

<b>THIS BOX FOR REGIONAL USE ONLY</b>
Date Submitted: _____
Approved: _____
Not Approved: _____

## Murphy Canyon Little League Constitution

### ARTICLE I - NAME

This organization shall be known as Murphy Canyon Little League, hereinafter referred to as "local league" or as "MCLL."

### ARTICLE II - OBJECTIVE

SECTION 1. The objective of MCLL shall be to instill 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, MCLL will provide a supervised program under the RULES AND REGULATIONS of Little League International Baseball. All directors, officers, and members shall bear in mind that the attainment of exceptional athletic skill and/or the winning of games are secondary, and the molding of future citizens is of prime importance.

SECTION 3. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, MCLL shall operate exclusively as a nonprofit and educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall be for the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, and/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 personnel sincerely interested in the active participation to affect the objectives of MCLL may apply to become a member.

SECTION 2. CLASSES. There shall be the following classes of members:

- a. PLAYERS MEMBERS. Any candidate meeting the requirement of Little League Regulation IV, and who resides within the authorized boundaries of MCLL shall be eligible to compete for participation, but shall have no rights, duties, or obligations in the management or in the property of MCLL.

- b. **REGULAR MEMBERS.** Any person actively involved in furthering the objectives of MCLL may become a regular member by completing a volunteer application or player registration form.  
The Secretary shall maintain the roll of membership to qualify voting members. Only regular members in good standing are eligible to vote at the annual meeting. All officers, directors, committee members, managers, volunteer umpires, and other elected or appointed officials must be active regular members in good standing.
- c. **HONORARY MEMBERS.** Any person may be selected as an honorary member by the unanimous vote of all directors present, at any duly held meeting of the Board of Directors, but shall have no rights, duties, or obligations in management or in the property of MCLL.
- d. **SUSTAINING MEMBERS.** Any person not a regular member who makes financial or other contributions to MCLL, may be selected by a majority vote of the Board of Directors, but shall have no rights, duties, or obligations in management or in the property of MCLL.
- e. As used hereinafter, the word "members" 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/group to qualify as members of MCLL.
- b. Regular members should not be actively engaged in the promotion 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.

- a. The Board of Directors by two-thirds vote of those present at any duly constituted meeting, will have the authority to discipline, suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of MCLL and/or Little League baseball.

The member involved will be notified of such meeting by telephone and/or email prior 48 hours of meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.

- b. The Board shall, in case of a player member, give notice to the manager of the team of which the player is a member. Said manager shall appear within 48 hours, with the player and parent or guardian before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.

## ARTICLE IV - DUES

SECTION 1. A reasonable Little League participation fee may be assessed as a parental obligation to assure the operational continuity of the local league. A reasonable fee, per player may be assessed if deemed necessary. AT NO TIME SHOULD PAYMENT OF A FEE BE A PRE-REQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE PROGRAM. (Little League Regulation XIIIC).

## ARTICLE V - MEETINGS

SECTION 1. ANNUAL MEETING. The annual meeting of the members of MCLL shall be held the first Saturday in June of each year for the purpose of electing a Board of Directors, receiving reports and for the transaction of such business. Notice will be posted to MCLL website 30 days prior to said meeting.

a. QUORUM. 50% +1 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.

SECTION 2. SPECIAL MEETINGS. Special meetings of the regular members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon written request of ten (10) 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. The meeting should be held within ten (10) days of request. Meeting can be held electronically.

a. QUORUM. The presence of two-thirds of the elected members shall be necessary to constitute a quorum. An electronic vote constitutes presence.

SECTION 3. VOTING. All Board members in good standing shall be entitled to vote at any meeting of MCLL. With the exception of the President whom will vote only in the event of a tie.

SECTION 4. RULES OF ORDER. Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the constitution or by-laws of MCLL.

#### ARTICLE VI - BOARD OF DIRECTORS

SECTION 1. BOARD AND NUMBER. The management of the property and affairs of MCLL shall be vested in the Board of Directors. The number of directors shall not be less than five (5), nor more than twenty-one (21). The directors shall take office on October 1<sup>st</sup> of respective year or sooner if position is vacated and enter unto the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.

SECTION 2. REQUIRED MEMBERS. The Board membership shall include the Officers, including Player Agent, and a minimum of one manager and one volunteer umpire. (Only volunteer umpires may be elected to the Board.) The number of managers including minor division representation elected to the Board shall not exceed a minority of the total board membership.

SECTION 3. ANNUAL ELECTION AND TERM OF OFFICE. At each annual meeting, the members shall determine the number of directors to be elected for the ensuing year. All members shall elect such number of directors. The number so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any regular or special meeting of the members, and if the number is increased, the additional directors may be elected at the meeting at which the increase is voted or at any subsequent meeting. All elections of directors shall be by majority vote of all members present.

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 meeting or special meeting called for that purpose. Interested member needs to submit a letter of intent to the Board of Directors and attend the next meeting to be voted on.

SECTION 5. MEETINGS, NOTICE AND QUORUM. Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or Secretary may, whenever any of them deems it advisable, and the Secretary shall, at the request in writing of fifty percent plus one (50%+1) of the directors, issue a call for a special meeting of the Board. Notice of each regular meeting shall be given by the Secretary to each director

either by at least three (3) days before the time appointed for the meeting to the last recorded address for each director, or by telephone, electronic mail or personal notice twenty-four hours preceding the meeting.

In the case of special meetings, a notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

Two-thirds of the members of the Board of Directors shall constitute a quorum for the transaction of business. The Board may adopt such rules and regulations for the conduct of its meetings, and the management of MCLL as it may deem proper.

The Board shall receive at the annual meeting of the members of MCLL a report verified by the President and Treasurer, or by a majority of the directors, avowing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of acquisition; the amount applied, appropriated or expenditures have been made; and the names and places of residence of the persons who have been admitted to membership in MCLL during such years, which report shall be filed with the records of MCLL and an abstract thereof entered in the minutes of the proceedings of the annual report. A copy of such report shall be forwarded to Little League Headquarters.

#### ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1. The Board Officers (President, Vice President, Vice President of Baseball, Secretary or Treasurer) may appoint an Executive Committee which shall consist of not less than three (3) one of whom shall be an Officer stated above of MCLL. The Appointing Officer shall take minutes and forwarded to the Secretary for Board dissemination.

SECTION 2. The Executive Committee may be enacted to conduct league business only when said action is dependent upon immediate decision and normal procedures will not accommodate the issue at hand. This is a fail-safe procedure, not a rule of action. All Board members will be notified in writing of the meeting.

SECTION 3. At any meeting of the Executive Committee a majority of the total numbers of the members then in office shall constitute a quorum for the transaction of business, and the act of the committee.

#### ARTICLE VIII - OTHER COMMITTEES

SECTION 1. The following committees shall be but not limited to when enacted as standing committees:

- a. Nominating Committee
- b. Budget and Finance Committee
- c. Local Rules and Regulation Committee
- d. Sponsorship Committee
- e. Manager Selection Committee
- f. Auxiliary Committee
- g. Uniform Committee
- h. Fall Ball Committee
- i. All-Star Committee
- j. Disciplinary Committee
- k. Umpire Selection Committee

## ARTICLE IX - DIRECTORS, DUTIES, AND POWERS

SECTION 1. OFFICERS. The officers of MCLL shall consist of the follow: President, Vice-President, Vice President of Baseball/Coach Coordinator, Secretary, Treasurer, Player Agent or Agents, Auxiliary Coordinator, Equipment/Uniform Manager, Umpire in Chief, Head Scorekeeper, Field Maintenance Manager, Safety Officer, Head Concessionaire, Sponsorship Coordinator, Information Officer, Volunteer Coordinator and Scheduler. All of whom shall hold office for a term of one year.

SECTION 2. PRESIDENT. The President shall:

- a. Have authority to appoint such committees as shall be determined necessary for league business.
- b. As may be directed, or when necessary have the power to call an executive committee meeting.
- c. Conduct the affairs of MCLL and execute the policies established by the Board of Directors.
- d. Present a report of the condition of MCLL at the annual meeting.
- e. Communicate to the Board, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of MCLL.
- f. Be responsible for the conduct of MCLL, instruct conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued MCLL by that organization.
- g. Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of MCLL such contracts and leases as may have received with prior approval of the Board.
- h. Investigate complaints or irregularities or conditions detrimental to MCLL, and report same to the Board of Executive Committee as Circumstances warrant.
- i. Submit annual budget to the Board and be responsible for the proper execution of same.
- j. Only have a vote in the event of a tie.

SECTION 3. VICE-PRESIDENT OF OPERATIONS / VICE PRESIDENT OF BASEBALL. The Vice President Shall:

- a. In the absence of the President, perform all duties and have the power of the President.
- b. Be knowledgeable and up-to-date with all current rules and regulations, as well as those of Little League Baseball, Inc.
- c. With the Player Agent of respective division assist in conducting annual assessments and player selection according to approved methods, in accordance with Little League baseball, Inc.
- d. Ensure Manager/Coach training sessions are held prior to commencement of playing season.
- e. Be aware of all manager/player violations and rule violations, and subsequently advise respective managers and coaches.
- f. Is the executive member of all committees and carries out such duties and assignments as may be delegated by the president.
- g. Chairs the "Fall Ball" and "Shoot Out" Committee.

SECTION 4. SECRETARY. The Secretary shall:

- a. Be responsible for recording activities of MCLL 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 customarily incident to the office of Secretary or as may be assigned by the Board, including but not limited to annual elections, drafts and All Star Selection.
- c. Maintain lists of all regular, sustaining, and honorary members and committee members and gives notice of all meetings of MCLL, Board of Directors, and committees.
- d. Keep the minutes of the meetings of the members, Board and 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 meetings and be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- f. Notify members of their election or appointment.

SECTION 5. TREASURER. The Treasurer shall:

- a. Perform such duties as are herein specifically 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, deposit in bank approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all monies and securities of MCLL, including Auxiliary, Concessions and Sponsorship/Donations, approve all payments from allotted funds and draw checks thereof.
- d. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the January Board meeting.
- e. Present a financial statement at each regular meeting.
- f. Prepare an annual financial report (Oct – Sept), under the direction of the President, for submission to the District Administrator and Little League, Int. at the end of the current fiscal year.
- g. Be responsible to the Board of Directors for the local leagues insurance program, ensuring that the Board subscribes to a policy prior to the annual assessments.

SECTION 6. PLAYER AGENTS. Each Divisional Player Agent shall:

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review registration for player candidates, verify residence and age eligibility.
- c. Conduct the player assessment, draft and all other player transaction or selection meetings.
- d. Prepare for the President's signature and submission to Little League Headquarters, team rosters including players claimed, and the tournament team eligibility affidavit as well as any subsequent player replacements or trades.
- e. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Player Agent or may be assigned by the Board of Directors.

SECTION 7. FIELD MAINTENANCE MANAGER. Field Maintenance Manager shall:

- a. Coordinate all field maintenance efforts, including development and improvement projects.
- b. Serve as liaison to outside agents in regard to playing fields.
- c. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Field Maintenance Manager or may be assigned by the Board of Directors.

SECTION 8. EQUIPMENT/UNIFORM MANAGER. Equipment/Uniform Manager shall:

- a. Secure bids on needed equipment and uniforms then make recommendations for their purchase to the Board of Directors.
- b. Inventory equipment and uniforms prior to and following the playing season.
- c. Be responsible for the distribution of equipment of managers/coaches. Implementing an issuance system of accountability. Additionally, be responsible for ensuring the return of said equipment at the close of the season.
- d. Be responsible for the distribution of uniforms, implementing an issuance system of accountability. Additionally, be responsible for ensuring the return of uniforms at the close of the season. (ALL STAR UNIFORMS).
- e. Be familiar with the rules and regulations governing Little League equipment and uniforms.
- f. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Equipment/Uniform Manager or may be assigned by the Board of Directors.

SECTION 9. AUXILIARY COORDINATOR. Auxiliary Coordinator shall:

- a. Preside of regularly scheduled auxiliary committee meetings.
- b. Present the auxiliary intents to the Board of Directors for approval.
- c. Coordinate the transfer of funds, raised by the auxiliary to the league's treasury.
- d. Duties including but not limited to: Opening and Closing day coordinator, picture coordinator, fund raising coordinator, team parent coordinator and coordinate any other events as needed.
- e. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Auxiliary Coordinator or as assigned by the Board of Directors.

SECTION 10. SAFETY OFFICER. Safety Officer shall:

- a. Educate managers and parents as to the procedure on filing accident reports at the beginning of the season.
- b. Submit 'accident reports' to District 33 and Little League Int.
- c. Ensure all claims are submitted in a timely fashion.
- d. Be familiar with the rules and regulations concerning safety as governed by Little League Baseball, and see that the local league complies with these rules and regulations.
- e. Perform back ground check on all volunteers.
- f. Be responsible for updated lists of approved volunteers and issuance of volunteer badges.
- g. Maintain and verify all safety related items pertaining to the games.
- h. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Safety Officer or as assigned by the Board of Directors.

SECTION 11. HEAD SCOREKEEPER. Head Scorekeepers shall:

- a. Be extremely knowledgeable, thoroughly up-to-date with Little League Playing Rules and Regulations, and all "local rules" governing MCLL Baseball.
- b. Maintain, issue and screen on a regular basis, all MCLL official score books.
- c. Utilize District clinics as a training guideline for conducting local clinics of official scorekeepers.
- d. Be responsible for scheduling official scorekeepers.
- e. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Head Scorekeeper or as assigned by the Board of Directors.

SECTION 12. UMPIRE IN CHIEF. UIC shall:

- a. Be knowledgeable and up-to-date with playing rules and regulations of Little League Baseball "local rules" for all divisions.
- b. Attend umpire clinics sponsored by District, utilizing these clinics as a training guideline for local training sessions.
- c. Ensure umpire training sessions are conducted prior to the start of the season play, and periodically throughout the season, if necessary.
- d. Be responsible for scheduling of volunteer umpires for all MCLL games with the exception of tee-ball and rookies games during regular season play.
- e. Be responsible for requisitioning uniform and equipment needs to the equipment/uniform manager.
- f. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Umpire in Chief or as assigned by the Board of Directors.

SECTION 13. HEAD CONCESSIONAIRE. Head Concessionaire shall:

- a. Establish, procure, and operate all concessions.
- b. Provide weekly reports on financial activities of concessions.
- c. Coordinate with treasurer a financial procedure.
- d. Oversee and coordinates with assistant concessionaire.
- e. Perform all duties as are customarily incident to the office of Concessionaire.
- A. Concessionaire At Large
  - a. Procure and operate all concessions established by Head Concessionaire.
  - b. Perform all duties as are customarily incident to the office of Concessionaire.
- f. Perform such duties as are herein specifically set forth and such duties as are customarily incident to the office of Head Concessionaire or as assigned by the Board of Directors.

SECTION 14: SPONSORSHIP COORDINATOR: Sponsorship Coordinator Shall:

- a. Coordinate solicitation of Sponsorship Package and maintain sponsorship list.
- b. Serve as liaison between sponsor and league.
- c. Upon direction and approval of President, coordinate all advertising for league activities.
- d. Perform all duties as are customarily incident to the position of Sponsorship Coordinator.
- e. Perform such duties as are herein specifically set forth and such duties as are customarily incident to the office of Sponsorship Coordinator or as assigned by the Board of Directors.

SECTION 15: SCHEDULER: Scheduler Shall:

- a. Coordinate Scheduling of all fields.
- b. Publish the practice and game schedules upon acceptance of all required volunteer positions.
- c. Upon direction and approval of President, coordinate all field and facility usage for league activities.
- d. Perform all duties as are customarily incident to the position of Scheduler, including arranging the reschedule and notification of games and liaison with District staff for tournament games.
- e. Prepare and submit game schedule to Board of Directors before regular playing season begins for approval.
- f. Serve a liaison to outside agents in regard to playing fields.
- g. Perform such duties as are herein specifically set forth and such duties as are customarily incident to the office of Scheduler or as assigned by the Board of Directors.

SECTION 16: INFORMATION OFFICER: Information Officer Shall:

- a. Manage the MCLL home page (site authorized by Little League International);
- 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 International, district, public, league members and media;
- f. Serve as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and distributing information to league members and to Little League Baseball, Incorporated.
- g. Perform such duties as are herein specifically set forth and such duties as are customarily incident to the office of Information Officer or as assigned by the Board of Directors.

SECTION 17: VOLUNTEER COORDINATOR: Volunteer Coordinator Shall:

- a. Manage the MCLL volunteer program.

- b. Assist the Safety officer in the updated lists of approved volunteers and issuance of volunteer badges.
- c. Ensure that all Volunteer Logs (Pink Binders) are up to date in all Score booths, Concession Stands and are updated on a regular basis.
- d. Manage and track all Volunteer Hours and work with Treasurer when Volunteer has accumulated the set amount of hours for a refund to be issued for Volunteer Fee.

#### ARTICLE X - MANAGERS, COACHES & UMPIRES

SECTION 1. Manager and Coach Selection Committee shall be comprised of player agents and two (2) directors. The results of each meeting must be submitted by the President for board approval. Managers shall be responsible for the selection of their teams and for their actions on the field. Regulation I.

SECTION 2. Umpire Selection Committee shall be comprised of one (1) Head Umpires and two (2) member of this association. Results must be submitted by the President for Board approval. When approved, the staff umpires shall be under the personal direction and responsibility of the President.

SECTION 3. While holding such office, the President shall not manage an All Star team, but are eligible to coach a team. Player Agents shall not manage or coach within their division.

#### ARTICLE XI - AFFILIATION

SECTION 1. CHARTER. The Local League shall annually apply for a charter from Little League Baseball, Inc. And shall do all things necessary to obtain and maintain such charter.

The local league shall devote its entire energies to the activities activated 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, Inc., Williamsport, Pennsylvania, shall be binding on this Local League.

SECTION 3. LOCAL LEAGUE RULES. The local rules of this Local League 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 season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Inc. Local League Rules will be published separately.

#### ARTICLE XII - FINANCIAL AND ACCOUNTING

SECTION 1. The Board of Directors shall decide all matters pertaining to the financing of MCLL and it shall place all income, including Auxiliary funds, in a common league treasury, directing the expenditure in same in such a matter as will not give individual or team advantage over those in competition with such individual or team.

SECTION 2. The Board shall not permit the contribution of funds or property to individual team, but shall solicit some for the common treasurer of MCLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of MCLL.

#### ARTICLE XIII- 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 a vote of \_\_ to \_\_ at the Murphy Canyon Little League Board meeting on \_\_\_\_\_.

This Constitution is  is not (circle one) identical to the model constitution provided by Little League International.

PRESIDENT'S Signature: \_\_\_\_\_ Date \_\_\_\_\_

PRESIDENT'S NAME: \_\_\_\_\_

Little League ID no. 405-33-08

Federal ID no. (if available)

State ID no. (if available)

***Make one copy for the District Administrators and copies for the Local League. 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, national origin, gender, sexual preference or religious preference.***