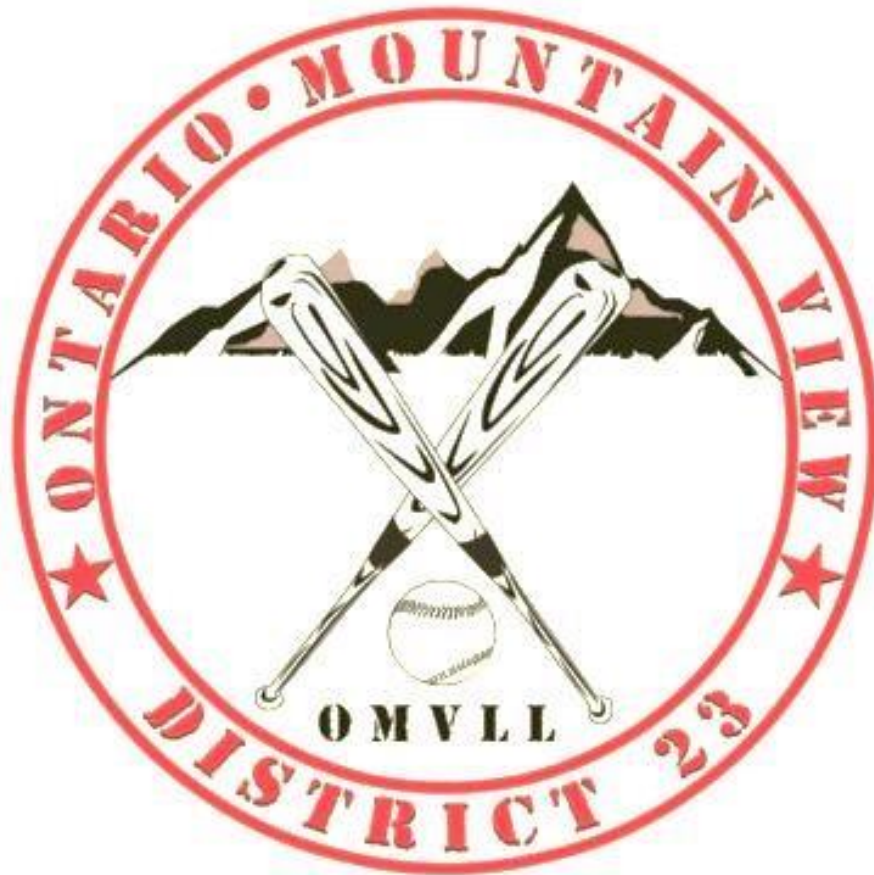


Ontario Mountain View Little League

League Constitution



League ID # 04052321

January 6, 2017

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PREAMBLE

Looking toward the betterment of Little League Baseball, Inc., and seeking to provide a quality program of baseball to the children within this league, through cooperation and organization we, the Ontario Mountain View Little League are united and do adopt this Constitution.

1. ARTICLE I – NAME

- 1.1. The name of the organization shall be known as Ontario Mountain View Little League, Inc. and throughout this Constitution, hereafter referred to as the League. The League's Little League identification is 405-23-21. The Federal Tax identification number is 33-0073995. The State of California Corporate Identification number is D0887702.

2. ARTICLE II – OBJECTIVE

- 2.1. The objective of the League shall be to implant firmly in the children of the community the ideas of good sportsmanship, honesty, loyalty, courage and the 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.
- 2.2. To achieve this objective, the 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 are 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 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.

3. ARTICLE III – MEMBERSHIP

3.1. Eligibility

- 3.1.1. Any person sincerely interested in active participation to affect the objective of this League may apply to become a member.
- 3.1.2. A member in “good standing” will be defined as a member that has satisfied all league requirements as they pertain to league agreements. These agreements include but are not limited to signed documents, fundraising, sponsorship, and code of conduct.

3.2. Classes of Members

- 3.2.1. There shall be the following classes of Members.
- 3.2.2. Player Members. Any player candidate meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of the 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 League.
- 3.2.3. Regular Members. Any adult person actively interested in furthering the objectives of the League may become a regular member upon election as herein after provided. Regular members may be issued a League membership ID number. The secretary shall maintain the roll of eligible League Regular Members. Only regular members in good standing are eligible to vote at the general membership meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Team Parents, Scorekeepers, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.
- 3.2.4. Honorary Members. (Optional) Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the League.
- 3.2.5. As used herein after, the word “Member” shall mean a Regular Member unless otherwise stated.

3.3. Other Affiliations.

- 3.3.1. Members, whether Regular or Player, shall not be affiliated with another organization or group to qualify as members of the League.

3.4. Suspension or Termination of Membership

- 3.4.1. Membership may be terminated by the resignation or action of the Board of Directors as follows:
- 3.4.2. The Board of Directors, by a two-thirds vote of those present at any duly Constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the League and/or Little League Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- 3.4.3. The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said Manager and player agent shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) will be notified so that they may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting.
- 3.4.4. Parents, managers, coaches, players, or league officials who provide a fictitious address or an address of a friend or relative to circumvent the Little League residency requirement, or is a party to an arrangement to circumvent the requirement, is subject to removal from the League, team, or elected or appointed League office.

4. ARTICLE IV – DUES FOR REGULAR MEMBERS

- 4.1. Dues for Regular Members may be fixed at \$5.00 per each fiscal year. Each player with paid registration will include one regular membership. One adult family member may be allocated as the regular member. Additional family members that wish to be included as regular members of the league will need to submit a membership application and pay the \$5.00 fee for membership.
- 4.2. Regular Members, who fail to pay their fixed dues within thirty (30) days of election or appointment, may by vote of the Board of Directors be dropped from the rolls and shall forfeit all rights and privileges of memberships.
- 4.3. A reasonable Little League registration for Player Members fee may be assessed as a parents' obligation to assure the operational continuity of Little League. The amount of the assessment shall be reviewed annually by the Board of Directors and if deemed necessary, shall specify the amount. Lack of

payment shall not disqualify the player candidate. [Ref. Little League Regulation XIII (c)].

5. ARTICLE V – GENERAL MEMBERSHIP MEETINGS

5.1. Annual Meeting

5.1.1. The annual meeting of the members of the League shall be held before the 15th of February of each year. This meeting shall provide the membership an opportunity to review the current copy of the League's constitution, finances, local rules, and have questions answered by the Board of Directors.

5.2. Elections

5.2.1. The Election process will be run by the Board appointed election committee.

5.2.2. Public notice shall be given at least two (2) weeks prior to the Election Day meeting advising the General Membership of their opportunity to have a vote in the election of their League Officers. Voting for the Elected Board shall be held at a designated location and date to be determined by the current board of directors. The outcome of the election will be announced on closing day.

5.2.3. Nominations will be solicited in a publicly-available nominations box at the snack bar from the second Tuesday in May for the purpose of nominating and accepting floor nominations for the Board of Directors. Nominations shall be accepted in writing from April 15 (but no later than April 30th) thru the conclusion of the advertised 2-week nomination period. Nominations shall be closed at the end of this period as advertised.

5.2.4. Election will take place at closing ceremony. Ballots will be compiled based on nominations. Nominees will be contacted no later than 1 week prior to the election and be given the opportunity to be added to the ballot.

5.2.5. Eligible members will be required to sign-in at a designated table identified at closing ceremony. At that time, the member will receive their ballot. They will be allowed to name/vote in 7 nominees.

5.2.6. The members of the election committee will count the ballots at the conclusion of closing ceremony. The election committee as well as 2 members in good-standing (non-board members) will be allowed to count the votes received, results will be documented by the secretary, and communicated to the board of directors as well as the newly voted "top 7."

- 5.2.7. The top 7 vote receivers will be appointed as the new board for the following league year.
- 5.2.8. The current board will be required to meet by September 30th of the calendar year to finalize all league business for the current year. This meeting will be the final meeting for the current board of directors.
- 5.2.9. Following the closing meeting, the new board (top 7) will be required to meet and assemble the new board of directors for the new calendar year. This meeting must take place by October 1st of the current year.

5.3. Special Meetings

- 5.3.1. Special meetings of the members may be called at any time by the President, the Secretary, the Board of Directors at their discretion and/or upon the written request (10) Members. The President shall then call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members. Special meetings shall be considered constituted meetings, and shall be scheduled to take place not less than five (5) DAYS after the request is received by the President or Secretary.

5.4. General Membership Meetings

- 5.4.1. A General Membership Meeting of the League's membership shall be held the first week of February. All general membership meetings shall be open attendance.

5.5. Quorum

- 5.5.1. A quorum for the Annual and General Membership Meetings shall be 5% of the membership.

5.6. Voting

- 5.6.1. Only Regular Members in good standing shall be entitled to make motions and vote at General Membership meetings.

5.7. Absentee Ballot

- 5.7.1. Absentee Ballot for the expressed purpose of accommodating a regular member in good standing who cannot be in attendance at the annual meeting, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed and returned in a sealed envelope to the secretary prior to the date of the annual meeting and the election of members to the Board of Directors. The Secretary will remove that members name from the list of eligible voters

from the league roster. The Secretary shall present all absentee ballots to the Election Chairman on the date of the annual meeting prior to the conduct of the election process.

5.8. Rules of Order

5.8.1. Robert’s Rules of Order shall govern the proceedings of all meeting’s, except where same conflicts with the Constitution of the League.

6. ARTICLE VI – BOARD OF DIRECTORS

6.1. Authority

6.1.1. The Administration of the League property and affairs shall be vested in the Board of Directors. The top (7) seven positions are President, Vice President, Treasurer, Secretary, Safety Officer, Player Agent, and Upper Division Coordinator. The structure of the Board shall be as follows:

Article VI - Table 1

<p>BOARD OF DIRECTORS</p> <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer • Player Agent • Safety Officer • Upper Division Coordinator (Seniors, Juniors, Majors) • Lower Division Coordinator (AAA, AA, A, Tee Ball) • Assistant Player Agent • Snack Bar Director • Score Master • Umpire-in-Chief • Equipment Manager • Field Coordinator • Team Mom Coordinator • Sponsorships & Fundraising Coordinator • Media Relations & Information Officer • Sergeant-at-Arms <p>Bold = Top 7 Board Positions</p>
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6.2. Vacancies

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

6.3. Meetings Notice and Quorum.

- 6.3.1. (Duly Constituted Meeting). Regular meetings of the Board shall be held immediately following the annual election and on the second and fourth Tuesdays of each month thereafter;
- 6.3.2. The President or the Secretary may, whenever they deem it advisable or the Secretary shall at the request in writing of three (3) Directors issue a call for a special meeting of the Board.
- 6.3.3. Notice of each meeting may be given by the Secretary personally, electronically or by mail to each Director at least two (2) days before the time appointed for the meeting to the last recorded address of each Director.
- 6.3.4. Eight (8) members of the Board of Directors shall constitute a quorum for the transaction of business. Since a quorum is necessary to conduct business, a board member must attend a minimum of three (3) of any four (4) consecutive meetings in a two-month period. Failure to do so may result in disciplinary action including expulsion from the Board.
- 6.3.5. Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board Meetings.

6.4. Power

- 6.4.1. 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.
- 6.4.2. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution or Little League Rules.
- 6.4.3. The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of the league in accordance with the procedure set forth in Article III, Section 4(a) and (b).

6.5. Order of Business

6.5.1. During meetings: Minutes read by Secretary, Treasurer's report, report of special meetings, communications, unfinished business, new business, miscellaneous business, Officers' activity reports, and appointment of committees.

6.6. Rules of Order

6.6.1. Roberts Rules of Order shall govern the proceeding of all Board of Director meetings, except where same conflicts with the Constitution or by-laws of the league.

7. ARTICLE VII – OFFICERS, DUTIES & POWERS

7.1. Appointments

7.1.1. The Board of Directors may appoint such Officers or Agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. 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.

7.2. President

7.2.1. The President shall:

7.2.2. Conduct the affairs of the League and execute the League policies established by the Board of Directors. Preserve order.

7.2.3. Present a report of the condition of the League at the annual meeting.

7.2.4. Communicate to the Board of Directors all phases of rules, regulations and policies of Little League Baseball, Inc.

7.2.5. Be responsible for applying for the Little League Charter. Be responsible for the conduct of the League in strict conformity to the policies, principals, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the League by that organization. Distribute approved Local Rules to all Board Members and Managers NOT LESS than one month prior to the first scheduled game.

7.2.6. Designate in writing, other officers if necessary, to have power to make and execute for and in the name of the League such contracts and leases they may receive and which have had prior approval of the Board.

7.2.7. Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board or Executive Committee as circumstances warrant.

- 7.2.8. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- 7.2.9. 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 try-outs and selection.
- 7.2.10. Cast the deciding vote in all matters that may be under debate, and upon which a tie vote results.
- 7.2.11. Call special meetings as per Article V, Section 3.
- 7.2.12. Be responsible for carrying out instructions contained in the motions made and passed by the Board
- 7.2.13. Inform the Membership of all the activities in which the League may be engaged.
- 7.2.14. Appoint all Board Committee Chairmen.
- 7.2.15. Meet with the Ontario Recreation Director annually to review the League contract and determine field allocations.
- 7.2.16. Serve as the contact between the League and the District and Little League Headquarters. Attend all District meetings and if unavailable, appoint a board member, or members, to represent the League.
- 7.2.17. Be sure all League volunteers, including Board Members, Managers, coaches, Team Parent, Scorekeepers, Umpires etc. be cleared through Megan's Law prior to assuming their position within the League.
- 7.2.18. Delegate board members to announce and publicize player candidate registration dates and sign up locations via local news media and flyers Notify schools in and adjacent to the League boundaries.

7.3. Vice President

- 7.3.1. In case of the absence or disability of the President, and provided he is authorized by the President or Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President. The Vice President shall:
 - 7.3.2. Oversee the actions of all the Divisional Coordinators.
 - 7.3.3. Call and chair meetings of all Division Coordinators as he/she deems necessary.
 - 7.3.4. Oversee the actions of the Auxiliary if an Auxiliary Committee is not otherwise formed.
 - 7.3.5. Be included in the preparation of the annual budget.
 - 7.3.6. Inform the President of any matter concerning the League.

7.4. Secretary

- 7.4.1. The Secretary shall:
- 7.4.2. Maintain and organize all records of the Board and the League, except those kept by the Treasurer and Player Agent during the current year.
- 7.4.3. Handle all routine correspondence.
- 7.4.4. Keep the minutes, including action items, of General Membership, and the Board of Directors meeting. Copies shall be provided to all Board Members at the next meeting for review and approval. After the minutes have been approved, a copy shall be filed in a binder and/or on electronic media storage, which has been labeled for that purpose.
- 7.4.5. Notify Members, Directors, Officers and committee members of their election or appointment.

7.5. Treasurer

- 7.5.1. The Treasurer shall:
- 7.5.2. Keep informed at all times of the financial status of the League, and to submit a monthly report at a scheduled meeting.
- 7.5.3. Receive all funds and securities, enter a proper record of such receipt in the books and records of the League and deposit same in a depository approved by the Board of Directors. Cash receipts shall be counted and deposited into the League's depository account within three (3) days of receipt of such funds.
- 7.5.4. Keep records for the receipt and disbursement of all funds and securities of the 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.
- 7.5.5. Prepare an annual budget, under the direction of the President and Vice-President, for submission to the Board of Directors no later than the November Board Meeting.
- 7.5.6. Prepare an annual financial report, clearly showing all sources of revenue and appropriate categories of disbursements, under the direction of the President, for submission to the Board of Directors at the September Board Meeting.
- 7.5.7. Prepare the required tax information forms including IRS990, California 199, and RRF-1, no later than the 15th of January. If necessary, a tax specialist may be obtained with approval of the Board. A copy of all tax forms shall be forwarded to District no later than January 28th.

- 7.5.8. Assist the Audit Committee, at the conclusion of the fiscal year, to provide supplementary information as needed.
- 7.5.9. Complete the "Statement by Domestic Non-Profit Corporation" (form S/O 100). Mail form and fee due, to the California Secretary of State, no later than November 30th.

7.6. Player Agent

- 7.6.1. The Player Agent Shall:
- 7.6.2. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- 7.6.3. Ensure player ratio of 2.1 is not exceeded between the Minor/Major Divisions. (Compute ratio: Total number of players 8 to 12 years old not in the major division by the number of major league players)
- 7.6.4. Conduct Player try-outs. Conduct the Player Draft and all other Player transactions per the latest Little League Operating Manual.
- 7.6.5. Prepare for the President's signature and submission to Little League Headquarters and District 23, team rosters, including players claimed by Little League Regulation II (d) and IV (h).
- 7.6.6. Prepare the Player Agent's list and Player Distribution Table.
- 7.6.7. All Major, Junior, and Senior League player trades and releases must be approved by the Board of Directors. Notify Little League Headquarters and District 23 of any subsequent player replacements or trades within five (5) days of the change.
- 7.6.8. Act as player representative in any dispute.
- 7.6.9. Review minimum play violations with Score master, weekly.
- 7.6.10. Tournament Team(s): Conduct selection process and prepare team affidavit

7.7. Upper & Lower Division Coordinators

- 7.7.1. Upper Division Coordinator is a senior level board position and will be recognized as a top 7 position within the board of Directors.
 - 7.7.1.1. Upper Division Coordinator:
 - 7.7.1.1.1. Will be responsible for the Seniors, Juniors, and Majors divisions.
 - 7.7.1.1.2. Will mentor or support the Lower Division Coordinator as needed.
 - 7.7.1.1.3. Will assume the responsibilities for the lower divisions should there be a vacancy at the Lower Division Coordinator.
- 7.7.2. Lower Division Coordinator is a junior level board position and will work closely with the Upper Division Coordinator as needed.

- 7.7.2.1. Lower Division Coordinator:
 - 7.7.2.1.1. Will be responsible for the AAA, AA, A, and Tee Ball divisions.
 - 7.7.3. The Division Coordinators shall:
 - 7.7.4. Acquaint himself/herself with all baseball and Little League Rules and Regulations so as to arbitrate disputes.
 - 7.7.5. Coordinate all activities of the division, including schedules and sponsor solicitation, if a Sponsorship Committee is not otherwise formed by the Board of Directors.
 - 7.7.6. Review the previous year's Divisional local rules and with the Board, implement revisions as needed. The Local rules must be approved by the Board each year and distributed to all Board Members and Managers NOT LESS than one month prior to the first scheduled game.
 - 7.7.7. Be available to serve on Sponsorship, Scorekeeping and Manager Committees as formed by the Board of Directors.
 - 7.7.8. To be responsible for the care, inventory and replacement of uniforms and equipment through the Equipment Officer
 - 7.7.9. Assist the Safety Officer with accident reports and implementing the League Safety Program.
 - 7.7.10. Conduct at least (3) manager meetings (at least two prior to opening day) to review the manager's duties and the league operations and policies. The President, Vice President, Player Agent, and Safety Officer must be advised of the agenda.
 - 7.7.11. Coordinate and attend team parent meetings within their Division. Must insure parent meeting is held prior to first practice.
 - 7.7.12. Advise the Player Agent of any player problems and consult with the Vice President regarding any problems that arise, small or large.
 - 7.7.13. Evaluate team managers and coaches and advise the Board of any problems that may require discipline. See Article 111, Section 4(a). Submit a year-end report no later than August 31st, of the current fiscal year evaluating all Division Managers and Coaches to the Board.
 - 7.7.14. Assist the President wherever his services may be required.
 - 7.7.15. To see all equipment and league property is retrieved from each team manager at the end of the season, no later than one week after the last game played, and delivered to the Equipment Officer.
- 7.8. League Information Officer (Media Relations)
- 7.8.1. The League Information Officer shall, with prior board approval:
 - 7.8.2. Manage the league's official home page on myteam.com

- 7.8.3. Manage the online registration process and ensure that league rosters are maintained on the site.
- 7.8.4. Assign administrative rights to league volunteers and teams.
- 7.8.5. Ensure that league news and scores are updated on a regular basis.
- 7.8.6. Collect, post and distribute important information on 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

7.9. Safety Officer

- 7.9.1. The Safety Officer shall:
- 7.9.2. Develop, maintain and implement a written Safety Awareness Program (ASAP) that is approved by the Board of Directors prior to expiration, annually as dictated by Little League Headquarters.
- 7.9.3. Schedule division safety meetings to ensure each manager has received a copy and fully understands the League's safety awareness program.
- 7.9.4. Be responsible for the safeguarding of all players in the League and to coordinate safety activities.
- 7.9.5. Ensure that the field and playing conditions are made as safe as possible.
- 7.9.6. To be responsible for the processing of all Accident Report Forms and the processing of any player accident insurance claims. Follow up on all accidents to discover the cause and take corrective measures.
- 7.9.7. Maintain a back-up copy of player medical releases.
- 7.9.8. Attend District safety meetings and report to the Board if unable to attend must send another board member to represent.
- 7.9.9. Inform the President and the Board of any Safety matters concerning the League.

7.10. Equipment Manager

- 7.10.1. The Equipment Manager shall, in conjunction with buyer:
- 7.10.2. Supervise the purchases, control inventory and care of playing equipment and supplies. Equipment may not be charged nor purchased without prior approval by the Board.
- 7.10.3. Issue and collect team equipment. Ensure equipment is properly cleaned, repaired and stored during the off-season and prepare a comprehensive inventory of all equipment by August 15th, of the current fiscal year.
- 7.10.4. Check and compare prices and quality, and obtain written quotes as necessary.
- 7.10.5. Inform the President of any matter concerning the League.

7.11. Umpire-in-Chief

- 7.11.1. The Umpire in Chief shall:
- 7.11.2. Be current on all playing rules and regulations.
- 7.11.3. When using volunteer umpires, select and train competent persons who command respect, know the rules of the game and react intuitively to playing situations which dictate the umpire's position.
- 7.11.4. Coordinate the schedules of the umpires for all the games.
- 7.11.5. Attend all District Umpire meetings and report to the Board.
- 7.11.6. Inform the President of any matter concerning the League.

7.12. Snack Bar Director

- 7.12.1. The Snack Bar Director shall:
- 7.12.2. Be responsible for purchasing and keeping an inventory of all stock in the snack bar.
- 7.12.3. Maintain proper Health and Fire code standards. Assist the County Health Inspector as needed during the periodic inspections, and report the results to the Board of Directors.
- 7.12.4. Be responsible for scheduling snack bar personnel.
- 7.12.5. Provide a monthly status report to the Board of Directors.

7.13. Duty Officer

- 7.13.1. The Board shall assign Duty Officers to supervise the ball games. The Duty Officer represents the Board and shall oversee scheduled games or field sites. Only Board members shall serve as the Duty Officers. Failure to serve the required amount of shifts as determined but he current Board may result in disciplinary action.
- 7.13.2. Observe the conduct of managers, coaches, players and parents/supporters, and maintain crowd control and preserve order.
- 7.13.3. Assure that games are played under the direction and control of the Board of Directors, (i.e.: safety program, local rules, etc.) NOTE: The umpire controls the field of play (game).
- 7.13.4. Responsible for score room decorum. Assure that a qualified scorekeeper is present (refer to the score master's list), and if there is not, appoint one.
- 7.13.5. Report (preferably in writing) any league policy violations or items of concern to the Board. Insure that protests, manager, coach and/or player ejections, and minimum play violations are recorded in the official scorebook and reported to the Board.
- 7.13.6. Make or assist with field collections as needed.

7.13.7. Direct or assist with the facility startup and/or shut down procedures. Be available to verify snack bar deposit slips. Assist where needed.

7.14. Team Managers and Coaches

- 7.14.1. Managers and Coaches shall be appointed annually by the President, and be approved by the Board of Directors. Managers shall be responsible for the selection of their teams (AAA thru seniors) and for their actions on the field, (Regulation 1(b). Player Agent/ division coordinators shall not manage, coach or umpire in their respective/division. The manager shall be responsible for:
- 7.14.2. Holding a team parent meeting with the division coordinator present prior to their first practice and explain, at a minimum, the following (NOTE: Practice/sessions may not start until all division's equipment and approved practice schedule have been issued).
- 7.14.3. League policy in regard to playing of team members, (i.e.: minimum play requirements or batting the roster.)
- 7.14.4. League policy concerning attendance at practice of both player and parent. Maintain player attendance records for all team activity.
- 7.14.5. Conduct expected of parents and guests at the field.
- 7.14.6. Parental obligations with regard to work parties, snack bar assignments, umpire duties, fund raisers and scorekeeping.
- 7.14.7. Information regarding League Safety Program and player accident insurance.
- 7.14.8. Other responsibilities include:
- 7.14.9. Submit team coach applications(s) to the appropriate Division Coordinator for Board approval, after the player selection unless the coach is returning to the same team. All volunteers including coaches, team parent, scorekeeper, etc. must be cleared through Megan's Law prior to assuming any duties. The manager must ensure that he/she submits names to the president for Megan's Law check. He/she must have approved list of names at all Little League functions.
- 7.14.10. Be responsible for notification to team personnel and parents of all League and team activities. Maintain player attendance records for all team activities.
- 7.14.11. See that playing equipment is available and medical releases are accessible at all practices and games.
- 7.14.12. Coordinate any player discipline problems with the Player Agent and Division Coordinator. Physical or verbal abuse will not be tolerated.

- 7.14.13. Actively support the League in its endeavors to provide a valuable Little League program. Attend all scheduled league functions or be represented by approved Coach.
 - 7.14.14. Provide the Player Agent and Score master with roster listing Player uniform numbers on form provided within 7 days of uniform issuance.
 - 7.14.15. Be responsible for field maintenance before and after each game and practice as necessary.
 - 7.14.16. Note: many of the duties outlined can be successfully delegated but final responsibility remains that of the Manager.
 - 7.14.17. The Managers and Coaches position ends at the conclusion of the regular season unless extended by Tournament Play, in which case it ends at the conclusion of the last officially scheduled and played game. All equipment must be returned at the conclusion of the last game, unless otherwise scheduled.
- 7.15. Score Master
- 7.15.1. The score master shall:
 - 7.15.2. Recruit, supervise, instruct and schedule all official scorekeepers for the Senior, Junior, Major and Minor Divisions (T-ball, AA Divisions excluded.)
 - 7.15.3. Maintain innings-played records of all AAA, Major, Junior and Senior Divisions players to assure compliance with Little League Regulations.
 - 7.15.4. Meet with the Player Agent weekly to review playing records. Any minimum play violations will be referred to the appropriate Division Coordinator, and submitted to the Board.
 - 7.15.5. Assure all League scorebooks are kept in such a manner that the eligibility of pitchers, proper substitution and innings played for each player maybe ascertained.
 - 7.15.6. Maintain team standings for all AAA, Major, Junior and Senior Divisions within the League.
 - 7.15.7. The Score master shall be responsible for the submission of a verbal or written status report to the Board at the March, April, May and June monthly Board meetings.
- 7.16. Sergeant at Arms
- 7.16.1. The Sergeant at Arms shall:
 - 7.16.2. Make sure all meetings are in accordance with Robert's Rules of Order.
 - 7.16.3. Take official count on all motions.

- 7.16.4. Maintain role of attendance at all meetings.
 - 7.16.5. Assist the President in any other services as requested
- 7.17. Field Coordinator
- 7.17.1. The Coordinator shall:
 - 7.17.2. Supervise the maintenance of the fields by league personnel.
 - 7.17.3. Be responsible for the repair and maintenance of the playing fields, buildings, fencing and grounds.
 - 7.17.4. Maintain equipment room and field maintenance tools.
 - 7.17.5. Work with the city of Ontario in Coordinating maintenance issues.
 - 7.17.6. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- 7.18. Assistant Player Agent
- 7.18.1. The Assistant Player Agent is a board position created to provide an additional level of support for the League's Player Agent. It is not considered a top 7 position on the board of Directors.
 - 7.18.2. The Assistant Player Agent will assume the responsibilities of the Player Agent in his/her absence as well as should the Player Agent position become vacant.
- 7.19. Team Mom Coordinator
- 7.19.1. The Team Mom Coordinator is a board position created to provide an additional level of support for the board of Directors. It is not considered a top 7 position on the board of Directors.
 - 7.19.2. The Team Mom Coordinator shall:
 - 7.19.3. Organize a team mom meeting at the beginning of the season or no later than the third week in February. This meeting is aimed to provide all Team Mom's with information, tips, and responsibilities for their respective teams in preparation for the spring season.
 - 7.19.4. Will be the liaison between Team Mom's and the Board of Directors.
 - 7.19.5. Will assist in collecting pictures information, fundraising and sponsorship money.
 - 7.19.6. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- 7.20. Sponsorships & Fundraising Coordinator

- 7.20.1. The Sponsorships & Fundraising Coordinator is a board position created to provide an additional level of support for the board of Directors. It is not considered a top 7 position on the board of Directors.
 - 7.20.2. The Sponsorships & Fundraising Coordinator shall:
 - 7.20.3. Organize a fundraising and sponsorships committee meeting at the beginning of the season or no later than the third week in February. This meeting is aimed to provide a forum to communicate all aspects of the league's fundraising efforts. Furthermore, this forum will allow for regular members to actively participate in the league's fundraising efforts.
 - 7.20.4. Will be responsible for the league's fundraising and act as spokesperson for the Board of Directors when soliciting financial support.
 - 7.20.5. Will be responsible for collecting fundraising and sponsorship money.
 - 7.20.5.1. Will work closely with the Treasurer and the Team Mom Coordinator to ensure all funds are accounted for and that deliverables (banners, ads, plaques, etc.) are distributed as appropriate.
 - 7.20.6. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- 7.21. Pictures & Yearbook Coordinator
- 7.21.1. The Pictures and Yearbook Coordinator is a board position created to provide an additional level of support for the board of Directors. It is not considered a top 7 position on the board of Directors.
 - 7.21.2. The Pictures and Yearbook Coordinator shall:
 - 7.21.3. Pictures:
 - 7.21.3.1. Be the primary responsible to organize and schedule the league's picture day.
 - 7.21.3.2. Will submit a proposal to the board of directors by the second week in January and obtain the approval to schedule and organize accordingly.
 - 7.21.3.3. Be the assigned board member to run the league's picture day.
 - 7.21.4. Yearbook:
 - 7.21.4.1. Be the primary responsible to organize and deliver on the league's yearbook commitments for the spring season. This includes gathering information, pictures, and details as they pertain to printing an appropriate yearbook as approved by the board of directors.
 - 7.21.5. Will be the liaison between Team Mom's and the Board of Directors.

- 7.21.6. Will assist in collecting pictures information, fundraising and sponsorship money.
 - 7.21.7. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- 7.22. Uniforms Coordinator
- 7.22.1. The Uniforms Coordinator is a board position created to provide an additional level of support for the board of Directors. It is not considered a top 7 position on the board of Directors.
 - 7.22.2. The Uniforms Coordinator shall:
 - 7.22.2.1. Be the primary responsible to organize and deliver on the league's uniform commitments for the spring and fall seasons. This includes gathering information and details as they pertain to ordering uniforms per the Player Agent's direction.
 - 7.22.3. Will be the liaison between the uniform vendor and the Board of Directors.
 - 7.22.4. Will be the primary responsible the distribution of uniforms to the league.
 - 7.22.5. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

8. ARTICLE VIII – EXECUTIVE COMMITTEE

- 8.1. The Board of Directors may appoint an Executive Committee, which shall consist of not less than six (6) Directors, one of whom shall be the President of the league.
- 8.2. The Executive Committee shall advise with an assist of the Officers of the league in all matters concerning its interests and the management of its affairs, and shall have such other powers as many are delegated to it by the board, but in no event will the Executive Committee have authority over the Board of Directors.
- 8.3. At any meeting of the Executive Committee, a majority of the total number of members then in the office shall constitute a quorum for the transaction of business, and act of the majority present at any meeting which there is a quorum shall be the act of the committee. The Committee shall report each meeting to the board of Directors, including approved copies of the minutes.

9. ARTICLE IX – OTHER COMMITTEES

9.1. Nominating Committees.

9.1.1. The Board of directors shall appoint a Nominating Committee consisting of three (3) Directors and three (3) regular members (non-board members).

9.1.2. The Committee shall solicit, investigate and consider candidates and submit at the annual meeting a slate of candidates for the Board of Directors. The committee shall also submit for consideration by the Board of Directors a Slate of Officers and Committee members.

9.2. Finance Committee.

9.2.1. The board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The treasurer shall be an ex-officio member of the committee. The committee shall investigate ways and means of financing the local League including team sponsorships and submit recommendations. The committee Chairperson shall be responsible for the submission of a written status report to the board at each board meeting.

9.3. Equipment Committee.

9.3.1. The board of directors may appoint a Playing Equipment Committee, which shall secure bids on needed supplies and equipment and make recommendation to the board. The Purchasing agents shall serve as a chairperson.

9.3.2. The Committee shall be responsible for the proper insurance of such supplies and equipment and for the repair, cleaning, inventory and storage thereof at the close of the season.

9.3.3. The Purchasing agent shall be responsible for the submission of a written status report to the Board at each monthly Board Meeting.

9.4. Managers Committee.

9.4.1. The President (chairman) shall appoint a Managers Committee consisting of four (4) Directors (Two (2) Division Directors, Player agent and one other Board of Directors Member) to assist the President.

9.4.2. The Committee shall review applications, interview and investigate prospective managers and coaches (all levels of play) and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the Board of Directors or President as the case may be.

9.5. Umpire Committee.

9.5.1. The Board of Directors may appoint an Umpire Committee consisting of Directors and other appointed Regular Members. The Chief of Umpires shall chair the Committee. The Committee shall recruit and interview potential umpires. When approved, the staff of umpires shall be under the personal direction and responsibilities of the League umpire in Chief, shall train, observe and schedule the staff.

9.6. District Committee.

9.6.1. The Board of directors may appoint a District Committee consisting of the League President as chairman and two (2) other Directors. The committee shall assist the District Administrator in the interleague district functions including the selection of members of the District Administrators Advisory Committee of the selection of tournament sites and area tournament directors.

9.7. Auxiliary Committee.

9.7.1. The Board of Directors may appoint an Auxiliary Committee consisting of the Auxiliary director and two (2) other Directors and other appointed Regular Members.

9.7.2. The Committees shall coordinate the Auxiliaries of the Committee.

9.7.3. It shall review and evaluate auxiliary for raising money and disposition of profits, and make recommendations to the Board.

9.7.4. The Committee chairperson shall be responsible for the submission of a written status report to the Board at each monthly Board Meeting.

9.7.5. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

9.8. Auditing Committee. The Board of Directors shall appoint an Auditing Committee consisting of two (2) directors and a Regular Member (not related to or family of the regular member or board member). Treasures may recommend such, but the board must approve. The President, Treasurer signatories of the Leagues Bank Accounts are not eligible to participate on this Committee. The Committee will review the leagues books and records annually. The Committee shall commence the review no later than October 15, for the fiscal year previously ended and submit a statement of their findings and recommendations to the Board of Directors no later than a November Board meeting. A copy of this report will be included with annual financial statement of the League as prepared

by the President or Treasurer and forward to District 23 headquarters. If so directed by the Board of Directors, the services of an accountant may be retained or accomplish this audit.

- 9.9. Scorekeeping Committee. The Board of Directors shall appoint a Score master and Scorekeeping Committee. The Committee's duties shall consist of:
- 9.9.1. Recruit, Supervise, instruct and schedule all official scorekeepers for the major and minor divisions (t-ball excluded).
 - 9.9.2. Assure League scorebooks are kept in such manner eligibility for pitchers, proper substitution and inning played for each player may be ascertained. Game violations shall be recorded in the official scorebook and reported to the Board of Directors.
 - 9.9.3. Maintain innings played records of all major players to assure compliance with District 23 requirements and Little League regulations XI (i). Meet with the Player Agent weekly to review playing records.
 - 9.9.4. Maintain standings for Major and minor teams (within the league) to include: games won, lost, tied, and number of games behind.
 - 9.9.5. Distribute scorekeeper-roster forms to obtain input. Copy and distribute as needed.
 - 9.9.6. The Score master shall be responsible for the submission of verbal and/ or written status report to the Board at the March, April, May and June Board Meetings.
- 9.10. Sponsor Committee.
- 9.10.1. The Board of Directors may appoint a Sponsor Committee consisting of one or more Directors and other appointed Regular Members.
 - 9.10.2. The Committee shall be responsible for contacting existing and new prospective sponsors for its league and or team.
 - 9.10.3. They shall maintain appropriate records of all sponsors, best dates to be contacted and related contacts within the sponsor organizations.
 - 9.10.4. The committee chairperson shall be responsible for the submission of a written status report to the board at the November, December, and January Board Meetings.
- 9.11. Maintenance Committee.
- 9.11.1. The Board of Directors may appoint a maintenance coordinator. The Maintenance committee shall be responsible for:
 - 9.11.2. Maintaining good condition of all field used by the League and to the satisfaction of the safety officer.

9.11.3. Proposal of maintenance projects to the board, including schedules, tools and supplies needed to organize and direct field work parties. The maintenance coordinator shall be familiar with any agreement with the city or school district property owners) as not to jeopardize field use.

9.11.4. Be responsible for the maintenance and repair of the public address system, intercom systems and scoreboard.

9.12. All Star Committee

9.12.1. The board of Directors may appoint an All Star Committee to oversee all aspects of the election process are executed as described in this document as well as in the league's local rules.

9.12.2.

9.13. Election Committee

9.13.1. The board of Directors may appoint an election committee to oversee all aspects of the election process are executed as described in this document as well as in the league's local rules.

9.13.2. This committee will be formed and required to meet no later than April 20th of the current calendar year.

10. ARTICLE X – AFFILIATION

10.1. Charter

10.1.1. The league shall annually apply for a Charter Little League Baseball, Incorporated, 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.

10.2. Rules, Regulations and Policies

10.2.1. The official playing rules, regulations, and policies, as published by Little League Baseball Incorporated, Williamsport, Pennsylvania, shall be binding on this league.

10.3. League Rules

10.3.1. The local rules of bylaws of this league shall be adopted by the board of directors at a meeting not to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of baseball, Incorporated, nor shall

they conflict with this constitution. As a minimum, they must include: 1) Tournament and all-star team selection process, 2) Specific details to determine the League Champion (less Minor and T-ball divisions), and 3) All-Star Manager and coach selection process.

11. ARTICLE XI – FINANCIAL & ACCOUNTING

11.1. Fiscal year

11.1.1. The fiscal year of the League shall begin on October 1st and shall end on September 30th.

11.2. Authority

11.2.1. The Board shall decide all matters pertaining to the finances of the League, and it shall place all income including Auxiliary funds, in common League Treasury, directing the expenditure of same in such manner as will give no individual or team advantage over those in competition with such individual or team.

11.3. Contributions

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

11.4. Solicitations

11.4.1. The Board shall not solicitation of funds in the name of Little League baseball, incorporated unless all the funds so are placed in the League Treasury.

11.5. Disbursements of funds

11.5.1. The Board shall not permit the disturbance 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 made by the League Treasurer and such other officers as the Board of Directors shall determine.

11.6. Expenditures

- 11.6.1. Approval of expenditures other than those already authorized elsewhere in the bylaws must be approved by two-thirds vote of the Board of Directors. (Quorum required)
- 11.7. Compensation
- 11.7.1. No Director, Officer or member of the League shall receive, directly or indirectly any salary, compensation or emolument from the League for services rendered as Director, officer or member. This includes kick-backs such as gifts or reduced product points.
- 11.8. Deposits
- 11.8.1. All money received, included Auxiliary funds, shall be deposited to the credit of the League in the Board designated banking institution. Ontario Mountain View Little League banking institution of choice is US Bank.
- 11.9. Budget Status
- 11.9.1. The responsibility of knowing the budget status prior to and after the purchase being approved rests solely upon the Board Members. Upon request, the Treasurer will respond to the budget status inquiry by Board Member(s) considering the approval of the purchase.
- 11.10. Audit
- 11.10.1. An audit of the financial condition of the League shall be performed at the end of each fiscal year by a Board appointed Audit Committee. The report shall conform with all regulatory requirements, if the treasures office is vacated, an audit shall be conducted prior to the transfer of records and a board keeper, outside of the league, shall be appointed to the Committee.
- 11.11. Distribution of property upon dissolution
- 11.11.1. Upon dissolution of the League and after all outstanding debt and claims have been satisfied, the member shall direct the remaining property of the League to other federally incorporated entity which maintains the same objectives in the set forth herein, which are or may be entitled to exemption under section 501-©-(3) of the internal revenue code or any future corresponding provision.

12. ARTICLE XII – AMENDMENTS


- 12.1. This constitution or any section thereof may be amended, repealed or altered in whole or part in the following manner:
- 12.2. Draft of all proposed amendments shall be submitted to district for review and computer input, and Western Regional headquarters, for preapproval.
- 12.3. A majority vote and any duly organized meeting of the Members proved notice of the proposed change is included in the notice of such meeting.
- 12.4. A copy of this constitution, approved by Western Regional Headquarters and the League Members, will be provided to each member of the Board of Directors and Managers. A copy shall be available for review at all general Memberships Meetings.
- 12.5. Approved by the Little League Baseball, Inc.

X

Regional Representative

Date

Approved by League Membership



President

Date: 05/05/2017

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