

MILPITAS NATIONAL LITTLE LEAGUE

CONSTITUTION

ARTICLE I – NAME

This organization shall be known as Milpitas National Little League, hereafter 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 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 decent, healthy, and trustworthy adults.

Section 2

To achieve this objective the Milpitas National Little 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 of 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 Milpitas National Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall insure to the benefit of any private shareholder of individual; no substantial part of the activities of which is carrying 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 interested in active participation to further the objective of the local league may apply to become a member.

Section 2 – Classes

- (a) Player Members. Any player meeting requirements of Little League Regulation IV, and who resides within the established 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 objective of the Local League may become a regular member. All Officers, Board Members, Committee Members, Managers, Umpires and other elected or appointed officials must be active Regular Members in good standing. The Secretary shall maintain the roll of membership to qualify voting members.

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) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball programs.

Section 4 – Suspension or Termination

Membership may be terminated by resignation action of the Board of Directors.

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the Local League and or Little League Baseball.

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 cast of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.

ARTICLE IV – DUES

Dues for Regular and/or Player Members may be fixed at such amounts, as the Board of Directors shall determine. No dues or fees of any kind may be charge or assess Player Members as a prerequisite to play in the Local Little (Little League Regulation XIII (c)).

A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of the Local Little League. Although it is recommended that no fee be collected, a maximum of \$20.00 per player may be assessed if deemed necessary.

ARTICLE V – MEETINGS

Section 1 – Annual Meeting

The Annual Meeting of the members of the Local League shall be held on the third Thursday of April for the purpose of receiving reports of funds and progress and for the transaction of such other business as may come before the meeting. A financial report shall be filed with the minutes of the meeting.

Section 2 – Notice of Meeting

Notice of each meeting of the Members shall be mailed or otherwise deliver to each Member at the last recorded address at least ten (10) days in advance thereof setting for the place, time, and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened meeting.

Section3 – Special Meetings

Special meetings of the members may be called by the Board of Directors, the Secretary, or President at their discretion. Upon the written request of ten (10) Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

Section 4 – Rules of Order

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

Section 5 – Quorum

The presence in person of twenty (20) Members shall be necessary to constitute a quorum.

Section 6 – Voting

Only Regular Members shall be entitled to vote at any meeting of the Local League. Absentee Ballots may be allowed.

ARTICLE VI – BOARD OF DIRECTORS

Section 1 – Board and Number

The management of the property and affairs of the Local League shall be vested in the eight elected officers of Board Of Directors – The President, Vice-Presidents, Secretary, Treasurer, Player Agent, Safety Officer and Information Officer. The Board of Directors shall consist of the eight elected officers and other directors as appointed by the President and approved by the Board of Directors. The Directors-elect will take office September 1. The outgoing officers shall coordinate said duties with the Directors-elect from the time of the annual election meeting until the first schedule meeting in September. No person shall be eligible for more than one position on the Board at any time.

Section 2 – Required Members

The Board membership shall include a minimum of one manager and one volunteer umpire. The number of managers from all divisions on the Board shall not exceed a minority of the total Board Members.

Section 3 – Annual Election and Term of Office

Nomination ballots will be presented to the Regular Membership in May. Nominees will be called to confirm acceptance of their nomination. A voting ballot will be presented during Closing Ceremonies and those nominees who receive the most votes for his/her office shall be duly elected. The Regular Membership shall elect the Board of Directors for a one-year term.

Section 4 – Vacancies

If any vacancy occurs in the Board of Directors (including President), by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

Section 5 – Duties and Powers

The President, with the approval of the Board, shall have the power to appoint such standing and special committees as he/she 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 meeting and the management of the Local League as it may deem proper.

Section 6 – Meetings, Notice and Quorum

Regular meetings of the Board should be held beginning in September and at such time and place thereafter as shall be determined by the Board.

The President or Secretary may call emergency meetings of the Board at any time with a forty-eight (48) hour notice given to each Director.

Fifty percent (50%) of the Board of Directors constitutes a quorum for the transaction of business.

In the case of emergency meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

The first meeting in September shall be a joint meeting of the outgoing and incoming Board. The new Board shall receive an audited Balance Sheet and Income Statement from the outgoing Treasurer. The outgoing Player Agent must supply the names and addresses of the Regular and Player Members of the previous year.

The General Membership is to receive a COMPLETE treasurer's report.

ARTICLE VII – Officers, Duties and Powers

Section 1 – Officers

The Officers of the Local League shall consist of a President, (2) Vice-Presidents, Secretary, Treasurer, Player Agent, Safety Officer and Information Officer, all of whom shall hold office for the ensuing year or until their successors are duly elected.

The Board of Directors may appoint Officers as deemed necessary.

All Board members who provide regular service to the league are required to complete and submit a Little League Volunteer Application. An annual background screening must be completed prior to assuming his/her duties for the current season. Refusal to annually submit a fully completed "Little League Volunteer Application" will result in the immediate dismissal from the Board. (Refer to Reg. I(b) in the Operating Manual) **Board members may not vote on matters that concern their division if they are managing or coaching a team.**

Section 2 – Duties

President:

- A. Conduct the affairs of the Local league and execute the policies established by the Board of Directors.
- B. Presides at League meetings and assumes full responsibility for the operation of the League.
- C. He/She receives all mail, supplies, and other communications from Little League Headquarters.
- 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 take and execute for/and in the name of the Local league such contracts and leases as may have received 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. Receives volunteer applications and runs background checks on all volunteers.
- H. He/She does not vote on managers or on League matters unless there is a tie.
- I. Review applications for player candidates and assist the Player Agent in checking residence and age eligibility.
- J. He/She does not have the authority to overturn a Board decision.
- K. He/She countersigns checks when required.
- L. Assists Treasurer with preparation of budget for current season.

Vice-Presidents(s):

- A. In the absence or disability of the President, provided he/she is authorized by the President or board so to act, shall perform the duties of the President
- B. Carries out such duties and assignments as may be delegated and approved by the Board of Directors.
- C. He/she countersigns checks when required.

Secretary:

- A. Keep the minutes 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.
- B. The Secretary is also responsible for issuing notices of regular and special meetings, securing location of meetings, and maintaining an official record of the League's activities.
- C. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- D. Notify Members, Directors, Officers, and Committee members of their elections or appointment.
- E. Maintains records for the current season and hands them over to incoming Secretary.

Treasurer:

- A. Perform such duties as are herein specifically 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 monies and securities and deposit it in a depository approved by the Board of Directors.
- C. Keeps local League books and financial records, prepares budget with League President, and assumes the responsibility for local League finances.
- D. Submit books for audit at end of fiscal year to an independent auditor appointed by the President.
- E. Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Parents Auxiliary, approve all payments from allotted funds, and draw checks therefore. Any single expenditure of over \$500 must be approved by a quorum of the Board.
- F. Prepare a proposed annual budget under the direction of the President for submission and approval to the Board of Directors at the annual meeting.
- G. Prepare an annual financial report under the direction of the President for submission to the Board of Directors at the annual meeting.
- H. Prepares year-end paperwork for preparation in submitting tax papers within the deadline set forth by the IRS for non-profit organizations. (Must be submitted within 5-months after the season has ended and no later than January 15th of the following year.)

Player Agent(s):

- A. Responsible for scheduling registration and tryout dates, with assistance from the Board.
- B. Prepares game schedules with assistance from the President and Board of Directors.
- C. Record all player transactions and maintain an accurate and up-to-date record thereof.
- D. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- E. Conduct the player draft and all other player transaction and selection meetings.
- F. Maintains player pool and supervises the transfer of players from the pool to the roster of regular teams according to provisions of the regulations of the Little League and Senior League Baseball.
- G. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed and the tournament team eligibility affidavit.
- H. Notify Little League Headquarters of any subsequent player replacements or trades.

Safety Officer(s):

- A. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- B. Establish and distributes in written form all safety rules that govern the League to the managers and the Board.
- C. Attends tryouts, practice sessions, and games to ensure that safety rules are being adhered to.
- D. Inspects playing equipment and recommends replacement of worn-out equipment.

Information Officer:

- A. Manages the league's official home page and is primary contact person for Little League and local newspapers.
- B. Manages the online registration process and ensures that league rosters are maintained on the site.
- C. Ensures that League news and scores are updated on a regular basis.
- D. Collects, posts and distributes important information on League activities including fundraising and sponsor activities to Little League Baseball, district, public, league members and media.

ARTICLE VIII – Appointed Positions

Umpire-in-Chief:

- A. Conducts umpire clinics to acquaint prospective umpires, managers, and coaches on field and playing rules.
- B. Assigns umpires for every game.

- C. Attends umpire clinics held by the District.
- D. Submits a list of umpires to the District for tournament games.

League Auxillary:

- A. Responsible for conducting the affairs of the auxiliary (snack shack).
- B. Submits a monthly progress report of auxiliary activities to the Board.
- C. Coordinates team snack shack calendar and advises team parents of Snack Shack responsibilities.

Fundraiser Coordinator:

- A. Prepares and submits a list of proposed fundraisers for the year to the Board.
- B. Submits a monthly progress report of fundraising activities to the Board.
- C. Coordinates and advises team parents.

Sponsorship Coordinator:

- A. Prepares and submits a list of proposed sponsors to the Board of Directors.
- B. May assign a committee for assistance in securing sponsors for all teams.
- C. Collects sponsorship fees with assistance from the League Treasurer.

Uniform Coordinator:

- A. Inventory uniforms for regular and post season play.
- B. Orders replacement uniforms, with approval from the Board of Directors.
- C. Responsible for ordering hats, pants, socks, and belts each year as needed.
- D. Responsible for coordinating distribution of uniforms for each team prior to opening day and also for post season play.
- E. Responsible for collecting uniforms at the end of the season and post season.
- F. Submits to the Board a year-end inventory.

Head Statistician:

- A. Conducts scorekeeping clinic for all prospective scorekeepers.
- B. Responsible for the safekeeping of all scheduled League game scorebooks.
- C. Responsible for reviewing scorebooks to ensure player qualification.

Equipment Coordinator(s):

- A. Submits a list of required equipment to the Board for approval.
- B. All purchases will be signed by the Equipment Manager or a designated Board member.
- C. Assigns equipment to all managers. Managers will sign and be financially responsible for equipment issued according to Little League rules.
- D. All equipment will be turned in by the managers no later than closing ceremonies. Exceptions will be made for those teams playing in tournaments.
- E. Submits to the Board a year-end inventory.

Trophy Coordinator(s):

- A. Orders and distributes trophies for the League, within budget set by Board of Directors.

Manager Representatives – All Divisions:

- A. One Manager Representative from each playing level to be elected by the managers of the division at their first meeting.
- B. Keeps all other managers in his/her Division informed and up to date on League happenings.
- C. Represents the other managers of his/her Division at the Board meetings.

ARTICLE IX – Committees

The President, with the approval of the Board, shall appoint committees and shall delegate such powers to them, as the Board deems advisable. Each member of a committee shall continue as such until the next Board takes office, or until his/her successor is appointed, unless such member resigns or is removed, or until the function of his/her committee is fulfilled.

One member of each committee shall be appointed chairperson. Vacancies in the committee may be filled by appointments made in the same manner as provided in the case of original appointments. Committees will provide minutes or reports to the Board as required.

ARTICLE X – FINANCIAL 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 including Auxiliary funds, in a common league treasury, directing the expenditure of same in such manner as will give not individual or team an advantage over those in competition with such individual or team.

Section 2

The Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasurer of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

Section 3

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the Local League treasury

Section 4

The Board shall not permit the disbursement of the Local League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

Section 5

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

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in the Bank of the West and all disbursement shall be made by check. All checks shall be signed by the Local League Treasurer and President. In the absence of one of the officers the Vice-President shall counter-sign. Two League Officers' signatures shall be required on all checks.

Section 7

The fiscal year of the Local League shall begin on the first day of September and shall end on the last day of August.

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 distribute the property of the Local League to the Little League District 59 organization, a Federally Incorporated entity entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE XI – 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 League Rules

The local rules 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 and Regulations of Little League Baseball, Incorporated.

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.

ARTICLE XIII – INTERPRETATION OF CONSTITUTION

Section 1

Any question concerning the interpretation of this constitution shall be determined by a majority vote of the Board of Directors.

Section 2

To determine an arbitrary number for the Regular Membership roll, multiply the most current Player Membership roster by two.