CONSTITUTION: Portland Little League

This is a Constitution recommended for adoption by all local leagues. The league can obtain the latest version at LittleLeague.org.

League ID Number 02070914

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Date submitted: _____ Date accepted: _____
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ARTICLE III - MEMBERSHIP

SECTION 1

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

SECTION 2

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

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

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

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board, and any other person who is recognized by the Board as a volunteer in the Local League, including the following volunteers titles listed below:

Recommend Positions: Team parent, Equipment Manager, Coaching Coordinator, Sponsorship/Fundraisers Manager, Information Officer, Groundskeepers, Concessions Manager, Umpire-In-Chief etc... President Vice President Secretary Treasurer Player Agent Umpire-In-Chief Safety Officer League Information Officer Coaching Coordinator (Recommended Board Position) Concessions Manager (Recommended Board Position) Sponsorship/Fundraiser Manager (Recommended Board Position) Ways & Means Manager (Recommended Board Position) Equipment Manager Coaching Coordinator (Recommended Board Position) Player Agent (Recommended Board Position)

Honorary Members (Optional) - Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.

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

(d) As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations:
(a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.

(b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

SECTION 4

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

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

There shall be no dues for Regular Members

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition: A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

SECTION 2

Notice of Meeting: Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address ten 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 one third (33.3 percent) of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting: Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings. A regular member in good standing shall be any elected board member who has attended at least fifty percent of the annual board meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

SECTION 5

Absentee Ballot: For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6

Annual Meeting of the Members: The Annual Meeting of the Members of the Local League shall be held the 2nd Monday of September at 8pm each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

(1) The condition of the Local League, to be presented by the President or his/her designate;

(2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;

(3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;

(4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;

(5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

(b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).

(c) The Board of Directors will be elected to a specified position at the annual meeting. After the election, the Board of Directors shall assume the performance of its duties on the second Tuesday of September. The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and a Coaching Coordinator Regulation I(b). The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

SECTION 8

Rules of Order for General Membership Meetings and Regular Meetings of the Board of Directors - general decorum and majority votes shall govern the proceedings of General Membership meetings, and all regular meetings of the Board of Directors, except where same conflicts with this Constitution of the Local League.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

Increase in number: The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members in good standing, present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

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

SECTION 4

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

(a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of a board member, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each board member at least 10 days before the time appointed for the meeting to the last recorded email address of each member.

(c) ⅓ Members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

(d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 5

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

SECTION 6

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

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

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

SECTION 2

President - The President shall: (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
(b) Present a report of the condition of the Local League at the Annual Meeting.
(c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.

(d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
(e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
(f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
(g) Prepare 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 or school enrollment, and age eligibility before the player may be accepted for tryouts 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 league's Safety Officer, or other designated Board member.
(j) Setup and manage the league's official website (site authorized by Little League International);
(k) Set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center;
(l) Assign online administrative rights to other local volunteers;
(m) Encourage creation of team web sites to managers, coaches, and parents;
(n) Ensure that league news and scores are updated online on a regular basis;
(o) Collect, post, and distribute important information on league activities including direct dissemination of fundraising and sponsor activities, the district, the public, league members, and the media;
(p) Serves 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 Baseball, Incorporated.

SECTION 3

Vice President - The Vice President shall:
(a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
(b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
(c) Be an honorary member of all sub-committees.

SECTION 4

Secretary - The Secretary shall: (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
(b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
(c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
(d) Issue membership cards to Regular Members, if approved by the Board of Directors.
(e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
(f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
(g) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 5

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 moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
(d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
(e) 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:
(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 tryouts, the player draft and all other player transaction or selection meetings.
(d) Prepare the Player Agent's list.
(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.

SECTION 7

Safety Officer - The Safety Officer shall:
(a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.
(b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. 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 ensure 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.
(4) 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.

SECTION 8

Coaching Coordinator - The coaching coordinator shall:
(a) Represent coaches/managers in league;
(b) Present a coach/manager training budget to the board;
(c) Gain the support and funds necessary to implement a league-wide training program;
(d) Order and distribute training materials to players, coaches and managers;
(e) Coordinate mini-clinics as necessary;
(f) Serve as the contact person for Little League International.

ARTICLE VIII - EXECUTIVE COMMITTEE

No local league is required to appoint Board members to Committees or use this tool of operation to manage the local league. However, the committee structure is recommended to engage the Board of Directors, assist with efficiently delegating responsibilities throughout the year, and provide oversite in the operation of the local league.

SECTION 1

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

SECTION 2

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

SECTION 3

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

ARTICLE IX - OTHER COMMITTEES AND BOARD POSITIONS

SECTION I

Finance Committee: The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, and shall turn over said collections to the Treasurer immediately after each game.

SECTION 2

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

SECTION 3

Fundraising Committee: The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The committee shall solicit and secure local sponsorships to support league operations. Collect and review sponsorship and fundraising opportunities. Organize and implement approved league fundraising activities. Maintain records of monies secured through sponsorship and fundraising initiatives. Ensure regulation and policies related to sponsorships and fundraising are followed.

ARTICLE X - AFFILIATION SECTION 1

Charter: The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

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

SECTION 3

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

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

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

SECTION 2

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

SECTION 3

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

SECTION 4

Disbursement of Funds: The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League Baseball, Incorporated. 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

Financial Transparency: No Board member authorized to disburse funds may be the spouse or family relative of the League President or Treasurer, or have direct access to league funds without the written permission of the chairman of the league's Audit Committee. The use of a league credit or debit card is permitted, given than the card is returned to the 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

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

Section 7

Deposits: All monies received, including sponsorship and fundraising, shall be deposited to the credit of the local league in/at Liberty Bank.

Section 8

Fiscal Year: The fiscal year of the local league shall begin October 1st and shall end on September 30th.

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 all the remaining property of the local league to another Federally Incorporated entity which maintains the same objectives as set forth in Article ll of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

Article XII - Amendments

This constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the members provided notice of the proposed change is included in the notice of such meeting.

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

This constitution was approved by the Little League Membership on December 11, 2017

President's name (print) April Graves

President's signature 

Little League ID No. 02070914

Federal ID No. 06-1600011

State ID No. (if available) _____