

**Biddeford Little League, Inc.**  
**CONSTITUTION**

The following constitution will be followed by all members of Biddeford Little League, Inc.

**ARTICLE 1– NAME AND OFFICES**

This organization shall be known as Biddeford Little League, Inc., hereinafter referred to as “The League”. The principal office of The League shall be located in the County of York, State of Maine. The League may also have other offices within and without the State of Maine as the Board of Directors may from time to time determine or the business of The League may require.

**ARTICLE 2 -- OBJECTIVE**

Section 2.1 The League is organized exclusively for charitable and educational purposes, including but not limited to implanting 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. The League shall have and enjoy all powers granted to nonprofit corporations by the Maine Nonprofit Corporation Act, as amended (the “Act”), or any successor statute. Notwithstanding any other provision of this Constitution, The League shall not engage in any activity that is not permitted to be engaged in: (1) by a corporation described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”); or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 2.2 To achieve this objective, The 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 skills 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 Code, The League shall operate 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 3 -- MEMBERSHIP**

Section 3.1 Eligibility. Any person sincerely interested in active participation to affect the objective of this League, may apply to become a member. Members must adhere to the Little League eligibility requirements (including submitting to volunteer background checks), and reside within the jurisdiction of The League. The Board of Directors on a case-by-case basis will review exceptions to the residency requirement

Section 3.2 Classes:

- (a) *Player members:* Any player candidate meeting the eligibility requirements of age and residence shall be eligible to compete for participation in their age specific division. Player members shall have no obligations in the management of the league.
- (b) *Regular members:* Any adult person actively interested in furthering the objectives of the League may become a member upon appointment by the Board. Only appointed members in good standing are eligible to vote at any general meeting of the Board. Regular members are obligated to the Management of the League.

Section 3.3 Other Affiliations:

- (a) No one shall be required to be affiliated with another organization or group to qualify as a participant or member of this league.
- (b) Regular members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

Section 3.4 Suspension or Termination. Resignation, or action of the Board of Directors may terminate membership 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 League and/or Little League Baseball. The member involved shall be notified of such meeting, informed of the charges against them, and given the opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall in the case of a Player member, give notice to the manager of the team for which the player is a 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 parents or legal guardians shall be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation in the current year by a majority vote of those present.

**ARTICLE 4 -- FEES**

A reasonable participation fee may be assessed as a parent's obligation to assure the operational continuity of the League. At no time shall payment of any fee be a prerequisite for participation in the Little League program.

**ARTICLE 5 -- MEETINGS**

Section 5.1 Annual Meeting for Election of Officers. The last regularly scheduled meeting in the calendar year of the League shall be the annual meeting convened for the purpose of

receiving reports and electing the Officers and Directors for the ensuing year. The Board of Directors will determine the exact date of the meeting, which will be held the first Monday of the month at 6:00 PM.

The annual meeting will be open to the public and notice of the meeting shall be published in a manner prescribed by the Board of Directors with a minimum of 7 days notice prior to the meeting.

\*\*\*Only board members and volunteers appointed by the Board of Directors will be eligible to vote in the election of officers.

**NO OTHER LEAGUE BUSINESS WILL BE CONDUCTED AT THIS MEETING.**

**Section 5.2 Notice of Monthly Meetings.** Regular meetings of the Board of Directors shall be held on such days as shall be determined by the Board of Directors.

Notice of meetings shall be delivered by E-mail, telephone or other acceptable methods to each member and the public by the Secretary and the Informational Officer, 7 days in advance of the meeting. The notice will contain the place, time, date, and the general purpose for the meeting (agenda).

**Section 5.3 Monthly Meetings.** The League will schedule at least one meeting per month from January through June to coordinate and manage the operation of the league. Additional meetings may be added at the discretion of the President and Executive Board. From July through December, the President will schedule meetings as needed or required.

- (a) All budgets must be prepared and presented to the Board at the February meeting for approval. Partial budget approval can be given with final ratification and modifications due in March, with the exception of Tournament budgets, which will be approved no later than May 31st. Once the budgets are approved, the Treasurer is authorized to pay for budgeted items.
- (b) All league appointed personnel should make every effort to attend the League's regular monthly meetings, unless excused prior to the scheduled meeting. The Secretary will keep attendance records.
- (c) Team managers are encouraged to attend all monthly meetings, or ensure that their team is represented by another rostered coach if the manager cannot attend a scheduled meeting.

**Section 5.4 Special Meetings.** The Executive Board, Secretary, or President may call special meetings of the Board of Directors at their discretion. Or, upon the written request of at least 5 members of the Board of Directors, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be conducted at any special meeting of the Board of Directors.

Any special meetings scheduled shall be given at least a 14 day notice before being held.

Notice of special meetings shall be given by the Secretary in a manner that ensures that all Board members are aware of such special meeting and have the opportunity to attend such meeting.

Section 5.5 Quorums. All meetings will be properly scheduled and publicized, and the voting will be conducted by the members present at any such meeting. A majority vote of those present will carry the issue in question.

Section 5.6 Voting. Only members of the Board of Directors shall be entitled to vote on league business at any regular meeting of the League.

Only members of the Board of Directors present at any regular meeting shall be entitled to vote.

All voting must be completed via anonymous ballot with 2 board members tallying votes, with the exception of when someone is running unopposed.

Any member participating in the tallying of votes shall not be on the ballot for consideration nor should have a direct relation to anyone on the ballot.

Members who have not attended at least 1 properly scheduled meeting prior to the Tournament Manager Selection meeting, will not be eligible to vote for Tournament Managers. The Executive Board will make the final decision on any issues of voting eligibility.

In the event that a member is unable to attend a properly scheduled meeting, a proxy vote may be cast by any another member on their behalf, provided the intent to file the proxy vote is presented to the Secretary in writing prior to the meeting, and the member requesting the proxy vote is in good standing. The Executive Board will determine the final decision on acceptance of the proxy vote.

\*\*\*A proxy vote is written permission and/or authority given to a Board member to act on another Board members behalf.

\*\*\*Members who do not attend league meetings regularly, will not be considered to be in good standing, and will not be granted proxy-voting privileges.

No member of the Board of Directors shall be entitled to more than one vote.

Section 5.7 Rules of Order. Robert's Rules of Order shall govern the proceedings at all meetings.

## **ARTICLE 6 -- EXECUTIVE BOARD - OFFICERS**

The Executive Board will consist of the President, Vice-President, Secretary, Treasurer, and the Player Agent.

The Executive Board shall manage the affairs of the League, and shall have such other powers as may be delegated to it by the Board of Directors.

At any meeting of the Executive Board, a majority of the total number of members then in office shall constitute a quorum.

The Executive Board shall be elected at the annual meeting in September designated for that purpose.

## **ARTICLE 7 -- OFFICERS, DUTIES AND POWERS**

**Section 7.1** Election of Officers. The officers of The League will be elected at the annual meeting established for that purpose, as outlined in Article 5. All officers of the League shall be elected for 1-year terms from the date of the annual meeting.

The Board of Directors may appoint such other officers or agents as it deems necessary or desirable, and may prescribe the powers and duties of each, and may fill any vacancy which may occur in any office.

**Section 7.2** President. The President shall:

- (a) conduct the affairs of the League and execute the policies established by the Board of Directors.
- (b) present a report of the condition of the League at the annual meeting.
- (c) communicate to the Board of Directors such matters as deemed appropriate, and make suggestions that may promote the welfare of the League.
- (d) be responsible for the conduct of the League in strict conformity to the policies, principles, and the rules and regulations of Little League International, as agreed to under the conditions of charter issued to the League by that organization.
- (e) investigate complaints, irregularities, and conditions detrimental to the League and report thereon to the Board of Directors or Executive Board as circumstances warrant.
- (f) with the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection.
- (g) appoint all managers, coaches, umpires, and committeees. As such, no person becomes a manager, coach, umpire or committee member without approval of the president. However, all appointments are subject to final approval by the local Board of Directors.
- (h) see that all officers, and committee chairpersons perform their duties.
- (i) be the officer with whom Little League International maintains contact, and represent the League at all little league functions.
- (j) preside at league meetings and assume full responsibility for the operation of the local League.
- (k) have discretionary use of spending for items less than \$100.00, not to exceed \$500.00.
- (l) ensure all required background checks are completed prior to organized team activities, with a cutoff of Opening Day

**Section 7.3** Vice-President. The Baseball Vice-President shall:

- (a) In case of the absence or disability of the President, and provided the Vice-President is authorized by the President or the Executive Board to do so, perform the duties of the President, and when so acting, shall have all the powers of that office.
- (b) have such other duties as from time to time may be assigned by the Board of Directors or by the President.

- (c) prepare and organize training and development handbooks, clinics, and off season programs for all coaches and managers in all Divisions
- (d) support, review, and monitor manager performance with Division Directors on a weekly basis, to ensure that all teams within the Major division are adhering to Biddeford LL playing and pitching rules.
- (e) be ex-officio member of all committees.

Section 7.4. The League Softball Vice President shall:

- (a) Act as the President of the Softball Board Committee
- (b) In case of the absence or disability of the President, and provided the League Softball Vice President is authorized by the President or the Executive Board to do so, perform the duties of the President, and when so acting, shall have all the powers of that office.
- (c) Have other duties as from time to time may be assigned by the Board of Directors or by the President.
- (d) Assist the Softball Board committee prepare and organize training and development of handbooks, clinics, and off-season programs for all coaches and managers in all Divisions.
- (e) Support, Review, and Monitor Manager performance with the Softball Board Committee's Director of Coaches on a weekly basis to ensure that all teams within the divisions are adhering to Biddeford LL playing and pitching rules.
- (f) If any sub-committee is deemed necessary to form by the Softball Board Committee, the League Softball Vice President will be defaulted to organize and head the committee unless a volunteer is appointed by the Softball Board Committee.
- (g) Communicate to the Board of Directors such matters as deemed appropriate, and make suggestions that may promote the welfare of the League.
- (h) Be responsible for the conduct of the Softball League in strict conformity to the policies, principles, and the rules and regulations of Little League International, as agreed to under the conditions of charter issued to the League by that organization.
- (i) With the assistance of the Player Agent, examine the application and support proof- of-age documents of every player candidate and certify the residence and age eligibility before the player may be accepted for tryouts and selection.
- (j) Appoint all managers, coaches, umpires, and committees in Softball. As such, no person becomes a manager, coach, umpire, or committee member in Softball without approval of the League Softball Vice President. However, all appointments are subject to final approval by Softball Board Committee.
- (k) Preside at League Meetings and assume responsibility for the operation of the Softball League.
- (l) Ensure all required background checks are completed prior to organized team activities with a cutoff of Opening Day.

Section 7.5 Secretary. The Secretary shall:

- (a) be responsible for recording the activities of the League and maintaining appropriate files, mailing lists, Policy and Procedure Manuals, and necessary records.

- (b) perform such duties as 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 or the President.
- (c) keep minutes of meetings of the Board of Directors and cause them to be recorded in a book or other record keeping device for that purpose.
- (d) keep attendance records for all meetings, which will be used to determine proxy voting privileges, and track member participation.
- (e) 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.
- (f) notify directors, officers, and committee members of their election or appointment.
- (g) send out notice of meetings to all members of the Board of Directors at least 7 days prior to said meeting.
- (h) meeting minutes shall be distributed to the Board 7 days after scheduled meeting.

Section 7.6    Treasurer. The Treasurer shall:

- (a) The treasurer position can be split between Baseball and Softball duties. If so, the 2 treasurers will meet in person or phone/video call once a month to go over financials. This includes transactions, budgets, record keeping, and reviewing QuickBooks (or equivalent).
- (b) If the treasurer position is split, the softball treasurer will maintain all transactions and record keeping being given to the baseball treasurer no later than November 10<sup>th</sup> to prepare for tax season.
- (c) Receive all moneys and securities and deposit same in a depository approved by the Board of Directors.
- (d) Keep records for the receipt and disbursement of all moneys and securities of the League, and provide a written copy of such records to each member of the Board no later than the following meeting (if requested).
- (e) Approve and execute all payments of approved expenditures from allotted funds, and draw checks therefrom in agreement with policies established in advance of such actions by the Board of Directors. All disbursements must be by check or League approved debit card.
- (f) Prepare an annual financial report under the direction of the President for submission to the Board of Directors at the annual meeting.
- (g) The treasurer will be responsible for connecting with an accountant no later than November 1<sup>st</sup> to begin tax preparation.

Section 7.7    Player Agent. The Player Agent shall:

- (a) record all player transactions and maintain an accurate up to date record thereof.
- (b) receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- (c) conduct the annual tryouts.

- (d) conduct the player draft and all other player transaction or selection meetings, including All Star selection according to League rules.
- (e) prepare for the President's signature and submit to Little League Headquarters team rosters, including players claimed, and the tournament teams' eligibility affidavit.
- (f) notify Little League Headquarters of any subsequent player replacement.
- (g) supervise and coordinate the transfer of players to or from the Minor Leagues according to the regulations of Little League International.
- (h) ensure the "Zero Tolerance Policy" is distributed to all prospective players at the time of registration.
- (i) In the case that the Player Agent is a coach or manager in the League, the Executive Board will appoint a representative to assist in that Division's draft. The appointee must not have any affiliation to that Division.

## **ARTICLE 8 -- BOARD OF DIRECTORS**

### Section 8.1     Board of Directors.

- (a) The management of the property and affairs of the League shall be vested in the President and Board of Directors who are elected for one year terms.
- (b) The Board of Directors shall consist of all officers, coaches, managers, and other volunteers elected to specific positions within the League.
- (c) The Board will consist of not less than 10, nor more than 25 members.
- (d) Members on the Board of Directors continue until said person resigns, or is not re-elected at the annual election meeting.
- (e) No member of the league shall hold more than 3 positions on the Board of Directors.
- (f) At each annual meeting the Board of Directors shall elect the Executive Board for the ensuing year.
- (g) If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.
- (h) The Board of Directors shall have the power to approve 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.
- (i) The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the League as it may deem proper.
- (j) All newly appointed Board members shall read, understand and abide by the BLL Constitution and Bylaws. This should be recorded in the minutes of the next scheduled meeting following their appointment. Failure to do so will result in the forfeiture of their Board position.

## **ARTICLE 9 -- DIRECTORS, DUTIES AND POWERS**

### Section 9.1     Director of Majors Division. The Director of the Majors division shall:

- (a) assist the President by performing any duties assigned to him/her in the operation of the Major Division.

- (b) supervise the operation of the Major Division, and make regular reports on the condition of the Major Division to the President and Board of Directors.
- (c) prepare and organize training and development handbooks, clinics, and off-season programs for all coaches and managers in the Major division.
- (d) support, review, and monitor manager performance within the Major division on a weekly basis with the Vice President, to ensure that all teams are adhering to Biddeford LL playing and pitching rules.
- (e) The Vice President of the League will assume the duties of the Director of the Majors if the Board is unable to elect another candidate.

Section 9.2 Director of Minor Player Pitch Division. The Director of the Minor Player Pitch division shall:

- (a) assist the President by performing any duties assigned to him/her in the operation of the Player Pitch Division.
- (b) supervise the operation of the Player Pitch Division, and make regular reports on the condition of the Player Pitch Division to the President and Board of Directors.
- (c) with the assistance of the VP, prepare and organize training and development handbooks, clinics, and off-season programs for all coaches and managers in the Player Pitch division.
- (d) support, review, and monitor manager performance within the Player Pitch Division on a weekly basis with the Vice President, to ensure that all teams are adhering to Biddeford LL playing and pitching rules.

Section 9.3 Director of Minor Coach Pitch Division. The Director of the Minor Coach Pitch division shall:

- (a) assist the President by performing any duties assigned to him/her in the operation of the Coach Pitch Division.
- (b) supervise the operation of the Coach Pitch Division, and make regular reports on the condition of the Coach Pitch Division to the President and Board of Directors.
- (c) with the assistance of the VP, prepare and organize training and development handbooks, clinics, and off-season programs for all coaches and managers in the Coach Pitch division.
- (d) support, review, and monitor manager performance within the Coach Pitch Division on a weekly basis with the Vice President, to ensure that all teams are adhering to Biddeford LL playing and pitching rules.
- (e) assist the Player Agent, President or Vice President, and Coach Pitch Managers in the creation of teams, taking special care in ensuring that the teams are divided as equally as possible by age and ability.
- (f) assist the League Scheduler in the creation of the season schedule, and the coordination, and rescheduling of makeup games.

Section 9.4 Director of T-Ball. The Director of T-Ball shall:

- (a) assist the President by performing any duties assigned to him/her in the operation of the T-Ball division.
- (b) supervise the operation of the T-Ball Division, and make regular reports on the condition of the T-Ball division to the President and Board of Directors.
- (c) with the assistance of the VP, prepare and organize training and development handbooks, clinics, and off-season programs for all coaches and managers in the T-Ball division.
- (d) support, review, and monitor team performance within the T-Ball division on a weekly basis with the Vice President, to ensure that all teams are functioning smoothly, and without incidents.
- (e) assist the Player Agent in the creation of teams, taking special care in ensuring that the teams are divided as equally as possible by age and ability.
- (f) Assist the League Scheduler in the creation of the season schedule, and the coordination and rescheduling of makeup games.

Section 9.5 Director of Challenger Division. The Director of the Challenger division shall:

- (a) assist the President by performing any duties assigned to him/her in the operation of the Challenger division.
- (b) supervise the operation of the Challenger division, and make regular reports on the condition of the Challenger division to the President and Board of Directors.
- (c) prepare and organize training and development handbooks, clinics, and off-season programs for all coaches and managers in the Challenger division.
- (d) support, review, and monitor team performance within the Challenger division on a weekly basis, to ensure that all teams are functioning smoothly, and without incidents.
- (e) assist the Player Agent, and Challenger managers in the creation of teams, taking special care in ensuring that the teams are divided as equally as possible by age and ability.
- (f) Assist the League Scheduler in the creation of the season schedule, and the coordination and rescheduling of makeup games.

Section 9.6 Umpire-in-Chief. The Umpire-in-Chief shall be responsible for:

- (a) the selection and recruitment of umpire candidates for the regular season.
- (b) submitting a list of these candidates to the President and Board of Directors for approval.
- (c) the assignment of said umpires and their actions on the field.
- (d) creating a schedule for the umpiring crew to include the rescheduling of games due to rainouts or other postponements.
- (e) making sure all umpires and coaches are familiar with the rules and regulations of Little League Baseball, and any local league rules or bylaws necessary to perform their duties. An annual rules clinic or meeting with the umpires, managers, and coaches should be arranged by the UIC for this purpose.
- (f) making sure the umpires have a proper understanding of their role in the game.
- (g) making sure the umpires are well equipped for their safety.

- (h) recommend to the Board of Directors for their approval, umpires worthy of representing the league in tournament and other special games.

Section 9.7 Safety Officer. The Safety Officer shall:

- (a) coordinate all safety activities including supervision of ASAP (A Safety Awareness Program), and coordination and scheduling of Safety and First Aid clinics.
- (b) ensure safety in player training.
- (c) ensure safe playing conditions through inspection of facilities and equipment.
- (d) coordinate reporting and prevention of injuries through the use of the Little League incident/injury report form.
- (e) report all injury claims to the President within 24 hours.
- (f) solicit suggestions for making conditions safer, and report suggestions to Little League International through the ASAP system.
- (g) be chairperson of the Safety Committee.

Section 9.8 Field Manager. The Field Managers is responsible for:

- (a) making sure the playing fields are in safe playing condition at all times.
- (b) the pre-season preparation of the fields.
- (c) all purchases and expenditures related to the operation of the fields, clubhouse maintenance, plumbing, electrical and general repairs.
- (d) recruitment and scheduling of volunteer workers, to be equally divided among the teams of the league, forming the Field Committee, as well as contracted work.
- (e) ensuring that the grass is mowed as required, whether this person does it him/herself or delegates the duty to someone else.
- (f) establishing the date that the use of the Leagues' fields may begin for practice purposes each season. No teams may use the field before said date.
- (g) submitting a budget to the Board for the projected field expenses for the upcoming season.
- (h) keeping an accurate record of all transactions related to the field, and buildings ready for review at each meeting of the Board, and report on the financial condition of the field operation.
- (i) being chairperson of the Field Committee.

Section 9.9 Equipment Manager. The Equipment Manager is responsible for:

- (a) procuring all equipment for use in the Minor, Major, T-Ball and Challenger divisions.
- (b) maintaining an inventory of all equipment necessary for play, such as baseballs, and replacement parts for helmets, and shin guards etc.
- (c) procuring all equipment for use in tournament play for all teams.
- (d) inspecting the tournament team equipment during the first week of practice, to ensure that all equipment both league and personal, are up to Little League standards, and approved for play.
- (e) submitting a budget to the Board of Directors for approval before any purchases are made.

- (f) keeping an accurate record of all transactions pertaining to equipment purchases ready for review at each meeting of the Board, and report on the financial condition of the equipment operation.
- (g) being chairperson of the Equipment Committee and Recognition & Awards Committee.

*ALL EQUIPMENT PURCHASES FOR THE LEAGUE SHALL BE MADE BY THE EQUIPMENT MANAGER ONLY.*

Section 9.10 Concession Manager. The Concession Manager shall:

- (a) maintain the operation of concession facilities
- (b) be responsible for all purchases and expenditures related to the operation of the concession stand.
- (c) be responsible for the management of the concession sales at league events
- (d) recruit and schedule volunteers to work the canteen during league events, to be equally divided among all teams in the League.
- (e) collect and review concession related offers from area vendors, and report such information to the Board.
- (f) keep an accurate record of all concession transactions ready for review at each meeting of the Board, and report on the financial condition of the concession operation.
- (g) file an annual financial report with the league Treasurer.

Section 9.11 Sponsorship/Fundraising Manager. The Sponsorship/Fundraising Manager shall:

- (a) Solicit and secure local sponsors to support league operations
- (b) collect and review sponsorship and fundraising opportunities and report to the Board for approval.
- (c) organize and implement approved league fundraising activities
- (d) coordinate and encourage participation in fundraising activities
- (e) keep accurate records of monies secured through sponsorship and fundraising initiatives ready for review at each meeting of the Board.
- (f) file an annual financial report with the league Treasurer
- (g) be chairperson of the Fund Raising Committee
- (h) solicit area businesses for the purpose of purchasing sponsor signs.
- (i) place orders for signs with the appropriate contracted vendor, and follow through by ensuring that all orders are collected and inspected for accuracy before being displayed.
- (j) keep records of all current participants so that only those who have honored their commitment to the League are put on display
- (k) turn all monies collected from the sign orders into the Treasurer for deposit.

Section 9.12 League Information Officer. The League Information Officer shall:

- (a) manage and update the league's official website as needed.
- (b) manage the leagues online registration process and ensure that league rosters are maintained on the website.
- (c) assign online administration rights to league volunteers and teams.
- (d) ensure that league news and scores are updated on a regular basis.

- (e) collect, post, and distribute important information on league activities as needed.
- (f) serve as primary contact person regarding optimizing use of the internet for league administration and for distributing information to league members and Little League Baseball.
- (g) Assist league secretary with sending out notifications of upcoming board meetings via social media, website and email.
- (h) Post meeting minutes in a pdf format on the Biddeford Little League website.

Section 9.13 League Scheduler. The League Scheduler shall:

- (a) schedule the time and place of league games in all divisions, including inter league play if applicable.
- (b) reschedule make up games at the first available date on the schedule.
- (c) maintain and monitor the practice schedule for all league fields, ensuring that all teams have equal opportunities to use the fields if desired.
- (d) be chairperson of the Scheduling Committee.

Section 9.14 Managers and Coaches.

- (a) Managers and Coaches shall be appointed by the President and must be approved by the Board of Directors.
- (b) Coaches shall be appointed after the draft to avoid “red shirting” of players.
- (c) Managers shall be responsible for the selection of their teams and for the actions of their players and coaches on the field, including strict adherence to the Zero Tolerance Policy.
- (d) Managers are responsible for player safety, development of players and coaches, volunteer activities, and umpire support.
- (e) Managers will keep accurate records of game activities, equipment, and team operation.
- (f) Managers and Coaches are responsible for the preparation of fields prior to games, support of field day activities, maintenance and care of team equipment supported by the Equipment Manager, and security of the field.
- (g) Managers will recruit a Team Parent to assist with scheduling canteen staffing as directed by the League’s Canteen Manager, but it is the manager’s responsibility to ensure that the schedules are filled. If a team cannot staff the canteen with volunteers, the manager will direct his/her coaches to fulfill the required duty before the game can proceed.
- (h) It is the manager’s responsibility to ensure that his/her team is in direct compliance with all rules and regulations of the League.
- (i) It is the manager’s responsibility to ensure that all league equipment is cared for and returned in good order. Any faulty or damaged equipment should be reported to the Equipment manager immediately for prompt repair or replacement.
- (j) It is the manager’s responsibility to ensure that his/her coaches are active in other activities essential to the operation of the league, and attend the League’s meetings regularly (not including Board meetings). The coach’s responsibility to the league must be more than just showing up for practices and games.

- (k) It is the manager's responsibility to oversee his/her team's fundraising activities. The manager may direct any of the functions to his coaches and/or Team Parent, but it is ultimately his/her responsibility.
- (l) It will be the Managers responsibility to represent his/her team at all league meetings (not including Board meetings), or appoint another rostered coach from his/her team to do so. All teams should be represented at each league meeting.

## **ARTICLE 10 -- APPOINTMENTS AND COMMITTEES**

### Section 10.1 Appointments

- (a) Prior to the annual September meeting, any member of the Board of Directors may present names of candidates interested in holding office of Presidency and present said individuals to the acting Board for approval.
- (b) Prior to the annual September meeting, any member of the Board of Directors may present names of people interested in holding office in The League and the capacity in which they wish to serve. If vacancies exist, the Board will recruit people to fill positions, and present the names to the President for consideration. The President will appoint new members from the names submitted, and present them to the Board for approval.
- (c) Officers may manage, coach, or umpire to the extent that Little League International allows it. At the conclusion of the election of officers, the prior Board term is ended. The President and newly elected officers shall seek volunteers to serve on the new Board.

### Section 10.2 Field Committee

- (a) The Field Manager will serve as chairperson
- (b) The duties of this committee are to maintain the playing field and areas surrounding the field on a weekly basis.
- (c) The committee is responsible for enlisting volunteer help in field maintenance and improvement, and to supervise and direct all improvement projects for the League.
- (d) This committee shall recommend to the Scheduling Committee the earliest date the fields will be properly prepared for use, and no one will be allowed to use the fields until that date.
- (e) At least one member of each team's coaching staff must volunteer to actively participate on this committee and be responsible for a portion of the weekly work of this committee. Weekly work will be assigned and distributed evenly among members by the chairman.
- (f) The committee will make repair and improvement recommendations, including regular maintenance of all structures, buildings, and playing fields to the Board.
- (g) The Board must approve all financial expenditures.
- (h) The committee will assign field reps for each field location within the league

If no committee is formed, the Field Manager will assume these responsibilities

### Section 10.3 Constitution and Rules Committee

- (a) Any member of the executive board, or any member of the board in good standings, can chair this committee.
- (b) This committee will review the Constitution and By Laws package annually in its entirety or partially. The Bylaws can be reviewed separately between Biddeford Little League Softball and Baseball, but the Constitution should be reviewed by both the Softball committee and the Board of Directors.
- (c) This committee will see that an up-to-date Constitution and Bylaws package shall be distributed, physically or electronically, to all board members annually within 48 hours of accepting the Bylaws and Constitution.
- (d) This committee shall also make sure that all meetings, functions, and authorizations by the Board are proper in accordance with the League Constitution, By Laws, and Little League Baseball rules. When conflicts arise, they shall notify the President to take corrective action.
- (e) This committee will be open to the public and all board members in order to get a great variety of opinions for each document.

### Section 10.4 Scheduling Committee

- (a) The duty of this committee is to schedule the time and place of league games and to schedule practices during the season when use of the Little League field is in question.
- (b) No team or division shall be given preference with respect to scheduling of games and practice times.
- (c) The committee shall set policy as to the scheduling of postponed games and playoff games. The yearly schedule and re-scheduling policy must be approved yearly by the board. Once approved, the schedule and/or rescheduling policy may not be altered without the board's approval. No scheduled or rescheduled game of any division shall be changed provided it is in accordance with the aforementioned approved policy. Games will take precedence over practices provided there is no other possible time to make up the game regardless of its convenience.
- (d) The members of this committee should include the Directors of each division, and the League Scheduler, who will act as the chairperson.

If no committee is formed, the League Scheduler will assume these responsibilities

### Section 10.5 Equipment Committee

- (a) The duty of this committee is to keep an inventory of all equipment in possession of the league. This shall be done by collecting all uniforms and other baseball equipment within one month of the last game.
- (b) The committee shall inspect all equipment to determine what should be repaired and what should be purchased.
- (c) During the season, the committee should make sure that the equipment is cared for and that no team has any advantage to the use of equipment.

(d) The Equipment Manager will serve as chairperson.

If no committee is formed, the Equipment Manager will assume these responsibilities

\*\*\*All financial expenditures must be approved by the Board, and procured by the Equipment Manager.

#### Section 10.6 Fundraising Committee

The duty of this committee is to recommend and direct all fund raising events in order to meet the budget prepared by the Treasurer and approved by the Board. All events must be approved by the Board.

If no committee is formed, the Fundraising/Sponsorship Coordinator will assume these responsibilities

Section 10.7 Publicity Committee. The duty of this committee is to publicize games, fund-raising events, and projects. This committee shall publish a program and submit weekly articles to local newspapers.

If no committee is formed, the Information Officer will assume these responsibilities

Section 10.8 Recognition & Awards Committee. The duty of this committee is to plan and prepare all phases of the annual opening and closing ceremonies, team and individual pictures, banquet, outings and /or field day. Details concerning the time, place, and financial expenditures must be approved by the Board. Awards of any kind, including their design, must be approved by the board. No member should use the BIDDEFORD LITTLE LEAGUE name on any award, clothing, etc. without Board approval, regardless of whether the league will incur any financial burden or not.

If no committee is formed, the Equipment Manager will assume these responsibilities

Section 10.9 Sponsorship Committee. The duties of this committee are to verify the return of present sponsors, and to find sponsors for teams as well as for outfield signs or special events requiring sponsors. This committee must also obtain a signed, written agreement from team sponsors indicating the amount of money that they have agreed to pay.

If no committee is formed, the Sponsorship/Sign Coordinator will assume these responsibilities

Section 10.10 Auditing Committee. The duties of this committee are to examine the financial records of BLL and to report on said findings. The records shall be examined prior to the September and April meetings. The Audit Committee report shall be the first item of business at the meetings mentioned above.

\*\*\*The President can appoint a new committee for approval by the Board at his/her discretion; provided its duties do not undermine those of an existing committee.

\*\*\*By the February meeting, all committee chairpersons will give their agenda to the President, and financial requests to the Treasurer, so that the budget can be prepared and approved by the Board.

### Section 10.11 Softball Board Committee.

- (a) The Softball Board Committee, as of 2024, has been established.
- (b) The League Softball Vice President serves as the President of Softball on this committee. The League Softball Vice President will be voted in by the League President and any Softball Board Committee member that has voting power.
- (c) The Softball Board Committee may vote in additional members, as spelled out in Article 7, to join this committee. The League Softball Vice President will be the only member of this committee that holds any voting power with the Board of Directors.
- (d) Each member of this committee must approve the constitution and the softball Bylaws annually. Failure to do so, will result in forfeiture of their committee position.
- (e) This committee will have their financials overseen by either the League Treasurer, or a voted in Softball Treasurer.
- (f) This committee may form an "executive board committee" as needed consisting of the President, Vice President, Player Agent, Secretary, and the Treasurer of the committee.
- (g) This committee can hold monthly board meetings, very similar to the Board of Directors.

## **ARTICLE 11 -- LEAGUE AFFILIATION**

Section 11.1 Charter. The League shall annually apply for a charter from Little League Baseball International, and shall do all things necessary to obtain and maintain such charter. The League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with, or operate any other program or organization, or operate any other program.

Section 11.2 Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball International shall be binding on The League.

Section 11.3 Local Rules or Bylaws. The local rules and Bylaws of The League shall be adopted by the Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules and By Laws of the league will expire at the end of each fiscal year, and are not considered part of this Constitution.

## **ARTICLE 12 -- FINANCIAL AND ACCOUNTING**

Section 12.1 Authority. The Board of Directors shall decide all matters pertaining to the finances of the League and shall place all income in a common league treasury, and direct the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

*Exception:* The President shall have discretionary use of spending for items less than \$100, per purchase and not to exceed a maximum \$500 per year without receiving board approval.

Section 12.2 Contributions. The Board of Directors shall not permit the contribution of funds or property to individual teams but shall solicit for the common treasury of the League. Thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the League.

Section 12.3 Solicitation. The Board of Directors shall not permit the solicitation of funds in the name of Little League Baseball unless all the funds so raised are placed in the league treasury.

Section 12.4 Disbursement of Funds. The Board of Directors shall not permit the disbursement of league funds for other than the conducting of Little League activities in accordance with the rules and policies of Little League International. All disbursements shall be made by check or League approved debit card with receipt. All checks must be signed by the Treasurer, and such other officers or persons as the Board determines.

Section 12.5 Compensation. No director, officer, or member of the League shall receive directly, or indirectly, any salary, compensation, or emolument from the League for services rendered as director, officer, or member.

Section 12.6 Deposits. All moneys received shall be deposited to the credit of the League in a federally insured bank, savings institution, or credit union, as recommended by the Executive Board, and approved by the Board of Directors.

Monies generated by the concession stand will be made available for League approved purchases. A yearly summary of Income and expenses will be reported at the September meeting by the Canteen Managers.

Section 12.7 Fiscal Year. The fiscal year of the League shall begin on October 1, and shall end on September 30.

## **ARTICLE 13 – DISSOLUTION; DISTRIBUTION OF PROPERTY**

Upon dissolution of The League, and after all outstanding debts and claims have been settled, the membership shall direct the remaining assets of the League to another local nonprofit youth program of the Board's choosing.

## **ARTICLE 14 -- 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 one month prior to the commencement of games, provided notice of the proposed changes are included in notice of such meeting.

A draft of all proposed amendments shall be submitted to Little League International for approval before implementation.