

# CONSTITUTION: Santee National Little League

League ID Number: 4054120

## THIS BOX FOR REGIONAL USE ONLY

Date submitted: 02/09/2025

Date accepted: 02/10/2025 Not accepted: N/A

### ARTICLE I. NAME

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

### ARTICLE II. OBJECTIVE

#### SECTION 1.

The objective of the Local League shall be to positively impact youth and communities using the power of youth baseball and/or softball to teach life lessons to build stronger individuals and communities.

#### SECTION 2

To achieve this objective, the Local League will provide a supervised program of baseball consistent with the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall consider and incorporate the values of Little League: Teamwork, Community, Inclusion, Fun, and Integrity. The molding of future citizens is of prime importance and the attainment of exceptional athletic skill or the winning of games is secondary. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall benefit any individual or be used in any substantial part to influence legislation or intervene in any political campaign on behalf of any candidate for public office.

### ARTICLE III. MEMBERSHIP

#### SECTION 1

Any person sincerely interested in active participation to further the objective of the Local League may apply to become a member.

#### SECTION 2

There shall be the following classes of Members:

##### 1. Regular Members ("Members") shall include: –

- a. Current year Managers, Coaches, Board Members, Local League Officers, and any registered volunteer, who have completed a background check.
- b. One Parent or one Legal Guardian for each registered player. Parents or Guardians of multiple registered players are limited to a maximum of two memberships.
- c. Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon approval by the Board and payment if applicable. Upon receipt of a written request to become a member, the Board of Directors shall vote upon the request at the next scheduled Board of Directors meeting.
- d. All Members must annually complete the Little League Official Application, submit to a background check pursuant to Regulation I (8) and (9), and complete abuse awareness training pursuant to Regulation I (10) before the commencement of the season.
- e. The Secretary shall maintain the role of membership to qualify voting Members. Only Members in good standing are eligible to vote at General Membership Meetings. Each Member is entitled to one vote.

2. **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 the Local League.
3. **Honorary Members** – Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or in the property of the Local League.
4. **Sustaining Members** – Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties, or obligations in the management of or in the property of the Local League.

### **SECTION 3**

Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League. Members shall not be actively engaged in the organization, operation and/or leadership of any other baseball and/or softball program.

### **SECTION 4**

Dues, if any, for Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Little League Regulation XIII (c).

### **SECTION 5**

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

1. The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including managers, coaches, and other volunteers when the conduct of such person is inconsistent with the values of Little League Baseball, Incorporated and is considered detrimental to the best interests of the players, Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and be given an opportunity to appear at the meeting to answer such charges.
2. The Board of Directors shall, in the case of a Player Member, give notice to the Manager of the team for which the player is a Player Member. Said Manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation in the Local League by two-thirds vote of those present at any duly constituted Board meeting.
3. If membership dues are collected, Members who fail to pay their fixed dues may, by a two-thirds vote of the Board present at any duly constituted Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership. The Board of Directors will establish the number of days within which applicants have to pay membership dues as part of the annual Policies and Procedures which shall be voted on at the first Board meeting of each fiscal year.

## **ARTICLE IV. BOARD OF DIRECTORS**

### **SECTION 1**

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

### **SECTION 2**

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

### **SECTION 3**

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

Board meeting or Special Board Meeting called for that purpose.

#### **SECTION 4**

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.

1. The President or Secretary shall at the request in writing of
  - 3 Directors
2. Issue the call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and only matters so stated in such notice may be acted upon at the Special meeting. Meetings of the Board of Directors may be held in-person and/or by telephonic or electronic means and such means shall be clearly stated in any meeting notice.
3. Notice of every Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at a minimum.
  - Five (5) Calendar day(s) before the time appointed for the meeting to the last recorded address of each Director.
4. At any meeting of the Board of Directors, the presence of
  - Half (50 percent) of the Board of Directors shall constitute a quorum for the transaction of regular business. If a quorum is not present, no business shall be conducted.
5. 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. Each board member shall be entitled to one vote per motion, no matter the number of positions they hold on the board.
6. A simple majority vote of the Directors present during a duly constituted Board of Directors meeting is necessary to approve any action relating to the general business of the Local league.
7. No Director shall be allowed to vote by proxy at any meeting of the Board of Directors.

#### **SECTION 5**

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

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

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director, Officer, Committee Member, or Member of the Local League in accordance with the procedure set forth in Article III, Section 5.

#### **SECTION 6**

Robert's Rules of Order shall govern the proceedings of all Local League meetings, including Board of Directors meetings. Any action taken by the Board of Directors at a meeting at which a quorum is present will be deemed the action of the Board of Directors, except where same conflicts with this Constitution. Minutes of all meetings will be recorded and will accurately reflect the action(s) taken.

### **ARTICLE V. DUTIES AND POWERS OF THE BOARD**

#### **SECTION 1**

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. Article V, sections 2 through 26 are all voting positions on the Board of Directors.

#### **SECTION 2**

**President** – The President shall:

1. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
2. Present a report on the condition of the Local League at the Annual Meeting.
3. Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.
4. Be responsible for the conduct of the Local League in strict conformity to the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
5. Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Disciplinary Committee as circumstances warrant.
6. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
7. With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and
8. Certify residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.
9. Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or other designated Board member.
10. Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.
11. Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.

### **SECTION 3**

**Vice President** – The Vice President shall:

1. 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 so act. When so acting, the Vice President shall have all the powers of that office.
2. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
3. Develop and maintain game schedules for all spring divisions.

### **SECTION 4**

**Secretary** – The Secretary shall:

1. Be responsible for recording the activities of the Local League and maintaining appropriate files, mailing lists, email lists and necessary records.
2. 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.
3. Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
4. Maintain a current list of all Regular Members in good standing and determine the number of Regular Members needed to constitute a quorum.
5. Issue membership cards to Regular Members, if approved by the Board of Directors.
6. 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.
7. 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.
8. Notify Members, Directors, Officers and Committee Members of their election or appointment. Provide each of these individuals with a copy of the Local League Constitution.

### **SECTION 5**

**Treasurer** – The Treasurer shall:

1. Perform such duties as are set forth herein and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
2. Receive all money and securities and deposit the same in a depository approved by the Board of Directors.
3. Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
4. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
5. 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 International.
6. Ensure Annual Taxes are prepared and filed with the IRS.

## **SECTION 6**

**Upper Player Agent** – The Player Agent shall:

1. Record all player transactions and maintain an accurate and up-to-date record thereof.
2. Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
3. Conduct tryouts, player draft, and all other player transactions or selection meetings.
4. Prepare the Player Agent's list.
5. Prepare for the President's signature and submission to Little League Baseball, Incorporated team rosters, including players claimed, and the tournament team eligibility affidavit.
6. Notify Little League Baseball, Incorporated of any subsequent player replacements or trades.
7. Prepare all All-Star documentation.
8. Manage Player pool.
9. Responsible for all competitive division players.
10. Be the point of contact between District and the league on all matters concerning the teen divisions (Intermediate, Juniors, and Seniors).
11. Coordinate with District as well as team managers on field availability and scheduling for Intermediate, Juniors, and Seniors games and practices.
12. Advertise the availability of teen divisions to potential players and their parents.
13. Ensure UIC has a game schedule so he/she can schedule umpires for all home games.
14. Coordinate picture day for the teen divisions.

## **SECTION 7**

**Lower Player Agent** – The Player Agent shall:

1. Record all player transactions and maintain an accurate and up-to-date record thereof.
2. Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
3. Prepare the Player Agent's list.
4. Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
5. Notify Little League International of any subsequent player replacements or trades.
6. Lower-level Player Agent will conduct a meeting with members of the T-ball and Rookies Divisions.
7. Responsible for all non-competitive division players.

8. Work with the Safety Officer to collect Player Medical Release forms.

## **SECTION 8**

**Safety Officer** – The Safety Officer shall:

1. 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.
2. 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 Regulation I(c)10 and as outlined in the Little League Child Protection Program.
  - f. Child Protection Program – If the League President so designates, the Safety Officer will ensure the league is compliant with all aspects of the Little League Child Protection Program.
3. Distribute the safety plan and incident report forms to each manager at the beginning of each season.
4. Make recommendations to improve any unsafe field conditions for players and spectators.
5. Maintain a confidential list of Code of Conduct offenders and provide feedback to the Board when managers and coaches are selected at the beginning of the year.
6. Be responsible for filing insurance claims.
7. Conduct a complete inspection of the playing fields prior to the new season's first official game of the playing season.
8. Have the full authority to stop, cancel, or interrupt any game at any time due to unsafe playing conditions.
9. Be active in these duties for the spring and fall seasons.

## **SECTION 9**

**Assistant Safety Officer** – The Assistant Safety Officer shall:

1. Assist the Safety Officer with maintaining a safe environment for Players and all participants of Little League.
2. Compliance – assist with compliance for board members, coaching staff and volunteers.
3. Reporting – assist with reporting information to the league/district.
4. Assist the Safety Officer with any of the above items in which the Safety Officer is responsible for.

## **SECTION 10**

**Director of Managers** – The Director of managers shall:

1. Represent coaches/managers in league.
2. Present a coach/manager training budget to the board.
3. Gain the support and funds necessary to implement a league-wide training program.
4. Order and distribute training materials to players, coaches, and managers.
5. Coordinate mini clinics as necessary.

6. Serve as the contact person for Little League International.
7. Develop and maintain spring practice schedule for all divisions.
8. Coordinate Managers meeting for Spring and Fall Seasons.

## **SECTION 11**

**League Information Officer** – The League Information Officer shall:

1. Set up and manage the league's official website and social media accounts (site authorized by Little League International).
2. Develop all marketing material for league.
3. Assign online administrative rights to other local volunteers.
4. Ensure that league standings, news and scores are updated online on a regular basis.
5. Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media.
6. Serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

## **SECTION 12**

**Director of Sponsorship** – The Director of Sponsorship shall:

1. Solicit and secures local sponsorships to support league operations.
2. Collect and reviews sponsorship opportunities.
3. Maintain records of monies secured through sponsorship initiatives.
4. Ensure regulations and policies related to sponsorship are followed.

## **SECTION 13**

**Director of Fundraising** – The Director of Fundraising shall:

1. Collect and reviews fundraising opportunities.
2. Organize and implement approved league fundraising activities.
3. Coordinate participation in fundraising activities.
4. Maintain records of monies secured through fundraising initiatives.
5. Ensure regulations and polices related to fundraising are followed.

## **SECTION 14**

**Director of Concessions** – The Director of Concessions shall:

1. Maintain the operation of concession facilities.
2. Organize the purchase of concession products.
3. Be responsible for the management of the concession sales at league events.
4. Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities.
5. Organize, tally, and keep records of concession sales and purchases.

## **SECTION 15**

**Assistant of Concessions** – The Assistant of Concessions shall:

1. Assist the operations and management of concessions booth.
2. Schedules volunteers to work at the concession booth during league events.

## **SECTION 16**

**Umpire-in-Chief** – The Umpire-in-Chief (UIC) shall:

1. Serve as coordinator of the local league umpire program.
2. Advise the League President on the local league umpire program.
3. Recommend volunteer umpires to League President to serve the league during the regular season.
4. Recruit, review, and retain volunteer umpires.
5. Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines.
6. Communicate rule changes to league volunteer umpires, managers, and coaches.
7. Recommend tournament-worthy umpires to the District Umpire Consultant
8. Attend umpire training programs at the district, state, and region levels.

## **SECTION 17**

**Director of Procurement** – The Director of Procurement shall:

1. Procure, store, and inventory all baseball equipment and uniforms for SNLL, within the scope of the budget approved by the Board of Directors.
2. Provide to the Board of Directors a cost analysis of League expenditures, by division, to furnish multiple teams of 15 with uniforms, baseballs, equipment bag, catcher's gear, etc. This analysis shall be available for inspection upon request by League participants/members.
3. Coordinate with Team Managers, as follows:
  - a. Schedule pick up of team uniforms and SNLL Loan Equipment no later than five days after the player draft or team assignments.
  - b. Require each manager sign for uniform receipt.
  - c. Require each manager sign for check out of SNLL Loan Equipment.
  - d. Upon return of SNLL Loan Equipment, Team Manager and Director of Procurement will sign for receipt of returned equipment.
  - e. SNLL Loan Equipment shall be cleaned and inspected for deficiencies. Any deficient equipment shall be replaced prior to the following season.
4. Submit a list of missing equipment and cost analysis for replacement of equipment to the Board of Directors at the end of the year meeting.
5. Order the rings/awards for the TOC winners.
6. Procure, store, and inventory all little stars and all-stars uniforms, pins, and/or any other items. or equipment in regard to the all-star season

## **SECTION 18**

**Assistant Procurement** – The Assistant Procurement shall:

1. Provide assistance to the Director of Procurement with purchasing, storage and inventory of all baseball equipment and uniforms for SNLL.
2. Monitor and track inventory of uniforms and baseball equipment.
3. Manage and track purchase orders from vendors.
4. Research potential vendors for uniforms and baseball equipment
5. Present potential vendors and cost analysis to Director of Procurement
6. Maintain records of purchases, inventory, and equipment loans to coaches from SNLL procurement inventory

## **SECTION 19**

**Director of Scorekeeping** – The Director of Scorekeeping shall:

1. Oversee and direct all league volunteer scorekeeping positions to ensure scorekeeper training and consistency.



2. Be responsible for the recruiting and training of official scorekeepers.
3. Be responsible for understanding baseball rules and scorekeeping technique.
4. Ensure there is an official scorekeeper for all League games.
5. Ensure that an official scorebook/game changer is provided for each level (division) of play and shall review each scorebook/game changer to identify games that require rescheduling.
6. Identify key player statistical information and develop collection and repository systems for purposes of evaluating all-star selection processes to be used as basis for next year's player formation.
7. Assist Tournament Director with Tournament Scorekeeping duties.
8. Ensure that official pitch count is maintained during each game (scorebook/game changer)

## **SECTION 20**

**Team Parent Coordinator** – The Team Parent Coordinator shall:

1. Facilitate the league's annual Team Parent meeting (one for Spring and another for fall seasons).
2. Coordinate with the Director of Scorekeeping to schedule Scorekeeper Training.
3. Serve as a liaison between the Team Parents and the Board of Directors.
4. Communicate issues to Team Parents throughout the season.

## **SECTION 21**

**Director of Tournaments** – The Director of Tournaments shall:

1. Oversee and manage the end of the year Tournament of Champions (TOC).
2. Oversee and manage any tournament hosted by SNLL including the Santee City TOC, the District TOC, and any All-Star Tournaments.
3. Prepare and maintain all tournament schedules.
4. Keep official records of games.
5. Attending all district meetings for tournament directors.
6. Organize volunteers to ensure all tournament support positions are filled for each game.
7. Coordinate with the Director of Field Maintenance to ensure all fields are prepared for tournament play.
8. Support the Director of Procurement in acquiring trophies/awards/all-star pins for league and district tournament play.
9. Distribute trophies/awards/all-star pins for league and district tournament play.
10. Coordinate ceremonial and pre/post-game procedures.
11. Be responsible for coordinating with other District 41 officials any and all District/City Tournaments.
12. Assist the Vice President in the development of game schedule in conjunction with the tournament schedule.

## **SECTION 22**

**Director of Fall-Ball** – The Director of Fall-Ball shall:

1. Along with the Player Agent, create and manage team rosters.
2. Along with the Safety Officer, ensure all volunteers have cleared a background check.
3. Coordinate with the District on the number of teams in each division, and the availability of fields, and provide the district with updated contact information for all managers.
4. Develop and maintain fall ball practice schedules.
5. Coordinate game time change request and modify schedule.
6. Coordinate with procurement team: issue of uniforms, team equipment, safety equipment

7. Maintain communication with managers on practice and game schedules/changes to schedule and field assignments.

### **SECTION 23**

**Director of Facilities** – The Director of Facilities shall:

1. Coordinate and submit field use permits with City and School district.
2. Apply for grants to improve fields and facilities.
3. Liaison between school district and league for matters concerning league facilities, maintenance, and upgrades.
4. Overseeing the planning and construction of new facilities or renovating existing ones
5. Assisting maintenance positions to complete all required tasks in a timely manner.
6. Creating and monitoring the facility's budget for maintenance, and improvement
7. Scheduling and managing routine maintenance on all building systems (electrical, plumbing, etc.)
8. Mitigating risk and overseeing safety and security
9. Inspecting the facility routinely to look for issues.
10. Overseeing all contractors that work with the facility.
11. Ensuring the facility complies with relevant laws, regulations, and safety standards.
12. Pursuing funding or grants for improvements of league facilities.

### **SECTION 24**

**Assistant Director of Facilities**– The Assistant Director of Facilities shall:

1. Assist the Director of Facilities in all aspects.

### **SECTION 25**

**Director of Maintenance** – The Director of Maintenance shall:

1. Maintain all Field and turf surfaces.
2. Maintain common areas.
3. Ensure trash is removed from fields.
4. Purchase necessary fields maintenance supplies.
5. Maintain a field maintenance budget.
6. Provide a walk-thru of our facilities during season coaches meetings.

### **SECTION 26**

**Assistant Maintenance 1**– The Assistant Maintenance 1 shall:

1. Assist the Director of Maintenance in all aspects.

### **SECTION 27**

**Challenger Representative-**

1. Working with local schools and communities to find players, managers, coaches and umpires.
2. Maintaining the game schedule and work with District to coordinate all challenger games.
3. Coordinating buddies for all players who request the assistance.
4. Work with the lower player agent to balance and form teams.

### **SECTION 28**

Additional Managers and Committees may be established by the Board of Directors and may be filled by people who do not serve on the Board of Directors but report to such. The need for and responsibilities of those positions

will be reviewed annually and included in the Local League's Policies and Procedures.

## **ARTICLE VI. COMMITTEES**

### **SECTION 1**

#### **Executive Committee**

1. The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the Local League.
2. The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.
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.

### **SECTION 2**

The Board of Directors may appoint such Committees as it may deem necessary or desirable and may prescribe the powers and duties of each Committee in Policies and Procedures. Committee Chairs and members of the Committees 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.

## **ARTICLE VII. GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**Definition** – A General Membership Meeting is any meeting of the membership of the league which is called in accordance with this Constitution. A minimum of one meeting per year (Annual Meeting, see Section 6) is required. General Membership Meetings may be held in-person and/or by other electronic means which allow for full participation by all Members.

### **SECTION 2**

**Notice of Meeting** – Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least 10 calendar days in advance of the meeting, setting forth the place, time, and purpose of the meeting.

### **SECTION 3**

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

### **SECTION 4**

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

### **SECTION 5**

**Absentee Ballot** – For the expressed purpose of accommodating a Regular Member in good standing who cannot attend a General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the Local League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (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 the Local League shall be held at the conclusion of the regular season each year on the Third Friday in May for the purpose of 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.

1. The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or a majority of the Directors, showing:
  - a. The condition of the Local League, to be presented by the President or his/her designee.
  - b. A general summary of funds received and expended by the Local League for the previous year, the amount of funds currently in possession of the Local League, and the name of the financial institution in which such funds are maintained.
  - c. The whole amount of real and personal property owned by the Local League where located, and where and how invested
  - d. For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated, or expended, and the purposes, objects, or persons to or for which such applications, appropriations or expenditures have been made.
  - e. The names of the people who have been admitted to Membership in the Local League during the preceding year.
2. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.
3. At the Annual Meeting, the Regular Members shall elect the Board of Directors. If the total number of Board candidates exceeds the number of available Board positions, then those Board candidates receiving the most votes will be considered elected to the Board. Regular Members may only cast a number of votes equal to or less than the board positions available. In the event of a tie in the number of votes received by two or more Board candidates for unfilled Board seats, a run-off election, in which all Members may vote, will be held for the tied Board candidates.
4. After the Board of Directors is elected, the Board shall meet to elect the Officers of the Board.
5. After the election, the Board of Directors shall assume the performance of its duties on August 1st or the end of the All-Star Season, whichever is later. The Board's term of office shall continue until its successors are elected and qualified under this section at the next annual meeting.

## **SECTION 7**

**Special General Membership Meetings** – Special General Membership Meetings may be called by the Board of Directors, by the Secretary or President at their discretion. Additionally, upon the written request of a minimum of five (5) Members, the President or Secretary 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 Special General Membership Meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than:

- Five (5) calendar days after the request is received by the President or Secretary.

## **SECTION 8**

Any vote by the Regular Members at a meeting at which a quorum is present will be deemed the action of the Regular Members, except where same conflicts with this Constitution. Minutes of all meetings will be kept and will accurately reflect the action(s) taken.

# **ARTICLE VIII. AFFILIATION**

## **SECTION 1**

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

## **SECTION 2**

The Official Playing Rules and Regulations as published by Little League Baseball Incorporated shall be binding on the Local League.

## **SECTION 3**

The local rules, ground rules and/or bylaws of the Local League shall be adopted by the Board of Directors at a

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

## **ARTICLE IX. FINANCIAL AND ACCOUNTING**

### **SECTION 1**

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

### **SECTION 2**

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

### **SECTION 3**

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

### **SECTION 4**

The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the Rules, Regulations, and Policies of Little League Baseball, Incorporated. All disbursements shall be made by check, or league credit or debit card. All checks shall be signed by both the Local League Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

### **SECTION 5**

No Board member authorized to disburse funds may be the spouse or family relative of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

### **SECTION 6**

No Director, Officer, or Member of the Local League shall receive, directly or indirectly any salary, compensation, or payment from the Local League for services rendered as Director, Officer, or Member.

### **SECTION 7**

All moneys received, including sponsorship and fundraising, shall be deposited into the financial account of the Local League which must be a federally insured bank or other certified financial institution as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

### **SECTION 8**

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

October 1 and shall end on September 30.

### **SECTION 9**

Upon dissolution of the Local League program for any reason and after all outstanding debts and claims have been satisfied, the Regular Members may either direct the remaining property of the Local League to another chartered Little League program in good standing with Little League Baseball, Incorporated or may direct the funds to Little League Baseball, Incorporated.

## **ARTICLE X. AMENDMENTS**

This Constitution may only be amended, repealed, or altered in whole or in part by a majority vote of sixty-six (66) percent 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 before a vote of the Membership is held.

This Constitution was approved by the Local League Membership on (date) 02/09/2025.

Nathan Almada

President's Name Nathan Almada

*Nathan Almada / 02/20/2025*

---

President's Signature Date

Little League ID No. 4054120

Federal ID No. (if available) 23-7292592

State ID No. (if available) [Click or tap here to enter text.](#)

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