

CONSTITUTION: PIKE CREEK LITTLE LEAGUE®

League ID Number: 2080211

THIS BOX FOR REGIONAL USE ONLY

Date submitted: _____ Date accepted: _____ Not accepted: _____

PIKE CREEK LITTLE LEAGUE® CONSTITUTION

ARTICLE I - NAME

This organization shall be known as Pike Creek Little League®, hereinafter referred to as the "Local League".

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens.

SECTION 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League 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 further the objective of this Local League may apply to become a Member.

SECTION 2

Classes: There shall be the following classes of Members:

- (a) **Player Member** - Any player candidate meeting the requirements of Regulation IV of the Official Regulations, Playing Rules, and Operating Policies of Little League® shall be eligible to compete for participation. Player Members shall have no rights, duties, or obligations in the management or in the property of the Local League.
- (b) **Board Member** - Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election to the Board of Directors. The Secretary shall maintain the roll of Membership to qualify voting Members. Board Members must be active and in good standing. Only Board Members in good standing are eligible to vote at monthly Board Meetings.
- (c) **Honorary Member (Optional)** - Any person may be elected as an Honorary Member by the unanimous vote of all Board Members 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 Member (Optional)** - Any person not a Board Member who makes financial or other contribution 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) **Member and Director** - As used hereinafter, the words "Member" and "Director" shall mean Board Member unless otherwise stated.

SECTION 3

Other Affiliations:

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

SECTION 4

Suspension or Termination: Membership may be terminated by resignation or action of the Board of Directors as follows.

- (a) The Board of Directors, by a two-thirds (66%) vote of those present at any duly constituted Board Meeting, shall have the authority to discipline or suspend or terminate the Membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such a meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds (66%) vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - DUES FOR BOARD MEMBERS (NOT PLAYER MEMBERS)

SECTION 1

Dues for Board Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Board Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII(c) of the Official Regulations, Playing Rules, and Operating Policies of Little League®. If no dues for Board Membership are collected, Section 2 below does not apply.

SECTION 2

Board Members who fail to pay their fixed dues within (choose one) ____ ten (10) ____ fourteen (14) ____ twenty-one (21) ____ thirty (30) ____ (other) day(s) of application to become a Member may, by a majority vote of the Board present at a Board Meeting, be dropped from the rolls and shall forfeit all rights and privileges of Membership.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition: A General Membership Meeting is any meeting of the Board of Directors of the Local League (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, Section 6) is required.

SECTION 2

Notice of Meeting: Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address (choose one): X seven (7) ____ fourteen (14) ____ twenty-one (21) days in advance of the meeting setting forth the place, time, and purpose of the meeting.

SECTION 3

Quorum: At any General Membership Meeting, the presence in person or representative by absentee ballot of (choose one): X one-third (33%) ____ one-fourth (25%) ____ one-fifth (20%) of the Members (as defined in Article III – Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting: Only Board Members in good standing shall be entitled to make motions and vote at General Board Meetings. However, the Board of Directors may invite, admit, and recognize guests for presentations or comments during General Board Meetings. Such guests shall have no rights, duties, or obligations in the management or in the property of the Local League.

SECTION 5

Absentee Ballot: For the expressed purpose of accommodating a Board Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board Members will be elected, an absentee ballot may be requested and obtained from the Secretary of the Local League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Nominating Committee Chair (appointed at the Annual Meeting) on the date of the meeting and prior to the voting portion of the election process.

SECTION 6

Annual Meeting of the Members: The Annual Meeting of the Members of the Local League shall be held the first Tuesday of October for the purpose of electing the Board of Directors for the upcoming term year (which shall run from October to September), receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the Membership.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - (1) The condition of the Local League to be presented by the President or his/her designee;
 - (2) A general summary of funds received and expended by the Local League for the previous year, the amount of funds currently

- in possession of the Local League, and the name of the financial institution in which such funds are maintained;
- (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
 - (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects, or persons to or for which such applications, appropriations, or expenditures have been made;
 - (5) The names of the persons who have been admitted to Board Membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International;
 - (6) A review of Player Member trends in the Local League and the level of participation in each of the divisions over the preceding season along with goals for increasing Player Members;
 - (7) Fundraising goals for the coming year to meet operational needs and the performance of any fundraising activities in the preceding season;
 - (8) A review of the condition of all facilities and fields in the Local League and a brief description for any improvement plans for those facilities and fields.
- (b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).
 - (c) After the election, the Board of Directors shall assume the performance of its duties on the first Tuesday of October. The Board's term of office shall continue until its successors are elected and qualified under this section.
 - (d) After the Board of Directors is elected, the Board shall meet to elect the Officers. The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and a Coaching Coordinator per Regulation I(b), the Official Regulation, Playing Rules, and Operating Policies of Little League®. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

SECTION 7

Special Board Meetings: Special Board Meetings of the Members may be called by the Board of Directors, President, or Secretary at their discretion. Upon the written request of a minimum of five Members, the President or Secretary shall call a Special Board Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special Board Meeting. Such Special Board Meeting shall be scheduled to take place not less than (choose one): X five (5) ten (10) fourteen (14) twenty-one (21) thirty (30) days after the request is received by the President or Secretary.

SECTION 8

Rules of Order for Meetings of the Board of Directors: Robert's Rules of Order shall govern the proceedings of all meetings of the Board of Directors, except where same conflicts with this Constitution of the Local League.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

Increase in number: The number of Board of Directors so fixed at the Annual Meeting may be increased at any Board Meeting or Special Board Meeting. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent Board Meeting. All elections of additional Directors shall be by majority vote of all Board Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

Vacancies: If any vacancy occurs 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 Board Meeting or at any Special Board Meeting called for that purpose.

SECTION 4

Board Meetings, Notice, and Quorum: Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and, on such days, thereafter as shall be determined by the Board.

- (a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of five Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of each Board Meeting shall be given by the Secretary personally, electronically, or by mail to each Director at least seven days before the time appointed for the meeting to the last recorded address of each Director. An agenda for the meeting will be developed and distributed at the same time as the notice of the meeting.
- (c) One-third (33%) of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Only Members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.
- (e) Any Board Member's request for a closed vote or private ballots will be granted, and honored, by the entire Board. All matters involving any potential discipline of a Board Member will be made via closed vote or private ballot.

- (f) The Board may vote to conduct business via electronic means if a majority of the Directors believe that the issue is time sensitive and, therefore, requires an electronic vote. If more than 50% of the Directors do not approve of an immediate vote, no vote can be held. Any matters deemed not time sensitive will be tabled until the next regularly scheduled meeting or a Special Board Meeting. Electronic votes are not to be used in the place of regularly scheduled meetings or Special Board Meetings that were announced at least 5 days in advance per Article V, Section 7.
- (g) Time sensitive matters may be decided by a majority via electronic means provided all voting Members are notified at their last recorded address. No results are valid unless 50% of the Directors have voted on the issue. A time frame for the completion of voting will be set for the issue and will be honored. The resulting vote tally will be included in the next regularly scheduled meeting minutes.
- (h) Proxy voting is not permitted. A Board Member must be physically present to vote on any motion at a regularly scheduled or Special Board Meeting.

SECTION 5

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds (66%) vote of those present at any regular Board Meeting or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4(a).

All matters concerning the policy and management of the Local League shall be decided by a vote of the Board of Directors, and no motion shall be carried without a favorable vote from the majority of those Directors present at a properly constituted meeting.

SECTION 6

Rules of Order for Board Meetings: Robert's Rules of Order shall govern the proceedings of all Local League meetings, including Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

In accordance with Robert's Rules of Order all regularly scheduled and Special Board Meetings will adhere to the following meeting structure:

1. Roll Call / Attendance
2. Determination of a Quorum
3. Approval of the minutes from any prior regularly scheduled or Special Board Meeting
4. President's Comments / District News
5. Treasurer's Report
6. Committee Reports
7. Division Reports
8. Old Business
9. New Business
10. Miscellaneous / General Comments
11. Adjournment

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments: The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the Membership or have been elected to fill a vacancy on the Board. A Board Member may fill multiple roles as long as those roles do not conflict with one another.

SECTION 2

Expectations for Members of the Board of Directors:

1. Attend monthly Board Meetings
2. Participate in committee assignments if asked to serve by the president
3. Make themselves available to assist with all Local League activities including, but not limited to: opening and closing ceremonies, sign ups, tryouts / evaluations, field clean-up days, fundraising events, special events (for example: pitch hit and run and home run derby)
4. Utilize and respect Robert's Rules of Order for meetings
5. Satisfy the requirements contained in the Directors' duties associated with the Board position held
6. Hold other Board Members accountable for their performance

SECTION 3

Accountability of Board Members:

1. Any Board Member who has three (3) consecutive unexcused absences from regular Board Meetings must be re-voted onto the Board at the next regular Board Meeting they attend by more than fifty percent (50%) of the voting Board Members. An excused absence from a Board Meeting is granted by providing advance notice of an absence to the either the President or Secretary. Non-notification of an upcoming absence will be considered an unexcused absence. Voting privileges for that Member are rescinded until the Board reinstates the Member. This vote for reinstatement cannot be taken electronically.
2. Any Board Member who resigns without a reasonable justification and approval of more than fifty percent (50%) of the Board will be ineligible to serve on the Board for two (2) years.
3. Any Board Member who misses fifty percent (50%) of regular Board Meetings which are not considered an excused absence is not eligible to serve on the Board the following year and cannot be placed on the ballot for election.
4. After a Board Member misses their fourth (4th) meeting during their elected term, they have forfeited their voting privileges for the remainder of their term and their name cannot be placed on the ballot for election the following year.

SECTION 4

President - The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors
- (b) Present a report of the condition of the Local League at the Annual Meeting
- (c) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as will promote the welfare of the Local League
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization
- (e) Serve as the contact person for Little League International
- (f) 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
- (g) Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board as circumstances warrant
- (h) 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
- (i) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment and age eligibility before the player may be accepted for tryouts and selection
- (j) Complete the required background checks per Little League® Regulation I(b) and I(c) 8 & 9 or delegate this responsibility to the Safety Officer or other designated Board Member
- (k) Appoint managers and coaches with advice from the division VPs and/or All-Star Committee and approval from the Board of Directors
- (l) Recruit, train, assist, and oversee the following Board of Director positions (recommended but not limited):
 - Treasurer
 - Secretary
 - Player Agent
 - Corporate Agent
 - Information Officer
 - Fundraising Director
 - Sponsorship Director

SECTION 5

Vice President - The role of the Vice President shall include Operations and Administrative duties. This role may be separated into two roles. When separated, the following roles of each individual will include:

Vice President of Operations shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided they are authorized by the President or Board so to act. When so acting, the Vice President of Operations shall have all the powers of that office
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President
- (c) Act as the Sergeant at Arms for Board Meetings maintaining the integrity of the meetings by ensuring that Robert's Rules of Order are followed
- (d) Assume the duties of any Board Member who resigns until that position can be filled
- (e) Work with other Board Members to provide leadership, direction, and guidance for Local League issues and affairs
- (f) Coordinate and develop all aspects of the baseball divisions of the Local League
- (g) Coordinate and develop all aspects of the general operations of the Local League
- (h) Recruit, train, assist, and oversee the following Board of Director positions:

- Vice President of Tee Ball
- Vice President of Minor B
- Vice President of Minor A
- Vice President of Majors
- Vice President of Juniors
- Vice President of Seniors
- Vice President of Auxiliary
- Fields and Buildings Director(s)
- Equipment Director
- Safety Officer
- Umpire-in-Chief
- Coaching Coordinator
- Player Development Coordinator
- Marketing/Public Relations Director
- Volunteer Coordinator

SECTION 6

Secretary - The Secretary shall:

- (a) Record 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 customary to the office of Secretary or as may be assigned by the Board of Directors
- (c) Maintain a list of all Board, Sustaining and Honorary Members, Officers, and Committee Members
- (d) Keep the minutes of the meetings of the Board of Directors and cause them to be recorded for that purpose
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and 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) Give notice of all meetings of the Board of Directors

SECTION 7

Treasurer - The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customary 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, 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
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting
- (e) Prepare a monthly financial report, under the direction of the President, for submission to the Board of Directors at each Board Meeting
- (f) Prepare an annual financial report to the Little League® District Administrator

SECTION 8

Player Agent - The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof
- (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility
- (c) Conduct the tryouts, the player draft, and all other player transaction or selection meetings
- (d) Prepare the Pool Player list
- (e) Prepare for the President's signature and submission to Little League International team rosters, including players claimed, and the tournament team(s) eligibility affidavit
- (f) Notify Little League International of any subsequent player replacements or trades
- (g) Set up online registration and ensure player, manager, and coach data is uploaded to the Little League® Data Center

SECTION 9

Safety Officer - The Safety Officer shall:

- (a) Create awareness, through education and information, of the opportunities to provide a safer environment for children and all

participants of Little League®

- (b) 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:

- (1) Education - should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, Local League officials, parents, guardians, and other volunteers
 - (2) Compliance - should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities
 - (3) Reporting - define a process to assure that incidents are recorded, information is sent to Local League, District, and National offices, and follow-up information on medical and other data is forwarded as available
 - (4) Background Checks - if the President so designates, the Safety Officer will complete the required background checks per Little League® Regulation I(b) and I(c)8,9
- (c) Prepare an ASAP plan for submission to Little League International

SECTION 10

Coaching Coordinator(s) - The Coaching Coordinator(s) shall:

- (a) Present a coach/manager training budget to the Board
- (b) Gain the support and funds necessary to implement a league-wide training program
- (c) Order and distribute training materials to players, coaches, and managers
- (d) Coordinate mini-clinics as necessary
- (e) Ensure the coaches understand the coaching plans
- (f) Bring in outside speakers to discuss coaching with those that have volunteered to coach
- (g) Maintain and distribute coaching plans
- (h) Organize coaching clinics
- (i) Be the point person for managers in terms of player development

SECTION 11

Information/Marketing/Public Relations Officer- The Information/Marketing/Public Relations Officer shall:

- (a) Set up and manage the Local League's official website (site authorized by Little League International)
- (b) Assign online administrative rights to other Local League volunteers
- (c) Ensure that Local League news and scores are updated online on a regular basis
- (d) Collect, post, and distribute important information on Local League activities including direct dissemination of fund-raising and sponsor activities to Little League®, Delaware District 2, the public, Local League Members, and the media
- (e) Serve as primary contact person for Little League® regarding optimizing use of the internet for Local League administration and for distributing information to Local League Members and to Little League Baseball, Incorporated
- (f) Provide player, coach, and manager records to Little League International in electronic format via Sports Connect
- (g) Be responsible for all matters related to the electronic communications of the Local League
- (h) Monitor all internet-based services for the Local League to include surveillance and livestream matters
- (i) Oversee new player recruitment efforts
- (j) Develop and maintain a Local League marketing plan focused on player recruitment and retention
- (k) Oversee efforts to market new divisions of play and initiatives offered by the Local League
- (l) Work with local media to promote the interests of Little League®
- (m) Coordinate efforts to make the Local League visible in the community year-round

SECTION 12

Sponsorship Director - The Sponsorship Director shall:

- (a) Solicit and secure local sponsorships to support Local League operations
- (b) Collect and review sponsorship opportunities
- (c) Organize and implement approved Local League sponsorship activities
- (d) Coordinate participation in sponsorship activities
- (e) Maintain records of monies secured through sponsorship initiatives

- (f) Ensure regulations and polices related to sponsorships are followed

SECTION 13

Fundraising Director - The Fundraising Director shall:

- (a) Solicit and secure local fundraising opportunities to support the Local League operations
- (b) Collect and review fundraising opportunities
- (c) Organize and implement approved Local League fundraising activities
- (d) Coordinate participation in fundraising activities
- (e) Maintain records of monies secured through fundraising initiatives
- (f) Ensure regulations and polices related to fundraising are followed

SECTION 14

Concessions Director and Volunteer Coordinator- Concessions Director and Volunteer Coordinator shall:

- (a) Maintain the operation of concession facilities
- (b) Organize the purchase of concession products
- (c) Be responsible for the management of the concession sales at Local League events
- (d) Schedule volunteers to work the concession booth during Local League events
- (e) Collect and review concession-related offers, including discounts and bulk-purchasing opportunities
- (f) Organize, tally, and keep records of concession purchases and sales and provide such to the Local League Treasurer
- (g) Collect the work bond payments and deposit/return/destroy at the end of the season as appropriate
- (h) Oversee the team parent program
- (i) Maintain a list of volunteer activities and participation in such activities for the Local League

SECTION 15

Umpire-in-Chief - The Umpire-in-Chief shall:

- (a) Serve as coordinator of the Local League umpire program
- (b) Advise the President on the Local League umpire program
- (c) Recommend volunteer umpires to President to serve the Local League during the regular season
- (d) Recruit, review, and retain volunteer umpires
- (e) Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines
- (f) Communicate rule changes to Local League volunteer umpires, managers, and coaches
- (g) Recommend tournament-worthy umpires to the District Umpire Consultant
- (h) Attend umpire training programs at the district, state, and regional levels
- (i) Conduct a rules clinic for the Local League

SECTION 16

Division Vice-Presidents - The Division Vice-Presidents shall:

- (a) Consist of the following
 - (1) Tee Ball
 - (2) Minor B
 - (3) Minor A
 - (4) Majors
 - (5) Juniors
 - (6) Seniors
- (b) Preside over all meetings of their division and has the authority and responsibility to control the conduct of the division
- (c) Solicit and determine the suitability of each candidate to manage within the given division and forward their recommendation(s) to the President for review
- (d) Schedule and officiate the division draft
- (e) Generate a pool player list
- (f) Oversee the re-scheduling of make-up and suspended games
- (g) Enforce Little League® Rules and Regulations and ensure that managers follow such rules as well as any division specific rules
- (h) Field complaints concerning coaches and parents and refer any matters they deem detrimental to the Local League's Disciplinary Committee. Any problem believed to be outside the sphere of the Division Vice President's authority must be referred to the Board of Directors for resolution

- (i) Meet periodically with division managers to discuss any concerns. All recommendations by division management will be referred to the Board of Directors for review and approval
- (j) Obtain player evaluations from each manager at the conclusion of the season which will be forwarded on to the Vice President of the next level division

SECTION 17

Fields and Building Director(s) - The Fields and Building Director(s) shall:

- (a) Be responsible for the care and maintenance of all fields, buildings, and structures under the purview of the Local League
- (b) Provide information to the Board on the needs for maintenance of any fields, buildings, and structures the Local League utilizes
- (c) Contact New Castle County (NCC) government to make them aware of any field issues brought to their attention regarding NCC fields that the Local League is permitted to use
- (d) Monitor contractor(s) work on all the Local League fields, buildings, and structures and report back to the Board any deficiencies in their work
- (e) Immediately report to the Board any unsafe field conditions and develop a plan to address those concerns
- (f) Present a budget for field care to the Board prior to the annual budget meeting
- (g) Acquire estimates for any work to be done by outside contractors
- (h) Organize work crews to accomplish tasks not requiring outside contractors
- (i) Work with the Safety Officer to complete a Facilities Survey prior to the beginning of the season
- (j) Ensure all vehicles, machines, and field grooming equipment utilized by the Local League is safe and operational
- (k) Ensure all vehicles, machines, and field grooming equipment utilized by the Local League receive regular maintenance and service

SECTION 18

Equipment Director(s) - The Equipment Director(s) shall:

- (a) Maintain an inventory of Local League equipment and determine equipment requiring repair or replacement
- (b) Procure uniforms for the seasons of play to include All-Star Tournament Teams
- (c) Make requests to the Board for the necessary purchase of Local League equipment

SECTION 19

Player Development Coordinator - The Player Development Coordinator shall:

- (a) Maintain and distribute coaching plans in conjunction with the Coaching Coordinator
- (b) Organize player clinics
- (c) Be the point person for managers in terms of player development

SECTION 20

Corporate Agent - The Corporate Agent shall:

- (a) File annual corporate fees with the State of Delaware
- (b) Make necessary changes to the incorporation documentation
- (c) Keep and store corporate documentation for the Local League

ARTICLE VIII - OTHER COMMITTEES AND BOARD POSITIONS

Committee Structure:

The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

Committees will meet on a regular basis to be determined by the Chairperson of the Committee. Each Chairperson of a Committee will submit reports to the entire Board of Directors to include the agenda, plans, and actions of the committee that will require approval or vote by the entire Board.

Disciplinary Committee:

The Disciplinary Committee shall consist of the President, Vice-President(s), Player Agent, Safety Officer, select Division VP, and one other Board of Directors Member selected by the President. If there is a conflict of interest, the conflicted party will recuse themselves from the committee. The President will make the decision on whether a conflict exists. This committee will be responsible for evaluating the facts of the incident at hand.

ARTICLE IX – ELECTIONS TO OFFICE FOR THE BOARD OF DIRECTORS

SECTION 1

Elections to Office: Elections for office of the Board of Directors will be held in conjunction with the Annual Meeting as set forth in Article V, Section 6 of this Constitution. Such notice to the Local League will begin the last Monday of June and on a monthly basis until the first Tuesday of September, which is the deadline for the submission of candidate names. Such notification shall include the list of Board positions as outlined in Article VII, sections 4 through 22.

SECTION 2

Nominating Committee: At least one month before the election, the Board of Directors shall appoint a Nominating Committee consisting of at least three (3) Board Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Nominating Committee's purpose is to ensure that there will be enough persons interested in being on the Board of Directors to fill all the possible positions.

SECTION 3

Notice of Election: Proper written notice stating the date, place, and time shall be given to the Local League ten (10) days in advance of the date the election is to be held. The Local League will distribute the written notice through the Local League's website, social media accounts, and email distribution for whom an email is on record.

SECTION 4

Eligibility for Office: Any person who is eligible under Article III, Section 1 is eligible for nomination as an officer for the Board of Directors. Any person who was the subject of disciplinary action from the Disciplinary Committee or Board of Directors during the previous season is ineligible for nomination to office. Any Board Member who has resigned during their term, without reasonable justification and approval of the Board of Directors, will be ineligible for nomination to office for the next two (2) Board elections. Any Board Member who misses more than 50% of the unexcused Board Meetings in the prior term is ineligible for nomination to office. Any Board Member who has been removed from the Board for non-performance, including non-attendance at Board Meetings, will not be eligible to be placed on the ballot for two (2) Board elections.

SECTION 5

Election Procedure: All Members of the current Board are eligible to remain or change their positions. If two or more are up for the same position then a formal vote via closed vote or private ballot will take place.

- (a) The election of the Board of Directors will take place during the Annual Meeting after the required quorum for the meeting has been established.
- (b) Prior to the Annual Meeting, the Board of Directors will determine the number of Directors to be elected for the ensuing year. The Local League Constitution and Little League Baseball, Incorporated have established seven (7) as the minimum number that shall be elected.
- (c) After the number of Directors to be elected has been determined, the Nominating Committee will report and present the established required number of candidates who have been screened for eligibility and have agreed to serve if elected.
- (d) Each voting Member will print and sign their names to receive a ballot in the voter logbook. Every voting Member in attendance will receive one ballot which will list the names of eligible candidates and the position they are seeking.
- (e) Each voting Member is eligible to cast one vote per position.
- (f) A member of the Nominating Committee, who is not in a contested position, will gather and count the ballots when the time for the election has ended. The total number of ballots shall be no more than the number of Members registered in the voter logbook. The only exception will be if the Local League has a provision for absentee ballots which have been properly obtained and returned to the Secretary in a sealed envelope prior to the election.
- (g) Absentee ballots may be obtained in person from the Secretary. The absentee voter then fills in the ballot and returns it in person to the Secretary in a sealed envelope.
- (h) The nominees who have the highest number of votes by a majority shall become the new Board of Directors. The only exception is the number of managers and coaches elected to the Board must not exceed 75% per Regulation I(b) of the Official Regulations, Playing Rules, and Operating Policies of Little League®.
- (i) The President shall notify the Local League Membership and Little League Baseball, Incorporated of the election results and the identity of the Officers so proper communication may commence with the new Board of Directors on or after the first Tuesday of October.

ARTICLE X - 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 Regulations and Playing Rules as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

SECTION 3

Local Rules, Ground Rules, and/or Bylaws: The local rules, ground rules, and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Operating Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each season, and are not considered part of this Constitution.

SECTION 4

Girls Softball: The Local League does not provide Girls Softball as a Local League activity. The Local League is, however, able to arrange for any eligible player to be able to participate in a local Little League Girls Softball program. Please contact the Local League should you have a child that has an interest in Girls Softball.

ARTICLE XI – PARENT CODE OF CONDUCT AND REGISTRATION REFUNDS

SECTION 1

Parent Code of Conduct: Parents are expected to abide by the Little League® Code of Conduct. This Code of Conduct is available on the Local League website and emailed to each family at the beginning of each season. Should any parent be found to have conducted themselves improperly at any game or practice, they will be asked to leave the sports facility by a team manager or Member of the Board of Directors. Should a parent be asked to leave the facility, that parent will also be suspended from the following game and notified in writing of this suspension. Violations of the Code of Conduct will be referred to the Disciplinary Committee. Any parent determined to have violated the Code of Conduct will be subject to penalties. Such penalties may include verbal warnings, written warnings, suspension from attending games, expulsion from the Local League without refund, or other penalties prescribed by the Disciplinary Committee. Parents may petition the Board of Directors for an appeal of the decision of the Disciplinary Committee.

SECTION 2

Registration Refunds - The following structure will be followed for registration refunds:

- (1) Refunds for the Minor A, Majors, Junior, and Senior divisions: Registration fees will be refunded in full, less a \$15.00 administration fee per player if a player withdraws prior to the date of the player draft. There will be no refunds after the draft has occurred.
- (2) Refunds for the Minor B and T-Ball divisions: Registration fees will be refunded in full, less a \$15.00 administration fee per player if the player withdraws prior to division evaluations.
- (3) Refunds - Exception for all divisions: Should an injury or illness occur prior to the first game which would prohibit a player from participating at all during the season, a full refund, less a \$15.00 administrative fee per player will be granted. A letter from a doctor detailing the injury or illness and stating that player cannot participate in baseball activities for the season will be required.
- (4) In the case of an unforeseeable event (such as COVID-19 in 2020), the Board of Directors will notify all parents in writing of the refund policy (if any) that applies to such event.

ARTICLE XII - FINANCIAL AND ACCOUNTING

SECTION 1

Authority: The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds, in Local League treasuries, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 2

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

SECTION 3

Solicitations: The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all of the funds so raised be placed in the Local League treasury.

SECTION 4

Disbursement of Funds: The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League® activities in accordance with the Official Regulations, Playing Rules, and Operating Policies of Little League Baseball, Incorporated. All disbursements shall be made by check, or Local League credit or debit card. All checks shall be signed by the Treasurer.

SECTION 5

Financial Transparency: No Board Member authorized to disburse funds may be the spouse or family relative of the President or Treasurer, or have direct access to Local League funds. The use of a Local League credit or debit card is permitted, given that the card is returned to the President or Treasurer with receipt for all purchases made within three (3) days of the purchase date.

SECTION 6

Compensation: No Director, Officer, manager, or coach of the Local League shall receive, directly or indirectly any salary, compensation, or emolument from the Local League for services rendered as Director, Officer, manager, or coach.

SECTION 7

Deposits: All monies received, including sponsorship and fundraising, shall be deposited to the credit of the Local League in/at WSFS Bank/Wells Fargo Bank/Citizens Bank (name of financial institution(s)).

SECTION 8

Fiscal year: The fiscal year of the Local League shall begin on (check one):

October 1 and shall end on September 30

(Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated Group Tax ID Number)

January 1 and shall end on December 31

Other (specify)

SECTION 9

Distribution of Property upon Dissolution: Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another federally incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XIII - AMENDMENTS

This Constitution may be amended, repealed, or altered in whole or in part by a two-third (66%) favorable vote of the Board of Directors present at any duly organized meeting of the Members in which a quorum is present, provided notice of the proposed change has been written and submitted at least 15 days prior to the meeting at which the proposed change is presented for a vote.

No amendment shall be made that will alter the status of the Local League as an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

No amendment shall be adopted or put into effect that will alter the status of the Local League's Charter with Little League Baseball, Incorporated.

Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Local League Membership on (date):

President's Name (Print): Jack Fallon

President's Signature: *Jack Fallon* Date: April 4, 2023

Little League ID Number: 2080211

Federal ID Number (if available):

State ID Number (if available):

Make one copy for the District Administrator and copies as necessary for the Local League. Send original to Regional Headquarters.

This Local League's Constitution on file at Regional Headquarters (most recently-accepted copy) is the official Constitution of this Local League.

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

Amendments to Constitution August 20, 2024

Section 4 Added to President Responsibilities-

(a) Recruit, train, assist and oversee the following Board of Director positions (recommended, but not limited to)

- Treasurer
- Secretary
- Player Agent
- Corporate Agent
- Information Officer
- Fundraising Director
- Sponsorship Director

Section 5- Removal of Vice President of Administration Role from PCLL Board of Directors.

Section 11- Title Change from Information Officer to Information/Marketing/Public Relations Officer

Section 12- Removal of Marketing Public Relations Officer from PCLL Board of Directors. Role has been combined with Section 11.

Section 15- Title Change from Auxillary Vice President to Concessions Director & Volunteer Coordinator

Section 21- Removal of Volunteer Coordinator from PCLL Board of Directors, Role has been combined in Section 15.

President's signature: *Ryan Rozenko*

Date: 08/21/24