

|                                       |       |
|---------------------------------------|-------|
| <b>This Box For Regional Use Only</b> |       |
| Date Submitted:                       | _____ |
| Approved:                             | _____ |
| Not Approved:                         | _____ |

## **SACO/MAREMONT LITTLE LEAGUE CONSTITUTION**

### **ARTICLE I - NAME**

This organization shall be known as the Saco/Maremont Little League, hereinafter referred to as "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 Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **ARTICLE III - 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 shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.

(b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon registration as hereinafter provided. The secretary shall maintain the roll of membership to qualify voting members.

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

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

As used hereinafter, the word "Member" shall mean a 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 baseball program.

### **SECTION 4**

**Suspension or Termination.** Membership may be terminated by resignation or action of the Board of Directors as follows.

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board 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 Local 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.

(b) 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 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) 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 (quorum is required).

## **ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)**

This article is intentionally omitted.

## **ARTICLE V - GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**Definition.** A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

### **SECTION 2**

**Notice of Meeting.** Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least ten days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

### **SECTION 3**

**Quorum.** At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### **SECTION 4**

**Voting.** Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

### **SECTION 5**

**Absentee Ballot.** For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

## **SECTION 6**

**Annual Meeting of the Members.** The Annual Meeting of the Members of the Local League shall be held *the second Monday of September at 6:30pm* each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League 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 his/her 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 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, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
  - (5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League Headquarters.
- (b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than six (6).
- (c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on the day following the Annual Meeting. The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents and a Safety Officer.

## **SECTION 7**

**Special General Membership Meetings.** Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10) 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 ten (10) days after the request is received by the President or Secretary.

## **SECTION 8**

**Rules of Order for General Membership Meetings.** Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the Local League.

# **ARTICLE VI - 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**

**Increase in number.** The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership 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, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

### **SECTION 3**

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

### **SECTION 4**

**Board Meetings, Notice and Quorum.** 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.

(a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of 20% of the Directors, 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.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 5 day(s) before the time appointed for the meeting to the last recorded address of each Director.

(c) 51% members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

(d) 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.

### **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 meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

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

### **SECTION 6**

**Rules of Order for Board Meetings.** Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

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

### **SECTION 1**

**Appointments.** The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

### **SECTION 2**

**President.** The President shall:

(a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.

(b) Present a report of the condition of the Local League at the Annual Meeting.

(c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.

(d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.

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

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

(g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

(h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

### SECTION 3

**Vice President (Majors).** The Vice President of the Majors division shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

### SECTION 4

**Secretary.** The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and 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 5

**Treasurer.** The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.

### SECTION 6

**Player Agent. A Player Agent shall be appointed for each division.** The Player Agents shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the 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 Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades.

### SECTION 7

**Safety Officer.** The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

(3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

## **SECTION 8**

**League Information Officer.** The League Information Officer shall:

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

## **SECTION 9**

### **Coaching Coordinator**

The baseball coaching coordinators shall:

- (a) Present a coach/manager training plan and budget to the board;
- (b) Present a player development training plan and budget to the board
- (c) Gain the support and funds necessary to implement a league-wide training program;
- (d) Order and distribute training materials to players, coaches and managers;
- (e) Coordinate mini-clinics as before and during the season, and throughout the off-season, as appropriate;
- (f) Work with the league directors to ensure that each league is utilizing a practice schedule that offers them the greatest amount of time to develop the necessary skills for that level.
- (g) Seek out the support and expertise of qualified people within our community to assist in both player and coach development.
- (h) Serve as the contact person for Little League and its manager-coach education program for the league.

## **SECTION 10**

**Umpire Coordinator:** The Umpire Coordinator shall be responsible for running the umpiring operation, and shall oversee all duties and functions of Umpiring Committee.

## **SECTION 11**

**League Vice Presidents.** Within each league, the Vice Presidents of the Development, Minors, and Majors Divisions shall be responsible for:

- (a) The daily operation of the division, including but not limited to minor conflict resolution, weather/field cancellation, rules implementation as needed.
- (b) The game and practice schedule in coordination with the field coordinator.
- (c) The distribution of equipment and uniforms in coordination with the Equipment Manager.
- (d) Coordinating with Umpire Coordinator coverage for scheduled and rescheduled games.
- (e) Briefing division managers on Little League regulations and policies as well as applicable division specific rules.
- (f) Facilitating selection of managers/coaches according to the approved selection process.
- (g) Assist Player Agent in facilitating yearly draft, if applicable. Determine number of teams needed and set-up rosters, if applicable.
- (h) Report to Disciplinary Committee any inappropriate behavior by a manager, coach, and player or parent that may require disciplinary action.
- (i) Verify every volunteer associated with division has successfully completed a background check.
- (j) Coordinate game schedules for their respective Division. The Coordinator shall be the ultimate arbiter of scheduling conflicts.

## SECTION 12

**Concessions Coordinator.** The Concessions Coordinator shall be responsible for running the concessions operation, and shall oversee all duties and functions of Concessions Committee. The Concessions operation is a vital fundraising activity and significantly contributes to the atmosphere of Little League baseball.

## SECTION 13

**Other Directors.** Any member of the Board of Directors who is not appointed to one of the positions outlined above shall serve on at least one Committee as outlined in Article IX.

## ARTICLE VIII

This article is intentionally omitted.

## ARTICLE IX - OTHER COMMITTEES

### SECTION I

**Nominating Committee.** The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall recruit, investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. Their duties include notifying all general members of upcoming elections and, in conjunction with the Secretary, preparing the ballot for the election. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### SECTION 2

**Incident Review Committee.** When complaints or irregularities become evident, or whenever otherwise deemed necessary, the Board of Directors shall appoint an Ad Hoc Incident Review Committee of not less than three (3) Directors. Except in cases where there may be a perception of conflict of interest, the President shall be a member of this committee. The members shall be selected with appropriate consideration of their knowledge and independence of the issue. This committee shall investigate the incident and prepare recommendations to the Board as to what actions, if any, should be taken.

### SECTION 3

**Finance Committee.** The Board of Directors may appoint a Finance Committee consisting of not less than three (3) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall be responsible for implementation of the short and long term financial goals of the league. It shall investigate and coordinate ways and means of financing the Local League including team sponsorships, signs, opening day fundraising, and any other fundraising and submit recommendations to the Board. It shall be responsible for analyzing proposed budgets and reviewing revenue and expense projections.

### SECTION 4

**Building and Property Committee.** The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

### SECTION 5

This section is intentionally omitted.

### SECTION 6

**Playing Equipment Committee.** The Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

## **SECTION 7**

**Managers Committee.** The Board of Directors may appoint a Managers Committee consisting of at least three (3) Directors. The Committee shall 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 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 Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

## **SECTION 8**

**Umpire Committee.** The Board of Directors may appoint an Umpire Committee consisting of up to three (3) Directors and other appointed Regular Members. The Umpire Coordinator shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Chief Umpire who shall train, observe and schedule the staff, assisted Local League President. Their activities shall include:

- (a) The committee shall solicit qualified umpires that meet Little League requirements.
- (b) Provide training programs to for umpires.
- (c) Prepare umpire schedules for games requiring an umpire. Be available, when needed, to find replacement umpires.
- (d) Conflict Resolution: Gather information & facts pertaining to any conflicts involving an umpire and present them to the disciplinary committee.
- (e) Have all umpires become members of the Little League Umpire Registry  
(<http://www.eteamz.com/llbumpireregistry>)

## **SECTION 9**

**Concessions Committee.** The Board of Directors may appoint a Concessions Committee consisting of the Concessions Coordinator as Chairman and other Directors and other appointed Regular Members. This committee is responsible for:

- (a) Preparing budget estimates, including requests from the Board for funding as needed.
- (b) Daily cash flow management of concession proceeds and expenditures.
- (c) Security for the concession stand, including changing locks on stand annually and providing keys to appropriate league personnel.
- (d) Replacement of necessary equipment, cleaning and cooking materials (propane, cleaning agents, etc.) necessary for daily operation of stand. Purchase of durable equipment as needed to allow for the continuous operation of stand, costing less than \$350. Costs greater will require board approval.
- (e) Post a written description of nightly duties including but not limited to opening and closing of stand, instruction on operating equipment and general operating procedures and tips.
- (f) Inspection of inventory and necessary restocking.
- (g) Supplemental cleaning as deemed necessary from stand inspection.
- (h) Coordinate staffing of volunteer workers.
- (i) Provide a yearend accounting report.
- (j) Provide any recommendations for improvement to current procedures at year-end.

To accomplish this, the committee shall be provided with:

- (l) A master schedule from Field coordinator of games/events prior to start of season, and updates to the schedule during the course of the year.
- (m) Advance notification of any special events including opening day, all-star tournament, jamborees or other events.

## **SECTION 11**

**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; nor are members of the Finance Committee 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 12**

**Registration Committee.** The Board of Directors may appoint a Registration Committee consisting of Directors and other appointed general member and volunteers, which the Player Agents shall co-chair. The committee shall plan and organize Registration. Their activities can include but are not limited to:

- (a) Assemble a notification (mail, web) package that must include Registration forms, Volunteer Forms, Calendar of events, and directions as to how to obtain a copy of this constitution and associated policies and procedures.
- (b) With the help of the Player agent review the list of players from the prior year so they can mail package to those players returning for the up coming year.
- (c) Place advertisements in local papers, schools and on web page the dates and times of registration.
- (d) Coordinate with the Finance committee possible fund raising activities during the registration like a pancake breakfast, apparel, Pens etc.
- (e) Coordinate mailings as well as staff the walk-in registration dates.
- (f) Forward all information to the player agent.

## **SECTION 13**

**Opening Day Committee.** The Board of Directors may appoint an Opening Day committee of Directors and other appointed general members and volunteers. The Committee shall plan and organize Opening Day. Their activities can include but are not limited to:

- (j) Develop a budget that will include all the day's activities. This will be put to vote and approved by the Board of Directors.
- (g) Create activities that include all divisions (T-ball, Farm, Minor's and Major's), girls and boy's league.
- (h) Coordinate with Town Parks and Recreation Dept. assistance and services that they may be able to provide and for compliance with Town regulations.
- (i) The Committee will coordinate assignment of volunteers by Division (boys & girls Majors, Minors, etc.) for the all of the day's activities.
- (j) Consult with the President the coordination of the assignment of times for individual and team pictures.
- (k) Discuss with the Concession Coordinator food and drinks that will be needed for the day as well as establishing the manning of the concession stand. (Will be assigned by divisions).
- (l) Arrange and solicit volunteers to sell Apparel.

## **ARTICLE X - AFFILIATION**

### **SECTION 1**

**Charter.** The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

### **SECTION 2**

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

### **SECTION 3**

**Local Rules, Ground Rules and/or Bylaws.** The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

## **ARTICLE XI - FINANCIAL AND ACCOUNTING**

### **SECTION 1**

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

### **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**

**Solicitations.** The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised be 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 Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine.

### **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, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at      Saco/Biddeford Savings Bank     .  
(name of financial institution)

### **SECTION 7**

**Fiscal year.** The fiscal year of the Local League shall begin on October 1 and shall end on September 30.  
(Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated, Group Tax ID Number.)

### **SECTION 8**

**Distribution of Property upon Dissolution.** Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

## **ARTICLE XII - AMENDMENTS**

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

## **ARTICLE XIII – OPERATING POLICIES**

### **SECTION 1**

**Scope.** Operating Policies will be created to govern particular league activities. These policies are specifically intended to clearly define sensitive or controversial issues. At a minimum these policies will address:

- (a) Player Selection (“Draft”)
- (b) Manager/Coach Selection
- (c) Tournament (“All Star”) Player Selection
- (d) Tournament (“All Star”) Manager/Coach Selection

### **SECTION 2**

**Accessibility.** The Operating Policies shall be readily available to Members. These policies are intended to reduce misunderstandings by providing method and rationale to all involved parties.

### **SECTION 3**

**Amendments.** The Operating Policies may be changed by a 75% vote of the Board of Directors at a specially constituted Board Meeting for which 75% of the Board is required to constitute a quorum.

## **ARTICLE XIV – CODE OF CONDUCT**

The following Code of Conduct governs the activities of Saco/Maremont Little League.

### **SECTION 1**

#### **Coaches/Managers/Umpires:**

- (a) Coaches/Managers/Umpires are role models. As such they shall always conduct themselves so as to maintain the highest principles, integrity and dignity of The Game.
- (b) Coaches/Managers/Umpires are responsible for knowing, understanding and following all the rules of The Game as established by Little League Baseball, Inc.
- (c) All participants in The Game must adhere to the letter and the spirit of all rules. It is the coach’s/manager’s responsibility to make sure that all players understand the rules and their spirit.
- (d) Like coaches/managers, game umpires are major participants in The Game. The coach/manager shall neither exhibit nor tolerate any behavior from others; verbal or otherwise; that might reflect poorly on an umpire. Swearing, derogatory language and out-of-control behavior will not be tolerated.
- (e) The use of tobacco, illicit drugs and alcoholic beverages in any form is prohibited on the playing field, benches or parking lot.

Failure to uphold the Coach’s/Manager’s/Umpires Code of Conduct may result in disciplinary action against the coach or removal of coaching privileges.

### **SECTION 2**

#### **Players:**

- (a) The ability to participate in The Game of baseball is an opportunity, not a right.
- (b) Players shall always conduct themselves so as to maintain the highest principles, integrity and dignity of The Game.
- (c) Players shall always adhere to the spirit and the letter of the playing rules as established by Little League Baseball, Inc.
- (d) Players accept the authority of all coaches and game umpires. At no time is it appropriate to demonstrably question the decisions and actions of coaches or game umpires.
- (e) Player’s actions will never deliberately jeopardize the safety and well being of opponents, teammates, umpires or spectators.

Failure to uphold the Player’s Code of Conduct may result in disciplinary action against the player or removal of playing privileges.

**SECTION 3**

**Parents/Guardians:**

- (a) Like coaches, parents/guardians are role models. As such, they shall always conduct themselves so as to maintain the highest principles, integrity and dignity of The Game.
- (b) Like players, parents/guardians accept the authority of all coaches and game umpires. At no time is it appropriate to demonstrably question the decisions and actions of coaches, game umpires or league officials. Swearing, derogatory language and out-of-control behavior will not be tolerated.

Failure to uphold the Parent/Guardian’s Code of Conduct may result in disciplinary action against the Parent/Guardian and/or the player or removal of playing privileges from the player or spectating privileges from the parent/guardian.

The actions of players, managers, coaches, umpires and league officials must be above reproach. Any player, manager, coach, umpire or league official who is involved in a verbal or physical altercation or an incident of unsportsmanlike conduct, at the game site or any other Little League activity is subject to disciplinary action.

Strong communication between coaches, players and parent/guardian is vital to the success of a team. We encourage all coaches and parent/guardians to develop and maintain open lines of communication.

At times, coaches and parent/guardians may have an issue about coaching styles, playing time, discipline, etc. It is imperative that discussions between coaches and parent/guardians be conducted civilly and at a location that is away from the rest of the team. If the tone of any discussion escalates into something other than civil or is conducted publicly, the discussion between the coach and parent/guardian must end immediately and be taken up again at a less emotionally charged time, or can be taken to the President of the Saco/Maremont Little League Board of Directors.

At any time, a coach and parent/guardian can refer any questions or problems to the President of the Board rather than engaging in a one on one discussion. The Board will resolve all issues and has ultimate authority in all cases. The Board may also find it necessary to intercede without invitation in any situation that it feels is not being addressed or handled properly.

This Constitution was approved by the Saco/Maremont Little League Membership on October 9, 2018

---

|                          |           |      |
|--------------------------|-----------|------|
| President’s Name (Print) | Signature | Date |
|--------------------------|-----------|------|

---

|                      |                |  |
|----------------------|----------------|--|
| Little League ID No. | Federal ID No. |  |
|----------------------|----------------|--|