



2019



Fairfield Pacific
Little League Baseball

CONSTITUTION

&

BY-LAWS



Rev. 01-08-19

Little League Constitution and By-Laws

Article I – Name

This organization shall be known as the Fairfield Pacific Little League, hereinafter referred to as “Local League”.

Article II – Objective

Section 1

The objective of the Local League shall be to encourage children to have fun learning the mechanics and spirit of how to play baseball while developing a community of volunteers that will support them. Learning the mechanics of the game shall include but not be limited to the skills needed in hitting, throwing, and catching a baseball in addition to game situations. Learning the spirit of the game shall include but not be limited to the ideals of good sportsmanship, honesty, loyalty, courage, and respect for themselves, their teammates, their opponents, and the adults who are volunteering to support them and the league. Developing a community of volunteers shall include but not be limited to recruiting parents/legal guardians to participate in the functioning of the league during the current year and in future years.

Section 2

To achieve this objective the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball 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 affect 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 requirement of Little League Regulation IV and who resides within the authorized boundaries of the Local League shall be eligible to compete for participation but 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 as hereinafter provided. The secretary shall maintain the roll of voting members. All Officers, Board Members, Committee Members, Managers, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.
- (c) **Honorary Members.** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.
- (d) **Sustaining Members.** Any person not a Regular Member who makes financial or other contributions to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.
- (e) As used hereinafter, the word “member” shall mean a Regular Adult Member unless otherwise stated.

Section 3 Other Affiliations.

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball program.

Section 4 Suspension or Termination

Membership may be terminated by resignation or action of the Board of Directors, as set forth below:

- (a) The President shall select between 3 to 6 members from the Board of Directors for appointment to the Enforcement Committee. The President’s selections shall include the Vice President, Player Agent,

Major Division Representative, Triple-A Division Representative, Double-A Division Representative, Single-A Division Representative and T-Ball Division Representative. A quorum of at least four (4) is needed for any decisions to be official.

The Enforcement Committee shall meet when necessary to address, implement or enforce the Rules, Regulations, guidelines and policies of the Local League or of Little League Baseball, Inc.

- (b) In the case of an issue involving conduct of a Manager or Coach, the Enforcement Committee shall give notice of the meeting to said individual, who shall then have the right to appear, hear the allegations or charges, and respond with contrary or mitigating information.

In the case of an issue involving conduct of a Player, the Enforcement Committee shall give notice of the meeting to said Player's parents/legal guardian(s) and Manager, who shall then have the right to appear and hear the allegations or charges. The Manager, acting in the capacity of an advisor and advocate, may respond with contrary or mitigating information.

- (c) The Enforcement Committee, by a majority vote of those present, shall have the authority to discipline, suspend or terminate the membership or right of participation of any Manager, Coach or Player when it is determined that the conduct of said individual violates the Rules Regulations, guidelines or policies of, or is considered detrimental to, the Local League or of Little League Baseball, Inc.
- (d) Any ejection of a Manager or Coach must be reviewed by the Enforcement Committee in a timely manner, no later than the next monthly board meeting.

Any Manager, Coach, Parent/Legal Guardian, or Player who refuses to leave the field and park after being ejected from a game by an umpire will automatically be suspended for the following game and be subject to further discipline.

- (e) The President may suspend any Manager, Coach, Parent/Legal Guardian, Player or other Member from all Local League activities when it is determined that the conduct of said individual violates the Rules, Regulations, guidelines or policies of, or is considered detrimental to, the Local League or of Little League Baseball, Inc.

Any suspension must be reviewed by the Enforcement Committee in a timely manner and further action should be voted on by the board no later than the next monthly board meeting.

Article IV – Membership

Section 1

Dues for Regular and/or Associate Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period.

Section 2

Members who fail to pay their fixed dues within thirty (30) days from the time the same became due may by vote of the Board be dropped from the rolls and shall forfeit all rights and privileges of membership.

Section 3

A reasonable Little League volunteer deposit may be assessed as a parent's/legal guardian's volunteer obligation to assure the operational continuity of the Local League. Parent/legal guardian volunteer duties may include but not be limited to field maintenance, concessions, managing/coaching, and Board of Directors. The Board of Directors will determine before registration the appropriate number of volunteer hours required in order for parents/legal guardians to have their deposit refunded. AT NO TIME MAY PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE PROGRAM. (Little League Regulation XII(c).)

Article V – Meetings

Section 1 **Annual Meeting**

Annual reports shall be available to all members prior to and at the time of the annual meeting. The Board of Directors shall be elected prior to or at the annual meeting and shall meet at the appropriate time thereafter for the purpose of electing officers to the Board.

Section 2 **Notice of Meeting**

Notice of the annual meeting shall be posted on the website or in a handout to the players and Members. Monthly meetings of the Board of Directors shall be on the first Monday of the month (unless otherwise advertised), as on the website; or in lieu thereof, notice may be given in such form as may be authorized by the Board.

Section 3 **Special Meetings**

Special meetings of the Members or of the Board of Directors or by the Secretary or President shall be called at their discretion. Upon the written request of five (5) Members, 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 transacted at any special meeting of the Members, or at any special meeting of the Board of Directors. A special meeting may also be called pursuant to Section 5 of Article VI

Section 4 **Quorum**

The presence in person or by absentee ballot/proxy by 51% of the Board of Directors shall be necessary to constitute a quorum at a board meeting. The presence in person or representation by absentee ballot/proxy of one-third (1/3) of the Voting Members, shall be necessary to constitute a quorum at the Annual Meeting.

Section 5 **Voting**

Only Members of the Board of Directors shall be entitled to vote at any meeting of the Local League. Only Regular Members shall be entitled to vote at the Annual Meeting.

Section 6 **Absentee Ballot / Proxy**

For the expressed purpose of accommodating a Regular Voting Member in good standing who cannot be in attendance at the annual meeting, 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 annual meeting and the election of members to the Board of Directors. The Secretary shall present all absentee ballots to the election Chairman on the date of the annual meeting prior to the conduct of the election process.

For the expressed purpose of accommodating Board Members in good standing who cannot be in attendance at a monthly board meeting, a proxy may be requested and obtained from the Secretary of the League. The Proxy shall be properly completed in writing and given to any other board member who they feel would properly represent them in any issues requiring action by the board. A properly completed proxy presented at a monthly Board Meeting shall count towards a proper quorum.

Section 7 **Rules of Order**

Roberts Rules of Order, or such other procedures as adopted by the Board, shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of the Local League.

Article VI – Board of Directors

Section 1 **Board and Number**

The management of the property and affairs of the Local League shall be vested in the Board of Directors. The number of Directors shall not be less than five (5) nor more than twenty-two (22). The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2 **Required Members**

The Board membership shall include the Officers, including the President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, Coaching Coordinator, and may include, Fundraising, Sponsors, Concessions, Field Maintenance, Volunteer/Team Parent Coordinator, Communications, Single-A Director, Double A Director, Triple-A Director, Major Division Director, Challenger Division Director, Equipment, Umpire-in-Chief, Pictures/Trophies, and Uniforms. The Board membership shall include a minimum of one manager/coach, but managers/coaches shall not exceed 49% of the total Board Members.

Section 3 **Annual Elections and Term of Office**

Either prior to but no later than each Annual Meeting, the player parents/legal guardians and voting members shall elect the appropriate number of Directors to establish recommendations for the board membership for the ensuing year. The number so fixed may, within the limits prescribed by the foregoing Section 1, be amended at any regular or special meeting of the Members or Board of Directors, and if the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be by a majority vote of all player parents/legal guardians and Voting Members present or represented by a properly executed and signed Absentee ballot filed with the Secretary prior to the election meeting.

Section 4 **Vacancies**

If any vacancy occurs on 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.

Section 5 **Meetings, Notice and Quorum**

Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever any of them deem it advisable, or the Secretary shall at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone, or fax, or other personal notice twenty-four (24) hours preceding the meeting.

In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting. Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business at the special meeting

In the case of a regular meeting of the Board of Directors, an agenda will be issued with the notice of the meeting as well as the minutes recorded from the prior meeting. The Agenda shall include but is not limited to: Call to

order, Attendees, Public Comment, Review and Approval of Minutes, Review & Approval of Financials, Old Business, Ongoing Business, New Business, Board Updates, and Adjournment. The meeting is a closed session meeting except for the Public Comment portion of the event.

Section 6 **Duties and Powers**

The Board of Directors shall have the power to appoint such standing committees as it shall determine, 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.

The Board shall have the power by a two-thirds (2/3) vote of those present at any regular or special 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).

The player parents/legal guardians and membership shall have available to them at the annual meeting/picnic a report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by the Local League, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to membership in the Local League during such year, which report shall be filed with the records of the Local League and an abstract thereof entered in the minutes of the proceedings of the annual meeting/picnic.

A copy of such report shall be forwarded to Little League Headquarters.

Article VII – Executive Committee

Section 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) or 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.

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 VIII – Other Committees

Section 1

The Board of Directors may appoint various committees consisting of three (3) Directors and other appointed Regular Members. The various committees may deal with but not be limited to: Nominating, Membership, Finance, Concessions, Building, Grounds and Property, Playing Equipment, Managers/Coaches, Umpires, District, Auxiliary, and/or Auditing.

Article IX – Officers, Duties and Powers

Section 1 **Election**

Immediately following the annual meeting/picnic, the Directors present, provided there be a quorum, shall meet for the purpose of electing Officers and appointing committees for the ensuing year. Should a quorum not be available, the President shall call a meeting soon thereafter for purposes of electing Officers and appointing committees for the ensuing year.

Section 2 **Officers**

The Officers of the Local League shall consist at a minimum of a President, a Vice President, a Secretary, a Treasurer, and a Player Agent, Safety Coordinator, and Coaching Coordinator all of whom shall hold office for the ensuing year or until their successors are duly elected. Regulation 1(b).

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, and may fill any vacancy which may occur in any office. 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 3 **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/picnic.
- (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 the Charter issued the Local League by that organization.
- (e) Designate in writing other officers if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Appoint All-Star Managers for 10, 11 and 12 year old teams. These appointments will be made after the selection of the All-Star Teams.
- (j) Be present at all Player Registrations and Tryouts to answer questions.
- (k) Attend all city meetings regarding Little League.
- (l) Attend all District 53 meetings.
- (m) Preside over all Board of Director's meetings.
- (n) Assign Managers to teams.
- (o) Set-up Managers/Coaches meetings and help Division Directors preside at the meeting for their division.
- (p) Keep in contact with league treasurer regarding league funds.
- (q) Perform any additional duties dealing with the League deemed necessary by the Board

Section 4 Vice President

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

Section 5 Secretary

The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) 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.
- (e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.
- (g) Order all stationary for the league (envelopes, letterhead, invoices, stamps, etc.)
- (h) Send ‘thank you’ letters and a copy of the schedule to the sponsors. ‘Thank you’ letters also need to be sent to any corporation or company that donates money or items for any Little League function.
- (i) Collect all player rosters from each team (filled out by Manager/Coach) and have ready to mail to Little League Headquarters by their required deadline.
- (j) Keep track of all deadlines for required paperwork of official Little League business.
- (k) Reserve facilities for Local League meetings and other events.
- (l) Perform any duties dealing with record keeping deemed necessary by the Board.

Section 6 Treasurer

The Treasurer shall:

- (a) Perform such duties as herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.

- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with the 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/picnic, and to Little League Headquarters.
- (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/picnic, and to Little League Headquarters.
- (f) Routinely pick up mail at the Post Office – P.O. Box 246
- (g) Invoice all Sponsors (coordinate with Sponsor Representative who sends out sponsor letter)
- (h) Invoice, for payment or rental, all businesses using a promotional sign at Allan Witt.
- (i) Count and deposit all incoming money (West America Bank – Hilborn Road).
- (j) Log ‘food expenses’ and ‘other expenses’ separately making it easier to prepare financial statements at the end of the season.
- (k) Provide a monthly report at Board meetings about overall funds, payments going out and money coming in.
- (l) Perform any duties dealing with the treasury deemed necessary by the Board.

Section 7 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 checking residence and age eligibility.
- (c) Conduct the tryouts, the player draft, and all other player transactions or selection meetings.
- (d) Prepare the Player Agent’s list prior to the draft, such list consisting of all qualified players. This list must be maintained and is the basis for player replacement throughout the season.
- (e) Prepare for the President’s signature and submission to Little League Headquarters team rosters, including players’ claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacement or trades.

- (g) Perform any duties dealing with players deemed necessary by the Board.

Section 8 Safety Officer

a. The Safety Officer shall:

- i. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.
- ii. Develop and implement a plan for increasing safety or activities, equipment and facilities through education, compliance and reporting.

Note: In order to implement a safety plan using education, compliance and reporting, the following suggestion may be utilized by the Safety Officer:

(1) Education:

- a. Facilitate meetings.
- b. Distribute information among participants including players, league officials, parents, legal guardians and other volunteers.

(2) Compliance:

- a. Promote safety compliance leadership by assisting league participants in their awareness of the safety opportunities that arise from these responsibilities.

(3) Reporting:

- a. Define a process to assure that:
 - i. Incidents are recorded.
 - ii. Information is sent to league/district and national officers.
 - iii. Follow-up information on medical and other data is forwarded as available.
- iii. Perform any duties dealing with safety deemed necessary by the Board.

Section 9 **Coaching Coordinator**

Represents coaches/managers in league; presents a coach/manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; helps implement www.LittleLeagueCoach.org as the manager-coach education program for the league.

Section 10 **Other Offices on the Board of Directors**

(b) Communication Officer

a. The Communication Officer shall:

- i. Be responsible for maintaining the Local League's website.
- ii. Sending out informational current regular members during the season.
- iii. Making sure all the schools within our designated area who have students of league age receive informational flyers about league registration and tryouts for distribution to all students.
- iv. Keep in contact with other officers for information that could be included on our website.
- v. Perform any duties dealing with communication deemed necessary by the Board.

(c) Sponsor Officer

a. The Sponsor Officer shall:

- i. Send letter and invoices to all previous sponsors regarding sponsorship for current season by the first week of November (coordinate with treasurer).
- ii. Recruit new sponsors for upcoming season.
- iii. Make sure team sponsors' information is sent to the Uniform Officer for placement on uniforms if applicable.

- iv. Make sure team sponsor signs are made and maintained throughout the season.
- v. Make sure League sponsor signs are made, displayed and maintained throughout the season.
- vi. Keep in contact with sponsors and deal with any of their concerns or questions.
- vii. Ask sponsors if they were interested in having a sponsor plaque.
- viii. Perform any duties dealing with sponsors deemed necessary by the Board.

(d) Concession Officer

- a. The Concession Officer shall:
 - i. Will take inventory, minimum of once a week, of items sold at the concession stand and restock items to maintain appropriate levels of items.
 - ii. Coordinate with Volunteer Officer to develop a team schedule for concessions.
 - iii. Is responsible for shopping for items to maintain the concession stand. They may, however, recruit other volunteers (no more than 6) to help with the maintenance of the concession stand.
 - iv. Coordinate at a minimum once a week with the Treasurer about turning in all receipts for bought items and turning in of funds from sales. Maintain an itemized accounting of all items purchased for sale, starting and ending cash positions at the close of each day, and summary of gross receipts for the week ending each Saturday.
 - v. Develop procedures for team volunteers to follow and summary forms for team volunteers to fill out after their time.
 - vi. Perform any duties dealing with concessions deemed necessary by the Board.

(e) Field Maintenance Officer

- a. The Field Maintenance Officer shall:
 - i. Make sure that all fields are in good condition for games.
 - ii. Coordinate with Division Officers and the Volunteer Officer to schedule work days.
 - iii. Make sure that all supplies, such as lining chalk, is available at each field in the storage sheds.

- iv. Make sure all scoreboards, sound systems, tractor, and other items are working properly.
- v. Make sure all stands are safe and maintained.
- vi. Conduct an inventory of items the Local League owns at the beginning of each year and update it at the end of the year.
- vii. Recruit other volunteers to help check on the conditions of the fields and supplies.
- viii. Perform any duties dealing with field maintenance deemed necessary by the Board.

(f) Volunteer Officer

- a. The Volunteer Officer shall:
 - i. Coordinate with other officers when dealing with issues involving Regular Parent/Legal Guardian Member Volunteers.
 - ii. Run the Team Parent meeting and pass out all necessary information.
 - iii. Coordinate with all Team Parents about any issues or questions they have during the season.
 - iv. Develop a method for tracking volunteer time by each league family.
 - v. Perform any additional duties dealing with volunteers deemed necessary by the Board.

(g) Single-A, Double-A, Triple-A Major, Junior and Challenger Division Directors

- a. The Division Directors shall:
 - i. Coordinate with all of the managers and coaches within their respective division.
 - ii. Run the coach's meetings for their respective division
 - iii. Plan and run any tournaments at the end of the year or any point during the year.
 - iv. Coordinate with the Field Maintenance Officer about work days on their respective fields.
 - v. Communicate with managers and coaches about any issues or concerns regarding the play between teams and umpire calls.

- vi. Check respective scorebooks to see if they are being properly maintained by the teams and that league playing time rules are being followed.
- vii. Be responsible for helping managers and coaches develop as baseball instructors who provide well developed practices and thoughtful game time decision-making that help all the players become better.
- viii. Be the first point of contact with any issue regarding their respective division.
- ix. Perform any additional duties dealing with their division deemed necessary by the Board.

(h) Equipment Officer

a. The Equipment Officer shall:

- i. Supervise the purchase, control and care of playing materials and organize the League's storage shed.
- ii. Check all equipment bags and take an inventory of all bats, balls, catcher's gear, batting helmets, and chin straps to insure all are in good condition and proper working order.
- iii. Order any supplies needed before and during the season.
- iv. Coordinate with managers and coaches about broken or needed supplies.
- v. Order keys for the fields and storage sheds. (The Board may ask for a \$10 deposit for keys which will be refunded at the end of the year when keys are returned.)
- vi. Have equipment bags and keys ready for disbursement at the coach's meeting.
- vii. Set up a procedure for turning in equipment and keys at the end of the season.
- viii. Take an inventory of all League equipment at the start of the year and update the inventory at the end of the year.
- ix. Provide equipment for all all-star teams and then schedule a time to collect said equipment.
- x. Perform any additional duties dealing with equipment deemed necessary by the Board.

(i) Umpire Officer

a. The Umpire Officer shall:

- i. Coordinate the Umpire service to make sure that there are an appropriate number of umpires at each Triple-A and Major Division games, all end-of-season tournament games, and for any TOC and/or All-Star games the Local League is hosting.
- ii. Create and distribute a quality control feedback form that managers can use to let us know how the umpires are doing.
- iii. Be available in case there are any issues involving Umpires.
- iv. Perform any additional duties dealing with Umpires deemed necessary by the Board.

(j) Uniforms Officer

a. The Uniforms Officer shall:

- i. Order uniforms and hats for all the teams.
- ii. Coordinate with the Player Agent about the sizes of the players
- iii. Coordinate with managers or team parents about any issues or questions regarding uniforms
- iv. Order uniforms for players and shirts for managers/coaches of the all-star teams
- v. Perform any additional duties dealing with uniforms deemed necessary by the Board.

(k) Pictures Officer

a. The Pictures Officer shall:

- i. Coordinate with the photographer to set a date for pictures
- ii. Set up a schedule for the day of the pictures as far as times for teams
- iii. Create a flyer that can be given at the team parent meeting about pictures
- iv. Reserve a back-up indoor site in case of rain.
- v. Be present at Picture day and available to answer questions or help
- vi. Perform any additional duties dealing with pictures deemed necessary by the Board.

(l) Trophies Officer

a. The Trophies Officer shall:

- i. Order the trophies and/or player participation awards for the respective Divisions per the Board instructions
- ii. Check names for engraver for all trophies
- iii. Perform any additional duties dealing with trophies deemed necessary by the Board.

Article X – Managers, Coaches and Umpires

Section 1

Team Managers and Coaches shall be appointed annually by the President, and be approved by the Board of Directors, and shall be responsible for:

- (a) the selection of their teams
- (b) the team's actions on the field (Regulation 1(b)).
- (c) the training and education of their players when it comes to their baseball skills and knowledge of the game
- (d) being the first point of contact for all parent/legal guardian members
- (e) being a positive role model for their players
- (f) perform any additional duties dealing with the management of their team deemed necessary by the Board.

Section 2

Umpires shall be assigned by the Umpire-in-Chief. The Umpires Officer will be the first point of contact for all umpires.

Section 3

The President may manage or coach in any division during regular season play. The President may not manage any tournament or all-star team. While holding such office, the President shall abstain from making any decisions about the Division(s) he is managing in that may affect or appear to affect fairness of play. All such decisions shall be deferred to either the Vice President, Division Director, Player Agent or Secretary in that order if there is a conflict of interest determined.

Section 4

While holding such office, the Player Agent shall not manage or coach any team in any division.

Article XI – Affiliation

Section 1 **Charter**

The Local League shall annually apply for a Charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such Charter.

The Local League shall devote its entire energies to the activities authorized by such Charter and it shall not be affiliated with any other program or organization or operate any other program.

Section 2 **Rules and Regulations**

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

Section 3 **Local League Rules**

The Local Rules 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 and Regulations of Little League Baseball, Incorporated.

Article XII – Financial and Accounting

Section 1

The Board of Directors shall decide all matters pertaining to the finances of the Local League, and it shall place all income including Auxiliary funds, in common Local League accounts, directing the expenditure of same in such manner as to conform with the original intention of the collection and/or donation of the funds and in a manner that will give no individual or team an advantage over those in competition with such individual or team.

Section 2

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

Section 3

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the Local League accounts.

Section 4

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 and policies of Little League Baseball, Incorporation.

Section 5

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

Section 6

All monies received, including Auxiliary funds, shall be deposited to the credit of the Local League in the West America Bank and all disbursement shall be made by check. All checks shall be signed by the Local League Treasurer and such other Officer(s) or person(s) as the Board of Directors shall determine.

Section 7

The fiscal year of the Local League shall begin on the first day of September and shall end on the last day of August.

Section 8

An operating budget shall be prepared and approved (voted on) prior to the beginning of each new fiscal year (September 1st).

All expenditures in excess of \$500 shall be approved by the Board of Directors.

Section 9

All individual expenses shall be submitted utilizing an authorized Local League expense account form and shall include an itemized list of expenses, the purpose of each expense, and the associated receipts.

Section 10 Distribution of Property Upon Dissolution

Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the Local League to such other federally incorporated entity maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501(c) (3) of the Internal Revenue Code or any future corresponding provision.

Article XIII – Amendments

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Board of Directors, provided such notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated for approval.