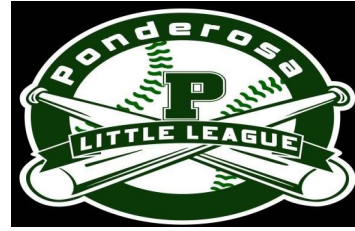




# **Ponderosa Little League By-Laws 2019**



**Revised: November 2018**



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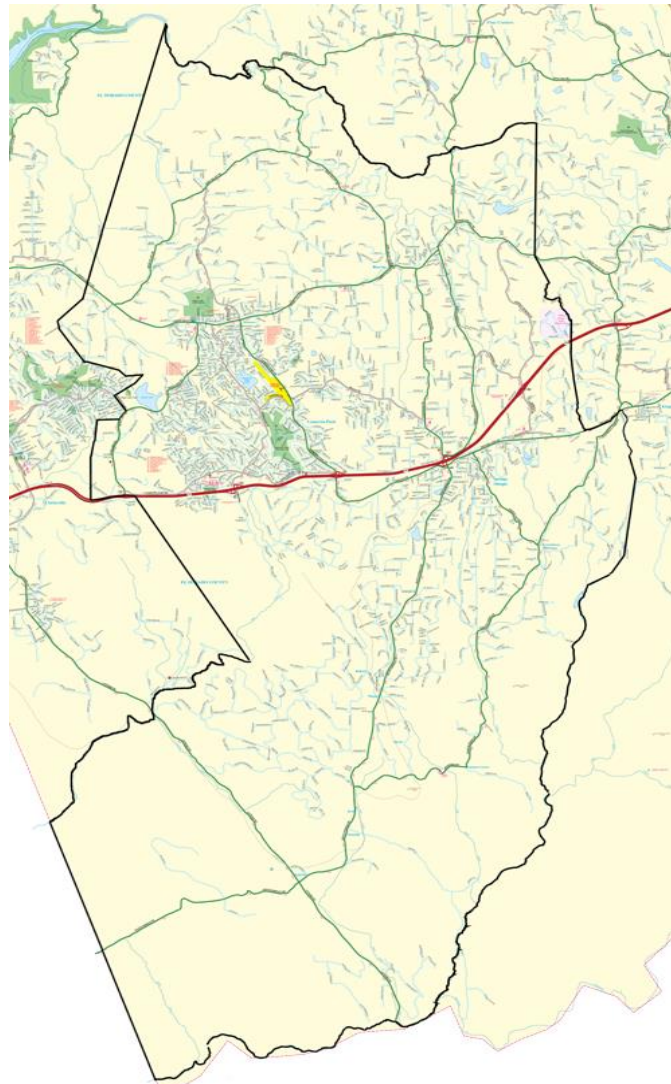


## ARTICLE I. League Description

### Section I. Name

This organization shall be known as the PONDEROSA LITTLE LEAGUE, INC., a California nonprofit mutual benefit corporation, hereinafter referred to "Pondo LL". The Pondo LL is one of multiple Leagues comprised in California District 54 Little League.

### Section II. Boundary Map





### **Section III. Objective**

The objective of the Pondo LL 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.

To achieve this objective, the Pondo LL will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors/Officers as per Article VIII, Section 1, and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501(c)-(3) of the Federal Internal Revenue Code Pondo LL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **Section IV. League Decorum**

The actions of Players, Managers, Coaches, Umpires and League Officials must be above reproach at all times. Any actions that are not conducive to good moral conduct, sportsmanship or that discredit the League may be grounds for Disciplinary Action as defined by the **Ponderosa Little League Local Rules**..

## **ARTICLE II. Memberships**

PONDO LL has two types of members: Regular Members and Player Members.

### **Section I. Regular Members**

Regular Members are eligible to vote at the Annual Meeting, usually held in August or September, and other general membership meetings. Regular Members of PONDO LL include, by definition, all current managers, coaches, volunteer umpires, board members (both Officer and Non Officer Positions), "team moms/dads", volunteer maintenance workers, volunteer concession stand workers, etc..

### **Section II. Player Members**

Player Members includes all players participating in PONDO LL.



## ARTICLE III. Board of Directors

### Section I. Officers Positions

All of the Board of Directors will be considered a Regular Member. The Ponderosa LL Board of Director shall include:

President	Vice President – League Operations
Vice President – Field Operations	Treasurer
Information Officer	Secretary
Division Coordinator – T-Ball	Division Coordinator – A Ball
Division Coordinator – AA Ball	Division Coordinator – AAA Ball
Division Coordinator – Majors	Division Coordinator – Juniors – Big League
Special Events Coordinator	Umpire-in-Chief

### Section II. Non Officer Positions

The following Non Officer Board Positions will also be considered Regular Members of the League. These positions are not required to attend Monthly Board Meetings.

Assistant to the President	Fall League Coordinator
Equipment Coordinator	Uniform Coordinator
Field Coordinator	League Registrar
Sponsor Coordinator	Snack Bar Coordinator
Safety Officer	Player Agent(s)
Manager Coordinator(s)	Fund Raiser Coordinator
Team Parent Coordinator	River Cats Coordinator
Code of Conduct Committee	Tournament Coordinator

### Section III. Past President

In addition to the Officer Positions identified in **Article III Section I**, the position of Past President is established. This is a non-elected position, which may only be filled by anyone who has served as the President for Ponderosa Little League or the Pony Express Little League within the last 5 years. The duties of the position are as follows:

1. Shall act as an advisor to the President and the Board
2. Shall assist any Board member with his or her activities if necessary
3. Shall have no authority over matters except for those expressly given by the President and/or Board.





#### **Section IV. Elections of Officers**

In July, the President will appoint a nominating committee who will present a slate of Officers and the Non Officers by August 1<sup>st</sup>. All current members of the Board (both Officers and Non Officers) are automatically subject to reelection by a two-thirds (2/3) majority vote of the complete Board (both Officers and Non Officers). Nominated candidates shall attend the nominating Board meeting and be given an opportunity to state their intent for election to the Board. Each new candidate will state his or her intent. Candidates will be voted on in order of position. Voting will be done by either a public vote by a show of hands or by a ballot vote on paper. Results of the voting will be announced in the League newsletter and on the website the following month after the nominating meeting.

#### **Section V. Roles and Responsibilities of Officers**

Appendix A: Board Positions and Job Descriptions define the Roles and Responsibilities of the Board of Directors.

#### **Section VI. Information and Confidentiality Agreement**

All Board members will be required to sign a Ponderosa Little League information and confidentiality agreement. Anyone in violation of the confidentiality agreement is subject to Disciplinary Action as defined by **Ponderosa Little League Local Rules**.

### **ARTICLE IV. Finances and Accounting**

#### **Section I. Registration and Sponsor Fees**

The Board of Directors in a meeting before each season's sign-ups will determine registration and sponsor fees. The fees shall be initiated to defray the operating expenses of the League. The President and/or the Board in the event of hardship situations may approve deferred payments.

#### **Section II. Equality**

The Board of Directors shall decide all matters pertaining to the finances of Pondo LL. It shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of all funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

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



### **Section III. Authorization**

No directors, officers, or members of Pondo LL shall receive directly or indirectly any salary or compensation from Pondo LL for services rendered as director, officer or member. Any directors, officers, or members of Pondo LL who own or work for a business interested in providing services for pay to Pondo LL (i.e. trophies, pictures, etc.) may compete for those services as part of an open bid process. Board members who own or work for a business competing in an open bid process for services with Pondo LL shall not be involved in the final decision making process and final vote regarding that specific bid.

The Board shall not permit the disbursement of league funds for anything other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

The Treasurer and the President will sign checks. In the event of the Treasurer's absence, checks will be signed by the President and the Vice President. In the event of the absence of the President, the Vice President will sign in place of the President. In the absence of the President and/or the Treasurer, the Secretary will sign in place of the President or the Treasurer. No one person can approve payment and sign a check for any given disbursement.

### **Section IV. Federal and State Reporting Requirements**

The Treasurer shall be responsible for annually filing all required Federal (IRS) and State Information returns. These returns are public information. A public meeting with the Board of Directors will be set and conducted annually. The purpose of this meeting will be to review the financial status of the League and report on the annual expenditures and fund raising activities of the League.

### **Section V. Distribution of Property upon Dissolution.**

Upon dissolution of Pondo LL, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of Pondo LL to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are, or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code of any future corresponding provision.

### **Section VI. Bookkeeping**

The League shall keep the financial records in accordance with sound bookkeeping practice.

The fiscal year shall be September 1 to August 31. The chart of accounts will be established by the Board and revised by the Board as necessary to accurately record the financial status. All financial transactions shall be on a total amount basis. The





gross amount of income shall be recorded and documented to its source. Generally, the income will be preferred to be collected in checks written to the League. If cash is received, a receipt including the specific purpose of the donation will be included in the League's files. All deposits will be recorded with a comprehensive breakdown of the source. Each person who donated funds will be tabulated on lists for accounting purposes.

The snack bar and other fundraisers shall also be accounted on a total cash basis. Each day the receipts will be totaled. If the cash on hand exceeds \$25, the remainder will be deposited in the League bank account, noting it as income from the snack bar. Cash from the snack bar will not be used directly to make purchases. Purchases will be made and reimbursed on a check from the Little League fund.

At least once a month if expenditures need to be made, the Treasurer will prepare a warrant register for the Board to review.

At least once a month the Treasurer will provide a financial report that will include:

- A. Cash on hand
- B. Known unpaid obligations
- C. Known anticipated income

At least quarterly the Treasurer will provide a financial statement in accordance with the chart of accounts and budget showing the status to date of the financial condition of the League.

The pay period of all umpires for the season shall be the thirtieth (30th) of the month. Umpire-in-chiefs shall complete paperwork, and submit to the Treasurer by the 5th of the month, with checks cut and disbursed by the 10th of the month.

## **Section VII. Examination**

The Treasurer's books may be audited after the end of the fiscal year (August 31) if the Board of Director's so desires. The examiner shall be a designee of the Board of Director's. The extent of the examination is at the discretion of the Board of Director's and the results will be reported to the Board of Director's. Individuals directly involved with the bookkeeping will not be on the examination committee. The examination will be performed within one month of the fiscal year end.

The examination will:

1. Check to verify that the funds have been administered in accordance with Little League rules, Bylaws, and policies set by the Board.
2. Verify all controls have been followed.
3. Provide recommendations for the next year to improve the bookkeeping practices.



### **Section VIII. Financial Aid (Scholarships)**

Relief from registration fees can be requested via a written request presented to the President and/or the Board for review. Scholarships shall be reviewed and approved or not approved by the Board of Director's.

## **ARTICLE V. MEETINGS**

### **Section I. Annual Meeting.**

The annual meeting of the Members of Pondo LL shall be held in August, September or October. The date will be posted 30 days prior to the agreed meeting date on the League's web-site.

### **Section II. Monthly Meeting.**

The monthly board meeting will be held the first Monday of each month. The meeting will follow the D54 President Meeting. The League President or Designee will provide updated information from the D54 President Meeting at the Pondo LL Board meeting. The Pondo LL board meeting will be posted on the website 30-day prior to the date. The monthly board meeting will be approximately 2 hours and will be open to all members of Pondo LL however the Pondo LL Board has the right to go to a closed session in which all non-board members will be asked to leave due to confidential matters.

### **Section III. Notice of Meeting.**

Notice of any meeting shall be given personally, by mail, or by any other means of written communication including e-mail. Notice of each meeting of the Members shall be given to each Member at their last recorded address and or e-mail address, at least ten (10), and not more than ninety (90) days in advance thereof. If the notice is not mailed by first-class, registered, or certified mail, such notice shall be given less than twenty (20) days prior to the date of the meeting. The notice shall set forth the place, time, and purpose of the meeting. The notice of any meeting at which directors are to be elected shall include the names of all nominees known at the time the notice is given.

### **Section IV. Special Meetings.**

The Board of Directors, Secretary, or President, at their discretion may call Special Meetings of the Members. Upon the written request of five percent (5%) or more of the Members, the President shall 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.



**Section V. Quorum.**

The presence in person or representation by proxy of one-fifth of the Officers of the Pondo LL Board of Directors shall constitute a quorum.

**Section VI. Voting.**

Only Regular Members shall be entitled to vote, in person or by proxy representation, at any General Membership meeting of the League. Voting shall be two thirds 2/3s majority vote per CA Non-profit law.

**Section VII. Rules of Order.**

Meetings will be conducted in a fair and business like manner.

**ARTICLE VI. Umpires**

**Section I. Stipend**

The Board will vote and approve by a 2/3 majority vote if and how umpires will receive a stipend from year to year. If the Board approves umpires to receive a stipend, then umpires will only receive a stipend for the games they umpire. The pay period of all umpires for the season shall be the thirtieth (30th) of the month. Umpire-in-chiefs shall complete paperwork, and submit to the Treasurer by the 5th of the month, with checks cut and disbursed by the 10th of the month.

**Section II. General Requirements**

Umpires shall be on the field at least 15 minutes prior to game time. The Umpire-in-Chief or Division Coordinator shall schedule umpires for all games for the season. This schedule shall be given to each manager and board member. The schedule shall also be posted in the equipment shed at each field location.

**ARTICLE VII. AFFILIATION**

**Section I. Charter.**

Pondo LL shall annually apply for a charter from 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.



## **Section II. Rules and Regulations.**

The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on Pondo LL.

## **Section III. Pondo LL Local League Rules.**

The rules of Pondo LL 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 the spring season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated. Pondo LL's Local League Rules are contained in a separate document titled "*Ponderosa Little League Local Rules*"

# **ARTICLE VIII. Registration Donations**

## **Section I. Player Registration Donations**

1. Player registration donations will be established each year by the Board of Directors and will be in complete conformance with Little League rules and By-Laws of Pondo LL.
2. Donations shall be collected during sign-ups.
3. No player will be denied participation if the donation cannot be paid. The player will be placed on the league's scholarship list and be reviewed and approved by the Board of Directors.

## **Section II. Sponsor Donations**

1. Sponsor donations will be collected for each team to help cover the cost of supplies, uniforms, field repairs and maintenance.
2. The sponsor donation levels shall be set each year by the Board of Directors.
3. Each sponsor will be given a sponsor's plaque with the team picture.

# **ARTICLE IX. Fund Raisers**

1. Each year the league will select one major fund raiser in which the players will participate in accordance with Little League rules. This fund raiser will be designed to produce significant income. All players will participate in the fund raiser.
2. The awards shall be determined by the Board of Directors on an annual basis.



3. Each year the Board will vote as to whether or not to have more than one (1) additional fundraisers.

## **ARTICLE X. Amendments**

### **Section I. Amendment or Repeal of Bylaws**

Except as otherwise expressly provided in these Bylaws or by the California Nonprofit Corporation Law, these Bylaws may only be amended or repealed, and new Bylaws adopted, by the affirmative vote or written ballot of a majority of the Board.

### **Section II. Construction and Definitions**

Unless the context requires otherwise or a term is specifically defined herein, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws, which are intended to the bylaw requirements of the California Nonprofit Corporation Law.

## **ARTICLE XI. Appendices**

1. **Appendix A: Board Positions and Job descriptions**
2. **Appendix B: Ponderosa Little League Organizational Chart**
3. **Appendix C: Ponderosa Little League Local Rules**