

**KATY NATIONAL LITTLE LEAGUE  
CONSTITUTION AND BY-LAWS  
LEAGUE ID NUMBER: \_\_\_\_\_**

**THIS BOX FOR REGIONAL USE ONLY**

**DATE SUBMITTED: OCTOBER 9, 2025**

**DATE ACCEPTED:**

**ARTICLE I–NAME**

This organization shall be known as Katy National Little League, incorporated herein, and shall be referred to as (“LEAGUE”).

**ARTICLE II–OBJECTIVE**

**Section 1–Objective**

The objective of the LEAGUE (“OBJECTIVE”) shall be to implant firmly in 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 grow to be good, decent, healthy, and trustworthy citizens.

**Section 2– Mission**

The Mission of the LEAGUE (“MISSION”) is to provide all the children that it serves with a well-run Little League Program that will help develop the baseball skills of our youth. The LEAGUE will encourage healthy competition by providing a safe, fun, and learning-oriented environment for the children of our community.

**Section 3– Execution**

The LEAGUE shall achieve this OBJECTIVE by providing supervised baseball programs under the Regulations and Rules of Little League Baseball, Inc. All Directors, Officers, Managers, Coaches, and Member(s) of the LEAGUE should bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary to the LEAGUE's MISSION. The molding of children into future citizens is of prime importance.

**Section 4–Non-Profit**

In accordance with Section 501C(3) of the Federal Internal Revenue Code, the LEAGUE shall operate exclusively as a non-profit organization that provides a supervised program of competitive baseball games. No part of the net earnings shall be to the benefit of any private shareholder or individual; no substantial part of the activities of the LEAGUE shall be used for propaganda or otherwise to influence legislation or to 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 achieve the OBJECTIVE and MISSION of the LEAGUE may apply to become a member.

### **Section 2-Classes**

There shall be the following classes of Members:

**Player Members**-Any player candidate who meets the requirements of Little League Regulation IV, who resides within the authorized boundaries of the LEAGUE, or attends a school within the Boundaries or having been grandfathered in by Little League shall be eligible to compete for participation; however, such a player candidate shall have no rights, duties, or obligations in the management or ownership of the LEAGUE.

**Regular Members** - Any person actively interested in furthering the objectives and Mission of the LEAGUE through their participation may become a Regular Member upon registration. To be considered for board membership, all Board Members and other elected officials of the LEAGUE must be active REGULAR Members in Good Standing. Good standing is herein defined as current on their financial obligation, within a calendar year, without splitting membership, and not in violation of any conduct or guidelines established by Little League or the LEAGUE Code of Conduct.

**Other Members**-Managers, Coaches, Board Members, Umpires, Team Representatives, any registered volunteer, and Score Keepers are MEMBERS of the LEAGUE.

As used hereinafter, the word ("MEMBER") shall mean a Regular Member unless stated otherwise.

### **Section 3-Other Affiliations**

Regular or Player members shall not be required to be affiliated with any other organization or group to qualify as members of the LEAGUE.

No Director or Officer of the LEAGUE shall, while holding office, also serve as a director or officer of any other youth baseball League. No Director or Officer shall, while holding office, use league resources to benefit outside organizations or individuals.

### **Section 4-Suspension or Termination**

The Board of Directors, by a two-thirds vote of the Directors present in any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member of any class when the Board of Directors finds the conduct of the member to have been detrimental to the best interests of the LEAGUE and/or Little League Baseball. Little League should review this decision as a learning opportunity.

The member(s) involved shall be notified of the meeting, informed of the general nature of the charges, and allowed to appear at the meeting or respond in writing to answer the charges without debate. In the case of a Player Member, the Board of Directors shall notify the Player's Team Manager. As an advisor,

the Manager shall appear with the player before a duly appointed meeting of the Executive Board. This Board shall have full power to discipline, suspend, or revoke the player's participation in the LEAGUE.

## **ARTICLE IV–DUES**

### **Section 1–Participation Fee**

A reasonable Little League Participation fee may be assessed as a parent's obligation to assure the operation continuity of the LEAGUE. Although it is recommended that no fee be collected, a fee may be assessed by the Board of Directors as deemed necessary. At NO TIME should the payment of any fee be a prerequisite for participation in the Little League Baseball Program (Refer to Little League Regulation XIII

### **Section 2–Failure to Pay and Alternate Payment Options**

A parent's failure to pay a fee, personal issues or the personal feelings and opinions of the Board of Directors should not prevent a child from playing in the League. Coordinated payments or defined payment schedules are allowed through dialogue with the President and/or Treasurer of the LEAGUE. Scholarship requests are to be reviewed and approved by the President and contain no limit as far as the frequency of requests.

## **ARTICLE V–MEETINGS**

### **Section 1–General Membership Meetings**

General Membership Meeting is any meeting of the membership of the league which is called in accordance with this Constitution. A minimum of one meeting per year is required and deemed the Annual General Membership Meeting.

General Membership Meetings may be held in-person and/or by other electronic means which allow for full participation by all Members.

### **Section 2–Annual General Membership Meeting**

The Annual General Membership Meeting of the LEAGUE (“Annual Meeting”) shall be held in September, for the purpose of electing a Board of Directors and receiving the state of the league for the previous term.

Notice of the Annual Meeting is sent to all members at least 7 days before the event.

Notice of the Annual Meeting will include a copy of the ballot that contains all members who are eligible and have requested in advance to be on the ballot. Only one ballot per member in good standing is allowed but no more than two per household. The ballot should define the candidates and options clearly. A majority of votes for a board member will suffice, subject to the elections provision in Elections Article set forth below.

After the Board of Directors is elected, the Board shall meet to elect the Officers of the Board.

### **Section 3–Notice of Meetings**

General Membership Meetings are open and should be communicated to all who wish to attend.

#### Section 4–Special Meetings

Special meetings of the MEMBERS may be called by the Board of Directors or by the President at their discretion. No business other than the specified topic in the notice shall be transacted.

#### Section 5–Quorum-

A majority of the Board shall constitute a quorum at any meeting, and a majority vote shall govern, except where otherwise specifically provided.

At the Annual Meeting, the presence in person or representation by absentee ballot of twenty (20) percent of the Regular Members or forty (40) Regular Members, whichever is less, shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. The Secretary shall be responsible for providing a list of all Regular Members in good standing

#### Section 6–Voting

Only Regular Members shall be entitled to vote at any meeting of the LEAGUE. Proxies will only be allowed from members in good standing.

#### Section 7–Rules of Order

Robert's Rules of Order shall govern the proceedings of all meetings except where they may conflict with the Constitution or the By-Laws of the LEAGUE.

### **ARTICLE VI–BOARD OF DIRECTORS**

#### Section 1–Board and Number

The management of the property and affairs of the LEAGUE shall be vested in the Board of Directors. The Board of Directors shall be comprised of no fewer than seven (7) and no more than eighteen (18) Members in good standing. The Officers of the Board of Directors shall include, at a minimum: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, and Coaching Coordinator, per Little League Regulation I(b).

The Executive Board, as defined below, shall have the power to meet and make decisions on urgent matters that require expedient and emergency decisions. Executive Board meetings will maintain minutes for transparency but will be closed to the membership. However, the Executive Board may invite any guests, consultants, members, or other persons to attend that the Executive Board feels is necessary or that will assist on the matters being addressed at the Executive Board meeting.

#### Section 2–Vacancies

If any vacancy occurs on the Board of Directors, by death, resignation or otherwise, it may be filled, for the balance of the absent Board Member's term of office, by a majority vote of the remaining Directors at any duly constituted Board meeting or Special Board Meeting called for that purpose.

#### Section 3–General Duties

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 or the Rules and Regulations of Little League Baseball, Incorporated.

#### Section 4–Board Meetings

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 Secretary shall at the written request of five (5) Board Members issue the call for a Special Board Meeting.

In the case of Special Board Meetings, such notice shall include the purpose of the meeting and only matters so stated in such notice may be acted upon at the Special meeting. Meetings of the Board of Directors may be held in-person and/or by telephonic or electronic means and such means shall be clearly stated in any meeting notice.

(b) Notice of every Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at a minimum five calendar day(s) before the time appointed for the meeting to the last recorded address of each Director.

(c) At any meeting of the Board of Directors, the presence of one-third (33.3 percent) of the Board of Directors shall constitute a quorum for the transaction of regular 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) A simple majority vote of the Directors present during a duly constituted Board of Directors meeting is necessary to approve any action relating to the general business of the Local league.

(f) No Director shall be allowed to vote by proxy at any meeting of the Board of Directors.

#### Section 5–Terms

Board membership is for a one-year term based on the results of the annual meeting unless approved by the District. No term limits are required under that definition.

For the office of President, a limit of no more than three consecutive terms will be allowed.

It is not required for roles to have turnover, but rotation and smooth transitions are encouraged for the league's ongoing success.

#### Section 6–Removal

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director, Officer, Committee Member, or Member

of the Local League in accordance with the procedure set forth in Article III, Section 4.

However, if the Board discovers that a Board Member was elected by providing false information to the Board of Directors through the nominations committee, then the Board has discretion to reprimand the Board Member including immediate termination.

#### Section 7–Former President as Consultant

To ensure a smooth change in leadership, the former President will serve in the role of consultant for the following term, after resignation, limitations, or a vote. The consultant will attend meetings, does not vote, does not set agenda items, and is present to ensure a smooth transition for all officials.

#### Section 8–Board Member Positions

The Executive Board shall include the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Head Player Agent

Additional board positions are:

6. Safety Officer and Equipment Manager
7. Coaching, Uniform, and Team Rep Coordinator
8. Player Agent Juniors
9. Player Agent Intermediate
10. Player Agent Minors
11. Player Agent CP 7/8
12. Player Agent CP 5/6
13. Player Agent T-Ball
14. Umpire in Chief
15. League Information Officer
16. Marketing/PR
17. Concession Manager
18. Sponsor and Fundraising Manager

### **ARTICLE VII–BOARD OF DIRECTOR’S DUTIES AND POWERS**

#### Section 1–President

The president presides at league meetings and assumes full responsibility for the operation of the local league. The president receives all mail, supplies, and other communications from Little League International. The president must see to it that league personnel are properly briefed on all phases of rules, regulations, and policies of Little League. Changes to all items must be communicated promptly. The league president serves as the primary contact between the local organization and Little League International.

Apart from all other considerations, sound leadership, grounded in knowledge, experience, and common

sense, is the most significant requirement and most exemplary qualification of the person selected for the most visible position in any local Little League program, League President.

While efficient organizational and administrative abilities are crucial to the position, more than anything, the League President needs to be willing to devote the time, energy, and dedication to ensure that all players and volunteers have a fun, memorable Little League experience.

The president is accountable to the local league Board of Directors. The duties of a league President are described within the limits of the rules and regulations, as well as the local league constitution, allowing each President to oversee the affairs of all league elements. If any officer cannot perform a required task, the President can step in or delegate the task accordingly to ensure the league's smooth operation.

As the chief administrator, the President approves managers, coaches, umpires, and committee members. All candidates should be discussed thoroughly, vetted properly, and have future candidacies discussed from season to season.

Importantly, the President is the officer with whom Little League International maintains contact and holds accountable for the entire local operation of your league. The President also represents the league in the district organization.

The President should be the most informed officer of the league. The individual must know the regulations under which Little League operates and, in authorizing the annual application for charter, binds all members of the league to faithfully observe the regulations. Little League International reserves the right to take disciplinary action against the league and/or its officers should there be a violation of the terms of the charter application. League Presidents are encouraged to work closely with their District Administrators and Little League International staff to provide guidance and information around any potential situations.

Beyond the requirements of league administration, the President is also the face of your local Little League program personifies the best public image in reflection of the community at large and all Little League. Each President should take an active role in gaining support and supporters for the league program.

Additionally, the President presides over league meetings and events. Little League prides itself on instilling leadership skills in its players, and the local League President should serve as an example to guide all participants, volunteers, and parents on what it takes to be a great leader.

The President can designate in writing any other officer, if necessary, to have the power to make, execute, and act on behalf of the league, provided that the designation is discussed correctly and documented.

The President may coach or manage within the LEAGUE as established by Little League guidelines. A President may manage a tournament team with the approval of the Board. The President should not umpire unless it is to prevent the forfeiture of a game and should not umpire, no matter the situation, if it involves a division where they are established as a manager, coach, or have a child in the division.

## Section 2–Vice President

Presides in the absence of the president and carries out such duties and assignments as may be delegated by the President. Shall be responsible for the day-to-day operations of the LEAGUE as it relates to Little League policies and Little League/Local rules ownership.

Is responsible for ensuring that all events have proper board representation and support. Will partner with the Communications Officer or coordinate communication to all League Members about the events and activities in question.

## Section 3–Secretary

The secretary records the minutes of meetings and is responsible for sending out notes of meetings. The League Secretary is the Board of Directors member who oversees records, correspondence, minutes of meetings, and related affairs of the organization. The Secretary should ensure that the membership of the LEAGUE is updated through the league's website using Sports Connect and that it interacts with Little League. This role will include members of all classes, as defined by your league's constitution. Maintaining the membership will help define the seasons, # of teams, and accuracy during the annual meeting. This role will help establish what is necessary to obtain a quorum during meetings. The Secretary will also maintain any files, mailing list, or essential records for the local league most safely and efficiently.

The Secretary will coordinate correspondence sent out from our League to District, Regional, and State offices. IF a Communications Officer is not established, the Secretary can handle communication and notification of, to, and from Members.

The Secretary will maintain the Minutes of Meetings, and the documentation of general membership and board meetings will help show the transparency of the LEAGUE's Board of Directors. The Secretary will be responsible for the overall record-keeping of the LEAGUE.

## Section 4–Treasurer

The Treasurer is responsible for the financial condition of the LEAGUE and for providing periodic updates to fellow board members. The Treasurer will handle the income and expenses of the league and properly track and record all items. The Treasurer should not be the same individual as the President and should not delegate any task or reporting to other individuals outside of their own.

Reporting of all financial items should be made upon request, and a budget should be prepared at the start of each term.

The treasurer shall be the designated signer of all checks and financial orders issued on the league's behalf. The treasurer shall also coordinate the payment and receipt of electronic funds where applicable. The President will have the league debit/credit card for any withdrawals that are necessary for league operations. The Concession Manager will maintain a debit card with a defined balance and usage for concession-related purchases only.

The collection of funds through registration, concessions, rentals, tournaments, or any other means should be coordinated with the treasurer and deposited into the league account promptly. Cash deposits, per bank guidelines, can only be made by the Treasurer and President. The individual use of any financial



application (e.g., Cash App, Zelle) should be made only through league ownership and not by an individual.

If the position is filled by someone with a non-accounting background, the board should hire or enlist help from an outside third-party certified public accountant to assist with financial compliance for the LEAGUE.

#### Section 5–Head Player Agent

The Head Player Agent is responsible for overseeing all aspects of managing playing members in the local league. Separate Player Agents are permitted for individual divisions and levels of play and report to the Head Player Agent.

The Head Player Agent sets up online registration and ensures the league rosters are uploaded to Little League

The Head Player Agent and Player Agents are responsible for player management in the Preseason when players register, try out, or are selected to teams. The Head Player Agent is responsible for working with the Secretary to ensure accurate player membership and to communicate any/all boundary issues to Little League for approval as soon as registration is closed. Player eligibility, placement within divisions, and any other player issues should originate from the Head Player Agent. Final approval will be provided by the President or Vice President in the President's absence.

Tryout notifications must originate and be coordinated by the Player Agents/Head Player Agent with assistance from the Communications Officer as necessary. Player selection methods, meetings, discussions, and processes must follow Little League guidelines, and it is the responsibility of the Head Player Agent and Player Agent to coordinate.

Roster and draft management as it relates to additions, deletions, etc., should be coordinated by the Player Agent/Head Player Agent and documented by another board member who does not have a child or spouse in that division. Decisions should be coordinated with the President or Vice President to ensure proper compliance.

Once teams are formed, the Player Agent/Head Player Agent should oversee all teams to ensure that players are properly participating in LEAGUE activities. They should ensure that no manager is mishandling their roster, that players are being treated equally and clearly, and to serve as a support resource. The Player agent should coordinate with the manager around any disagreement with a parent or member. Issues should route through the Player Agent, Head Player Agent, and then to the Vice President or President.

With divisional player agents, shall be responsible for creating the LEAGUE's regular and post season practice and game schedule and submitting it to the President for final approval and distribution. Will handle field rentals, the relationship owners, and the head player agent. Decisions around discounts must be coordinated with the President.

#### Section 6–Safety Director and Equipment Manager

The Safety Director coordinates all safety activities and completes the annual safety plan submission by the established Little League timelines. The Safety director (and all board members) should monitor safety in player training and game activities. There should be proper usage of all equipment and proper maintenance/wear of all safety uniforms/gear.

The Safety Director monitors all fields, dugouts, and surrounding areas to ensure that safe conditions exist. If not present, the director directs the board member on duty and all managers/coaches to monitor the fields for each event. When issues are discovered, immediate attention items should be handled, and all other items should go to the Facilities manager for review and handling. When reasonable, all items should be resolved by the next event. Any accident, illness, or injury should be reported to the Safety Director and Player Agent for documentation. Any of these items that cause the player to leave the field of play for any medical care should be documented within 24 hours with the Safety Director, Secretary, and/or President.

Responsible for condition of all LEAGUE provided equipment. Should conduct an inventory of LEAGUE playing equipment prior to each season and recommend a budget for replacement of worn or damaged equipment.

#### Section 7–Coaching, Uniform and Team Rep Coordinator

Represents coaches/managers in LEAGUE; presents a coach/ manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches, and managers; coordinates mini-clinics as necessary; serves as the contact person for Little League and its manager-coach education. Receives and distributes coaching information from Little League International and distributes it to all coaches and managers

Coordinate with all teams and board members on the order and distribution of team uniforms and pictures for all teams. Partner with all designated representatives around the communication of league events, encouraging involvement and participation at the highest level

#### Section 8–Divisional Player Agents

All divisions of the LEAGUE should have a PLAYER AGENT to represent its members. The Player Agent cannot have a child or children in the division or multiple divisions. The Player Agent cannot be over a division where they are managing or coaching.

The Player Agents are responsible for all aspects of the division, in coordination with the Head Player Agent, the Vice-President, and the President. All issues should be managed upward, with due diligence, fairness, and thorough documentation. Any changes to rules, processes, or procedures must be decided before implementation.

#### Section 9–Umpire in Chief

The Umpire in Chief will be responsible for the coordinated administration of all matters involving field officials. Player Agents, Head Player Agent, Protest Committee, and Executive Board Members should be involved in discussions and decisions where necessary.

The Umpire in Chief is responsible for the training and evaluation of all umpires.

The Umpire in Chief will coordinate with the Vice President and Scheduling Coordinator to schedule officials for all regular-season and tournament games. The President will approve the final schedule and receive any ejection reports from umpires.

At no point should the Umpire in Chief schedule officials for any division where they are a manager, coach, or have a player on the field. When a conflict arises, the scheduling of officials would default to the Scheduling Coordinator, with the President for final approval.

#### Section 10–League Information Officer

Sets up and manages the LEAGUE official website; assigns online administrative rights to other local volunteers; encourages creation of team web sites to managers, coaches, and parents; ensures that LEAGUE news and scores are updated online regularly; collects, posts, and distributes essential information on LEAGUE activities including direct dissemination of fundraising and sponsor activities to Little League, the district, the public, LEAGUE members, and the media; serves as primary contact person for Little League and Dick's Team Sports HQ regarding optimizing use of the Internet for LEAGUE administration and for distributing information to LEAGUE members and to Little League International. Provides player, coach, and manager records to Little League International in electronic format.

#### Section 11–Marketing/Public Relations Manager

Oversee new player recruitment efforts; develop and maintain a LEAGUE marketing plan focused on player recruitment and retention; oversee efforts to market new divisions of play and initiatives offered by the LEAGUE; work with local media to promote the interests of Little League, and coordinate efforts to make the local Little League visible in the community year- round.

#### Section 12–Concession Manager

Maintains the operation of concession facilities, organizes the purchase of concession products; is responsible for the management of the concession sales at LEAGUE events; schedules volunteers to work the concession booth during LEAGUE events; collects and reviews concession-related offers, including coupons, discounts, and bulk-purchasing opportunities; and organizes, tallies, and keeps records of concession sales and purchases.

#### Section 13–Sponsor/Fundraising

Solicits and secures local sponsorships to support LEAGUE operations; collects and reviews sponsorship and fundraising opportunities; organizes and implements approved LEAGUE fundraising activities; coordinates participation in fundraising activities; and maintains records of monies obtained through these efforts.

## **ARTICLE VIII—MANAGERS, COACHES, AND UMPIRES**

### **Section 1—Team Managers and Coaches**

Team Managers and Coaches shall be submitted by the Head Player Agent and accepted by the President pending Board Approval. They shall be responsible for the selection of their teams and for their actions on the field as defined by Little League guidelines and local league ground rules.

### **Section 2—Umpires**

Umpires shall be hired and trained by the Umpire in Chief and submitted for appointment by the President with the approval of the Board of Directors. They should be responsible for their assignments and actions on the field.

### **Section 3—Coach Meeting**

A coach meeting for each division is required for each season, no matter the experience or tenure of the coaches. An umpire's meeting is required for each season, no matter the experience or tenure of the umpires.

## **ARTICLE IX—AFFILIATION**

### **Section 1—Charter**

The 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 League devotes its entire energies to the activities authorized by such charter, and it shall not be affiliated with any other program or organization, nor shall it operate any other program.

### **Section 2—Conflicts of Interest**

The LEAGUE shall have a Conflict-of-Interest Policy where Conflicts of interest are required to be disclosed and are not limited to outside baseball or softball programs. Any outside commercial interests related to involvement with LEAGUE Volunteers, Vendors, or other service providers shall be disclosed. For this policy, family participation as a player, volunteer, or supporter of outside baseball or softball programs without compensation will not be considered a conflict of interest.

## **ARTICLE X—COMMITTEES**

### **Section 1—The Protest Committee**

The Protest Committee is established in the Little League Rules and Guidelines. It is not considered the same type of committee for this section.

### **Section 2—Other Committees**

Other committees that can be formed for LEAGUE Operations include Finance, Facilities, Sponsorship, and Opening Day, as needed.

## **ARTICLE XI—ELECTIONS**

### **Section 1—Election Procedures**

Based on the number of defined positions and the number of nominees, the following will apply to the election results:

- a) Election to the board must be a majority of votes as defined by Little League one vote over 50% of total ballots.
- b) In the situation where the number of member votes with that majority is greater than the number of positions, the top number of vote getters will serve on the board. Any residual count would be considered a non-voting board member and auxiliary volunteer.
- c) In the situation where the number of member votes with that majority is less than the number of positions, the persons with the majority would be placed on the board. The positions not filled would be considered vacant and filled at the first board meeting of the new board, if at all.