

League ID Number: 4370513

## THE DALLES LITTLE LEAGUE CONSTITUTION

### ARTICLE I – NAME

This organization shall be known as The Dalles 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, 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.

### 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.

**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 those volunteers with the following titles: President, Vice President, Director of Softball, Director of Juniors Baseball, Secretary, Treasurer, Player Agent, Coaching Coordinator, Safety Officer, Equipment Manager, Field Maintenance, Umpire-In-Chief, Concession Stand Manager, Member At Large, Managers, Coaches, Asst. Coaches and Team Parents.

- C. 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 Little League 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, Incorporated. The Member involved shall be notified of such a meeting, informed of the general nature of the allegations and given an opportunity to appear at the meeting to answer such allegations.
- 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**

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for the fiscal year of this league.)

*Note: 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). If no dues for Regular Membership are collected, Section 2 below does not apply.*

### **SECTION 2**

Regular Members who fail to pay their fixed dues within (*choose one*)

...  ten (10)     fourteen (14)     twenty-one (21)     thirty (30)     \_\_\_\_\_ (other)

...day(s) of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

## **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 at least (*choose one*)

...  seven (7)     ten (10)     fourteen (14)     twenty-one (21)

... days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

### **SECTION 3**

**Quorum.** At any General Membership Meeting, the presence in person or representation by absentee ballot of (*choose one*)

...  one-half (50 percent)     one-third (33.3 percent)     one-fourth (25 percent)  
 one-fifth (20 percent)

... of the Board of Directors shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### **SECTION 4**

**Voting.** Only Regular Members shall be entitled to 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. (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 third Tuesday of September at 6:00 PM 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. Business at this meeting will be a warm hand-off of previous members to future members with job descriptions and duties performed in such positions.

- 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 designee;
  2. A general summary of funds received and expended by the local league for the year, the amount of funds currently in possession of the local league, 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 term of the Board of Directors is 1 year, or until its successors are elected and qualified under this section.
- D. After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on October 1<sup>st</sup>.
- E. The Officers of the Board of Directors shall include, at a minimum, a President, a Vice Presidents, a Treasurer, a Secretary, a Player Agent, a Safety Officer and a Coaching Coordinator.

## SECTION 7

**Special General Membership Meetings.** Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion upon the written request of (*choose one*)

...  *ten (10)*     *fifteen (15)*     *twenty*

... 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 (*choose one*)...

*ten (10)*     *fourteen (14)*     *twenty-one (21)*     *thirty (30)*

... days after the request is received by the President or Secretary.

## SECTION 8

**Rules of Order for General Membership Meetings.** Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where the 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 is fixed at the Annual Meeting and may be increased at any General 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**

**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 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.
- B. Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 5 day(s) before the time appointed for the meeting to the last recorded address of each Director.
- C. One-half (50 percent) 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 Board of Directors meetings, except where the 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. Present the annual budget prepared by the Treasurer to the Board of Directors for approval.
- H. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.

### **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 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. Inventory, distribute and control league keys and locks.
- D. Secure field permits and reservations as needed.
- E. Coordinate scheduling of fields for practices and games.
- F. Coordinate team and coach functions via oversight of Coaching Coordinator and Player Agent.

#### **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, 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.
- H. Act as Project Manager for the Local League, managing the master calendar of the Board and keeping Directors and Officers apprised of timelines and due dates.
- I. Checking Local League Post Office Box and distributing mail timely.
- J. Managing email correspondence for online registration.

## **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. Work with predetermined or appointed board member(s) to handle or receive receipts for all monies and securities and deposit the 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, and be responsible for the proper execution thereof.
- 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.
- F. Work with the Sponsorship Officer to track payments from sponsors, and send invoices as needed.

## **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 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.
- G. Administer the divisional player pool.

## **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.

Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

C. Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.

D. Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

E. 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.

F. Track the compliance of background checks, and required training for all Board of Directors, Officers and Local League volunteers. The Safety Officer will inform all Board of Directors and Officers when they are cleared for official duties.

## **SECTION 8**

**Coaching Coordinator.** The Coaching Coordinator shall:

A. Recruit coaches for all divisions within the Local League;

B. Represent all coaches/managers in the Local League.

C. Present a coach/manager training budget to the board.

D. Gain the support and funds necessary to implement a league-wide training program.

E. Order and distribute training materials to players, coaches and managers.

F. Coordinate mini-clinics as necessary;

G. Serve as the contact person for Little League International;

H. Assist with Assessments, the draft and formation of teams;

I. Coordinate a mandatory Managers meeting for all divisions of play. The meeting will cover the Board of Director contact information, expectations for Pool Play, Background Checks,

Mandatory Training, Safety Plan, Extreme Weather, Checking Field Conditions, First Aid Training.

- a. Provide each Manager at the mandatory meeting with a folder that includes the team roster, including parent/guardian contact information, a list of any parents approved for volunteering, Board of Directors and pertinent Officers contact information, Safety Plan, Medical Release forms for all players on the roster.
- J. Oversee Manager/Coach conduct/behavior and performance.
- K. Inform Managers/Coaches when they are approved for official duties, only after attendance at Mandatory Managers/Coaches meeting and completion of mandatory training and successfully passing the Background check.
- L. With the assistance of the Field Maintenance Officer, train coaches on proper field preparations

## **SECTION 9**

**Director of Softball:** The Director of Softball shall:

- A) Perform such duties as from time to time may be assigned by the Board of Directors or by the President;
- B) Assist with Assessments, the draft and formation of teams;
- C) Help determine field conditions and call rainouts, as necessary;
- D) Assist with schedule practices and games;
- E) Assist the Player Agent with administration of the divisional player pool;
- F) Assist with assessments, the draft and formation of teams;
- G) Assist coordination of a mandatory Managers meeting for all divisions of play.
- H) Assist with oversight of Softball Manager/Coach conduct/behavior and performance;
- I) Inform Softball Managers/Coaches when they are approved for official duties, only after attendance at Mandatory Managers/Coaches meeting and completion of mandatory training and successfully passing the Background check.
- J) With the assistance of the Field Maintenance Officer, train coaches on proper field preparations

## **SECTION 10**

**Director of Juniors Baseball:** The Director of Juniors Baseball shall:

- A) Perform such duties as from time to time may be assigned by the Board of Directors or by the President;
- B) Assist with Assessments, the draft and formation of teams;
- C) Help determine field conditions and call rainouts, as necessary;  
Assist with schedule practices and games;
- D) Assist the Player Agent with administration of the divisional player pool;
- E) Assist with assessments, the draft and formation of teams;
- F) Assist coordination of a mandatory Managers meeting for all divisions of play.

- G) Assist with oversight of Softball Manager/Coach conduct/behavior and performance;
- H) Inform Softball Managers/Coaches when they are approved for official duties, only after attendance at Mandatory Managers/Coaches meeting and completion of mandatory training and successfully passing the Background check.
- I) With the assistance of the Field Maintenance Officer, train coaches on proper field preparations

## **ARTICLE VIII – DUTIES AND POWERS OF THE OFFICERS OR AGENTS OF THE BOARD OF DIRECTORS**

### **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**

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

- A. Set up and manage the league's official website (site authorized by Little League International);
- B. Set up online registration and ensure the league rosters are uploaded to Little League Data Center;
- C. Assign online administrative rights to other local volunteers;
- D. Encourage creation of team web sites to managers, coaches, and parents;
- E. Ensure that league news and scores are updated online on a regular basis;
- F. Collect, post, and distribute important information on league activities including direct dissemination of fundraising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media;
- G. Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.
- H. Oversees new player recruitment efforts and develops and maintains a league marketing plan focused on player recruitment and retention;

- I. Oversees efforts to market new divisions of play and initiatives offered by the league;
- J. Works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round.

### **SECTION 3**

**Concession Coordinator.** The Concession Coordinator shall:

- A. Maintain the operation of concession facilities;
- B. Organize the purchase of concession products;
- C. Be responsible for the management of the concession sales at league events;
- D. Schedule volunteers to work the concession booth during league events;
- E. Collect and review concession related offers including coupons, discounts and bulk-purchasing opportunities;
- F. Organize, tally, and keep records of inventory, concession sales and purchases and provide records and/or receipts to the treasurer.

### **SECTION 4**

**Equipment Officer.** The Equipment Officer shall:

- A. Secure bids on needed supplies and equipment and make recommendations for their purchase to the Board of Directors. The Equipment Officer shall be responsible for the proper issuance of team supplies and equipment and for the collection, inspection, repair, cleaning and storage thereof at the close of the season.
- B. Work in conjunction with the Coaching Coordinator to distribute team gear bags only after confirming attendance at mandatory coaches meeting and confirming completion of mandatory training and successful completion of the Background Check.

### **SECTION 5**

**Umpire in Chief.** The Umpire in Chief shall:

- A. Serves as coordinator of and advises the league President on the league umpire program;
- B. Responsible for recommending umpires to the league President for appointment to the league umpire roster;
- C. Recruiting and retaining volunteer umpires;

- D. Establishing a league umpire training program consistent with Little League® guidelines;
- E. communicating rule changes to league umpires;
- F. scheduling league umpires for regular season games;
- G. evaluating league umpires using established guidelines to maintain program integrity;
- H. further continual improvement, and prepare league umpires for advancement to tournament levels;
- I. communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Region, and/or Headquarters level.

## **SECTION 6**

**Field Maintenance Officer.** The Field Maintenance Officer shall:

- A. Organize coaches, parents, players and other volunteers to prepare the fields and facilities before the season starts;
- B. Maintain and repair fields and facilities as required throughout the season;
- C. Train coaches and other volunteers how to prepare/maintain fields;
- D. Ensure there is a good supply of soil amendments and other materials necessary for each field. Ensure coaches know how to properly use the materials.
- E. Ensure there is a good supply of cleaning supplies to maintain facilities. Ensure volunteers are properly trained in safe handling of cleaning supplies.

## **SECTION 8**

**Challenger Coordinator.** The Challenger Coordinator shall:

- A. Assist the President in advertising the program and recruiting coaches;
- B. Assist with the formation of teams and ensure coaches are up-to-date on all current rules;
- C. Work with the Equipment Manager to ensure proper equipment is utilized.
- D. Help determine field conditions and call rainouts, as necessary.
- E. Schedule practices and games.

## **SECTION 9**

**Uniform & Fan Gear Officer.** The Uniform & Fan Gear Officer shall:

- A. Procure required uniforms by division with Board approval;
- B. Responsible for distributing uniforms at the beginning of each regular season and before All-Stars.
- C. Responsible for designing and procuring Fan Gear for sale before regular season and All-Stars.
- D. Organize, tally, and keep records of inventory, sales and purchases and provide records and/or receipts to the treasurer.

## **SECTION 10**

**Sponsorship Officer.** The Sponsorship Officer shall:

- A. Secure sponsors for the Board approved packages and teams for the season.
- B. Track all monies received.
- C. Ensure all promised sponsor recognition is completed.
- D. Act as point of contact between the league and sponsors for special events and special recognition.
- E. Obtain sponsor jerseys from the Uniform/Fan Gear Officer and obtain the sponsor team photo then disperse to all teams with instructions to deliver to the sponsor.

## **SECTION 11**

**Fundraising Officer.** The Fundraising Officer shall:

- A. Recommends fundraising activities to the Board for approval;
- B. Implements all aspects of fundraising, including but not limited to communication, distribution of sales materials and products to players, collection of sales and money from players, distribution of prizes to players.
- C. Organize, tally, and keep records of inventory, sales and player/family compliance with fundraiser and provide records and/or receipts to the treasurer. Conducting regular follow up with Coach, Team Parent and player's family for any outstanding monies until collected.

## **SECTION 12**

**Volunteer Coordinator.** The Volunteer Coordinator shall:

- A. Work with Board members to determine specific, and limited roles within the league that can be assigned to parent volunteers;
- B. Recruit and assign parents to various volunteer opportunities within the league;
- C. Work with Concessions Coordinator to schedule required staffing throughout the season;
- D. Responsibilities include providing resources to ensure that a parent may successfully fulfill an assignment.
- E. Track parent volunteer hours.

### **SECTION 13**

**Member at Large.** A Member at Large shall:

- A. Act as a liaison between the community members and the Board of Directors.
- B. Complete duties as assigned by the Board of Directors.

### **SECTION 14**

**Head Scorekeeper.** The Head Scorekeeper shall:

- A. Coordinate pre-season training for volunteer Scorekeepers and volunteer Pitch Counters.
- B. Consult with each Major and Minor division Manager or Head Coach to ensure each game will have a Scorekeeper (Home team) and Pitch Counter (Away team).
- C. Prepare Scorebooks (paper or electronic) and Pitch Count binders for the season, ensuring Scorebooks and Pitch Count binders are returned to the Concession Stand in The Dalles after each game. 1 Scorebook and 1 Pitch Count binder shall be stored in the Majors Equipment Shed for away Interleague games.

Periodically audit Scorebooks and Pitch Count binders for compliance and provide remedial training as necessary. Ongoing issues identified should be reported to the Umpire in Chief and President immediately.

## **ARTICLE IX – EXECUTIVE COMMITTEE**

### **SECTION 1**

The Board of Directors may appointment 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 X – OTHER COMMITTEES**

### **SECTION 1**

**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 and submit at the Annual Meeting a slate of 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 2**

**Membership Committee.** The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Members or the Board of Directors as the case may be.

### **SECTION 3**

**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 Board Member on Duty immediately after each game.

### **SECTION 4**

**Building and Property Committee.** (May be combined with the 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 5**

**Grounds Committee.** (May be combined with the Building and Property Committee.) The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

## **SECTION 6**

**Playing Equipment Committee.** The Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

## **SECTION 7**

**Managers Committee.** The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

## **SECTION 8**

**Umpire Committee.** The board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

## **SECTION 9**

**District Committee.** The Board of Directors may appoint a District Committee consisting of the Local League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in interleague district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

## **SECTION 10**

**Auxiliary Committee.** The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make

recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

#### **SECTION 11**

**Auditing Committee.** The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

#### **SECTION 12**

**Minor League Committee.** The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the Local League President for the proper conduct of the Minor League operation.

#### **SECTION 13**

**Concessions Committee.** The Board of Directors may appoint a Concessions Committee consisting of three (3) Directors and other appointed Regular Members. Standing members must include the Treasurer and Concessions Coordinator, and recommended member will be the Volunteer Coordinator. The Committee will be responsible for operational oversight of any and all concession stands operated by agents/volunteers of The Dalles Little League with an emphasis on safety.

### **ARTICLE XI – AFFILIATION**

#### **SECTION 1**

**Charter.** The Local League shall annually apply for a charter from Little League, 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, 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, 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 XII, 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, 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, Incorporated. All disbursements shall be made by check. 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**

**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 6**

**Deposits.** All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at Umpqua Bank (*name of financial institution*).

### **SECTION 7**

**Fiscal Year.** The fiscal year of the Local League shall begin on October 1 and shall end on September 30. This fiscal year reflects the qualification required of the Local League under the Little League Baseball, Incorporated, and Group ID Number.

### **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 in Article II 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. Draft of all proposed amendments shall be submitted to Little League, Incorporated, for approval before implementation.

This Constitution was approved by The Dalles Little League Membership on \_\_\_\_\_(date).

Katie Kelley  
President's Name (*Print*)

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

4370513  
Little League ID No.

93-0938524  
Federal ID No. (*If available*)

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State ID No. (*if available*)

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.*

*Little League, Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.*