

**PLEASE NOTE:
THESE BYLAWS ARE NOT ALL INCLUSIVE.
IF ANY LOCAL BYLAW IS LESS DETAILED THAN, OR CONFLICTS WITH, THE
GOVERNING RULES OF LITTLE LEAGUE INC. THESE LOCAL BYLAWS ARE SUPERCEDED
BY THOSE OF LITTLE LEAGUE INC.**

ARTICLE I – NAME

This organization shall be known as the KESS Little League.

ARTICLE II – PURPOSE

- a. The Purpose of the KESS Little League shall be to implant firmly in the boys and girls of KESS and the community, without discrimination of any kind, the ideals of good sportsmanship, honesty, loyalty, courage, reverence and fair play so that they may be finer, stronger, happier children and grow up to be moral, healthy and constructive adults.
- b. These objectives will be achieved by providing competitive athletic games. The supervisors (Managers, Coaches and Parents) shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary. The leadership and focus extended to these is of paramount importance.
- c. Any supervisor not focusing on these traits will be brought before the executive board for explanation of his or her actions.

ARTICLE III – GOVERNMENT

- a. The Government of the KESS Little League shall be under the direct supervision of the President of the Board of Directors. The Board of Directors will be a two-tiered board consisting of the Executive Board and the General Board. The total membership of the Board of Directors will not exceed 21 individuals.
- b. The Executive Board will consist of the following individuals: President, one or more Vice President(s), Treasurer, Secretary, Coaching Coordinator, Safety Officer, and Player Agent. No two executive board members may be from the same immediate family.
- c. The Board of Directors shall elect, annually, the mandatory officers as defined in Article III(b) above.
- d. The General Board will consist of all league officers who are not a member of the Executive Board, Umpiring Chief, Equipment Manager, Scheduling Coordinator, Uniform Coordinator, Fundraising Coordinator, Concession Coordinator, Tournament Coordinator or other positions, as the Executive Board deems appropriate.
- e. When called upon board members will be charged with a specific task or duty. All board members are expected to present a verbal/written report for every meeting they are in attendance.
- f. All matters of the KESS Little League shall be decided by a vote of the Board of Directors, and no motion shall be carried without a favorable vote by a majority of those board members present. No telephone or proxy voting will be permissible. You must be present to cast a vote.
- g. Attendance at the Board of Directors meetings is of paramount importance. Therefore, any member absent for three (3) successive meetings or is absent for more than 50% of the meetings

in one 12 month period could be immediately removed from the board and will not be eligible for reinstatement until the next open election is held.

This will be reviewed on a case by case basis as extraordinary situations can occur. Regarding voting, letter F may not apply in this case.

ARTICLE IV – MEETINGS

- a. A meeting of the Board of Directors meeting shall be conducted at least bimonthly and ideally every month. Additional meetings may be called by the president or upon written request of at least 3 other board members.
- b. A quorum at any meeting shall be met when one-third of the Executive Board members (3 members), are present and a majority vote of all those present shall govern, except when otherwise noted.
- c. Roberts Rules of Order shall govern the proceedings of all meetings (except where there is conflict with specific constitutional or bylaw rules). All board members shall be respectful of each other and treat others with a high degree of professionalism.
- d. Any individual, not on the board, shall be given permission to address the board at any regularly scheduled meeting. However, for extraordinary circumstances, the President may call a special meeting. Requests to address the Board must be made in writing to the president. NOTE: All efforts will be made to resolve concerns at the lowest possible level and a formal meeting should only be held when all other means of resolution has been exhausted. In cases were non board members are in attendance, they will be heard first and then dismiss themselves from further proceedings.
- e. A board member may be forcibly removed from their office or appointment only after a two-thirds majority vote of the entire board. The individual in question shall not have a vote in this process. Appeals may be sent in writing to the local district administrator. In a meeting such as this members do not need to be present to cast a vote. Alternate voting means will be made available.
- f. Every effort should be made to limit the meetings to a maximum of two hours and the agenda should be adhered to, as close as possible, to be within the two hour limit.

ARTICLE V – MANAGERS/COACHING STAFF

- a. Individuals wishing to be managers may submit their names for consideration anytime after the first sign up is held and before the tryouts occur. This can be by official letter or it can be also be accomplished by checking the manager box on the Volunteer Application/Background check.
- b. The safety officer or designee, as appointed by the President, will then process all background check applications. If the background check reveals any crime involving minors said individual is automatically disqualified from EVER participating in KESS in ANY capacity. The official conducting the background check will inform the board that the applicant is not eligilbe and will not be considered an applicant.
- c. In addition, prospective applicants will be automatically disqualified as detailed below:
 1. If an indivudual has, within the past 7 years (from January 1 of the current league year) a drug related offense appearing on his/her background check they are automatically disqualified from managing, coaching, or any other involvement in KESS.

2. If an individual has 3 or more alcohol related offenses within the past 7 years (from January 1 of the current league year) he/she is automatically disqualified from managing, coaching or any other involvement in KESS.

3. If the background check reveals any felony conviction, regardless of date, that applicant will be automatically disqualified from managing, coaching or any other membership to KESS.

4. In addition, if during the season, an active manager, coach, or other KESS member is found guilty of an offense, that would disqualify a prospective applicant, he/she will be immediately removed from KESS.

d. These names will then be presented to the board for discussion and voting. If a board member, or members have applied to be a manager they/he/she must leave the room while the discussion is taking place and will not have a vote in their own consideration. Managers must be voted by a majority of members present.

e. Only one manager is chosen per team. He she may not enter into the consideration process with any other coaches. In essence, he/she must satisfy the remainder of their coaching staff from parents/guardians/relatives of the players they select.

f. The manager shall be responsible for the selection of their team and staff, and for their actions on the field. In addition they are responsible for the players/staffs actions prior to, during and immediately after official games or KESS sanctioned practices.

ARTICLE VI – MEMBERSHIP

a. Any child meeting the requirements as to age and residency, as set forth in the rules of Little League Baseball Inc., will be eligible to participate in the KESS Little League.

b. All dues or fees must be paid in full prior to any league practice or participation. This requirement may be waived for individuals who are unable to pay if requirements of Little League International are met.

c. The Board of Directors shall have the authority to suspend any member or manager whose conduct is considered detrimental to the best interest of the league. This must be by majority vote. If suspended it will be immediate and will be for the remainder of the season (to include the all star tournaments). Please see "Coaches Code of Conduct" available through the league's website.

d. Members, of the Board of Directors, shall upon evidence of the misconduct of any child, notify the manager of the team of which the child is a member within 24 hours of the act. Said manager shall appear in the capacity of an advisor with the child and his/her parents or guardian within 72 hours of the act. The board's decision must be by majority vote.

e. In cases of misconduct the Executive Board has the authority to convene quickly and may dismiss members immediately.

f. All Board Members, committee members, managers, Coordinators and other selected/appointed officers must be active members in good standing.

g. All applicable background check policies and procedures, detailed above in Article V, apply to any individual applying for membership in a non managing/coaching capacity as well.

ARTICLE VII – FINANCIAL RESPONSIBILITIES POLICY

a. The board of directors shall decide all matters pertaining to the finances of the league and it shall be a permanent policy to place all income in a common league treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over the others as to equipment, etc.

b. It is the policy of KESS that all checks written will require two signatures of league officers. Persons with check signing ability are the President, Vice President, Treasurer and Secretary. However, no two members, permitted to sign checks, shall be related by blood or marriage. Nor shall two approved check signers be married to another.

c. All non recurring or out of the ordinary expenditures over the sum of \$100.00 dollars will need to be approved by at least two members of the Executive Board.

d. If credit or debit cards are available the same monetary stipulations will apply to their use.

e. All uniforms and uniform related items must be Board Approved, including All Star uniforms.

ARTICLE VIII – RULES

a. The official playing rules and rules for local leagues as published by Little League Baseball, Inc., shall be binding on this league. KESS Little League reserves the right to exceed the Little League International rules in certain circumstances.

ARTICLE IX – AMENDMENTS

a. This constitution or any section thereof may be amended or repealed by a two thirds vote of the entire Board of Directors present at any stipulated meeting; providing that a written notice of said proposed changes, over the signature of the secretary shall be mailed to each member of the Board of Directors at least 5 days prior to the meeting at which such proposed change shall be submitted to vote.

ARTICLE X – 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. 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 under the conditions of charter issued to the Local League by that organization.
- d. 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.
- 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 board approval.
- f. Investigate complaints, irregularities, and conditions detrimental to the Local League 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 for player candidates and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

ARTICLE XI – VICE PRESIDENT

The vice president shall:

- a. Perform the duties of the president in his/her absence.
Provided he or she is authorized by the President or Board so to act. When so acting the Vice President shall have all the powers of that office.
- b. Perform such duties as from time to time may be assigned by the Board of Directors.

ARTICLE XII – SECRETARY

The Secretary shall:

- 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. Maintain a list of all Board Members and Committee heads and give notice of all upcoming meetings.
- c. Keep the minutes of the meeting of the Board and cause them to be recorded in a book kept for that purpose.
- d. 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.

ARTICLE XIII – TREASURER

The Treasurer shall:

- a. Receive all monies and securities, and deposit it in a depository approved by the Board of Directors.
- b. Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payment from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursement checks must have dual signatures.
- c. Under direction of the President, prepare and annual budget for submission to the Board of Directors at it's annual meeting.
- d. Prepare an annual financial report, under the president direction, for submission to the membership and Board of Directors at the Annual Meeting and to Little League Headquarters.

ARTICLE XIV – PLAYER AGENT

The Player Agent Shall:

- a. Record all player transactions and maintain an accurate and up to date record thereof.
- b. Receive/review applications for player candidates, review geographic eligibility and assist the president in age verification.
- c. Conduct the player drafts, and all other player transactions or selection meetings.
- d. Prepare the Player Agents List.
- e. Prepare, for the President's signature, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- f. Notify Little League Headquarters of any subsequent player replacements or trades.

ARTICLE XV – SAFETY OFFICER

The Safety Officer Shall:

- a. Be responsible for creating awareness, through education and information of the opportunities to provide a safer environment for 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.

It is the Safety Officers' discretion to fulfill his/her duties by utilizing utilize these examples:

1. Education – Should facilitate meetings and distribute information among participants, including players, coaching. staffs, umpires, league officials, parents and all 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.

ARTICLE XVI – EQUIPMENT OFFICER

The equipment officer shall:

- a. Replace damaged or defective equipment.
- b. Ensure, to the best of his or her ability, the safety of said equipment.
- c. Distribute and inventory said equipment.

ARTICLE XVII – DISSOLUTION

- a. The League may be dissolved by a two-thirds vote of all persons in attendance at the Board of Directors Meeting.
- b. Dissolution shall be accomplished by a board of five individuals selected at said general session with the understanding that all monies or properties of the league be transferred (without consideration) to a Charitable, Non-Profit, or educational organization within the boundaries of the league or Armstrong county. The receiving group should focus its assistance on the area's youth.

ARTICLE XVIII – AMENDMENT OF BYLAWS

These bylaws may be amended by a majority vote of all persons present entitled to vote as a member of the Board of Directors. The exception is Article XVI dealing with dissolution and it may only be amended by a majority two-thirds vote.