

# **NORTHSIDE SUBURBAN LITTLE LEAGUE**

## **LITTLE LEAGUE CONSTITUTION**

### **ARTICLE I - NAME**

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

### **ARTICLE II - OBJECTIVE**

#### **SECTION 1**

The objective of the Local League 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 Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION 1**

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

#### **SECTION 2**

Classes. There shall be the following classes of Members:

(a) Player Members. Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.

(b) Regular Members. Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. The Secretary shall maintain the roll of membership to qualify voting members.

Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

(c) 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.

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

### SECTION 3

#### Other Affiliations.

(a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.

(b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

### SECTION 4

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

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

- (b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. 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 by two-thirds vote of those present at any duly constituted meeting.

#### **ARTICLE IV - DUES FOR REGULAR MEMBERS**

##### **SECTION 1**

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for fiscal year of this league.) Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII (c).

##### **SECTION 2**

Regular Members who fail to pay their fixed dues within fourteen (14) days of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

#### **ARTICLE V - GENERAL MEMBERSHIP MEETINGS**

##### **SECTION 1**

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

##### **SECTION 2**

Notice of Meeting. Notice of each General Membership Meeting shall be delivered electronically to each Member at the last recorded e-mail address and posted on the Local League's website at least fourteen (14) 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 electronic ballot of one fifth (20 percent) of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### SECTION 4

Voting. Only Regular Members shall be entitled to make motions and vote in elections and at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

### SECTION 5

Ballots. For the expressed purpose of accommodating voting by Regular Members in good standing and to minimize the costs to the Local League associated with mailing, voting on issues, including the election of board members, may take place electronically through a secure online site approved by two thirds of the Board of Directors. The Secretary shall be responsible for presenting proof of the verified results of such balloting on the date of the meeting.

### SECTION 6

Annual Meeting of the Members. The Annual Meeting of the Members of the Local League shall be held at the closing ceremonies of the spring season each year for the purpose of announcing the election of the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
- (1) The condition of the Local League, to be presented by the President or his/her designate;
  - (2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;

- (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
  - (4) 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;
  - (5) The names of the persons who have been admitted to regular membership in the Local League during such year. 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.
- (b) At the Annual Meeting, results of the election of Directors shall be announced. The number of Directors elected shall be not less than seven (7) and not more than twenty (20). The number of Directors may be determined by a vote of the Members of the Local League.
- (c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on the first day of June or as soon thereafter as is practical. The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) The Officers of the Board of Directors shall include, at a minimum, the President, Vice President, Treasurer, Secretary, one or more Player Agents, a Safety Officer and one or more Commissioners.

## SECTION 7

Special General Membership Meetings. Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of twenty (20) 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 meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than twenty one (21) days after the request is received by the President or Secretary.

## SECTION 8

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

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

### **SECTION 1**

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

### **SECTION 2**

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased up to twenty (20) at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

### **SECTION 3**

Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

### **SECTION 4**

Board Meetings, Notice and Quorum. Regular meetings of the Board of Directors shall be held following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- (a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of three Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of each Board meeting shall be given by the Secretary personally, or electronically to each Director at least three (3) days before the time appointed for the meeting to the last recorded e-mail address of each Director.
- (c) One third (thirty three percent) of members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

- (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.
- (e) Action Without a Meeting. Any action required or permitted to be taken by the Board of Directors may be taken via e-mail if there is no objection from any member of the Board. Written or e-mailed records, or minutes of such meeting shall be filed with the minutes of the proceedings of the Board.
- (f) Telephone and Electronic Meetings. The Board of Directors may participate in a meeting through use of conference telephone, electronic video screen communication, or other communications equipment so long as all of the following apply:
- (1) each director participating in the meeting can communicate with all of the other directors concurrently;
  - (2) each director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to a specific action to be taken by the Local League; and
  - (3) this Local League verifies that (i) a person communicating by telephone, electronic video screen, or other communications equipment is entitled to participate in the Board meeting as a director, or by invitation of the Board or otherwise, and (ii) all motions, votes, or other actions required to be made by a director were actually made by a director and not by someone who is not entitled to participate as a director.

## SECTION 5

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

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

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

## SECTION 6

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

## **ARTICLE VII - DUTIES AND POWERS OF THE BOARD**

### **SECTION 1**

Appointments. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

### **SECTION 2**

President. The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors;
- (b) Present a report of the condition of the Local League at the Annual Meeting;
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League;
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization;
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board;
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant;
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof; and,
- (h) With the assistance of the Player Agent and Commissioner, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

### **SECTION 3**



Vice President. The Vice President shall:

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

#### SECTION 4

Secretary. The Secretary shall:

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

#### SECTION 5

Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors;
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors;

- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors (all disbursements by check must have dual signatures);
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting; and,
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

## SECTION 6

Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof;
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility;
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings;
- (d) Prepare the Player Agent's list;
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit;
- (f) Notify Little League International of any subsequent player replacements or trades; and,
- (g) Administer the divisional player pool.

## SECTION 7

Safety Officer. The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League; and,
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

## SECTION 8

Commissioner. The Commissioner shall:

- (a) Represent coaches/managers in league;
- (b) With the approval of the Board of Directors , implement a league-wide training program;
- (c) Order and distribute training materials to players, coaches and managers;
- (d) Coordinate mini-clinics as necessary;
- (e) Govern any standings and preside over the resolution of disputes between teams within the Local League; and,
- (f) Serve as the contact person for Little League International.

#### SECTION 9

League Information Officer. The League Information Officer shall:

- (a) Set up and manage the league's official website (site authorized by Little League International);
- (b) Set up online registration and ensure the league rosters are uploaded to Little League;
- (c) Assign online administrative rights to other local volunteers;
- (d) Encourage creation of team web sites to managers, coaches, and parents;
- (e) Ensure that league news and scores are updated online on a regular basis;
- (f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media; and
- (g) Serve as primary contact person for Little League and Active Team Sports regarding optimizing use of the internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

#### SECTION 10

Fundraising Manager. The Fundraising Manager shall:

- (a) Solicit and secure local sponsorships to support league operations;
- (b) Collect and review sponsorship and fundraising opportunities;
- (c) Organize and implement approved league fundraising activities;
- (d) Coordinate participation in fundraising activities; and

(e) Maintain records of monies secured through sponsorship and fundraising initiatives.

#### SECTION 11

Concession Manager. The Concession Manager shall:

- (a) Maintain the operation of concession facilities;
- (b) Organize the purchase of concession products;
- (c) Be responsible for the management of the concession sales at league events;
- (d) Schedule volunteers to work the concession booth during league events; and
- (e) Organize and keeps records of concession inventories, sales and purchases.

#### SECTION 12

Purchasing Manager. The Purchasing Manager shall:

- (a) Secure bids on needed supplies and equipment and make recommendations for their purchase;
- (b) Issue such supplies and equipment; and,
- (c) Manage the repair, cleaning and storage of equipment at the close of the season

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

#### SECTION 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.

#### SECTION 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.

#### SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a

majority present at any meeting at which there is a quorum shall be the act of the Committee.

## ARTICLE IX - OTHER COMMITTEES

### SECTION I

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### SECTION 2

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

### SECTION 3

Finance Committee. The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Fundraising Manager and the Concession Manager shall be members of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations.

### SECTION 4

Building and Property Committee. The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

### SECTION 5

District Committee. The Board of Directors may appoint a District Committee consisting of the Local League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in interleague district functions including the selection of

members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

## SECTION 6

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

## **ARTICLE X - AFFILIATION**

### SECTION 1

Charter. 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

Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

### SECTION 3

Local Rules. The local rules, of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League 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 fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

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

### SECTION 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income in a common league treasury, directing the

expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

## SECTION 2

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

## SECTION 3

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

## SECTION 4

Disbursement of Funds. 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. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

## SECTION 5

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

## SECTION 6

Deposits. All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League at Wells Fargo & Company.

## SECTION 7

Fiscal year. The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

## SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to

exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

## ARTICLE XII - AMENDMENTS

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

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

This Constitution was approved by the

Little League Membership on (date).

President's Name (Print)

President's Signature \_\_\_\_\_(date).

Little League ID No.

Federal ID No. (if available)

State ID No. (if available)

**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.**