

# **Constitution**

## **Claremont American Little League**

### **Article I – Name**

This organization shall be known as the Claremont 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 youth of the community the ideals of fair play, 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 Policies of Little League Baseball, Incorporated. Directors, Officers, and Members shall bear in mind that stressing exceptional athletic skills or the winning of games is secondary, and the type of leadership extended to the youth is of prime importance.

#### **Section 3**

In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games.

### **Article III – Membership**

#### **Section 1**

**Eligibility.** Any person interested in active participation to affect 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 meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of the Local League, shall be eligible for participation, but shall have no rights, duties, or obligations in the management or in the property of the Local League.
- b. Regular Members.** Any adult actively interested in furthering the objectives of the Local League may become a Regular Member in accordance with Article IV. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials shall be active Regular Members in good standing. The Secretary shall maintain the role of voting members. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball program.

- c. **Honorary Members** (Optional). Any person not a Regular Member may, by a majority vote of the Board of Directors, become an Honorary Member, but such a person shall 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 a 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 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 member of the Local League.
- b. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball program.

**Section 4**

**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 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.
- b. 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.

**Article IV – Dues for Regular Members (Not Players)**

Dues for Regular Members for all categories may be fixed at such amounts as the Board of Directors shall determine for a specific fiscal year. The Dues for Regular Members are due by the latest division opening day but no later than April 1<sup>st</sup> to qualify as Member in Good Standing in that fiscal year. Regular members who fail to pay by said date will be dropped from the rolls and shall forfeit all rights and privileges and membership. *Note: Dues for Regular Members are separate from registration fees for Player Members*

**Article V – Regular Membership**

**Section 1**

**Annual Meeting.** The Annual Meeting of the members of the Local League shall be held in June in each year for purposes of: electing the Board of Directors for the following year, determining the number of Directors (at least 10, not more than 15), receiving reports of funds and progress and for the transaction of such other business as may come properly before the meeting. The newly elected Board of Directors will assume the performance of their duties on July 1<sup>st</sup> following the membership meeting.

**Section 2**

**Notice.** Notice of the Annual Meeting shall be posted at College Park and on the league web site no later than the last week of the season, and announced at closing ceremonies.

### **Section 3**

**Voting.** Only Regular Members, in good standing, shall be entitled to vote at the Annual Meeting or Special Meeting of the membership of the Local Leagues. Members may vote in person or by absentee ballot.

### **Section 4**

**Quorum.** The presence in person or representation by absentee ballot of 15% of the Local League's regular membership shall be necessary to constitute a quorum.

### **Section 5**

**Ballots for Election.** The Board positions will be filled by those people receiving the most votes.

### **Section 6**

**Absentee Ballot.** For the expressed purpose of accommodating a member who cannot be at the Annual Meeting, and absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be completed and returned in a sealed envelope to the Secretary, or designated Board Member, prior to the date of the Annual Meeting and the election of members to the Board of Directors. The Secretary shall present all absentee ballots to the Board of Directors on the date of the Annual Meeting prior to the conduct of the election process.

### **Section 7**

**Special Meetings.** Special Meetings of the Members shall be called upon the written request to the President by a majority of Board Members, 15% of the regular membership, or by the President at his/her discretion. The President shall then call a Special Meeting to consider a specific subject. No business, other than specified in the notice of the meeting, shall be transacted at such a meeting. Notice shall be given at least 10 days in advance of the meeting date.

## **Article VI – Board of Directors**

### **Section 1**

**Purpose.** The management of the property and affairs of the Local League shall be vested in the Board of Directors. The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue until their successors shall have been duly elected and qualified.

### **Section 2**

**Required Members.** Board Members shall include the Officers, Player Agent, and a minimum of one Manager. The number of managers, including Minor League representation, and J.V.'s representation, elected to the board shall not exceed a minority of the total Board members.

### **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**

**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 special meeting of the Board of Directors may be called at the direction of the President or Secretary,

or upon request to the President by a majority of Board Members. The Secretary shall give notice of such meeting to each Director 72 hours preceding the meeting. No business, other than that specified in the notice of the meeting, shall be transacted at such meeting. A majority of Directors shall constitute a quorum for the transaction of business.

### **Section 5**

**Duties and Powers.** The Board of Directors shall have the power to appoint such standing and special committees, as it shall determine 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 by majority vote.

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 members of the Local League in accordance with the procedure set forth in Article II.

The Board shall receive at the Annual Meeting of the members of the Local League, a report from the President showing the amount of property owned by the League; the amount of monies applied, appropriated, or expended during the year and the purposes, objects, or persons to or for which applications appropriations, or expenditures have been made; and other information required by Little League Headquarters. A report shall be filed and entered in the minutes of the Annual Meeting.

### **Section 6**

**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 7**

**Nomination Committee** – For the purposes of selecting Directors available to vote for at a general members meeting, a nominating committee of 3 Directors shall be appointed by the President and shall do so by the March board meeting but no later than April 1<sup>st</sup>. This nominating committee is required to post notice that the league is requesting any interested applicants to the Board of Directors to submit their interest to any of the 3 nominating committee members no later than May 1<sup>st</sup>. The nominating committee shall select a slate of nominees from potential applicants to the board of directors for the general membership meeting no later than May 20<sup>th</sup>. This slate of nominees is to be posted with the notice of Annual Meeting as set forth in Article V, Section 1.

## **Article VII – Officers, Duties, and Powers**

### **Section 1**

**Officers.** The Officers of the Local League shall consist of a President, one or more Vice-Presidents, a Secretary, a Treasurer, and a Player Agent or Agents, all of whom shall hold Office for the ensuing year or until their successors are duly elected by the new Board.

The Board of Directors may appoint such officers or Agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any Office.

## **Section 2**

**President.** The President shall:

- a. Be responsible for conducting the affairs of the Local League and for executing the policies established by the Board of Directors. He/she shall present a report of the conditions of the Local League at the Annual Meeting, and, at such other times as he/she or the Board shall deem appropriate, he/she shall communicate to the Board of Directors such matter and make such suggestions as may, in his/her opinion, tend to promote the welfare of the Local League.
- b. 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.
- c. With the assistance of the Player Agent, supervise the examination of the application and supporting proof-of-age document of every player candidate may be accepted for tryouts and selection.
- d. Investigate complaints, irregularities, and conditions detrimental to the league and report thereon as circumstances warrant.

## **Section 3**

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

- a. In case of the absence or disability of the President, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office.
- b. Perform such other duties as from time to time may be assigned to him by the Board of Directors or by the President.

## **Section 4**

**Secretary.** The Secretary shall:

- a. Be responsible for the recording of the activities of the Local League and maintaining appropriate files, mailing lists, and necessary records.
- b. Maintain a list of Members, Directors, and Committee members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
- c. Keep the minutes of the meetings of the Members, the Board of Directors, and cause them to be recorded in a book kept for that purpose.
- d. Conduct all correspondence as may be required.

## **Section 5**

**Treasurer.** The Treasurer shall:

- a. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- b. Not act as the sole signator of checks or disbursement of League funds.
- c. Keep records for the receipt and disbursement of all monies and securities of the Local League., including the Auxiliary, approve all payments from allotted functions and draw check therefore in agreement with policies established in advance of such actions by the Board of Directors.
- d. Prepare a financial statement to be presented to the Local League at the Annual Meeting.
- e. Prepare a proposed annual budget, under the direction of the President for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.

## **Section 6**

**Player Agent or Agents.** The Player Agent shall:

- a. Record all player transactions and maintain an up-to-date record thereof.

- b. Receive and review applications for player candidates and assist the President in supervising the verification of 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 Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- f. Notify Little League Headquarters of any subsequent player replacements or trades.

### **Section 7**

**Safety Officer.** A Safety officer shall:

- a. Establish safety policies and procedures that are known, understood, and practiced by the players and adult personnel
- b. Provide periodic inspection and maintenance of playing facilities and equipment
- c. prepare for emergencies and training in first aid
- d. Investigate accidents and recommend corrective measures
- e. Should apply continuous analysis of accidents, their cause and related factors, and process Little League insurance claims
- f. Receive and distribute insurance payments to claimants or to claimant's parents.

### **Section 8**

**Coaching Coordinator.** The coaching coordinator shall:

- a. Represent coaches/managers in league
- b. Present a coach/manager training budget to the board
- c. Gain the support and funds necessary to implement a league-wide training program
- d. Order and distribute training materials to players, coaches and managers
- e. Coordinate mini-clinics as necessary

## **Article VIII – Managers, Coaches, and Umpires**

### **Section 1**

Team managers and coaches shall be appointed annually by the President, with the approval of the Board of Directors, and shall be responsible for the selection of their teams and for their actions on the field.

### **Section 2**

Umpires shall be appointed by the President, with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field.

### **Section 3**

While holding such office, the President and Player Agents shall not manage or coach a Major, Minor, or Junior Varsity team. The President should not umpire.

## **Article IX – Charter**

### **Section 1**

The Local League shall annually apply for a charter from Little League Baseball, Incorporated, Williamsport, Pennsylvania, and it shall be binding on Local League.

**Section 2**

Bylaws and/or Local rules of this League shall be adopted by the Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated unless a waiver is applied for and granted. Should the bylaws and/or local rules not be approved, the previous year's bylaws and/or local rules shall be adopted for the current year.

**Article X – Finances and Accounting**

**Section 1**

The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income in a common league treasury.

**Section 2**

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of the Local League. No part of the net earnings shall inure to the benefit of any private shareholder or individual.

**Section 3**

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all funds are placed in the Local League treasury. The Board shall not permit the disbursement of Local League funds for the purpose other than the conduct of Little League activities.

**Article XI – Amendments**

The Constitution and By Laws of the Local League may be amended, repealed, or altered in whole or in part by a majority vote at any meeting of the Members, provided notice of a meeting and the proposed changes are given in writing ten days prior to such a meeting.

Ratified June of 2019