



**Woodcreek Little League**

# **Constitution**

**July 2025 - June 2026**

**Woodcreek Little League  
5098 Foothills Blvd #3-352  
Roseville, CA 95747**

**LL# 4055401  
District 54**



# WOODCREEK LITTLE LEAGUE CONSTITUTION

## ARTICLE I – NAME

This organization shall be known as the WOODCREEK LITTLE LEAGUE, INC., a California 501(c)(3) nonprofit mutual benefit corporation, hereinafter referred to “WLL”.

## ARTICLE II - OBJECTIVE

### SECTION 1

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

### SECTION 2

To achieve this objective, the WLL will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors/Officers as per Article VIII, Section 1, 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 WLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall insure 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 affect the objective of WLL 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 reside within the authorized boundaries WLL shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of WLL.



- b) Regular Members. Any person actively interested in furthering the objectives of WLL may become a Regular Member by donating \$2.00 (USD) to the league or by serving as one of WLL's officers.

Only Regular Members are eligible to vote at the Annual Meeting.

- (1) Any person who donates \$2.00 shall be recognized as a Regular Member during the fiscal year in which the donation is made.
  - (2) Service as one of WLL officers shall be defined as a current member of the Board of Directors for WLL and any current Committee Member for WLL.
- c) General Membership. Parents and family members of players, including volunteers who do not qualify as Regular Members, are only considered part of WLL's general membership. As General Members they may attend the Annual Meeting and all open meetings of the Board of Directors but they shall not have the right to vote on any WLL matters or issues presented at the Annual Meeting.
  - d) 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 WLL. Such members may be dignitaries, special guests, or significant financial contributors to WLL.
  - 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 WLL.
- b) WLL Officers shall not be actively engaged as Officers in the promotion and/or operation of any other youth baseball programs.

### SECTION 4

**TERMINATION OF MEMBERSHIP.** Membership may be terminated either by resignation or action of the Board of Directors at either a special meeting or regular monthly meeting where a quorum is attained.

- a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of WLL and/or Little League Baseball.
- b) The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- c) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall

appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors, which upon a two-thirds vote shall have full power to suspend or revoke such player's right to future participation. The player's parent(s) or legal guardian(s) shall also be notified and may also be present.

- d) Termination of Membership. A Membership shall terminate on the occurrence of any of the following events:
1. Resignation of the member;
  2. Expiration of the period of membership;
  3. The member's failure to pay fees, or other assessments as set by the Board of Directors within thirty (30) days after they are due and payable;
  4. Any event that renders the member ineligible for membership, or causes the member to fail to satisfy membership qualifications;
  5. Termination of membership pursuant to Section 6 of this article on the good faith determination by the Board of Directors, or a committee or person authorized by the Board of Directors, to make a determination that the member has failed to a material and serious degree to observe WLL's Local Rules or the rules of Little League Baseball, Incorporated ("Little League Baseball"), or has engaged in conduct that is materially and seriously considered detrimental to the best interests of WLL and/or Little League Baseball; or
  6. Failure to attend board meetings.

#### **SECTION 5**

**SUSPENSION OF MEMBERSHIP.** A membership may be suspended under Section 6 of this article, based upon the good faith determination by the Board of Directors, or a committee or person authorized by the Board of Directors to make such a determination, that the member has failed to a material and serious degree to observe WLL's Local Rules or the rules of Little League Baseball, or has engaged in conduct that is materially and seriously considered detrimental to the best interests of WLL and/or Little League Baseball.

#### **SECTION 6**

**TERMINATION OR SUSPENSION OF MEMBERSHIP PROCEDURES** If grounds appear to exist for the termination of a membership pursuant to Sect 4(d) of this article or suspension of a membership pursuant to Section 5 of this article, the following procedure shall be followed:

- a) The Board of Directors shall give the member at least 15 days prior notice of the proposed suspension or termination and the reason for such action. Notice shall be provided by any method that is reasonably calculated to provide the member with actual notice. Any notice given by mail shall be sent by first class or registered mail to the member's last known address as shown in WLL's records.
- b) The member shall be given the opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed suspension or termination. A meeting shall be held to hear, or the written statement considered, by the Board of Directors or a committee or person authorized by the Board of



Directors, to make the final determination that the suspension or termination should occur.

- c) In the case of a Player Member, notice to the manager of the team of which the player is a member shall also be provided. Said manager shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors, which upon a two-thirds vote shall have full power to suspend or revoke such player's right to future participation. The player's parent(s) or legal guardian(s) shall also be notified and may also be present.
- d) The Board of Directors, or a committee or person authorized by the Board of Directors to make such a determination, shall decide whether the member should be suspended, expelled, or sanctioned in some other way. The decision of the Board of Directors, committee, or person shall be final.

## ARTICLE IV - FEES

### SECTION 1

**PLAYER FEES.** A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operation and continuity of WLL. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM. Little League Regulation XIII (c), therefore WLL will make available player scholarships for those who apply and the Board of Directors approves as in need.

Under no circumstances can a Board member approve any relative applying for a scholarship without Board approval.

### SECTION 2

**PAYMENT OF FEES.** Payment of registration fees shall be due upon registration, and shall be immediately due one week prior to Opening Day, or as agreed upon by the Registrar/Treasurer. Registration fees include: participation fees, fundraiser fees, team/individual pictures and trophies. Registrations without payments may be maintained on a divisional waiting list and released onto rosters only upon receipt of payment. WLL provides a scholarship program and payment options should parents not be able to pay.

## ARTICLE V - MEETINGS

### SECTION 1

**ANNUAL MEETINGS.** The Annual Meeting of the Members of WLL shall be held on June 7, 2026 at 7:00 PM and will be posted 30 days prior to the date with a location. The Annual Meeting will include the elections of the Board of Directors along with the voting of the WLL Constitution. There must be 1/5 of the Regular Members present to hold the voting for the Board of Directors and the WLL Constitution during the Annual Meeting.



## *SECTION 2*

**MONTHLY MEETINGS** The Monthly Board Meeting will be held the third Sunday of each month. The meeting will follow the D54 President Meeting and provide updated information at the WLL board meeting. The WLL board meeting will be posted on the website and/or at the Mahany snack bar 30-day prior to the date. The Monthly Board Meeting will be approximately 2 hours and will be open to all members of WLL however the WLL Board of Directors has the right to go to a closed session in which all non-board members will be asked to leave due to confidential matters.

## *SECTION 3*

**NOTICE OF MEETING.** Notice of any meeting shall be given personally, by mail, or by any other means of written communication including e-mail. Notice of each meeting of the Members shall be given to each Member at their last recorded address and or e-mail address, at least ten (10), and not more than ninety (90) days in advance thereof. If the notice is not mailed by first-class, registered, or certified mail, such notice shall be given with no less than twenty (20) days prior to the date of the meeting. The notice shall set forth the place, time, and purpose of the meeting. The notice of any meeting at which directors are to be elected shall include the names of all nominees known at the time the notice is given.

## *SECTION 4*

**SPECIAL MEETINGS.** The Board of Directors, Secretary, or President, at their discretion may call Special Meetings of the Members. Upon the written request of five percent (5%) or more of the Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

## *SECTION 5*

**MEETINGS, NOTICE AND QUORUM.** Regular Monthly Meetings of the Board of Directors shall be held on the third Sunday of the month during the months of July – January and on the Sunday after the D54 President’s Meeting during the months of February – May, and on such days thereafter as shall be determined by the Board of Directors. The Annual Meeting will be held during the month of June and the actual date, time and location will be posted no less than thirty (30) days prior to the meeting on WLL’s Website and/or posted at the Mahany Baseball Complex. The President or the Secretary may, whenever they deem it advisable or the Secretary shall at the request of two (2) Directors, issue a call for a special meeting of the Board of Directors.

The Board of Directors shall fix a time and place for all regular meetings. So long as the Board of Directors establishes a fixed time and place for regular meetings, no notice is required. In the event that the Board of Directors fails to establish a fixed time and place for its regular meetings, or should a special meeting be called, meetings shall be held upon four (4) days notice by posting the information on WLL’s Website and/or posting at the Mahany baseball complex. A notice need not specify the purpose of any regular or special meeting.



A presence of fifty percent (50%) of the number of directors (Board Members) authorized shall constitute a quorum for the transaction of business. A majority vote of directors present at any duly constituted meeting of the Board of Directors shall be required to pass any motion.

#### *SECTION 6*

**QUORUM.** The presence in person of one-half of the Members shall constitute a quorum, except for the Annual Meeting where 1/5 of the Regular Members presence in person shall constitute a quorum.

#### *SECTION 7*

**VOTING.** Only Board Members shall be entitled to vote in person at any General Membership meeting of the League. This would include all newly elected board members, effective immediately once they have been voted onto the Board of Directors. Only Regular Members shall be entitled to vote in person at the Annual Meeting of the League.

#### *SECTION 8*

**RULES OF ORDER.** Meetings will be conducted following Robert's Rules. All meetings shall start at the time specified for each meeting, so long as there are enough members present to constitute a quorum. The President or, in the absence of the president, one of the following officers present in the order stated; Vice President, Secretary, Treasurer, a person chosen by the Members present; shall act as Chairperson at all Member meetings. The Secretary or, in the absence of the Secretary, a person appointed by the Chairperson of the meeting, will take the official meeting notes unless specified otherwise at the beginning of the meeting.

#### *SECTION 9*

**ADJOURNMENT.** Any regular or special meeting may be adjourned for such period as the Members present and entitled to vote shall direct.

**ADJOURNMENT FOR LACK OF A QUORUM.** If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting to such time and place as they determine.

#### *SECTION 10*

**VIDEO AND TELECONFERENCE.** One or more persons may participate in a meeting by means of a video or conference telephone or similar communication equipment, provided all persons participating in the meeting can hear each other. Attendance via video or telephone must be approved by the President at least 48 hours in advance.

### **ARTICLE VI – BOARD OF DIRECTORS/OFFICERS**

#### *SECTION 1*

**BOARD AND NUMBER.** The management of the property and affairs of WLL shall be vested in the Board of Directors. The number of directors shall be between seven (7) and twenty-four (24), with the exact number set annually by a resolution duly adopted



by the Board of Directors. All elections of directors shall be by majority vote of all Members present. Directors elected at the June Annual Meeting shall assume their duties immediately alongside the non-returning/non-re-elected board members, whom their term ends following the September Monthly Meeting. The non-returning/non-re-elected Board Members shall continue in office until their successors have been duly elected or appointed and qualified in the same manner whenever possible. All other appointed directors shall upon appointment immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified. June elections provide for a three-month period of transition (July-September) between the new Board Members and the outgoing Board Members.

The recommended minimum term for a newly elected Board of Directors is two (2) years. Each Board Member must be re-elected annually at the Annual Meeting in June. The term for a Board of Directors goes from the Annual meeting in June thru the next calendar year's September Monthly Board Meeting. A total of 15 months, 3 of which are transition/training months.

Any Board Member voted in has an obligation to his/her peers to attend monthly or special meetings while in office. If a Board Member fails to attend 3 consecutive meetings and fails to participate with board activities, the entire Board of Directors may take disciplinary action which includes: (1) asking the member to attend meetings and activities, and/or (2) asking the Board Member to step down and be replaced.

#### *SECTION 2*

**QUALIFICATIONS FOR BOARD MEMBERSHIP.** In addition to being a Member in good standing, in order to qualify for nomination and service on the Board of Directors, an individual must agree to volunteer to serve in one or more WLL officer positions. Manager/Coach representation on the Board of Directors shall be in accordance with Little League International, Regulation 1, Section b.

#### *SECTION 3*

**REMOVAL OF DIRECTORS.** The Board of Directors shall have the power and authority to remove a director and declare his or her office vacant if he or she: (1) has been declared of unsound mind by a final order of court; (2) has been convicted of a felony; or (3) fails to attend three consecutive regular meetings of the Board of Directors which have been duly noticed in accordance with California Law. In exercising its discretion to remove a director for his or her failure to attend duly noticed meetings, the Board of Directors may consider mitigating circumstances, such as medical hardship, business travel, or other factors.

Directors may be removed from office without cause prior to expiration of his or her term by the affirmative vote of a majority of a quorum of the Members.

#### *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



meeting or at any special meeting called for that purpose. The Secretary shall keep an ongoing list of Members who would like to be considered for appointments to fill vacancies and shall notify such Members when a vacancy occurs in writing at the Member's last recorded address or by email. The vacancy shall further be noticed on WLL's Website and/or at the Mahany baseball complex not less than ten (10) days prior to the filling of the vacancy.

#### *SECTION 5*

**DUTIES AND POWERS.** The Board of Directors must form a clear set of Local League Rules with the intent to follow the rules and regulations set forth by Little League Baseball, Little League Charter, the Official Baseball Rulebook from Little League and the local municipal rules and regulations that apply to the League.

The Board of Directors shall vote annually during the October Monthly Board Meeting to adopt any changes to the Local League Rules. There must be a two-thirds vote of the present Board of Directors at the meeting to adopt any new changes to the Local League Rules.

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 of Directors shall deem advisable and which it may properly delegate per the rules set forth by Little League Baseball.

The Board of Directors may adopt such rules and regulations for the conduct of its officers, managers, meetings, and the management of WLL, as it may deem proper, so long as it follows the rules and regulations set forth by Little League Baseball.

The Regular Membership shall receive at the Annual Meeting, a report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by WLL, where located, and where and how invested. The report will include the amount and nature of the property acquired during the year immediately preceding the date of the report, the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and upon request the names and places of residence of the persons who have been admitted to membership in WLL during such year, which report shall be filed with the records of WLL and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting.

A copy of such report shall be forwarded to Little League Baseball.

#### *SECTION 6*

**REDUCTION IN NUMBERS OF DIRECTORS.** No reduction in the authorized number of directors shall have the effect of removing any director before that director's term of office expires.



## ARTICLE VII – OTHER COMMITTEES

### *SECTION 1*

**NOMINATING COMMITTEE.** The Board of Directors may appoint a Nominating Committee consisting of at least 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.

The President shall be responsible for appointing a Committee Chair.

### *SECTION 2*

**MEMBERSHIP COMMITTEE.** The Board of Directors may appoint a Membership Committee consisting of at least 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 of the Board of Directors as the case may be.

The President shall be responsible for appointing a Committee Chair.

### *SECTION 3*

**MANAGER SELECTION COMMITTEE/EVALUATION COMMITTEE.** The Board of Directors may appoint a Manager Selection Committee/Evaluation Committee consisting of at least five (5) Directors.

The committee shall compile season-ending evaluations data into statistical format, including being tasked to reply to specific parent or player requests. These evaluations will be used to determine, in part, if a returning manager or coach should be considered for renewal.

The Manager Selection Committee may also interview and investigate all prospective managers and coaches, both new and returning, for all divisions and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors.

During the playing season, the committee shall observe the conduct of the managers and coaches and report its findings to the WLL President. At the request of the President or Board of Directors, the committee shall investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.



The President shall be responsible for appointing a Committee Chair.

*SECTION 4*

**UMPIRE COMMITTEE.** The Board of Directors may appoint an Umpire Committee consisting of at least three (3) Directors and other appointed Regular Members. WLL President shall be chairman of any such Committee.

The Umpire Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire, contractors, and junior (trainee) umpires.

When appointed, the staff of umpires shall be under the personal direction and responsibilities of the WLL President, assisted by the Umpire in Chief who shall train, observe and schedule the staff.

The Umpire in Chief shall serve as Committee Chair.

*SECTION 5*

**TOURNAMENT COMMITTEE.** The Board of Directors may appoint a Tournament Committee to coordinate all planning and operations supporting hosted tournaments, Little League District TOC, and Little League All Star tournaments.

The President shall be responsible for appointing a Committee Chair.

*SECTION 6*

**PLAYER SELECTION COMMITTEE.** The Board of Directors may appoint a Player Selection Committee to coordinate pre-season player assessment Try-Outs, as well as postseason tournament player selections. These two committee functions may be comprised of different members nominated and approved by the Board of Directors.

The President shall be responsible for appointing a Committee Chair.

*SECTION 7*

**AUDIT COMMITTEE.** The Board of Directors may appoint an Auditing Committee consisting of at least three (3) directors. The President, Treasurer or any other signatory on any WLL bank account are not eligible to serve on the committee.

The Audit Committee will review WLL's books and records each year prior to the Annual Meeting and attach a statement of their findings to the annual financial report of the President and Treasurer; or WLL may if directed by the Board of Directors, secure the services of a Certified Public Accountant or third party approved by the Board of Directors to accomplish such review.

The President shall be responsible for appointing a Committee Chair.



*SECTION 8*

**FIELD COMMITTEE.** The Board of Directors may appoint a Field Committee consisting of at least three (3) directors, which must include the Field Director & the Assistant Field Director. Regular Members and General Members may also be selected to the committee upon approval by the Board of Directors.

The Field Committee must work with the City Parks & Rec Department to ensure proper maintenance of the fields and facilities the League is issued from the city. A schedule for mowing and field care should be proposed to the Board of Directors by the committee in order to maintain the highest standard of care possible by the League. Special field projects must be presented by the committee to the Board of Directors for approval and budgetary needs.

The Fields Director shall serve as Committee Chair.

*SECTION 9*

**EVENTS COMMITTEE.** The Board of Directors may appoint an Events Committee consisting of at least three (3) directors, which must include the Events Coordinator & the Sponsorship Director. Regular members and General Members may also be selected to the committee upon approval by the Board of Directors.

The Events Committee should set up regular meetings for planning and coordinating the Leagues events. They should work at creating opportunities for Sponsors of the League to showcase their goods and services and to participate in the events.

The Events Coordinator shall serve as Committee Chair.

*SECTION 10*

**RULES & ETHICS COMMITTEE.** The Board of Directors may appoint a Rules & Ethics Committee consisting of at least eight (8) directors, which must include the President, Vice President & all player agents from the League representing each division. Regular members and General Members who have been selected as a manager or coach within WLL may also be selected to the committee upon approval by the Board of Directors.

The Rules & Ethics Committee shall meet at least once during the year to review the divisional Local League Rules set forth by WLL. The recommended meeting timeframe should take place between the months of July – September to ensure proper time for any changes that are made to be reviewed and voted on by the Board of Directors at the October Monthly Board Meeting.

The President shall serve as Committee Chair.

**ARTICLE VIII – DIRECTORS/OFFICERS DUTIES AND POWERS**

### *SECTION 1*

**OFFICERS.** The officers of Woodcreek Little League shall consist of a President, a Vice President, a Secretary, a Treasurer, a Player Agent representing the Farm division, a Player Agent representing the T-Ball division, a Player Agent representing the Minor AA division, a Player Agent representing the Minor AAA division, a Player Agent representing the Majors division, a Player Agent representing the Juniors/Seniors division, a Coach & Player Development Officer, a Safety Officer, a Registrar, a Scheduler, an Umpire-in-Chief, a Field Director, an Assistant Field Director, an Equipment Manager, a Snack Bar Coordinator, an Assistant Snack Bar Coordinator, a Volunteer Coordinator, an Events Coordinator, a Sponsorship Director, and an Information Officer, all of whom shall hold office for the ensuing year or until their successors are duly elected or appointed.

With a recommended minimum term of two (2) years. Elections are held annually at the Annual Meeting in June. The term for a Board of Directors goes from the Annual Meeting in June thru the next calendar year's September Monthly Board Meeting. A total of 15 months, 3 of which are transition/training months.

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 and may fill any vacancy which may occur in any office. 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 of Directors by the Regular Members at the Annual Meeting or have been elected to fill a vacancy on the Board of Directors.

### *SECTION 2*

**PRESIDENT.** Once the election votes have been tallied at the Annual Meeting, and there is enough votes by the Regular Members to qualify the vote, the newly elected Board of Directors will vote on who they want the president to be. After the president is selected, that Member shall have the following powers and duties:

- a) Conduct the affairs of WLL and execute the policies established by the Board of Directors;
- b) Present a report of the condition of WLL 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 league;
- d) Be responsible for the conduct of the league in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the league;
- e) Designate in writing, other officers if necessary, to have power to make and execute for, and in the name of the league, such contracts and leases they may receive and which have had prior approval of the Board of Directors;
- f) Investigate complaints, irregularities and conditions detrimental to WLL and report thereon to the Board of Directors as circumstances warrant;
- g) With the help of the Treasurer, 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 Agents and Registrar, examine the application and proof-of-age support documents for every player candidate and certify the

residence and age eligibility before the player may be accepted for tryouts and selection; and

- i) Serve as one of two Custodians of Record for California Department of Justice Fingerprinting.
- j) The President may serve as a manager or coach in any division of WLL.
- k) The President must attend the District 54 Monthly Presidents Meeting.
- l) Support the Vice President at the Roseville Youth Sports Coalition Meetings.
- m) Support the Fields Director and the Assistant Fields Director with any projects or issues where the City's Park & Recreations Department is involved.
- n) Assisting the registrar and Information Officer with social media.
- o) Assist the Treasure with mail pick up and banking deposits/withdrawals.
- p) Assist the Snack Bar coordinator with purchasing, pick up, and delivery of goods.
- q) Charter and get all proper documentation to Little League International.
- r) The President Shall help assist other Board members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- s) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### **SECTION 3**

**VICE PRESIDENT.** The Vice President/ shall:

- a) Be responsible for overseeing practice and game schedules, including field use agreements, permits and insurance;
- b) Act as the liaison to the Roseville Youth Sports Coalition by representing WLL at Coalition meetings and attempting to further WLL interests with the Coalition.
- c) In cases of the absence or disability of the President, and provided that the Vice President/scheduling administrator has been authorized by the President or Board of Directors to so act; the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all the power of the President's office, and will have other duties assigned by the Board of Directors or by the President.
- d) The Vice President should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- e) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### **SECTION 4**

**SECRETARY.** The Secretary shall:

- a) Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records;
- b) Maintain a list of all Regular, Honorary Members, directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees, including obtaining meeting locations and use agreements;
- c) Keep the minutes of the meetings of the Members, the Board of Directors and cause them to be recorded in a book kept for that purpose;
- d) Notify Members, directors, officers and committee members of their election or appointment;
- e) Assist the information officer with the production of all membership mailings.
- f) Send out meeting minutes to the Board of Directors within fourteen (14) days from the meeting for review.
- g) The Secretary/Safety Officer should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- h) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **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 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
- d) 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 two signatures;
- e) Prepare monthly financial reports and distribute them to the Board of Directors a minimum of ten (10) days prior to the scheduled monthly meeting.
- f) Prepare an annual budget, under the direction of the President and in conjunction with the other Board Members who have budgetary needs, for submission to the Board of Directors a minimum of ten (10) days prior to the scheduled September Monthly Board Meeting;
- g) Prepare a financial report, under the direction of the President, for submission to the membership and Board of Directors a minimum of ten (10) days prior to the scheduled Annual Meeting pursuant to Article IV Section 6 of this Constitution.
- h) To avoid any possible potential conflicts, the Treasurer cannot be related to or be involved in a personal relationship with any other person whose name is on the bank accounts of WLL as a designee and who is authorized to sign checks for

WLL; and to avoid any possible potential conflicts, the Treasurer and the President or Vice President cannot be a relative.

- i) The Treasurer should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- j) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 6**

**PLAYER AGENTS.** Juniors/Seniors Agent, Majors Agent, AAA Agent, AA Agent, Single A Agent, Farm Agent & T-Ball Agent. The Player Agents shall:

- a) Record all player transactions and maintain, with the Registrar, an accurate and up-to-date record thereof;
- b) Receive and review applications for player candidates and assist the President in checking residence and age eligibility;
- c) Conduct the player draft and all other player transaction or selection meetings;
- d) Approve the Player Agent's List;
- e) Notify Little League headquarters of any subsequent player replacements or trades;
- f) Represent WLL in all matters involving that division's multi-league interlocks.
- g) Assist the Events Coordinator with Team Parent and Scorekeeper's training and communication.
- h) The Player Agents should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- i) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

The Player Agents may not serve as a manager, coach, or umpire in the division for which they serve.

#### **SECTION 7**

**COACH & PLAYER DEVELOPMENT OFFICER.** The Coach & Player Development Officer shall:

- a) Participate by sitting in, interviewing, and investigating all prospective managers, both new and returning, for divisions AA and above.
- b) Develop pre-season player assessment try-outs as well as postseason tournament player assessment try-outs.

- c) Develop and oversee any Manager/Coach Clinic(s) designed to involve hands-on workshops, resources to improve coaching skills, leadership abilities, knowledge of the game, etc.
- d) Develop and oversee Player Clinic(s) designed to allow players (AA and above) to receive specialized training instruction, learn fundamental techniques, receive more personalized coaching, etc.
- e) Work with the Scheduling Administrator to establish preseason and in-season (if needed) scrimmages.
- f) Upon special request from the President or VP, assist in investigating complaints, irregularities, and conditions detrimental to WLL.
- g) The Player & Coach Development Officer should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- h) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 8**

##### **SAFETY OFFICER.** The Safety Officer shall:

- a) Be responsible for generating and maintaining WLL's annual Safety Policy manual.
- b) Serve as one of two Custodians of Record for California Department of Justice Fingerprinting.
- c) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League.
- d) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting which may include:
  - a. Education – Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
  - b. Compliance – Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
  - c. 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.
  - d. Background Checks - If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9).



- e. Training – If the League President so designates, the Safety Officer shall ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training per Little League
- e) The Safety Officer should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC’s, All Stars, etc.
- f) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

**A complete listing of additional Board of Directors and their respective roles are incorporated and detailed in Addendum 1.**

*SECTION 17*

**Limitation of Personal Liability.** A Director of the corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless:

- A. The Director has breached or failed to perform the duties of his or her office; and
- B. The breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness.

The provisions of this Section shall not apply to (a) the responsibility or liability of a director pursuant to any criminal statute; or (b) the liability of a director for the payment of taxes pursuant to local, state or federal law.

*SECTION 18*

**INDEMNIFICATION OF WLL AGENTS.** Any person who was or is a director, officer, employee or other agent of WLL (collectively “Agents”) may be indemnified by WLL for any claims, demands, causes of action, expenses, or liabilities arising out of, or pertaining to, the Agent’s service to or on behalf of WLL to the full extent permitted by California Corporations Code section 7237.

**ARTICLE IX – AFFILIATION**

*SECTION 1*

**CHARTER.** WLL 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 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 Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on WLL.

## **ARTICLE X – FINANCIAL AND ACCOUNTING**

### *SECTION 1*

The Board of Directors shall decide all matters pertaining to the finances of WLL. It shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of all funds in such manner as will give no individual or team an advantage over those in competition with such individual or team. The Board of Directors shall maintain a checking and savings account to do business with, currently held with Wells Fargo & Company. All financial transactions must be processed through the WLL Wells Fargo account, including the depositing or crediting of funds through the Merchant Services accounts held by WLL. All monies collected through concessions, donations, events, spirit wear or anything else associated with WLL will be accounted for and deposited in the WLL Wells Fargo account.

### *SECTION 2*

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

### *SECTION 3*

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 WLL treasury.

### *SECTION 4*

The Board of Directors shall not permit the disbursement of league funds for anything other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

### *SECTION 5*

No directors, officers, or members of WLL shall receive directly or indirectly any salary or compensation from WLL for services rendered as director, officer or member. Any directors, officers, or members of WLL who own or work for a business interested in providing services for pay to WLL (e.g., trophies, pictures) may compete for those services as part of an open bid process. Board members who own or work for a business competing in an open bid process for services with WLL shall not be involved in the final decision-making process and final vote regarding that specific bid.

### *SECTION 6*

All monies received, shall be deposited to the credit of WLL in the General Fund and all disbursements shall be made by check or debit card. All Snack Bar deposits will be double signature and reviewed by the league Treasurer or league President prior to



transacting. Any position generating income will be responsible for depositing those funds in the safe or with the treasurer or President either same day or next. The league Treasurer shall sign all checks and withdrawals and one other signature, by the President or Vice President, is also required. The ability to purchase league needed supplies and services must be performed using a league approved, Bank authorized purchase Wells Fargo card issues only to the Treasurer, President, Equipment Manager, Field Director, Sponsorship Director, Snack Bar Coordinator and Events Coordinator. All receipts/invoices/statements will be given to the treasurer for record keeping within 14 days of purchase.

**SECTION 7**

The fiscal year of WLL shall begin on the first day of October and shall end on the last day of September.

**SECTION 8**

Distribution of Property upon Dissolution. Upon dissolution of WLL, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of WLL to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are, or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code of any future corresponding provision.

**ARTICLE XI – AMENDMENTS**

**SECTION 1**

This Constitution may only be amended, repealed, or altered in whole or in part by a majority vote of the Members at a duly organized meeting, provided notice of the proposed change is included in the notice of such meeting.

A draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval.

**SECTION 2**

WLL Bylaws/Local League Rules may be amended, repealed or altered in whole or in part by a majority vote of the Board Members during the October Monthly Board Meeting, in conjunction with the recommended changes proposed by the Rules and Ethics Committee submitted to the Board of Directors during the month prior, provided notice of proposed change is included in the notice of such meeting.

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

## **Addendum 1 - Additional Board of Directors**

### *SECTION 1*

**REGISTRAR.** The Registrar shall:

- a) Be responsible for recording and maintaining WLL's Player Registration database and registration files;
- b) Be responsible for maintaining online registration program records and transactions; and
- c) Prepare for the President's signature and submission to Little League headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- d) Assist the Information Officer with Website Development, Systems Interface, Maintenance and Social Media Accounts.
- e) The Registrar should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- f) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### *SECTION 2*

**SCHEDULING ADMINISTRATOR.** The Scheduling Administrator shall:

- a) Develop and maintain the master schedule for all games, practices, and events, consistent with League field allocations and availability.
- b) Coordinate with the Player Agents, Umpire-in-Chief, Vice President, and President to ensure equitable field use and adherence to League policies, start times, time limits, and field assignments.
- c) Be in charge of the field light schedule to ensure lights are activated and deactivated according to field use and City requirements.
- d) Manage requests for game reschedules, cancellations, and make-ups, and promptly communicate approved changes to affected managers, Umpire-in-Chief, and Board Members.
- e) Maintain an up-to-date record of schedule changes and ensure all scheduling practices promote fairness, transparency, and efficiency.
- f) Notify the Umpire-in-Chief of any schedule changes so that umpire coverage can be adjusted accordingly.
- g) Maintain the League's scheduling platform (e.g., Sports Connect, GameChanger, or equivalent), ensuring accuracy and accessibility for families and volunteers.
- h) Ensure timely publication of schedules and revisions on League communication channels, including the website, email, etc.
- i) Support scheduling for League-wide events, including Opening Day, Picture Day, FunFest, and tournaments, in coordination with the Events Coordinator and President.

- j) The Scheduling Administrator should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- k) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### **SECTION 3**

**UMPIRE IN CHIEF (UIC).** The Umpire in Chief shall:

- a) Be responsible for conducting periodic safety training and performing spot checks during season games and practices;
- b) Administer contracts with agencies providing Major-Senior division umpiring;
- c) Generate recruitment and training of WLL's Junior Umpire Program for minor division support; and
- d) Maintain compliance of all safety and health equipment/apparatus.
- e) The Umpire In Chief should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- f) May not be a manager in the AAA division due to a potential conflict of interest.
- g) Perform an equal share of an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### **SECTION 4**

**FIELDS DIRECTOR.** The Fields Director shall:

- a) Be responsible for the care and maintenance of all WLL fields, bleachers and maintenance equipment, and facilities; including scoreboards and offsite practice field drags, chalkers/strippers, vehicles and bases.
- b) Be responsible for ordering and maintaining inventory of field maintenance products (Turface, fertilizers) and equipment (chalk/paint, chalkers/strippers, drags, and rakes).
- c) Be responsible for use and storage of all WLL bleacher shades and windscreens.
- d) Assist the City with any Needs, Concerns and improvements at any of the facilities WLL uses.
- e) Be trained in all field equipment and be able to train others.
- f) Schedule and oversee all Field Work Days, making sure to give plenty of notice for volunteers needed.
- g) The Fields Director should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand



Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.

- h) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 5**

**ASSISTANT FIELDS DIRECTOR.** The Assistant Field Director shall:

- a) Take directions and work with the Field Director.
- b) Be responsible for the care and maintenance of all WLL fields, bleachers and maintenance equipment, and facilities; including scoreboards and offsite practice field drags, chalkers/strippers, vehicles and bases.
- c) Assist the Fields Director with the City if they have any needs, concerns, and improvement at any of the facilities WLL uses.
- d) Be trained on all field equipment and be able to train others.
- e) Assist the Fields Director with scheduling and overseeing all Field Work Days.
- f) The Assistant Fields Director should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- g) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 6**

**EQUIPMENT MANAGER.** The Equipment Manager shall:

- a) Be responsible for the supply and control of all WLL baseball gear and uniforms; and
- b) Be responsible for WLL apparel, or to designate another Board Member or committee to be responsible..
- c) Be responsible for All-star and TOC apparel.
- d) Work with the President in getting Knaack Box keys to all managers.
- e) The Equipment Manager should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- f) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 7**

**SNACK BAR COORDINATOR.** The Snack Bar Coordinator shall:

- a) Work with and support the Treasurer; and
- b) Oversee the budget, operations and administration of all concessions including oversight of the Assistant Snack Bar Coordinator who is responsible for

scheduling volunteers, and maintaining supply/control of snack bar operations. Coordinator functions may be one of more acting as a committee.

- c) Schedule and oversee a Snack Bar clean out day.
- d) The Snack Bar Coordinator should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- e) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### **SECTION 8**

**ASSISTANT SNACK BAR COORDINATOR.** The Assistant Snack Bar Coordinator shall:

- a) Take directions and work with the Snack Bar Coordinator.
- b) Responsible for scheduling volunteers and assist in maintaining supply/control of snack bar operations. Coordinator functions may be one of more acting as a committee.
- c) Schedule and oversee a Snack Bar training for Jr Workers.
- d) The Snack Bar Coordinator should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- e) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

### **SECTION 9**

**VOLUNTEER COORDINATOR.** The Volunteer Coordinator shall:

- a) Oversee the recruitment, organization, and scheduling of League volunteers for all programs and events.
- b) Maintain records of volunteer participation, including required hours, assignments, and completed service.
- c) Coordinate with the President, Vice President, and Committee Chairs to determine volunteer needs for League operations such as the snack bar, scorekeeping, field preparation, and special events.
- d) Manage the system used to schedule and track volunteer shifts.
- e) Communicate regularly with team parents and volunteers to provide instructions, confirm assignments, and fill open shifts as needed.
- f) Maintain an accurate record of volunteer buyouts or exemptions in accordance with League policy.
- g) Support the Safety Officer in verifying volunteer compliance with training certifications when applicable.



- h) Report volunteer participation and compliance to the Board of Directors as requested.
- i) Promote a positive volunteer experience and encourage ongoing involvement in League programs and activities.
- j) The Volunteer Coordinator should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- k) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 10**

**EVENTS COORDINATOR.** The Events Coordinator shall:

- a) Be responsible for coordinating all aspects of events such as Opening Day, Closing Day, Fun Fest, and assisting with large fundraising events (e.g., Cornhole). This may include obtaining sources and establishing orders/contracts for equipment rentals, goods and services;
- b) Be responsible for coordinating all parent communications including oversight of divisional Team Parent Coordinators, activities, and communications with the assistance of all player agents when possible. Coordinator functions may be one of more acting as a committee; and
- c) Be in charge of the scheduling and ordering of team photos and trophies.
- d) The Events Coordinator should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- e) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

#### **SECTION 11**

**FINANCE & SPONSOR DIRECTOR.** The Finance & Sponsor Director shall:

- a) Be responsible for all sponsor programs; including signage, goods and services that use sponsor names/logos, and advertising/acknowledgement events;
- b) Oversee key functions such as Fundraising Coordinator and Fireworks Coordinator (if applicable). Coordinator functions may be one or more acting as a committee.
- c) The Finance & Sponsor Director should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.



- d) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

## **SECTION 12**

**INFORMATION OFFICER.** The Information Officer shall:

- a) Be responsible for online registration program/systems interface, Web site development, maintenance, and Internet services/contracts;
- b) Be responsible for sending articles or information to local media.
- c) Keeping standings and daily updates on Website.
- d) Be responsible for all social media accounts and updating their content.
- e) The Information Officer should help assist other Board Members at any WLL Event: Registration, Verification, Tryouts, Draft, Score Keepers Training, Team Parent Meeting, Safety Meeting/Clinic, Coaches Clinic, Umpire Clinic, Snack Bar Setup days, Snack Bar Training, Snack Bar Clean Out Days, Equipment Hand Out/Return, Fields Work Days, Opening Day, Fundraiser Events, TOC's, All Stars, etc.
- f) Perform an equal share of Snack Bar opening/closing shifts, as determined by the Snack Bar Coordinator, during the season.

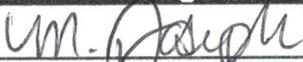
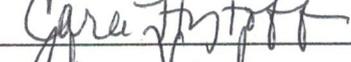


**2025-2026 WLL Constitution Ratification**

Regular Membership Vote Date: 08/24/2025

WLL Board Ratified Date: 12/14/2025

**Ratified By**

Position	Name	Signature
President	Michelle Joseph	
Vice President	Sean Bates	
Secretary	Cara Hytoff	
Treasurer	Josh Vaughan	