

**THIS BOX FOR REGIONAL USE ONLY**

Date Submitted:

Approved:

Not Approved:

**Pflugerville National  
Little League Constitution**

**ARTICLE I – NAME**

This organization shall be known as Pflugerville National 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 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. The Board of Directors 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 on any candidate for public office.

### **SECTION 3**

It is the intent of the Local League to comply with this constitution, the local bylaws, and with the Little League Rules and Regulations to the fullest extent possible. Any deviations must be approved by a two-thirds vote of the Board of Directors at a properly scheduled Board meeting with notice as required within this document. The League shall be self-governing, and this constitution shall be the foundation for directing the affairs of the Local League, and the Board of Directors shall be the primary decision making body. Only when determined by a majority vote of the Board of Directors, and in exceptional circumstances will the Board of Directors use external sources for assistance in resolving disputes and other PLL affairs.

## **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) PLAYERS MEMBERS:** Any player candidate meeting the requirements of Little League Regulation IV (THE PLAYERS) and who shall reside within the authorized boundaries of the Local League shall be eligible to participate and compete. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) REGULAR MEMBERS:** Any adult person, including a parent, grandparent, or guardian of a Player Member, who is actively interested in furthering the objectives of the Local League may be a Regular Member upon payment of dues as hereinafter provided.
- (c)** As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.
- (d) 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.

- (e) **SUSTAINING MEMBERS:** Any person not a Regular Member who makes financial or other contribution to the Local League may by 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.
- (f) **BOARD MEMBER:** Member of the Pflugerville Little League Board of Directors that volunteer their time and adhere to a code of conduct that best represents the league as a whole and will uphold the PLL Constitution to the fullest extent possible. A Board Member will be either elected during the Annual General Membership Meeting or nominated to fill an existing vacancy with a two-thirds vote of Board Members present at any duly constituted Board meeting.

### **SECTION 3**

Other Affiliations:

- (a) No member shall 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 in accordance with Little League Rules and Regulations.
- (c) Board members shall not coach, organize, or otherwise be affiliated with the operations of any other baseball/softball program.

### **SECTION 4**

Suspension or Termination: Membership may be terminated by action of the Board of Directors as follows:

- (a) The Board of Directors, by a two-thirds vote of Board Members present at any duly constituted Board meeting shall have the authority to discipline, reprimand, temporarily suspend, or terminate the membership of any Member of any class, including managers and coaches, 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 48 hour 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. The player's parent(s) or legal 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).

## **ARTICLE IV – DUES FOR REGULAR MEMBERS (NOT PLAYERS)**

### **SECTION 1**

Dues for Regular Members may be fixed as deemed appropriate by the Board of Directors.

*Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance to Regulation XIII (c). If no dues for Regular Membership are collected, Section 2 below does not apply.*

### **SECTION 2**

Regular Members who fail to pay their fixed dues within 30 days of application to become a member may, by two-thirds vote of Board Members present at any duly constituted 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 General Membership Meetings, Special General Membership Meetings and the Annual Meeting of the Members). A minimum of one per year (Annual Meeting, see Section 6) is required.

### **SECTION 2**

Notice of Meeting. Notice of each General Membership Meeting shall be delivered by electronic mail (e-mail) to each Member or posted on the PLL website and Facebook Page at least ten (10) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

### **SECTION 3**

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of one-third (33.3 percent) of the members (as defined in Article III - Membership)

shall be necessary to constitute a quorum. If a quorum is not present, this requirement may be waived by a majority vote of members present and minutes of the meeting will be publicly posted.

#### **SECTION 4**

Voting: Only Regular Members in good standing 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 5**

Absentee Ballot: For the express purpose of accommodating a Regular Member in good standing who cannot attend any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot must be properly completed, signed and dated, and returned in sealed envelope or emailed to the Secretary prior to the date and time of the election. The Secretary must present all absentee ballots to the Election Chairperson (appointed at meeting) on the date of the meeting, prior to the voting portion of the election process. No voting by proxy or electronic voting is permitted after the meeting has started.

#### **SECTION 6**

Annual Meeting of the Members. The Annual Meeting of the Members of the Local League shall be held at 18:00 CST on the first Tuesday in the first week of August each year for the purpose of electing the Board of 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 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 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 any property acquired, with the date of the report and the manager 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.

- (b) At the Annual Meeting, the Members shall elect the Board of Directors.
- (c) After the Board of Directors is elected, the Board shall meet to appoint the officers. Required positions shall include: President, Vice President, Treasurer, Secretary, Safety Officer, Director of Baseball and Director of Softball. The number of directors shall not be less than seven (7). After the election, the Board of Directors shall assume the performance of its duties on October 1st. The Board's term of office is set at one(1) calendar year with no term limit.

## **SECTION 7**

Special General Membership Meetings. Special General Membership Meetings of the Members may be called by one of the following:

- a minimum of five (5) Board of Directors
- by the Secretary or President at their discretion
- upon the written request of fifteen (15) Regular Members.

Once a meeting is required, 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 considered.

## **SECTION 8**

Rules of Order for Meetings: Robert's Rules of Order shall govern the proceedings of all Meetings, except where in conflict with the Constitution of the Local League.

*Note: Robert's Rules of Order is a set of parliamentary procedures designed to help guide organizations to properly conduct meetings.*

## **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.

### **SECTION 2**

**Board Member Numbers.** The number of Board of Directors so fixed at the Annual Meeting may

be adjusted annually by a majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the start of the annual meeting. For this year, the limit is set at 15 board members, with 7 officers.

### **SECTION 3**

**Vacancies.** If, for any reason, a vacancy occurs on the Board of Directors, the vacancy may be filled by a two-thirds vote of Board Members present at any duly constituted Board meeting of the remaining Directors at any regular Board Meeting or at any Special Board Meeting called for that purpose.

- (a) Candidates to be considered for filling a vacancy shall include any person who is recognized by the Board as a regular member in the Local League under Article III, Section 2(b). The candidate must have attended at least one meeting before being nominated and voted into office.

### **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 with a minimum of one meeting per month.

- (a) Regular Board Meetings: Notice of a Regular Board Meeting shall be given by the Secretary through e-mail or text message at least three (3) days before the time appointed for the meeting to each Board Member. The notice shall also be posted on the PLL website and/or Facebook page. Included with this notice shall be an agenda provided by the Secretary.
- (b) Special Board Meetings: Special Board Meetings shall occur as a result of either:
  - 1. The President or Secretary may, whenever deemed advisable, call a Special Board Meeting.
  - 2. The President or Secretary shall, at the request in writing of five (5) Directors, issue a call for a Special Board Meeting.
  - 3. In the case of Special Board Meetings, notice shall include the purpose of the meeting and only matters included within the notice shall be acted upon at the meeting.
  - 4. Special Board Meetings shall require 48 hour notice prior to the date and time of the meeting. The Secretary shall give this notice by e-mail or text message to each Board Member. Notice shall also be posted on the PLL website and/or Facebook page.
- (c) Emergency Meetings: The President and/or the Secretary shall have the authority

to call an emergency meeting to discuss sensitive issues that may be detrimental to the league's operations. Two-thirds of the League's Officers must agree in advance to the emergency meeting and at least 24 hour notice of the meeting must be provided to the Board via e-mail or text message by the Secretary.

- (d) A majority of current Board Members present at the start of any Board meeting shall constitute a quorum for the transaction of business. Only during a scheduled Emergency Meeting is a conference call permitted to make a quorum.

*Note: If a quorum is not present, no action shall be taken. Business that does not require a vote by the Board can be discussed. Items that may not be discussed are those that would require monetary expense and/or a change to the league's policies and/or bylaws. Minutes for the meeting shall reflect that business was discussed but no action was taken.*

- (e) Only Board Members 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 and/or comments during Board meetings.

*Note: Presentations and or comments can be made during the Open Forum portion of each Board Meeting.*

## **SECTION 5**

### **Duties and Powers:**

- (a) The Board of Directors shall have the power to appoint committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable.
- (b) 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.
- (c) The Board shall have the power by a two-thirds vote of Board Members present at any duly constituted Board Meeting, to discipline, reprimand, temporarily suspend, or terminate any Member of any class of the Local League in accordance with the procedures set forth in Article III, Section 4 (a, b), and/or upon findings provided by a Board appointed Committee on Discipline.
- (d) A Board Member who misses three meetings without prior notification to the Secretary or President by electronic mail (e-mail) or text message shall be dismissed from the Board of Directors. Notification of dismissal shall be provided by the Secretary via e-mail.



- (e) Board Members shall abide by the League's Board Member Code of Conduct. Deliberate disregard to the Code of Conduct may result in disciplinary actions.
- (f) Co-signers on the Local League checking account cannot reside under the same roof.
- (g) Board members are expected to remain in good standing with this little league. Failure to regularly attend scheduled board meetings, participate in league events, or perform duties as assigned in Article VII can result in a board member not being in good standing.

## **SECTION 6**

- (a) **Executive Session:** The Board may go into Executive Session when deemed appropriate by the President, or majority of Board Members present at any Board meeting. The purpose of any called Executive Session shall be to discuss issues deemed to be sensitive in nature. This includes disciplinary issues, legal issues, privacy issues, appointing Board Officers, etc. Under no circumstances shall an Executive Session be used to spend league funds or circumvent the league's constitution or by-laws.

Note: Executive Session is a Board procedure by which the Board goes into a closed setting. Only Board Members and other essential individuals will be permitted to stay in the boardroom. The public will be asked to wait outside until the Board reconvenes after completion of the Executive Session. If public action is required based upon the findings of any Executive Session, such action shall not be taken until the public has been invited back to the board room and the President has ended the Executive Session.

## **SECTION 7**

- (a) **Rules of Order for Board Meetings:** Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

*Note: Robert's Rules of Order is a set of parliamentary procedures designed to help guide organizations to properly conduct meetings.*

- (b) **Conference Calling for Board Members:** A board member in good standing, may request to conference call into a regular, special, or emergency board meeting as a necessary measure. With the president's approval, a conference call option will be made available. A board member attending via conference call may vote on issues but cannot be counted in order to reach quorum unless it is an emergency meeting.
- (c) **Proxy Voting for Board Members:** A board member in good standing may appoint a proxy

to vote or otherwise act for the board member in a regular board meeting by signing an appointment form, The appointment does not relieve the director of liability for acts or omissions imposed by law on a board member. An appointment of a proxy is effective when received by the secretary prior to the call to order of a meeting. An appointment is valid for one meeting unless a different period is expressly provided in the appointment form. An appointment of a proxy is revocable by the board member at anytime through electronic mail (e-mail), phone, or in person. Subject to any express limitation on the proxy's authority appearing on the face of the appointment form, the league will accept the proxy's vote or other action as that of the board member making the appointment.

## **ARTICLE VII – DUTIES OF BOARD OF DIRECTORS**

### **SECTION 1**

- (a) **APPOINTMENTS** – The Board of Directors may appoint such other offices or agents as it may deem necessary, 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 are current Board Members.
- (b) **VOTING** – Any board member who is in good standing shall be eligible to vote.

### **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 General Membership 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) When deemed appropriate, designate other officers, to act in the name of the Local League subject to prior approval of the Board of Directors.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local

League and report thereon to the Board or Executive Committee as circumstances warrant.

- (g) Shall have the power to temporarily suspend a member of any class for a period not to exceed seven days, pending review by a discipline committee and/or the Board of Directors.
- (h) With the assistance of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (i) Assist the Secretary with the preparation of the meeting agenda for all meetings.
- (j) With the assistance of the Player Agent, examine the application and support for proof-of age documents of every player candidate and certify eligibility before the player may be accepted for tryouts and selection.
- (k) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer.
- (l) Coordinate the receiving of all mail, supplies and other communications from Little League Headquarters.

### **SECTION 3:**

#### **VICE PRESIDENT**

- (a) Presides in the absence of the president
- (b) Works with other officers and committee members.
- (c) Acts to oversee all committees, ensuring compliance with this constitution, local by-laws, and Little League International.
- (d) With the assistance of the Safety Officer, facilitate the processing of all background checks for the League.
- (e) Assist the President with submitting required reports to District, Regional and Little League International, as required by each entity.
- (f) Carries out other duties and assignments as may be delegated by the President.

### **SECTION 4:**

#### **DIRECTOR OF BASEBALL:**

- (a) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (b) Establish a committee to oversee the Challenger League with approval of the Board of Directors.

- (c) See to it the Local League personnel are properly briefed on all phases of rules, regulations and policies of Little League Baseball.
- (d) With the assistance of the Safety Officer, develop and implement a plan for increasing safety activities, equipment and facilities through education, compliance and reporting.
- (e) Represent all Baseball coaches and managers.
- (f) Present a coach/manager training budget to the Board.
- (g) Gain the support and funds necessary to implement a League-wide training program.
- (h) Order and distribute training materials to players, coaches and managers.
- (i) Coordinate mini-clinics as necessary.
- (j) Coordinate with Field Manager for repairs and watering.
- (k) Coordinate with Player Agent with said league.
- (l) Maintain current Team Rosters for each team.

#### **SECTION 5:**

##### **DIRECTOR OF SOFTBALL:**

- (a) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (b) Establish a committee to oversee the Challenger League with approval of the Board of Directors.
- (c) See to it the Local League personnel are properly briefed on all phases of rules, regulations and policies of Little League Softball.
- (d) With the assistance of the Safety Officer, develop and implement a plan for increasing safety activities, equipment and facilities through education, compliance and reporting.
- (e) Represent all Softball coaches and managers.
- (f) Present a coach/manager training budget to the Board.
- (g) Gain the support and funds necessary to implement a League-wide training program.
- (h) Order and distribute training materials to players, coaches and managers.
- (i) Coordinate mini-clinics as necessary.
- (j) Coordinate with Field Manager for repairs and watering.
- (k) Maintain current Team Rosters for each team.

#### **SECTION 6:**

## **SAFETY OFFICER:**

- (a) Create awareness, through education and information, related to opportunities for providing a safer environment for all participants of Little League Baseball and Softball.
- (b) Develop and implement a plan for increasing safety activities, equipment and facilities through education, compliance and reporting.
- (c) Facilitate first aid training schools for all managers and coaches in the league.
- (d) Purchase and make available first aid supplies.
- (e) If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.

*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 the League, district and national offices and follow up information on medical and other data forwarded is available.*

*Note: Little League International contracts with First Advantage to provide local leagues a criminal file database that searches through more than 281 million criminal records. It would be of disservice to the league's integrity if the background check process is compromised due to an individual submitting their own findings. Thus, due to the sensitive nature and need for impartiality, it is advised that the President and Safety Officer not be contacted regarding background checks.*

## **SECTION 7:**

### **SECRETARY:**

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Set the meeting agenda for General Membership Meetings and Board Meetings.
- (c) Perform such duties as are herein specifically set forth, in addition to such other

- duties as are customarily incidental to the office of Secretary or as may be assigned by the Board of Directors.
- (d) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and provide proper notice of all meetings of the Local League.
  - (e) Issue membership cards to Regular Members, if approved by the Board of Directors.
  - (f) Keep the minutes of all league meetings, and cause them to be recorded in a book kept for that purpose.
  - (g) Conduct all league correspondence not otherwise specifically delegated and shall be responsible for carrying out all orders, votes and resolutions not otherwise delegated.
  - (h) Notify Members, Directors, Officers and committee members of their election or appointment.
  - (i) Track all league combinations and passwords.

## **SECTION 8:**

### **TREASURER:**

- (a) Perform such duties as are herein set forth and such other duties as are customarily incidental to the Office of Treasurer, or may be assigned by the Board of Directors.
- (b) Accountable to ensure all monies and securities are received and deposited in a depository approved by the Board of Directors on a regular basis.
- (c) **Keep records for the receipt and disbursement of all funds of the Local League**, approve all payments from allotted funds and ensure all expenditures meet policies established by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Maintain logins and account information for all vendors and depositories.
- (e) Manage and control access to this leagues bank cards, with authority to suspend or cancel cards at anytime.
- (f) Prepare and present a financial report at the first Board meeting of each month, including beginning and ending and detailed income and expense information.
- (g) Maintain financial records in an accounting software that can be by the little league.
- (h) Work with vendor to complete annual tax return Form 990 and sign tax return Form 990..

- (i) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual General Membership Meeting.
- (j) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual General Membership Meeting, and to Little League International.
- (k) Regularly audits petty cash fund and refills as necessary.

**SECTION 9:**

**TEE BALL, PEE WEE & MINOR B 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 checking residence and age eligibility.
- (c) Conduct tryouts (Minor B only), the Player draft and oversee all other player transactions.
- (d) Prepare the Players Agent's list.
- (e) Prepare for the President's signature and submission to the Little League Headquarters, team rosters, including players claimed and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player's replacement or trades.
- (g) Coordinate and supervise the transfer and replacement of players according to the regulations of Little League Baseball.
- (h) The Player Agent cannot manage a team or have a child in the same division.  
(Exceptions may be made by majority vote of the Board and on a case by case basis)

**SECTION 10:**

**MINOR A, MAJORS AND JUNIORS 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 checking residence and age eligibility.
- (c) Conduct the tryouts, the Player draft and oversee all other player transactions
- (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.
  - (g) Coordinate and supervise the transfer and replacement of players according to the provisions of the regulations of Little League Baseball.
  - (h) The Player Agent cannot manage a team or have a child in the same division.  
(Exceptions may be made by majority vote of the Board and on a case by case basis)

## **SECTION 11:**

### **SOFTBALL PLAYER AGENT (MAJORS AND BELOW):**

- (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 tryouts, the Player draft and oversee all other player transactions.
- (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.
- (g) Coordinate and supervise the transfer and replacement of players according to the regulations of Little League Baseball.
- (h) The Player Agent cannot manage a team or have a child in the same division.  
(Exceptions may be made by majority vote of the Board and on a case by case basis)

## **SECTION 12:**

### **SOFTBALL JUNIORS 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 checking residence and age eligibility.
- (c) Conduct tryouts, the Player draft and oversee all other player transactions.
- (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.
  - (g) Coordinate and supervise the transfer and replacement of players according to the regulations of Little League Baseball.
  - (h) The Player Agent cannot manage a team or have a child in the same division.  
(Exceptions may be made by majority vote of the Board and on a case by case basis)

### **SECTION 13:**

#### **SPONSOR FUNDRAISING MANAGER:**

- (a) Recommend appropriate fundraising activities for the Board of Directors approval.
- (b) Handle all fundraising activities.
- (c) Coordinate and supervise all activities between the Board of Directors and the Team Parent Representative.
- (d) Supervise and coordinate the selling of signs, sponsorship and collecting funds raised through any fundraising activity.

### **SECTION 14:**

#### **MARKETING AND RELATIONS MANAGER:**

- (a) Set up and manage the league's official website and Facebook page;
- (b) Set up online registration and ensure the league rosters are uploaded to Little League;
- (c) Assign online administrative rights to other local volunteers;
- (d) Encourage creation of team web sites to managers, coaches, and parents;
- (e) Ensure the league news and scores are updated online 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, Incorporated, the district, the public, league members, and the media;
- (g) 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. Maintain the PLL Facebook page.
- (h) Work with the Secretary regarding posting of events and meetings.
- (i) Chair, supervise and coordinate a Marketing Committee for the Pflugerville Little

- League.
- (j) Planning, with Board approval, family fun activities for the Pflugerville Little League.

### **SECTION 15:**

#### **FIELD MAINTENANCE AND GROUNDS MANAGER:**

- (a) Chair, supervise and coordinate the Building, Property and Grounds Committee.
- (b) Investigate and recommend available, suitable sites and plans for development including ways and means, the latter in cooperation with the Board of Directors.
- (c) Be responsible for repair and improvement recommendations other than normal maintenance and supervise the performance of approved projects.
- (d) Recruit, train and supervise all volunteer field maintenance.
- (e) Schedule volunteer maintenance days for all fields.
- (f) Insure that all equipment is in working order.
- (g) Order supplies and equipment to conduct regular field maintenance with Board Approval
- (h) See that all repairs are completed to insure the safety of participants.
- (i) Work out a plan to insure all fields are properly watered and maintained according to city ordinances.

### **SECTION 16:**

#### **CONCESSION MANAGER:**

- (a) Chair, supervise and coordinate the Concession Committee.
- (b) Be in charge of the operation of the concession stand.
- (c) Have a daily account sheet reflecting deposits, expenses, and account of petty cash.
- (d) Report to the Board at the first meeting of the month earnings and expenses.
- (e) Responsible for ordering, purchasing and stocking supplies and service for the concession stand.
- (f) Schedule team volunteers to work the concession stand.
- (g) Schedule Committee volunteers to work the concession stand (BMOD) Board Member on Duty.

### **SECTION 17:**

**TROPHY AND UNIFORM COORDINATOR:**

- (a) Be responsible for the procurement of trophies, medals and awards.
- (b) Be responsible for the procurement of team uniforms.
- (c) Submit for budget approval three (3) bids for trophies and uniforms
- (d) Coordinate with the Baseball Parent Representative and Softball Parent Representative in the delivery of team uniforms.
- (e) Coordinate with the Vice President of Baseball and Softball, respectively, the delivery of team trophies.

**SECTION 18:**

**BASEBALL PARENT REPRESENTATIVE:**

- (a) Represent team parents of all PLL baseball teams.
- (b) Keep team parents informed about upcoming events.
- (c) Organizes team parents for all PLL baseball teams.
- (d) Coordinate with the Concession Manager to schedule concession duties.
- (e) Coordinate with the Uniform Coordinator in the ordering and distribution of uniforms
- (f) Coordinate with the Trophy Coordinator in the ordering and distribution of trophies, medals and awards.

**SECTION 19:**

**SOFTBALL PARENT REPRESENTATIVE:**

- (a) Represent team parents of all PLL softball teams.
- (b) Keep team parents informed about upcoming events.
- (c) Organizes team parents for all PLL softball teams.
- (d) Coordinate with the Concession Manager to schedule concession duties.
- (e) Coordinate with the Uniform Coordinator in the ordering and distribution of uniforms.
- (f) Coordinate with the Trophy Coordinator in the ordering and distribution of trophies, medals and awards.

**SECTION 20:**

**PARLIAMENTARIAN:**

Responsible for advising the President and the Board of Directors of Robert's Rules of

Order during Board meetings.

**SECTION 21:**

**UMPIRE IN CHIEF:**

- (a) Serves as coordinator of and advises the league President on the league umpire program.
- (b) Responsible for recommending umpires to the league President for appointment to the league umpire roster.
- (c) Recruiting and retaining volunteer umpires.
- (d) Establishing a league umpire training program consistent with Little League guidelines.
- (e) Coordinating and assisting with conducting umpire clinics at league and district level.
- (f) Communicating rule changes to league umpires
- (g) Scheduling league umpires for all games;
- (h) Evaluating league umpires using established guidelines to maintain program integrity.
- (i) Further continual improvement, and prepare league umpires for advancement to tournament levels.
- (j) Communicating with and providing updates to the District Umpire Consultant on the league umpire program, and attending Umpire Training programs at the District, State, Regional, and/or Headquarters level.

**SECTION 22:**

**EQUIPMENT MANAGER:**

- (a) Supervise and coordinate the Playing Equipment Committee.
- (b) Secure bids on needed supplies, and equipment and make recommendations for their purchase to the Board of Directors.
- (c) Be responsible for the proper issuance of such supplies, equipment and for the repair, cleaning and storage thereof at the close of the season.

**SECTION 23:**

**SCHEDULER:**

- (a) Schedule all baseball and softball games.
- (b) Coordinate game schedules with umpires, player agents, and team managers.
- (c) Prepare for rainouts and rescheduling as prescribed in local bylaws.

- (d) Schedule field rentals as directed by the Board.
- (e) Serve as the contact person for Pflugerville Little League, when it comes to scheduling.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

### **SECTION 1**

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) and not more than five (5) Directors, one of whom shall be the President of the Local League.

### **SECTION 2**

The Executive Committee shall:

- (a) Advise 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
- (b) 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**

The Pflugerville Little League is built on volunteerism. All members are encouraged to participate and volunteer their time and energy by joining one or more of the following committees.

### **SECTION 1**

**Auditing Committee:** The Board of Directors shall appoint an Auditing committee consisting of three (3) Directors. The President, Treasurer or any Signatories of checks are not eligible for this committee. 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 Board of Directors or membership, secure the services of a Certified Public Accountant to accomplish such review.

## **SECTION 2**

**Nominating Committee:** The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates to join the Board of Directors and submit a slate of names for consideration/election at the Annual Meeting.

## **SECTION 3**

**Membership Committee:** The Board of Directors may appoint a Membership committee consisting of not less than three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members to investigate for eligibility and may make recommendations to the Board related to such matters.

## **SECTION 4**

**Finance Committee:** The Board of Directors may appoint a Financing Committee consisting of not less than three (3) not more than five (5) Directors. The Treasurer shall be an ex-officio member of this Committee. The Committee shall investigate ways of financing the Local League and make recommendations to the Board. This committee shall be responsible for collection of league income and ensuring proper handling of funds as directed by the Board.

## **SECTION 5**

**Building, Property and Grounds Committee:** The Board of Directors may appoint a Building, Property and Grounds Committee consisting of not less than three (3) Directors and other 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 Treasurer. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects. The Committee shall also be responsible for the care and 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 and recommend 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 Umpire in Chief shall be chairman of any such committee. The committee shall recruit, interview and recommend to the Board for appointment, a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the direction of the Umpire in Chief, assisted by the Chief umpire who will 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 with interleague district functions and the selection of tournament sites and area tournament Directors as directed by the District Administrator.

### **SECTION 10**

**Concession Committee:** The Board of Directors may appoint a Concession Committee consisting of the Local League Concession Manager and appointed Regular Members. The committee shall be responsible for the management, including establishing opening and closing procedures, inventory, and maintenance of the concession stand, including the restrooms and patio area. The committee shall coordinate with the Concession Manager regarding a proposed menu with pricing and finding outside vendors to sell food and/or beverages on Pflugerville Little League property to be presented to the Board for approval. The committee shall not make any changes to existing

procedures or property and will not purchase new equipment without Board approval.

### **SECTION 11**

**Protest Committee:** The Board of Directors may appoint a protest committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall not serve on the Protest Committee. The Committee shall hear disputes involving the Little League and Local Rules and Regulations. The rulings of the Protest Committee are final. There is no appeals process.

### **SECTION 12**

**Marketing Committee.** The Board of Directors may appoint a marketing committee consisting of the Local League Marketing and Relations Manager and appointed Regular Members. The Committee shall oversee all aspects of marketing, internal and external relations, and media related correspondence for the Pflugerville Little League.

## **ARTICLE X – AFFILIATION**

### **SECTION 1**

**Charter:** The Local League shall annually apply for 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.

### **SECTION 2**

**Rules and Regulations:** The official playing rules and regulations as published by the Little League Baseball Incorporated, Williamsport, Pennsylvania shall be binding on this Little 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 the 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 the fiscal year of this league.)

## **ARTICLE XI – 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 a manner as will give no individual or team an advantage over those in competition with such individual or team.

### **SECTION 2**

**Contribution:** 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 discouraging favoritism among teams in an endeavor to equalize the benefits of the Local League.

### **SECTION 3**

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

### **SECTION 4**

**Expenditures:** The Board of Directors must approve all expenditures. No person or entity, including any Director, shall obligate financially or otherwise this league for any purpose without the prior approval of the Board of Directors. No reimbursements shall be made from any assets of this league, without the express prior consent of the Board of Directors as entered into the minutes of a duly constituted meeting of the Board of Directors.

- (a) Disbursement of funds of less than \$1000 may be made by debit card (held by President, Vice President, Treasurer, and Secretary) or check for pre-approved expenditures, provided a receipt is submitted to the Treasurer in a timely manner.
- (b) Disbursements of funds in excess of \$1000 must be made by check signed by two board members with signing authority (President, Vice President, Treasurer, or Secretary), provided a receipt is submitted to the Treasurer in a timely manner.

(c) The league may hold petty cash funds in amounts approved by the Board of Directors (not to exceed \$800 to provide change to the concession stand, provide change during enrollment periods, and pay umpires per the arranged payment schedule. Any use of petty cash for other matters is expressly prohibited and may result in disciplinary action up to and including dismissal from the board. .

## **SECTION 5**

**Contributions:** All contributions to this league shall be reflected as part of the financial statements, whether the contribution consists of cash, equipment, or property. Any Board Member receiving a contribution on behalf of this league shall report it immediately to the Treasurer. Services donated such as volunteer time will not be included in the contributions.

## **SECTION 6**

**Compensation:** No Director, Officer or Member of the Local League shall receive directly or indirectly any salary, compensation or emolument for the Local League for services rendered as Director, Officer or Member.

## **SECTION 7**

**Deposits:** All monies received, including auxiliary funds, shall be deposited to the credit of the Local League in/at First Texas Bank, Pflugerville.

## **SECTION 8**

**Fiscal Year:** The fiscal year of the local League shall begin on October 1, 2019 and end on September 30, 2020.

## **SECTION 8**

**Distribution of Property:** 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 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 notice of the proposed changes 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. The Pflugerville Little League Membership approved this constitution on **August 20, 2019**.

President’s Name (Print) Jonathan Herridge

President’s Signature  12/30/2019 (date).

Little League ID No. 3433002

Federal ID No. 521278147

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.