

**CONSTITUTION:** Keystone Little League  
League ID Number: 01270307

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Date submitted: _____	Date accepted: _____	Not accepted: _____

## KEYSTONE LITTLE LEAGUE CONSTITUTION

### ARTICLE I- NAME

This organization shall be known as the Keystone Little League, hereinafter referred to as "League".

### ARTICLE II- OBJECTIVE

#### SECTION 1

The objective of the 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 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 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 programs. No part of 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 interview 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.

#### SECTION 2

**Classes-** There shall be the following classes of Members:

- (a) **Player Members:** Any player candidate meeting the requirements of the 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 Little League.

- (b) **Regular Members:** Any adult person actively interested in furthering the objectives of the League may become a Regular Member hereinafter called the Board of Directors, upon election and payment of dues as hereinafter provided. The Secretary will keep a membership of qualified voting members.

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

**Note:** Board of Directors of the league automatically includes Board Members, Officers of the Board, and any other person who is recognized by the Board with voting rights.

- (c) **Committee Members:** Any adult person actively interested in further the objectives of the League may become a Committee Member for those identified with purpose by the Board of Directors. The Committee Members may attend Board of Directors meeting, but shall have no voting rights at the Board of Directors (Regular) meetings.
- (d) **General Members:** Any adult person who has a player member at Keystone Little League, but shall have no voting rights at Board of Directors (Regular) meetings, duties or obligations in the management or in the property of the League.
- (e) **Honorary Members:** 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 shall have no rights, duties or obligations in the management or in the property of the League.

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### 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 League.
- (b) Board of Directors should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

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### 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,

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 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) All Managers, Coaches and Player Members refer to the Little League Sportsmanlike Conduct Policy.

## **ARTICLE IV-DUES FOR BOARD OF DIRECTORS (NOT PLAYERS)**

### **SECTION 1**

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Dues for Board of Directors may be fixed at such amounts as the Board of Directors shall determine for a fiscal year. (See Article XI, §7 for fiscal year of this League). All Board of Directors must have a player associated with Keystone Little League or an affiliate.

## **ARTICLE V-GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

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

### **SECTION 2**

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**Notice of Meeting:** Notice of each General Membership Meeting, including Annual Meeting shall be delivered to each Member by notice within 10 days in advance of meeting, including setting, time and place. Notice may be given by posting on calendar, social media or email.

### **SECTION 3**

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**Quorum:** At any General Membership Meeting, the in person or representation by absentee ballot of one fourth of the members (as defined in Article III- Membership) shall be necessary to constitute a quorum. If no quorum business will not be conducted.

### **SECTION 4**

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

### **SECTION 5**

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**Annual Meeting of the Members:** The Annual Meeting of the Members of the League shall be held the third Thursday of October of each year for the purpose of electing the Board of Directors, receiving reports, reviewing the Constitution, appointment committees and for the transaction of business as may properly come before the meeting.

- (a) Membership shall receive at the Annual meeting of the Members of the Little League a report, verified by the President and Treasurer, or by the majority of the Directors, showing:
1. The condition of the League, presented by the President or designee,
  2. A general summary of funds received and expended by the League for the previous year, the amount of funds currently in possession of the League and the name of the financial institution in which funds are maintained.
  3. The whole amount of real or personal property owned by the League, where located and where and how invested.
  4. For the year immediately preceding, the amount and nature of any 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.
- (b) At the Annual 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 shall not be less than seven (7).
- (c) After the Board of Directors is elected, the Board shall meet to elect officers. After the election, the Board of Directors shall assume the performance of duties. The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) 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 Regulation I (b).

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#### SECTION 6

**Special General Membership Meetings:** Special General Membership Meetings of the Board of Directors may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of a minimum of five (5) 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 ten (10) days after the request is received by the President or the Secretary.

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#### SECTION 7

**Rules of Order for General Membership Meetings and Regular Meetings of the Board of Directors:** Robert's Rules of Order shall govern the proceedings of all meetings except where in conflict with the Constitution of this League.

### ARTICLE VI – BOARD OF DIRECTORS

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#### SECTION 1

**Authority:** The management of the property and affairs of the League shall be vested with the Board of Directors.

## SECTION 2

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**Increase in Number:** The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership, Board of Directors 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 meeting. All elections and additional Directors shall be by majority vote of all Board of Directors present.

## SECTION 3

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**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

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**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 Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of five 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 that meeting.
- (b) Notice of each Board meeting shall be given by the President or the Secretary personally, electronically or by mail to each Director at least two (2) days before the appointed time for the meeting.
- (c) Fifty-one percent of the current elected Board of Directors shall constitute a quorum.
- (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

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**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.

The Board shall have the power by two-thirds vote of those present at any Regular or Special Board meeting to discipline, suspend or remove any Directors or Officer or Committee Member of the League in accordance with the procedure set forth in Article III § 3, 4.

## SECTION 6

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**Rules of Order for Board Meetings:** Robert's Rules of Order shall govern the proceedings of all League meetings, including Board of Directors Meetings, except where it conflicts with this Constitution of the League.

## ARTICLE VII-DUTIES AND POWER OF THE BOARD

### SECTION 1

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**Appointments (including Committee Members as identified in Section 2, c):** 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 of Directors by the membership or have been elected to fill a vacancy on the Board.

### SECTION 2

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**President:** The President has many responsibilities in the administration of the league. Each President is elected by, and is accountable to, the local league board of directors. Duties of a President are described within the limits of the rules and regulations, and within the local league constitution, giving each President the ability to oversee the affairs of all elements of the league.

As the chief administrator, the President selects and appoints managers, coaches, umpires and committees. As such, no person becomes a manager, coach, umpire or committee member without the approval of the President. However, all appointments are subject to final approval by the local league's board of directors. Importantly, the President is the officer with whom Little League International maintains contact. The President also represents the league in the District organization.

The President presides at league meetings, and assumes full responsibility for the operation of the local league. The President receives all mail, supplies and other communications from the Little League Headquarters. A President may manage, coach or umpire, provided he/she does not serve on the protest committee, nor serve as tournament team manager or coach.

### SECTION 3

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**Vice President:** The Vice President presides in the absence of the President, when authorized by the President or the Board of Directors and works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the President. Separate Vice Presidents may also be selected to oversee individual divisions within the league. If so, one Vice President should be selected as the one to preside in the absence of the President. A Vice President may manage, coach or umpire, provided they do not serve on the protest committee.

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#### SECTION 4

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**Secretary:** The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, sends all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed, and maintains a record of league's activities.

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#### SECTION 5

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**Treasurer:** The treasurer receive all monies and securities, and deposit same in a deposit approved by the Board of Directors, signs checks co-signed by another officer or director (or as directed by the local league's constitution), dispenses league funds as approved by the board of directors, reports on the status of league funds, keeps local league books and financial records including follow up of payment of players, prepares budgets, approves all payments from allotted funds and draws checks therefore in agreement with policies established in advance of action by the Board of Directors, prepares Annual Financial Report for Annual meeting and to the Little League International and assumes the responsibility for all local league finances. The Treasurer shall work directly with the Concession Manager and other positions as described.

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#### SECTION 6

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**Coaching Coordinator:** Represents coaches/managers in league; presents a coach/manager training budget to the board; gains the support and funds necessary to implement a league-wide training program; orders and distributes training materials to players, coaches and managers; coordinates mini-clinics as necessary; helps implement [www.LittleLeagueU.org](http://www.LittleLeagueU.org) as the manager-coach education program for the league.

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#### SECTION 7

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**Player Agent:** The player agent conducts annual tryouts, is in charge of player selection, assists the President in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League. Separate player agents may also be selected to oversee individual divisions within the league. The player agent must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit written permission to allow this from Little League International.

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#### SECTION 8

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**Safety Officer:** The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, and reports suggestions to Little League International through the ASAP system. Develop and Implement a plan for increasing safety of activities, equipment and facilities through 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 and parents/other volunteers.
- 2) Compliance: Should promote safety compliance leadership by increasing awareness of safety opportunities that arise from these responsibilities.
- 3) Reporting: Define a process to assure that incidents are recorded, information is sent to the league/district and national offices, and follow-up on medical and other data is forward as available.
- 4) Background Checks: If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.

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### **SECTION 9**

**Information Officer:** The information officer manages the league's official webpage, manages the online registration process and ensures that league rosters are maintained on the site, assigns administrative rights to league volunteers and teams, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media, serves as primary contact person for Little League and active.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League International, and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience. This position if not filled is assumed under the role of President for management/delegation as needed.

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### **SECTION 10**

**Umpire-in-Chief:** Serves as coordinator of the League umpire program, advise the Vice-President of the League program, provides Umpire Training, and Schedules Umpires, communicate league changes to umpires, recommend tournament worthy umpires, attend umpire training programs at the District, State and Regional levels.

## **ARTICLE VIII- EXECUTIVE COMMITTEE**

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### **SECTION 1**

The Board of Directors will elect an Executive Committee which shall consist of not less than three (3) nor more than seven (7) Directors, one of whom shall be the President of the League.

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### **SECTION 2**

The Executive Committee shall advise with and assist the Officers of the League in all matters concerning its interests and the management of its affairs, and shall have the power as

may be delegated to it by the Board, but in no event will the Executive Committee have the power over the Board of Directors.

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### SECTION 3

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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 over the Board of Directors.

## ARTICLE IX –OTHER COMMITTEES AND BOARD POSITIONS

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### SECTION 1

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**Field and Grounds Manager:** The Board of Directors may appoint a Field and Grounds Manager which shall have the primary responsibility duty of maintenance and care of all playing fields, buildings and grounds at the League's complex. This position will also assist with other light maintenance duties including snow removal and maintenance of all equipment. This person be a resource for all Board members, managers and coaches associated with the League. This person must be able to multi-task, supervise small staff, and possess excellent organizational and communication skills with ability to work independently with minimal supervision. Must be able to lift 50 lbs. and bend, stoop, stand for long hours and work in all weather conditions. This manager shall operate within an approved budget as provided under the Vice President (if more than one Vice President, then as identified) or other appointed Officer and as approved by the Treasurer and the Board of Directors.

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### SECTION 2

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**Project/Strategic Planning Manager:** The Board of Directors may appoint a Project and Strategic Planning Manager who will have a Committee consisting of two (2) additional Directors and other appointed General Members. The Committee shall investigate and recommend available and suitable plans for development, including ways and means, the latter in cooperation with the Executive Committee.

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### SECTION 3

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**Equipment Director:** Manages equipment supply of balls, bats, helmets, catcher's gear, first aid kits, pop up nets, etc. Takes inventory of all equipment during the off season. Procures 3 bids from equipment supply companies. Make a recommendation to the Board regarding budget and supplies copies of all 3 bids to the President and Secretary. Purchase & collect new equipment and submit expense report to Treasurer for reimbursement. Pack all team bags with necessary equipment by level. Disperse equipment to all teams approximately one month prior to season. Manage supply of game balls, necessary equipment and ice packs in the field sheds throughout the season. Collect equipment from coaches/managers of all teams and deliver back to storage. Remove equipment from bags and arrange on shelves in storage for easier inventory during the off season. This Manager shall operate within a budget as provided under Coaching Coordinator or other appointed Officer and as approved by the Treasurer and the Board of Directors.

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#### SECTION 4

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**Sponsorship/Fundraising Manager:** Solicit and secures local sponsorships to support league opportunities, collect and reviews sponsorship and fundraising opportunities, organize and implement league approved fundraising activities, maintain records of monies secured through sponsorship and fundraising initiatives, ensure regulation and policies related to sponsorship and fundraising are followed. This Manager shall work directly with the President or other appointed Officer of the League.

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#### SECTION 5

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**Uniforms:** Prepares an inventory of all current uniforms, orders anticipated uniforms for both regular season and All Stars. Makes recommendation for replacement of damaged uniforms and works to identify a competitive vendor for the League. Projects upcoming needs for purchasing in advance of next season. Gives a full report to incoming Uniform Coordinator regarding needs, experiences with vendor, and recommendations. This Manager shall operate within a budget as provided under Coaching Coordinator or other appointed Officer and as approved by the Treasurer and the Board of Directors.

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#### SECTION 6

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**Scheduler:** The League Scheduler(s) is responsible for scheduling all the Leagues games for the regular season and post season. He or she schedules T-Ball through the Majors division, and is responsible for the following: Field usage requirements (T-Ball through Seniors and Big League), Lighting schedule for fields, Practice field availability, Make up games scheduling and coordination, Monitoring field maintenance schedule, working with all divisions to ensure field usage and availability. This Manager will work directly with the Coaching Coordinator or other appointed Officer.

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#### SECTION 7

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**Special Events Coordinator/s:** Plan League's Opening and/or Closing Day, Photo Day, or other special League events, not covered by fundraising, orders all trophies, medals, pins as needed throughout the season. Selects vendors through quotes and presents to the Board.

### ARTICLE X- AFFILIATION

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#### SECTION 1

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**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.

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#### SECTION 2

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

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### SECTION 3

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**Local Rules, Grounds Rules and/or Bylaws:** The local rules, ground rules and/or bylaws of the 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, 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 League shall expire at the end of the fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of the League).

## ARTICLE XI- FINANCIAL AND ACCOUNTING

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### SECTION 1

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**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 a manner as will give no individual or team an advantage over those in competition with such individual or team.

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### SECTION 2

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**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.

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### SECTION 3

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**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.

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### SECTION 4

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**Disbursement of Funds:** The Board shall not permit the disbursement of League funds for other than the conduct of League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check, or the League credit/debit card. All checks shall be signed by the League Treasurer and other such officer as appointed by the Board of Directors.

## SECTION 5

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**Financial Transparency:** No Board member authorized to disburse fund may be the spouse of family relative of the League President or Treasurer, or have direct access to the league funds without the written permission of the Executive Committee. The use of a league credit/debit card is permitted, given that the card is returned to the President or Treasurer.

## SECTION 6

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

## SECTION 7

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**Deposits:** All monies received, including sponsorship and fundraising shall be deposited to the credit of the Local League at the financial institution as determined by the Board of Directors. 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 8

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**Fiscal year:** The fiscal year of the League shall begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.

## SECTION 9

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**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 this Constitution, which may or are entitled to exemption under Section 501 (c) (3) under the IRS 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 the meeting.

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

This Constitution was approved by the Little League Membership on (date) \_\_\_\_\_

President's Name

(Printed): \_\_\_\_\_

President Signatures: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Federal ID No. (If Available): \_\_\_\_\_

State ID No. (If Available): \_\_\_\_\_