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**2014**

## **DEER PARK LITTLE LEAGUE CONSTITUTION**

P.O. Box 193  
Deer Park, Texas 77536

### **ARTICLE I – TITLE**

This organization shall be known as DEER PARK LITTLE LEAGUE, INC., hereinafter referred to as the “LOCAL LEAGUE”.

### **ARTICLE II - OBJECTIVE**

#### **SECTION 1**

The objective of Deer Park Little League is to promote in its members such qualities as courage, good sportsmanship, honesty, loyalty, and respect.

Note 1: As used hereinafter, the word “Board” shall mean the LOCAL LEAGUE governing Board of Directors.

Note 2: As used hereinafter, the words “Board member”, “Officer” or “Director” shall mean a person who has been duly elected or appointed to the LOCAL LEAGUE Board of Directors.

Note 3: As used hereinafter, the word “member” shall mean a Regular Member unless otherwise stated.

#### **SECTION 2**

To achieve this objective, the LOCAL LEAGUE will provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. All Directors, Officers and Members shall remember that exceptional athletic skill or winning games is secondary to the molding of future citizens. 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 games. No part of the earnings shall benefit any private shareholder or individual. The LOCAL LEAGUE shall not allow the promotion of information that is not directly associated with the league. The LOCAL LEAGUE will not support or endorse legislation, except that which directly impacts the proper business of the LOCAL LEAGUE. The LOCAL LEAGUES will 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 carry out the objective of the LOCAL LEAGUE may 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 lives within the authorized boundaries of the LOCAL LEAGUE 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 person, 18 years or older, actively interested in furthering the objective of the LOCAL LEAGUE shall be considered a Regular Member. Regular Members are those parent(s)/guardian(s) identified on the annual membership form. Also, all volunteers of age are Regular Members but must be on the voting polls by May 1st. A Volunteer Member is any person interested in furthering the objective of the LOCAL LEAGUE, but who is not a parent/guardian of a Player Member. The Secretary shall maintain the roll of membership to qualify voting members.

### 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 sanctioned baseball program. All members of the LOCAL LEAGUE Board, as well managers and coaches, whose activities in another youth baseball program are deemed detrimental to the operation of the LOCAL LEAGUE, can be removed by a majority vote of the Board of Directors.

### SECTION 4

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

- A. The Board of Directors, at a duly constituted Board meeting in which a quorum has been met (see Article VI, Section 8D), shall, by a two-thirds vote of those present, have the authority to discipline, suspend or terminate the membership of a member of any class, including managers and coaches, when the conduct of the person is considered detrimental to the best interest of the LOCAL LEAGUE and/or Little League Baseball, Inc. The member involved shall be notified of the meeting, informed of the general nature of the charges and given

an opportunity to appear at the meeting to answer such charges. The Board of Directors will review a terminated member's future participation rights annually.

- B. The Board of Directors shall, in regards to a Player Member, give notice to the manager of the team which the player is a member and the parent/guardian of the player member. All parties shall appear with the Player Member before the Board of Directors or a duly appointed committee of the Board of Directors, which shall have full power to enforce whatever disciplinary action deemed appropriate (including game(s) suspension or current season termination). The Board of Directors will review a terminated Player Member's future participation rights annually.

## **SECTION 5**

**Responsibilities.** It is the responsibility of the of the Player Members to abide by all of the Rules and Regulations as laid down by Little League Baseball Inc. and the LOCAL LEAGUE both on and off the baseball field.

It is the responsibility of Regular Members to abide by the Rules and Regulations of Little League Baseball Inc. and the LOCAL LEAGUE while at all activities in connection with Little League. It is imperative that we stand firm in our commitment to the "Parents Creed" and making our program a positive influence to our children. It is also a responsibility to support our League by being an active voting member. It is a responsibility to be a productive positive influence in your child's program.

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

### **SECTION 1**

No dues are required for Regular Members. However, the Board of Directors reserves the right to establish dues fixed at such amounts as determined necessary for a particular fiscal year (See Article X, Section 7). If dues are assessed, the Board of Directors will establish all procedures regarding their collection and accounting.

## **ARTICLE V – GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**Definition.** A General Membership Meeting is any meeting of the membership of the LOCAL LEAGUE (including Special General Membership Meetings (Section 4 of this Article). A minimum of one General Membership Meeting (i.e., Annual Meeting; see Section 2 of this Article) per year is required.

### **SECTION 2**

**Annual Meeting.** The annual meeting of the LOCAL LEAGUE'S members shall be held the third Wednesday of August for the purpose of receiving reports and for transactions of such business as may properly come before the meeting.

### SECTION 3

**Notice of Meetings.** Notice of the annual meeting of the members shall be mailed or otherwise delivered to each member at the last recorded address at least ten (10) days in advance thereof setting forth the time, place and purpose of the meeting, or in lieu thereof, notice may be given in such form as may be authorized by the Board from time to time, at a regularly convened meeting.

### SECTION 4

**Special Meetings.** The President, Secretary or the Board of Directors, at their discretion, may call special meetings of the members. Upon written request of ten (10) members, the President shall call a special meeting to consider a specific subject. No business other than what was specified in the notice shall be transacted at any special meeting of the members. Notice of the meeting must be placed on the LOCAL LEAGUE website at least one (1) week prior to the meeting and shall be posted conspicuously at the LOCAL LEAGUES' facilities at least ten (10) days in advance thereof setting forth the time, place and purpose of the meeting.

### SECTION 5

**Quorum.** The presence of seven (7) voting members shall constitute a quorum. If a quorum is not present, no business shall be conducted.

### SECTION 6

**Voting.** Only Regular Members in good standing (See Article III, Section 2B) shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

### SECTION 7

**Rules of Order.** Roberts Rules of Order shall govern the proceedings of all meetings, except where conflicts occur with this Constitution.

## ARTICLE VI - BOARD OF DIRECTORS

### SECTION 1

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

### SECTION 2

**Number of Board Members.** The number of Directors shall not be less than twelve (12) or more than twenty (20). Board members serve terms starting August 1st of the current year and ending July 31st of the following calendar year or after the last All Star Tournament is completed.

### SECTION 3

#### **Required Members.**

- A. The Board of Directors shall include as a minimum the President, Vice President, Secretary, Treasurer, Safety Officer, Player Agent, Equipment Manager, Field Manager, Purchasing Agent, Business Agent, and Coaches Agent whom shall hold office for the ensuing year or until their successors are duly elected.
- B. No Board member should hold more than one (1) office or position unless approved by a majority of the Board.
- C. By a majority vote at any regular Board meeting or Special Board Meeting called for such a purpose, the Board may appoint a member to the Board to fill a vacancy of the balance of a term only. The person so appointed will have all the rights, privileges, and responsibilities, including the right to vote on all Board business, of any regularly elected Board member.

### SECTION 4

**Executive Board Members.** The Board may elect to appoint regular members for specific tasks as outlined by the Board if deemed necessary. If such position(s) are added, the Board shall appoint the individual(s) filling the position(s). This is a non-voting position(s).

### SECTION 5

**Election Committee.** The Election Committee, elected by the Board, shall include at least one (1) representative from the regular membership in the LOCAL LEAGUE.

- A. The Election Committee shall meet no later than the 1<sup>st</sup> of May to prepare a slate of candidates for the following term. The Little League Operating Manual and this Constitution shall be used as a guide in selecting the nominees for the Board by the Committee. The Committee should be familiar with the duties of the offices to aid in the selection of candidates.
- B. The current President shall serve on the Committee in an advisory capacity.
- C. The Secretary shall prepare a master list of all eligible voters no later than the 1<sup>st</sup> of May. No proxy votes will be allowed. Eligible voters are Regular Members that include the parent(s)/guardian(s) of Player Members and Volunteer Members. In the event of multiple Player Members in a family, each parent/guardian will be limited to one vote.
- D. The Committee should weigh the following before approving a candidate to be placed on the ballot:

1. Past performance and participation
  2. Availability
  3. Knowledge of positions and responsibilities of the Board
- E. All Board members are elected at-large; therefore, the Committee should do everything in its power to place on the ballot prospective candidates from any and all divisions of the LOCAL LEAGUE. Write-in candidate space will appear on the ballots.
- F. The Election:
1. Dates for the opening and closing of the election will be given to the Committee by the President at the first meeting and will allow sufficient time for all members to vote at regularly scheduled or make-up games.
  2. Ballots will be uniform in size for verification purposes.
  3. The Ballot Box shall be locked at the beginning of the election and all keys given to a Board member not running for office, or a member of the Election Committee to hold until the box is opened after the final vote is cast.
  4. There shall be one (1) master list with the ballot box.
  5. The master list must be initialed by the voter at the time they deposit their ballot in the Ballot Box.
- G. Counting the Ballots:
1. All members of the Election Committee should participate in the counting of the ballots. The President and the Secretary must be present to verify the results.
  2. Any person on the ballot may also be present at the counting of the ballots.
  3. All results and ballots will be kept by the Secretary for a period of at least seven (7) days after the results are posted. Candidates must receive a majority vote to be elected for the following year.
- H. Protests:
1. Any protests of the election results or procedures shall be submitted in writing to the President within twenty-four (24) hours of the election results being posted. The person making the protest must sign all protests.
  2. All protests will be referred to the Board of Directors for resolution within twenty-four (24) hours after the protest is submitted.
  3. The Board shall conduct the hearing and hear arguments from all parties involved before making a ruling.
  4. All candidates will be informed of the protest and its disposition within twenty-four (24) hours of the Board's decision.

## SECTION 6

**Term of Office.** The term of office shall be for one-year beginning August 1st. (see Article VI, Section 2)

## SECTION 7

### **Meeting, Notices and Quorum.**

- A. First Meeting of New Board: A regular meeting of the newly elected Board shall be held immediately following the election for the purpose of electing officers for the ensuing year. The previous year's President shall call the meeting.
- B. Calling of Board Meetings: The President shall call a meeting whenever it is deemed necessary. The Secretary shall give notice of each meeting to each director by telephone, email or mail at the last recorded address. The Secretary should make an effort to notify all Board members three (3) days prior to such meeting. However, a Director can receive notice of a regular meeting twenty-four (24) hours preceding the meeting.
- C. Special Meetings: The Secretary shall call a special meeting at the request of three (3) Directors. The Secretary shall give notice of each meeting to each Director by telephone, email or mail at the last recorded address three (3) days prior to such meeting. Such notice shall include the purpose of the meeting. No business other than the stated purpose can be conducted at a special meeting.
- D. Quorum: Seven (7) 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.
- E. Rules of Order: Roberts Rules of Order shall govern the proceedings of all meetings, except where conflicts occur with this Constitution.

## SECTION 8

### **Duties and Powers.**

- A. The Board of Directors shall have the power to appoint standing committees as it shall determine appropriate and to delegate powers to them as the Board deems advisable and which it may properly delegate.
- B. The Board of Directors, at a meeting which has a majority present, shall, by a two-thirds vote of those present have the power to discipline, suspend, or remove any Director, Officer or Committee Member of the LOCAL LEAGUE in accordance with the procedure set forth in Article III, Section 4A.
- C. The Board shall present at the annual meeting of the members of the LOCAL LEAGUE a report verified by the President and Secretary, or by the majority of the Board of Directors, showing:
  - 1. The condition of the LOCAL LEAGUE;

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(s) of the financial institution(s) in which such funds are maintained;
3. The real and personal property owned by it, where located, and where and how invested;
4. The amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of 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;

A copy of such report shall be forwarded to the Little League Baseball, Inc. headquarters.

- D. The complete audited financial report shall be presented to the new Board of Directors for approval.
- E. The members of the Board of Directors are allowed to miss two assigned meetings or duties or duties they are scheduled for without calling the President or Vice President letting them know of their absence.
  1. Members should try to find coverage for their duty.
  2. This includes all duties listed in this constitution.
  3. After the two occurrences a Board of Directors meeting will be called for the Board of Directors to discuss the circumstances and the effort required of the volunteers in their elected positions.

## **ARTICLE VII - OTHER COMMITTEES**

\*Note: No couples may represent a committee together. One League Member per house hold on each committee.

### **SECTION 1**

#### **League Members.**

- A. League Members will volunteer and be appointed to all committees in Deer Park Little League.
- B. League Members can volunteer through their registration form.

### **SECTION 2**

#### **Finance Committee.**

- A. The Board may appoint a Finance Committee. This committee shall have the responsibility to determine a program of funding the operation of the LOCAL



LEAGUE. It shall advise the Board in matters pertaining to financial operation including ways and means.

- B. The committee will consist of three (3) to five (5) Directors. Directors shall be appointed by the President and approved by the Board. The Treasurer shall be one of the members and will serve as the chairperson.
- C. The committee will prepare an operating budget for the LOCAL LEAGUE and submit it for Board approval by January 1<sup>st</sup> of each year planned. This budget should include but not be limited to the following sources of income: 1) voluntary contributions; 2) sales of signs; 3) team sponsorships; 4) candy sales; and 5) other fund raising projects. The budget will also include expenditures for, but not limited to, the following: 1) uniforms; 2) equipment; 3) insurance (player, director and property); 4) maintenance supplies and equipment; 6) charter fees; 7) utility fees; and 8) operating expenses.
- D. The committee will base its budget on previous year's financial information and team numbers. If modification to the budget is necessary, it shall be made after league and team sizes are approved.

## SECTION 2

### **Building and Grounds Committee.**

- A. The Board may appoint a Building and Grounds Committee of three (3) to six (6) members who will report to the President and Vice President. The Field Manager will be one of the members of this committee and will serve as its chair.
- B. The committee shall investigate and recommend available suitable sites for development. This recommendation should include timetables, proposed drawings, and ways and means of finance. The last item is to be a cooperative effort with the Finance Committee.
- C. The committee will be responsible for the care and maintenance of the playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

## SECTION 3

**Discipline Committee.** The Board may appoint a Discipline Committee. The Discipline Committee shall investigate any inquiries directed to the committee with regard to members, Player Members, managers, coaches, umpires and spectators. The Discipline Committee shall report their recommendation directly to the President. The President will then submit before the Board of Directors to vote for approval.

## SECTION 4

**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 to serve on this committee. The committee will review the LOCAL LEAGUE 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 or membership, secure the services of a certified public accountant to accomplish such a review.

#### SECTION 5

**Managers and Coaches Committee.** The Board of Directors may appoint a Managers and Coaches Committee consisting of at least three (3) Directors and the President, who will serve as the advisory member. The Committee shall interview and investigate prospective managers and coaches and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be. The Committee will utilize the guidelines as outlined in Article XI – MANAGERS AND COACHES for the selection process.

#### SECTION 6

**Safety Committee.** The Board of Directors may appoint a Safety Committee of which the Safety Officer will serve as the chairperson. The Committee will be responsible for providing a safe environment, including grounds and equipment, for the activities of the LOCAL LEAGUE.

#### SECTION 7

**Playing Equipment Committee.** The Board of Directors may appoint a Playing Equipment Committee of which will make recommendations of the playing equipment and supplies used in the league. The committee will include at a minimum the Equipment Manager, Safety Officer and Purchasing Agent. The Committee will be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

#### SECTION 8

**Umpire Review Committee.** The Board of Directors may appoint an Umpire Review Committee for the purpose of reviewing umpire issues that may arise. The President will serve as the chairman of the committee. The President will take the committee recommendations to the Board for approval.

### ARTICLE VIII - DUTIES AND POWERS

#### SECTION 1

**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 on the condition of the LOCAL LEAGUE at the annual meeting.
- C. Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions as they 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 and rules and regulations of Little League Baseball, Inc. as agreed under the conditions of the charter issued to the LOCAL LEAGUE by that organization.
- E. Designate in writing any other officers, if necessary, that have the power to make and execute for/and in the name of the LOCAL LEAGUE contracts, leases and purchases that may have received prior Board approval.
- F. Investigate complaints, irregularities and conditions detrimental to the LOCAL LEAGUE. The results of these investigations shall be forwarded to the Board or designated committees.
- G. Submit the annual budget to the Board of Directors for approval and be responsible for the proper execution thereof.
- H. With the assistance of the Vice President and Player Agent(s), examine the applications and supporting proof-of-age documents of every player prior to tryouts and selection. The President is also required to certify residence and age eligibility prior to said tryouts and selection.
- I. With approval of the Board of Directors, appoint all managers, coaches, and umpires.
- J. Have the right to approve or disapprove any single non-budgeted expenditure up to \$300. The President will inform the Treasurer of all non-budgeted and budgeted expenditures approved by his/her action.
- K. Shall have the power to assign any regular member to at least on committee during his/her term.
- L. To be eligible to become President, the applicant shall have had at least two consecutive years as a board of Directors in good standing.

## SECTION 2

**Vice President.** The Vice Presidents shall:

- A. Perform the duties of the President in case of absence or disability of the President.
- B. Be responsible for the drafts and will ensure that they are conducted according to the guidelines established by Little League Baseball, Inc. and the LOCAL LEAGUE.
- C. Have any other duties as assigned by the Board of Directors and/or President.

- D. Coordinates efforts of other committee members and is Chair of those committee meetings.
- E. Coordinates parents meetings.
- F. Assist the President in conducting all day-to-day activities of individual Little League activities.
- G. Responsible for reviewing and approving the scheduling of all Little League practices, games, and make up games.

### SECTION 3

**Secretary.** The Secretary shall:

- A. Be responsible for recording the activities of the LOCAL LEAGUE and maintain appropriate files, mailing lists and other 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 lists of Regular Members, Directors and committee members. The Secretary shall give notice of all meetings of the LOCAL LEAGUE, Board of Directors, and committees.
- D. Keep the minutes of the meetings of the members, the Board of Directors, and have them recorded in a book dedicated to that purpose. At each Board meeting, copies of the previous meeting minutes will be available for all Board Members.
- E. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out orders, votes and resolutions not otherwise committed.
- F. Notify members, Directors, Officers and committee members of their election or appointment.
- G. Assist in the election process.
- H. To eligible to become Secretary, the applicant shall have had at least one year as a Board of Director member and be in good standing.
- I. Shall remind all members of past actions, agreements, and decisions as may be required during tenure.
- J. Shall pass on the records of their tenure to the successor so that the league can maintain archival records of all decisions. This shall be done using a league flash drive to be kept by the Secretary and hard copies filed in the file above the concession stand.

### SECTION 4

**Treasurer.** The Treasurer shall:

- A. Perform such duties as herein set forth and other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- B. Be responsible for the receipt, deposit and disbursement of all monies of the LOCAL LEAGUE in accord with the policies established by the Board of Directors.
- C. Be responsible for establishing and maintaining a checking account in the LOCAL LEAGUES' name, which requires the signature of two (2) officers to disburse funds. These officers shall be limited to the President, Vice President, Secretary or Treasurer.
- D. Maintain all league financial records in accordance with accepted business practices.
- E. Prepare a monthly financial statement for review and approval by the Board at the monthly meeting. The reports shall include all financial transactions of the LOCAL LEAGUE.
- F. Submit all financial records for a yearly audit to be done by the Auditing Committee or an outside independent certified public accountant. This report must be presented to the Board for approval. This report must be completed and submitted to the Board for approval and presented at the Annual Meeting.
- G. File any and all necessary paperwork with the Internal Revenue Service (I.R.S) every year by August 1<sup>st</sup>.
- H. Prepare an annual budget with the assistance of the Finance Committee if such committee is formed in accordance with Article VII, Section 1. If no such committee is formed, it will be the responsibility of the Treasurer under the direction of the President to prepare an annual budget for submission to the Board for approval by January 1<sup>st</sup> of each year planned.
- I. Keeps a file of all invoices, deposit slips, and receipts in League file above concession stand.
- J. Provide a bank transaction history report to the Board of Directors at the first meeting of each month.
- K. Provide a ledger book near the safe in the concession stand and insure its proper usage.
- L. Send out the directions in an email for the needs and requirements of the ledger book.
- M. Prepare an annual financial report, under the direction of the president, for submission to the Membership and Board of Directors at the annual meeting, and to Little League Headquarters.
- N. To be eligible to become Treasurer, the applicant shall have served at least two consecutive years as an active Board member and be in good standing.

## SECTION 5

**Player Agent(s).** The Player Agent(s) shall:

- A. Record all player transactions and maintain an accurate and up-to-date record thereof.
- B. Be responsible for setting up and conducting the player tryouts and player selection (draft). The Player Agent, along with the President and Vice President, will be responsible for the transfer of players and will assist in verification of birth records and other documentation to determine eligibility of player members in their respective league. The Player Agent will be responsible for preparing an up-to-date roster of all teams in their league. The rosters are to be submitted to their respective League Vice President(s) before opening day.
- C. Prepare team rosters for the President's approval and then download to Little League Headquarters. Prepare tournament team eligibility affidavits for the President's signature and submission to Little League Headquarters.
- D. Notify Little League Headquarters of any subsequent player replacement or trades.
- E. Arrange all replacement players when a player is lost.
- F. Must approve all player trades.
- G. The Player Agent must not manage, coach or umpire a team in Deer Park Little League for the season.
- H. Must provide a roster of all registered players on drafted teams to President, Vice President, and Division Vice President's prior to first practice and then again prior to first game.

## SECTION 6

**Equipment Manager.** The Equipment Manager shall:

- A. Be responsible for the maintenance of all equipment, materials, and supplies needed for the operation of the LOCAL LEAGUE.
- B. Be responsible with assistance of the Safety Officer to see that all equipment meets Little League Baseball, Inc.'s safety requirements.
- C. Be responsible to secure and store the LOCAL LEAGUES equipment and will provide such equipment in time for tryouts the following year.
- D. Establish and maintain an inventory of all league equipment and report equipment inventories at the Final Board of Directors meeting each season for inclusion in meeting minutes.
- E. Ensure positive control of all league equipment by establishing and maintaining checkout/in procedures with names of members possessing league equipment.
- F. Orders all needed new player and league equipment per board of Directors decision and approval.

- G. Responsible for collecting a current check from each manager at equipment checkout. Same check is to be returned to manager upon return of equipment.
- H. Responsible for keeping the equipment closest secure and organized.
- I. Orders all game balls for game play.

#### **SECTION 7**

**Field Maintenance Manager.** The Field Maintenance Manager shall:

- A. Prepare for presentation and approval of the Board, a list of needed improvements, repairs and supplies by field. Such list shall include the estimated cost to complete the task.
- B. With Board approval, and working with the Purchasing Agent obtain needed materials, equipment, supplies, etc. including needs throughout the season.
- C. Ensure that proper application (use) instructions are given to all users of equipment, supplies and materials.
- D. Be responsible for the conditions of all playing fields of the Local League.
- E. Coordinates with President and Vice President to schedule Spring and Fall field work days.
- F. Coordinates with the Safety Agent to address all critical safety issues identified in the ASAP in a timely manner.

#### **SECTION 8**

**Division Vice President(s).** The League Vice President(s) shall:

- A. Be responsible for the overall operation and conduct of their respective league.
- B. Be the first person responsible for all matters regarding issues in their respective league.
- C. Inform the President and Vice President of the League with any issues or protests in your respective division.
- D. Conduct routine checks for the field in your respective division to ensure safety and maintenance and report to the Field Manager and Safety Agent of needs.
- E. Be present at the draft and All Star selection for your respective division.
- F. Will complete a Manager and Coach evaluation form for all managers and coaches.
- G. The Division Vice President cannot coach in the division in which they are head of.
- H. The Division Vice President cannot have a child playing in the division in which they are head of.

#### **SECTION 9**

**Safety Officer.** The Safety Officer shall:

- A. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment all participants of Little League Baseball.
- B. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- C. Coordinates all safety activities including supervision of the ASAP (A Safety Awareness Plan).
- D. Ensures safe playing conditions.
- E. Solicits suggestions for making conditions safer at fields.
- F. Obtain, update, and maintain First Aid kits throughout the park.
- G. Responsible for maintaining the league lightening detector.
- H. Ensure all safety documents are appropriately filled out and filled.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) 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.

## SECTION 10

**Business Agent.** The Business Agent shall:

- A. Be responsible for obtaining league sponsors and collecting funds from such.
- B. Coordinates with Treasurer to make sure that all sponsorships are paid.
- C. Coordinates with Field manager to make sure all sponsor banners are correctly displayed.
- D. Responsible for sponsor set up and activities for opening and closing ceremonies.
- E. Responsible for the coordinating, planning, and directing of fundraisers.
- F. Coordinates participation in fundraising activities.
- G. Maintains records of money secured through sponsorship and fundraising.
- H. Send out fundraiser/ sponsorship mail outs.
- I. Soliciting of donations for the League.



## SECTION 11

**Purchasing Agent.** The Purchasing Agent shall:

- A. Be responsible for soliciting of bids, recommendation and procurement of all supplies and equipment for the operation of the league.
- B. Coordinates with the Treasurer to ensure that all contracts and invoices are kept up to date and all invoices are paid.
- C. Orders and distributes Fall and Spring uniforms with Team Mom Agent.
- D. Orders and distributes Majors all Star uniforms and All Star hats.
- E. Store, organize, and keep inventory of uniforms, league merchandise, and hats.
- F. Orders Board of Directors Shirts and Wind Breakers.
- G. Coordinates and orders league apparel for sale at fields.
- H. Coordinates with Information officer to get merchandise for sale on website.
- I. Coordinates with board for supplies and re-order needs.

## SECTION 12

**Coaches Agent.** The Coaches Agent shall:

- A. Be responsible soliciting and obtaining qualified personnel to be considered for the position of Manager and Coach of Record in the LOCAL LEAGUE.
- B. Be responsible, along with the respective Division Vice President of each league, for the conduct of all Managers and Coaches.
- C. Must conduct a background check for every volunteer and all coaches applications submitted to the Board of Directors.
- D. Must hand out the Manager/Coach Agreement form and collect them once the form is signed prior to the first game.
- E. Distributes information to Manager/Coach concerning practices, games, and all impertinent information to get out to the teams.

## SECTION 13

**Information Officer.** The Information Officer shall:

- A. Manage the league's official home page on the LOCAL LEAGUE sponsored website:
- B. Assign administrative rights to league volunteers and teams;
- C. Ensure that league news and scores are updated on a regular basis;
- D. Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media;

- E. Be responsible for the updating of all messages on the Deer Park Little League website and Facebook page.
- F. Collects, posts, and distributes important information on League activities.
- G. Ensures League is properly promoting all events.
- H. Passes out flyers to all schools concerning registration.
- I. Coordinates with Player Agent regarding online registration.
- J. Keeping the board of Directors meeting dates, times, and place up to date on the League website.
- K. Will keep the League website up to date and information accurate at all times.

#### **SECTION 14**

**Scheduling Agent.** The Scheduling Agent shall:

- A. Be responsible for creating, distributing, and maintaining all games and practice schedules.
- B. Responsible for creating, distributing, and posting of Board Duty schedule.
- C. Coordinates with the Umpire Chief and Division Vice Presidents for all practice and game schedules.
- D. Has game schedule to the President and Vice president for approval as soon as possible after draft is complete.

#### **SECTION 15**

**Team Mom Agent.** The Team Mom Agent shall:

- A. Be responsible for communication with and the coordination of the League's team's parent's.
- B. Responsible for coordinating, planning, and directing team photos.
- C. Liaison between team parents and the Board of Directors.
- D. Will assist Business Agent with Team fundraising.
- E. Coordinates the rides and booths at opening day and mid-season madness.
- F. Coordinates Team Mom meetings to inform and support League team moms in their seasonal duties.
- G. Coordinates with the treasurer to ensure that all contracts are kept up to date and all invoices are paid

#### **SECTION 16**

**Concession Stand Manager.** The Concession Stand Manager shall:

- A. Responsible for manning, operating, and maintaining the league's concession stand.
- B. Organizes and inventories all materials (food, drinks, paper goods, etc.) in the concession stand.
- C. Responsible for the management of the concession sales at league events.

- D. Schedules team volunteers to work the concession stand during league events.
- E. Organizes, tallies, and keeps records of concession sales and purchases to be presented at the first board of Directors meeting each month.
- F. Responsible for posting directions for operating all equipment in the concession stand.
- G. Responsible for posting instructions for opening and starting up the concession stand.
- H. Responsible for posting instructions for the closing and cleaning of the concession stand.

## **ARTICLE IX - AFFILIATION**

### **SECTION 1**

**Charter.** The LOCAL LEAGUE shall annually apply for a charter from Little League Baseball, Inc. and shall do all things necessary to maintain such charter. The LOCAL LEAGUE will 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 Rules and Regulations, as published by Little League Baseball, Inc., Williamsport, Pennsylvania, are binding on the LOCAL LEAGUE.

### **SECTION 3**

**Local League/Option Rules.** The Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season shall adopt the local league/option rules of the LOCAL LEAGUE. The local league/option rules shall in no way conflict with the Rules and Regulations of Little League Baseball, Inc. unless so approved by Little League Baseball, Inc., nor shall they conflict with this Constitution.

## **ARTICLE X - FINANCIAL AND ACCOUNTING**

### **SECTION 1**

**Authority.** The Board of Directors shall decide all matters of finance pertaining to the LOCAL LEAGUE. It shall place all income in a common league treasury, directing the expenditures in such a manner as will not give any 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 same for the common treasury of the LOCAL LEAGUE, thereby discouraging favoritism among teams and to endeavor to equalize the benefit of the LOCAL LEAGUE.

## SECTION 3

**Solicitations.** The Board 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 LOCAL LEAGUE treasury.

## SECTION 4

**Disbursement of Funds.** The Board shall not permit the disbursement of LOCAL LEAGUE funds for anything other than the conduct of Little League activities in accordance with the Rules and Regulations of Little League Baseball, Inc. All checks shall be signed by any one of the following LOCAL LEAGUE officers: President, Vice President, or Treasurer.

## 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 monies received shall be deposited to the credit of the LOCAL LEAGUE in a financial institution approved by the Board of Directors.

## SECTION 7

**Fiscal Year.** The fiscal year of the LOCAL LEAGUE 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 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 herein, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

## SECTION 9

**IRS Form 990.** The LOCAL LEAGUE Treasurer will be responsible for filing IRS Form 990 as soon as possible after the end of the fiscal year. (Tax Exempt Return of Organization From Income Tax).

## ARTICLE XI – MANAGERS AND COACHES

### SECTION 1

**Selection.** Team Managers and Coaches shall be nominated annually and be approved by the majority of the Board of Directors. New Major League Managers must have a minimum of one year's experience in the LOCAL LEAGUE as either a manager or Coach of Record. In the event enough experienced applicants cannot be obtained or approved, the President with the approval of the Board of Directors may appoint from its applicants those individuals deemed most qualified to promote the objectives of Little League Baseball Inc.

### SECTION 2

**Requirements.** Criteria for Managers and coaches is as follows: He/She must be an honest person with good character. He/She shall have a desire to work with young boys or girls and the ability to teach not only the fundamentals of baseball but also the fundamentals of life. This person must pass a background check as outlined by Little League Baseball Inc. It is also necessary to have enough free time to be able to devote to this endeavor. A Manager or Coach must be at least 18 years of age.

### SECTION 3

**Responsibilities.** Team managers will be responsible for the selection of their team. They will be responsible for their teams and players actions on and off the field. Managers will be responsible for their selections of their assistants with the approval of the Board of Directors and will be responsible for the conduct of such assistants on and off the field.

### SECTION 4

**Applications and Interviews.** Each prospective Manager or Coach will have to submit a Coaches Application to the League's Coaches Agent prior to the baseball season. Before Managers and Coaches are selected for the season all applicants will undergo an informal interview by either the Board of Directors or the Managers and Coaches Committee.

### SECTION 5

**Discipline.** The Board reserves the right to discipline Managers and Coaches up to and including termination.

### SECTION 6

**Duties.** It will be the responsibility of each Manager and Coach to perform their duties as outlined in the Coaches Manual.

## **ARTICLE XII- AMENDMENTS**

This constitution may be amended, repealed or altered in whole or in part by a 2/3 majority vote of any duly organized meeting of the Board of Directors, provided notice of the proposed change is included in the notice of such meeting. The draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval.

## **ARTICLE XIII- LEAGUE BOUNDARIES**


### **SECTION 1**

The boundaries of Deer Park Little League Incorporated are as follows:

- (a) To the North the city is bordered by Texas State Highway 225
- (b) To the South the city is bordered by Spencer Highway.
- (c) To the West the city is bordered by Louisiana Street.
- (d) On the Southwest corner the border goes from Spencer to Red Bluff.
- (e) The Southwest corner is tied by Red Bluff in an irregular direction ties into Louisiana Street.
- (f) Bordering on the East is the City of La Porte which also falls under Deer Park Little League. La Porte does not have a Little League program.

**The Deer Park Little League Board of Directors on  
October 3, 2013 approved this Constitution.**

**Attested By: Katherine Roessler  
President, Deer Park Little League**

Signature:  Date: 10/3/13

**Little League ID Number:**

**03431702**