

League ID Number: _____	THIS BOX FOR REGIONAL USE ONLY Date submitted: _____ Approved: _____ Not approved: _____
-------------------------	---

HAVERFORD TOWNSHIP NO. 1 LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the
 Haverford Township No. 1 Little League, hereinafter referred to as "HTLL".

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the HTLL shall be to implant firmly into the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence, so that they may be finer, stronger, and happier children and will grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

The objectives will be achieved by providing supervised competitive baseball/softball games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and that the molding of future citizens is of prime importance

In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, HTLL 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, 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 HTLL may apply to become a Member by volunteering their services to the league.

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 HTLL.

- (b) **Regular Members:** Any adult person actively interested in furthering the objectives of HTLL may become a Regular Member upon volunteering in an official capacity. The secretary shall maintain the roll of membership. 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 HTLL. To be in good standing, members must have filled out a volunteer form, annually pass a background check and meet the level of service that they have volunteered for as confirmed by the board of directors or committee chairperson.

(*) As used hereinafter, the word "Member" shall mean a Regular Member in good standing 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 HTLL.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other competing baseball/softball 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 of such person is considered detrimental to the best interests of HTLL and/or Little League Baseball, Incorporated. 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 and player agent 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 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 - 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 (at the last recorded email address) or by mail to each Member at the last recorded email address at least 30 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 Board of Directors.

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 in good standing (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business requiring a vote shall be conducted.

SECTION 4: Voting

Only Regular Members in good standing 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 an email 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 HTLL shall be held on the third Monday of September each year for the purpose 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 HTLL a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
1. The condition of the HTLL, to be presented by the President or his/her designate;
 2. A general summary of funds received and expended by HTLL for the previous year, the amount of funds currently in possession of HTLL, and the name of the financial institution in which such funds are maintained;
 3. The whole amount of real and personal property owned by HTLL, 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 HTLL during such year. This report shall be filed with the records of HTLL and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.
- (b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year within the guidelines of the Bylaws and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).
- (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 October 1st at the start of the league's operating year. 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, Communications Director, one or more Player Agents, a Safety Officer and Division Commissioners. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

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 twenty (20) 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 (30) 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 HTLL.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1: Authority

The government of HTLL shall be under the supervision of the President and the Board of Directors. The management of the property and affairs of HTLL shall be vested in the Board of Directors. The President shall not simultaneously be the manager of a competitive team.

SECTION 2: Elections

Board members are elected during the Annual Meeting of the Members. All elections 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. Board members are elected for three year terms to begin on October 1st and end on September 30th three years later.

SECTION 3: Increase in Number

The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership meeting but no more than specified within the by-laws. If the number is increased, the additional Directors may be elected at the general membership meeting 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 4: Vacancies

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 Board meeting or at any Special Board Meeting called for that purpose. Vacancies filled in this manner shall be considered interim appointments to the Board of Directors and the appointment shall only be valid until the next regularly scheduled annual membership meeting. The newly appointment board member may be elected to Board for a full term at that time according the normal election process.

SECTION 5: Board Meetings, Notice and Quorum

Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on the first Monday of every month thereafter or as determined by the Board.

- (a) The President or the Communications Director may, whenever they deem it advisable, or the Communications Director shall at the request in writing of 20 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 2 day(s) before the time appointed for the meeting.
- (c) A majority of the 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 6: Duties and Powers

The Board shall have the power to appoint such standing and ad-hoc committees as he/she 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 HTLL 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 HTLL in accordance with the procedure set forth in Article III, Section 4 (a, b).

SECTION 7: 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 HTLL.

ARTICLE VII - DUTIES AND POWERS OF THE OFFICERS 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 HTLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of HTLL 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 HTLL.
- (d) Be responsible for the conduct of HTLL 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 HTLL by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of HTLL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to HTLL 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

The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or 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: Communications Director

The Secretary/League Information Officer shall:

- (a) Be responsible for recording the activities of HTLL 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 Player Members, Regular Members, Members of Good Standing, Directors and committee members and give notice of all meetings of HTLL, and the Board of Directors.

- (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 moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of HTLL, 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 International.

SECTION 6: Player Agent(s)

The Player Agent(s) 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 International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.

SECTION 7: Umpire-In-Chief

The Umpire-In-Chief shall:

- (a) Coordinate the selection of the umpires for the various divisions that require umpires.
- (b) Coordinate the schedule of games to be covered by the umpires.
- (c) Assign umpires to officiate the Division Playoffs.
- (d) Acts as a consultant, if such consultation is sought, to any umpire regarding a specific ruling.
- (e) Be a member of the League's Rules and Protest Committees.

SECTION 8: 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 children and all participants of Little League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

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

- a. Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- b. Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- c. 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 9: Communications Director

The Communications Director shall:

- (a) Set up and manage the league's official website (site authorized by Little League International);
- (b) Set up online registration and ensure the league rosters are uploaded to Little League;
- (c) Assign online administrative rights to other local volunteers;
- (d) Encourage creation of team web sites to managers, coaches, and parents;
- (e) Ensure that league news and scores are updated online on a regular basis;
- (f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media;
- (g) Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

SECTION 10: Sponsorship/Fundraising Manager

The Sponsorship/Fundraising Manager shall:

- (a) Solicits and secures local sponsorships to support league operations
- (b) Collects and reviews sponsorship and fundraising opportunities
- (c) Organizes and implements approved league fundraising activities
- (d) Coordinates participation in fundraising activities

Maintains records of monies secured through sponsorship and fundraising initiatives.

SECTION 11: Concession Manager

The Concession Manager shall:

- (a) Maintains the operation of concession facilities
- (b) Organizes the purchase of concession products
- (c) Responsible for the management of the concession sales at league events
- (d) Schedules volunteers to work the concession booth during league events
- (e) Collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities
- (f) Organizes, tallies and keeps records of concession sales and purchases.

Section 12: Division Commissioners

There shall be a division commissioner for each division within HTLL. The division commissioners shall:

- (a) Oversee all aspects of their division.
- (b) Manage the schedule of both practice and games
- (c) Coordinate with others on activities surrounding registration, evaluations and draft.
- (d) Oversee any special games that may occur, such as showcase games.
- (e) Administer the divisional player pool where appropriate.

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (7) Directors. The President, Vice President and Treasurer are automatically members of the Executive Committee.

SECTION 2

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

SECTION 3

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

ARTICLE IX - OTHER COMMITTEES

SECTION 1: Nominating Committee

The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers, Committee Members and team managers.

SECTION 2: Field and Grounds Committee

Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 3: Procurement 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 4: Fundraising and Sponsorship Committee

The Board of Directors may appoint a Fundraising and Sponsorship Committee consisting of three (3) Directors and other appointed Regular Members. The committee shall plan, organize and implement annual fundraiser(s) in accordance with Little League guidelines. This committee is responsible for raising funds for the league to help defray the costs of uniforms, equipment and other league expenses. This committee is responsible for the sponsored outfield signs, as well as team sponsors that appear on uniforms. This committee is responsible for soliciting sponsors, maintaining the signs, and collecting payment in coordination with the Treasure. Membership on this committee is open to current board members.

SECTION 5 Umpire and Rules Committee

The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. 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 HTLL President, assisted by the Chief Umpire who shall train, observe and schedule the staff. This committee is responsible for ensuring that all Little League rules are implemented and followed within the league, as well as maintaining local rules for the league.

SECTION 6: Additional Committees

The Board of Directors may appoint additional committees as specified in the By-Laws or as it sees fit to ensure smooth operation of the league and address issues as they arise.

ARTICLE X - AFFILIATION

SECTION 1: Charter

HTLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. HTLL 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. 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 HTLL 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 HTLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of HTLL.

SECTION 3: Solicitations

The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all of the funds so raised be placed in HTLL 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 HTLL 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 HTLL shall receive, directly or indirectly any salary, compensation or emolument from HTLL for services rendered as Director, Officer or Member.

SECTION 6: Deposits

All moneys received, including Auxiliary Funds, shall be deposited to the credit of HTLL in the official financial institution account(s) of HTLL.

SECTION 7: Fiscal year

The fiscal year of HTLL shall begin on October 1 and shall end on September 30.

SECTION 8: Distribution of Property upon Dissolution

Upon dissolution of HTLL and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of HTLL 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. Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Haverford Township Little League Membership on _____ (date).

President's Name (Print): _____

President's Signature: _____

Little League ID No.: _____

Federal ID No. (if available): _____

State ID No. (if available): _____

Make one copy for the District Administrator and copies for HTLL. Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-approved copy) is the official Constitution of this Local League.

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