



Chino American Little League

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2017-2018 CHINO AMERICAN LITTLE LEAGUE CONSTITUTION

League ID Number: 04052301

THIS BOX FOR REGIONAL USE ONLY

Date submitted:

Approved: _

Not approved: _

ARTICLE I - NAME

This organization shall be known as Chino American Little League, hereinafter referred to as "Local League."

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

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

ARTICLE III - MEMBERSHIP

SECTION 1

Eligibility. Any person sincerely interested in active participation to further the objective of this

Local League may apply to become a Member.

SECTION 2

Classes. There shall be the following classes of Members:

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

(b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon a cleared background check and payment of dues as hereinafter provided. Regular Members may be issued a badge annually. The secretary shall maintain the roll of membership to qualify voting members.

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

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 Local League, including those volunteers with the following titles listed: **TEAM PARENT**

(c) **Honorary Members (Optional).** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but may have no rights, duties or obligations in the management or in the property of the Local League.

(d) **Sustaining Members (Optional).** Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.

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

SECTION 3

Other Affiliations.

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

(b) Board Members shall not be affiliated with another youth softball or baseball program other than that of a parent.

SECTION 4

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

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated, hereinafter referred to as "LLB.". 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 Disciplinary Committee 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 Disciplinary Committee. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required). Any inquiries prior to a season started that are brought forth by parents will also be investigated with the Player Agent acting as the advisor in place of the manager.

ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

Dues for Regular Members will be fixed at \$1.00 for the 2016/2017 fiscal year. (See Article XI, Section 7 for fiscal year of this league.) Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII (c). If no dues for Regular Membership are collected, Section 2 below does not apply.

SECTION 2

Regular Members who fail to pay their fixed dues and complete background check documentation by April 1st may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

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

SECTION 2

Notice of Meeting. Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least ten (10) 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 one fifth (20 percent) of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

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

SECTION 5

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. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6

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

(a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

- (1) The condition of the Local League, to be presented by the President or his/her designates;
- (2) A general summary of funds received and expended by the Local League for the previous year, the amount of funds currently in possession of the Local League, and the name of the financial institution in which such funds are maintained;
- (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
- (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
- (5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

General Membership Meeting. The General Membership Meeting shall be held at Closing Ceremonies each year for the purpose of electing new members to the Board of Directors.

(a) At the General Membership Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors.

The number of Directors elected shall be no less than seven (7).

(b) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on October 1st. The Board's term of office shall continue until its successors are elected and qualified under this section.

(c) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and a Coaching Coordinator. The Board shall also include a minimum of one manager and one volunteer umpire or Team Parent.

SECTION 7

Special General Membership Meetings. Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place no less than thirty (30) days after the request is received by the President or Secretary.

SECTION 8

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

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

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

SECTION 3

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

SECTION 4

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

(a) The President or the Secretary may, whenever they deem it advisable, shall request in writing of 50% Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least five(5) days before the time appointed for the meeting to the last recorded address of each Director.

(c) 50% of members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

(d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 5

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

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

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

SECTION 6

Rules of Order for Board Meetings. Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the Local League. During meetings, the order of business shall proceed as follows:

1. Minutes distributed by Secretary – 2 weeks prior to meeting for approval
2. Treasurer's report
3. Report of Special Meetings (if any)
4. Discussion of agenda items submitted to Secretary one week prior to meeting date.

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

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

vacancy on the Board. The Board shall assign Duty Officers to supervise all games. All Board Members shall serve as the Duty Officers.

SECTION 2

President. The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) 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.
- (h) Cast the deciding vote in all matters that may be under debate, and upon which a tie results.
- (i) Complete the "Statement by Domestic Non-Profit Corporation" (S/O 100). Mail form and fee due to California Secretary of State no later than 11/30 of said year.

SECTION 3

Vice President. The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (d) Lead a committee of no more than three (3) Directors to update and submit the annual Constitution.
- (e) Notify Members, Directors, Officers and Committee Members of their election or appointment.
- (f) Responsible for keeping order during all board meetings.

SECTION 4

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain

appropriate files, mailing lists and necessary records.

(b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.

(c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.

(d) Keep the minutes and action items 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. Copies shall be provided electronically to all Board Members for review and approval.

(e) Create and manage all formal correspondence.

(f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions.

(g) Maintain the strictest confidentiality as it relates to all meeting matters and specifically to Executive Committee meetings where the Secretary may or may not play an active role.

SECTION 5

Treasurer. The Treasurer shall:

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

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

(c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, 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 a financial statement by the 15th of every month showing all money coming in, going out, bank deposits, outstanding debts, and balance in accounts. The statement will be emailed to all active board members, posted on the web site for only Regular Members to see, and posted in the snack bar.

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

(f) 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.

(g) Prepare the required tax information including IRS-990, CA 199, and CT-2 no later than the 15th of January. If necessary, a tax specialist may be obtained by the approval of the board. A copy of all tax forms shall be forwarded to District no later than January 28th.

SECTION 6

Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Ensure that all Major, Junior and Senior League player trades and releases are approved by the Board of Directors and that notification is made to LLB and District within five (5) days of the change.
- (g) Administer the divisional player pool.
- (h) Act as player representative in any dispute.
- (i) Review minimum play records weekly.

SECTION 7

Safety Officer. The Safety Officer shall:

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

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.
- (c) Create and issue Regular Member badges.

SECTION 8

Division Coordinators. The Division Coordinators shall:

- (a) Represent coaches/managers in their assigned division;
- (b) Be knowledgeable in all current year LLB rules and regulations as it pertains to appointed division in order to accurately arbitrate disputes;
- (c) Review the previous year's Division rules and implement as needed. Local rules must be approved by the Board each year and distributed to all Board Members, Manager and Coaches, NOT LESS than one (1) month prior to first scheduled game.
- (d) Order and distribute training materials to players, coaches and managers.
- (e) Coordinate mini-clinics as necessary.

- (f) Assist the Equipment and Safety officers with issuance and return of team equipment and first aid kits.
- (g) Assist the Safety Officer with accident reports and implementing the Local League's Safety Plan.
- (h) Together, form a Manager's Committee.
- (i) Conduct at least three (3) Manager's meetings (two prior to opening day) to review Manager's duties and Local League operations and policies. The President, Player Agent and Safety Officer must be involved.
- (j) Advise the Player Agent of any outstanding issues.
- (k) Evaluate and report to President on Team Managers and Coaches and advise the Board of any issues that may require action or discipline in a timely manner.

SECTION 9

Equipment Officer. The Equipment Officer shall:

- (a) Supervise the purchases, control inventory and care of playing equipment, supplies and uniforms. Equipment cannot be charged nor purchased without prior approval by the Board.
- (b) Ensure equipment is properly cleaned, repaired and stored during the off-season.
- (c) Prepare a comprehensive inventory of all equipment by September 30th of the current fiscal year.
- (d) Inform the Board of any matter concerning the Local League.
- (e) Check and compare prices and quality, and obtain written quotes as necessary.

SECTION 10

Umpire in Chief/Scoremaster. The Umpire in Chief shall:

- (a) Select and train competent persons who are fluent in the rules of LLB as well as any and all applicable District and Local rules.
- (b) Coordinate the schedules of the umpires for all games.
- (c) Attend all District Umpire meetings and report to the Board.
- (d) Supervise the Local League's scorekeeping duties and head the Scorekeeping Committee.
- (e) Report equipment/uniform needs to Equipment Officer annually.
- (f) Inform the President of any matter concerning the League.

SECTION 11

Auxiliary Coordinator. The Auxiliary Coordinator shall:

- (a) Preside over, conduct and coordinate all the affairs and activities of the Auxiliary (consisting of Team Parents and any interested adult in the Local League) as established by the Board of Directors.
- (b) Collect, review, organize and execute fundraising opportunities.
- (c) Coordinate fundraising activities for the Local League and appoint committee chairmen as deemed necessary to carry out those activities with approval of the Board.
- (d) Establish and run Team Parent meetings for each division no less than two (2) weeks before opening day.
- (e) Coordinate run of show for both opening and closing ceremonies.
- (f) Coordinate and manage picture day.
- (g) Order all end of season trophies.

SECTION 12

Facilities Director. The Facilities Director shall:

- (a) Investigate and recommend potential future locations.
- (b) Be responsible for repair and improvement recommendations and supervise the performance of approved projects.
- (c) Maintain and care for playing fields, buildings and grounds.
- (d) Operate within the amount appropriated in the approved Facility Budget.
- (e) Perform such duties as from time to time may be assigned by the Board of Directors or President.
- (f) Collect all keys to facility at the end of regular season. Coordinate change of locks if needed.

SECTION 13

Sponsorship Coordinator. The Sponsorship Coordinator shall:

- (a) Solicit and secure local sponsorships to support league operations.
- (b) Create annual sponsorship letter (approved by VP according to Article VII, Section 3, part (f)).
- (c) Collect and review sponsorship opportunities.
- (d) Maintains records of monies secured through sponsorship and reports to Treasurer.
- (e) Coordinates the sign program that lines the Major Field Outfield and/or bleachers.
- (f) Distributes sponsor plaques.
- (g) Organizes sponsor information and reports to Equipment Officer to execute placement of sponsor names on back of uniform tops.

SECTION 14

Snack Bar/Concession Coordinator. The Snack Bar/Concession Coordinator shall:

- (a) Maintain the operation of concession facilities including Health and Fire Code Standards.
- (b) Organize the purchase of concession products. Coordinate with Equipment Officer on non-perishable concessions.
- (c) Responsible for the management of the concession sales at Local League events.
- (d) Schedule volunteers to work the concession booth during Local League events.
- (e) Collect and review concession related offers including coupons, discounts and bulk-purchasing opportunities.
- (f) Organize, tally and keep records of concession sales and purchases.
- (g) Report a monthly financial statement including any buyout "paybacks."
- (h) Prepare a financial statement by the 15th of every month showing all money spent on items for the snack bar and all money collected from sales at the snack bar. This statement will be emailed to all active board members.

SECTION 15

Information Officer. The Information Officer shall:

- (a) Set up and manage the Local League's official website.
- (b) Set up online registration and ensure the Local League rosters are uploaded to Local League.

- (c) Assign online administrative rights to other local volunteers upon Board approval.
- (d) Encourage creation of team web sites to managers, coaches, and parents.
- (e) Ensure that Local League news and scores are updated online on a regular basis.
- (f) Collect, post, and distribute important information on Local League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media.
- (g) Serves as primary contact person for Local League regarding optimizing use of the Internet for Local League administration and for distributing information to Local League members and to Little League Baseball, Incorporated.

SECTION 16

Board Member on Duty. The Board Member on Duty shall:

- (a) Represent the Board while on duty and oversee scheduled games or field sites.
- (b) Observe and maintain the conduct of Regular and Player Members of the Local League along with non-member parents and supporters.
- (c) Assure that all games are played under the direction and control of the Board of Directors (i.e. Safety Plan, Local Rules, etc.) NOTE: Umpires maintain control of the field of play.
- (d) Be responsible for score room decorum. Assure that a qualified scorekeeper is present and if there is not, appoint one.
- (e) Report in writing any Local League policy violations or items of concern to the Board within 24 hours including but not limited to: Protests, Manager, Coach and/or Player ejections, and Minimum Play violations.
- (f) Ensure that all violations are recorded in the official scorebook and reported to the Board within 24 hours.
- (g) Direct and/or assist with the facility start-up and/or shut down procedures.
- (h) Verify and sign off on Snack bar startup log and ending deposit slip.

Team Managers and Coaches.

SECTION 17

Team Managers and Coaches.

Team Managers and Coaches shall be appointed annually by the Board with final and absolute approval by the President. Managers shall be responsible for the selection of their teams and for their actions on the field. The President shall not manage, coach or umpire. The Player Agent(s) shall not manage, coach or umpire in their appointed divisions. It is preferred that Division Coordinators not manage, coach or umpire in their appointed Divisions.

1. The Manager shall be responsible to:

- (a) Hold a meeting with player parents with at least one (1) Board Member present prior to their first practice and explain, at a minimum, the following: (NOTE: Practice may not start until both the League equipment and approved schedule have been issued.)
 - i. League policy in regard to playing time.
 - ii. League policy concerning attendance at practice of both player and parent.
 - iii. Explain the Parent Code of Conduct and ensure that all parents sign and date the Code of Conduct annually. Return all signed forms to Division Coordinators within one week of parent meeting.

- iv. Parental obligations with regard to, fundraising, team snack assignments and scorekeeping.
- v. Information regarding League Safety Program and player accident insurance.
- (b) Submit Team Coach applications to the appropriate Division Coordinator for Board approval, after the player selection unless the Coach is returning to the same team.
- (c) Be responsible for notification to team personnel and parents of all League activities.
- (d) Maintain player attendance records for all team activity.
- (e) See that playing equipment is available and medical cards are accessible at all practices and games.
- (f) Coordinate any player discipline problems with the Player Agent. Physical or Verbal abuse will not be tolerated.
- (g) Actively support the League in its endeavors to provide a valuable program. Attend all scheduled League functions or be represented by an approved coach.
- (h) Provide Player Agent and Scoremaster with roster listing Player uniform numbers within seven (7) days of uniform issuance. (NOTE: many of the duties above can be successfully delegated; however, final responsibility remains on the Manager.

The Managers and Coaches positions end at the conclusion of the Regular Season unless extended by Tournament Play in which case it ends at the conclusion of the last official scheduled and played game. All equipment must be returned at the conclusion of the last game, unless otherwise scheduled by the Equipment Officer.

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of no less than three (3) and no more than five (5) Directors, one of whom shall be the President of the Local League.

SECTION 2

The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE IX - OTHER COMMITTEES

SECTION 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 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

Discipline Committee. The Board of Directors may appoint a Discipline Committee consisting of at least three (3) Directors and other appointed Regular Members. The Committee shall review all inquiries (league and non-league) into discipline for both Regular and Player Members. The goal of the committee is first and foremost the safety of our entire roll of members.

SECTION 3

Finance Committee. The Board of Directors may appoint a Finance Committee consisting of no less than three (3) or 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 Local League including team sponsorships and submit recommendations.

It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, and shall turnover said collections to the Treasurer immediately after each game.

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

SECTION 5

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 field(s), 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 a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board.

The 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 at least three (3) Directors, preferably the Division Coordinators.

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 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.

SECTION 8

Umpire Committee. The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The Local 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 Local 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 a District Committee consisting of the Local League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in interleague district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

SECTION 10

Auxiliary Committee. The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) 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 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 (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 12

Lower Divisions League Committee. The Board of Directors may appoint a Lower Divisions League Committee consisting of three (3) Directors. The Chairman of the Committee shall be

the Triple A Coordinator and be responsible to the Local League President for the proper conduct of the Lower Divisions League operation.

ARTICLE X - AFFILIATION

SECTION 1

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

SECTION 2

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

SECTION 3

Local Rules, Ground Rules and/or Bylaws. The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income 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 Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

SECTION 3

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

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

SECTION 5

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

SECTION 6

Deposits. All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at California Bank and Trust.

SECTION 7

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

SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII – AMENDMENTS

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

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

This Constitution was approved by the Chino American Little League Membership on October 11, 2017.

President’s Name (Print): Nicole Gonzales

President’s Signature _____ October 11, 2017.

Little League ID No.: 04052301

Federal ID No. (if available): 23-7380302

State ID No. (if available): C0528906

Make one copy for the District Administrator and copies for the Local League. Send original to Regional Headquarters. This Local League’s Constitution on file at Regional Headquarters (most

recently-approved copy) is the official Constitution of this Local League.

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