**CONSHOHOCKEN LITTLE LEAGUE**

**CONSTITUTION AND BYLAWS**

**ARTICLE I NAME**

This organization shall be known as the Conshohocken Little League, hereinafter referred to as the “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 qualities of good sportsmanship, honesty, loyalty, courage, and respect for authority. The Local League program is designed to develop superior citizens rather than superior athletes.

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 bear in mind that athletic ability and outcome of games comes secondary to the growth and wellbeing of the future citizens of the community.

**ARTICLE III MEMBERSHIP**

SECTION 1

*Classes*

1. Player Member- Any child who meets age requirements and who resides within authorized boundaries of the Local League or resides outside of the boundaries and obtains the necessary waiver shall be eligible for participation but shall have no authority, duties, or obligations in the management or property of the Local League.
2. Regular Member- Any adult actively supporting the Local League through volunteering shall be eligible for this membership. These persons are recognized, and nominated by Board Members, and must attend a minimum of three (3) general meetings between September and August (Local League’s fiscal year). Once they have attended the three (3) required meetings they are immediately eligible to vote on general league matters for further Board discussion. The President shall consult with Board Members, and prepare a list of persons who are eligible for Regular Membership. This list shall be submitted to the Local League Board Members for approval during the annual meeting held in September. 2/3 vote is required for approval. Newly appointed Regular members shall be notified of approval by the Local League President after the annual meeting.
3. Committee Member-Any adult actively supporting the Local League through Regular Membership shall be eligible for this membership. This support includes, but not limited to, registration, division coordinators, managers, assistant coaches, umpires, team parents, field maintenance, fundraising, opening day, fireworks, and concession stand workers. These persons are recognized, and nominated by Board Members, and must attend a minimum of three (3) general meetings as a Regular Member between September and August (Local League’s fiscal year). The President shall consult with Board Members, and prepare a list of persons who are eligible for Committee Membership. This list shall be submitted to the Local League Board Members for approval during the annual meeting held in September. 2/3 vote is required for approval. Newly appointed Committee members shall be notified of approval by the Local League President after the annual meeting. All Committee Members must give the Local League Safety Officer permission to submit a Criminal Background check or produce one that is completed. One chairperson per committee will be selected upon approval as a point of contact throughout the Local League’s fiscal year.
4. Board Member- Any adult who has been in attendance as a Regular Member for a minimum of five (5) general meetings between September and August (Local League’s fiscal year) shall be eligible for this position. The President shall submit this list to the Local League Board Members for approval during the annual meeting held in September. Such a list shall be compiled of person nominated by Board Members and Committee Chairpersons. 2/3 vote is required for approval. Board Member positions needing immediate attention shall be filled accordingly during any Board Meeting or Special Meeting. Newly appointed Board Members shall be notified of approval by the Local League President. All Board Members must give the Local League Safety Officer permission to submit a Criminal Background check or produce one that is completed.

SECTION 2

*Suspension or Termination of Membership (2/3 vote required by active Board Members)*

1. Player Membership, Regular Membership, Committee Membership, and Board Membership, may be terminated by resignation or action of the Board Members. Board Members shall have the authority to suspend or terminate the membership of any class, when the conduct of such person is considered detrimental to the best interests of the Local League, or Little League, Inc. All parties involved will be notified by the Local League President, and are the only parties permitted to attend. The Local League Member involved shall be notified within 48 hours of such a meeting, and given the opportunity to appear and defend any accusations.
2. In the event of Player Membership suspension or future termination of play, the parent or guardian and team manager must be notified within 48 hours of the scheduled Board Meeting. These parties will be informed of the nature of such charges, and will be the only parties permitted to attend. During this meeting, these parties will have the opportunity to appear and defend any accusations.
3. Any non-player membership may be suspended or revoked for missing three (3) consecutive meetings without good cause, or for not working actively for the Local League.

**ARTICLE IV MEETINGS**

SECTION 1

*Types of Meetings (The Local League President shall govern proceedings of all meetings.)*

General Meetings-Notice of dates, times, and agendas must be posted to the Local League’s website at least once a month. Meetings are currently held on the second Thursday of each month and last approximately thirty (30) minutes. All members are welcome to attend.

Board Meetings-Immediately follow General Meetings. Board Members only are permitted to attend.

Special Meetings-Are called by the Local League President only to discuss a specific matter. 48 hour notice is required for Special Meetings. Board Members only are permitted to attend.

Annual Meeting-Shall be held in September of each year for the sole purpose of electing the Board of Directors. No other business will be conducted at the Annual Meeting. All Regular Members shall be notified by the Secretary at least ten (10) days in advance of the scheduled meeting via Local League e-mail, and website posting. All Members are welcome to attend.

**ARTICLE V COMMITTEES**

SECTION 1

*Duties (Each Committee shall consist of one chairperson and multiple members appointed by the Board of Directors. Chairpersons shall submit announcements via league e-mail and website through the Local League Secretary.)*

*\*Participating on a committee will not serve as an opt out to a family’s volunteer requirements during the season\**

Registration

(a) Organize a committee of volunteers to help with the Local League registration process.

(b) Publicize registration activities (via school flyers, cable TV, newspapers, email blasts).

(c) Manage in-person registration, if appropriate, and respond to registration inquiries.

(d) Assemble and distribute all registration paperwork for spring and fall leagues as well as any other additional programs approved by the Board.

(e) Work with the Treasurer to ensure collection of registration/league fees.

Division Coordinators

(a) Represent coaches/managers in their respective leagues.

(b) Nominate coaches for each team in their respective leagues for Board approval.

(c) Assist league teams with the coordination of equipment delivery/return with Equipment Director and practice/game schedule with the Master Scheduler.

(d) Oversee the coaches, players, and games within their leagues to resolve any discrepancies/questions that may arise during the season.

(e) Nominate coaches for travel/all-star teams and provide assistance to the player agent and coaching coordinator as needed in naming coaches and players to said teams.

Fundraising

(a) Propose fundraising events to the Board for consideration.

(b) Coordinate a committee to schedule and organize fundraising events approved by the Board.

(c) Coordinate the Opening Day raffle with the Registration Director.

(d) Coordinate getting required funds from the Treasurer for pre-approved activities and turn in all collected funds to the Treasurer to be deposited to the league account

Field Maintenance

(a) Propose an annual budget for field maintenance.

(b) Manage the field crew responsible for maintaining safe field conditions and coordinating field clean-up days for opening and closing of fields.

(d) Order maintenance supplies in accordance with the Board-approved budget or as specifically approved by the Board.

(e) Manage any contracts with landscapers approved by the Board.

Concessions

(a) Purchase and maintain supply of all products sold in snack stand and associated supplies.

(b) Price items sold in snack stand in coordination with the Treasurer.

(c) Coordinate with team parents on a schedule of workers, as well as coordinating volunteers to open and close each night.

(d) Collect and log snack stand revenue, ensure remittance of cash receipts to the Treasurer.

(e) Organize a committee of volunteers to help with these responsibilities as needed.

Opening Day

(a) Provide a budget to the Board for approval for all Opening Day activities

(b) Coordinate a committee to organize the Opening Day activities which include preparation of Opening Day booklet, schedule guests, schedule photographer for team/player pictures and other opening day fundraisers, create volunteer schedule, and coordinate with Snack Stand Directors as necessary.

Team Parent

(a) Assist the team’s manager with correspondence to other team parents

(b) Coordinate with the Concessions committee, Umpire in Chief and Field Maintenance committee to ensure all team requirements are met

(c) Work as an advocate for the league in encouraging members to volunteer and assisting them in efforts to become more involved with the league

Tournament Committee

(a) Prepare a budget for Board approval of all tournaments to be hosted by the Local League.

(b) Coordinate and oversee all tournament activities including team registrations, tournament rules and game scheduling.

(c) Develop a committee as necessary to assist in tournament hosting (ex. Field Maintenance).

**ARTICLE VI BOARD MEMBERS**

SECTION 1

Duties

(a)President

(b)Vice President

(c)Secretary

(d)Treasurer

(e)Player Agent

(f)Umpire in Chief

(g)Safety Officer

(h)Information Director

(i)Equipment Manager

(j)Coaching Coordinator

(k)Corporate Sponsorship

(l)Member at Large (4 maximum)\*

\*Number of Member at Large positions filled will be based on Board discretion

**ARTICLE VII OFFICERS – DUTIES AND POWERS**

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) 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 an annual budget with the assistance of the Treasurer, submit the budget to the Board of Directors and be responsible for the proper execution thereof.

(h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

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(i) Be the presiding officer at each meeting of the Board and Executive Committee and be responsible for the date, time and agenda for said meetings.

(j) The President shall not be eligible to manage a tournament/district team without 2/3 board approval.

Vice President - The Vice President shall:

(a) Perform the duties of the President in the absence or disability of the President, provided the Vice President is authorized by the President or Board to so act. When so acting, the Vice President shall have all the powers of the President’s office.

(b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

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 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) Notify Members, Directors, Officers and committee members of their election or appointment.

Treasurer - The Treasurer shall:

(a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.

(b) Receive all monies and securities and deposit same in a depository account approved by the Board of Directors.

(c) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary (if applicable), 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.

(d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

(e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

(f) Ensure that the organization files the necessary annual forms required by federal and state authorities to maintain proper tax-exempt status.

(g) Oversee the ordering of uniforms for the Local League.

(h) Supply a monthly financial status report at each General Meeting.

Player Agent – The Player Agent shall:

(a) Make and maintain a schedule for all practices/games.

(b) Conduct the tryouts, the player draft and all other player transaction or selection meetings.

(c) Handle registration and all movement of players within the League.

(d) Attend all drafts.

(e) Verify the date-of-birth and eligibility for all players within the League during their first year of evaluations.

(f) Obtain necessary waivers for out-of-boundary players.

(g) The Player Agent shall not be eligible to manage a regular season team unless the Board deems there to be a lack of qualified applicants.

(f) Work with Coaching Coordinator and division coordinators in naming coaches and players to travel/all-star teams.

(g) Maintain call-up lists for each division

Umpire in Chief – The Umpire in Chief shall:

(a) Develop group of umpires who will be available to work all Local League games required.

(b) Schedule umpires throughout season, playoffs and tournaments to ensure all Local League games are covered as needed.

(c) Coordinate and schedule training for umpires as required.

(d) Assist the Board as necessary in the development of an umpire fee schedule

Safety Officer - The Safety Director shall:

(a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.

(b) Be responsible for annually updating the Local League Safety Manual prior to Opening Day.

(c) Be responsible for ensuring that all registered coaches and Board members have applied for and received state-required clearance on background checks.

(d) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

(e) 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.

(f) Ensure that all fields and the snack stand are properly stocked with medical supplies

Information Director - The Information Director shall:

(a) Manage the league’s webpage (site authorized by Little League International).

(b) 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.

(c) Provide ongoing communications primarily email and mass mailings to league families and the general public.

(d) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media.

(e) Manage the online registration process and ensure that league rosters are maintained on the site.

Equipment Manager –The Equipment Manager shall:

(a) Present an equipment budget to the board, as appropriate.

(b) Order new equipment in accordance with the Board-approved budget or as specifically approved by the Board.

(c) Maintain, inventory, store and distribute/collect all equipment to/from each team, as necessary.

Coaching Coordinator – The Coaching Coordinator shall:

(a) Oversee all Division Coordinators, Managers and Coaches in the league

(b) Present a coach/manager training budget to the board, as appropriate.

(c) Determine and propose training options for players and coaches.

(d) Order and distribute training materials to players, coaches and managers, as appropriate.

(e) Coordinate mini-clinics as necessary

(f) Assist in the coordination of the team selection process/draft as needed.

(g) Solicit feedback along with the Division Coordinators on the performance of all managers and coaches from the team parents and other managers/coaches in the division.

Corporate Sponsorship – The Director of Corporate Sponsorship shall:

(a) Solicit corporations to sponsor teams for the season as well as Local League sponsorship such as field banners.

(b) Order necessary banners for new sponsors and provide team sponsorship information to Uniform and Trophy Director.

**ARTICLE VIII MANAGERS AND COACHES**

Anyone interested in Managing shall submit the appropriate Managers form and Volunteer form (new each year) to the Board of Directors. Based on volunteer interest during the registration period, the President will be presented with a list of manager and coaching options.

For the Regular Season, the President shall present a list of proposed managers to the Board Members. Each manager must be approved by a 2/3 Board Member vote.

The Board of Directors will review all applicants and select Managers to manage available teams for upcoming season along with approving those individuals who qualify to coach for the upcoming season. If two applicants are judged equally qualified for a Managing position, preferential consideration should be given based on time the individual served on Board, Umpired, Managed or Coached in the League.

Any individual 21 years or older may hold the title of Manager.

*If any person voting has an objection to a coach or umpire, 2/3 of the Board of Directors present at the approval meeting must vote positive for the approval.*

Each Manager/Coach must abide fully by the Conshohocken Little League Bylaws, in addition to the regulations of Little League Baseball, Williamsport, Pennsylvania.

If a Manager or Coach fails to assume all mentioned duties and responsibilities, he/she shall be requested to appear before the Board of Directors to show cause why he/she should not be properly disciplined.

Managers and Coaches of each team shall be responsible for uniforms, equipment, and other League property assigned to them for the League year. All League property shall be returned for inventory by the date set by the Equipment Manager.

Managers and Coaches will not demonstrate, nor permit any player to act in a manner, which could possibly cause injury to themselves, or to another player. Nor will they permit poor sportsmanship in any fashion, verbal or otherwise. (See Code of Conduct)

Managers and Coaches must control all players in the dugout, as well as keeping all players and equipment inside the dugout.

No smoking will be permitted within 100 feet of the playing field at any time.

**ARTICLE IX LEAGUE DIVISIONS AND PLAYER ADVANCEMENT**

Baseball League Divisions

T-Ball 4-5 year olds

Coach Pitch 5-6 year olds

Pitching Machine 7-8 year olds

Minor League 9-10 year olds

Major League 11-12 year olds

Junior League 13-14 year olds

Senior League 15-18 year olds

Each division with the exception of T-ball and Coach Pitch shall have a call up list in the event extra players are needed to field a team. This list will consist of a maximum of five players per division.

Player Evaluation

All players within the Pitching Machine and Minor League division will be subject to an assessment of basic skills such as throwing, catching, and hitting. Minor League division will also include pitching. Each player receives a score according to skill for each section of evaluation.

Coaches and Board members perform evaluations in March, and draft team rosters using results. Managers forfeit picks in the rounds where their child(ren) and their coaches child(ren) fall based on the evaluation rankings.

Player Advancement

Any player requesting to advance to the next division who is not of the division’s league age must do so prior to evaluations. This individual also MUST attend player evaluations scheduled. Player advancement will only occur on an as needed basis to fill open spots on teams.

Advancement Consideration

The individual must surpass the minimum evaluation score for the division he/she wishes to advance to.

\*\*\*Player Advancement must be approved by a 2/3 vote from the Board Members\*\*\*

**ARTICLE X TOURNAMENT TEAM SELECTION**

The opportunity to play tournament baseball will be offered to all player members of the league granted they meet the minimum requirements of 60% of eligible games played. Any player who quits his/her team and/or is dismissed by the league shall not be eligible for tournament play.

Tournament Team Evaluations

The Division Coordinators will gauge interest from all player members wishing to participate on a tournament team. The Player Agent will be copied on all correspondence. After gauging the level of interest the Coordinators will work with the Player Agent to present the Board with a variety of selection methods for the tournament teams. The final selection methods for each age group must be approved by a 2/3 Board vote. Priority will be given to forming teams at the 12U/10U/8U levels.

\*\*District tournament teams will be compiled of the best players within the minor and major division age groups.\*\*

A player cannot decline the opportunity to play in his/her age appropriate group in order to play with an older group. Specifically, an 8 year old or a 10 year old cannot decline the opportunity to play on the 8U or 10U team respectively in order to play on the 9U or 11U team. Exceptions may be approved by a 2/3 Board Member vote.

Manager Selection

Tournament Manager-Any regular season manager or coach interested may submit their name to the President, and must be approved by a 2/3 Board Member vote. The tournament team manager selected shall have the option to request assistant coaches for Board approval.

**ARTICLE XI REPRESENTATION**

All CLL Board Members, parents, members and players are expected to represent CLL in a positive and productive manner. Derogatory comments, behaviors or gestures towards or about CLL and/or its members will be cause for dismissal from the Board. Inappropriate postings on any social media outlet will also be cause for dismissal.

Board members, parents, players or members of CLL may not portray themselves as representatives of Conshohocken Little League without approval of the Executive Committee. Distribution of literature and/or surveys on behalf of Conshohocken Little League is prohibited without the approval of the Executive Committee.

**ARTICLE XII CHARTER**

The Local League shall annually apply for a charter from Little League Baseball, Inc. and shall take all necessary steps to obtain and maintain such charter. The Local League shall devote its 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.

The official playing rules and regulations as published by Little League Baseball, Inc., Williamsport, PA shall be binding on this Local League. Local rules off this league shall be adopted by the Board of Directors, but shall in no way conflict with the rules and regulations of Little League Baseball, Inc.

**ARTICLE XIII FINANCES AND ACCOUNTING**

The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income in a league treasury. 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, the Board shall not permit the solicitation of funds in the name of Little League Baseball unless all funds so raised are placed in the Local League treasury.

The Board shall not permit the disbursement of the Local League funds for purposes other than the conduct of little league activities. The president or vice-president will countersign all checks written and signed by the treasurer.

**ARTICLE XIV GAMEPLAY AND RULES**

FIELD MAINTENANCE

The home team is responsible for field preparation before each game. This includes dragging the infield and chalking the lines. When there is no preceding game scheduled, the infields will be closed 45 minutes prior to the scheduled game start time to allow for field preparation. No team/individual batting practice is allowed 45 minutes prior to any scheduled game.

The away team will be responsible for raking the fields and putting all bases away at the completion of each game.

Each team must clean it’s own dugout at the completion of each game.

RULES

See Conshohocken LL Playing Rules document

**ARTICLE XV AMENDMENTS**

Recommendations of amendments, repeals or alterations to the Constitution and By-Laws may be proposed at any duly organized meeting of the Members for a subsequent Board vote provided such notice of the proposed change is given in writing thirty (30) days prior to such meeting.