



A Division of
Little League®

CONSTITUTION

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ARTICLE I NAME OF ORGANIZATION

The league shall be known as the Smyrna-Clayton Little Lass League, Inc., hereinafter referred to as the "Local League. "

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® for girls fast pitch softball. 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 by:

- Voluntarily assisting to help girls develop qualities of citizenship, sportsmanship and womanhood.
- Using discipline of the game of softball to teach spirit, competition and the competitive will to win.
- Teaching physical fitness through individual sacrifices.
- Teaching the value of team play and wholesome well being, through healthful and social association with other youngsters under proper leadership and supervision.

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 supervised program of competitive 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 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 - MEMBERSHIP

SECTION 1

Eligibility: Any person sincerely interested in active participation to further 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 in the Official Regulations and Playing Rules Guide Book shall be eligible to compete for participation. Player Members shall have no rights, duties or

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obligations in the management or the property of the Local League.

- (b) **Regular Members:** Any adult (18 years old) person actively interested in furthering the objectives of the Local League may become a Regular Member upon approval of the Board of Directors, hereinafter referred to as the "Board." The Secretary shall maintain the roll of members to qualify voting members. Only regular members in good standing are eligible to vote and only one member per household is permitted to vote.

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Officers of the Board and any other person who is recognized by the Board as a volunteer in the local league.

- (c) **Honorary Members:** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at a duly held meeting of the Board, but shall have no rights, duties or obligations in the management or in the property of the Local League.
- (d) As used hereinafter, the word "Member" shall mean 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.
- (b) Regular members should not be actively engaged in the promotion and/or operation of any other softball program.

SECTION 4

Disciplinary Action: Should action/conduct of any Board Member, Player, Coach, Manager, Volunteer, or Parent be considered detrimental to the best interests of the Local League and/or Little League® the following procedures will be followed:

- (a) The President or his/her duly appointed individual shall investigate the incident and determine if referral to the Board of Directors is warranted. If referral is not warranted, the President has the authority to issue a verbal warning to the individual(s) involved. The Secretary is responsible for creating a record of the incident and shall document the verbal warning. If further action is warranted, the matter will be referred to the Board of Directors at the next regularly scheduled meeting or Special Board meeting if necessary.
- (b) Any individual who is issued a warning by the Local League President can appeal the decision to the Board of Directors. Notice must be given in writing within 10 days of the warning issue date. Failure to submit the appeal in writing within the designated time frame will result in the warning being valid and official. The Board of Directors can uphold the decision of the President or determine that the warning was invalid and rescind the warning. The decision of the Board is final.
- (c) The member(s) 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. The Board of Directors, by three-fourths vote of those present (quorum

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is required) shall determine the disciplinary action (including possible termination) for the involved individual(s).

- (d) The Board of Directors shall in the case of a Player Member, give notice to a legal guardian and the manager of the team for which the player is a member. Said manager shall appear, in capacity of an advisor, with the player and her legal guardian before the Board of Directors. The Board of Directors shall have the full power to suspend or revoke such player's right to future participation by three-fourths vote of those present at this meeting (quorum is required).
- (e) Any officer or Board member failing to attend three (3) consecutive Board of Directors meetings, without valid excuse, must be considered uninterested in the League and its function and therefore will be removed from office. Any board member who resigns or is removed will be required to wait two years before returning to any position (voting or non-voting) on the board of directors. The board may waive the two year wait for being reinstated after reviewing the circumstances that caused an individual to resign or be removed. Positions that become available may be filled in accordance Article V, Section 4.

ARTICLE IV – Meetings

SECTION 1

General Membership Meetings:

- (a) Any meeting of the membership of the league. A minimum of one per year is required.
- (b) Notice of meeting shall be delivered personally, electronically, or by mail to each Member at least seven (7) 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 Members, from time to time, at a regularly convened General Membership Meeting.
- (c) The presence of one more than half of the members (as defined in Article III, Section 2) shall be necessary to constitute a quorum. If no quorum is present, no official business shall be conducted.
- (d) Only regular members shall be entitled to make motions and vote at General Membership Meetings.
- (e) Absentee ballots and proxies will not be recognized during any voting. A voice vote of Regular members may be taken during meetings, when authorized by the Board.

SECTION 2

Annual Meeting of the Members:

- (a) The Annual Meeting of the Members of the Local League shall be held in September each year for the purpose of electing the Board of Directors, receiving of reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.
- (b) The Membership shall receive at a report, verified by the President and Treasurer, or by a majority of the Directors showing:
 - 1. The condition of the Local League, to be presented by the President or their

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- designate;
2. A general summary of funds received and expended by the Local League for the previous year, the amount of funds currently in possession of the Local League, and the name of the financial institution(s) in which such funds are maintained;
 3. The whole amount of real and personal property owned by the Local league, where located, and where and how invested;
 4. For the year immediately preceding, the amount and nature of the property acquired, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which applications, appropriations or expenditures have been made;
- (c) This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting.
- (d) Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors by majority ballot.
- (e) After the election, the Board of Directors assigns positions and shall assume the performance of their duties immediately. The Directors terms of office shall continue until their successors are elected and qualified under this section.

SECTION 3

Special General Membership Meetings:

- (a) At his/her discretion, the President may call a Special Meeting of the General Membership.
- (b) Upon the written request of three (3) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than twenty-one (21) days after the President or the Secretary receives the request.

SECTION 4

Board Meeting:

- (a) Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.
- (b) The President or Secretary at the request in writing of two (2) Directors shall issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (c) The Secretary shall give notice of each Board Meeting personally, electronically or by mail to each Director at least seven (7) days before the time appointed for the meeting.
- (d) One more than half of the members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no official business shall be conducted.

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- (e) Only members of the Board of Directors may make motions and vote at the meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during the Board Meetings.

SECTION 5

Rules of Order:

General Membership, Special General Membership, and Board Meetings shall be governed by Robert's Rules of Order except when such rules are in conflict with specific points of this constitution.

ARTICLE V – 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

Numbers: The Board of Directors shall include, the President, Vice President, Secretary, Treasurer, Player Agent, Chief Umpire, Fund Raising Manager, Safety Manager, Concession Manager and Board at Large. The number of Board at Large members shall be determined at the annual meeting but shall not be less than (3).

SECTION 3

Increase in Numbers: The number of Board of Directors, so fixed at the annual meeting may be increased at any General Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted. All elections of additional Directors shall be by majority vote.

SECTION 4

Vacancies: If any vacancy occurs of any member of the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular board meeting or at any Special Board Meeting called for that purpose.

SECTION 5

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meeting and the management of the Local League, as it may deem proper, provided that such rules and regulations do not conflict with this Constitution.

SECTION 6

Appointments: The Board of Directors may appoint such other officers or agents as it may

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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.

ARTICLE VI – DUTIES AND POWERS OF THE OFFICERS

SECTION 1

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®, as agreed to under the conditions of the charter issued to the Local League by that organization.
- (e) Designate in writing other officers, if necessary, to have the power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have 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(s), examine the application and support proof-of-age document of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) With assistance of the player agent develop all game and practice schedules.

SECTION 2

Vice President - The Vice President 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 the Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Directs and oversees the actions and responsibilities of the Chief Umpire, Equipment Manager and Complex Manager(s)

SECTION 3

Secretary - The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.

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- (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) Maintain a list of all Regular Members, Honorary Members, Directors and Committee Members and give notice of all meetings of 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 cause them to be recorded in a book kept for that purpose.
- (e) 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.
- (f) Notify Members, Directors, Officers and Committee Members of their election or appointment.

SECTION 4

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, approve all payments from allotted funds and draw checks thereof in agreement with policies established in advance of such actions by the Boards of Directors at the Annual Meeting.
- (d) Be authorized to pay bills up to a maximum of \$200.00 without the approval of the President or Board.
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (f) 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.
- (g) Supply all necessary financial records to an independent CPA for required IRS tax filings.

SECTION 5

Player Agent

The Player Agent(s) must not manage, coach or umpire in the division over which he/she has authority, unless the local league has received explicit permission to allow this from Little League® International. When there is more than one Player Agent the local league will designate one agent the responsibility of maintaining the Master Roster and information for all players, managers and coaches.

The Player Agent(s) shall:

- (a) Record all players' transactions and maintain an accurate and up-to-date record thereof.

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- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, 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 the Little League® Headquarters, team roster, including players claimed and tournament team eligibility affidavit.
- (f) Notify Little League® Headquarters of any subsequent player replacements or trades.
- (g) Set up online registration and ensure the league's rosters are uploaded to Little League® International.

SECTION 6

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®.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- (c) Coordinate the reporting of injuries.
- (d) Insure that all teams have individual First Aid kits in their dugouts and more comprehensive kits in each division's equipment area.
- (e) Perform random, unscheduled safety checks throughout the complex.
- (f) Schedule and maintain records of first aid, CPR and other safety training as required for all managers and coaches.

SECTION 7

Fundraising Manager - The Fundraising Manager shall:

- (a) Solicit and secures local sponsorships to support league operations
- (b) Collect and reviews sponsorship and fundraising opportunities
- (c) Organize and implements approved league fundraising activities
- (d) Maintain records of monies secured through sponsorship and fundraising initiatives

SECTION 8

Concession Manager - The Concession Manager shall:

- (a) Maintain the operation of concession facilities
- (b) Organize the purchase of concession products
- (c) Be responsible for the management of concession sales at league events
- (d) Schedule volunteers to work the concession stand during league events
- (e) Organize, tally and keep records of concession sales and purchases

SECTION 9

Chief Umpire - The Chief Umpire shall:

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- (a) Train and coordinate umpires for all league games.
- (b) Prepare umpires of all age groups and create schedules
- (c) Notify umpires (*NLT 4:00 P.M.*), and the Player Agent of rainouts.

ARTICLE VII – EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) or more than five (5) Directors, one of which shall be the President of the Local League.

SECTION 2

The Executive Committee shall advise with and assist the officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE VIII– OTHER COMMITTEES/COORDINATORS

SECTION 1

Nominating Committee: The Board of Directors may appoint a Nominating Committee. This committee shall consist of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting, a slate of candidates for the Officers and Board of Directors.

SECTION 2

Membership Committee: The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary and Regular Members and investigate for eligibility and recommend those qualified for election at the annual, regular or any other special meeting of the members or the Board of Directors as the case may be.

SECTION 3

Managers Committee: The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee may interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the

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Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or the Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or the Board of Directors as the case may be.

SECTION 4

District Committee: The Board of Directors may appoint a District Committee consisting of the Local President as chairperson and two (2) other Directors. The Committee shall assist the District Administrator with district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

SECTION 5

Auxiliary Committee: The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors and other appointed regular Members. 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. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

SECTION 6

Auditing Committee: The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or 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 its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 7

Scholarship Committee: The Board of Directors may appoint a Scholarship Committee consisting of the Local League Treasurer and two (2) other Directors or appointed regular Members. It shall review and evaluate projects for raising money and disposition of profits, and make recommendations to the Board of eligible scholarship recipients. The Board of Directors shall approve in advance all projects and actions of the committee to ensure that they are not in conflict with normal Local League fund raising.

SECTION 8

Public Relations Coordinator - The Public Relations Coordinator shall:

- (a) Set up and manage the league's official website and other electronic social media sites as directed by the board.
- (b) Assign online administrative rights to the president and other local volunteers as needed.
- (c) Work with the league secretary who will insure the accuracy of all internet postings

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and news releases to the local newspapers.

- (d) Attend and record league functions such as training clinics for release to newspapers and the league webpage.
- (e) Encourage creation of team websites to managers, coaches, and parents;
- (f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League®, the district, the public, league members, and media;
- (g) Serve as the primary contact regarding the use of the Internet for league administration.

SECTION 9

Training/Coaching Coordinator - The Training/Coaching Coordinator shall:

- (a) Produce programs to train managers and coaches how to work with their players, set up practices and do different types of training drills.
- (b) Assist the Safety Officer in providing the required safety training programs.
- (c) Coordinate mini-clinics throughout the year for player training such as pitching, all skills (catching, throwing, running, fielding, etc.) or batting.
- (d) Work with the board estimating costs and any fees that may be charged. Unless otherwise directed by the board any profits after expenses are covered will be contributed to general account of the league.

SECTION 10

Building and Grounds Coordinator - Buildings and Grounds Coordinator shall:

- (a) Care and maintain the playing fields, buildings, and grounds
- (b) Repair and improve complex, other than normal maintenance
- (c) Supervise approved projects from start through completion
- (d) Operate within the amount appropriated in the approved budget for that purpose.

SECTION 11

Equipment Coordinator - Equipment Coordinator shall:

- (a) Secure bids on needed supplies and equipment
- (b) Make recommendations for their purchase to the Board of Directors
- (c) Be responsible for the proper issuance of such supplies and equipment
- (d) Arrange for the repair, cleaning and storage thereof at the close of the season.

ARTICLE IX– FINANCIAL AND ACCOUNTING

SECTION 1

Authority: The Board of Directors shall decide all matters pertaining to the finances of the Local League and shall place all income in a common treasury, directing the expenditure of such funds in such a manner as will give no individual team an advantage over those in competition with such individual or team.

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SECTION 2

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

SECTION 3

Solicitation: The Board shall not permit the solicitation of funds in the name of Little League® or the Local League unless all the funds so raised are placed in the Local League treasury.

SECTION 4

Disbursement of Funds: The Board shall not permit the disbursement of Local League funds for other than the conduct of Local League activities in accordance with the rules, regulations and policies of Little League®. All disbursements shall be made by check, or debit card. Cash disbursements require approval of the President and one other officer. The Local League Treasurer plus one other Officer shall sign all checks. Approved additional "Signers" will be the President, Vice-President, and Secretary.

1. Debit Card Holders will be designated and approved at the first Board of Directors meeting following the Annual Meeting. All holders must be approved yearly.
2. Any purchase utilizing a debit card will be accomplished using the credit option at time of transaction.
3. No debit card transaction will exceed \$200 without approval of the President.
4. With Board approval certain vendors may be set up for auto-payments that are re-occurring monthly, such as: electric, phone or major purchases done on credit.

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, shall be deposited to the credit of the Local League in a local financial institution or institution(s) as determined by the Board of Directors. Any such deposit is required to have an accurate and detailed description of the source of funds.

SECTION 7

Fiscal year: The fiscal year of the Local League shall begin on January 1 and shall end on December 31.

SECTION 8

Distribution of Property Upon Dissolution: Upon dissolution of the Local League and after

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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 X – AFFILIATION

SECTION 1

Charter: The Local League shall annually apply for a charter from Little League® 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®, shall be binding on the Local League.

SECTION 3

Local Rules, Ground Rules and By-Laws: The local rules, ground rules and/or by-laws 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 regular season, but shall in no way conflict with the Rules, Regulations and Policies of Little League®, nor shall they conflict with this Constitution. The local rules, ground rules and/or by-laws of this Local League shall expire at the end of each fiscal year and are not considered part of this Constitution.

SECTION 4

Amendments: This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized Board of Directors Meeting provided notice of the proposed change is included in the notice of each meeting. Draft of all proposed amendments shall be submitted to Little League® for approval before implementation.

This Constitution was amended and approved by the Smyrna-Clayton Little Lass Board of Directors on November 7, 2017.

<u>Jennifer Weisenberger</u> President	 President's Signature	<u>11/09/17</u> Date
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