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SANDWICH LITTLE LEAGUE CONSTITUTION
December 31, 2010

ARTICLE I - NAME

This organization shall be known as the Sandwich 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 Sandwich, MA 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) Board Members: Board Members shall be comprised of the following:

(b1) Voting Members. See Article IV.

(b2) Advisory Board Members. Any person may be elected as an Advisory Board Member by a majority vote of all Board Members present at any duly held meeting of the Board of Directors. Advisory Board Members will be invited to attend all Board meetings and participate in all Board discussions. The senior Advisory Board Member(s) (with at least one year of service) present at any meeting may, at the direction of the Board of Directors, serve as an alternate(s) to a Voting Members and as such, be entitled to vote on Board proposals when serving as an alternate for an absent Board Member(s). The presence of Advisory Board Members shall also count towards reaching a quorum. Advisory Board Members may also take on special assignments at the direction of the Board of Directors.

As used hereinafter, the word “Member” shall mean a Board 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) Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program that is acting in competition to the Local League.

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, 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 the Local League 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 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 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).

(c) All Board of Directors, including both Voting and Advisory Members, are expected to volunteer sufficient time to contribute to the activities and requirements of the Board as

well as the success of the Local League. These activities and requirements, at a minimum, include: the presence and participation at meetings; serving and participating on Board committees as assigned, and participation in regular and tournament season field opening and closing events. The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to suspend or terminate the membership of any Board member for inadequate participation in Board meetings or other Board activities. In addition, any voting member missing six meetings throughout the year will lose their voting privileges. The senior advisory member in good standing, with at least one year of service will become the next voting member. The individual that loses his or her voting privileges is placed at the bottom of the list regarding senior for future voting privileges.

(d) Any advisory member missing six meetings throughout the year will lose their seniority position regarding future voting privileges and be placed at the bottom of the seniority list.

ARTICLE IV - BOARD MEETINGS

SECTION 1

Definition: A Board Meeting is any meeting of the membership of the league. Meetings will be held the first and/or third Thursdays of each month running from October through June.

SECTION 2

Notice of Meeting: Notice of each Board Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least three (3) 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 Board Meeting, the presence in person or representation by absentee ballot of a simple majority of the membership (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting: Only Board of Directors shall be entitled to make motions and vote at Board Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board 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 Board Member in good standing who cannot be in attendance at a scheduled meeting where a vote on Local League affairs is to be taken or the annual meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League by any individual who is a Board Member, as defined in Article III -

Membership. 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 during the third week of October of each year for the purpose of electing new Officers and 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 International.

(b) At the annual meeting, the Board of Directors shall elect the new officers. After the election, the new Executive Board of Directors shall immediately assume the performance of its duties. The Board's term of office shall continue until its successors are elected and qualified under this section.

(c) The Executive Officers of the Board of Directors shall include the following: the President, one or more Vice Presidents, Treasurer and the Secretary.

SECTION 7

Special Meetings: Special Meetings may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of a majority of the Members, the President or Secretary shall call a Special Meeting to consider the subject specified in the request. Such Special Meetings shall be scheduled to take place not less than three (3) days after the request is received by the President or Secretary.

SECTION 8

Rules of Order: Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with this Constitution or By-Laws of the Local League.

ARTICLE V - 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

The number of Board of Directors is fixed at a maximum of 25 total members with 15 voting members and 10 advisory members.

SECTION 3

Vacancies: If a vacancy occurs in the voting membership, the senior advisory member with at least one year of service will be moved up to a voting member. The advisory member vacancy within the Board of Directors will then be filled by a majority vote of the voting members at any regular Board meeting or at any Special Board Meeting called for that purpose to interview a respective candidate.

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 a majority of 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 three (3) day(s) before the time appointed for the meeting to the last recorded address of each Director, or by telephone, electronic communication, or personal notice twenty-four (24) hours preceding 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 5

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).

ARTICLE VI - 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:

- (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) 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.
- (h) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 3

Vice President:

- (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. The Vice President shall have all the powers of the office of President when so acting.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

SECTION 4

Secretary:

- (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.

SECTION 5

Treasurer:

- (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 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:

- (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

Safety Officer:

- (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

Communication Director.

- (a) Manage the league's 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) 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;
- (d) 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 9

Fields Director

The Board of Directors may appoint a Fields Director who will be responsible for the care and maintenance of the playing field(s), buildings and grounds. He shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 10

Equipment Director

The Equipment Manager 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. The Equipment manager shall be responsible for a complete inventory of all equipment, uniforms, baseballs, etc. at each year end and provide an inventory for review and discussion at the annual meeting each October. Any equipment and or uniforms not returned should be noted at that time and all responsible parties should be contacted at that time.

SECTION 11

Umpire Director

The Umpire Director shall recruit, interview and recommend to the President and or Board of Directors a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Umpire Director (and assisted by the League President as necessary) who shall train, observe and schedule the staff.

ARTICLE VII - OTHER COMMITTEES

SECTION 1

Finance Committee/Budget Committee. The Board of Directors may appoint a Finance Committee/Budget Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall work to prepare a financial budget of income and expenditures for the upcoming season to be reviewed by the full board for finalization.

SECTION 2

Coaches Selection Committee

The Board of Directors may appoint a Coaches Committee consisting of a minimum of three (3) Directors. The Committee may interview and investigate prospective managers and coaches, for all levels of play and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It may, 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 3

Fundraising Committee:

The Board of Directors may appoint a Fundraising Committee consisting of three or more Directors and any other interested volunteers. The Committee shall coordinate all fundraising activities for the local league. They shall ensure that all sponsors receive plaques recognizing their generous contributions at each year's end. For sponsors who donate at the appropriate levels of sponsorship, the Fundraising Committee shall also be responsible for securing field signs to recognize all sponsors.

ARTICLE VIII – 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 IX - 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, Incorporated 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 Sovereign Bank.

SECTION 7

Fiscal year: The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

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 X - 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 Sandwich Little League Membership on _____ (date).

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

President's Name (Print) President's Signature Date

Little League ID No. Federal ID No. (if available) _____

State ID No. (if available)

Make one copy for the District Administrator 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, color, national origin, gender, sexual preference or religious preference.

