

# La Vernia Little League

## Constitution

### ARTICLE I – NAME

This organization shall be known as the La Vernia Little League, hereinafter referred to as “LVLL”

### ARTICLE II – OBJECTIVE

#### Section I

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

#### Section II

To achieve this objective, LVLL 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, LVLL 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 I – Eligibility

Any person interested in furthering the objectives of LVLL may apply to become a Member.

#### Section II – Classes of Members

- (a) Player Members – Any Player meeting the requirements of Little League Regulation IV residing or attending school within the authorized boundaries of LVLL shall be eligible to compete for participation with LVLL.
- (b) Regular Members – Any person actively interested in furthering the objective of LVLL shall be considered as a Regular Member.

### Section III – Other Affiliations

Members, Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of LVLL.

### Section IV – Suspension or Termination

Membership may be suspended by resignation or action of the Board of Directors as follows:

- (a) The Board of Directors, by a two-thirds (2/3) vote of those present at any duly constituted Board Meeting, shall have the authority to discipline, suspend, or terminate any Member of any class, including Managers and Coaches, when the conduct of such person is considered detrimental to the best interests of LVLL and/or Little League Baseball, Inc. 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 part. Said Manager shall appear, in the capacity of an adviser, with the Player before the Board of Directors or a duly appointed 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 (2/3) vote of those present at any duly constituted meeting (quorum is required).

## **ARTICLE IV – DUES**

### Section I – Participation Fees

A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of LVLL; although, it is recommended that no fee be collected, if possible. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE PROGRAM (Little League Regulation XIIIc).

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

### Section I – Annual Meeting

The Annual Member Meeting of LVLL shall be held on Closing Day (First Saturday in June) each year to elect the next year's Directors, receive reports, and for the transaction of business. After the new Board is elected, they shall meet to elect Officers. The newly elected Board will begin its term on the following October 1st.

## Section II – Notice of Meeting

Notice of each Member Meeting shall be given 72 hours in advance in a form authorized by the Members at a regularly convened meeting.

## Section III – Special Meetings

Special Meetings of the Members may be called by the Board, Secretary, or President. Upon written request of ten (10) League Members, the President shall call a Special Meeting to consider a specific subject. The Secretary or the President, at their discretion, may also call a Special Meeting to consider a specific subject. No business other than that specified in the notice shall be transacted at any Special Meeting. Notice of each Special Meeting shall be given 72 hours in advance in a form authorized by the Members at a regularly convened meeting.

## Section IV – Quorum

The presence in person or by absentee ballot or proxy of one third (33.3 percent) or seven (7) Board Members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

## Section V – Voting

Only Regular Members shall be entitled to vote at any meeting of LVLL.

## Section VI – Absentee Ballot

To accommodate a Member who cannot attend the Annual Meeting for the election of Board Members, an absentee ballot may be requested from the Secretary. It shall be returned in a sealed envelope to the Secretary before the meeting. The Secretary will give it to the President prior to the election process.

## Section VII – Rules of Order

Robert's Rules of Order shall govern the proceedings of all meetings, except where conflicts with the Constitution or By-Laws of LVLL exist.

# **ARTICLE VI – BOARD OF DIRECTORS**

## Section I – Board and Number

The management of property and affairs of LVLL shall be vested in the Board of Directors. The number of Directors shall be not less than seven (7) or more than twenty-five (25). The newly elected Board shall begin immediately to understudy with the incumbent Board after election.

All Board Members shall submit to an annual criminal background check. Convicted Felons shall not serve on the Board of Directors.

## Section II – Required Members

Board Membership shall include Officers, Player Agent(s), Commissioners, and a minimum of one Manager and one Volunteer Umpire. Only Volunteer Umpires may be elected to the Board. The number of Managers elected to the Board shall not exceed a minority of the total Board Members, including Minor League representatives.

## Section III – Annual Election and Term of Office

At each Annual Meeting, Members shall determine the number of Directors to be elected for the ensuing year and elect that number. The fixed number may, within the limits prescribed in Section I, be increased at a Regular 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 subsequent meetings. All elections of Directors shall be by majority vote of all Board Members present or represented by signed absentee ballot, in conjunction with Little League Regulation I.

## Section IV – Vacancies

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

## Section V – Board Meetings, Notice, and Quorum

Regular Meetings of the Board of Directors shall be held following the Annual Election and on days determined by the Board. The President or Secretary, at their discretion or at the request in writing of five (5) Board Members, may call a Special Meeting of the Board. The Secretary or President shall give notice of Board Meetings to each Director, at least one day prior to the meeting by telephone, e-mail, or personal contact. Said notice shall include the purpose of the meeting and no matters not stated may be acted upon at this meeting. Seven (7) Members of the Board shall constitute a quorum for the transaction of business.

## Section VI – Duties and Powers

The Board shall have power to appoint standing Committees and delegate powers to them that the Board deems advisable. The Board may adopt rules and regulations for conduct of meetings and the management of LVLL.

The Board has the power, with a two-thirds (2/3) vote of those present at any Regular or Special Meeting, to discipline, suspend, or remove any Member (Director, Officer,

Committee Member, Umpire, Manager, Coach, or Player) of LVLL in accordance with the procedures set forth in Article III, Section IV.

At the Annual Meeting of LVLL, the Membership shall receive a report verified by the President and Treasurer (or a majority of the Directors). This report will show the following:

- The amount of real and personal property owned by LVLL, where located
- Where and how invested, the amount and nature of the property acquired during the year immediately preceding
- Report Date
- The amount applied, appropriated, or expended during the preceding year, and the purposes, objects, or persons to or for which such applications, appropriations, or expenditures have been made
- The names and residence of those admitted to Membership in LVLL during the year.

This report shall be filed with the records of LVLL and an abstract thereof entered in the minutes of the proceeding of the Annual Meetings. A copy of this report shall be forwarded to Little League Headquarters.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

### **Section I**

The Executive Committee shall consist of the President, Vice President(s), Treasurer, Secretary, Information Officer, Safety Officer, Boys Player Agent, Girls Player Agent, Umpire-in-Chief, Fundraising Manager, Concession Manager, and Coaching Coordinator.

### **Section II**

The Executive Committee shall advise and assist the Board of Directors concerning its interests and the management of its affairs and shall have other such powers as may be delegated to it by the Board.

### **Section III**

At any meeting a majority of Members of the Executive Committee shall constitute a quorum for transaction of business.

## **ARTICLE VIII – OTHER COMMITTEES**

### **Section I – Nominating Committee**

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

### **Section II – Membership Committee**

The Board may appoint a Membership Committee consisting of three Directors and other Regular Members. The Committee shall receive the names of prospective honorary, sustaining, and Regular Members, check eligibility, and recommend those qualified for election at the Annual or any Special Meeting of the Members of the Board of Directors.

### **Section III – Finance Committee**

The Board may appoint a Finance Committee consisting of not less than three or more than five Directors. The Treasurer shall Chair this Committee. The Committee shall investigate ways to finance LVLL, including team sponsorships, and submit recommendations. It shall be responsible for taking up collections at games, if authorized. LVLL shall turn over collections to the Treasurer immediately.

### **Section IV – Long-Range Planning Committee**

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

### **Section V – Grounds Committee**

The Board may appoint a Grounds Committee to be responsible for care and maintenance of the playing fields, buildings, and grounds. It shall operate within the amount appropriated in its budget.

### **Section VI – Playing Equipment Committee**

The Board may appoint a Playing Equipment Committee to secure bids on needed equipment and supplies and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of equipment and for the repair, return, cleaning, and storage at the close of the season.

## Section VII – Commissioner’s Committee

The Board may appoint a Commissioner’s Committee consisting of at least three Commissioners. The Committee shall interview and investigate prospective Managers and Coaches for all Divisions and recommend acceptable candidates to the Board for approval. It shall observe the conduct of the Managers and Coaches and report findings to the President of LVLL.

## Section VIII – Grievance Committee

The Grievance Committee shall be chaired by a Vice President of LVLL. It shall consist of said Vice President, a male and female Board Member, a male and female Manager or Coach, and a male and female Regular Member. It shall investigate complaints concerning Managers, Coaches, Players, and any other Members of LVLL, including the Board of Directors. If the Grievance Committee is not able to resolve issues, then matters will be forwarded to the Board of Directors for appropriate action. The Grievance Committee does NOT have the power to discipline or suspend anyone. It does have the power to make recommendations to the Board of Directors for disciplinary action. All matters reviewed or investigated by the Grievance Committee shall be reported to the President and the Board of Directors.

## Section IX – Umpire Committee

The Board may appoint an Umpire Committee consisting of three Directors and other Regular Members. The Chair of this Committee will be the Umpire-in-Chief of LVLL. The Committee shall recruit, interview, and recommend a staff of Umpires and replacements to the Board for appointment. When appointed, the staff of Umpires shall be under the personal direction and responsibility of LVLL President, assisted by the Umpire-in-Chief, who shall train, observe, and schedule the staff.

## Section X – District Committee

The Board may appoint a District Committee consisting of LVLL President and two other Directors to assist the District Administrator in inter-league district functions including the selection of Members of the District Administrator’s Advisory Committee and the selection of Tournament Sites and area Tournament Directors. This Committee will also make recommendations regarding League, Player, and Manager/Coach participation in both Special and International post-season Tournaments.

## Section XI – Auxiliary Committee

The Board may appoint an Auxiliary Committee consisting of LVLL Treasurer, two other Directors, and other Regular Members to coordinate auxiliary activities. This Committee shall be chaired by the Fundraising Manager. It shall review and evaluate auxiliary projects for raising and spending money, making recommendations to the Board. The Board shall approve, in advance, all projects and actions of this Committee.

## Section XII – Auditing Committee

The Board may appoint an Auditing Committee consisting of three Directors. The President, Treasurer, or signers of checks are not eligible. The Committee will review the books and records each year prior to the Annual Meeting. They will attach a statement of their findings to the Annual Financial Statement of the President and Treasurer, or may, if directed by the Board, secure the services of a Certified Public Accountant to accomplish such review.

## Section XIII – Minor League Committee

The Board may appoint a Minor League Committee consisting of three Directors. The Chairman of the Committee shall be a Minor League Commissioner and be responsible to LVLL President for the proper conduct of the Minor League operation, including baseball, softball, machine pitch, any coach pitch, and t-ball. This Committee shall also assist the Player Agent in placing Players on non-drafted Minor League teams, such as t-ball, coach pitch, and peewee teams in a fair and equitable manner.

## Section XIV – Tournament Committee

The Board may appoint a Tournament Committee consisting of three Directors and other Regular Members. The Committee should periodically review the All-Star selection process and make recommendations to the Board of Directors. The Committee should also meet to discuss recommendations for hosting various Special and International Tournaments. The Committee is responsible for tallying All-Star votes used for forming tournament teams. This Committee can also make recommendations regarding League, Player, and Manager/Coach participation in both Special and International post-season Tournaments.

# **ARTICLE IX – OFFICERS, DUTIES, AND POWERS**

## Section I – Election

Directors present, provided there's a quorum, shall meet after the Annual Meeting to elect Officers and appoint committees for the following year. The committees shall submit for consideration by the Board a slate of Officers and Committee Members.

## Section II – Officers

The Officers of LVLL shall consist of a President, one or more Vice Presidents, a Secretary, a Treasurer, Player Agent(s), Information Officer, Safety Officer, Umpire-in-Chief, Fundraising Manager, Concession Manager and Coaching Coordinator, who shall hold office for the ensuing year or until successors are elected. The Board may appoint such other Officers or agents necessary and prescribe powers and duties of each and may fill vacancies which may occur in any office.



### Section III – President

The President shall:

- Conduct the affairs of LVLL and execute policies established by the Board.
- Present a report of the condition of LVLL at the Annual Meeting.
- Communicate to the Board and make suggestions to promote the welfare of LVLL.
- Be responsible for the conduct of LVLL in strict conformity to the polices, principle, rules, and regulation of Little League Baseball, Inc. as agreed under the conditions of charter issued to LVLL by that organization.
- If necessary, designate other Officers in writing to have power to make and execute contracts and leases received and prior approved by the Board for LVLL.
- Investigate complaints, irregularities, and detrimental conditions to LVLL and report to the Board, Executive, or Grievance Committees.
- Prepare and submit an annual budget to the Board and be responsible for its execution.
- With the Player Agent(s) help, examine the application and government-issued birth certificate of every Player Candidate and certify residence and age eligibility before they may be accepted for tryouts and selection.
- Appoint Managers and Coaches with Board approval.

### Section IV – Vice President

In case of the absence or disability of the President, provided he is authorized by the President or Board, shall perform the duties of the President and shall have all the powers of that office and other duties assigned by the Board or President. A Vice President shall also chair the Grievance Committee. The Board may elect multiple Vice Presidents as it sees fit.

### Section V – Secretary

The Secretary shall:

- Be responsible for recording activities of LVLL; maintain files, mailing lists, and records.
- Perform duties specifically set forth plus other duties customary to the Office of Secretary or assigned by the Board.
- Maintain a list of all Members, Directors, and Committee Members and give notice of all meetings of LVLL, Board, and Committees.
- Keep minutes of meetings of the Board and Executive Committee in a book for that purpose.
- Conduct all correspondence not otherwise delegated and shall be responsible for carrying out all orders, votes, and resolutions not committed.
- Notify Members, Directors, Officers, and Committee Members of their election or appointment.

## Section VI – Treasurer

The Treasurer shall:

- Perform all duties specifically set forth and other duties customary to the Office of Treasurer or assigned by the Board.
- Receive all money/securities and deposit in a depository approved by the Board.
- Keep records for receipt/disbursement of all money/securities of LVLL, including Auxiliary.
- Approve all payments for allotted funds and draw checks in agreement with policies.
- Prepare an annual budget and financial report under the direction of the President for submission to the Board at the Annual Meeting.

## Section VII – Player Agent(s)

The Player Agent(s) shall:

- Record all Player transaction and maintain accurate up-to-date records.
- Receive and review applications for Player Candidates and assist the President in checking residence and age eligibility.
- Conduct the Player Draft and all other Player transaction/selection meetings.
- Prepare any and all required Player lists, including Pool Players and Minor League Players available for Major League play.
- Prepare team rosters, including Players claimed, and the Tournament Team Eligibility Affidavit for the President's signature and submission to the Little League Headquarters.
- Notify Little League Headquarters of any Player replacements or trades.

## Section VIII – Safety Officer

The Safety Officer shall:

- Be responsible to create awareness through education and information of the opportunities to provide a safer environment for all Little League program participants.
- Develop and implement plans for increasing safety of activities, equipment, and facilities through education, compliance, and reporting.
- Facilitate meetings; distribute information among Players, League Officials, Parents, Guardians and other Volunteers.
- Promote safety compliance leadership by assisting League participants in awareness of the safety opportunities that arise from these responsibilities.
- 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, if forwarded, is available.
- Be responsible for completing and filing the league's ASAP program with Little League International.
- Conduct background checks for all League Volunteers.

## Section IX – Information Officer

The League Information Officer shall:

- Set up and manage the League’s official website.
- Assign online administrative rights to other local Volunteers.
- Encourage creation of team web sites to Managers, Coaches, and Parents.
- Ensure that League news is updated online on a regular basis.
- Collect, post, and distribute important information on League activities including direct dissemination of fundraising and sponsor activities to Little League Baseball, Inc., the District, the public, League Members, and the media.
- Serves as primary contact person for Little League and its affiliated internet provider regarding optimizing use of the Internet for League administration and for distributing information to League Members and to Little League Baseball, Inc.

## Section X – Coaching Coordinator

The League Coaching Coordinator shall:

- Chair the Commissioner’s Committee.
- Work with the Commissioners of each Division to assess Managers and Coaches in each Division.
- Work with Commissioners in each Division to identify and provide training opportunities for Managers and Coaches.

## Section XI – Umpire-in-Chief

The Umpire-in-Chief shall:

- Chair the Umpire Committee.
- Work with the President to identify and assess Umpires for the League.
- Work with the Board to identify and provide training opportunities for Umpires.
- Provide annual rules clinics for Umpires, Managers, and Coaches.
- Be a Volunteer Umpire.
- Schedule Umpires for all games in all divisions of play requiring an Umpire.

## **ARTICLE X – AFFILIATION**

### Section I – Charter

LVLL shall annually apply for a charter from Little League Baseball, Inc. and do all things necessary to obtain/maintain the charter. LVLL shall devote its entire energies to the activities authorized by this charter and shall not be affiliated with or operate any other program/organization.

## Section II – Rules and Regulations

The official playing rules and regulation as published by Little League Baseball, Inc., Williamsport, PA, shall be binding on LVLL.

## Section III – Local League Rules

The local rules, ground rules and/or bylaws of LVLL 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, Inc., nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of LVLL shall expire at the end of each fiscal year and are not considered part of this Constitution. (See Article XI, Section VIII for fiscal year of LVLL.)

## **ARTICLE XI – FINANCIAL AND ACCOUNTING**

### Section I - Authority

The Board shall decide on all matters pertaining to the finances of LVLL and shall place all income, including auxiliary funds, in a common league treasury, directing the expenditure to give no individual or team an advantage over those in competition with them.

### Section II - Contributions

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

### Section III - Solicitations

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

### Section IV – Disbursement of Funds

The Board shall not permit the disbursement of LVLL funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Inc. All disbursements shall be made by check or debit card.

#### Section V – Financial Transparency

No Board Member authorized to disburse funds may be the spouse or family relative of the League President or Treasurer or have direct access to League funds without the written permission of the Chair of the League's Audit Committee. The use of a League credit or debit card is permitted, given that the card is returned to the League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

#### Section VI - Compensation

No Director, Officer, or Member of LVLL shall receive any salary, compensation, or emolument from LVLL for services rendered as a Director, Officer, or Member.

#### Section VII - Deposits

All monies received, including auxiliary funds, shall be deposited to the credit of LVLL in the League bank account at Wells Fargo Bank

#### Section VIII – Fiscal Year

LVLL fiscal year shall begin the first day of October and end the last day of September each year.

#### Section IX – Distribution of Property upon Dissolution

LVLL Members, after outstanding debts and claims have been satisfied, shall distribute property of LVLL to another organization, which maintains an objective similar to that herein. The other organization should be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue code or any future corresponding provision.

### **ARTICLE XII – AMENDMENTS**

The constitution and bylaws of LVLL may be amended, repealed or altered in whole or part by a majority vote at any duly organized meeting of Members, provided notice of the proposed change is included in such meeting notice. Draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval.

This Constitution was approved by the La Vernia Little League Membership on \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date \_\_\_\_\_ Little League ID No. \_\_\_\_\_

Federal ID No. (if available) \_\_\_\_\_

State ID No. (if available) \_\_\_\_\_

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 accepted 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.