

# Milford Little League, Inc Constitution

## Paragraph 1 – NAME

This organization shall be known as the Milford Little League, hereinafter referred to as the “Local League”. This league has been incorporated since November 1, 1967.

## Paragraph 2 – OBJECTIVE

**SECTION 1:** The objective of the Milford Little 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, the Milford 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 or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(C)-(3) of the Federal Internal Revenue Code, the Milford Little League shall operate exclusively as a non-profit organization providing a supervised program of competitive baseball 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.

### Paragraph 3 – MEMBERSHIP

**SECTION 1: ELIGIBILITY.** Any person sincerely 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 candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties, or obligations in the management or in the property of the Local League.
- (b) **Regular Members.** Any person actively interested in furthering the objective of the Local League may become a regular member upon application.
- (c) Regular members shall be issued a card numbered in sequential order annually. Membership shall be from September 30 and must be renewed thereafter. The secretary shall maintain the role of membership to qualify voting members.

All Officers, Board Members, Committee Members, other elected or appointed officials must be active Regular Members in good standing.
- (d) **Honorary Members.** Any person may be elected as an Honorary Member by the unanimous vote of all the Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.

- i. Managers, coaches and volunteer umpires shall be Honorary Members unless they are Regular Members.

- (e) **Sustaining Members.** Any person not a Regular Member who makes financial or other contributions to the Local League may be, by a majority vote of the Board of Directors, become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.
- (f) As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

**SECTION 3: OTHER AFFILIATIONS.** (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.

**SECTION 4: SUSPENSION OR TERMINATION.** Membership may be terminated by resignation or action of the Board of Directors.

- (a) The Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or 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.
- (b) The Member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.
- (c) The Board of Directors shall, in the case 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 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. The player’s parent or legal guardian may also be present.

## PARAGRAPH 4 – DUES

**SECTION 1:** Dues for Regular and/or Associate Members shall be fixed at \$5.00, or as the Board of Directors shall determine prior to the beginning of any membership period.

**SECTION 2:** Members who fail to pay their fixed dues within thirty (30) days from the time the same becomes due, may by vote of the Board of Directors be dropped from the rolls and shall forfeit all rights and privileges of membership.

**SECTION 3:** A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of the Local Little League. At no time should payment of any fee be a prerequisite for participation in the Little League Baseball program. (Little League Regulation XIII(C)).

## PARAGRAPH 5 – MEETINGS

**SECTION 1: ANNUAL MEETING.** The annual meeting of the Members shall be held in September for the purpose of electing new members, electing the board of directors if elections were not held during the previous annual meeting, reviewing the constitution, receiving reports and for any other transaction of such business as may properly come before the meeting.

- a) The Board of Directors shall elect the officers and appoint committees for the ensuing year.
- b) The Board of Directors shall receive at the annual meeting of the members of the Local League, a report verified by the President and Treasurer, or by a majority of the Board of Directors containing:
  - a. The whole amount of real and personal property owned by it, where located, and where and how invested, the amount

and nature of the property acquired during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made.

- b. The names and places of residence of the persons who have been admitted to membership in the Local League during such year, which report shall be filed with the records of the Local League and abstract thereof entered into the minutes of the proceedings of the annual meeting. A copy of such report shall be forwarded to the Little League.

**SECTION 2: NOTICE OF MEETING.** Notice of each meeting of the Members shall be mailed or otherwise delivered to each member at the last recorded address at least ten (10) days in advance thereof, setting forth 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.

**SECTION 3: SPECIAL MEETINGS.** Special meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10) members, the President shall call a 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: QUORUM.** The presence in person or representation by absentee ballot of 20 of the Members shall be necessary to constitute a quorum.

**SECTION 5: VOTING.** Only Regular Members shall be entitled to vote at any meeting of the Local League.

**SECTION 6: ABSENTEE BALLOTS.** Each member shall be entitled to vote in person or by absentee ballot. For the express purpose of accommodating a regular member in good standing who cannot be in attendance at the annual meeting, an absentee ball may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed,

signed and returned in a sealed envelope to the Secretary prior to the date of the annual meeting and the election of members to the Board of Directors. The Secretary shall present all absentee ballots to the election chairman on the date of the annual meeting prior to the conduct of the election process.

**SECTION 7: RULES OF ORDER.** Robert's Rules of Order shall govern the proceedings of all meetings, except where the same conflicts with the By-Laws of the Local League.

### **PARAGRAPH 6 – BOARD OF DIRECTORS**

**SECTION 1: AUTHORITY.** The management of the property and affairs of the Local League shall be vested in the Board of Directors

**SECTION 2: REQUIRED MEMBERS.** The Board Membership shall include the Officers, including President, Vice President, Treasurer, Player Agent, Safety Officer, Information Officer, Coaching Coordinator and a minimum of one manager and one volunteer umpire. The number of managers including minor league representation elected to the board shall not exceed a minority of the total board members.

**SECTION 3. ELECTION AND TERM OF OFFICE.** Every year at the regularly scheduled annual meeting, the Members shall determine no less than seven Directors no more than fifteen to be elected for the ensuing one year period and shall elect such number of directors as per the Articles of Incorporation. Newly elected Directors shall take office on August 1. All elections of Directors shall be by majority vote of all Members present or represented by absentee ballot at the time of the meeting.

**SECTION 4. 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 meeting or at any special meeting called for that purpose.

**SECTION 5. MEETINGS, NOTICE AND QUORUM.** Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the board.

- a) The President or the Secretary may, whenever any of them deem it advisable and the Secretary shall, at the request in writing of five (5) Directors, issue a call for a special meeting of the board.
- b) Notice of each meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or by telegraphic or personal notice twenty-four hours preceding the meeting.
- c) In the case of special meetings, such notice shall include the purpose of the meeting and no matters not stated may be acted upon at the meeting.
- d) Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business.
- e) Any Officer or Board of Director that repeatedly misses regular meetings may have their Board membership revoked. Officers or Board of Directors are allowed no more than 3 unexcused absences during a season.

**SECTION 6: DUTIES AND POWERS.** The Directors may appoint such committees and agents and create such other offices as to them shall seem best, and delegate to them such powers and duties as in the discretion of the Directors may seem appropriate.

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.

The Board of Directors, by majority vote, shall have the power to adopt all rules and Bylaws consistent with the Little League Rules and Regulation; and Federal, State and Local regulations and the conduct of the affairs and activities of the Corporation not less than 30 days prior to the season.

The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in PARAGRAPH 3, Section 4(a).

#### **PARAGRAPH 7 – OTHER COMMITTEES**

**SECTION 1: NOMINATING COMMITTEE.** The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors.

The Committee shall investigate and consider eligible candidates and submit at the annual meeting a slate of candidates for the Board of Directors.

The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

**SECTION 2: MEMBERSHIP COMMITTEE.** The Board of Directors may appoint a Membership Committee consisting of three (3) Directors.

The Committee shall receive the names of the prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual or any special meeting of the Members or the Board of Directors as the case may be.

**SECTION 3: FINANCE COMMITTEE.** The Board of Directors may appoint a Finance Committee consisting of not less than three (3) and no more than five (5) Directors.

The Treasurer shall be an ex-officio member of the Committee.

The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations.



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

**SECTION 4: BUILDING AND PROPERTY COMMITTEE.** (Committee may be combined with Grounds Committee). The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors.

The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee.

It shall be responsible for the repair and improvement recommendations, other than normal maintenance and supervise the performance of approved projects.

**SECTION 5: GROUNDS COMMITTEE.** (Committee may be combined with the Building and Property Committee). The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

**SECTION 6: PLAYING EQUIPMENT COMMITTEE.** The Board of Directors may appoint a Playing Equipment Committee, which shall secure bids on necessary supplies and equipment and make recommendations for their purchase to the Board.

**SECTION 7: MANAGERS COMMITTEE.** The Board of Directors may appoint a Managers Committee consisting of three (3) Directors.

The Committee shall interview and investigate prospective Managers and Coaches, including those from the Minor League, and recommend acceptable candidates to the Board.

It shall, at the request of the President or the Board of Directors, investigate complaints about the Managers and Coaches and make a report thereof to the President or Board of Directors as the case may be.

**SECTION 8: UMPIRE COMMITTEE.** The Board of Directors may appoint an Umpires Committee consisting of three (3) Directors.

The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the Board of Directors for appointment; a staff of Umpires including a Chief Umpire and Replacements.

When appointed, the staff of Umpires shall be under the personal direction and responsibility of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

**SECTION 9: DISTRICT COMMITTEE.** The Board of Directors may appoint a District Committee consisting of the Local League President as Chairman and two (2) other Directors.

The Committee shall assist the District Administrator in inter-league District functions including the selection of Members of the District Administrators Advisory Committee and the selection of tournament sites and area tournament directors.

**SECTION 10: AUXILIARY COMMITTEE.** The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors.

The Committee shall coordinate the activities of the Auxiliary.

It shall review and evaluate Auxiliary projects for raising money and disposition of profits and make recommendations to the board.

**SECTION 11: AUDITING COMMITTEE.** The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors: The President, Treasurer or signatures of checks are not eligible.

The Committee will review the Local League books annually prior to the annual meeting and attach a statement of their findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors, secure the services of a Certified Public Accountant to accomplish such review.

**SECTION 12: MINOR LEAGUE COMMITTEE.** The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Supervisor and be responsible to the Local League President for the property conduct of the Minor League operation.

**SECTION 13: PROTEST/DISCIPLINARY COMMITTEE.** The President may appoint a Protest/Disciplinary Committee consisting of at least three (3) members. The President will serve as Chairman or appoint a Chairman if necessary. The committee will hear all protest matters and provide recommendations to the Board for the disciplinary matters brought forward to the Committee/Board.

### **PARAGRAPH 8 – 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, Safety Officer and Coaching Coordinator all of whom shall hold office for a one year term (Ref. Articles of Incorporation, Paragraph 6) or until their successors are duly elected. Regulation (b).

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) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.

- (b) Present a report of the condition of the Local League at the annual meeting.
- (c) Communicate to the Board of Directors, such matters as deem appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rule and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of Charter issued the Local League by that organization.
- (e) Designate in writing, other officers, if necessary, to have power to make and execute for / and in the name of the Local League, such contracts and leases they may receive and which have had the prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon, to the Board or Executive Committees and circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Select and appoint managers, coaches, umpires, and committees subject to final approval by the local league's board of directors. As such, no person becomes a manager, coach, umpire or committee member without the approval of the President.

- (j) Be the main point of contact with Little League Headquarters.
- (k) Represent the league at the district level.
- (l) Assume full responsibility for the operation the local league.
- (m) Authorizes the annual application along with one other member executive officer for charter which bids all members of the league to faithfully observe the regulations.
- (n) The President along with the Treasurer may make purchases up to \$250.00 for Milford Little League. For any fiscal year the total purchases shall not exceed \$1000.00. Any purchase letter approved by the Board shall not count toward the \$1000.00 limit.

**SECTION 3: VICE PRESIDENT.** In case of the absence or disability of the President, and provided he is authorized by the President or the Board to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time be assigned by the Board of Directors or by the President.

**SECTION 4: SECRETARY.** The secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as herein specifically set forth in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings to the Local League, the Board of Directors and Committees.

- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee and caused them to be recorded in a book kept for that purpose.
- (e) 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.
- (f) Notify Members, Directors, Officers and Committee Members of their election or appointment.
- (g) Issue membership cards to Regular members, if approved by the Board of Directors.

**SECTION 5: TREASURER.** The Treasurer shall:

- (a) Perform such duties as herein specifically set forth and such other duties as are customarily incident to the Office of the 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) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Women's Auxiliary, approve all payments from the allotted funds, and draw checks therefore in agreement with the policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.

- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and the Board of Directors at the annual meeting.
- (f) Assume the responsibility for all local league finances.
- (g) Responsible for the preparation and submission of yearly tax forms filed with all tax authorities having jurisdiction.

**SECTION 6: PLAYER AGENT.** The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up to date record thereof.
- (b) Receive and review applications for player candidates and assist the President in checking residences and age eligibility.
- (c) Conduct the player auction or draft and all other Player transaction or selection meetings.
- (d) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed and the tournament team eligibility affidavit.
- (e) Generally supervises and coordinates the transfer of players to and from the Minor Leagues according to the regulations of Little League Baseball.

**SECTION 7: SAFETY OFFICER.** The Safety Officer shall:

- a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.

- b) Develop, submit, and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance, and reporting..

Notes: In order to implement a safety plan using education, compliance, and reporting...the following suggestions may be utilized by the Safety Officer.

1. **Education** – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
2. **Compliance**- Should promote safety, compliance, and leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
3. **Reporting** – Define a process to assure the incidents are recorded. Information is sent to the league, district, region, and national offices. To ensure follow up information on medical and other data is forwarded as available.

**SECTION 8: INFORMATION OFFICER:** The Information Officer shall unless otherwise stated:

- a) Set-up and manage the local league website.
- b) May set-up an online registration.
- c) Work with Player Agent to ensure league rosters are uploaded to Little League.
- d) Assign online administrative rights to other volunteers.



- e) Encourage the creation of a team website to other managers, coaches, and parents.
- f) Ensure that the league news and scores are updated online on a regular basis.
- g) Collect, post, distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media.
- h) Serves as the primary point of contact for Active team sports (or any other Web-based programs) regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

**SECTION 9: COACHING COORDINATOR** - The Coaching Coordinator shall:

- a) Represent coaches/managers in league.
- b) Present a coach/manager training 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 manager.
- e) Coordinate mini-clinics as necessary.
- f) Serve as the contact person for Little League and its manager-coach education program for the league.

## **PARAGRAPH 09 – AFFILIATION**

**SECTION 1: CHARTER.** The Local League shall annually apply for Charter from Little League Baseball, Inc., 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.

**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 league 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.

## **PARAGRAPH 10 – FINANCIAL AND ACCOUNTING**

**SECTION 1: AUTHORITY** - The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds, in a common league treasury directing the expenditure of the same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

**SECTION 2: CONTRIBUTIONS** - The Board shall not permit the contribution of funds or property to individual teams but shall solicit it for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

**SECTION 3: SOLICIATION** - 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 treasury.

**SECTION 4: DISBURSEMENT OF FUNDS** - The Board shall not permit disbursement of 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: COMPENSATION** - No Director, Officer or Member of the Local League shall receive directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Director, Officer or Member.

**SECTION 6: DEPOSITS** - All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in the Bank of Choice and all disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Directors shall determine.

**SECTION 7: FISCAL YEAR** - The Fiscal year of the Local League shall be on the first day of October and shall end on the last day of September.

**SECTION 8: DISTRIBUTION OF PROPERTY OR 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 such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

#### **PARAGRAPH 11 – 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 proposed change is included in the notice of such meeting.

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

This Constitution was approved by the Little League Membership on June, 4, 2016.

Presidents Name (Print): \_\_\_\_\_

President's Signature: \_\_\_\_\_ (date) \_\_\_\_\_

Little League ID No: 03100219

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