

League ID No.: 00116633

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SENECA FALLS LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Seneca Falls Community Little League, hereinafter referred to as "Local League."

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the 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 good, decent, healthy and trustworthy citizens.

SECTION 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members 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 and softball 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.

ARTICLE III - MEMBERSHIP

SECTION 1

Eligibility. Any person sincerely interested in active participation to further the objective of this Local League may apply to become a Member.

SECTION 2

Classes. There shall be the following classes of Members:

- (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers with the following titles listed below (Optional examples: Team Parent, Field Maintenance, District Administrator, Assistant Administrators, etc.):

- (c) **Honorary Members (Optional).** 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.
- (d) **Sustaining Members (Optional).** Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.

(e) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations.

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

SECTION 4

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

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, 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 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 of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for fiscal year of this league.) Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII (c). If no dues for Regular Membership are collected, Section 2 below does not apply.

SECTION 2

Regular Members who fail to pay their fixed dues within (choose one) ...

_____ ten (10) _____ fourteen (14) _____ twenty one (21) **X** thirty (30) _____ (other)_____

... day(s) of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition. A General Membership Meeting is any meeting of the membership of the league (including 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 or by mail to each Member at the last recorded address at least (choose one) ...

_____ seven (7) **X** ten (10) **X** fourteen (14) _____ twenty one (21)

... days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

SECTION 3

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of (choose one) ...

_____ one third (33.3 percent) _____ one fourth (25 percent) **X** one fifth (20 percent) **X** one tenth (10 percent)

... of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

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. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

SECTION 5

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting 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 6

Annual Meeting of the Members. The Annual Meeting of the Members of the Local League shall be held in September (Insert date/time; For example: "the third Wednesday of (month) at 8 p.m.") each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and 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 whole amount of real and personal property owned by the Local League, where located, and where and how invested;
 - (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
 - (5) The names of the persons who have been admitted to regular membership in the Local League during such year. This 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 International.
- (b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).
- (c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on October 1st (Specify date). The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and a Coaching Coordinator. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

SECTION 7

Special General Membership Meetings. Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of (choose one) ...

X ten (10) ___ fifteen (15) ___ twenty (20)

... Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than (choose one) ...

X ten (10) ___ fourteen (14) ___ twenty one (21) ___ thirty (30)

... days after the request is received by the President or Secretary.

SECTION 8

Rules of Order for General Membership Meetings. Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the Local League.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Authority. The management of the property and affairs of the Local League shall be vested in the Board of Directors.

SECTION 2

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting

at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

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 4

Board Meetings, Notice and Quorum. Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- (a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of two Directors, 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 meeting.
- (b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least fourteen ten day(s) before the time appointed for the meeting to the last recorded address of each Director.
- (c) Four members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 5

Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

SECTION 6

Rules of Order for Board Meetings. Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

SECTION 2

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.
 - (1) Ensure proper control and security of all league assets and procurement of adequate insurance
 - (2) Arrange and coordinate locations for all league events
 - (3) Ensure all security and background checks of all league board members, coaches and volunteers have been conducted
 - (4) Submit Charter on the Data Center and update it accordingly
 - (5) Submit Tournament Affidavit on the Data Center

- (6) Attend, or designate someone to attend on his/her behalf, all monthly District 5 meetings
- (7) Organize and conduct meetings as needed to run the league and its programs
- (8) Act as the official spokesman for the league

- (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, **with the help of the treasurer**, 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~~, **Tournament Coordinator**, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for ~~tryouts~~ **and selection to the tournament team.**

SECTION 3

Vice President. The Vice President 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 by the President.
- (c) **Act on behalf of the President as requested, in any and all baseball related matters**
- (~~e~~ d) Be responsible for organizing and executing Opening Day Ceremonies / Parade **along with the Vice President Softball.**
- (~~d~~ e) ~~Set local rules for baseball,~~ **Work with Player Agent to review and update league rules for baseball,** not to supersede Little League rules (i.e. ties, rainouts, etc.)
- (f) **Work with league Player Agent to organize and conduct player evaluations for Minors and Majors baseball divisions**
- (g) **Work with league Player Agent to conduct baseball player drafts**
- (h) **Respond to any issues/inquiries regarding the baseball program**
- (i) **Report to President all information and suggested improvement recommendations relative to baseball operations**

SECTION 4

Vice President Softball. The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President when it comes to softball, 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 by the President.
- (c) **Act on behalf of the President as requested, in any and all softball related matters**
- (d) **Direct and coordinate the activities of personnel appointed to softball operations**
- (~~e~~ e) Be responsible for organizing and executing Opening Day Ceremonies / Parade **along with the Vice President.**
- (~~e~~ f) ~~Set local rules for softball,~~ **Work with Player Agent to review and update league rules for softball,** not to supersede Little League rules (i.e. ties, rainouts, etc.)
- (g) **Work with league Player Agent to organize and conduct player evaluations for Minors and Majors baseball divisions**
- (h) **Work with league Player Agent to conduct Softball player drafts**
- (i) **Respond to any issues/inquiries regarding the softball program**
- (j) **Report to President all information and suggested improvement recommendations relative to Softball operations**

SECTION 5

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.
 - (1) **Update and maintain Board of Directors information on the Data Center and League One**
 - (2) **Reserve a meeting space for all meetings**
 - (3) **Give timely notice of all league meetings and events to appropriate parties**
 - (4) **Arrange for team/individual pictures, create a picture day schedule, distribute the schedule to team managers, and make sure pictures are distributed**
 - (5) **Collect volunteer information and conduct background checks**
 - (6) **Manage the collection of the mail (PO Box 216)**
 - (7) **Participate in player registration process**

- a. Set up online registration forms
 - b. Prepare and distribute registration flyers
 - c. Ensure the requisition of all necessary forms and registration fee payments
 - d. Compile and distribute Medical Release documents to managers
 - e. Maintain Birth Certificate Records
- (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 Committees.
- (d) ~~Issue membership cards to~~ Notify Regular Members of their membership status, if approved by the Board of Directors.
- (e) 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 and~~ 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 6

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 moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys 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) Ensure all liabilities are approved as required and are paid in a timely manner
- (e) Ensure the league's Board of Directors is knowledgeable of the financial well-being of the league by reporting current expenditures, income and balance at each meeting
- (~~d~~-f) Prepare an annual budget, under the direction of the League President, for submission to and approval by the Board of Directors at the Annual Meeting.
- (e g) 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 International.
- (h) Coordinate the timely preparation and filing of league income tax returns (must be submitted by Feb. 15)

SECTION 7

Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record ~~thereof on League One.~~
- (b) ~~Receive and~~ review applications for player candidates and ~~assist the President in~~ verifying residence and age eligibility.
- (c) Organize and conduct player evaluations for Minors and Majors baseball/softball divisions ~~Conduct the tryouts,~~ the player draft and all other player transaction or selection meetings.
- (d) Work with Vice President and Vice President Softball to review and update league rules, not to supersede Little League rules (i.e. ties, rainouts, etc.)
- (~~d~~ e) Prepare the Player Agent's list (Establish and maintain a list of coach pitch and minor division players who can substitute at the minor and major divisions if a need arises)
- (~~e~~ f) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (~~f~~ g) Notify Little League International of any subsequent player replacements or trades.
- (h) Ensure coaches are provided team rosters, game schedules, and rules at the start of the season
- (~~g~~) Administer the divisional player pool.
- (~~h~~) Take charge of ordering and issuing regular season, All Star, and any special seasonal uniforms (i.e. Fall Ball).
- (i) Report to the President any suggested improvements to baseball/softball operations

SECTION 8

Tournament Coordinator. The Tournament Coordinator shall:

- (a) Work with the President to establish a selection process for All Star tournament teams to be presented to and approved by the Board of Directors by the March meeting
- (b) Gather statistics related to player performance in the major and minor levels of softball and baseball
- (c) Initiate the selection process for All Star participants no later than the first week of June

- (d) With the assistance of the President, examine the application and support proof of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for selection to the tournament team
- (e) Enter Team Information/Rosters on League One
- (f) Contact parents and collect the necessary paperwork
- (g) Enter Team Information/Rosters on League One
- (h) Submit the school enrollment forms to the schools for completion
- (i) Compile the tournament binders, including all necessary documentation, and submit them to the President for review before submitting to the District 5 President

SECTION 8 9

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 children and all participants of Little League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. (Update and obtain approval of league's ASAP manual from Little League International, located on the Data Center, prior to start of Spring season)
- (c) Organize and facilitate annual First Aid training for managers, coaches, umpires, league officials, and other volunteers.
- (d) Prepare and distribute complete first aid kits for each team to the equipment manager to be included in the equipment bags
- (e) Maintain adequate inventories of first aid supplies, including ice packs, at each dugout and the concession stand and arrange for replenishment of team first aid kit supplies as needed
- (f) Maintain a log of all accidents and injuries and communicate to league President
- (g) Follow up with any person injured during a league event and document recovery or complications
- (h) Inspect all fields, including bleachers, fencing and concession stand before the Spring season begins, then on a weekly basis, communicating any safety hazards to the league President

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 9 10

Coaching Coordinator. The coaching coordinator shall:

- (a) Maintain a list of those who have volunteered to manage or coach a team
- (b) Collect contact information for those who have indicated interest in volunteering during the registration process
- (c) Secure managers for all teams prior to draft ;(present managers to the Board of Directors for approval at the March meeting)
- (~~a~~ d) Submit a complete list of managers/coaches to the secretary
- (~~b~~ e) Represent coaches/managers in league;
- (~~e~~ f) Present a coach/manager training budget to the board;
- (~~d~~ g) Gain the support and funds necessary to implement a league-wide training program;
- (~~f~~ h) Coordinate mini-clinics as necessary
- (e i) Order and distribute training materials to players, coaches and managers (Little League Rule Books, Coach Pitch Program Guide, Tee Ball Program Guide)
- (~~g~~) Serve as the contact person for Little League International.

SECTION 11

Game Scheduler. The game scheduler shall:

- (a) Establish the game schedule for each league, working with other leagues as necessary for interleague play
 - (1) consult the school calendar for potential conflicts
 - (2) check with managers to see if there are any conflicts to consider
- (b) Distribute game schedules to each of the team managers, prior to the start of the season

- (c) Approve game rescheduling as necessary and maintain an accurate schedule online
- (d) Ensure that when games are rescheduled, the Umpire in Chief and the Concessions Manager are notified

SECTION 12

Umpire Coordinator. The Umpire Coordinator shall:

- (a) Monitor and distribute rule changes mandated by Little League International
- (b) Review local league rules and provide President recommended modifications
- (c) Research and suggest competitive umpire fees for season to be presented to the Board of Directors at the March meeting
- (d) Actively recruit umpires for baseball and softball divisions of the league
- (e) Coordinate scheduling of training classes for umpire candidates
- (f) Develop umpire assignment schedule for all Minors and Majors baseball divisions and Minors and Majors softball division games
- (g) Coordinate paperwork to record games umped and payment of umpires with the Treasurer
- (h) Ensure adequate inventory of umpire equipment and present requests for additional purchases to the Board of Directors at the March meeting

SECTION 10

League Information Officer. The League Information Officer shall:

- ~~(a) Set up and manage the league's official website (site authorized by Little League International);~~
- ~~(b) Set up online registration and ensure the league rosters are uploaded to Little League;~~
- ~~(c) Assign online administrative rights to other local volunteers;~~
- ~~(d) Encourage creation of team web sites to managers, coaches, and parents;~~
- ~~(e) Ensure that league news and scores are updated online on a regular basis;~~
- ~~(f) Collect, post, and distribute important information on league activities including direct dissemination of fund raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media;~~
- ~~(g) Serve as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league ad~~

SECTION 11 13

Sponsorship/Fundraising Manager. The Sponsorship/Fundraising Manager shall:

- (a) Research viability of fund raising alternatives for review by the Board of Directors
- (b) Develop and implement an overall fund raising plan consisting of multiple campaigns designed to finance specific league operations (Ensure compliance with maximum player participation rules for fundraising events)
- ~~(a) Solicit and secure local sponsorships to support league operations~~
- ~~(b) Collect and review sponsorship and fundraising opportunities~~
- (c) Organize and implement approved league fundraising activities
- (d) Coordinate participation in fundraising activities
- (e) Review and update league's sponsorship program
- (f) Solicit league and team level sponsorships from local area businesses and organizations
- (g) Coordinate purchase, installation and storage of sponsor banners
- (h) Coordinate distribution of sponsorship photo plaques to sponsors
- (i) Prepare and distribute thank you letters to those who have supported league
- (e j) Maintain records of monies secured through sponsorship and fundraising initiatives.

SECTION 12 14

Concession Manager. The Concession Manager shall:

- (a) Maintain the operation of concession facilities
 - (1) Ensure required health permits are obtained and posted
 - (2) Manage the pre-season setup/post-season breakdown of the concession stand
 - (3) Ensure concession stand is secured and kept clean at all times
 - (4) Prior to start of Spring season, establish sale pricing and related purchase costs for each item sold as well as a listing of recommended equipment purchases and present to the board at the April meeting
 - (5) Create a list of inventory at the end of the season
- (b) Organize the purchase of concession products
- (c) Be responsible for the management of the concession sales at league events

- (d) ~~Schedule volunteers to work the concession booth during league events.~~ Prepare operating schedule to ensure concession stand is open for at least 80% of all league games Monday through Thursday and 100% on Friday and Saturday. Recruit and schedule volunteers to open, operate and close concession stands during league games and special events.
- (e) Collect and review concession related offers including coupons, discounts and bulk-purchasing opportunities
- (f) Organize, tally and keep records of concession sales and purchases.
- (g) Submit receipts/cash to treasurer on a weekly basis
- (h) Print menus to be posted on the baseball/softball dugouts as well as the concession stand

SECTION 15

Field Maintenance Coordinator- Field 1. The Field Maintenance Coordinator- Field 1 shall:

- (a) Coordinate Field Maintenance Day along with other Field Maintenance Individuals
- (b) Submit request for supplies by the March meeting
- (c) Prior to start and throughout the Spring season-
 - (1) ensure each field is in good playing condition:
 - a. Pitcher's mound is built up to appropriate height
 - b. Enough field mix at each base, base line, home plate and pitcher's mound
 - c. All bases and home plate are in good condition
 - d. Field grass rolled and mowed (infield)
 - (2) ensure the PA system and scoreboard are in good working order
- (d) Ensure the batting cage net is up and in good repair
- (e) Maintain adequate inventory of field marking lime, Play Ball quick dry compound and rakes throughout the season
- (f) At the completion of the season:
 - (1) Repair any damaged areas of fields
 - (2) Ensure field marking lime, play Ball quick dry compound and rakes are secured safely in storage
 - (3) Remove tarps from the field and place them in storage
 - (4) Remove batting cage nets

SECTION 16

Field Maintenance Coordinator- Field 2. The Field Maintenance Coordinator- Field 2 shall:

- (a) Coordinate Field Maintenance Day along with other Field Maintenance Individuals
- (b) Submit request for supplies by the March meeting
- (c) Prior to start and throughout the Spring season, ensure each field is in good playing condition:
 - (1) Enough field mix is in the infield
 - (2) All bases and home plate are in good condition
 - (3) Field grass rolled
- (d) Maintain adequate inventory of rakes throughout the season
- (e) At the completion of the season:
 - (1) Repair any damaged areas of fields
 - (2) Ensure rakes are secured safely in storage

SECTION 17

Field Maintenance Coordinator- Field 3. The Field Maintenance Coordinator- Field 3 shall:

- (a) Coordinate Field Maintenance Day along with other Field Maintenance Individuals
- (b) Submit request for supplies by the March meeting
- (c) Prior to start and throughout the Spring season-
 - (1) Ensure each field is in good playing condition:
 - a. Pitcher's plate is in place
 - b. Enough field mix in the infield
 - c. All bases and home plate are in good condition
 - d. Field grass rolled
 - (2) Ensure the PA system and scoreboard are in good working order
 - (3) Ensure the batting cage net is up and in good repair
- (d) Maintain adequate inventory of field marking lime, Play Ball quick dry compound and rakes throughout the season
- (e) At the completion of the season:
 - (1) Repair any damaged areas of fields
 - (2) Ensure field marking lime, play Ball quick dry compound and rakes are secured safely in storage

- (3) Remove batting cage net

SECTION 18

Equipment Manager. The Equipment Manager shall:

- (a) Maintain accurate and up to date baseball equipment inventories and records
- (b) Ensure effective control, security and maintenance of all baseball equipment
- (c) Inspect all equipment at the start and completion of each season to ensure compliance with Little League International equipment requirements and remove equipment from inventory that is damaged or does not comply with regulations
- (d) Coordinate repairs to baseball equipment in an effective and timely fashion
- (e) Ensure baseball equipment is issued only to authorized users and is returned to stock at end of season.
- (f) Provide Little League Board of Directors with recommendations for purchases of new and replacement equipment by the January meeting

SECTION 19

Uniform Manager. The Uniform Manager shall:

- (a) Research and provide President with recommendations for uniform styles for regular season (Spring and Fall), Senior Baseball and All Star tournament play
- (b) Maintain adequate supply of all patches required by Little League International
- (c) Collect and document hat and jersey sizing, team names, player numbers and sponsor name information for registered players and head coaches
- (d) Order, receive and distribute uniform apparel as approved by the league board for each season (Spring and Fall), Senior Baseball and All Star tournament play for all players and head coaches
- (e) Adhere to league purchasing rules and provide Treasurer with details of all purchases
- (f) Distribute uniforms to coaches prior to first game of regular season (Spring and Fall), Senior Baseball and All Star tournament play

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than ~~five (5)~~ **seven (7)** Directors, one of whom shall be the President of the Local League.

SECTION 2

The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE IX - OTHER COMMITTEES

SECTION I

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

SECTION 2

Membership Committee. The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Members or the Board of Directors as the case may be.

SECTION 3

Finance Committee. The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations.

It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, and shall turn over said collections to the Treasurer immediately after each game.

SECTION 4

Building and Property Committee. (May be combined with Grounds Committee) The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

SECTION 5

Grounds Committee. (May be combined with Building and Property Committee) The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 6

Playing Equipment Committee. The Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

SECTION 7

Managers Committee. The Board of Directors may appoint a Managers Committee consisting of three (3) Directors.

The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

SECTION 8

Umpire Committee. The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

SECTION 9

District Committee. The Board of Directors may appoint a District Committee consisting of the Local League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in interleague district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

SECTION 10

Auxiliary Committee. The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

SECTION 11

Auditing Committee. The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 12

Minor League Committee. The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the Local League President for the proper conduct of the Minor League operation.

SECTION 13

Softball Committee. The Board of Directors may appoint a Softball Committee consisting of up to three (3) Directors and other appointed Regular Members, not to exceed a total of 10 individuals. The Chairman of the Committee shall be the Vice President of

Softball. The Committee shall address issues and concerns related to the enhancement of the Softball Program and present recommendations to the Board of Directors for approval.

ARTICLE X - 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 this Local League.

SECTION 3

Local Rules, Ground Rules and/or Bylaws. The local rules, ground 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, 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 this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

ARTICLE XI - 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, Incorporated unless all of the funds so raised 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. **Expenditures under \$250 for necessary equipment and supplies purchased by the President or Treasurer, or under \$100 for supplies needed for field maintenance purchased by Field Maintenance Coordinators may be made without approval by the Board of Directors.** All disbursements shall be made by check, electronic check, debit card, **or receipted cash in an amount no greater than \$100 for emergency supplies.** All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons 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 moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at **Generations Bank, Seneca Falls, NY** (name of financial institution).

SECTION 7

Fiscal year. The fiscal year of the Local League shall begin on (Check one):

 X October 1 and shall end on September 30.

(Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated, Group Tax ID Number.)

_____ January 1 and shall end on December 31.
_____ (Other date) _____

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 XII - 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.

This Constitution was approved by the _____ on _____ (date).

President's Name (Print) **Joshua Martin**

President's Signature _____ Date: _____

Little League ID No. **00116633**

Federal ID No. (if available) _____ NA _____

State ID No. (if available) _____ NA _____

Make one copy for the District Administrator and copies for the Local League. Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-approved copy) is the official Constitution of this Local League. *Little League Baseball, Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference*