

WEST DEPTFORD TOWNSHIP LITTLE LEAGUE CONSTITUTION & BY LAWS

ARTICLE 1 – NAME

This organization shall be known as the West Deptford Township Little League, hereinafter referred to as “WDLL”

ARTICLE II – OBJECTIVE

Section 1. The objective of the WDLL shall be to implant firmly in the youth 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 youths and will grow to be good, decent, healthy and trustworthy adults.

Section 2. To achieve this objective WDLL will provide a supervised program of competitive games under the Rules and Policies of Little League Baseball, Inc. All members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future adults is of prime importance.

Section 3. WDLL is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

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 membership:

- Player Member. Any youth meeting the requirements of Little League Regulation III and who resides within the authorized boundaries of WDLL shall be eligible to compete for participation, but shall have no rights, duties or obligations in the management or in the property of WDLL.
- Regular Members. Any person actively interested in furthering the objective of the Local League. A Regular member may become a Voting member after attending six (6) meetings. The President will read into the record all people formally excused.
- Voting Member. After attending six (6) meetings within the league year (October through September), a Regular Member shall become a Voting Member. Voting rights are for the Election held annually in September for the Executive Committee.
- Honorary Members. Any person may be elected as an Honorary Member by the unanimous vote of all the 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 WDLL.
- As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

Section 3. Other Affiliations. 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.

Section 4. Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors.

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

The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. The Player Agent shall appear, in the capacity of an advisor, with the player before a duly appointed committee of the Board of Directors, which shall make recommendations to the Board of Directors which shall have full power to suspend or revoke such player's right to future participation.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Members of the WDLL shall be held the **SECOND** Monday of September at 8 PM (unless advertised of change) of each year for the purpose of electing Officers and Directors, receiving reports, and for transaction of such other business as may properly come before the meeting.

Section 2. Regular Meetings. The regular meetings will be held on the **SECOND** Monday of each month. No notice of regular meetings will be mailed. The meeting will be held at 7 PM except during the season from April to July. During the season, meetings will be held at 8 PM.

Section 3. Special Meetings. Special meetings may be called by the President at his/her discretion or at the majority of the Board of Directors request.

Section 4. Quorum. At any meeting where business is being conducted the presence in person of one-third of the Executive Board of Directors or more than one half of the Board of Directors shall be necessary to constitute a quorum.

Section 5. Voting. Each Regular Member shall be entitled to vote at any regular meeting of WDLL.

Section 6. Proxies. Each Voting Member shall be entitled to one vote in person (i.e.: No proxies) at the annual meeting.

Section 7. Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings, except where the same conflicts with the Constitution or By-Laws of the Local League.

Section 8. The Executive Board may correspond and vote on a subject through email if a decision is needed immediately and there is not adequate time to call a Special Meeting.

ARTICLE V-- BOARD OF DIRECTORS

Section 1. Board. The management of the property and affairs of the Local League shall be vested in the Board of Directors.

Section 2. Required Members. The Board of Directors will be a board consisting of the following:

- Executive Board:
 - President
 - Vice President (Baseball)
 - Vice-President (Softball)
 - Secretary
 - Treasurer
 - Safety Director
 - Player Agent (Baseball)
 - Player Agent (Softball)
 - Coaching Coordinator
 - Information Officer
 - Future Growth Officer
- Director of each Division
- Presidential Nominated Positions

The maximum number of managers allowed on the Executive Board of Directors is five (5) or 50% of the board.

Section 3. Election of Board of Directors. The positions on the Executive Board of Directors will be elected at the Annual Meeting. All elections of these Executive Directors shall be by majority vote of all Voting Members present at the time of the meeting. Their term of office shall be October through September.

Section 4. Duties and Powers. The Board of Directors shall have the power to appoint such standing and special committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and necessary for efficient operation of WDLL.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the WDLL as it may deem proper if they do not conflict with the Constitution and Bylaws of the WDLL.

The Board shall have the power by two-thirds vote of those present at any regular or special Board meeting to discipline, suspend or remove any Director, Officer, Committee Member of the WDLL in accordance with the procedure set forth in Article III, Section 4 (a).

The Board shall receive at the annual meeting of the members of the Local League a report, by the President of the property acquired during the year immediately preceding, and the manner of the acquisition. The Treasurer will report all income, Monies appropriated or expended during the year immediately preceding and the balance as of the date of said report.

The above reports shall be filed with the records of the Local League and an abstract thereof entered in the minutes of the proceeding of the Annual Meeting.

Section 5. Presidential Appointed Positions. The following positions that may be filled at the direction of the President on an annual basis:

- Uniform Coordinator
- Equipment Manager
- Field Maintenance Coordinator
- Fundraising Coordinator
- Tournament Director
- Umpire in Charge
- Snack Stand Coordinator

Section 6. Vacancies. If any vacancy occurs in the Executive Board of Directors, it may be filled by a majority vote of the remaining Directors at any regular Meeting or any Special meeting called for that purpose. A Vacancy shall be filled by the Member governing that vacancy until such a time that the Board of Directors approved a replacement.

ARTICLE VI – COMMITTEES

Section 1. Budget and Finance Committee. The Board of Directors shall appoint a budget and finance committee consisting of not less than three (3) nor more than five (5) members.

The Treasurer shall be an ex-officio member of the committee. The committee shall investigate ways and means of financing the WDLL including team sponsorships and submit recommendations.

Section 2. Playing Equipment Committee. The Board of Directors may appoint a committee which shall secure three (3) bids on needed supplies and equipment and make recommendations for their purchase. 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 3. The Board of Directors may appoint a District Committee consisting of the Local League President and two (2) members for representation at District meetings and events.

Section 4. Auditing Committee. The Board of Directors may appoint an Auditing Committee consisting of three (3) Regular Members. The President, Treasurer, or signer 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 their findings to the Annual Financial Statement of the President and Treasurer.

Section 5. Fundraising Committee. The Board of Directors may appoint a fundraising committee for the sole purpose of generating funds for the League. The President appointed Fundraising Coordinator will lead the committee.

Section 6. Roster Committee. The Board of Directors may appoint a roster committee for the determination of players eligible to be placed on roster within a division. The Roster Committee will be responsible for reviewing player placement requests by a player's parent/guardian, manager, coach or by the Division Director. Roster Committee will review requests and make decisions based on WDLL rules regarding player placement on a roster.

Section 7. Conduct Committee. The Board of Directors may appoint a conduct committee for the handling of violations of the WDLL Code of Conduct. The conduct committee shall be responsible for reviewing all evidence regarding a violation of the Code of Conduct by a Player Member or Regular Member and presenting their findings and recommendations to the Executive Board of Directors for potential further action.

ARTICLE VII -- OFFICERS & DUTIES

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 Executive Board 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:

- Conduct the affairs of the WDLL and execute the policies established by the Board of Directors.
- Present a report of the condition of the WDLL at the Annual Meeting
- Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the WDLL.
- Be responsible for the conduct of the WDLL in strict conformity to the policies, principles, rules and regulations of the WDLL
- Have the power to make and execute for/and in the name of WDLL such contracts and leases which have received the prior approval of the Board.
- Have the power to designate in writing other officers, if necessary, to execute such contracts that have the prior approval of the Board.
- NO CONTRACT shall be entered into by anyone on behalf of WDLL for more than a one year term running October to September.
- Investigate complaints, irregularities, and conditions detrimental to the WDLL and report thereon to the Board or Executive Committee as circumstances warrant.
- With the assistance of the Treasurer prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- 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.

Section 3. Vice President (Baseball and Softball) – The Vice President Shall:

- Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- Perform such duties as from time to time may be assigned by the Board of Directors.
- Oversee the coordination and scheduling of fields and other facilities for practices and games.

- Manage the selection of All-Star Managers and Players

Section 4. Secretary – The Secretary Shall:

- Be responsible for recording the activities of the WDLL and maintain appropriate files, mailing lists, and necessary records.
- 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.
- Maintain a list of all Regular and Honorary Members, Directors and committee members and give notice of all meetings of the WDLL, the Board of Directors and Committees.
- 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 and kept for that purpose.
- 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.
- Notice Members, Directors, Officers, and committee members of their election or appointment.

Section 5. Treasurer – The Treasurer shall:

- Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of the Treasurer or may be assigned by the Board of Directors
- Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all monies and securities of WDLL, 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.
- Ensure that all financial transactions are in accordance with Internal Controls Checklists required by Township.
- Manage the preparation of an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting.
- Assure that an annual tax return is filed and that the WDLL is in compliance with all Federal and State laws, including an annual audit, if required by such laws.

Section 6. Player Agent (Baseball and Softball) – The Player Agent shall:

- Record all player transactions and maintain an accurate and up-to-date record thereof.
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- Conduct the tryouts, the player draft, and all other player transactions or selections meetings.
- Prepare the Player Agent's list.
- Prepare for the President's signature and submission to the WDLL board, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- Notice the WDLL board of any subsequent player replacements or trades.

Section 7. Safety Officer – The Safety Officer shall:

- Perform yearly updates to the Little League Safety Plan for submission to Data Center and Township officials.
- Responsible for entering and tracking background check requests and ensuring that all volunteers remain current.
- Create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of WDLL.
- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

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

- Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
- Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- 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.

Section 8. League Information Officer – The League Information Officer shall:

- Manage the official WDLL website
- Manage WDLL communications through Social media
- Manage the online registration process and ensure that league rosters are maintained on the site
- Assign administrative rights to WDLL volunteers and teams
- Ensure the league news and scores are updated on a regular basis
- Collect, post and distribute import information on WDLL activities including direct dissemination of fund-raising and sponsor activities to WDLL, district, public, league members and media
- Serve as primary contact person for WDLL and website regarding optimizing use of the Internet for league administration and for distributing information to league members and to WDLL.

Section 9. Coaching Coordinator (Baseball and Softball)– The coaching coordinator shall:

- Represent coaches/ managers in league
- Present a coach/manager training budget to the board
- Gain the support and funds necessary to implement a league wide training program
- Order and distribute training materials to players, coaches and managers
- Coordinate mini-clinics as necessary
- Serve as the contact person for Little League and its manager-coach education program for the league.

Section 10. Future Growth Officer. The future growth officer shall:

- Directly coordinate with West Deptford Township regarding any needs, requests and or other items that the township must assist the league with

- Be responsible for the procurement of the annual monetary allotment provided from West Deptford Township
- Serve as a liaison between the league and the township as necessary
- Assist in the efforts to continuously provide access and awareness of the league to the residents of West Deptford.

Section 11. Uniform Coordinator

- Solicit vendor pricing for uniforms
- Compile rosters for each division and submit uniform order to selected vendor
- Approve all uniform designs
- Assist in the sorting and distribution of uniforms to Managers at the start of each season
- Prepare uniform budget for future seasons

Section 12. Equipment Manager

- Solicit vendor pricing for all equipment
- Order equipment and supplies for the league during the season including baseballs, helmets, catcher's gear, baseball bats, bases, pitching rubbers, baseball tees, and other equipment needed by the league.
- Ensure all equipment meets safety standards set forth by Little League Baseball, Inc.
- Work with Division Vice Presidents to ensure every team has the equipment necessary to safely play and/or practice.
- Monitor equipment during the season to make repairs, and or replace as necessary.

Section 14. Field Maintenance Coordinator

- Solicit vendor pricing for all field maintenance materials and equipment
- Perform yearly assessment of field and facility conditions with assistance from league president. An annual report should be provided to the Township at the conclusion of each Fall season.
- Act as liaison between WDLL and Township Parks and Recreation department
- Coordinate cleanup day activities as needed throughout the year
- Develop and maintain a plan to keep fields in good playing condition. Continually monitor fields for safety hazards. Work with Division Coordinators to ensure fields are properly maintained during the season.

Section 15. Fundraising Coordinator

- Coordinate opportunities for league wide fundraising activities to include group outings, spirit wear sales, etc.
- Manage uniform and league sign new sponsorship and renewal
- Research opportunities for donations and grants that may be available for WDLL use

Section 16. Tournament Director

- Ensure that facilities, umpires, scorekeepers, and announcers are scheduled/prepared for all home tournament games.
- Act as representative of WDLL with the District for all Tournament preparations

Section 17. Umpire in Charge

- Coordinate all umpires for Minor, Major, Intermediate and Junior Division games according to the WDLL's home schedule.
- Communicate all cancellations and reschedules with the Umpiring crews.
- In the event a scheduled umpire does not show up for a game, be available to find a replacement or provide other guidance

Section 18. Snack Stand Coordinator

- Oversee the League's Concession stand, making sure all equipment and food handling is in compliance with applicable health and safety laws.
- Ensure the stand is well stocked for each event or game, including regular season and post season play.
- Develop schedule for volunteers to operate the concession stand as often as possible.
- Compose and post guidelines for working the concession stand.

ARTICLE VIII -- MANAGERS, COACHES and UMPIRES

Section 1. Team Managers shall be approved annually by the Executive Board of Directors and shall be responsible for the selection of their teams and for their actions on the field.

Section 2. Team Coaches are selected by the managers but must be approved by the Executive Board.

Section 3. All Team Managers and Team Coaches shall be an approved volunteer by West Deptford Township and Little League Baseball, Inc. to include ~~fingerprinting~~ and background check submission as required.

Section 4. Umpire in Charge may be appointed by the President, with the approval of the Executive Board of Directors, who shall be responsible for umpire assignments and for umpire actions on the field.

Section 5. All Star Managers and Coaches may be picked from the pool of the current year's Managers and Coaches in each respective division per Article XI.

ARTICLE IX – AFFILIATION

Section 1. Charter. WDLL shall annually apply for a charter from the Little League Baseball, Inc., 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 & Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Inc., shall be binding on the WDLL.

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, Inc.

ARTICLE X - FINANCIAL & ACCOUNTING

Section 1. The Board of Directors shall decide all matters pertaining to the finances of the WDLL and it shall place all income, including Auxiliary Funds, in a common league treasury, directing the expenditure of same in such manner as 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 treasury of WDLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the WDLL.

Section 3. The Board shall not permit the solicitation of funds in the name of WDLL unless all of the funds so raised be placed in the WDLL Treasury.

Section 4. All Monies received, including Auxiliary Funds, shall be deposited to the credit of the WDLL in the banks approved by the Board of Directors, all disbursements shall be made by check unless otherwise approved by the President. All checks shall be signed by the WDLL Treasurer and such other officer or officers as the Board of Directors shall determine.

Section 5. The fiscal year of the WDLL shall begin on the 2nd Thursday of October and shall end on the 2nd Wednesday of the following October.

Section 6. Upon dissolution of the WDLL and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of the WDLL to such other organization or organizations 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, or shall be distributed to a state or local government, for a public purpose.

ARTICLE XI – ALL STAR SELECTIONS

The Vice President will serve as the director of the All-Star Selection process

Section 1. Selection of Managers & Coaches. The President, Vice President, and Player Agent shall be responsible for selection of managers who are in good standing with the WDLL and have coached at the appropriate level during the regular season. The selected manager with the approval of the Player Agent will select coaches for their All Star Team.

Section 2. Selection of Players. Prior to the end of the regular season, the Vice President shall preside over the All-Star Selection Committee process consisting of all managers in each league division. Players will be nominated by each manager in consultation with their respective coaches. Players will be ranked by each corresponding manager. Each rank list will be submitted to the league President, Vice President, and Player Agent to compile the results. The results will be shared with all managers and the top 10 players based on final rankings will be awarded a spot on the team if eligible. The manager and their coaches will

have the final say on the remaining players to round out the roster. The number of players on each All-Star roster will be at the discretion of the manager.

Section 3. Alternate Players. Managers may select additional players as alternates with the approval of the Vice President. Players identified as alternates may practice with the team but shall not be allowed in the dugout during games unless added to the active roster.

Section 4. Notification. The release of names of players selected for the All-Star teams shall not be made before the date set forth by Little League Baseball, Inc. Organized practices may not begin until notification of selections has been made.

ARTICLE XII – AMENDMENTS

This Constitution and By Laws may be amended, repealed or altered in whole or in part by a 2/3 vote at any membership meeting of the Local League provided that such proposed changes have been submitted in writing and read at two (2) consecutive meetings.

Last revised November 14, 2022