

HAMILTON TOWNSHIP RECREATION BASEBALL ASSOCIATION

League Constitution



APPROVED BY THE BOARD OF DIRECTORS

January, 2016



HTRBA, INC. CONSTITUTION

ARTICLE I – NAME

SECTION 1

The legal name of the organization is HTRBA, Inc. (“HTRBA”) and may also operate under the alternate name of Hamilton Township Recreational Baseball Association.

SECTION 2

For all activities, regular and otherwise, concerning Baseball with players of all ages, the name of the organization shall be known as HTRBA Little League.

ARTICLE II - OBJECTIVE

SECTION 1

The objective of HTRBA shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority. The approved mission for the league is “That every child may play”.

SECTION 2

To achieve this objective, HTRBA 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 to instilling the values of team play and good sportsmanship.

In accordance with Section 501-c-(3) of the Federal Internal Revenue Code, HTRBA shall operate exclusively as a non-profit educational organization providing a supervised program of both instructional and competitive baseball 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.

(It is to be clearly understood by managers, sponsors, parents and the officers of HTRBA that the above objective and purpose shall be the sole objective and purpose of HTRBA.)

SECTION 3

Each Manager, Coach, Parent, and Player will be required to read, understand, and agree to the HTRBA Code of Conduct. This code details the expected behavior at all league events and provides the foundation upon which the league demonstrates the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority.

ARTICLE III - MEMBERSHIP

SECTION 1

Eligibility. Any person sincerely interested in active participation to affect the objective of HTRBA 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 as to age and residence as set forth in this Constitution under Articles IV and V and who reside within the boundaries as established by Little League, Incorporated shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of HTRBA. The area within the boundaries that have been established for HTRBA

by Little League, Incorporated consists mostly of the Mercerville section of Hamilton Township, New Jersey.

- (b) **Regular Members.** Any person actively interested in furthering the objectives of HTRBA may become a regular member upon approval of the Board of Directors. The Secretary shall maintain the roll of membership. All Officers, Directors, Committee Members, Managers, Coaches, Auxiliary Members, Team Parents, Volunteer Umpires, and others specifically approved by the Board of Directors are regarded as Regular Members.
- (c) **Honorary Members.** Any person may be elected as an Honorary Member by unanimous vote of all the Board of Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of HTRBA.
- (d) As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

SECTION 3

Members, whether Regular or Players, shall not be required to be affiliated with another organization or group to qualify as members of HTRBA.

SECTION 4

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

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when conduct of such person is considered detrimental to the best interests of HTRBA and/or Little League Baseball.
- (b) *Any member of the Board of Directors who misses three (3) consecutive Board of Directors meetings shall be notified by the Secretary for review of his membership, unless such member has good cause why he missed said meetings and has notified an Executive Board member of his absence.*

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.

- (c) 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 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

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. The term of membership is as follows based on position:

1. Officer – from election to Reorganization Meeting of following year
2. Director - from election to Reorganization Meeting of following year
3. Committee Member – from appointment to Reorganization Meeting of following year
4. Manager – February 1 to January 31
5. Coach – February 1 to January 31

6. Auxiliary Officer - from election to Reorganization Meeting of following year
7. Auxiliary Member – January 1 to December 31
8. Team Parent – March 1 to February 28
9. Volunteer Umpire – March 1 to February 28
10. Others specifically appointed by Board of Directors – one year from appointment

SECTION 2

Members who fail to pay their fixed dues within thirty (30) days from the time the same become due may by vote of the Board be dropped from the rolls and shall forfeit all rights and privileges of membership.

SECTION 3

A reasonable HTRBA participation fee may be assessed as a parents' obligation to assure the operational continuity of HTRBA. **AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM.** With the approval of the Board of Directors, a Scholarship may be granted to individuals demonstrating financial hardship

ARTICLE V - LEAGUES

SECTION 1

HTRBA Little League shall consist of up to eight (8) divisions *when enrollment allows*:

- (a) Instructional (4-6 years of age).
- (b) Minor League / Rookie (A) (6-8 years of age)
- (c) Minor League / Minors (AA) (7-9 years of age).
- (d) Minor League / International (AAA) (8-11 years of age).
- (e) Major League (10-12 years of age).
- (f) Intermediate Division (11-13 years of age)
- (g) Junior League (13-14 years of age).
- (h) Senior League (14-16 years of age).

(Any player candidate meeting the requirements of Little League Regulation IV who resides within the authorized boundaries of HTRBA or attends school within the boundaries, shall be eligible to compete for participation.)

With approval of the Board of Directors, exceptions may be made to the age requirements per division based on maturity and ability. These exceptions will be made with the full cooperation of the player's parents.

SECTION 2

In order for any player to participate in HTRBA programs, the player must be deemed eligible according to the following eligibility qualifications:

- (a) The eligible league age is determined by the official Little League Age Chart.
- (b) Each player must have the written permission of his/her parents or legal guardian.
- (c) Each player must show proof of age with a birth certificate, hospital or municipal certificate.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Board and Numbers. The management of the property and affairs of HTRBA shall be vested in the Board of Directors. The number of Directors shall not be less than eleven (11) nor more than nineteen (19), *consisting of the Executive Board, and the Directors at large.* The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office

until their successors shall have been duly elected and qualified. No member of the Board of Directors shall serve as a Board member or officer of another youth baseball program.

SECTION 2

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 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 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 3

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 at any special meeting called for that purpose.

SECTION 4

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 may, whenever he/she deems it advisable, or the Secretary shall at the request in writing of two-fifths of the Board issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director either by email at least two (2) days before the time appointed for the meeting to the last recorded address of each Director, by telephone or personal notice twenty-four (24) hours preceding the meeting.

A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 5

Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of HTRBA as it may deem proper.

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 HTRBA Little League in accordance with the procedure set forth in Article III, Section 4(b). Any member of the Board of Directors who misses three (3) consecutive meetings *can* be removed from the Board and a new director will be elected at the next scheduled meeting of the general membership pursuant to Article IX.

The Membership shall receive at the annual meeting of the Members of HTRBA a report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by HTRBA, 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 date, and the purposes, objects, or persons to or for which such amount applied, appropriated or expended during the year immediately preceding such applications, appropriations or expenditures have been made; and the names of the persons who have been admitted into membership in HTRBA during such year, which report shall be

filed with the records of HTRBA and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

A copy of such report shall be forwarded to Little League Headquarters.

SECTION 6

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of three members from the Board of Directors and other appointed Regular Members. The committee shall investigate and consider eligible candidates and submit a slate of candidates for the Board of Directors at the annual meeting. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

SECTION 7

Auditing Committee. The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review HTRBA's financial books and records prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

ARTICLE VII - EXECUTIVE BOARD DUTIES AND POWERS

SECTION 1

Executive Board. The Executive Board of HTRBA shall consist of a President, a Vice President(s), Immediate Past President, a Secretary, a Treasurer, a Player Agent, and a Safety Officer, all of whom shall hold office for the ensuing year or until their successors are duly elected.

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. 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

At any meeting of the Executive Board 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 Executive Board.

SECTION 3

President. The President shall:

- (a) Conduct the affairs of HTRBA and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of HTRBA 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 HTRBA.
- (d) Be responsible for the conduct of HTRBA 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 HTRBA by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of HTRBA such contracts and leases they may receive and which have had prior approval of the Board.

- (f) Investigate complaints, irregularities and conditions detrimental to HTRBA 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 4

Vice President. In case of the absence or disability of the President, and provided he is authorized by the President or Board so to act, the Vice 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.

SECTION 5

Player Agent. The Player Agent 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 checking residence and age eligibility.
- (c) Conduct the player auction or draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League HTRBA Headquarters of any subsequent player replacements or trades.
- (g) Deputize player agent for each of the League Divisions.

SECTION 6

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of HTRBA 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 Members, Honorary Members, Directors, and Committee Members and give notice of all meetings of HTRBA, the Board of Directors and standing committees.
- (d) Shall issue membership cards to Regular Members.
- (e) 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.
- (f) Shall 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.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 7

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 the 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 HTRBA, 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.

SECTION 8

Safety Officer. The Safety Officer shall:

- (a) Be responsible for making all coaches and managers aware of all safety related rules and regulations
- (b) Insure that all managers attend the District Safety Clinic at least every other year.
- (c) Conduct at least annually a safety audit of all facilities and equipment.
- (d) Draft and present to the Board of Directors an annual safety plan in accordance with the Little League Baseball ASAP program.

SECTION 9

Immediate Past President. The Immediate Past President shall:

- (a) Assist the President during the transition period
- (b) Oversee special projects as directed by the President
- (c) Monitor league activities to assure adherence to Little League Incorporated rules and regulations

ARTICLE VIII - MANAGERS, COACHES AND UMPIRES

SECTION 1

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.

SECTION 2

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.

ARTICLE IX - MEETINGS

SECTION 1

Annual Meeting. The annual meeting of the Members of HTRBA shall be held in September each year for the purpose of electing a Board of Directors, receiving reports and for the transaction of such business as may properly come before the meeting. After the Board of Directors is elected, the Board shall meet to elect the officers.

SECTION 2

Notice of Meeting. Notice of all meetings of the Board of Directors shall be given in advance thereof to all members by the League Secretary.

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 five (5) 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 at any special meeting of the Members.

SECTION 4

Quorum. The presence in person or representation by two-fifths of the members, or a number or percentage acceptable to the local league regular membership in advance of the annual meeting, shall be necessary to constitute a quorum.

SECTION 5

Voting. Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

SECTION 6

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

ARTICLE X - AFFILIATION

SECTION 1

Charter. HTRBA shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter.

SECTION 2

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

SECTION 3

HTRBA Little League Rules. The local rules of HTRBA shall be adopted by the Board of Directors at a meeting to be held not less than one (1) 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. The Board of Directors shall meet annually to review league rules and guidelines, which are to be included in a league handbook and distributed to all managers and coaches. Additions, deletions and modifications to this document may be made at this annual meeting by a majority vote of the Board of Directors and shall remain in effect for the remainder of the fiscal year unless rescinded, changed or modified by a 2/3 majority vote of the entire Board of Directors.

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

The Board of Directors shall decide all matters pertaining to the finances of HTRBA 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

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of HTRBA, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of HTRBA.

SECTION 3

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 HTRBA treasury.

SECTION 4

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

SECTION 5

No Director, Officer or Member of HTRBA shall receive, directly or indirectly, any salary, compensation or emolument from HTRBA for services rendered as Director, Officer or Member. No Director or Officer shall receive payment for any service rendered as an umpire.

SECTION 6

All monies received, including Auxiliary Funds, shall be deposited to the credit of HTRBA and all disbursements shall be made by check. An account shall be established in a local bank to be selected by the Treasurer and approved by the Board of Directors. All checks shall be signed by two of the following Officers of HTRBA: Treasurer, President, Vice President, or Immediate Past President.

SECTION 7

The fiscal year of HTRBA 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 HTRBA and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of HTRBA to another incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501©(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 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 the Little League Baseball, Incorporated for approval.

Amended September, 1995; December 2000; *December 2002; December 2007; January 2011; January 2013; January 2016*

HTRBA Little League 230-12-17