

Elmer Little League Constitution

This Constitution was approved Elmer Little League Membership on March 19, 2009 (date).

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President's Name (Print) President's Signature Date
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Little League ID No. Federal ID No. (if available) State ID No.

ARTICLE I – NAME

This organization shall be known as the Elmer Little League, hereinafter referred to as “the League.”

ARTICLE II – OBJECTIVE

SECTION 1

The objective of the League shall be to implant firmly in the children of Elmer, Pittsgrove and Upper Pittsgrove 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 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 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 League may apply to become a member of Elmer LL.

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 League.
- (b) Regular Members. Any adult person actively interested in furthering the objectives of the League may become a Regular Member by abiding to the stipulations outlined in the League's by-laws. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, recognized Volunteers and other elected or appointed officials must be active Regular Members in good standing. Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the League. As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.
- (c) Honorary Members: Members of the community who have had a significant impact on the success of the League and who were awarded lifetime membership (i.e., Taylor Bell, league founder, and George Schalick, softball founder).

SECTION 3 - 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 the Board, shall have the authority to discipline, 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 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 the board.

ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

SECTION 1 - Definition.

A General Membership Meeting is any meeting of the membership of the league. The League will hold a General Membership/Reorganization meeting in September to select members of the board each year.

SECTION 2 - Notice of General Membership Meetings.

Notice of each General Membership Meeting shall be announced in the Elmer Times and delivered electronically to all members and parents at the last recorded email address at least seven days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods,

notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

SECTION 3 - Quorum.

At any General Membership Meeting, the presence in person or representation by absentee ballot of 50 percent of the members of the Board of Directors shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4 - Voting.

Only Board Members shall be entitled to make motions at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. Regular members may vote on all motions made at General membership Meetings. Each board member can cast only one vote no matter how many positions they may hold.

SECTION 5 - Absentee Ballot.

For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League by any individual who is a member. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6 - Annual Reorganization Meeting.

The Reorganization Meeting of the League shall be held in September each year for the purpose of electing new Members, electing the Board of Directors, receiving an audited financial report of the previous year's finances, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

SECTION 7 - Special General Membership Meetings.

A Special General Membership Meeting may be called by the Board of Directors, Secretary or President at their discretion upon the written request of five members or parents of players. No business other than that specified in the request shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than 14 days after the request is received by the President or Secretary.

SECTION 8 - Rules of Order for Board Meetings.

Robert's Rules of Order shall govern the proceedings of all Board of Directors and General Membership Meetings.

- (a) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least seven days before the time appointed for the meeting to the last recorded address of each Director.
- (b) Fifty percent of the 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.

- (c) 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.

SECTION 9 - 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 League as it may deem proper, provided such rules and regulations do not conflict with this Constitution and Little League regulations. 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 League.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors shall consist of no less than six members, but no more than 15. Fifty percent of the members of the Board must be present for there to be a quorum. Board members must notify the President or Secretary of expected absences from Board or General meetings. Excessive unexcused absences (two or more) without notification can lead to sanctions against said member.

Board Members:

President
VP of Baseball*
VP of Softball*
Secretary
Treasurer
Player Agent
Property (fields) Manager
Equipment (playing) Manager (also chairs uniform committee)
Safety Officer
League Information Officer
Auxiliaries Coordinator (Fundraising, Concessions, Sponsorship program)

*One of the vice presidents will serve as umpire coordinator and work with any umpire association hired by the league.

ARTICLE VI - 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 League and execute the policies established by the Board of Directors. (b) Present a report of the condition of the League at the annual Reorganization Meeting. (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League. (d) Be responsible for the conduct of the League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the League 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 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 League and report thereon to the Board or Executive Committee as circumstances warrant. (g) With the assistance of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. (h) With the assistance of the Player 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. (i) Attend District and inter-league meetings as needed to represent the Elmer Little League.

SECTION 3 - Vice President(s).

The senior most Vice President (the person with the longest tenure in that positions) 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. (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President. (c) Attend inter-league meetings as needed to represent the Elmer Little League. (d) Conduct the player draft and all other player transaction or selection meetings. (e) One of the vice presidents will serve as the umpire coordinator and work as the liaison between the league and any umpire association hired. (f) Act as the liaison between the board and the age-level coordinators.

League Coordinators (T-Ball, minors, majors, etc.).

Each league coordinator will work with their respective vice presidents, and: (a) Represent coaches/managers in their league; (b) Recruit managers and coaches. (c) Instruct the coaches on the rules of their league (see by-laws). (d) Ensure all the coaches attend any mandatory training clinics and clean-up days. (e) Work with the vice president to create a process for forming teams within the league. (f) Work with the vice president, create the league game schedule. (g) Reserve playing fields.

SECTION 4 - Secretary.

The Secretary shall: (a) Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records. (b) Maintain a list of all Regular Members, Directors and committee members and give notice of all meetings of the League, the Board of Directors and Committees. (c) Keep the minutes of the meetings of the Members and the Board of Directors, and record them in a book and/or post to the website. (d) Conduct all correspondence not otherwise specifically delegated in connection with specific project or initiative. (e) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 5 - Treasurer.

The Treasurer shall: (a) Perform such duties customarily associated to the Office of Treasurer. (b) Receive all monies and deposit those funds in a bank approved by the Board of Directors. (c) Keep records for the receipt and disbursement of all monies of the League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.

(d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Reorganization 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 Reorganization 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) Prepare the Player Agent's list. (d) Prepare for submission through the Little League Data Center to Little League International, team rosters, including players' claimed, and the tournament team eligibility affidavit. (e) Notify Little League International of any subsequent player replacements or trades. (f) Manage the league's website_(site authorized by Little League International). (g) Manage the online registration process and ensure that league rosters are maintained on the site. (h) Ensure that league news and scores are updated on a regular basis. (i) Serve as primary contact person for Little League and eteamz.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International.

SECTION 7 - Safety Officer.

The Safety Officer shall: (a) Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for youngsters and 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) Organize a mandatory safety training program for all coaches. (d) Is responsible for collecting all background check form from volunteers before opening day.

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 8 - League Information Officer.

The League Information Officer shall: (a) Collect, post and distribute important information on League activities to players, coaches, parents, the media, etc. (b) Write newsletters and coordinate registration materials and their distribution. (c) Assist other board officers with correspondence and reports, as needed. (d) Coordinate the review of the constitution and by-laws annually. Both should be posted on the website.

SECTION 9 – Auxiliaries Coordinator

Elmer LL must generate revenue in order to keep registration fees low. The auxiliaries coordinator shall oversee and fundraising activities, the operation of the concession stands and manage the sponsorship program.

SECTION 10 – Equipment Manager

The League Equipment Manager shall: (a) Inventory and purchase new playing equipment (b) Distribute equipment to coaches. (c) Work with the player-uniform subcommittee. (d) Present the Board with a equipment request list in the fall.

SECTION 11 – Property Manager

The League Property Manager shall: (a) Oversee the maintenance and repair of all properties entrusted to Elmer Little League by the Borough of Elmer. (b) Recommend to the Board a capital construction and maintenance schedule. (c) Work with the Safety Officer to identify and prioritize safety related projects. (d) Coordinates the repair and maintenance of all field maintenance equipment. (d) Represents the Board on all non-league field usage requests.

ARTICLE VII - COMMITTEES

The President and/or Board of Directors may create committees to investigate and address League needs.

SECTION 1 - 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 Reorganization 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, Sustaining 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 Committee shall investigate ways and means of financing the League including team sponsorships and submit recommendations.

SECTION 4 - Building and Property Committee. (May be combined with Grounds Committee)

The Board of Directors may appoint a Building and Property Committee* consisting of three 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 - Grounds Committee. (May be combined with Building and Property Committee)

The Board of Directors may appoint a Grounds Committee* which shall 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 6 – Playing Equipment Committee.

The Board of Directors may appoint one or more individuals who shall secure bids on needed supplies, equipment, uniforms, and make recommendations for their purchase to the Board. The equipment manager/committee shall 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 7 - Managers Committee.

The Board of Directors may appoint a Managers Committee consisting of three Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams 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 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.

SECTION 8 - Umpire Committee.

The Board of Directors may appoint an individual or Umpire Committee consisting of three Directors and other appointed Regular Members. The League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

SECTION 9 - District Committee.

The Board of Directors may appoint an individual or District Committee consisting of the League President as chairman and two 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 10 - Auxiliary Committee.

The Board of Directors may appoint an Auxiliary Committee consisting of the League Treasurer and two other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money (i.e., concession stand and fundraisers) and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

SECTION 11 - Auditing Committee. The Board of Directors may appoint an Auditing Committee consisting of three Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the 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 VIII – AFFILIATION

SECTION 1 - Charter.

The 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 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 League.

SECTION 3 - Bylaws.

The bylaws of this 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 bylaws shall expire at the end of each fiscal year, and are not considered part of this Constitution.

ARTICLE IX - FINANCIAL AND ACCOUNTING

SECTION 1 - Authority.

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

SECTION 2 - 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 League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the 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 League treasury.

SECTION 4 - Disbursement of Funds.

The Board shall not permit the disbursement of 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 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 League shall receive, directly or indirectly any salary, compensation from the League for services rendered as Director, Officer or Member. Members can be paid for services rendered as business owners or private individuals, but not be paid for doing Little League business.

SECTION 6 - Deposits.

All monies received, including Auxiliary Funds, shall be deposited to the credit of the League in a bank approved by the board.

SECTION 7 - Fiscal year.

The fiscal year of the League shall begin on September 1 and shall end on August 30.

SECTION 8 - Distribution of Property upon Dissolution.

Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the 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 X – AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized General Meeting 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.