

**CONCORD AMERICAN LITTLE LEAGUE**  
Constitution Approved: Revision December 17, 2019

**ARTICLE I - NAME**

This organization shall be known as the Concord American Little League, Inc. hereinafter referred to as the "Local League."

**ARTICLE II-OBJECTIVE**

**Section 1**

The objective of the Local League shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they may be well adjusted, stronger, and happier youths, and will grow to be good, clean, healthy and trustworthy men and women.

**Section 2**

This objective will be achieved by providing a supervised competitive baseball & softball program. It shall be recognized that the molding of future citizens is of prime importance, with the attainment of exceptional athletic skills and the winning of games secondary.

In accordance with Section 501-C (3) of the Federal Internal Revenue Code, the 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 which is carrying on propaganda, 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 requirement of Little League Regulation IV and who resides or attends school 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 and payment of dues as hereinafter provided. The information officer shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Volunteer Umpires (that have attended the current years umpire clinic), and other elected or appointed officials must be active Regular Members in good standing.

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- 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 rights, duties or obligations in the management or in the property of the Local League.
- d) Sustaining Members: Any person not a Regular Member who makes financial or other contributions 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.
- e) As used hereinafter, the word "member" shall mean a Regular Member unless otherwise stated.

**Section 3 – OTHER AFFILIATIONS**

- a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

**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 meeting, shall have the authority to discipline or 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. The Member involved shall be notified of such meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.
- (b) The board of directors shall, in the 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 alter, suspend, or revoke such player's right to future participation.

**ARTICLE IV – DUES**

**Section 1 – AMOUNT**

Dues for members may be fixed at an amount, as the board of directors shall determine for a particular fiscal year (See Article XI, Section 7 for fiscal year of this league). Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the board of directors in accordance with Regulation XIII (c). If no dues for Regular Membership are collected, Section 2 below does not apply.

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**Section 2 – PENALTY**

Persons failing to pay their fixed dues within 30 days of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

**ARTICLE V – GENERAL MEMBERSHIP MEETINGS**

**Section 1 – DEFINITION**

A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 4). A minimum of one per year (Annual Meeting, see Section 2) is required.

**Section 2 – NOTICE OF MEETINGS**

Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least seven (7) days in advance thereof setting forth the place, time and purpose of the meeting. In lieu the above, 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**

The presence in person or representation by absentee ballot equal to 2/3 of the elected directors shall constitute a quorum.

**Section 4 – 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. (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 Regular Member, in good standing, who cannot attend the Annual Meeting, or any General Membership Meeting, an absentee ballot may be requested. It must be properly completed, signed and returned in a sealed envelope to the Secretary. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting), prior to the voting portion of the election process

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**Section 6 – ANNUAL MEETING OF THE MEMBERS**

The Annual Meeting of the Members of the Local League shall be held by August 31<sup>st</sup> each year for the purpose of 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 designee
  - (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 finds 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 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 Headquarters.
  - (6) At the 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 of directors shall not be less than six (6) or no more than twenty (20).

**Section 7 – SPECIAL GENERAL MEMBERSHIP MEETING**

Special General Membership Meetings of the Members may be called by the board of directors, the Secretary, or the President at their discretion. Upon written request of ten (10) members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than fourteen (14) days after the request is received by the President or Secretary.

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**Section 8 – RULES OF ORDER FOR GENERAL MEMBERSHIP MEETINGS**

Robert’s Rules of Order shall govern the proceedings of all General Membership Meetings, except where it conflicts with this Constitution of the Local League.

**Section 9 – ATTENDANCE**

directors and all members holding appointive positions shall be required at all General Membership Meetings. The Secretary shall keep attendance records on all directors and appointive positions.

**ARTICLE VI – 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. The board of directors shall be elected for a term of one (1) year, and will be eligible for reelection annually. Incoming Officers shall assume office by September 1, and enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified.

**Section 2 – NUMBER**

The number of directors shall not be less than six (6) or more\* than twenty (20) elected, voting members as established during the annual meeting of members (see Section 6.a.6). \*The general membership may approve a total number greater than 20 if necessary.

**Section 3 – ELECTION**

After the number of board members has been approved by the general membership, members may declare their interest to join the board of directors.

- (a) Members shall be elected by a majority vote of the attending members of the annual meeting.
- (b) After the board of directors is elected, the Board shall meet to appoint the officers. The Officers of the board of directors shall include, at a minimum, the President\*, one or more Vice Presidents\*\*, Treasurer\*\*, Secretary, Umpire in Chief\*\*, one or more Player Agents, a Safety Officer and a Coaching Coordinator. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.
  - a. \*Requires having served two consecutive years as board member leading up to and including prior to current operating season
  - b. \*\*Requires having served prior season as board member

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**Section 4 – VACANCIES**

If a vacancy occurs on the board of directors, it may be filled by a majority vote of the remaining directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

**Section 5 – MEETINGS**

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. The directors shall hold at least one General Board Meeting each month.

**Section 6 – SPECIAL BOARD OF DIRECTORS MEETINGS**

The President may call additional meetings of the board of directors, as he/she/ shall deem necessary.

- (a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of three (3) or more 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) The President shall cause a Board meeting, in response to said petition, to be called within 72 hours by notifying all directors within 48 hours of his/her receipt of said petition.
- (c) Five (5) 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 7 – ATTENDANCE**

Attendance of directors shall be required at all Board meetings.

- (a) directors and appointees of the Board failing to attend three (3) consecutive Board meetings shall constitute grounds for dismissal from office. The Board shall notify said Director or Appointee in writing that a personal appearance at the next Board meeting shall be required from the Director or Appointee, if said Director or Appointee wishes to continue in said position.
- (b) The Secretary shall keep attendance records on all directors and Appointive positions of the Board.

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**Section 8 – 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 the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have 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).

**Section 9 – RULES OF ORDER FOR BOARD MEETINGS**

Robert’s Rules of Order shall govern the proceedings of all board of directors meetings, except where it conflicts with this Constitution of the Local League

**ARTICLE VII – 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**

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 Membership meeting.
- (c) Communicate to the board of directors such matters as deemed appropriate and make 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, Inc., as agreed to under the conditions of charter issued to 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 approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit an annual budget to the board of directors and be responsible for the execution thereof.

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- (h) With the assistance of Player Agents, 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 3 – VICE PRESIDENT(S)**

The Vice President shall:

- (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. When so acting, the Vice President shall have all the powers of that office.
- (b) Set up interviews for managers and coaches, assist the President in their selection and appointment, and oversee conduct and actions of managers and coaches in the Vice President's respective League and/or Division of a League.
- (c) Develop schedule for their respective League and/or Division of a League.

**Section 4 – 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.
- (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 and board of directors.
- (d) Keep the minutes of the meetings of the Members and board of directors and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, directors, Officers and committee members of their election or appointment.

**Section 5 – TREASURER**

The Treasurer shall:

- (a) Perform duties as 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 deposit same in a depository approved by the board of directors
- (c) Keep records for the receipt and disbursement of all monies of the Local League, approve all payments from allotted funds and draw checks therefore in agreement with the policies established in advance of such actions by the board of directors. All Disbursements must be by check and must have dual signatures.
- (d) Render monthly reports starting with an annual report in October of all accounts.



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- (e) Prepare an annual budget, under the direction of the President, for submission to the board of directors at the annual meeting.
- (f) Prepare an annual financial report, under the direction of the President, for submission to the Membership and board of directors at the annual meeting as well as the District 4 Administrator. Note: Should a new Treasurer be elected to the board of directors, the incumbent Treasurer shall remain in office concurrent with the new treasurer until the final annual report is submitted to the Membership at the annual meeting in October and shall also submit the year end audit to either the committee or to the CPA selected by the board of directors.

### Section 6 – PLAYER AGENT(S)

The Player Agent(s) 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 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 Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades.
- (g) Administer the divisional player pool.

### Section 7 – Safety Officer

The Safety Officer shall:

- (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.

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**Section 8 – League Information Officer**

The League Information Officer shall:

- (a) Manage the league’s official home page
- (b) Manage the online registration process and ensure that league rosters are maintained on the site
- (c) Assign administrative rights to league volunteers and teams
- (d) Encourage the creation of team web sites to managers, coaches and parents
- (e) Ensure that league news and scores are updated on a regular basis
- (f) Collect, post and distribute important information on League activities including direct dissemination of fundraising and sponsor activities to Little League Baseball, district, public, league members and media
- (g) Serve as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

**Section 9 – Coaching Coordinator**

The coaching coordinator shall:

- (a) Represent coaches/managers in the league
- (b) Present a coach/manager training budget to the board
- (c) Gain the support and funds necessary to implement a league-wide training program
- (d) Order and distribute training materials to players, coaches and managers (e) Coordinate mini-clinics as necessary
- (f) Serve as the contact person for Little League International

**Section 10 – Sponsorship/Fundraising Manager**

The Sponsorship/Fundraising Coordinator shall:

- (a) Solicits and secures local sponsorships to support league operations.
- (b) Collects and reviews sponsorship and fundraising opportunities.
- (c) Organizes and implements approved league fundraising activities.
- (d) Coordinates participation in fundraising activities
- (e) Maintains records of monies secured through sponsorship and fundraising initiatives.

**ARTICLE VIII – EXECUTIVE COMMITTEE**

**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. The executive committee must include the president of the local league as well as the vice president or treasurer. The majority members of this committee shall not include signers of the local league bank account(s) nor holders of local league credit cards

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**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 IX – OTHER COMMITTEES**

**Section 1 – Nominating Committee**

The Nominating Committee shall be comprised of member volunteers approved by the board of directors. Such members shall not be incumbents running for reelection to the board of directors, or contenders for any Director position while actively serving on the Election Committee, and shall be in good standing with the Local League. The Election Committee shall not exceed seven (7) in number.

**Section 2 – Membership Committee**

The board of directors may appoint a Membership Committee consisting of three (3) directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the Semi-Annual, regular or any special meeting of the Members or the board of directors as the case may be.

**Section 3 – Finance Committee**

The board of directors may appoint a Finance Committee consisting of not less than three (3) or more than five (5) directors. The Treasurer shall be the chairman of any such Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games; if such collections are authorized by the Local League, and shall turnover said collections to the Treasurer immediately after each game.

**Section 4 – Building and Property Committee (may be combined with Grounds Committee)**

The board of directors may appoint a Building and Property Committee consisting of three (3) directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

**Section 5 – Grounds Committee (may be combined with Building and Property Committee)** The board of directors may appoint a Grounds Committee, which shall be responsible for the care and

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maintenance of the playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

**Section 6 – Playing Equipment Committee**

The board of directors may appoint a Playing Equipment Committee, which 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.

**Section 7 – Managers Committee**

The board of directors may appoint a Managers Committee consisting of three (3) directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommends acceptable candidates to the President, for appointment and subsequent approval by the board of directors. It shall, 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 8 – Umpire Committee**

The board of directors may appoint an Umpire Committee consisting of three (3) directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff

**Section 9 – District Committee**

The board of directors may appoint a District Committee consisting of the Local League President as chairman and two (2) other directors. The Committee shall assist the District Administrator in inter- league district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

**Section 10 – Auxiliary Committee**

The board of directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The board of directors shall approve in advance all projects and actions of the Auxiliary.

**Section 11 – 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 the Local League's books and records annually 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

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board of directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

**Section 12 – Minor League Committee**

The board of directors may appoint a Minor League Committee consisting of three (3) directors. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the Local League President for the proper conduct of the Minor League.

**Section 13 – 50/70, Junior League, and Senior League Baseball Committee (AKA: Teenage Baseball)**

The board of directors may appoint a 50/70, Junior, and Senior League Baseball Committee consisting of three (3) directors. The Chairman of the Committee shall be the 50/70, Junior, and Senior League Vice-President and be responsible to the Local League President for the proper operation of the 50/70, Junior, and Senior Leagues.

**Section 14 – Softball Committee**

The board of directors may appoint a Softball Committee consisting of three (3) directors. The Chairman of the Committee shall be the Softball Vice President and be responsible to the Local League President for the operation of the Softball program.

**ARTICLE X – AFFILIATION**

**Section 1 – Charter**

Local League shall annually apply for a Charter from Little League Baseball, Inc. and do all things necessary to obtain and maintain such Charter. The 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.

**Section 2 – Rules and Regulations**

The Official Playing Rules and Regulations as published by Little League Baseball, Inc. shall be binding on this Local League.

**Section 3 – Local League Rules/or League Policies**

The board of directors shall adopt League Policy, field decorum, a Safety Code for managers and coaches and local playing rules prior to the commencement of the playing season. A packet comprised of the current year Policy, Constitution and playing rules shall be given to each manager prior to the season's start. Each manager will be required to sign a letter of acknowledgement, which shall be retained by the respective Vice President.

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**ARTICLE XI – FINANCIAL AND ACCOUNTING**

**Section 1 – Authority**

The board of directors shall decide all matters pertaining to the finances of the League shall place all income in a common treasury and shall administer the expenditures and disbursement of League funds in such manner as will give no individual or team an advantage over those in competition with such individual or team. The board of directors shall be responsible for the League’s solvency.

**Section 2 – Contribution**

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

**Section 3 – Solicitation**

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the Local League treasury.

**Section 4 – Disbursement**

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 and policies of Little League Baseball, Inc.

**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 – Banking and Credit Cards**

League funds shall be maintained in a bank account in the League’s name (currently held at Bank of America).

- (a) The President, Vice President and Treasurer shall be authorized to sign all checks. All checks must be signed by at least two (2) Persons, one of which must be the President or Vice President. New signature cards must be prepared as needed.
- (b) Check signers shall not include members who hold a conflict of interest regarding banking
  - a. Are related or sharing same household
  - b. Maintains local league bookkeeping

**Section 7 – Bookkeeping**

The local league may opt to utilize a third-party resource or elected officer for the purposes of maintaining all bookkeeping records; AKA Bookkeeper. The bookkeeper shall be responsible for maintaining financial books, preparing monthly budget reports, and account reconciliation.

- (a) If local league treasurer and bookkeeper duties are performed by same party or league member, said party must be removed from; list of approved check signers, credit cards, bank cards

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**Section 8 – 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. NOTE: The reason for these dates is they correspond with Little League's fiscal year.

**Section 9 – Fees**

The board of directors may assess a reasonable Little League participation fee as the parent's obligation to assure the operational continuity of the League. However, pursuant to Little League Regulation XIII-C, at no time may payment of any fee be a prerequisite for participation in the Little League program.

**Section 10 – Authorized Purchasers**

In October of each year the board of directors shall prepare a list of persons authorized to make purchases for the League. Authorized signature lists shall be placed on file at places of business selected by the board of directors.

**Section 11 – Purchase Limit**

- (a) All purchases in excess of \$250 must be verified with the Treasurer, Vice President, and/or President.
- (b) All projects or individual purchases that require expenditures of League funds in excess of \$250, that have not been included in the Annual Budget and a schedule purchase projection report (either separate from or included in the Annual Budget), must be submitted to the Treasurer and Finance Committee for review and approval by the board of directors.

**Section 12 – Dissolution Clause**

Upon dissolution of Concord American Little League, and after all debts have been satisfied, the Members shall distribute the property of the League to such other Federally Incorporated entity 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 may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided such notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval before implementation.

**The Concord American Little League Membership approved the revision of this Constitution on December 17, 2019**

President's Name: Rick Munoz

**CONCORD AMERICAN LITTLE LEAGUE**  
Constitution Approved: Revision December 17, 2019

President's Signature:

A handwritten signature in blue ink, appearing to be "R. P. King", written over a light blue horizontal line.

Concord American Little League  
PO Box 722  
Concord, CA 94522

Little League ID # 4050404  
Federal ID #23-7432195  
State ID #00319431

Incorporation Date: April 20, 1956