

**CONSTITUTION:**  
**Grottoes Community Little League**

League ID Number: 03460310

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**FOR REGIONAL USE ONLY:**

Date submitted: \_\_\_\_\_

Date Accepted: \_\_\_\_\_ Not Accepted: \_\_\_\_\_

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**ARTICLE I - NAME**

This organization shall be known as the Grottoes 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 be 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

There shall be the following classes of Members:

1. **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.
2. **Regular Members.**
  - a. Current year Managers, Coaches, Board Members, Local League Officers, and any registered volunteer, who have completed a background check.
  - b. One Parent or one Legal Guardian of each registered player. Parents or Guardians of multiple registered players are limited to a maximum of two memberships.
  - c. All Members must annually complete the Little League Official Application, submit to a background check pursuant to Regulation I(8) and (9), and complete abuse awareness training pursuant to Regulation I(10) before the commencement of the season.
  - d. The Secretary shall maintain the roll of membership to qualify voting Members. Only Members in good standing are eligible to vote at General Membership Meetings. Each Member is entitled to one vote.
3. As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

### SECTION 3

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

1. The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, 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 a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
2. 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 - GENERAL MEMBERSHIP MEETINGS

### SECTION 1

**Definition.** A General Membership Meeting is any meeting of the membership of the league which is called in accordance with this Constitution. A minimum of one meeting per year (Annual Meeting, see Section 6) is required. General Membership Meetings may be held in-person and/or by other electronic means which allow for full participation by all Members.

### SECTION 2

**Notice of Meeting.** Notice of each General Membership Meeting shall be delivered verbally, electronically or by mail to each Member at the last recorded address at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

### SECTION 3

**Quorum.** At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. The Secretary shall be responsible for providing a list of all Regular Members in good standing.

### SECTION 4

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

### SECTION 5

**Absentee Ballot.** For the expressed purpose of accommodating a Regular Member in good standing who cannot attend a General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the Local 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 within the first week of October each year for the purpose of electing the Board of Directors, receiving reports, and for the transaction of such business as may properly come before the meeting.

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

- b. 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;
  - c. The whole amount of real and personal property owned by the Local League, where located, and where and how invested.
  - d. 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.
2. 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.
3. At the Annual Meeting, the Regular Members shall elect the Board of Directors. If the total number of Board candidates exceeds the number of available Board positions, then those Board candidates receiving the most votes will be considered elected to the Board. Regular Members may only cast a number of votes equal to or less than the board positions available. In the event of a tie in the number of votes received by two or more Board candidates for unfilled Board seats, a run-off election, in which all Members may vote, will be held for the tied Board candidates. The number of Directors elected shall be not less than seven (7).
4. After the Board of Directors is elected, the Board shall meet to elect the officers.
5. After the election, the Board of Directors shall assume the performance of its duties by the First Monday in November. The Board's term of office shall continue until its successors are elected and qualified under this section.

## **SECTION 7**

**Special General Membership Meetings.** Special General Membership Meetings may be called by the Board of Directors, by the Secretary or President at their discretion. Additionally, upon the written request five (5) 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 fourteen (14) calendar days after the request is received by the President or Secretary.

## **SECTION 8**

Any vote by the Regular Members at a meeting at which a quorum is present will be deemed the action of the Regular Members, except where same conflicts with this Constitution. Minutes of all meetings will be kept and will accurately reflect the action(s) taken.

## **ARTICLE V - BOARD OF DIRECTORS**

### **SECTION 1**

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

### **SECTION 2**

The Board of Directors shall be comprised of no fewer than seven (7) and no more than twenty (20) Members in good standing.

1. The Officers of the Board of Directors shall include, at a minimum: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, and Coaching Coordinator, per Little League Regulation I(b).
2. 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**

If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled, for the balance of the absent Board Member's term of office, 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**

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.

1. The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of three (3) 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. Meetings of the Board of Directors may be held in-person and/or by telephonic or electronic means and such means shall be clearly stated in any meeting notice.
2. Notice of each Board meeting shall be given by the Secretary verbally, electronically or by mail to each Director at least seven (7) calendar days before the time appointed for the meeting to the last recorded address of each Director.
3. At any meeting of the Board of Directors, the presence of one-fifth (20 percent) of the Board of Directors shall constitute a quorum for the transaction of regular business.
4. 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.
5. A simple majority vote of the Directors present during a duly constituted Board of Directors meeting is necessary to approve any action relating to the general business of the Local league.

6. No Director shall be allowed to vote by proxy at any meeting of the Board of Directors.

## **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 or the Rules and Regulations of Little League Baseball, Incorporated.

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 3.

## **ARTICLE VI - DUTIES AND POWERS OF THE BOARD**

### **SECTION 1**

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:

1. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
2. Present a report of the condition of the Local League at the Annual Meeting.
3. 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.
4. 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.
5. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
6. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
7. With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and
8. Certify to residence or school enrollment, and age eligibility before the player may be accepted for team selection.
9. Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or other designated Board member.

10. Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.
11. Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.

### **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.

### **SECTION 4**

**Secretary.** The Secretary shall:

1. Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, email lists and necessary records.
2. 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.
3. 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.
4. 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 designated location kept for that purpose.
5. 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.

### **SECTION 5**

**Treasurer.** The Treasurer shall:

1. 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.
2. Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
3. 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.

4. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
5. 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.

## **SECTION 6**

**Player Agent.** The Player Agent shall:

1. Record all player transactions and maintain an accurate and up-to-date record thereof.
2. Receive and review player registrations and assist the President in verifying residence or school enrollment and age eligibility.
3. Conduct the player evaluations, the spring and All Stars player draft and all other player transaction or selection meetings.
4. Prepare for the President's signature and submission to Little League International the tournament team eligibility affidavits.
5. Administer the divisional player pool.

## **SECTION 7**

**Safety Officer.** The Safety Officer shall:

1. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League.
2. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting which may include:
  - a. Education – Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
  - b. Compliance – Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
  - c. 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.
  - d. Background Checks - If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9).
  - e. Training – If the League President so designates, the Safety Officer shall ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training per Little League Regulation I(c)10 and as outlined in the Little League Child Protection Program.
  - f. Child Protection Program – If the League President so designates, the Safety Officer will ensure the league is compliant with all aspects of the Little League Child Protection Program.

## **SECTION 8**

**Coaching Coordinator.** The coaching coordinator shall:



1. Represent coaches/managers in the league;
2. Lead and conduct coach training sessions;
3. Identify, order and distribute training materials to players, coaches and managers as needed;
4. Monitor managers and coaches throughout the season;
5. Report to the President or Vice President any coaching issues or concerns and be involved in conversations with coaches addressing such issues or concerns.

## **SECTION 9**

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

1. Create and coordinate practice and game schedules, both intra-league and inter-league;
2. Post schedules to digital platforms and update schedules as soon as possible after changes;
3. Communicate schedules to managers, Board of Directors and Town of Grottoes;
4. Communicate with managers to reschedule practices and games as needed

## **SECTION 10**

Additional optional Board positions include:

1. Sponsorship Manager
2. Fundraising Manager
3. Umpire In Chief
4. Field Manager
5. Facilities Manager
6. Volunteer Coordinator
7. Equipment Manager
8. Communications Coordinator
9. Logistics Coordinator
10. Concessions Manager

Responsibilities and delegation of authority will be determined by the Board of Directors and documented in meeting minutes by the Secretary.

## **ARTICLE VII - COMMITTEES**

### **SECTION 1**

Executive Committee

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

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.

## **SECTION 2**

The Board of Directors may appoint such Committees as it may deem necessary or desirable and may prescribe the powers and duties of each Committee in Policies and Procedures. Committee Chairs and members of the Committees 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.

## **ARTICLE VIII - AFFILIATION**

### **SECTION 1**

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**

The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated shall be binding on this Local League.

### **SECTION 3**

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 before 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.

## **ARTICLE IX - FINANCIAL 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 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**

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**

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. All disbursements shall be made by check, or league credit or debit card. 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**

No Board member authorized to disburse funds may be the spouse or family relative of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

## **SECTION 6**

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 7**

All moneys received, including sponsorship and fundraising, shall be deposited into the financial account of the Local League which must be a federally insured bank or other certified financial institution as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

## **SECTION 8**

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

## **SECTION 9**

Upon dissolution of the Local League program for any reason and after all outstanding debts and claims have been satisfied, the Regular Members may either direct the remaining property of the Local League to another chartered Little League program in good standing with Little League Baseball, Incorporated or may direct the funds to Little League Baseball, Incorporated.

**ARTICLE X - AMENDMENTS**

This Constitution may only be amended, repealed, or altered in whole or in part by a majority vote of sixty-six (66) percent of the Members at a duly organized meeting, provided notice of 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 a vote of the Membership is held.

This Constitution was approved by the Local League Membership on (date)

President's Name (Print) \_\_\_\_\_

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

Little League ID No. 03460310

Federal ID No. (if available) n/a

State ID No. (if available) n/a

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.

**Instructions:** 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.