

**2016 CONSTITUTION  
MILE HIGH LITTLE LEAGUE**

**APPROVED**

Scott Koch  
President, 2016

Dede Walden  
Secretary, 2016

 2/5/16

**ARTICLE I – NAME**

This organization shall be known as the Mile High Little League, hereinafter referred to as "Local League."

**ARTICLE II – OBJECTIVE**

**SECTION 1** – Little League Baseball, Incorporated is a non-profit organization whose mission is to promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball. Through proper guidance and exemplary leadership, the Little League program assists participants in developing the qualities of citizenship, discipline, teamwork and physical well-being. By espousing the virtues of character, courage and loyalty, the Little League Baseball and Softball program is designed to develop superior citizens rather than superior athletes. The objective of the Local League shall be to implant firmly in each participant the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority. It is hoped that by doing so they may become productive, 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, Inc. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

**ARTICLE III – MEMBERSHIP**

**SECTION 1 – Eligibility:** Any person sincerely interested in active participation to further the objective of this Local League may apply to become a Member.

**SECTION 2 – Classes:** There shall be the following classes of Members:

- (a) **Player Members:** Any player candidate meeting the requirements of Little League Regulation IV and who resides within the established boundaries of the Local League and meets Little League Baseball, Inc. criteria for eligibility, shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually, or other proof of membership. The Secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, and other elected or appointed officials must be active Regular Members in good standing. Note: Regular Members of the league automatically include all current Managers, Coaches, Board Members, Officers of the Board, and any other person who is recognized by the Board as a substantive volunteer in the Local League.
- (c) **Honorary Members (Optional).** 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 (Optional)** Any person not a Regular 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) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

**SECTION 3 – Other Affiliations:**

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other 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 has the authority to discipline, suspend, or terminate the membership of any Member of any class, including Board members, Managers, Coaches, and Recognized Volunteers when the conduct of such person is considered detrimental to the best interests of Local League and/or Little League Baseball, Inc. The Board of Directors may call a special meeting, or schedule time during a regular meeting to consider such actions. The Member involved shall be notified of such meeting, informed of the nature of the charges/accusations, and be given an opportunity to appear at the meeting to answer such charges/accusations. A two-thirds majority vote of those present at a properly called Board Meeting (a quorum is required) is necessary to take any such actions.
- (b) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an advisor, with the player before the Board of Directors or a duly



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- appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. A two-thirds majority vote of those present at a properly called Board Meeting (a quorum is required) is necessary to take such action.
- (c) The Board of Directors has the authority to reinstate any suspended Board Member, Manager, Coach, Recognized Volunteer, or Player Member at any time via the same process used to discipline, suspend, or terminate their participation should the reason for suspension or removal be appropriately resolved.

### ARTICLE IV – REGISTRATION FEES

**SECTION 1 – Dues:** Dues for Active Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period.

**SECTION 2 – Participation Fee:** A reasonable player participation fee may be assessed as a parents' obligation to assure the operational continuity of MHLL. However, at no time may payment of any fee be a prerequisite for participation in the little league program (Little League Regulation XIII(c)).

**SECTION 3 – Failure to Pay Dues:** Members who fail to pay their fixed dues or participation fees within (30) days from the time the same become due may, by a majority vote of the Board of Directors, be dropped from the rolls and shall forfeit all rights and privileges of membership.

### ARTICLE V – GENERAL MEMBERSHIP MEETINGS AND ELECTIONS

**SECTION 1 – Definition:** A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, Section 6) is required.

**SECTION 2 – Notice of Meeting:** Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In addition to, and in lieu of the above methods, notice may be given by posting the Notice of Meeting on the Website at least seven (7) days in advance, in such form as may be authorized by the Members of the Board of Directors.

**SECTION 3 – Quorum:** At any General Membership Meeting the presence in person or representation by absentee ballot of 1/5 (20%) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

**SECTION 4 – Voting:** Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

**SECTION 5 – Absentee Ballot:** For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the 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 meeting. The Secretary shall present all absentee ballots to the Board on the date of the meeting, prior to the voting portion of the meeting.

**SECTION 6 – Annual Meeting of the Members:** The Annual Meeting of the Members of the Local League shall be held in February each year for the purpose of receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (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 designate;
  - (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;
    - i. 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.

**SECTION 7 – Special General Membership Meetings:** Special General Membership Meetings of the Members may be called by the Board of Directors; or by the Secretary or President upon the written request of twenty five (25) or more Members. The President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request of these Members. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. If this meeting is called as a result of a written request of 25 or more Members, the meeting shall be called as soon as practically possible but no later than ten (10) days after the request is received by the President or Secretary.





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**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 – Required Members:** Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Secretary, Treasurer, one or more Player Agents, a Safety Officer, and a Coaching Coordinator. The Board shall also include a minimum of one (1) manager and one (1) volunteer umpire. Only volunteer umpires may be elected to the Board.

- (a) The number of Directors shall not be less than the seven (7), as mandated above. The Board of Directors shall be authorized to have 13 Members should that number of properly motivated individuals be identified and properly elected to the Board.

**SECTION 3 – Term of Office:** After the Board of Directors is elected, the newly elected Board shall meet to elect the Officers. The Board shall assume the performance of its duties on October 1<sup>st</sup> through September 30<sup>th</sup>. The Board's term of office shall continue until its successors are elected and qualified under this section. Any Director who resigns or is removed from his/her Board position during their term of office for conduct detrimental to the Local League or Little League, Inc. will not be allowed to hold a Board position for three (3) years, subject to reinstatement by the Board. The Board may remove the three (3) year suspension and reinstate the individual, and allow the individual's name to be put on the ballot for election, should the reason for resignation or removal be appropriately resolved.

**SECTION 4 – Annual Election of the Board of Directors:** An election will be held annually between May 15 and June 15 of each year for the purpose of electing the Board of Directors for the ensuing year.

- a. The date of the election shall be selected by the Board of Directors at least one month in advance.
- b. Notification of the election shall be posted at Local League facilities, emailed to the league mailing list and posted on the league website at least three (3) weeks in advance thereof, setting forth the place, time, and purpose of the election.
- c. Persons desiring to be placed on the ballot to stand for election must be nominated and fill out information form stating their name, valid contact information, and a short statement of their interest in participation on the Board, by the cutoff date. The cutoff for inclusion on the ballot will be seven (7) days prior to the election.
- d. Only Regular Members shall be entitled to elect members to the Board of Directors.
- e. Absentee ballots will be provided at the concession stand upon request by the Election Committee seven (10) days prior to the specified election date, and must be returned to the Election Committee Chairman and/or deposited in a locked sealed box. Absentee ballots shall be submitted in a blank sealed envelope prior to the election.
- f. Votes shall be tallied by counting the number of positive votes and negative votes for each candidate. A rank order of the positive-to-negative vote ratio shall be compiled. The top 13 of those who receive a ratio of positive-to-negative votes exceeding 60% will be declared, 'elected.' Should a number less than 13 be elected, the remaining vacancies will be filled as described in Article VI, Section 4.
- g. The Results of the Annual Board Election shall be posted on the website and at the front of the Concession Stand as soon as is practical, but in no circumstances later than 30 days after the close of voting.

**SECTION 5 – 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 6 – Board Meetings, Notice and Quorum:** The first regular meeting of the Board of Directors shall be held in October and on such days thereafter as shall be determined by the Board.

- (b) The President or the Secretary may, whenever they deem it advisable, issue a call for a Special Board Meeting. The Secretary shall, at the request in writing of five (5) Board Members, call a Special Board Meeting. In the case of Special Board Meetings, notice shall include the purpose of the meeting and no matters not stated in the notice may be acted upon at the meeting.
- (c) Notice of each Board meeting shall be given by the Secretary or President personally, electronically, or by mail to each Director at least seventy two (72) hours before the time appointed for the meeting to the last recorded address of each Director.
- (d) A majority of members 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. In the interest of expediency, e-mail voting will be allowed for issues requiring resolution between board meetings. A motion will be considered passed when majority of total board members vote in favor. This business shall be included in the minutes of the next board meeting.
- (e) 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.
- (f) Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

**SECTION 7 – Duties and Powers:** The Board of Directors shall have the power to 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) The Board of Directors shall have the power to appoint such standing and special 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.
- (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. 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.
- (c) The Board shall have the power to discipline, suspend, or remove a Director, Officer, or Committee Member of the Local League by following the procedure set forth in Article III, Section 4 of this Constitution.





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**ARTICLE VII – RESPONSIBILITIES OF THE BOARD**

**SECTION 1 – President:** The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Inc., as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board of Directors or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent(s), 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 2 – Vice President:** The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he/she is authorized by the President or Board to so act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

**SECTION 3 – Secretary:** The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors and Committees in electronic format.
- (d) Keep the minutes of the meetings of the Members and the Board of Directors record them in electronic format.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and Committee Members of their election or appointment.

**SECTION 4 – Treasurer:** The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors.
- (b) 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 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.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.
- (f) Prepare a monthly financial statement by end of calendar month to be posted no later than the 5<sup>th</sup> of the following calendar month in electronic format.

**SECTION 5 – Player Agent:** The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transactions or selection meetings.
- (d) Prepare and maintain the Player Agent's list.
- (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 replacements or trades.

**SECTION 6 – Safety Officer:** The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- (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, 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 league/district and national offices, and follow-up information on medical and other data is forwarded as available.





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### SECTION 7-Coaching Coordinator The Coaching Coordinator shall:

- (a) Represents coaches/managers in league; presents a coach/manager training budget to the board
- (b) Implement [www.LittleLeagueCoach.org](http://www.LittleLeagueCoach.org) as the manager-coach education program for the league
  - (1) Gains the support and funds necessary to implement a league-wide training program
  - (2) Orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as-necessary.
  - (3) Participates in the selection process for Managers and Coaches with the Vice President of each Division.

## ARTICLE VIII – COMMITTEES

### SECTION 1 – Executive Committee: The Board of Directors shall 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.

- (a) The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.
- (b) 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.

### SECTION 2 – Additional Committees: Per Article VI, Section 6: The Board of Directors shall have the power to appoint such standing and special 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.

## ARTICLE IX – AFFILIATION

### SECTION 1 – Charter: The Local League shall annually apply for a charter from 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 and Regulations: The Official Little League Operations Manual, and the Official Playing Rules and Regulations, as published by Little League Baseball, Inc., 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 (1) month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Inc., nor shall they conflict with the Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution

## ARTICLE X – FINANCIAL AND ACCOUNTING

### SECTION 1 – Authority: The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

### SECTION 2 – Solicitations: The Board of Directors 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 treasury.

### SECTION 3 – Disbursement of Funds: The Board of Directors shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Inc. All disbursements shall be made by check, automatic withdrawal for certain utilities as approved by the Board annually, and by electronic payment as approved by the Board annually.

- a) All bills must be presented to the Board for review at least monthly.
- b) All checks for payment of bills shall be signed by at least two officers or persons appointed by the Board of Directors.
- c) Before being signed, checks must be accompanied by an Expense Reimbursement Voucher signed by a member of the Executive Committee, or be accompanied by an authorized recurring bill such as a utility bill, insurance bill, or League dues.
- c) No individual Board Member may submit a single expense reimbursement voucher or commit the League to owe an amount greater than \$150.00 or a cumulative amount greater than \$300 without the written approval from the appropriate approving level.
- d) A simple majority of a quorum of the Executive Committee may approve, in writing, a Board Member's expense reimbursement voucher or commit the League to owe an amount not greater than \$2,500 cumulatively.
- e) The Field General may submit a single Expense Reimbursement Voucher or commit the League to owe an amount not greater than \$450.00 or a cumulative amount not greater than \$600.00. Amounts greater than this require written approval from the appropriate approving level.
- f) Members of the concession committee may submit a single Expense Reimbursement Voucher or commit the League to owe an amount not greater than \$650.00 or a cumulative amount not greater than \$1,000.00 for concession related expenses. Amounts greater than this require written approval from the appropriate approving level.
- g) An Expense Reimbursement Voucher or a commitment on behalf of the League greater than \$2,500 must be approved in writing by a simple majority of a quorum of the Board.



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**SECTION 4 – Compensation:** No Director, Officer or Member of the Local League shall receive, directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Director, Officer or Member. Strict compliance with Conflict of Interest guidelines published by Little League International is required.

**SECTION 5 – Deposits:** All monies received, including Auxiliary funds, shall be deposited to the credit of the Local League in the depository approved by the Board of Directors.

**SECTION 6 – Credit Cards:** The President and Vice President shall have two separate Local League credit cards with credit limits not to exceed \$1000.00 each. These credit cards are to be used for urgent or minor purchases of supplies or equipment where credit card purchase is expedient. Approval of the payment of the monthly credit card bills is subject to Article X, section 3 of this Constitution. The limits of the credit cards will not be increased unless approved by the Board of Directors.

**SECTION 7 – Fiscal Year:** The fiscal year of the Local League shall begin on October 1<sup>st</sup> and shall end on September 30<sup>th</sup>.

**SECTION 8 – Distribution of Property upon Dissolution:** Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

**ARTICLE XI – AMENDMENTS**

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to Little League Baseball, Inc., for approval before implementation.

This Constitution was approved by the Mile High Little League Membership on \_\_\_\_\_.

\_\_\_\_\_  
President's Name (Print)

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

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431-05-02  
Little League ID No.

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23-7100070  
Federal ID No.

