

League ID No.: 23-82802

## **CALN TOWNSHIP LITTLE LEAGUE - CONSTITUTION**

### **ARTICLE I – NAME and JURISDICTION**

#### **SECTION 1**

This organization shall be known as the Caln Township Little League, hereinafter referred to as "Local League."

#### **SECTION 2**

The chartered area approved by Little League, Inc. includes Caln Township (except Carver Court which has been transferred to Coatesville Little League), West Brandywine Township & West Caln Township. Any residence or school attended within the chartered area is eligible to participate in the Local League. Effective for the Spring 2015 season, the chartered area Garden Spot Little League from District 23, are included in Local League chartered area for softball only.

### **ARTICLE II - OBJECTIVE**

#### **SECTION 1**

The objective of the Local 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 Local 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 Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **ARTICLE III - GOVERNMENT**

#### **SECTION 1 – BOARD OF DIRECTORS**

The governing body of the Caln Township Little League shall be the Board of Directors.

(a) The Board of Directors shall consist of the Executive Board members and other elected officers.

The Executive Board members are:

- President
- Vice-President Baseball
- Player Agent
- Secretary
- Treasurer

Other elected officers are:

- Vice-President Intermediate Baseball
- Vice-President Minor A Baseball
- Vice-President Minor B Baseball
- Vice-President Tee ball/Rookie Baseball

Vice-President Softball  
Vice-President Major/Junior/Senior Softball  
Vice-President Minor Softball  
Vice-President Tee ball/Rookie Softball  
Vice-President Challenger  
Finance Director  
Purchasing Agent  
Safety Officer  
Information Officer  
Umpire in Chief  
Snackbar Coordinator

- (b) The Board of Directors shall be elected at the September meeting and assume their offices immediately thereafter.
- (c) The appointed officials shall consist of the Little League team managers and coaches.
- (d) The managers and coaches shall be appointed or reappointed by the president, with the approval of the Little League board of directors, at the February meeting. It should be pointed out that great care should be taken in the selection of managers and coaches, getting the best qualified and most interested to fill the job. Choosing only those willing to give their time and guidance to the team members is essential. All managers and coaches must complete a background check.
- (e) Managers and coaches not only are responsible to their teams, but also to the Board of Directors, and therefore shall be required to provide capable representation, for his team at all regular and special meetings deemed mandatory by the Board of Directors. Failure to attend will be considered cause for disciplinary action or replacement. Disciplinary action will be interpreted to mean a one game suspension, for each absence, from the managing capacity at a regularly scheduled season game.
- (f) The Board of Directors shall be held directly accountable to the league members.
- (g) The Board of Directors shall not have more than a minority as managers.

## **SECTION 2 - RECALLING OF BOARD OF DIRECTORS**

A recall vote, for any board of director member, may be requested, by any league member, once, at any regular or special meeting, and said vote will take place, provided at least 2/3<sup>rd</sup> of all league members present approve by show of hands.

A member of the board of directors shall be considered recalled if, upon such vote, 2/3<sup>rd</sup> of the league members so vote by a show of hands.

## **SECTION 3 - RULE AND CONSTITUTION CHANGES**

- (a) The board of directors, being the governing body of the league, shall have the power to adopt, change, or delete any local governing rule it deems necessary for the operation of the league. A 2/3<sup>rd</sup> margin is necessary for any adoption, revision or deletion.
- (b) The board of directors along with its appointed officials alone, have the power to add, change, or delete any league constitutional rule by a 2/3<sup>rd</sup> vote. One vote is permitted per team and one vote per board member.
- (c) The term "appointed officials" shall be interpreted to mean manager, coach, or any specially appointed official of the league.
- (d) Additions, changes to, and deletions to any constitutional or local rule may take place at any regular or special meeting, provided that the addition, change, or deletion does not deal with any rule or regulation that has not been in effect for one calendar year.

- (e) In the event that a rule or regulation, in effect for less than one calendar year, is adjudged to be not in the best interest of the league, it shall be added to, or deleted, provided 100% of all voting members present agree by a show of hands.

#### **SECTION 4 - VETO POWER OF PRESIDENT**

The president shall have the veto power over any decision made by the board of directors.

#### **SECTION 5 - VETO OVERRIDE**

The board of Directors may override any veto if 2/3<sup>rd</sup> of all board of directors agree. All board members must be present for veto override vote.

### **ARTICLE IV - MEMBERSHIP**

Membership in the Caln Township Little League shall be comprised of persons residing within the boundaries of the chartered area. It will consist of:

- (a) Player member - Any child meeting the requirements of age and residence as set forth in the rules of Little League Inc. This type of membership is free and non-voting.
- (b) Staff member – Any elected or appointed board member, officer, manager or coach cleared to participate in that capacity.
- (c) General member - Any person, other than playing members, who are interested in the objectives of the Cain Township Little League, and are willing to uphold its policies and subscribe to its laws, may become a member. This is a free membership as well..
- (d) Team sponsors become honorary members of the league.
- (e) All members of the above paragraphs (b), (c) & (d) have full voting privileges at all general meetings.

### **ARTICLE V - MEETINGS**

The following meetings will defined the recurring general meeting and election schedule.

- (a) At least one general meeting will be scheduled for every month of the calendar year which begins in October, and continues through the following September. The night of the meeting shall be the second Tuesday of the month, at 8pm, in a place to be announced. Representation from each team is required. Meetings may be suspended, or time and place changed, at the discretion of the board of directors.
- (b) The board of directors shall conduct the annual election of officers at the September meeting.

### **ARTICLE VI - FINANCES**

#### **SECTION 1 – Authority**

The board of directors shall decide all matters pertaining to the finances of the league, and it shall be a permanent policy to place all income in a common league treasury, directing expenditures of same in such manner as will give no individual or team advantage over the others as to equip., etc.

#### **SECTION 2 – Contributions**

The board of directors shall prohibit the contribution of funds to individuals or teams, and shall solicit same for the common treasury of the league. The above regulation is to discourage favoritism among teams, and to endeavor to equalize the benefits of the league.

#### **SECTION 3 – Disbursement of Funds**

The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. 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 Board of Directors shall determine. All expenditures of funds require two signatures registered with our bank.

#### **SECTION 4 – Fiscal Year**

The fiscal year of the Local League will correspond to the election year – October thru September.

#### **SECTION 5 - 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 Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

### **ARTICLE VII -DUTIES AND POWERS OF THE BOARD**

#### **SECTION 1 - Appointments**

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 by the membership or have been elected to fill a vacancy on the Board.

#### **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 deemed 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, 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 make and execute for and in the name of the Local League such contracts and leases they may receive and which have had 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) 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 evaluations and selection.
- (i) Member of protest committee

#### **SECTION 3 - Vice President(s)**

The Vice President from each division shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as may be assigned by the Board of Directors or by the President.
- (c) Will oversee management and guidance for running their baseball or softball division.

#### **SECTION 4 - 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 verifying residence and age eligibility.
- (c) Conduct the evaluations, 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.
- (g) Member of protest committee

#### **SECTION 5 - 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 are 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) 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.
- (d) Conduct 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.
- (e) Notify Members, Directors, Officers and committee members of their election or appointment and meetings.

#### **SECTION 6 - Treasurer**

The Treasurer shall:

- (a) Perform such duties as are herein 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 same 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 Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with 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 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 Board of Directors at the Annual Meeting, and to Little League Headquarters.

#### **SECTION 7 - Finance Director**

The Finance Director shall:

- (a) Be responsible for securing team and corporate sponsors
- (b) Organizes and implements approved league fundraising activities
- (c) Coordinates participation in fundraising activities
- (d) Maintains records of monies secured through sponsorship and fundraising initiatives

#### **SECTION 8 – Purchasing Agent**

The Purchasing shall:

- (a) Procure all equipment and uniforms needed
- (b) Conduct a bidding process for vendors at least every three years

#### **SECTION 9 - 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 youngsters and all participants of Little League Baseball.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. NOTE: 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 leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) Reporting -Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

#### **SECTION 10 - Information Officer**

The League Information Officer shall:

- (a) Manage the league's official home page;
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure that league news and scores are updated on a regular basis;
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media;
- (f) Serve as primary contact person for Little League and myteam.com regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

#### **SECTION 11 - Umpire in Chief**

The Umpire in Chief shall:

- (a) Assign umpires for baseball & softball games for Senior, Junior, Intermediate, & Majors division;
- (b) Conducts clinics to develop umpires
- (c) Member of protest committee

#### **SECTION 12 – Snackbar Coordinator**

The Snackbar Coordinator shall

- (a) Maintains the operation of concession facilities
- (b) Organizes the purchase of concession products
- (c) Responsible for the management of the concession sales at league events
- (d) Schedules volunteers to work the concession booth during league events
- (e) Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
- (f) Organizes, tallies and keeps records of concession sales and purchases

### **ARTICLE VIII - 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 Rules, Ground Rules and/or Bylaws**

The local rules, ground rules and/or bylaws 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, 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 Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article VI item (d) for fiscal year of this league.)

**ARTICLE IX - AMENDMENTS**

This constitution, or any section thereof, may be amended or repealed, by a 2/3<sup>rd</sup> vote of the members of the Caln Township Little League present at any meeting, provided that written notice of such proposed changes, and date of meeting, shall be mailed to the active voting members at least fifteen days prior to the date on which such proposed shall be submitted to vote. Such approved changes shall then be forwarded to Little League Baseball Inc. for final approval.

This Constitution was approved by Caln Township Little League membership at the general meeting on **March 10<sup>th</sup>, 2015.**

Brian Houck \_\_\_\_\_  
President's Name (print name)      President's Signature      Date

Richard Primanti \_\_\_\_\_  
Treasurer's Name (print name)      Treasurer's Signature      Date

23-82802 \_\_\_\_\_  
Little League ID No.      Federal ID No. 23-225216