

# Kirkland National Little League Constitution

League Id Number 04470908

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Date Submitted: _____	Date Accepted: _____	Not Accepted: _____

## ARTICLE I – NAME

This organization shall be known as Kirkland National Little League, hereinafter “Local League”.

## ARTICLE II – OBJECTIVE

### SECTION 1 - Mission

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The Local League shall further the mission of Little League Baseball, Incorporated to promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball.

The primary consideration of the Local League shall be to develop outstanding citizens. It shall do this through proper guidance, exemplary leadership, and espousing the virtues of good character. It shall assist all participants in developing the ideals of citizenship, discipline, teamwork and physical well-being.

All Officers, Directors, and Members shall endeavor to further these primary objectives.

The Local League Baseball and Softball Programs shall be designed and managed to realize these primary objectives.

Any competitive aspects of the Programs, including, but not limited to, developing superior athletes or teams, winning games or championships, are a secondary consideration.

### SECTION 2 - Non-Profit

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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 supervised Baseball and Softball Programs in adherence with the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated.

No part of the Local League activities or earnings shall benefit any private shareholder or individual.

No part of the Local League activities or earnings shall directly or indirectly participate in, or intervene in, any political campaign on behalf of, or in opposition to, any candidate for elective public office.

No substantial part of the Local League activities shall attempt to influence legislation, including action by Congress, state legislature, local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure.

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### **SECTION 3 - Non-Discrimination**

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The Local League is committed to providing a welcoming and nurturing environment and ensuring all participants are treated fairly and with dignity and respect. The Local League does not and shall not tolerate any conduct contrary to these goals.

The Local League does not and shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, age, gender, gender identity or expression, sexual preference or orientation, ability or disability, or socio-economic status in any of its activities.

The Local League does not and shall not allow any expression, message, action, symbol, or similar of discrimination, harassment, bullying, intimidation, or that is otherwise unwanted, offensive or inappropriate.

## **ARTICLE III – MEMBERSHIP**

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### **SECTION 1 – Eligibility**

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Any person sincerely interested in active participation and in furthering the objectives of this Local League may apply to become a Member.

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### **SECTION 2 – Classes**

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There shall be the following classes of Members:

- (a) **Player Members:** Any candidate meeting the requirements of *Little League Regulation IV Players* shall be eligible for participation as a player. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) **Regular Members:** Any person, having reached the age of majority according to state law, sincerely interested in furthering the objectives of the Local League may become a Regular Member upon application and approval as hereinafter provided. The Secretary shall maintain the roll of Regular Members to qualify voting members.

Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Directors, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be Regular Members in good standing.

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### **SECTION 3 – Other Affiliations**

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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.

All Officers, Directors, Managers, Coaches, Volunteer Umpires, other elected or appointed officials, and Players whose activities in another organization or group are deemed detrimental to the Local League and/or Little League Baseball, Incorporated, may be removed from all Local League offices and positions by the Board of Directors ([Article III, Section 4 - Disciplinary Action](#)).

## **SECTION 4 – Disciplinary Action**

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Membership may be suspended or terminated by resignation of the Member, whether Regular or Player, or action of the Board of Directors as follows:

- (a) The Board of Directors shall have the authority to suspend or terminate the membership of any Member of any class, including Officers, Directors, Managers, Coaches, Volunteer Umpires, other elected or appointed officials, and Players, when the conduct of such person is deemed detrimental to the Local League and/or Little League Baseball, Incorporated. Such suspension or termination must be approved by majority vote of all Directors.
- (b) The Member shall be notified of any such meeting of the Board of Directors, informed of the nature of the charges and given an opportunity to appear at the meeting to answer such charges. The Member shall have the right to be assisted in the presentation of their case. If the Member is a minor, they shall appear with a parent or guardian. If the Member is a Player Member they shall appear with their team manager.
- (c) The notice shall state that failure of the Member to appear before the Board of Directors shall constitute default and an admission of the alleged conduct. Such default shall allow the Board of Directors to summarily impose disciplinary action, up to and including termination of membership.
- (d) Suspension of membership shall specify a definite length of time. After the specified time has been satisfied, membership shall be automatically restored. **EXCEPTION:** If the suspension extends beyond the current fiscal year, the individual must apply for approval as a Member as hereinafter provided.
- (e) Termination of membership may be absolute, without the possibility of being restored, or indefinite, with the possibility of being restored after a minimum length of time and the individual having satisfied any conditions specified by the Board of Directors. If the individual may be restored as a Member and has satisfied all conditions specified by the Board of Directors, the individual may petition the Board of Directors to be restored as a Member. The Board of Directors may hear or decline to hear the petition. If the Board of Directors hears the petition, the Directors may approve the petition by a majority vote of all Directors. If the Board of Directors declines to hear the petition or hears the petition but fails to approve the petition, the Board of Directors may specify any conditions to the individual to re-petition. If no conditions are specified, the individual may not re-petition before the following fiscal year.
- (f) Any decision shall be final and not subject to appeal.
- (g) The Board of Directors may not designate the power to suspend or terminate membership to anyone other than the Board of Directors. The Board of Directors may designate the power to administer the disciplinary process and the power to impose disciplinary action to a duly constituted Code of Conduct Committee, except where same conflicts with this Constitution.

# ARTICLE IV – APPROVAL OF REGULAR MEMBERS

## SECTION 1 – Approval

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For approval as a Regular Member, an individual must complete and submit a "Little League Volunteer Application" to the Local League each fiscal year. The Local League shall then conduct a background check of the applicant. The Local League shall then approve or reject the applicant as an approved volunteer.

If approved as a volunteer and the applicant has reached the age of majority according to state law, the Local League shall then approve the applicant as a Regular Member. If the applicant has not reached the age of majority but will do so during the fiscal year, the applicant may, upon reaching the age of majority, apply for approval as a Regular Member.

Failure to complete this approval process, including volunteer application and background check, shall result in the immediate termination of the individual's membership.

The roll of Regular Members shall be posted to the Local League website and maintained by the Secretary to qualify voting members.

Voting rights are accorded 45 days after approval as a Regular Member.

## SECTION 2 – Dues

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Dues for Regular Members may be fixed at such amounts as the Board of Directors, by majority vote of those Directors present at a duly constituted meeting of the Board of Directors, shall determine for a particular fiscal year.

**NOTE:** Dues for Regular Members are separate from registration fees for Player Members.

If no dues for Regular Members are collected, [Section 3 - Failure to Pay Dues](#) does not apply.

## SECTION 3 – Failure to Pay Dues

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Regular Members who fail to pay their fixed dues within fourteen (14) days of approval to become a Regular Member may, by majority vote of those Directors present at a duly constituted meeting of the Board of Directors, be dropped from the rolls and shall forfeit all rights and privileges of membership.

# ARTICLE V – GENERAL MEMBERSHIP MEETINGS

## SECTION 1 – Definition

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A General Membership Meeting is any meeting of the Regular Members of the Local League, including Annual Membership Meeting ([Section 6 - Annual Membership Meeting](#)) and Special Membership Meetings ([Section 8 - Special Membership Meetings](#)).

The Annual Membership Meeting ([Section 6 - Annual Membership Meetings](#)) is required to be held once per fiscal year.

## **SECTION 2 – Notice**

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Notice of each General Membership Meeting shall be posted not less than fourteen (14) days in advance of the meeting, setting forth the place, time and purpose of the meeting. This notice shall be posted to Local League public media resources, including, but not limited to, its website and social media sites. In addition, this notice shall be attempted to each Regular Member at the last recorded email address for the Regular Member.

## **SECTION 3 – Quorum**

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At any General Membership Meeting, the presence in person or representation by absentee and online ballots of five (5) percent of the Regular 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 – Guests**

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The Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. However, such guests may not make motions or vote at such meeting.

## **SECTION 5 – Voting**

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Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings.

At the Annual Membership Meeting or any Special Membership Meeting at which new Directors will be elected to the Board of Directors, or any meeting of the Board of Directors at which Officers will be elected or new Directors will be elected to fill a vacancy of the Board of Directors, the Board of Directors shall:

- (a) appoint, by majority vote of those Directors present, an Election Chairman. The Election Chairman shall:
  - (1) administer any vote before the Membership, including, but not limited to, approval of a new Constitution and election of Directors to the Board of Directors.
  - (2) administer any vote before the Board of Directors, including, but not limited to, the election of Officers and the election of new Directors to the Board of Directors.
  - (3) The Election Chairman may effect any procedures they deem advisable to ensure the integrity of any vote, except where same conflicts with this Constitution.
- (b) appoint, by majority vote of those Directors present, an Election Secretary. The Election Secretary shall assist the Election Chairman in the discharge of any vote, including, but not limited to, tabulating the ballot results, reviewing and including any proper absentee and online ballots, and announcing and recording the result.

An absentee or online ballot may be requested and obtained from the Secretary of the Local League for the express purpose of accommodating a Regular Member in good standing who cannot attend the Annual Membership Meeting or any Special Membership Meeting at which new Directors will be elected to the Board of Directors, or accommodating a Director in good standing who cannot attend any meeting of the

Board Of Directors at which Officers will be elected or new Directors will be elected to fill a vacancy of the Board of Directors. This request shall be made not less than seven (7) days in advance of the meeting.

An absentee ballot shall be properly completed and returned in a sealed envelope to the Secretary prior to the date of the election. All completed and returned absentee ballots shall be presented to the Election Chairman at the meeting, prior to the vote.

An online ballot shall be allowed through a system that has been reviewed and approved by the Board of Directors. At a minimum, such a system shall:

- (a) secure a single online ballot to a single Regular Member or Director
- (b) secure any completed ballot from tampering
- (c) anonymize any completed ballot

An online ballot shall be properly completed and submitted prior to the vote. All completed and submitted online ballots shall be presented to the Election Chairman at the meeting, prior to the vote.

## **SECTION 6 – Annual Membership Meeting**

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The Annual Membership Meeting of the Local League shall be held in June of each year. In the event of a force majeure, the Board of Directors shall schedule the Annual Membership Meeting for an appropriate place and time.

If the fiscal year ends without an Annual Membership Meeting, all Local League activities, except those necessary to obtain and maintain its charter and fulfill its financial obligations, are suspended until such time the Annual Membership Meeting is held.

The purpose of the Annual Membership Meeting is to receive reports, review the Constitution, elect the Board of Directors, and transact any properly presented business. At this meeting:

- (a) The Membership shall receive a report, verified by the President and Treasurer, or by majority of the Board of Directors, detailing:
  - (1) The condition of the Local League.
  - (2) For the most recent fiscal year, a general summary of funds received and expended by the Local League for the year, the amount of funds currently in possession of the Local League treasury, and the name of the financial institution(s) 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 most recent fiscal year, the amount and nature of the property acquired, the date 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 as a Regular Member in the Local League during the most recent fiscal year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual

Membership Meeting. A copy of such report shall be forwarded to Little League Baseball, Incorporated.

- (b) The Board of Directors may propose a new Constitution. The Membership shall approve or reject the new Constitution by vote.
  - (1) The Election Chairman shall administer a vote by anonymous ballot.
  - (2) A Member may:
    - i. approve or reject the proposed Constitution
    - ii. abstain
    - iii. return a blank ballot
  - (3) A blank or invalid ballot is a spoilt vote and thus rejected from the count.
  - (4) The Election Chairman and Election Secretary shall tabulate the ballot results, review and include any proper absentee and online ballots, and announce and record the result.
  - (5) The new Constitution shall be approved if so indicated by a majority of valid ballots.
  - (6) If the Membership fails to approve a new Constitution, the existing Constitution shall remain in effect.
- (c) The Board of Directors shall recommend the number of Directors to be elected for the ensuing year. The Membership shall approve or propose and approve the number of Directors to be elected for the ensuing year by vote. The number of Directors shall not be less than seven (7).
  - (1) The Election Chairman shall administer a vote by voice or roll call, include any proper absentee and online ballots, and announce and record the result.
- (d) The Board of Directors shall include a minimum of one (1) manager. The number of managers and coaches on the Board of Directors shall not exceed a minority of the number of Directors.
- (e) The Board of Directors shall include a minimum of one (1) active volunteer umpire for the Local League.
- (f) The Board of Directors shall present any nominees for Director. Nominees must be Regular Members in good standing. The Membership shall elect the approved number of Directors for the ensuing year by vote.
  - (1) The Election Chairman shall administer a vote by anonymous ballot.
  - (2) A Member may:
    - i. approve one or more formal nominees or include write-in nominees for election, not to exceed the approved number of Directors
    - ii. abstain
    - iii. return a blank ballot
  - (3) A blank or invalid ballot is a spoilt vote and thus rejected from the count.

- (4) The Election Chairman and Election Secretary shall tabulate the ballot results, review and include any proper absentee and online ballots, and announce and record the result.
  - (5) The nominee receiving the most votes shall be the first elected Director; the nominee receiving the second most votes shall be the second elected Director; and so on. This process shall be repeated until the approved number of Directors is elected or the votes are exhausted. The order of the elected Directors shall have no bearing on the organization of the Board of Directors.
  - (6) In the event of a tie vote for the final elected Director(s), the Election Chairman shall administer a run-off vote in accordance with these rules. If the result of this run-off vote is still a tie, this shall be settled by a blind draw.
  - (7) A nominee must receive a majority of valid votes to be elected.
  - (8) If a majority of Directors fail to be elected owing to the above majority threshold, the Election Chairman and Election Secretary shall determine an appropriate viability threshold and which nominees are viable per that threshold. The Election Chairman shall administer another vote in accordance with the above rules.
- (g) If any properly presented business requires a vote by the Membership, the Election Chairman shall administer a vote and announce the result.

## **SECTION 7 - Election of Officers**

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After the Board of Directors is elected, the newly elected Board of Directors shall meet to approve the Officer positions and elect the Officers for the ensuing year. The meeting may be held following the Annual Membership Meeting and completion of all Membership business.

- (a) The newly elected Board of Directors shall approve, by majority vote of those Directors present, the Officer positions to be elected for the ensuing year.
- (b) Any newly elected Director may be a nominee for an Officer position. The newly elected Directors shall elect the Officers for the ensuing year by vote.
  - (1) The Election Chairman shall administer a vote by anonymous ballot.
  - (2) A Director may:
    - i. approve one formal nominee, include a write-in nominee, or register no nominee, for election to each Officer position
    - ii. abstain
    - iii. return a blank ballot
  - (3) A blank or invalid ballot for an Officer position is a spoilt vote and thus rejected from the count for that Officer position. Such rejected ballots may be included in the count for the other Officer positions.
  - (4) The Election Chairman and Election Secretary shall tabulate the ballot results, review and include any proper absentee and online ballots, and announce and record the result.



- (5) An Officer is elected if approved by a majority of valid ballots. If no nominee receives a majority of votes, the nominee with the fewest votes shall be removed from consideration and another round of voting is held. This shall be repeated until a nominee receives a majority of votes.
  - (6) In the event of a tie vote for an Officer position, the Election Chairman shall administer a run-off vote in accordance with these rules. If the result of this run-off vote is still a tie, this shall be settled by a blind draw.
  - (7) A nominee must receive a majority of valid votes to be elected.
  - (8) If an Officer fails to be elected owing to the above majority threshold, the Election Chairman and Election Secretary shall determine an appropriate viability threshold and which nominees are viable per that threshold. The Election Chairman shall administer another vote in accordance with the above rules.
- (c) After the election of the Officers, the newly elected Board of Directors shall assume the performance of its duties. Its 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 the President, one or more Vice President / Program & Coaching Coordinators, Treasurer, Secretary, one or more Player Agents, and a Safety Officer.

## **SECTION 8 – Special Membership Meetings**

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Upon the written request of a minimum of ten (10) Regular Members, the President or Secretary shall call a Special Membership Meeting to consider the subject specified in the request. Such Special Membership Meeting shall be scheduled to take place not less than fourteen (14) days after the request is received by the President or Secretary.

A Special Membership Meeting may be called by a majority vote of the Board of Directors, or by the President or the Secretary at their discretion.

No business other than that specified in the notice of the meeting shall be transacted at any Special Membership Meeting.

## **SECTION 9 – Rules of Order**

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Robert’s Rules of Order shall govern the proceedings of General Membership Meetings, except where same conflicts with this Constitution.

# **ARTICLE VI – BOARD OF DIRECTORS**

## **SECTION 1 – Authority**

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

## **SECTION 2 – Increase in Number**

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The number of Directors so fixed at the Annual Membership Meeting may be increased at any Special Membership Meeting. If the number is increased, the additional Directors may be elected at the meeting at which the increase is approved or at any subsequent General Membership Meeting. The additional Directors shall be elected in accordance with the rules of [Article V, Section 6 - Annual Membership Meeting](#).

## **SECTION 3 – Vacancies**

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

## **SECTION 4 – Meetings, Notice and Quorum**

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- (a) Regular meetings of the Board of Directors shall be held on such days as shall be determined by the Board of Directors.
- (b) The President or the Secretary may call a Special Board Meeting, whenever they deem advisable or upon the written request of a minimum of five (5) Directors. Notice of a Special Board Meeting shall include the purpose of the meeting. No business other than that specified in the notice of the meeting shall be transacted at any Special Board Meeting.
- (c) Notice of each meeting of the Board of Directors shall be made not less than seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. This notice shall be attempted to each Director at the last recorded email address of the Director.
- (d) A majority of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (e) The Board of Directors may invite, admit and recognize guests for presentations or comments during meetings. However, such guests may not make motions or vote at such meeting.
- (f) Only Directors may make motions and vote at meetings.

## **SECTION 5 – Duties and Powers**

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The Board of Directors 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 or its Local Rules.

## **SECTION 6 – Rules of Order**

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

# **ARTICLE VII – DUTIES AND POWERS OF THE BOARD**

## **SECTION 1 – Authority**

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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. Such 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 of Directors by the Membership or have been elected to fill a vacancy on the Board of Directors.

## **SECTION 2 – Standing Officers**

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The Officers of the Board of Directors shall include the President, one or more Vice President / Program & Coaching Coordinators, Treasurer, Secretary, one or more Player Agents, and a Safety Officer.

## **SECTION 3 – President**

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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 Membership 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, and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of its Local League charter.
- (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 of Directors.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board of Directors or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and proof-of age documents of every player candidate and certify to residence or school enrollment and age eligibility before the player may be accepted for evaluations and selection.
- (i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the Local League Safety Officer or other designated Director.
- (j) Serve as the contact person for the District and Little League International.
- (k) Perform any other duties as are customarily incident to the President or as so empowered by the Board of Directors.

## **SECTION 4 – Vice President / Program & Coaching Coordinator**

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The Vice President / Program & Coaching Coordinator shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided they are authorized to do so by the President or Board of Directors. When so acting, the Vice President shall have all the duties and powers of the President.
- (b) Conduct the affairs of the Local League Baseball and/or Softball Program(s) and execute the policies established by the Board of Directors.
- (c) Present a calendar of key dates to the Board of Directors necessary for the successful operation of the Program(s), such as registration start and end, Managers and Coaches meetings, player evaluations, draft and team formation, equipment handout and return, regular season start and end, Local League Championship schedule, City Championship schedule, and All-Star selection meetings.
- (d) Present a training budget(s) and program(s) to the Board of Directors that shall promote the development of Managers, Coaches and Players so they may better further the objectives of the Local League.
- (e) Order and distribute training materials to Managers and Coaches. Organize and conduct training clinics as appropriate.
- (f) Present a budget to the Board of Directors necessary for the successful operation of the Program(s), including equipment, supplies, facility rentals, field fees, tournaments, and similar.
- (g) Identify and consider eligible candidates for Managers and Coaches. Submit for consideration and approval by the Board of Directors a slate of nominees for Managers and Coaches. Represent the Managers and Coaches in the Local League.
- (h) Review any "Exception Request Form" submitted by a player and advise the President.
- (i) Coordinate with the Player Agent to organize and conduct the player evaluations necessary to properly assess all players in those upper levels that conduct a draft, so that the draft may ensure parity of all teams.
- (j) Review and approve all teams and player assignments to those teams at those lower levels that do not conduct a draft.
- (k) Witness the player draft at those upper levels that conduct a draft.
- (l) Witness the All-Star selection meetings.
- (m) 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 Program(s).
- (n) Serve as the contact person for the District and Little League International, as needed and as delegated by the President.
- (o) Perform any other duties as are customarily incident to the Office of Vice President / Program & Coaching Coordinator or as so empowered by the Board of Directors.

## **SECTION 5 – Secretary**

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The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Maintain a roll of all Regular Members and the Board of Directors and give notice of all meetings of the Membership and the Board of Directors.
- (c) Issue membership cards to Regular Members, if approved by the Board of Directors.
- (d) Keep the minutes of the meetings of the Membership and the Board of Directors, and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Regular Members, Directors and Officers of their election or appointment.
- (g) Perform any other duties as are customarily incident to the Office of Secretary or as so empowered by the Board of Directors.

## **SECTION 6 – Treasurer**

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The Treasurer shall:

- (a) Receive all moneys and securities and deposit same as so approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all moneys 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 must have dual signatures.
- (c) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Membership Meeting.
- (d) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Membership Meeting and to Little League International.
- (e) Perform any other duties as are customarily incident to the Office of Treasurer or as so empowered by the Board of Directors.

## **SECTION 7 – Player Agent**

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The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.

- (c) Conduct the evaluations, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's List, the listing of accepted player candidates, for use by the managers and supervisors of the evaluations.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.
- (g) Perform any other duties as are customarily incident to the Office of Player Agent or as so empowered by the Board of Directors.

## **SECTION 8 – Safety Officer**

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The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all participants of the Local League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

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

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
  - (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
  - (3) Reporting - Define a process to assure that incidents are recorded, information is sent to Local League, District, and National offices, and follow-up information on medical and other data is forwarded as available.
  - (4) Background Checks - If the President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.
- (c) Perform any other duties as are customarily incident to the Office of Safety Officer or as so empowered by the Board of Directors.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

Little League Baseball, Incorporated recommends a committee structure to engage the Board of Directors, assist with efficiently delegating responsibilities throughout the year, and provide oversight in the operation of the local league.

No local league is required to use this tool of operation to manage the local league. As such, the matter of committees, including an Executive Committee, excepting the standing committees under [Article IX, Section 2 - Standing Committees](#), is left to the discretion of the President and the Board of Directors.

# **ARTICLE IX – COMMITTEES AND BOARD POSITIONS**

## **SECTION 1 – Authority**

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The Board of Directors shall have the power to appoint such committees and board positions as it determines appropriate and to delegate such powers to them as the Board of Directors shall deem advisable and which it may properly delegate.

## **SECTION 2 – Standing Committees**

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The Committees shall include the Nominating Committee, Rules Committee, Code of Conduct Committee, Audit Committee and Protest Committee.

## **SECTION 3 – Nominating Committee**

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The Board of Directors shall appoint a Nominating Committee of not less than three (3) Directors.

The Committee shall consider, with guidance from the Board of Directors, the number of Directors and the organization and positions of said Directors for the ensuing year.

The Committee shall identify and consider eligible candidates for the Board of Directors.

The Committee shall submit for consideration by the Board of Directors the number of Directors, the organization and positions of said Directors, and a slate of nominees for the Board of Directors for the ensuing year. The Board of Directors shall present the number of Directors and the nominees for Director at the Annual Membership Meeting.

The Committee shall submit for consideration by the Board of Directors a slate of Officers for the ensuing year.

## **SECTION 4 – Rules Committee**

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The Board of Directors shall appoint a Rules Committee of not less than three (3) Directors.

The Committee shall consider, with guidance from the Board of Directors, the Constitution of the Local League and the Local Rules of the Local League.

The Committee may submit an amended Constitution for consideration by the Board of Directors. The Board of Directors shall present the amended Constitution at the Annual Membership Meeting.

The Committee shall submit the Local Rules for the fiscal year. ([Article X, Section 3 - Local Rules](#)) for consideration by the Board of Directors.

If the Board of Directors or the Membership requests clarification or interpretation of any provision within this Constitution or the Local Rules, the Committee shall render, by majority vote of its members, a decision. Such decision shall hold as precedent until such time as the Constitution or the Local Rules are amended and approved.

## **SECTION 5 – Code of Conduct Committee**

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The Board of Directors shall appoint a Code of Conduct Committee of not less than six (6) Directors. The Committee is empowered to:

- (a) Review any complaints of violations of the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, this Constitution, the Local Rules of the Local League, and the laws of any jurisdiction within which the Local League operates.
- (b) Administer the disciplinary process.
- (c) Impose any disciplinary action by majority vote of the Committee, including the suspension from future participation in any Little League activity, not to exceed four (4) games or equivalent for non-game activities, and not to include the suspension or termination of any other membership rights. Such suspension may extend beyond the current fiscal year.
- (d) Recommend further disciplinary action by the Board of Directors who may approve, by majority vote of all Directors, such action.

The Committee shall publish its disciplinary process within the Local Rules of the Local League. Such disciplinary process shall, at a minimum, state:

- (a) If there is reasonable evidence of a criminal violation, then the matter shall be immediately referred to the local police department. The alleged violator will be suspended pending that investigation.
- (b) The alleged violator shall be notified of any Committee hearing, informed of the nature of the charges and given an opportunity to appear at the hearing to answer such charges. The Member shall have the right to be assisted in the presentation of their case. If the Member is a minor, they shall appear with a parent or guardian. If the Member is a Player Member they shall appear with their team manager.
- (c) The notice shall state that failure of the alleged violator to appear before the Committee shall constitute default and an admission of the alleged conduct. Such default shall allow the Committee to summarily impose disciplinary action within its power and recommend further disciplinary action by the Board of Directors.
- (d) Any decision may contain conditions for continued involvement in the Local League.
- (e) Any decision by the Committee or the Board of Directors is final and not subject to appeal.

## **SECTION 6 – Audit Committee**

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The Board of Directors shall appoint an Audit Committee of not less than three (3) persons. It is recommended that such persons not be Directors nor hold any affiliation to any Directors.

The Committee is empowered to review any and all books and records of the Local League to ensure the financial transparency, integrity and health of the Local League.

The Committee shall conduct an annual review of the books and records prior to the Annual Membership 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, secure the services of a Certified Public Accountant to accomplish such review.

The Committee may conduct a mid-year review and report its findings to the Board of Directors.

Such reviews shall, at a minimum, report the following:

- (a) Did the Treasurer prepare a detailed report for each of the months being reviewed?
- (b) Were the reports clear, concise and easily understood?
- (c) Did the ending bank balance on each report match the beginning bank balance on the next report?
- (d) Was a detailed Treasurer's report presented at each meeting of the Board of Directors and Annual Membership Meeting?
- (e) Did the balance on the monthly Treasurer's reports agree with the balance on the bank statements?
- (f) Were all checks imprinted with sequential numbers?
- (g) Are all the checks accounted for, including any voided checks?
- (h) Were all the checks signed by two (2) or more Officers?
- (i) Did two (2) or more people always count any funds received?
- (j) Was a receipt always written from the Treasurer to the person who gave funds?
- (k) Was there a proper invoice or receipt for each expenditure?
- (l) Do the canceled checks and deposits on the bank statements agree with the entries in the register?
- (m) Were any checks written to an individual for the reimbursement of an expense without a receipt?
- (n) Were any checks written to "Cash"?
- (o) Is the accounting system sufficient to maintain accurate records of income and expenses?
- (p) Did all contracts have the signatures of two (2) Officers?
- (q) Did the Local League purchase any equipment and donate it to another organization?
- (r) Did the Local League grant any funds to another organization? If so, did the Local League ask for verification of the expenditure of the grant funds?
- (s) Did the Local League receive any grants from another organization? If so, did the Local League provide verification of the expenditure of the grant funds?
- (t) Was the Treasurer cooperative during the review and with the Committee?
- (u) Were the books and records clear, concise and easily understood?

## **SECTION 7 – Protest Committee**

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The Board of Directors shall appoint a Protest Committee of the number of Directors sufficient to administer any protest under the rules prescribed by the Rules and Regulations of Little League Baseball, Incorporated.

The Board of Directors shall appoint a number of Directors to serve as alternate members of the Committee.

No Committee member shall hear any protest to which they are a direct or indirect party, including as a Manager or Coach of the game, Manager or Coach in the same Division as the protest, umpire of the game, or parent or guardian of a player of the game.

If any primary member is unable to hear a protest, the Committee shall select alternate members until the hearing is properly constituted.

## **ARTICLE X – AFFILIATION**

### **SECTION 1 – Charter**

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The Local League shall apply each year 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**

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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**

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The Local Rules of this Local League shall be approved by majority vote of those Directors present at a duly constituted meeting of the Board of Directors, to be held not less than two (2) months prior to the first scheduled game of the season.

The Local Rules shall not conflict with the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, and shall not conflict with this Constitution.

The Local Rules shall expire at the end of each fiscal year and are not considered part of this Constitution.

# **ARTICLE XI – FINANCIAL AND ACCOUNTING**

## **SECTION 1 – Authority**

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The Board of Directors shall decide all matters pertaining to the finances of the Local League and shall place all moneys in the Local League treasury, directing the expenditure of funds in such manner as will promote the welfare and/or further the objectives of the Local League.

## **SECTION 2 – Contributions**

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The Board of Directors 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.

In consideration of the differences between the Baseball and Softball Programs, such as equipment, playing field, and pitching, the Board of Directors may permit the contribution of funds or property to a Program provided the Board of Directors approves, by majority vote of those Directors present at a duly constituted meeting of the Board of Directors, the funds or property are for benefit of the Program and the Local League, do not favor or disadvantage a Division or team, and do not disadvantage the other Program.

## **SECTION 3 – Solicitations**

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

## **SECTION 4 – Disbursement of Funds**

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The Board of Directors shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated. All disbursements shall be made by check, or Local League credit or debit card. 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 – Financial Transparency**

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No Director authorized to disburse funds may be the spouse or relative of the President or Treasurer, or have direct access to funds without the written permission of the Board of Directors.

The use of Local League credit or debit card is permitted, given the card is returned to the President or Treasurer with receipt for all purchases made within three (3) days of the purchase date.

## **SECTION 6 – Compensation**

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No Member, including Officers and Directors, of the Local League shall receive, directly or indirectly any salary, compensation, or emolument from the Local League for services rendered as a Member.

The Local League may confer certain benefits to a Member if such benefit is small, considering its value and the frequency with which it is conferred. Examples include occasional snacks, occasional meals, and

occasional awards with a low fair market value. Gift cards, gift certificates and similar cash equivalents are allowed as an award, not to exceed \$100 for a particular fiscal year. Cash, check, use of the Local League credit or debit card, or similar cash equivalents are not allowed.

The Local League may reimburse a Member's personal expenses, such as equipment, materials, training, and uniforms.

Such benefits and personal expenses shall promote the welfare and/or further the objectives of the Local League.

Such benefits and personal expenses shall be approved by either:

- (a) the Board of Directors, by majority vote of those Directors present at a duly constituted meeting of the Board of Directors; or,
- (b) a duly appointed Committee, by majority vote of those members present at a duly constituted meeting of the Committee.

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## **SECTION 7 – Deposits**

All moneys received, including, but not limited to, registration fees, donations, sponsorships and fundraising, shall be deposited to the credit of the Local League to the Local League treasury.

The Local League treasury may deposit and/or invest its funds in any financial institution and/or investment vehicle approved by majority vote of those Directors present at a duly constituted meeting of the Board of Directors.

The Local League treasury shall not change its financial institution(s) and/or investment vehicle(s) without approval by majority vote of those Directors present at a duly constituted meeting of the Board of Directors.

The Treasurer shall report the Local League treasury holdings, financial institution(s), and investment vehicle(s) at all regular meetings of the Board of Directors and for submission to the Membership and Board of Directors at the Annual Membership Meeting.

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## **SECTION 8 – Fiscal Year**

The fiscal year of the Local League shall begin on October 1 and shall end on September 30. This fiscal year **MUST** be chosen so the Local League may qualify under the Little League Baseball, Incorporated, Group Tax ID Number.

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## **SECTION 9 – 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 - Objective](#) 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 majority vote at a duly constituted General Membership meeting provided the proposed change is included in the notice of such meeting.

A draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Membership on (date): \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

League ID Number: 04470908

Federal ID No. (if available): 52-1234745

State ID No. (if available): \_\_\_\_\_

Copies of this Constitution shall be submitted to the District Administrator and the Local League. The original shall be submitted to Regional Headquarters. This Local League's Constitution most recently accepted and on file at Regional Headquarters 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.