

# CENTRAL CHESTERFIELD LITTLE LEAGUE CONSTITUTION and BYLAWS

League ID #: 346-05-18

## **ARTICLE I - NAME**

This organization shall be known as the Central Chesterfield Little League, hereinafter referred to as "CCLL".

## **ARTICLE II – OBJECTIVE**

### **SECTION 1**

(a) The objective of CCLL 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. 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.

(b) CCLL expects all participants (Player Members, Regular Members, Honorary Members, and Sustaining Members and all other volunteers associated with CCLL) to exhibit acceptable behavior, both on and off the field, while on the property of any Local League park. Fighting, pinching, hitting, foul language, tobacco, alcohol, or any other acts of aggression or unacceptable behavior will not be tolerated by CCLL. Participants involved in unacceptable behavior of this type will be subject to disciplinary action as dictated by the CCLL Board of Directors.

### **SECTION 2**

To achieve this objective, CCLL will provide a supervised program under the Rules and Regulations of Little League International, Incorporated. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, CCLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball. No part of the net earnings shall be distributed 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 CCLL 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 shall be eligible to compete for participation. Player Members shall have no rights, duties, or obligations in the management or in the property of CCLL.

(b) **Regular Members** - Any adult person actively interested in furthering the objectives of CCLL may become a Regular Member upon election or application and payment of dues as herein after provided. 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, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing.

NOTE: Regular Members of the league automatically include current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board, and any other person who is recognized by the Board as a volunteer in CCLL. Current is defined as having become a regular member this season or last season.

(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 CCLL.

(d) **Sustaining Members** - (Optional) Any person not a Regular Member who makes a financial or other contribution to CCLL may, by a majority vote of the Board of Directors, become a Sustaining Member, but shall have no rights, duties, or obligations in the management or in the property of CCLL.

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

### **SECTION 3**

**Other Affiliations-** Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of CCLL.

### **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 and/or the President may, at any time, request a special meeting of the Disciplinary Committee to investigate alleged infractions of the Disciplinary Guidelines by any type of Member of CCLL.

(b) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of CCLL 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 allowed to appear at the meeting to answer such charges.

(c) 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. The 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 rights to future participation by a two-thirds vote of those present at any duly constituted meeting. (quorum is required).

(d) Any person who has their membership suspended or terminated must apply to the Board of Directors for reinstatement. Reinstatement of membership shall only occur by majority vote of the Board of Directors at any duly constituted Board meeting. Any person whose membership has been suspended or terminated may only apply for reinstatement once in a calendar year.

## ***ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)***

### **SECTION 1**

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for the fiscal year of this league.) *Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII (c). If no dues for Regular Membership are collected, Section 2 below does not apply.*

### **SECTION 2**

Regular Members who fail to pay their fixed dues within thirty (30) days of application to become a member may, by 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 membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see 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 14 (fourteen) days in advance of the meeting, setting forth the place, time, and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

### **SECTION 3**

**Quorum** - At any General Membership Meeting, the presence in person or representation by absentee ballot of ten (10) regular members shall be necessary to constitute a quorum (as defined by ARTICLE III-Membership). 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. (Those eligible to take part in meetings of the Board of Directors are described in Article VI, Section 4.)

### **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 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 Election Chairperson (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

### **SECTION 6**

#### **Annual Meeting of the Members**

The Annual Meeting of the Members of CCLL shall be held in the month of September each year for the purpose of electing new Members, electing the Board of Directors, 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 CCLL a report, verified by the President and Treasurer, or by a majority of the Directors showing:

- (1) The condition of CCLL, to be presented by the President or his/her designate.
- (2) A general summary of funds received and expended by CCLL 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 CCLL, where located, and where and how invested.
- (4) For the year immediately preceding, 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 regular membership in CCLL during such years. This report shall be filed with the records of CCLL and entered in the minutes of the proceedings of the Annual Meeting and reported to Little League International.

(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 not be less than ten (10) or more than thirty (30). All board members shall be elected by a majority vote of all members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election.

(c) After the Board of Directors is elected, the Board shall meet to elect the officers at the next scheduled Board meeting. After the election, the Board of Directors shall assume the performance of its duties immediately. The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice President, League Information Officer, Treasurer, Coaching Coordinator, Player Agent, Umpire In Chief, Safety Officer, Sponsorship Fundraising Manager, Marketing/Public Relations Manager, Concession Manager, Uniform Manager, Grounds & Maintenance Manager, Equipment Manager, Scheduling Manager, Secretary, Event Manager, and League Directors. The Board may also appoint such other officers or agents as it may deem necessary and may fill any vacancies which may occur in any office.

## **SECTION 7**

**Special General Membership Meetings** - Special General Membership Meetings of the Members may be called by the Board of Directors or by the President at their discretion. Also, at the written request of seven (7) Members, the President shall call a Special General Membership 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 General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than ten (10) days after the request is received by the President or Secretary.

## **SECTION 8**

**Rules of Order for General Membership Meetings** - Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where the same conflicts with this Constitution of CCLL.

## ***ARTICLE VI - BOARD OF DIRECTORS***

### **SECTION 1**

**Authority** - The management of the property and affairs of CCLL shall be vested in the Board of Directors.

### **SECTION 2**

**Other Affiliations** – Members of the Board of Directors shall not be actively engaged in the promotion and/or operation of any other competing baseball program.

### **SECTION 3**

**Increase in number** - The number of the Board of Directors so fixed in accordance with this Constitution may be increased by the then sitting Board of Directors. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, provided that the General Membership was notified of the intent to increase Directors at least ten (10) days in advance of the vote, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

### **SECTION 4**

**Vacancies** - If any vacancy occurs in 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 5**

**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 Vice President(s) may, whenever they deem it advisable, shall at the request in writing of five (5) 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 electronically or by mail to each Director at least three (3) days before the time appointed for the meeting to the last recorded address of each Director.

(c) A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business either in person or electronically.

(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.

## **SECTION 6**

**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 CCLL 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 vote of those present at any regular Board or Special Board Meeting to discipline, suspend, or remove any Director or Officer or Committee Member of CCLL in accordance with the procedure set forth in Article III, Section 4 (a, b).

## **SECTION 7**

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

## ***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. The Officers of CCLL shall consist of President, Vice President(s), Secretary, Treasurer, Player Agent(s), Safety Officer, League Information Officer, Coaching Coordinator, Umpire In Chief, League Directors, Marketing/Public Relations Manager, Event Manager, Equipment Manager, Scheduling Manager, Sponsorship Fundraising Manager, Concession Manager, Uniform Manager, Grounds & Maintenance Manager all of whom shall hold office for the ensuing year or until their successors are duly elected.

### **SECTION 2**

**President** - The President shall:

(a) Conduct the affairs of CCLL and execute the policies established by the Board of Directors.

(b) Present a report of the condition of CCLL 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 CCLL.

(d) Be responsible for the conduct of CCLL in strict conformity to the policies, principles, Rules and Regulations of Little League International, Incorporated, as agreed to under the conditions of the charter issued to CCLL by that organization.

(e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of CCLL such contracts and leases they may receive and which have had prior approval of the Board.

(f) Investigate complaints, irregularities, and conditions detrimental to CCLL and report thereon to the Board of

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, examine the application and support proof-of-age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Serves as primary dual signature on all checks over \$500.00.

### **SECTION 3**

**Vice President(s)** - The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to 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.
- (c) Serve as Co-Chairperson on the Disciplinary Committee.
- (d) Serve as a substitute for the President or Treasurer in dual signature authority should either become incapacitated.

### **SECTION 4**

**Secretary** - The Secretary shall:

- (a) Be responsible for recording the activities of CCLL and maintaining appropriate files, mailing lists, and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining, and Honorary Member, Directors, and committee members and give notice of all meetings of CCLL, the Board of Directors and committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (e) 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.
- (g) Notify Members, Directors, Officers, and committee members of their election or appointment.

### **SECTION 5**

**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 the same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities on CCLL, including from Event Planning, 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 of \$500.00 or more must have dual signatures. Those authorized for signature shall be the President, Vice President(s), and the Treasurer.
- (d) Prepare an annual financial report, 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) Shall serve as an ex-officio member of the Financial Committee.

### **SECTION 6**

**Player Agent** - The Player Agent shall:

- (a) Ensure players in the league are within the boundary or school.
- (b) Plan and conduct annual assessment of players.
- (c) Oversee the draft of players, ensuring the correct age level in the draft.
- (d) Hold wait list player placement.

- (e) Prepare rosters for Little League and the county.
- (f) Ensure the eligibility of all star players.
- (g) Oversee all star affidavit completion.
- (h) Serves as primary liaison for player questions.

## **SECTION 7**

**Safety Officer** - The Safety Officer shall:

- (a) Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League International.
- (b) Develop and implement a plan for increasing the 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 the responsibilities.
- (3) Reporting - Define a process to ensure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

## **SECTION 8**

**League Information Officer** - The League Information Officer shall:

- (a) Manage the league's official home page.
- (b) Manage the online registration process and ensure that league rosters are maintained on the site.
- (c) Assign administrative rights to league volunteers and teams.
- (d) Ensure that league news and scores are updated regularly.
- (e) Collect, post, and distribute important information on League activities, including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media.
- (f) Serve as primary contact person for Little League and the Little League Data Center regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International.
- (g) Prepare for the President's signature and submission to Little League Headquarters, through the Little League Data Center or the latest program available, the team rosters, including players' claims, and the tournament team eligibility affidavit.

## **SECTION 9**

**Coaching Coordinator** - The Coaching Coordinator shall:

- (a) Represent coaches/managers in the league; record all Manager/Coach transactions, and maintain an accurate, up-to-date record thereof.
- (b) Present a coach/manager training budget to the board.
- (c) Gain the support and funds necessary to implement a league-wide training program.
- (d) Order and distribute training materials to players, coaches, and managers.
- (e) Coordinate mini-clinics as necessary, and the Mandatory Manager/Coaches clinic and Manager/Coaches Meeting.
- (f) Serve as the contact person for Little League and its manager-coach education program for the league. Notify the President of any subsequent Manager/Coach replacements.
- (g) Shall within 24 hours of notification, perform a full and comprehensive investigation of all alleged infractions of the Disciplinary Guidelines by Managers/Coaches.
- (h) Shall have the authority to enforce the Disciplinary Guidelines Policy to the level of a Verbal Warning. All other types of disciplinary action shall be forwarded to the Disciplinary Committee.

- (i) Ensure that all volunteers complete necessary background checks and training.
- (j) Shall serve as Co-Chairperson on the Disciplinary Committee.
- (k) Shall serve as Chairperson on the Managers Committee.

## **SECTION 10**

**Umpire In Chief** - The Umpire In Chief shall:

- (a) Serve as coordinator of the local league umpire program, including payroll and scheduling.
- (b) Advise the League President on the local league umpire program.
- (c) Recommend umpires to the League President to serve the league during the regular season.
- (d) Recruit, review, and retain volunteer umpires.
- (e) Establish and implement an umpire training program consistent with Little League guidelines.
- (f) Attend umpire training programs at the district, state, and region levels.

## **SECTION 11**

**League Directors** - League Directors shall:

- (a) Recruit Managers and Coaches for open positions at assigned division(s) and ensure they are prepared for assessments and draft in spring and fall sessions.
- (b) Ensure managers and coaches have valid background checks performed and have valid county coaching card and that the information is up to date on the league database for all league functions.
- (c) Follow up with managers after the draft on player communication.
- (d) Provide oversight by observing team practices and games to ensure all league philosophies and Little League regulations and Policies are being followed.
- (e) Identify and recommend all star managers to the board of directors.
- (f) Ensure all star ballots are conducted before playoffs.
- (g) Serves as primary liaison for managers and coaches at assigned level.
- (h) Shall serve on the Managers Committee.

## **SECTION 12**

**Marketing/Public Relations Manager** - The Marketing/Public Relations Manager shall:

- (a) Oversee new player recruitment efforts, including working with the Event Manager on fliers.
- (b) Develop and maintain a league marketing plan focused on player recruitment and retention.
- (c) Oversee efforts to market new divisions of play and initiatives offered by the league.
- (d) Work with the media to promote the interests of the league.
- (e) Manages the league's social media accounts and responds to questions through social media channels.

## **SECTION 13**

**Event Manager** – The Event Manager shall:

- (a) Plan and oversee opening and or closing day activities.
- (b) Liaison with a league photographer.
- (c) Assists the Player Agent in assessments/draft by recruiting volunteers.
- (d) Plan and coordinate manager/team parent meetings.
- (e) Work with the Sponsorship Fundraising Manager in securing open/closing day prizes.
- (f) Work with the Marketing/Public Relations Manager to ensure league division fliers are printed and distributed.
- (g) Shall serve as Chairperson on the Event Planning Committee.

## **SECTION 14**

**Equipment Manager** - The Equipment Manager shall:

- (a) Works with VP and President on equipment requirements and budget.
- (b) Orders and maintains equipment inventory.

- (c) Distributes equipment to managers and collects it at the end of the season.
- (d) Repairs Equipment as needed.
- (e) Shall serve as Chairperson on the Playing Equipment Committee.

#### **SECTION 15**

**Scheduling Manager** - The Scheduling Manager shall:

- (a) Liaison with the county to identify field availability.
- (b) Prepares a practice and game schedule.
- (c) Coordinates with the Umpire In Chief in assigning umpires to games.
- (d) Coordinates with the League Information Officer to publish practice and game schedules.
- (e) Works with neighboring leagues to set up inter-league games.

#### **SECTION 16**

**Sponsorship Fundraising Manager** - The Sponsorship Fundraising Manager shall:

- (a) Works within the community to recruit sponsors in accordance with established policy.
- (b) Maintain and purchase sponsorship banners.
- (c) Works with VP and President in ordering plaques and banners.
- (d) Works with the Marketing/Public Relations Manager in providing visibility of the league in the community.
- (e) In association with grounds and maintenance, display sponsorship banners.

#### **SECTION-17**

**Concession Manager** - The Concession Manager shall:

- (a) Maintain concession stand to current safety regulations.
- (b) Work with the Treasurer to establish a food and labor budget.
- (c) Order supplies and food.
- (d) Hire and train concession workers and ensure they are state-certified to handle food.
- (e) Schedule workers and volunteers to ensure the stand is open during games.
- (f) Works with the Treasurer to pay concession staff.
- (g) Works with VP and President to order equipment as needed.
- (h) Shall serve as Chairperson on the Concession Committee.

#### **SECTION-18**

**Uniform Manager** - The Uniform Manager shall

- (a) Work with VP and the President to develop a uniform budget.
- (b) Order and maintain inventory of uniforms as required.
- (c) Distribute uniforms to team managers.
- (d) Set up sales dates for league apparel, and ensure sales are recorded with VP and the President.
- (e) Work with all star managers to size and order uniforms.
- (f) Serves as Chairperson on the Uniform Committee.

#### **SECTION-19**

**Grounds & Maintenance Manager** - The Grounds & Maintenance Manager shall:

- (a) Work with the county to ensure all fields are playable.
- (b) Maintain Field Condition.
- (c) Work with VP and President to order supplies and make necessary repairs to the grounds.
- (d) Assist the sponsorship manager in displaying sponsorship banners.
- (e) Shall serve as Chairperson on the Grounds Committee.

### ***ARTICLE VIII - EXECUTIVE COMMITTEE***

## **SECTION 1**

The President and/or Board of Directors may appoint an Executive Committee, which shall consist of not less than three (3) or more than seven (7) Directors, one of whom shall be the President of CCLL.

## **SECTION 2**

The Executive Committee shall advise with and assist the Officers of CCLL 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.

## **SECTION 3**

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

## ***ARTICLE IX - OTHER COMMITTEES***

### **SECTION 1**

**Nominating Committee** - The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular 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 Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### **SECTION 2**

**Membership Committee** - The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining, and Regular Members, investigate for eligibility, and recommend those qualified for election at the annual, regular, or any special meeting of the Members or the Board of Directors as the case may be.

### **SECTION 3**

**Finance Committee** - The Board of Directors may appoint a Finance Committee consisting of not less than three (3) or more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing CCLL, including team sponsorship, and submit recommendations.

### **SECTION 4**

**Grounds Committee** - The Board of Directors may appoint a Grounds Committee with the Grounds & Maintenance Manager as the chairperson and other appointed regular members, which shall be responsible for the care and maintenance of the playing field(s), buildings, and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

### **SECTION 5**

**Playing Equipment Committee** - The Board of Directors may appoint a Playing Equipment Committee with the Equipment Manager as the chairperson, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning, and storage thereof at the close of the season.

### **SECTION 6**

**Managers Committee** - The Board of Directors may appoint a Managers Committee consisting of the Coaching Coordinator as Chairperson and the League Directors as members. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League Teams, and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of CCLL. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

## **SECTION 7**

**Umpire Committee** - The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The CCLL President shall be chairperson of any such Committee. The Committee shall recruit, interview, and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Umpire In Chief, who shall train, observe, and schedule the staff under the direction of the President.

## **SECTION 8**

**Event Planning Committee** - The Board of Directors may appoint an Event Planning Committee consisting of the Event Manager as Chairperson, CCLL Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of event planning. It shall review and evaluate event projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Event Planning Committee.

## **SECTION 9**

**Auditing Committee** - The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer, or signatories of checks are not eligible. The Committee will review the CCLL books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer, or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

## **SECTION 10**

**Disciplinary Committee** - The Board of Directors may appoint a Disciplinary Committee consisting of:

- Vice President - (to serve as Co-Chairperson)
- Coaching Coordinator (to serve as Co-Chairperson)
- President
- Umpire In Chief
- Investigating Executive Board Member
- Assigned League Director
- Secretary
- Other Regular Members as required

The Disciplinary Committee Co-Chairpersons shall within 24 hours of notification from the Board of Directors, shall convene a special meeting of the Disciplinary Committee. The Committee's responsibilities are to:

- (a) Review the alleged infraction.
- (b) Perform any additional investigation as required.
- (c) Determine the level of disciplinary action required, i.e. written warning, suspension, or termination.
- (d) Prepare a written report, which shall contain all pertinent information relating to the results of the investigation. The report shall include, as a minimum, the name of the offender, date of infraction, persons contacted, detailed description of the infraction, and rationale supporting the level of disciplinary action recommended. The report will be given to the Coaching Coordinator with a copy to the President.

## **SECTION 11**

**Concession Committee** - The Board of Directors may appoint a Concession Committee consisting of the Concession Manager as Chairperson and other appointed regular members. The committee shall assist the Concession Manager in the operation of the Concession Stand.

## **SECTION 12**

**Uniform Committee**- The Board of Directors may appoint a Uniform Committee with the Uniform Manager as Chairperson and other appointed regular members. The committee shall assist the Uniform Manager in the organization and distribution of uniforms.

## **ARTICLE X – AFFILIATION**

## **SECTION 1**

**Charter** - CCLL shall annually apply for a charter from Little League International, and shall do all things necessary to obtain and maintain such charter. CCLL shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

## **SECTION 2**

**Rules and Regulations** - The Official Playing Rules and Regulations as published by Little League International, Williamsport, Pennsylvania, shall be binding on CCLL.

## **SECTION 3**

**Local Rules, Ground Rules and/or Bylaws** - The local rules, ground rules and/or bylaws of CCLL 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 Policies of Little League International, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of CCLL shall expire at the end of each fiscal year, and are not considered part of the Constitution. (See Article XI, Section 7 for the fiscal year of CCLL.)

## ***ARTICLE XI - FINANCIAL AND ACCOUNTING***

### **SECTION 1**

**Authority** - The Board of Directors shall decide all matters pertaining to the finances of CCLL, and it shall place all income, including Event Planning 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**

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

### **SECTION 3**

**Solicitations** - The Board shall not permit the solicitation of funds in the name of Little League International unless all of the funds so raised are placed in the CCLL treasury.

### **SECTION 4**

**Disbursement of Funds** - The Board shall not permit the disbursement of CCLL funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League International, Incorporated. All disbursements shall be made by check or league credit card, debit card or league-approved electronic payment option. All checks shall be signed by the CCLL Treasurer and such other officers or officers or person or persons as the Board of Directors shall determine.

### **SECTION 5**

**Compensation** - No Director, Officer, or Member of CCLL shall receive, directly or indirectly, any salary, compensation, or emolument from CCLL for services rendered as Director, Officer, or Member.

### **SECTION 6**

**Deposits** - All monies received, including Event Planning Funds, shall be deposited to the credit of CCLL in/at Chesapeake Bank Chesterfield.

### **SECTION 7**

**Fiscal Year** - The fiscal year of CCLL shall begin on October 1 and shall end on September 30.

### **SECTION 8**

**Distribution of Property upon Dissolution** - Upon dissolution of CCLL and after all outstanding debts and claims

have been satisfied, the Members shall direct the remaining property of CCLL 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 XII - 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 International, Incorporated, for approval before implementation.

**ARTICLE XIII - MANAGERS, COACHES AND UMPIRES**

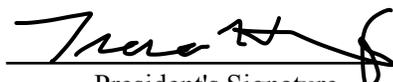
**SECTION 1**

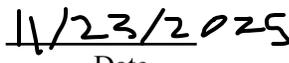
**Eligibility** – League Directors shall not manage, coach, or umpire in their respective divisions. The President and Vice Presidents may manage, coach, or umpire provided they do not serve on the Protest Committee.

**SECTION 2**

**Appointments** - The President, with the approval of the Board of Directors, shall appoint managers, coaches. The league President shall appoint umpires in accordance with Article IX, Section 7. Manager/Coach representation on the Board shall not exceed a minority. Regulation 1(b). This Constitution was amended and approved by the Central Chesterfield Little League Membership on September 23, 2025

President's Name

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

  
\_\_\_\_\_  
Date

Little League ID #: 346-05-18

Federal ID #: 54-1778431