

**DISTRICT 16 CONSTITUTION**

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### **Article I. Organization Name and Statement of Purpose**

This organization shall be known as the New Jersey District 16 Little League. The purpose of the District 16 Organization is to improve the quality of the Little League program in the local leagues within district 16 boundaries through informative meetings, communication, coordination of Little League activities, adoption of organization and tournament procedures, umpire training, higher standards for tournament hosts and an ongoing awards program.

### **Article II. Objectives**

The objectives of the organization shall be:

- To unify all Local Little League within the District.
- To provide an opportunity for free exchange of ideas and opinions
- To establish uniform minimum standards for leagues to meet in order to host district, section, and state tournaments.
- To assist Section 4, New Jersey State Little League and Eastern Region Headquarters in assessing the effects of Little League policy on local leagues within the district.
- To aid in formulating policy and the direction of Little League Baseball, Inc. by its participation in search for new ideas which would enhance the Little League Baseball and Softball programs.
- To work together in a cooperative effort for the benefit of all Little League programs throughout the district.
- In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **Article III. Membership Categories**

Any person who is duly elected by local Little Leagues in the State of New Jersey to serve as a League President representing the leagues of that district shall be considered a Regular Member with full voting privileges.

### **Article IV. Officers and Governance**

The governance of District 16 New Jersey is vested in the local league presidents and/or their assigned representative. Voting members of this committee are as follows: District Administrator (may only vote on matters in the case of a tie). In addition, the District Administrator may from time to time appoint, subject to the approval of the Regular Membership, others to serve in various capacities and participate in all District meetings. Current appointed District Staff positions include Assistant District Administrators, Treasurer, Umpire in Chief, Information Officer, and Safety Officer.

A. Position Descriptions - Position Descriptions for State Officers and Appointees are as follows:

**District Administrator**

1. Schedule and preside as chair of the district 16 President Meetings.
2. Initiate actions needed to accomplish the objectives of the district
3. Solicit from Regular Members and Little League Baseball, Inc. topics to be included on District agendas
4. Schedule and chair meetings deemed necessary to facilitate the smooth and effective operation of the district.
5. Act as Coordinator of all New Jersey District Tournaments
6. Meet with host League of State Little League Tournament to review Host Responsibilities and Tournament Procedures
7. Ensure a systematic rotation and assignment of all Districts, Section Tournaments
8. Represent the District at New Jersey State Little League District Administrators Association on topics associated with Organization Purpose and Mission

**Assistant District Administrator**

1. Carrying out their mission of service to a geographical area.
2. Adding extension programs (all baseball programs, boys' and girls' softball programs and challenger division) in their assigned area.
3. Developing and implementing training program for umpires, managers, and league officials.
4. Promoting Little League in all non-chartered areas of the district. This is a primary function of every assistant.

**Treasurer**

1. Establish and maintain State Treasury "District 16 Little League"
2. Receive dues from Regular Members
3. Pay Association bills as authorized by the district budget
4. Prepare budget and financial report, submitting them annually to membership for approval

**Supervisor of Umpires**

1. Administer and coordinate all umpire training programs within the district (as needed)
2. Assemble a staff of umpires for District and section tournaments  
**Review and update local league rules and provide President recommended modifications.**
3. Serve as the principal source of information to answer questions of a technical nature in the Rules and Regulations of Little League Baseball

**Information Officer**

1. Maintain District 16 Little League Website.
2. Provide an electronic inventory of all District 16 Little League documentation.
3. Organize, maintain, and disseminate District tournament schedules.
4. Ensure that the Section 4 is duly notified of all District Champions.
5. Maintain District Tournament rotation plans.

### **Safety Officer**

1. Meet regularly with league safety officers to develop a ASAP program for local Safety officers.
2. Keep the District Administrator and Staff informed of state ASAP progress.
3. Develop annual safety plan and present to membership for approval.
4. Submit any proposed expenses to the district treasurer for approval and inclusion in the district budget.

### **B. Term of Office**

The District Administrator shall serve for a term of four years. League Presidents served accordingly to the local league bylaws. Appointed positions (district staff members) serve at the pleasure of the District Administrator. There is no limit to the number of terms to which a person may be elected to the same office.

Amended on May 27, 2015

### **C. Elections**

Elections for the District Administrator shall take place at the spring meeting of the district 16 New Jersey Little Presidents Meeting and the District Administrator shall assume his/her duties beginning October 1. Should the District Administrator resign or otherwise be unable to serve in his/her elected capacity, the Treasurer shall schedule a meeting of the district for the purpose of electing a District Administrator. Only Regular Members may nominate or be nominated for the position of District Administrator. A majority vote of all Regular Members in attendance is required for election. Should a nominee not receive a majority of the votes cast, a run-off election with the two candidates who received the most votes shall be held. Should a regular member be unable to attend a duly scheduled election, he/she must notify the District Information Officer in writing via fax, e-mail or U.S. Mail twenty-four hours in advance of the scheduled meeting, the identity, if any, of his/her duly authorized representative for purposes of vote by proxy.

## **Article V. Finances, Dues and Budget**

The fiscal year of the New Jersey District 16 Little League shall begin on October 1 and conclude on September 30. The Treasurer shall be authorized to open and maintain, at a bank convenient to the Treasurer and District Administrator, a checking account for the purposes of managing all New Jersey District 16 Little League Funds. The account shall be called the "New Jersey District 16 Little League." Two officers/members of the District Staff shall be authorized to sign disbursement checks, two of which shall be the Treasurer and the District Administrator. Two signatures shall be required on all checks.

A memorandum of justification detailing any authorized expense must be approved by the District Administrator and submitted to the Treasurer for payment. Only expenses in the district budget or expressly approved by the league presidents are to be approved for payment. The Treasurer in cooperation with the District Administrator shall submit to the league presidents a proposed budget for the fiscal year at the fall meeting of the league presidents. Pending approval of the league presidents, the budget must receive a majority approval of the Regular Members at the ensuing district meeting. Financial reports shall be submitted at each District Meeting. Once the budget has been approved by the league

presidents, dues must be paid to the District Treasurer no later than January 31. Districts that have not made full payment of their dues by February 28 shall be considered delinquent. Tournament fees are to be paid prior to the start of the tournament or will be considered delinquent.

District 16 New Jersey Little League is a 501(c) (3) under Little League International, a tax exempt under the State of New Jersey tax law with a ST (5) application on file. District 16 liability is to file a tax return (990-N) and a financial report to Little League International annually.

#### **Article VI. Meetings and Good Standing**

All leagues in the District 16 New Jersey shall be represented at District Meetings either by the League President or his/her designated representative. Leagues will be considered not in good standing for any of the following actions: delinquent in payment of their annual assessment fee; not being represented at two consecutive district meetings, or not maintaining a current ASAP (Safety Awareness Program due March 25). Leagues deemed to be not in good standing will be denied the opportunity to host tournaments above the District level, vote or speak at District meetings.

#### **Article VII. Tournament Standards, Procedures and Responsibilities**

##### **A.District**

In the operation of district tournaments, the Tournament director (League President) is responsible for adhering to District 16 Standards and Guidelines as outlined in the tournament host responsibilities issued prior to tournament (on the website).

##### **B.Section**

In the operation of section tournaments, the Tournament director (League President) is responsible for adhering to District 16 Standards and Guidelines as outlined in the tournament host responsibilities issued prior to tournament (on the website).

##### **C.State**

In the operation of all New Jersey State Tournaments, the Tournament Director (District Administrator) is responsible for adhering to New Jersey State Standards and Guidelines as outlined in New Jersey State Tournaments – Standards and Guidelines, include but not be limited to: game schedules, tournament information forms, host responsibilities and tournament procedures, conflict of interest, umpire selection, dress code, and television/radio policies.

#### **Article VIII. Tournaments and Schedules**

The District Information Officer shall prepare and maintain a schedule of all Districts and Section Tournaments, as well as a Tournament Game Daily Calendar. All schedules for tournament games will be approved and/or scheduled by the District Administrator.

District Tournaments:

1. Fields, times and location will be set by the District Administrator and/or staff these will be set in agreement with (Article VI).

**Section Tournaments:**

- 1 Fields, times and location will be set by the District Administrator and/or staff these will be set in agreement with (Article VI).
- 2 Host field will assign a Tournament director. Host field will provide umpires as well as district needed staff. (see # footnote)
- 3 Tournament director will report the score to the District Administrator who will report to the section staff.

**State Tournaments:**

1. Host field will be set by the District Administrator and/or staff this will be done with accordance with (Article VI) and state guidelines.
2. District Administrator will be the tournament director on site or member of the staff. Host field will provide the needed staffing.
3. District Administrator will report the score to the State Coordinator
4. Umpires will follow the state guidelines
5. Date and times will follow the state guidelines.

**Article IX. Waivers of Rules and Regulations**

When a league applies for its annual charter with Little League, it pledges to abide by all the rules and regulations of Little League. However, under special circumstances, it may become necessary to apply for a temporary waiver of a rule or regulation. It is very important to remember that a league must not take any action contrary to Little League rules and regulations until receiving expressed, written permission through the Charter Committee waiver system. A waiver request, while it may be supported by documents from the parent(s), may be submitted only through the proper chain of command. A league wishing to apply for a waiver of a rule or regulation must do so via the following method:

1. The local League Board of Directors votes whether or not to request the waiver.
2. If the local League Board of Directors votes to request the waiver, the President writes a letter, detailing the request. Supporting documents should be attached and forwarded to the District Administrator.
3. The District Administrator includes his/her written opinion and forwards all documents to the Regional Director.
4. The Regional Director will present the situation to the Charter Committee for action.
5. The Charter Committee will inform the Regional Director of its decision, and the Regional Director will inform the District Administrator.

### Article X. Umpires

The role of the District Umpire is primarily to develop and conduct training sessions for all Little League volunteer umpires in District. The District Umpire in Chief shall serve as a source of information to answer questions of a technical nature in the Rules and Regulations of Little League Baseball, Inc. Umpires recommended by a District Administrator for work in a Regional Tournament must first meet minimum State of New Jersey requirements.

### Article XI. Leagues of District 16 New Jersey

The following league are represented as District 16 leagues, Absecon, Brigantine, Dennis Twp., Greater Wildwood, Hammonton, Lower Cape May, Linwood, Margate, Middle Twp., Mullica Twp., Northfield, Ocean City, Somers Point, Stafford Twp. Baseball, **Stafford Twp. Softball**, Upper Twp. Baseball, Upper Twp. Softball, Ventnor., **Winslow Twp.** Amended October 2023

### Article XII. Amendments

This constitution may be amended, repealed or altered in whole or part by a majority vote of the Regular members in good standing at a duly constituted meeting of the District, provided notice of the proposed change, is included with the notice of the meeting.

### Article XIII. Constitution Approval

Any Constitution and/or agreements made prior to this date will no longer be valid. This Constitution was approved by the District 16 New Jersey Little League Membership on **October 10, 2017.**

Signature on File

Joe Fussner DA

District Administrator

October 10, 2017

Little League ID Number      02301600

E.I.N. :                              80-0889853

District 16 Constitution

Article XIV. Approved District 16 New Jersey Proposals/Resolutions

<u>Date</u>	<u>Proposal</u>	<u>Action</u>
5/27/2015	Article XI Leagues of District 16	Approved
5/27/2015	Article IV Officers and Governance (Term of Officers)	Approved
10/10/17	By Laws 10/10/17	Approved
10/1/2023	Title Change-Supervisor of Umpires Article XI. Leagues of District 16 New Jersey added leagues	