do not abuse them.
- Raising the first place flag on field 5 (Major Division Only)
- Calling unregistered players for registration
- Setting up the tryouts and mailing draft cards with times and dates.
- Inform President and Vice President on scheduled manager meetings as well as any "Special" meeting for said division.
- Report any and all baseball concerns to the VP of Baseball Operations.
- Responsible for all managers/coaches on the field in their division being approved by our background screening process. If a member is not approved and is on our fields, said member may be banned from assisting for the season.
- Responsible for all aspects of said Division for All Stars.
- Assigning players to teams (League Age 8 and below)
- Making recommendations to the board for approval of managers and coaches in their division.
- In season scheduling including rescheduling of rainouts.
- Shall seek the advice and consent of the Vice President of Admin for schedule changes prior to opening day.

**TOWNSHIP LIASON:** The Township Liason shall:

- Attend all meetings involving the town
- Collect information that town may need.
- Responsible to provide a wish list to Township.
- Coordinate with the Board of Directors and League lawyers' Township scheduled meetings.

**FUNDRAISING DIRECTOR** - The Fundraising Director shall:

- Be responsible for all Sponsorship Ads, signs, and advertisements within the complex,
- Implementing of other fund raising activities to help supplement the annual budget. Ads for said league will be reviewed and discussed by the Board of Directors. Fees may be determined by the Board of Directors as they deem fit.
- Chair the Fundraising Committee
- Seek out and bring to the Board of Directors additional fundraising opportunities to supplement Local League's operating budget.

**COMMUNICATIONS AND SAFETY DIRECTOR** – The Communications and Safety Director shall:

- Make public aware of all league activities by means of radio, newspaper, flyers, bulletin boards, social media, and website.
- Acts as the communications bridge between the Board of Directors and the members via the Local League's website.
- Coordinate the annual meeting in March for our members..
- Annually prepare the ASAP program and mail to Bristol.
- Maintain updated list of background safety checks for all members involved with the League.
- Stocking safety equipment, First Aid Kits, Ice Packs,
- Coordinate annual safety training.
- Contact the local police department to install and remove ground crossings
- Coordinate road closings for league events such as Opening Day Parade.

## **ARTICLE XII - AFFILIATION**

### **SECTION 1 CHARTER**

The Local League shall annually apply for a charter from Little League Baseball, Incorporated, 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, Incorporated, Williamsport, Pennsylvania shall be binding on the Local League.

### **SECTION 3 LOCAL RULES, GROUND RULES, AND/OR BYLAWS**

The local rules, ground rules, and/or bylaws of the Local League shall be adopted by the Board of Directors at a meeting held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations, and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules, and/or bylaws of the Local League shall expire at the end of each fiscal year and are not considered part of this constitution. (See Article XIII, Section 7 for the definition of the Fiscal Year for the Local League.)

## **ARTICLE XIII - FINANCIAL AND ACCOUNTING**

### **SECTION 1 AUTHORITY**

The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

### **SECTION 2 CONTRIBUTIONS**

The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League

### **SECTION 3 SOLICITATIONS**

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are to be placed in the Local League treasury.

### **SECTION 4 DISBURSEMENT OF FUNDS**

The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers as the Board of Directors shall determine.

### **SECTION 5 COMPENSATION**

No Director, Officer, or Member of the Local League shall receive, directly or indirectly, any salary, compensation, or emolument from the Local League for services rendered as Director, Officer, or Member.

**SECTION 6  
DEPOSITS**

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League at TD Bank, N.A.

**SECTION 7  
FISCAL YEAR**

The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

**SECTION 8  
DISTRIBUTION OF PROPERTY UPON DISSOLUTION**

Upon dissolution of the Local League, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

**ARTICLE XIV - AMENDMENTS**

This constitution may be amended, repealed, or altered in whole or in part by a majority vote at any duly organized meeting of the Members, provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation

Updated October 2, 2017 by Constitution Committee

Ratified October 10, 2017 by Board of Directors

Ratified November 14, 2017 by General Membership

Updated March 10, 2018 to include Sections XII, XIII, and XIV

Ratified May 21, 2018 by Little League International