

**QUARTZ HILL LITTLE LEAGUE
CONSTITUTION
AMENDED August 2020
LEAGUE ID NUMBER 405-51-14**

THIS BOX FOR REGIONAL USE ONLY
DATE SUBMITTED: 10/16/2020
APPROVED: <u>10/16/2020</u> APPROVED

ARTICLE I - NAME

The organization shall be known as Quartz Hill Little League, hereafter referred to as the "Local League" or "League".

ARTICLE II - OBJECTIVES

SECTION 1

The objectives of Quartz Hill Little League shall be to build a strong baseball and softball program that teaches the fundamentals of Baseball/Softball that provides a positive, fair and safe atmosphere for all members. All members of QHLL shall promote and model by example the ideals and values of good sportsmanship, honesty, loyalty, courage and respect for authority so the children of our community 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, Inc. All Directors, Managers, 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 **PRIMARY IMPORTANCE**. In accordance with Section 501-c-(3) of the Internal Revenue Code, Quartz Hill Little League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball and softball games. No part of this net earning shall insure 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 the candidate for public office.

ARTICLE III - MEMBERSHIP

SECTION 1

Eligibility: any person sincerely interested in active participation to affect the objective of this League may apply to become a member.

SECTION 2

Classes: There shall be the following classes of Members.

a) PLAYERS MEMBERS: Any player candidate meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of the Local League shall be eligible to compete 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 person actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. The Ways and Means Officer shall maintain the roll of membership to qualify voting members.

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

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers with the following titles listed below (Optional examples: Team Parent, Field Maintenance, District Administrator, Assistant Administrators, etc.):

SECTION 3

Other Affiliations:

a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as member of Local League.

b) The President of Quartz Hill Little League shall not be actively engaged in the promotion and/or operation of any other program(s) that *conflicts with the best interest of Quartz Hill Little League.

c) Executive Board members may not be actively engaged in the promotion and/or operation of any other sports program that *conflicts with the best interests of Quartz Hill Little League.

***Conflict of interest** is defined as any organization or activity that may have a negative impact on membership, financial status, and/or the representation of Quartz Hill Little League or Little League International.

SECTION 4

Suspension or Termination: Membership may be terminated by resignation or action by the Board of Directors:

- a) The Board of Directors, by a two-thirds majority 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 interest of the Local League and/or Little League International. 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 the case of a Player Member, give notice to the manager of the player's team. The manager and Player Agent shall appear with the player in the capacity of an adviser at the meeting. The Player's parent(s) or legal guardian must also be present. The Board of Directors, by a majority vote of those present at the duly constituted meeting, shall have the authority to discipline or suspend or terminate the player's right to future participation.

SECTION 5

Posting of Constitution and Standing Rules: The league shall post the approved League Constitution and Standing Rules at all times on the official League Website.

ARTICLE IV - DUES

SECTION 1

Dues for Regular Members may be fixed at an amount determined by the Board prior to any membership period. Regular Members who fail to pay their fixed dues within 30 days from the time the same becomes due, will be dropped from the rolls and shall forfeit all rights and privileges of membership. However, membership status will resume once fees have been paid in full or equivalent volunteer time has been completed.

SECTION 2

A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of the Local League. At no time will payment of any fee be a prerequisite for player member participation in the Local League. It is recommended that a parent who cannot pay a fee, volunteer service to the League.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition: A General Membership meeting is any meeting of the membership of the league.

SECTION 2

Notice of Meetings: Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least fourteen (14) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting. Notice of the annual meeting shall also be posted on the league website, snack bar and Facebook page not less than fourteen (14) days prior to the date of the meeting. A minimum of one general membership meeting per year is required.

SECTION 3

Membership Meetings: The annual meeting of the General Membership shall be held at closing ceremonies of each year for the purpose of any League business as may properly come before the general membership. After the Board of Directors is elected, the Board shall meet to elect the Officers. The annual vote for the Board of Directors shall take place at closing ceremonies. Ballots shall be counted by the board of directors immediately after the ceremonies if possible; however, if not possible, the ballots must be counted within two days of closing ceremonies. The new board of directors will be posted on the website within ten (10) days of the vote.

SECTION 4

Special Meetings: Special Meetings of the Members shall be called at the discretion of the President, or upon the request of a majority of the Board of Directors. The special meeting shall consider a special subject. No business other than that specified subject in the notice of the meeting shall be transacted at any special meeting of the Members.

SECTION 5

Quorum: A quorum for general membership meetings shall consist of 2% of those members (as defined in Article III - Membership) present at the meeting. It is therefore incumbent upon all local members to attend general membership meetings so that these meetings become a true reflection of the locals common will. Note: Any meeting quorum is required to have at least two board members present.

SECTION 6

Voting: Only Regular Members shall be entitled to vote at any general meeting of the League.

SECTION 7

Absentee Ballot: For the express purpose of accommodating a Regular Member in good standing who cannot attend an annual meeting, an absentee ballot may be requested and obtained from the Secretary of the League. Absentee ballots can be provided in two forms: electronic mail or through Survey Monkey. Mail ballots shall be properly completed, signed, and returned in a sealed envelope to the Secretary. All ballots must be received 2 days prior to the date of the election of the members to the Board. Notification for the right to an absentee ballot should be posted in conjunction with the announcement of any general meeting notices. Ballots will be counted in conjunction with the votes.

SECTION 8

Rules of Order: Robert's Rule of Order shall govern the proceedings of all meetings, except where it conflicts with Constitution or Bylaws of the Local League. The President shall chair all meetings.

SECTION 9

Communication The league's official venue for league communication and notifications will be the Quartz Hill Little League website. Members who do not have access to a computer may request in writing to the Secretary, announcements and league communication be sent to them through the mail.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Board and Number: The management of the local property and affairs of the Local League shall be vested in a Board of Directors. The number of Directors shall not be less than ten (10) or more than twenty-five (25). The Director elects shall enter into performance of their duties no later than August 1 and shall continue in office until their successors have been duly elected and qualified. Immediately following the election, the Directors elect shall assist the presiding Board until they take office. If the number of Directors is increased or a replacement is required due to death, resignation, or other reason, a majority vote at any meeting is required to replace or add a new member.

SECTION 2

Required Members: Required Board positions are President, Baseball and Softball Vice Presidents, Player Agent(s), Treasurer, Secretary, Safety Officer, Coaching Coordinator, Chief Umpire, Concessions Coordinator and League Information Officer. No one board member shall hold more than one required board position; however, in the absence of a member to occupy a vacant position, a current board member may hold two required positions until a volunteer can be approved to fill the additional position. The Board of Directors may appoint such other Officers 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: however, the board must fill all the required positions before voting in additional positions. No board member will have more than one vote regardless of the number of positions they hold.

SECTION 3

Election and Term of Office: The term of Office shall be one year for all Board of Directors with no maximum limitations on years of service.

SECTION 4

Meetings, Notice and Quorum: Regular meetings of the Board of Directors shall be held as soon as possible following the annual election and at least quarterly, as determined by 2/3 of the board. The President may call a meeting at their discretion in accordance with Article V, section 6. The Secretary may call a Special Board Meeting at the request of five (5) or more Board Members. Notice of all meetings shall be given at least one (1) day in advance by telephone or electronically.

In case of Special Meetings, such notice shall include the agenda for the meeting. If an issue arises not included in the Agenda, the board at that meeting shall not act it on. One half the Members of the Board shall constitute a quorum. A 2/3 vote is required to pass any motions. The President does not vote unless to break a tie. Note: Any meeting quorum is required to have at least two executive board members present.

SECTION 5

Duties and Powers: The Board shall have the power to appoint standing committees and delegate appropriate powers to those committees. 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, so long as it does not conflict with the constitution.

The Board shall have the power, by 2/3 vote of those present at any Regular or Special Meeting, to discipline, suspend, or remove any Director, Officer, or Committee Member of the League in accordance with the procedure set forth in Article III Section 4 (a).

SECTION 6

League Management:

a) The Board of Directors shall maintain policies and procedures for the management of League Operations. The official league copy will be maintained by the Secretary.

SECTION 7

Board Member Voting Rights:

Board Members must maintain good standing in order to retain voting rights. Board Members shall perform all required responsibilities or coordinate adequate coverage. Board Responsibilities include: Board Meetings, Assigned Board Duty, League events and activities, Assigned Board Position Responsibilities and Tournament/All Star Representation.

Board Members that do not show up for Board Duty without finding a replacement or a board meeting without notification, the board member will lose voting rights for a period of one month starting from the date of the missed duty or meeting. In addition to board duties, Board Members must assist in a minimum of 5 scheduled league events.

SECTION 8

Re-election rights: Board Members may not miss more than 3 League Activities, including but not limited to board meetings, League Events, Board Duties, etc... per year in order to be eligible for re-election. Exception: in the case of an extenuating circumstance the issue may be brought to the board and an excusal may be granted by majority vote.

ARTICLE VII - EXECUTIVE BOARD OF DIRECTORS

The Executive Board shall be comprised of the President, Baseball and Softball Vice Presidents, UIC, Secretary and Treasurer. The Executive Board 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 such other powers as may be delegated to it by the Local Board, but in no event will the Executive Committee have authority over the Board of Directors.

ARTICLE VIII - OFFICERS, DUTIES AND POWERS

President: The President shall:

- a) Conduct the affairs of the League and execute the policies established by the Board of Directors.
- b) Present a report on the condition of the League at the annual meeting.
- c) Communicate to the Board such matters as deem appropriate and make such suggestions as may tend to promote the welfare of the League.
- d) Be responsible for the conduct of the League in strict conformity to the policies, principles, rules and regulations of Little League Baseball, Incorporated, as agreed to under the conditions of this Charter.
- e) Designate, in writing, other Officers who have the power to make and/or execute orders/acquisitions in the name of Quartz Hill Little League.
- f) Implement contracts and leases that may have received, and which had prior approval of the Board.
- g) Investigate complaints, irregularities, and conditions detrimental to the League and report to the Board, the District Administrator, or Western Region as circumstances warrant.
- h) With the assistance of the Vice President/Player Agents, examine the application and supporting 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.
- h) Be responsible for developing the annual budget and presenting it to the board.
- i) Serve as the principal representative throughout all post-season tournament play.
- j) Serve as the Director for the Tournament Committee
- k) Coordinates Opening and Closing Day Ceremonies
- l) Coordinates publicity for league activities and accomplishments within the community. (In the absence of a Marketing Director)
- m) Responsible for completing waiver applications. Waiver applications will be presented to the board for approval at the discretion of the President.
- n) Maintain the volunteer applications received at registration and be responsible for the completion of all volunteer background checks. The President may elect to delegate this authority to one (1) additional board member.
- o) Voting rights are used for a tie breaker and/or disciplinary action for all members

Baseball and Softball Vice-Presidents shall:

- a) Perform the duties of the President in the absence or disability of the President, providing he or she is authorized by the President or Board so to act. When so acting, the Vice-Presidents shall have all the power of that office.
- b) Perform duties from time to time that have been assigned by the President or Board.
- c) Receive notice of all player transactions from the Player Agents and coordinate the notification of the Registrar.
- d) Assist the President/Player Agents, with the player applications and supporting proof-of-age documents of every player candidate.
- e) Oversee/assist the player agents with the player draft and all other player transaction or selection meetings.
- f) Assist the Player Agents in completing the tournament eligibility affidavit.
- g) Assist the Player Agents with tryouts.
- h) Investigate complaints, irregularities, and conditions detrimental to the League within their prospective division and report to the President as circumstances warrant..

Secretary: The Secretary shall:

- a) Be responsible for recording the activities of the League and maintain appropriate files, mailing lists, and necessary records.
- b) Perform such duties as from time to time have been assigned by the President or Board.
- c) Maintain a list of the Board of Directors, and Committees.
- d) Keep the minutes of the Members, Directors, and Executive Board meetings and record and distribute them.
- e) Conduct all correspondence not otherwise specifically delegated in connection with meetings and shall be responsible for carrying out all other orders, votes, and resolutions not otherwise committed.
- f) Notify Members, Directors, Officers, and Committee Members of their selection or appointment.
- g) Be responsible for all official communications to Members, Board of Directors and Committees: including but not limited to meeting notifications, meeting minutes, etc.
- h) Assign access rights to the Board of Directors
- i) Post meeting minutes and applicable information as directed by the and/or any board member.

Treasurer: The Treasurer shall:

- a) Receive all monies and securities and deposit monies in the league treasury approved by the Board of Directors.
- b) Perform duties from time to time that have been assigned by the President or Board.

- c) Keep records for the receipt and disbursement of all monies and securities of the League, disperses all payments in accordance with board approvals, budgeted funds, and draws checks. All checks must have dual signature.
- d) Provide all necessary information for the annual budget, under the direction of the President, for submission to the Board.
- e) Prepare an annual as well as periodic, financial reports.

Operations Director: The Operations Director shall:

- a) In conjunction with the Safety Officer, ensure the game and practice fields are safe and in playable condition.
- b) Coordinates all activities associated with maintaining and preparing fields/equipment for games and practices
- c) Be responsible for submitting and obtaining appropriate use permits and any other necessary approvals as required for all playing fields, practice fields, buildings and grounds used by the league.
- d) Prepares an annual budget for field maintenance and submits same to the Treasurer, to be included in the annual league budget.

Player Agent: The Player Agent shall:

- a) Receive notice of all player transactions and coordinate the notification of the Vice President and Registrar.
- b) Assist the President/Vice President, examine the application and supporting 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.
- c) Conduct the tryouts (in coordination with other divisional Player Agents), player draft, player transactions and all other player focused meetings.
- d) Validate and verify the accuracy and completeness of all player applications, supporting proof-of-age documents for every player.
- e) Validate and verify accuracy of team rosters and tournament eligibility affidavits for the President's signature and submission to Little League Headquarters.
- f) Will be responsible for drafting teams in the absence of an approved manager.
- g) Be responsible for tracking manager participation points in accordance with the standing rules.

League Information Officer: The League Information Officer shall:

- a) Manage the Leagues official home page.
- b) Ensure Leagues news and scores are updated.
- c) Collect, post, and distribute important information on the League activities.
- d) Manage all official league notifications/communications.g. flyers, websites, etc.

Safety Officer: The Safety Officer shall:

- a) Create awareness, through education and information, of the opportunities to provide a safer environment for the players and participants of Little League.
- b) Ensure each team receives a basic first aid kit prior to the first practice.
- c) Give a basic first aid briefing at the manager's meeting.
- d) Ensure the availability of Accidents Forms.
- e) Follow-up on all accidents or incidents reported.
- f) Process all volunteer applications through the sexual offender database, when delegated by the President..
- g) Maintain and distribute Safety Plan to all managers and to Little League Headquarters.
- h) Shall inspect and approve all practice facilities outside the League approved practice fields.

Coaching Coordinator: The Coaching Coordinator shall:

- a) Represent coaches/manager in the league.
- b) Present a coaches/managers training budget to the board.
- c) Provide a league-wide training program.
- d) Order and distribute training materials to players, coaches and managers.
- e) Coordinate clinics.
- f) Schedules/assigns all practice locations for all teams.
- g) Serve as the contact person for Little League and its coaches/managers education program for the League.
- h) Assist and/or act as an advisor to Coaches/Managers with any team management or instructional needs.

Chief Umpire - The Chief Umpire shall:

- (a) Shall select, train, observe and schedule all volunteer umpires for all league scheduled games.
- (b) Serves as the league liaison with the District 51 Umpires.
- (c) Schedules annual umpire clinic.
- (d) Serves as the primary league rule advisor for all managers and coaches, unless a conflict of interest presents itself.
- (e) Report to the appropriate League Division VP within twenty-four (24) hours any protests, umpire complaints, incidents, and/or the disqualification of any Manager, Coach, or player.
- (f) Responsible for schedule changes and updates.
- (g) Notify applicable Managers of any schedule changes to include Concessions coordinator, team managers and assigned umpires.
- (h) Responsible for ensuring all tournament games are adequately covered with umpires.

(i) Shall serve as the protest committee chair and provide all determinations to the applicable VP to disseminate to the member who submitted the protest.

Concessions Coordinator - The Concessions Coordinator shall:

- (a) Maintains the operation of concession facilities.
- (b) Organizes the purchase of all 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 in coordination with the Ways and Means Officer.
- (g) Supervise the volunteer help as needed.
- (h) Annually review, change (if applicable) and submit concession operating procedures to the Board of Directors for approval.

ARTICLE IX - OTHER COMMITTEES

SECTION 1

Committee Membership: The Board of Directors may appoint any of the following committees consisting of no less than three (3) board of directors or other appointed regular members. The committee must comprise of at least one Board Member which will act as the committee chair. The Board of Directors will determine specific objectives for each committee before the committee may commence duties. Each committee shall investigate and submit recommendations to the board on the specific objectives assigned by the Board of Directors.

SECTION 2

Property and Equipment Committee: The Property and Equipment Committee Chair shall at the least be comprised of the Operations Director and /or the Equipment Manager. Their duties include repair and improvement recommendations, supervision or the repair and maintenance, recommendations for required equipment, and assurance and storage of equipment.

Audit Committee: The Audit Committee is responsible for assuring that all fiscal matters are handled appropriately. An annual audit will be conducted at the conclusion of All Stars each year and no later than 1 August. The Treasurer provides all necessary records. The board shall designate an Executive Committee Chair for this committee. The President, Treasurer, and Ways and Means Officer are not eligible for this committee.

Rules and Constitution Committee: This shall at the least be comprised of the President, Vice President Baseball, Vice President Softball, the Major Baseball PA and the Chief Umpire. The committee shall review and revise the Standing Rules and Constitution. The Local Rules and Constitution are then approved by the full Board before being distributed to Region or vote by the General Membership as applicable. Any deviation from the Standing Rules shall require a $\frac{3}{4}$ vote of the Board of Directors.

Protest Committee: The Protest Committee shall at the least be comprised of the President, Chief Umpire, applicable Player Agent, and Vice President of that division, within the League. Anyone with a conflict of interest shall not rule on the protest.

Election Committee: The Election Committee shall consist of at least three Board of Director members and any other number of regular members (if available).

Tournament Committee: This committee shall at the least be comprised of the President, Vice President Baseball, Vice President Softball, Chief Umpire and all Player Agents of the League.

Managers Selection Committee: The Vice President of each division will act as the Managers Selection Committee Chairperson. The coaching coordinator shall be a member of the committee . Each division will have its own committee consisting of the Division Player Agent and two (2) other members of the Board of Directors (excluding the President), but appointed by the President and approved by the Board of Directors. See Article XI Section 2 for exceptions.

The Managers Selection Committee shall, during the playing season, observe the conduct of the Managers/coaches, track performance points (as directed within the standing rules) and report its findings to the President. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report to the President or Board of Directors as the case may be.

ARTICLE X -AFFILIATION

SECTION 1

Charter: The Local League shall annually apply for a charter from Little League Baseball, Inc., and shall do all things necessary to obtain and maintain such charter. The 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 Regulation: The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, Pennsylvania, shall be binding on this Local League.

SECTION 3

Local Standing Rules, Ground Rules and/or Bylaws: The local standing rules 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 each playing 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 standing rules shall declare an expiration date and season applicability and are not considered part of this Constitution. See, Article XII, Section 8, for fiscal year.

ARTICLE XI - MANAGERS, COACHES AND UMPIRES

SECTION 1

Appointment of Managers and Coaches: Team managers and coaches shall be appointed annually by the President, with the consultation of the coaching coordinator and approval of the Board of Directors. Unless otherwise noted herein, managers shall be responsible for the selection of their teams and for their actions on the field.

The President will moderate the Managers Selection Committee but will have voting rights only in the event of a tie. The Managers Selection Committee shall interview and investigate prospective managers and coaches, and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. Criteria to be used by the Managers Selection Committee may include, but is not limited to, the following:

- a. The background check meets the requirements of Little League Baseball Int.
- b. Ability to manage and relate to children of Little League age.
- c. Similar experiences as outlined in applications, along with personal interviews.
- d. Correspondence and/or surveys received by the Board of Directors and/or its members.
- e. Treatment of and prompt return of equipment and uniforms.
- f. Attitude toward and past performance of field maintenance assignments.
- g. Attitude toward and past conduct on the field of play.
- h. Attitude toward and completion of umpiring assignments.
- i. Control and conduct of the coach, parents and spectators.
- j. Adherence to the rules and regulations of Little League Baseball, Incorporated
- k. Attitude toward and conduct of team practices.
- l. Past attendance at instructional clinics.
- m. Attitude toward and past support of league functions and fundraising.
- n. Overall volunteer efforts.

SECTION 2

Restrictions on Appointment of Managers, Coaches or Umpires: The President shall not manage, coach or umpire a regular or All Star team. Player Agents shall not manage, coach or umpire a regular or All Star team within the division they hold cognizance over. The Vice President may manage, coach or umpire a team within the same division provided he/she does not serve on the Rules and Protest Committee when a conflict of interest presents itself. Coaches and Managers shall not be scheduled to umpire games within the same division in which they manage or coach.

SECTION 3

A Manager/ Coach who is subject to disciplinary action shall be informed of the general nature of charges being brought against him/her. The Manager/Coach shall be notified of the board meeting where the member shall be given the opportunity to appear at the meeting and answer such charges. The President has the authority to suspend any Manager/ Coach in cases where inappropriate behavior on or off the playing field and/or a safety concerns presents itself. If the President suspends a Manager or Coach, the said Manager/Coach will be suspended for **not** more than 5 calendar days in order for the Executive Committee to meet. If the Executive Committee determines further disciplinary action is warranted beyond the 5 days, the Executive Committee recommendation shall be presented to the Board of Directors for final decision. The Manager shall remain on suspension until a final decision has been determined by the Board of Directors.

SECTION 4

The Board, by a majority vote, shall have the authority to suspend or terminate any Manager/ Coach of the Local League whose conduct is considered as detrimental to the best interest of the Local League.

ARTICLE XII - 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 common league treasury, directing the expenditures of the same in such manner as will give no individual or team an advantage over those in competition with such individual (s) or team. The board will maintain two (2) checking accounts and one savings account. One checking account will serve as the main league treasury where ALL league income will be deposited. The second checking account will serve as the auxiliary account only for concession expenditures. The auxiliary account may only be funded by main treasury account and snack bar buy out deposits (if applicable).

Estimated expenditures for the current year shall be structured into a recommended budget by the Budget Committee and presented for approval to the Board within the first quarter of that fiscal year. Necessary supporting data for this recommended budget is a current status of all Treasuries (Local League and Auxiliary) and a forecast of all revenues for the year. Following approval it is the responsibility of the President, Treasurer and Ways and Means Officer to ensure that the budget is adhered to; however, the Ways and Means Officer will be responsible for the regular management, monitoring and reporting of the league budget.

SECTION 2

All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at US Bank.

SECTION 3

Reimbursements shall only be made to Regular Members with Board Approval and by a league check.

SECTION 4

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.

SECTION 5

The board shall not permit the solicitation of funds in the name of Quartz Hill Little League unless all of the funds so raised are placed in the League Treasury.

SECTION 6

The Board shall not permit the disbursement of Local League funds for other than the conduct of Quartz Hill Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. Any disbursements previously approved by the board of directors, that are made by debit or credit card shall be approved by the President in writing before reimbursement. All checks shall be signed by the Local League Treasurer and one other Executive Board Member (not related to the Treasurer) as the Board of Directors shall determine. ALL checks must have dual signature.

SECTION 7

No Director, Officer, or Member of the Local League shall receive, directly or indirectly, any salary, compensation, financial benefit or payment from the Local League for services rendered as Director, Officer, or Member.

SECTION 8

The President shall have authority to make emergency acquisitions /expenditures only when the purchase is required before a period of time that the Board will be able to convene. If this type of acquisition/expenditure is implemented two additional board members shall be notified prior to the acquisition and documented on a purchase order that must also meet at least one of the following criteria:

1. The purchase is necessary to maintain continuity of operations of QHLL.
2. Is an emergency facility repair(s).
3. Facility damage caused by vandalism.
4. Misc. League fees mandated by Little League International.

In the absence of the President one of the Vice Presidents can be delegated the authority to make an emergency acquisition/expenditure.

SECTION 9

All monies received, including Auxiliary funds, shall be deposited to the primary Quartz Hill Little League Board approved bank

SECTION 10

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

SECTION 11

Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the League to such other organization or organizations maintaining an objective similar to that set forth herein, which may be entitled to exemption under Section 501 (C) (3) of the Internal Revenue Code or any future corresponding provision.

SECTION 12

The Board of Directors shall appoint an Auditing Committee. The President, Treasurer, Ways and Means Officer or any account signatories of checks are not eligible.

The Committee will review the Local League's books and records 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 a review.

RTICLE XIII - GRIEVANCES AND COMPLAINTS

SECTION 1

Any person with an interest in the League may make a formal complaint/grievance verbally and/or in writing to the President and/or the Executive Board concerning any board member, manager, coach, participant, volunteer, and/or umpire . Upon receiving the complaint, the Executive Board, under the direction of the President, shall take whatever action it deems appropriate to investigate the matter. If the complaint is regarding the President, the Vice President(s) shall oversee the investigation.

The individual who is subject of the complaint shall have the opportunity to be heard. If the complaint is against an Executive Board Member, he or she may not participate in the investigative process or vote concerning disciplinary action. If the complaint is against a Board Member, he or she may not participate in a vote concerning disciplinary action. Board Members will be held to the highest standard and shall be held responsible for their actions while at QHLL.

SECTION 2

At the conclusion of the investigation, the Executive Board will make a recommendation and bring it before the Board of Directors. Within three (3) days of receiving the official complaint, the President shall respond in writing to the petitioner with the results of the investigation and what actions, if any, will be taken.

The two-thirds majority vote will determine any action the Board of Directors deems necessary in the best interest of the League. Disciplinary action may include, but is not limited to, probation, suspension, loss of voting rights, membership or expulsion from the League. Majority rule of the Board of Directors shall be the binding decision on all disciplinary actions to be taken. No one board member or executive board member may determine any final disciplinary action on any member of the league.

SECTION 3

Complaints/grievances that are determined to have criminal implications shall be passed to the President of the league who will notify the appropriate legal authorities. The President will serve as the primary point of contact for Quartz Hill Little League and provide direction to the Quartz Hill Little League Board on any internal/external communication if required by local authorities, and/or Little League Baseball Inc.

ARTICLE XIV - AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a majority of those voting at any duly organized meeting of the Regular Members provided notice of the proposed change is included in the notice of such meeting. Drafts of all proposed amendments shall be submitted to Western Region, for approval before implementation.

This Constitution was approved by the Quartz Hill Little League Regular Members on **08/12/2020**

Brian Van Tuyl

Brian Van Tuyl, President

Date 8/19/2020

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Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.