

**WEST HILLS LITTLE LEAGUE**  
**CONSTITUTION AND BY-LAWS**

**ARTICLE I – NAME**

This organization shall be known as the West Hills Little League, hereinafter referred to as "Local League."

**ARTICLE II – OBJECTIVE**

Section 1 – Players

The objective of the West Hills Little 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 – Adults

To achieve this objective, the West Hills Little 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 West Hills Little 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 affect 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 and who resides within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the Local League.

- (b) **Regular Members.** Any person actively interested in furthering the objectives of the Local League may become a regular member upon election as hereinafter provided. The Treasury shall maintain the role of membership to qualify voting members. Regular members in good standing are eligible to vote at the annual meeting.

All Officers, Board Members, Committee Members, Managers, Coaches, Team Moms, Volunteer Umpires and other elected or appointed officials must be active, Regular Members in good standing.

- (c) **Honorary Members.** Any person may be elected 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 duties or obligations in the management or in the property of the Local League, and are eligible to vote at the annual meeting.

- (d) **Sustaining Members.** Any person, not a Regular Member, who makes financial or other contribution to the Local League may, by a majority vote of the Board of Directors, become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.

#### Section 3 – Other Affiliations

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.

#### Section 4 – Suspension or Termination

- (a) **Procedure.** Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors or duly appointed committee of the board of directors, by a two-thirds vote of those present at any duly constituted meeting, shall 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 interest of the Local League and/or Little League Baseball.
- (b) **Notification.** The Member involved shall be notified of such meeting at least five (5) days in advance and informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
- (c) **Player Member.** The Board of Directors 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, in the capacity of an advisor with the Player. The player's parent(s) or legal guardian(s) may also be present 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 by two-thirds vote of those present at any duly constituted meeting (quorum is required).

## **ARTICLE IV – DUES**

### Section 1 – Amount

Dues for Regular Members may be fixed at such amounts, as the Board of Directors shall determine prior to the beginning of any membership period

### Section 2 – Timing of Payment

Regular Members' dues shall be paid within thirty (30) days of Opening Day.

### Section 3 – Participation Fee

The Little League participation fee assessed to the parents will be:

- (a) 4 year old Tee-Ball division will be fifty (\$50) dollars with no early bird or late registration assessment.
- (b) Tee-Ball through Major divisions will be seventy-five (\$75) dollars per player (early bird), one hundred (\$100) dollars per player (regular) and one hundred twenty-five (\$125) per player (late registration).
- (c) Intermediate and Senior divisions will be one hundred fifty (\$150) dollars per player with no early bird or late registration assessment.

The third child in any household shall be ½ price, the 4th, and subsequent players per household shall be free (this includes the purchase of pictures).

Candy bars fundraising applies to division noted in (a) and (b) above. The max candy bars to sell shall be 4 boxes per household. The maximum Candy bar buy out per household shall be \$100.00. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM (Little League Regulation XIII{c}).

## **ARTICLE V – REGULAR MEMBER MEETINGS**

### Section 1 – Annual Meeting

The annual meeting of the Members of the Local League, for the purpose of electing Board Members for the next season shall be held on or about the second weekend in May.

### Section 2 – Notice of Meeting

Notice of each meeting of the Members shall be posted at least seventy-two (72) hours in advance thereof setting forth the place, time and purpose of the meeting.

### Section 3 – Special Meetings

Special 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 shall call a special meeting to consider a specific request. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

### Section 4 – Quorum

The presence in person of one-third of the Members shall be necessary to constitute a quorum (the President does not count as a Member).

#### Section 5 – Voting

Only Regular Members in good standing shall be entitled to vote at any meeting of the Local League.

#### Section 6 – Rules of Order

The Roberts' Rules of Order/NR shall govern the proceedings of all meetings, except where it conflicts with the Constitution or By-Laws of the Local League. In the State of California, the Brown Act shall govern the proceedings.

### **ARTICLE VI – BOARD OF DIRECTORS**

#### Section 1 – Board and Number

The management of the property and affairs of the Local League shall be vested in the Board of Directors. The number of Directors shall be fifteen (15). The Directors shall enter upon the performance of their duties on October 1, and shall continue in office until September 30 of the following year or until their successors have been duly elected and qualified.

#### Section 2 - Required Members

The Board membership shall include Officers. The number of Manager representation (Tee Ball through Majors inclusive) elected to the Board shall not exceed a minority of the total Board members.

#### Section 3 – Annual Elections and Term of Office

At each 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 so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any regular or special 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 at the time of the meeting. The Term of Office of each Director will be one calendar year.

#### 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 of the Board of Directors or at any special meeting called for that purpose.

#### 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 the Secretary may, whenever any of them deems it advisable, at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Ten (10) days prior to the scheduled meeting, a copy of the agenda will be sent to the last recorded address of each Director. An amendment to the agenda may be requested up to seventy-two (72) hours prior to the meeting. In the case of special

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

#### Section 6 – Duties and Powers

- (a) The Board of Directors shall have the power to appoint such standing committees, as it shall determine 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.
- (b) The Board shall have the power by a two-thirds vote of those present at any regular or special meeting, to discipline, suspend, or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a).
- (c) The Board shall receive at the first regular meeting on or about October 1 of the Board of Directors of the Local League, a report verified by the President and Treasurer, or by a majority of the Directors, showing:
  - (i) the whole amount of real and personal property owned by it. This includes 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.
  - (ii) the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made.
  - (iii) the names and places of residence of persons who have been admitted to membership in the Local League during such year, which report shall be filed with the records of the Local League.
  - (iv) an abstract thereof entered in the minutes or the proceedings of the annual meeting.

### **ARTICLE VII – OTHER COMMITTEES**

The Board of Directors may appoint any committee(s) it deems necessary and adopt such rules and regulations, as it deems proper for such committee(s).

#### Section 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the Local League.

#### Section 2

The Executive Committee shall advise with and assist the Officers of the Local League 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 VIII – DIRECTORS, DUTIES AND POWERS**

### Section 1 – Election

Immediately following the annual meeting, the Directors present, provided there be a quorum, shall meet for the purpose of electing Directors and appointing committees for the ensuing year. The election shall take place on the last Saturday in which all divisions are participating in regular games.

### Section 2 – Officers

The Officers of the Local League shall consist of a President, a 1st Vice President, a 2nd Vice President, a Secretary, a Treasurer, an upper division Player Agent (Caps-Seniors), a lower division Player Agent (4yo Tee-Ball-Rookies), a Safety Officer, an Equipment Manager, a Parliamentarian, a Manager Coordinator, an Information Officer, an Umpire in Chief, a Field Maintenance Coordinator, a Scorekeeper, and an Auxiliary President. Regulation 1 (b).

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 and may fill any vacancy which may occur in any office.

### Section 3 – 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 are 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, principals, 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 that have received prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report them to the Board 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 4 – 1st Vice President

The 1st Vice President shall:

- (a) In case of the absence or disability of the President, shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
- (b) In case of vacancy in the office of President, shall automatically succeed to that office and serve for the unexpired term.
- (c) Shall have the responsibility of the Little League Division.
- (d) Create game schedules for all divisions.
- (e) Create Board Member on Duty schedule.

#### Section 5 – 2nd Vice President

The 2nd Vice President shall:

- (a) In case of the absence or disability of the 1st Vice President, shall perform the duties of the 1st Vice President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.
- (b) Be responsible for obtaining sponsors for the Local League.
- (c) Be responsible for the design and ordering of all sponsor plaques.
- (d) Be responsible for the procurement of the 12-year old trophies/awards, the All Star trophies/awards and the post-season Managers and Coaches plaques.

#### Section 6 – Secretary

The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files 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 cause them to be recorded in a book kept for that purpose. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

### Section 7 – 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, 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, approve all payments from allotted funds and draw checks therefore, and make a monthly Treasurer Report at a monthly Board meeting.
- (d) Prepare yearly Financial Report and submit to League Tax Preparer. Provide all necessary receipts and bank statements to Tax Preparer for the Fiscal Year October to September. Send completed Tax Returns to State and Federal agencies via US Mail prior to due date of February 15<sup>th</sup>. (Please note, if different Treasurer elected to position, then it is the responsibility of the prior Treasurer to ensure the above task is completed.)
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the first regular meeting on or about October 1.
- (f) Prepare an annual Financial Report, under the direction of the President, for submission to the Board of Directors at the first regular meeting on or about October 1.

### Section 8 – Upper Division Player Agent

The Upper Division Player Agent shall:

- (a) Record all Little League Division player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for Little League Division player candidates and assist the President in checking residence and age eligibility.
- (c) Conduct try-outs, the player draft and all other player transaction or selection meetings for the Little League Division.
- (d) Prepare the Player Agent's List for the Little League Division.
- (e) Prepare for the President's signature and submission to Little League Headquarters, Little League Division team rosters, including players claimed, and the tournament team eligibility affidavit.



- (f) Notify Little League Headquarters of any subsequent player replacements or trades in the Little League Division.
- (g) Conduct the All Stars voting and player notification method for the Little League Division.

#### Section 9 – Lower Division Player Agent

The Lower Division League Player Agent shall:

- (a) Record all Little League Division player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for Little League Division player candidates and assist the President in checking residence and age eligibility.
- (c) Create the lower division teams, with the help of the league president.
- (d) Prepare the Player Agent's List for the Little League Division.
- (e) Prepare for the President's signature and submission to Little League Headquarters, Little League Division team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades in the Little League Division.
- (g) Assist the upper division player agent as needed.

#### Section 10 – Safety Officer

The Safety Officer shall:

- (a) Prepare, distribute and maintain first-aid kits for each team.
- (b) Check the condition of the playing fields and playing equipment (helmets, bats, and bases) on a regular basis.
- (c) Visit team practices to assure the Manager is carrying the necessary paperwork for insurance purposes for his team.
- (d) Conduct periodic checks of the players' equipment to assure they are wearing the proper gear.
- (e) Monitor the game to be sure players are conducting themselves in a safe manner (i.e., while taking infield, the player at the Catcher position is wearing a helmet and face mask).

#### Section 11 – Parliamentarian

The Parliamentarian shall:

- (a) Call all Board of Directors meetings to order and keep order during the meeting.
- (b) Prepare and make available the Nomination Box for the elections of the Main Board and Auxiliary Board at the end of the season.
- (c) Contact all nominees to be sure they are prepared to run for the position

for which they're nominated and answer any questions about the position.

- (e) Conduct the election on the last Saturday (full schedule) of the current season.
- (f) Count the votes along with two other Main Board members (President and 1st Vice President).
- (g) Prepare a list of the New Board Members for announcement.

#### Section 12 – Equipment Manager

The Equipment Manager shall:

- (a) Purchase all League uniforms, baseballs, bases, bats, tees, catcher's gear, equipment bags, etc.
- (b) Distribute the equipment to the Managers at the draft.
- (c) Keep the off-site storage facility tidy and have an inventory of the items there on hand for the President.
- (d) Regularly check the condition of the equipment, replacing broken or unsafe items if necessary.
- (e) With the assistance of the Safety Officer, assure the fields are safe and shall purchase any items needed to keep them safe.

#### Section 13 – Manager Coordinator

The Manager Coordinator shall:

- (a) Be the liaison with the Little League and the President.
- (b) Schedule and assist in clinics for the Managers in the Little League Division.
- (c) Work hand-in-hand with the 1st Vice President and 2nd Vice President in the performance of their duties.

#### Section 14 – Information Officer

The Information Officer shall:

- (a) Keep the Internet website information accurate and up to date.
- (b) School individual Team Reporters on how to enter information about their team onto the web site.
- (c) Assure that information regarding the Local League is printed in the local newspaper.

#### Section 15 – Field Maintenance Coordinator

The Field Maintenance Coordinator shall:

- (a) Organize maintenance, repairs, and improvement of the league fields.

### Section 16 – Auxiliary President

The Auxiliary President shall:

- (a) Be in charge of the Auxiliary.
- (b) Conduct monthly meetings of the Auxiliary Board.
- (c) Appoint Auxiliary volunteers to assist with the candy sale, league raffles, Snack Bar specials.
- (d) Supervise the Snack Bar scheduling and assure the correct items are stocked in the Snack Bar. Also offer suggestions as to which items sell better than others in the Snack Bar.

### Section 17 – Umpire in Chief

The Umpire in Chief 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 requisitioning uniform and equipment needs to the equipment/uniform manager.
- (e) Be a member of protest committee.
- (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 18 – Head Scorekeeper

The Head Scorekeeper shall:

- (a) Be extremely knowledgeable, thoroughly up-to-date with Little League Playing Rules and Regulations, and all "local rules" governing WHLL Baseball.
- (b) Maintain, issue and screen on a regular basis, all WHLL official score books.
- (c) Conduct training clinic for scorekeepers in each division prior to the start of the season.
- (d) Be responsible for scheduling official scorekeepers and pitch counters for any post season tournaments hosted by WHLL.
- (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.

## **ARTICLE IX – MANAGERS, COACHES AND UMPIRES**

### Section 1 – Managers & Coaches

Team Managers and Coaches shall be appointed annually by the President, and be approved by the Board of Directors. Managers shall be responsible for the selection of their teams and for their actions on the field. Regulation 1 (b).

### Section 2 -- Umpires

Umpires shall be appointed annually by the President with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field. Regulation 1 (b).

### Section 3 – Stipulations

While holding such office, the Player Agents shall not Manage, Coach or Umpire in their respective divisions.

## **ARTICLE X – AFFILIATION**

### Section 1 – Charter

West Hills Little 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, PA, shall be binding in the Local League.

### Section 3 -- WEST HILLS Little League Rules

The local rules of the 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 and regulations of Little League Baseball, Incorporated.

## **ARTICLE XI – FINANCIAL AND ACCOUNTING**

### Section 1 – Funds

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 same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

### Section 2 – Contribution of Funds

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common Treasurer of West Hills Little League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

### Section 3 – Solicitation of Funds

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's treasury.

### Section 4 – Disbursement

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

### Section 5 – Compensation

No Director, Officer, or member of the Local League shall receive, directly or indirectly, any salary, compensation or emolument from West Hills Little League for services rendered as a Director, Officer or Member.

### Section 6 – Financial Institution

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in the Pacific Western Bank and all disbursement shall be made by check. All checks shall be signed by both the Local League Treasurer and President.

### Section 7 – Fiscal Year

The fiscal year of the Local League shall begin on the first day of October and shall end on the last day of September.

### 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 distribute the property of the Local League to such other organization or organizations maintaining an objective similar to that set forth herein, 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 and By-Laws may be amended, repealed or altered in whole or in part by a majority vote of 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.

2018-2019

\_\_\_\_\_  
David Sellers, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim Mildenstein, Secretary

\_\_\_\_\_  
Date