

**PORTSMOUTH LITTLE LEAGUE, INC.**  
**PORTSMOUTH, NH**  
League ID# 2290205  
*Constitution and Bylaws*

Article I: Name

This organization shall be known as the Portsmouth Little League, hereinafter referred to as “local league”.

Article II: Objective

**SECTION 1**

Portsmouth Little League believes in the power of youth baseball and softball to teach life lessons that build stronger individuals and communities.

**SECTION 2**

To achieve this objective, the local league will provide a supervised program under the Rules and Regulations of Little League International, Inc. Directors, officers, and members shall bear in mind that stressing exceptional athletic skills or winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501(c)(3) or the Federal Internal Revenue code, the local league shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article III Membership

**SECTION 1**

Any person sincerely interested in active participation to further the objective of this local league may apply to become a member.

**SECTION 2**

- a. *Player Members:* Any child meeting requirements of Little League regulation IV shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of the local league.
- b. *Regular Members:* 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: Team Parent Representative and Team Safety Representative. Regular Members in good standing are eligible to vote electronically and at General Membership Meetings.
- c. *Parent Members:* the parent or legal guardian of a player member. Parent members are regular members of the league with all the rights and responsibilities specified in this Constitution for regular members.
- d. As used hereinafter, the word "Member" shall mean a Regular or Parent Member unless otherwise stated.

**SECTION 3**

- a. Members, whether Regular, Parent 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 program if that involvement would be detrimental to the purposes or function of the local league.

## **SECTION 4**

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

- a. Regular parent membership terminates when their child is no longer a rostered player on a local league team.
- b. The Board of Directors, by a two-thirds vote of those present at any duly constituted 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 interest of the local league and/or Little League International, Inc. 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.
- c. The Board of Directors shall, in case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an advisor, with the player before the Board or a duly appointed committee of the Board of Directors. The player's parent(s) and/or legal guardian(s) shall 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 Player Members]

#### **SECTION 1**

Dues for regular members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period.

#### **SECTION 2**

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). No dues or fees of any kind shall be charged or assessed player members as a prerequisite to play in the local league.

### Article V General Membership Meetings

#### **SECTION 1**

*Annual Meeting.* The annual meeting of the local league shall be held at a date to be set by the Board each year for the purpose of orienting new members. The President shall present to the membership either electronically or at the annual meeting a report verified by the President and Treasurer, showing the whole amount of real and personal property owned by the league, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; the amount of monies applied, appropriated, or expended during the year and the purposes, objects, or persons for which such applications, appropriations, or expenditures have been made. This report may also be published on the league web site.

#### **SECTION 2**

*Notice of Meeting.* Notice of each meeting of the Members shall be electronically delivered to each Member at the last recorded email address at least ten (10) days in advance of the meeting, setting forth the place, time, and purpose of the meeting. Members who do not have email addresses must so inform the president and secretary and provide a self-addressed stamped envelope to receive meeting notices.

#### **SECTION 3**

*Special Meetings.* The Secretary or President may call special meetings of the Members at their discretion. Upon the written request of ten (10) members who are regular members or parent members of a minimum of 10 different players, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

## **SECTION 4**

*Quorum.* The presence in person or via electronic replies of 20 Members or a number or percentage acceptable to the local league regular membership in advance of an election or the annual meeting, shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

## **SECTION 5**

*Voting.* Only regular and parent members shall be entitled to make motions and vote at any membership meeting of the local league.

## **SECTION 6**

*Rules of Order.* Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws 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**

*Required Members.* The Board of Directors shall consist of no less than 6 members. Board membership shall include the Officers, player agent, safety officer, volunteer umpire representative, function coordinators [e.g., concessions, fundraising, coaching, equipment, division, fall ball, tournament] and a minimum of one manager and one volunteer umpire. In selected instances one individual may be appointed, following election, to fulfill the responsibilities of two Board positions [e.g., player agent and league information officer]. The number of managers/coaches including minor league representation elected to the Board shall not exceed a minority of total members.

#### **SECTION 3**

*Annual Election and Term of Office.* Elections for the Board of Directors will occur electronically each year after the completion of the baseball season and before October 1. Members who do not have email addresses must so inform the president and provide a self-addressed stamped envelope to receive the ballot. All elections of Directors shall require that the established quorum of members have returned valid ballots for tabulation. Ballots will be returned in the manner specified by the deadline stated to be valid; tabulation of election results will be performed by either 2 members not on the ballot or by 1 member not on the ballot when electronic balloting provides for automatic vote tabulation and reported to the outgoing president. The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified. Term of office is for one year in accordance with Article VI, Section 1 of this constitution.

#### **SECTION 4**

*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 meeting or at any special meeting called for that purpose. A person appointed and approved to fill any vacant position on the Board will have full voting privileges.

#### **SECTION 5**

*Meetings, Notice, and Quorum.* Regular meetings of the Board of Directors shall be held as soon as can be scheduled but no later than 30 days following the annual election 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 five (5) Directors issue a call for a special meeting of the Board. The president or

secretary shall give notice of such meeting to each Director either by telephone or electronic or personal notice twenty-four hours preceding the 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. The presence of one-third plus one of the members of the Board of Directors shall constitute a quorum for the transaction of business.
- c. 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 presentation or comments during Board meetings.

## **SECTION 6**

Duties and Powers.

- a. The Board of Directors shall have the power to appoint such standing and special committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
- b. 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.
- c. Each year the Board shall establish a bylaw stating attendance requirements for continued membership on the Board; Board members may be removed for unexcused absences in excess of those permitted by the established bylaw.
- d. The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend, or remove any Director, Officer, or Committee Member of the local league in accordance with the procedure set forth in Article III, Section 4 (b,c).

## **SECTION 7**

*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.

## **SECTION 8**

*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 appointed and approved to fill a vacancy on the Board.

### Article VII - Duties of Officers Of The Board

## **SECTION 1**

*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 a General 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, Rules and Regulations of Little League International, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- e. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Executive Committee or the Board as circumstances warrant.
- g. Along with the treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

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

## **SECTION 2**

*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.

## **SECTION 3**

*Secretary.* The Secretary shall:

- a. Keep the minutes of the meetings of the Members and the Board of Directors and cause them to be recorded in a book or electronically and kept for that purpose.
- 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.

## **SECTION 4**

*Treasurer.* The Treasurer shall:

- a. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all monies and securities of the Local League, approve all payments from allotted funds, and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- d. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors.
- e. Prepare an annual financial report, under the direction of the President, for submission to the Board of Directors, the State of New Hampshire Division of Charitable Trusts, the City of Portsmouth Recreation Department, and to Little League Headquarters.
- f. Prepare all tax returns and file such returns by the date specified in IRS code.
- g. Assist as requested in preparing materials for financial reviews/audits.

## **SECTION 5**

*Player Agent.* The Player Agent shall:

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- c. Along with the President and Vice-Presidents, conduct tryouts and the player draft.
- d. Assist the President in preparing team rosters and the tournament team eligibility affidavit for signature and submission to Little League Headquarters.
- e. Operate the pool play option as specified annually in the league's bylaws.

## **SECTION 6**

*Safety Officer.* The Safety Officer shall:

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

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

1. Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
2. Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
3. Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

## **SECTION 7**

*Coaching Coordinator.* The coaching coordinator shall:

- a. Represent coaches/managers in league;
- b. Distribute training materials to coaches and managers;
- c. Coordinate mini-clinics as necessary;
- d. Serve as the contact person for Little League International.

## **SECTION 8**

*League Information Officer.* The League Information Officer shall:

- a. In the absence of an appointed Webmaster set up and manage the league's official website;
- b. Assist the Player Agent and Webmaster in setting up online registration and ensuring the league rosters are uploaded to Little League;
- c. In the absence of an appointed Webmaster assign online administrative rights to other local volunteers;
- d. In the absence of an appointed Webmaster ensure that league news and scores are updated online on a regular basis;
- e. Collect, post, and distribute important information on league activities;
- f. In the absence of an appointed Webmaster serve as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International, Incorporated.

## **SECTION 9**

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

- 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. Maintain records of monies secured through sponsorship and fundraising initiatives.

## **SECTION 10**

*Concession Manager/Purchasing Agent.* The Concession Manager/Purchasing Agent shall:

- a. Maintain the operation of concession facilities
- b. Organize the purchase of concession products
- c. Oversee the management of the concession sales at league events
- d. Receive the schedules of volunteers working in the concession booth during league events from each team parent representative
- e. Collect and review concession related offers including coupons, discounts and bulk-purchasing opportunities
- f. Supervise the concession employee including but not limited to organizing, tallying and keeping records of concession sales and purchases.

## Article VIII Executive and Other Committees

### **SECTION 1**

*Executive Committee*

- a. The Board of Directors may elect an Executive Committee which shall consist of the President, any appointed president elect, Vice-Presidents, Secretary, Treasurer, Player Agent, any player agent elect, and two at-large Board members.
- b. The Executive Committee shall advise with and assist the Board 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.
- c. 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.
- d. The Executive Committee shall conduct all relevant business of the local league in between meetings of the full Board of Directors and actions of the committee shall be binding. The committee will report its actions at the next scheduled meeting of the Board of Directors.
- e. The Executive Committee is not authorized to act on behalf of the Board of Directors for the purposes of approving the annual budget, authorizing financial audits and receiving the reports of such, or authorizing expenditures of unbudgeted expenses of more than \$500.00; approving the appointments of all volunteer managers, coaches, and umpires; and discipline as specified in Article VI, section 6 of this constitution.

## **SECTION 2**

*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 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 3**

*Other Committees.* The Board of Directors may also appoint and prescribe the duties and functions of other committees as may be in accordance with local necessity including: Audit, Finance, Grounds, Building and Property, Managers, Umpires, Auxiliary, Membership, Playing Equipment, District, and Minor League. The guidelines for these committees will be consistent with the suggested sample constitution of Little League International, Inc.

## Article IX Affiliation

### **SECTION 1**

*Charter.* The local league shall annually apply for a charter from Little League International, Inc. and shall take all necessary steps to obtain and maintain such charter. The local league shall devote its 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 International, Inc, Williamsport, PA 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 International, 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 X, Section 7 for fiscal year of this league.)

## Article X Finances and Accounting

## **SECTION 1**

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

## **SECTION 2**

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of the local league, thereby discouraging favoritism among teams and endeavoring to equalize the benefits to the local league.

## **SECTION 3**

The Board shall not permit the solicitation of funds in the name of Little League International, Inc. unless all of the funds so raised are placed in the local league treasury.

## **SECTION 4**

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 and policies of Little League International, Inc. All disbursements shall be made by check or the league credit/debit card. The Local League Treasurer shall sign all checks and such other officer or officers or person or persons as the Board of Directors shall determine.

## **SECTION 5**

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**

All monies received shall be deposited in a bank approved by the Board of Directors and all disbursements made by the league credit/debit card or check signed by the Treasurer, President, or other signatory as the Board of Directors shall determine.

## **SECTION 7**

The fiscal year of the local league shall begin on the first day of October and shall end on the last day of September.

## **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 herein, which are or may be entitled to exemption under Section 501 (c)(3) of the Internal Revenue Code or any future corresponding provision.

### Article XI Amendments

This Constitution of the local league may be amended, repealed, or altered in whole or in part by a majority of members voting electronically or at any meeting of the Members provided notice of the proposed change is included in the written or electronic notice and a minimum of 5 business days are allowed between the notice and the deadline for the vote. A draft of all proposed amendments shall be submitted to Little League International, Inc. for approval prior to implementation.

Approved: 12/04/01

Amended: 9/1/03

Amended: 4/3/07

Affirmed: 1/04/10



Amended: 3/21/12

Amended: 9/1/14

Affirmed: 1/14/19

Amended: 7/22/2020