

SANTANA NATIONAL LL CONSTITUTION FISCAL YEAR 2020



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SANTANA NATIONAL LITTLE LEAGUE, INC.

LEAGUE ID: 4054120

TAX ID: 23-7292592

SANTANA NATIONAL LL CONSTITUTION

ARTICLE I – NAME

SECTION 1

This organization shall be known as Santana National Little League, hereinafter referred to as “SNLL.”

ARTICLE II – PRINCIPAL OFFICE

SECTION 1

The principal office of this corporation must be in the County of San Diego and, unless otherwise ordered by the Board of Directors, shall be at the address of the Secretary.

ARTICLE III – OBJECTIVES

SECTION 1

The objective of SNLL 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, SNLL will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, SNLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE IV – MEMBERSHIP

SECTION 1

Eligibility – Any person sincerely interested in active participation to further the objective of this Local League may apply to become a Member.

SECTION 2

Classes – There shall be the following classes of Members:

- (a) **Player Members** – Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of SNLL.
- (b) **Regular Members** – Any adult listed as a parent or legal guardian upon registration and acceptance of an eligible player member (child or legal dependent) into the league. Regular members may also be adults who do not have a dependent Player Member but desires to actively serve SNLL as an official, umpire, or elected board member, as approved by the

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Board of Directors. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed Officials must be active Regular Members in good standing. The Secretary shall maintain the roll of Regular Members.

- (c) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

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 all Directors present at any duly constituted meeting, shall have the authority to suspend or revoke the membership of any member of any class whose conduct is considered detrimental to the best interests of SNLL and/or Little League Baseball, Incorporated. 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 case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. 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 V – DUES

SECTION 1

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. No membership dues shall be charged or assessed to Player members as a prerequisite to play. Membership dues are a different consideration than registration fees.

ARTICLE VI – MEETINGS

SECTION 1

Annual Election Meeting – The Annual election meeting shall be held in the month of June, on or before June 20th of each year, for the purpose of electing a Board of Directors and presentation of the annual financial report if requested.

SECTION 2

General Membership Meeting – There should be a general membership meeting held within at least 30 days before or after the scheduled opening day of the season.

SECTION 3

Special Meetings – Special meetings of the General Membership may be called by one-third of the Board of Directors, or by the Secretary, or by the President at their discretion. Upon written request of 10 members, the President shall call a Special Meeting to consider a specific subject. No business other than that specified in the Notice of Meeting shall be transacted at any Special Meeting.

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SECTION 4

Voting – Only Regular Members in good standing may vote at any General Membership, Annual Election, or Special Meeting. Each Regular Member shall have only one vote. Voting by absentee ballot or cumulative voting is expressly prohibited.

SECTION 5

Quorum – One-tenth (1/10) of the Regular Members shall constitute a quorum at any General Membership or Special Meeting of the membership of SNLL.

ARTICLE VII – GOVERNMENT

SECTION 1

Authority: The management of the property and affairs of SNLL shall be vested in the Board of Directors.

SECTION 2

The Board of Directors of this corporation shall not exceed 20, nor consist of less than five, elected Directors.

SECTION 3

The elected Directors of this corporation shall consist of the following: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, Information Officer, Director of Field Maintenance, Director of Auxiliary, Director of Procurement, Director of Public Relations/Sponsorship, Director of Umpires, Director of Scorekeeping, Director of Tournaments, Director of Managers, Director of Fundraising, Director of Teen Divisions and Director of Fall Ball.

SECTION 4

The newly elected Directors shall not assume office prior to September 1st nor later than October 1st. Directors and officers shall serve for a term of one year or until their successor has been elected and is able to assume office. Office may be assumed September 1 with a month transition period.

SECTION 5

Vacancies: In the event of a vacancy on the Board of Directors, the remaining members of the Board of Directors shall elect, by majority vote, a successor to fill the vacancy. Resignations by Directors must be submitted in writing to the President and a 10-day waiting period must occur before the Board of Directors may vote to fill the vacancy.

SECTION 6

In the event of the permanent absence or resignation of the President, the Board shall elect by majority vote, a new President from the remaining Board of Directors.

SECTION 7

Appointed Officers – The Appointed Officers of SNLL shall be ratified by the elected Board of Directors and should include the Parliamentarian, Director of Auxiliary II and as many other officers as may be deemed necessary by the Board of Directors. Appointed Officers of SNLL may not vote on business before or actions taken by the Board of Directors.

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SECTION 8

Turnover – All Directors and Officers shall, upon completion of their term, turn over all records to the newly elected President.

SECTION 9

All corporate powers and business shall be exercised and conducted by the Board of Directors. The Board of Directors shall decide all matters pertaining to the finances of this corporation, and it shall place all funds into a common treasury, directing the expenditure of funds in such a manner so that it will give no one individual or team an advantage over another.

SECTION 10

Fiscal Year – The fiscal year of this corporation begins on October 1st and ends on September 30th of the following year.

SECTION 11

Audits – The Board of Directors shall appoint an auditing Committee each year at least one month prior to the close of the fiscal year. The President, Secretary, Treasurer, or any other signatories of checks shall not be eligible to serve on the Auditing Committee. The Auditing Committee shall review the financial records, and minutes to complete its report. The report of the Auditing Committee shall be given to the Board of Directors before the final meeting of the fiscal year and be presented to the Membership present.

SECTION 12

Minimum Participation Requirements – Any board member that misses 3 unexcused meetings or events will be subject to removal from the board.

SECTION 13

Any Board Member that steps down or is asked to leave (with just cause) prior to the proper turnover date cannot run for a Board position the following year.

ARTICLE VIII – DUTIES AND POWERS OF THE BOARD

SECTION 1

Executive Positions – All Executive Positions shall require the Member to have held a position on the previous year's Board of Directors.

SECTION 2

President (Executive Position) – This is a no-vote position, however, in a deadlock vote, the President is the tiebreaker. The President shall:

- (a) Be the chief executive of this corporation and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the business and affairs of this corporation.
- (b) Conduct the affairs of SNLL and execute the policies established by the Board of Directors.
- (c) Present a report of the condition of SNLL at the Annual Meeting.

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- (d) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of SNLL.
- (e) Be responsible for the conduct of SNLL 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 SNLL by that organization.
- (f) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of SNLL such contracts and leases they may receive and which have had prior approval of the Board.
- (g) Investigate complaints, irregularities and conditions detrimental to SNLL and report thereon to the Board or Executive Committee as circumstances warrant.
- (h) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (i) With assistance of the Player Agent examines, and certifies the application, proof of age and residency of players.
- (j) As President, select and appoint all managers, coaches, umpires and committees (subject to the approval of the Board). No such person becomes a manager, coach, umpire or other, without the approval of the President. However, all appointments are subject to the final approval by SNLL's Board of Directors with a vote.
- (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, or other designated Board member.
- (l) Chair all meetings of the Board of Directors and preside at General Membership Meetings, the Annual Election Meeting, and Special meetings of the Membership and the Board of Directors.
- (m) (Ex-officio) be a member of all committees except the Nominating and Auditing Committees. He/she shall have the power to appoint committees, subject to the approval of the Board of Directors.
- (n) The President must see that SNLL members are properly briefed on all phases of rules, regulations and policies of Little League Baseball.
- (o) Be the contact between SNLL and Little League Headquarters.
- (p) Receive all mail, supplies, and other communications from the Little League Headquarters.
- (q) Oversee all post-season tournaments hosted by SNLL.
- (r) Oversee and coordinates all scheduling with other Board members, including but not limited to, yearly calendar and opening day.
- (s) Conduct the opening and closing day ceremonies.
- (t) The President should be the most informed of SNLL.

SECTION 3

Vice President (Executive Position) – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Vice President shall:

- (a) Presides in the absence or disability of the President; provided he/she is authorized by the President or Board so to act.
- (b) Works with other officers and committee members; is ex-officio member of all committees and carries out such duties and assignments as may be delegated by the President. When so acting, the Vice-President shall have all the powers of that office.
- (c) Be responsible for the Little League Divisions of Baseball (Tee-Ball, Rookies, Caps, Minors, Majors, Intermediate, Juniors and Seniors).
- (d) Create SNLL game schedule including any make-up games.
- (e) Assist the Director of Procurement and his/her officers or personnel with the inventory and inspection of all league equipment turned in at the end of the playing season.
- (f) Assist in the registration and draft of players in his/her divisions.

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SECTION 4

Player Agent (Executive Position) – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Player Agent shall:

- (a) Conduct registrations and for all matters concerning the eligibility of players.
- (b) Notify the general public of the dates and times of registration and tryouts.
- (c) Conduct the tryouts, the player draft, and all other player transaction or selection meetings.
- (d) Prepare the Player Agent’s list of players for draft purposes.
- (e) Be responsible for placement and replacement of players on teams.
- (f) Record all player transactions and maintaining an accurate and up-to-date record thereof.
- (g) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (h) Prepare for the President’s signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (i) Notify Little League Headquarters of any subsequent player replacements or trades.
- (j) Not manage in any Division under his/her responsibility, but may Coach or Umpire if needed (this is not applicable during Fall Ball play).
- (k) Maintain a list of pool players who are willing to play when teams in their division are short of players.

SECTION 5

Treasurer (Executive Position) – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Treasurer shall:

- (a) Keep and maintain or cause to be kept and maintained, adequate and accurate accounts of the properties and business transactions of this corporation, including accounts of the assets, liabilities, receipts, disbursements, gains, losses, capital, and all income of any sort or kind derived by this corporation from any of its activities.
- (b) In the name of and to the credit of SNLL, promptly deposit all moneys and valuables into a depository or institution so designated by the Board of Directors.
- (c) Present a monthly financial report to the Board of Directors and President all his/her transactions and report the financial condition of SNLL, including reporting on budgets of each board member.
- (d) Prepare an annual financial report under direction of the President for submission to the membership and the Board of Directors at the Annual Election meeting. The Treasurer shall send copies of the annual financial report to the District Administrator and to the Little League National Headquarters.
- (e) All bank drafts drawn against the assets of this corporation shall be signed by the Treasurer and co-signed by the President or, in his/her absence, the Secretary.
- (f) Any Member may, within 10 days of written request to the President, make an appointment with the Treasurer to inspect any or all of the records or accounts.

SECTION 6

Secretary (Executive Position) – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Secretary shall:

- (a) Maintain a register of all members and directors.
- (b) Oversee and manage Registration Committee.
- (c) Be responsible for preparing and distributing sign-up information (i.e., flyers, social media, etc.).
- (d) Record the minutes of meetings, prepare in written/typed format, and distribute via email for an approval/non-approval vote from Board of Directors.

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- (e) Provide attendance roster for each board meeting.
- (f) Maintain files of all board minutes, attendance rosters, meetings agenda's and activities.
- (g) Responsible for sending out notice of meetings (coordinates with President).
- (h) Responsible for recording the activities of SNLL and maintain appropriate files, mailing lists and necessary records.
- (i) 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.
- (j) Notify Board of Directors of their election or appointment.
- (k) Work with other board members as need to support all areas of SNLL.

SECTION 7

Director of Auxiliary – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the e Director of Auxiliary shall:

- (a) (Ex-officio) be the chairperson of the Auxiliary.
- (b) Maintain the operation of concession facilities.
- (c) Organize and purchases of concession products.
- (d) Responsible for the management of the concession sales at league events.
- (e) Oversee and maintain all the day to day operations of the concession stand and its contents.
- (f) Schedule volunteers to work the concession booth.
- (g) Responsible for making sure concessions is clean and money is put away at end of night.
- (h) Organize, tally and keep records of concession sales and purchases and submit to the Treasurer.
- (i) Submit a list of names of the Officers of the Auxiliary (Treasurer, Secretary, etc.) for ratification by the Board of Directors.
- (j) Have the power to appoint as many sub-committee chairpersons as necessary to operate efficiently.
- (k) Prepare snack bar for season opening and properly shut down snack bar at the end of the season.

SECTION 8

Director of Procurement – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Procurement shall:

- (a) Procure, store and inventory all baseball equipment and uniforms for SNLL, within the scope of the budget approved by the Board of Directors.
- (b) Provide to the Board of Directors a cost analysis of League expenditures, by division, to furnish a team of 15 with uniforms, baseballs, equipment bag, catcher's gear, helmets, bats, etc. This analysis shall be available for inspection upon request by League participants/members.
- (c) Ensure each team has the proper amount of equipment and that such equipment is in safe condition.
- (d) Set a schedule for managers to be issued uniforms and equipment no later than five days after the player draft.
- (e) Require each manager to sign a receipt for uniforms and equipment when issued at the beginning of the season and shall provide a receipt to managers upon return of uniforms and equipment at the end of the season.
- (f) Ensure that broken and/or damaged equipment is replaced immediately.
- (g) Ensure inventory issued to each team is returned, cleaned and inspected for deficiencies, replacing that which is necessary to be ready for the next season.
- (h) Maintain a record of equipment to coaches.
- (i) Check in all equipment at the end of season.
- (j) Submit a list of missing equipment to the Board of Directors at the end of the year meeting.
- (k) Submit a budget and an assessment of all equipment listing needs for the next season.
- (l) Have the power, with consent of the Board of Directors, to appoint as many agents or personnel as he/she deems necessary to operate efficiently.

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SECTION 9

Director of Public Relations/Sponsorship – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Public Relations/Sponsorship shall:

- (a) Act as a spokesperson for SNLL with local and other publications. He/she shall help to ensure that SNLL's games and activities are given due coverage in the media whenever possible.
- (b) Collect, post, and distribute important information on League activities upon request to Little League Baseball, the district, league members and the media.
- (c) In conjunction with the Player Agent, be responsible for notification of the dates and times of registration and tryouts to the general public.
- (d) Actively pursue and maintain relationships with sponsors.
- (e) Design and distribute a sponsorship package subject to the approval of the Board of Directors.
- (f) Keep records of all sponsorship activity.
- (g) Work to advertise SNLL, promote registration, drive community involvement and manage public relations.
- (h) Work closely with the Director of Fundraising to bring SNLL into a more visible role in the community and bring more community involvement into SNLL.
- (i) Order all sponsorship signs.
- (j) Be responsible for ordering and distributing thank you gifts to sponsors at season completion.
- (k) Coordinate with Treasurer to make sure that all sponsorships are paid.
- (l) Coordinate Picture Day with SNLL.
- (m) Be responsible for SNLL End of the Year party.

SECTION 10

Director of Umpires (Umpire-In-Chief) – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Umpires shall:

- (a) Be the highest authority within the League on any rule of play including but not limited to the daily suspension of play.
- (b) Not manage in a competitive division (unless a 2/3 vote of the board approves), but may coach.
- (c) Assist the President with the recruiting and training of a staff of volunteer umpires.
- (d) Submit to the President for consideration and approval by the Board of Directors, a list of qualified volunteers to serve as the Chief Umpires in each division.
- (e) Be responsible for the scheduling of umpires in each division.

SECTION 11

Information Officer – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Information Officer shall:

- (a) Manage the league's official web page and all social media accounts
- (b) Manage the online registration process, where applicable, and ensure that league rosters are maintained on the site.
- (c) Assign web page administrative rights to league volunteers and teams.
- (d) Ensure that league news and scores are updated regularly.
- (e) Collect, post and distribute important information on League activities including the direct dissemination of fund-raising and sponsorship activities to Little League Baseball, district, League members, the public, and the media.
- (f) Serve as the 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.

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SECTION 12

Director of Scorekeeping – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Scorekeeping shall:

- (a) Oversee and direct all league volunteer scorekeeping positions to ensure scorekeeper training and consistency.
- (b) Be responsible for the recruiting and training of official scorekeepers.
- (c) Be responsible of understanding baseball rules and scorekeeping technique.
- (d) Ensure there is an official scorekeeper for all League games.
- (e) Ensure that an official scorebook is provided for each level (division) of play and shall review each scorebook to identify games that require rescheduling.
- (f) Compile prior year player statistics for player evaluation and formation purposes. Work with Player Agent to determine relevant information. Distribute statistics accordingly.
- (g) Identify key player statistical information and develop collection and repository systems for purposes of evaluating all-star selection processes. Also to be used as basis for next year player formation.
- (h) Assist Tournament Director with Tournament Scorekeeping duties.

SECTION 13

Safety Officer – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all participants of Little League Baseball.
- (b) Perform all background checks on all volunteers. Responsible for reporting to the President.
- (c) Solicit suggestions for making conditions safer, and report suggestions to Little League International through the league President.
- (d) Make recommendations to improve any unsafe field conditions for players and spectators.
- (e) Maintain a confidential list of Code of Conduct offenders and provide feedback to the Board when managers and coaches are selected at the beginning of the year.
- (f) Order all first aid supplies and distribute first aid kits to managers.
- (g) Develop and implement a safety plan (ASAP) for increasing safety of activities, equipment and facilities through education, compliance and reporting. Responsible for submitting safety plan to Little League.
- (h) Hold a safety/first aid training for managers, coaches, and any volunteer that would like to learn.
- (i) Ensure that safety is given the first priority in the training of players.
- (j) Be responsible for providing incident report forms and for investigating all such reports.
- (k) Be responsible for filing of insurance claims.
- (l) Conduct a complete inspection of the playing fields prior to the new season's first official game of the playing season.
- (m) Have the full authority to stop, cancel, or interrupt any game at any time due to unsafe playing conditions.

SECTION 14

Director of Field Maintenance – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Field Maintenance shall:

- (a) Responsible for regular maintenance and upkeep of SNLL fields to ensure the proper and safe field conditions at all league practices, games and events. Prior to start and throughout the playing season, ensure each field is in good playing condition:
 - Pitcher's mound is built up to appropriate height.

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- Enough field mix at each base, home plate and pitcher's mound.
 - Base cutouts are neat and crisp.
 - All bases and home plate are in good condition
 - Field grass is appropriately mowed
 - Maintain adequate inventory of field marking lime, quick dry compound and rakes at each field location throughout the season.
- (b) Responsible for ordering supplies needed in the upkeep/maintenance of the SNLL fields.
- (c) Maintains all SNLL field equipment.
- (d) Works to maintain quality and safety as well as organizing repair for fields.

SECTION 15

Director of Tournaments – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Tournaments shall:

- (a) Oversee and manage the end of the year Tournament of Champions (TOC).
- (b) Oversee and manage any tournament hosted by SNLL including the Santee City TOC, the District TOC, and any All-Star Tournaments.
- (c) Create and submit the SNLL TOC schedule no later than the March meeting of the Board of Directors for approval.
- (d) Prepare and maintain all tournament schedules.
- (e) Keep official records of games
- (f) Attend all district meetings for tournament directors.
- (g) Organize volunteers to ensure all tournament support positions are filled for each game.
- (h) Coordinate with the Director of Field Maintenance to ensure all fields are prepared for tournament play.
- (i) Acquire and distribute trophies/awards/all-star pins for league and district tournament play.
- (j) Coordinate ceremonial and pre/post game procedures.
- (k) Be responsible for coordinating with other District 41 officials any and all District/City Tournaments.

SECTION 16

Director of Fall-Ball – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Fall Ball shall:

- (a) Advertise and coordinate fall-ball registrations.
- (b) Along with the Player Agent, create and manage team rosters.
- (c) Along with the Safety Officer, ensure all volunteers have cleared a background check.
- (d) Coordinate with District on the number of teams in each division, the availability of fields, and provide district with updated contact information for all managers.
- (e) Coordinate all umpires and field maintenance for the season.

SECTION 17

Director of Teen Divisions – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Teen Divisions shall:

- (a) Be the point of contact between District and SNLL on all matters concerning the teen divisions (Intermediate, Juniors, and Seniors).
- (b) Be the league point of contact with managers, coaches, parents, and players of each division.
- (c) Coordinate with District as well as team managers on field availability and scheduling for games and practices.

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- (d) Advertise the availability of teen divisions to potential players and their parents.
- (e) Ensure UIC has game schedule so he/she can schedule umpires for all home games.
- (f) Coordinate picture day for the teen divisions.
- (g) Distribute and collect all-star letters of intent from managers and players. Ensure these letters are submitted to the Player Agent.

SECTION 18

Director of Managers – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Managers shall:

- (a) Be a liaison between the Board of Directors and the coaches/managers in the league.
- (b) Present a manager and coach training budget to the board.
- (c) Each year, gain the support and funds necessary to implement a league-wide training program for managers and coaches.
- (d) Order and distribute training materials to managers and coaches.
- (e) Coordinate mini-clinics as necessary.
- (f) Serve as the contact person for Little League and its Manager-Coach education program for the league.

SECTION 19

Director of Fundraising – This is a voting position. In addition to performing duties that may be assigned by the President or the Board of Directors, the Director of Fundraising shall:

- (a) Define, organize, and conduct the fundraiser(s) for the year.
- (b) Works with teams and parents to ensure fundraisers' success and functionality.
- (c) Monitor fundraising distribution of items and collect all monies for the league.
- (d) Works with the Treasurer to provide thank you letters and tax certificates to sponsors.
- (e) Coordinate methodology with Treasurer to effectively collect monies from fundraisers.
- (f) Organizes and conducts the Logo merchandise sales during the year.
- (g) Prepares a fundraising collection report to present at monthly Board Meeting.
- (h) Be responsible for team parent training and opening day auctions.
- (i) Oversee closing-day volunteer committee.

ARTICLE IX – MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1

There shall be no less than one meeting of the Board of Directors each month. Special meetings of the Board of Directors shall be held whenever called by the President, Secretary, or one-third (1/3) of the Board of Directors. If the Board of Directors is unable to meet for an emergency meeting topic, a vote of the topic may be done by an E-mail proxy (only the subject of the emergency meeting can be discussed).

SECTION 2

A majority of the Board of Directors holding office shall constitute a quorum for the transaction of business. Every act or decision, done or made at a duly held meeting shall be regarded as an act of the entire Board of Directors.

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SECTION 3

All meetings of the Board of Directors shall be open to the public, subject to space availability, unless the Board of Directors deems it necessary to hold a closed session to protect the privacy of any member or volunteer.

SECTION 4

Following the Annual Election Meeting there shall be a joint meeting of the outgoing Board of Directors and the incoming Board of Directors no earlier than September 1st and no later than October 1st.

ARTICLE X – FISCAL RESPONSIBILITIES AND POLICIES

SECTION 1

Budget – Each Director shall prepare a proposed budget showing projected monthly income and expenses relating to activities under their direction. The proposed budget should include notations explaining the items included and whether the items are necessities or discretionary as well as the sources of income. The Board of Directors will use this information to formulate a budget for presentation at the General Membership meeting.

SECTION 2

Accountability – Any program associated with SNLL shall include cash handling procedures which will ensure that all receipts are properly accounted for and that all expenditures are ordinary and necessary. The Director in charge of any program shall draft these procedures and have them reviewed by the Treasurer and approved by the Board of Directors before the program is implemented.

SECTION 3

Inventory – Each Director shall provide to the Board of Directors an itemized inventory of all SNLL assets under their area of supervision, including the approximate age and replacement costs of each asset. Each Director will be responsible for maintaining the inventory under their jurisdiction including records of items added or removed from the inventory. These records should include items acquired by contribution, purchase, etc., and items removed due to damage, use, loss, sale, etc.

SECTION 4

Expenditures – The Board of Directors must approve all expenditures. No person or entity, including any Director, shall obligate (financially or otherwise) SNLL for any purpose without the prior approval of the Board of Directors. No reimbursements shall be made from any cash assets of SNLL, without the express prior consent of the Board of Directors as entered into the minutes of a duly constituted and held meeting of the board of Directors. However, Directors may hold petty cash funds in amounts approved by the President and the Board of Directors to facilitate day-to-day operations or ongoing project work.

SECTION 5

Contributions – All contributions to SNLL shall be reflected as a part of its financial statements, whether the contribution consists of cash, equipment, property, services, etc. Any Director receiving a contribution on behalf of SNLL shall report it immediately to the Treasurer.

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SECTION 6

Full Disclosure – A copy of SNLL’s financial policies, annual operating budget, monthly financial statements, notices of Board meetings, and minutes of Board meetings, shall be available for review to any member presenting a written request to SNLL. Information will be furnished within 10 days of receipt of written request.

SECTION 7

Privacy – The loan, sale, or any commercial use of SNLL’s records, including lists of players, coaches, umpires, or volunteers, and/or their addresses by any member of the Board of Directors, League Officer, or Regular member of SNLL, is strictly prohibited.

ARTICLE XI – SPONSORS

SECTION 1

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

SECTION 2

The Board of Directors shall determine the manner of recognition of sponsors annually.

ARTICLE XII – NOMINATING COMMITTEE

SECTION 1

At least one month prior to the Annual Election Meeting, the Board of Directors may appoint a nominating Committee consisting of three Directors (other than the President and Secretary) and at least three Regular Members. The League Secretary shall (ex-officio) be a member of the Nominating Committee.

SECTION 2

The Nominating Committee shall verify that all candidates for office are Regular Members in good standing and may obtain a written statement from each that he/she will agree to serve in the position for which they are a candidate. A candidate may not be nominated for more than one position.

SECTION 3

The Nominating Committee shall post the names of the official candidates and the Board of Directors positions they seek on the on the bulletin board at the SNLL snack bar.

SECTION 4

The Nominating Committee shall prepare a list of all candidates, which may include at least one candidate for each position on the Board of Directors to be presented for nomination at the Nomination Meeting.

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SECTION 5

A report of all Regular Members duly nominated at the Nomination Meeting shall be prepared and presented at the Annual Election Meeting. The Nominating Committee shall forward the minutes of the nomination meeting and all written statements received from candidates to the Election Committee.

ARTICLE XIII – NOMINATION MEETING

SECTION 1

Meeting – There shall be a Nomination Meeting held at least two weeks prior to the Annual Election Meeting for the purpose of assisting the Nominating Committee in its efforts to obtain the names of Regular Members who desire to become candidates for the Board of Directors. All Regular Members in good standing being properly nominated and seconded at the Nomination Meeting shall have their names and the positions they seek on the Board of Directors printed on the election ballot.

SECTION 2

Notice – Proper written notice stating the date, place, and time shall be given to all Regular Members in good standing at least 10 days prior to the Nomination Meeting. Proper written notice shall be distributed by such means as the Board of Directors may direct.

SECTION 3

Quorum – A majority of the Board of Directors shall constitute a quorum for the purpose of the Nomination Meeting.

ARTICLE XIV – ANNUAL ELECTION MEETING

SECTION 1

Meeting Month – The Annual Election Meeting shall be held in the month of June, on or before June 20th of each year for the purpose of electing a Board of Directors. Polls shall be open for a maximum of four hours, but not less than two hours.

SECTION 2

Notice – Proper written notice stating the date, place, and time shall be given to all Regular Members in good standing at least 10 days prior to the Annual Election Meeting. Proper written notice shall be distributed by such means as the President and the Board of Directors may direct.

SECTION 3

Quorum – One-tenth (1/10) of the Regular Members so registered on the roll of the Secretary shall constitute a quorum for the purpose of the Annual Election Meeting.

SECTION 4

Eligibility – All Regular Members in good standing noted on the roll maintained by the Secretary shall be eligible to vote in the Annual Election Meeting. The Secretary shall ascertain that all persons receiving ballots are Regular Members in good standing and shall maintain a count of the number of ballots issued.

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SECTION 5

Order of Business or Annual Election Meeting

- (a) **Nominating Committee:** The Nominating Committee shall report to the membership the names of the Regular Members and the positions they seek who were duly nominated at the Nomination meeting.
- (b) **Open Nominations:** After the report of the Nominating Committee, the nominations shall be opened to the floor and any Regular Member may nominate another Regular Member as a candidate for a position on the Board of Directors provided a signed letter of intent that the candidate has agreed to serve in the position for which they are nominated is submitted to the Election Committee.
- (c) **Closed Nominations:** After the membership present has completed its efforts to nominate additional candidates the nominations shall be closed by a majority vote of the membership.
- (d) Voting Procedure:
 - Voting shall be by secret ballot.
 - Voting by proxy, cumulative voting, or voting by absentee ballot is expressly prohibited.
 - Every Regular member in good standing and present shall receive one ballot and will vote for no more than one candidate per position.
 - Upon completion of his/her ballot, each Regular Member shall place his/her ballot in a central ballot box supervised by at least two members of the Election Committee. The members of the Election Committee shall ensure that only one ballot is cast per eligible Member and that each ballot is folded twice.
- (e) Ballot Counting:
 - The appointed Election Committee chairperson and his/her clerks shall gather and count the ballots in full view of the membership present.
 - All ballots shall be counted twice and two separate tabulation sheets shall be used. In the event of a discrepancy, which would affect the outcome, the chairperson of the Election Committee shall instruct the clerks to recount the pertinent portion of the ballots.
 - The total number of ballots cast shall be no more than the number of Regular Members who received ballots.
 - The candidates receiving the highest number of votes for each position shall become the new Board of Directors. However, the number of managers and coaches must be in minority (Little League Regulation I (b)).
- (f) **Election Report:** Upon completion of the count the chairperson of the Election Committee shall read an election report to the President and to the membership present which shall include the number of ballots issued, the number of ballots cast the number of votes received by each candidate and the number of ballots declared void and an explanation thereof.
- (g) The President shall declare the results of the elections and the Election Committee shall then transfer the above information to a blackboard or other such-device for the viewing of the membership.
- (h) The report of the Election Committee chairperson shall be entered into the minutes of the Annual Election Meeting and shall become a part of the official records of SNLL.

SECTION 6

Newly Appointed Officials – The newly elected Secretary, as his/her first official responsibility upon assuming office, shall notify Little League Headquarters, the Regional Director, and the District Administrator of the election and the identity of the Directors of the Board so proper communications may commence with the new Board on or after October 1st.

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ARTICLE XV – AFFILIATION

SECTION 1

Charter: SNLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. SNLL shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

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

SECTION 3

Local Rules, Ground Rules and/or Bylaws: The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution (See Article XII, Section 10 for fiscal year of this league).

ARTICLE XVI – DISSOLUTION

SECTION 1

Upon dissolution of SNLL, and after all outstanding debts and claims 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 provisions.

ARTICLE XVII – AMENDMENTS

SECTION 1

Proposed amendments of this Constitution shall be presented in writing at a General or Board of Directors meeting. Action on such proposed amendments may be taken only after a second reading and requires the affirmative vote of two-thirds (2/3) of the Directors.

SECTION 2

A Constitution Committee appointed by the Board of Directors shall review this Constitution every two years or as needed. Any changes or amendments shall be signed by the President and shall be submitted with a copy of the current (old) Constitution to Little League National Headquarters for approval.

SECTION 3

Copies of the SNLL Constitution, current local rules, grounds rules and/or bylaws of the League, and all changes made to the same, shall be provided to all Directors and Team Managers, and shall be provided to any member of the General Membership upon written request to the League President or Secretary.

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This Constitution was approved by the SNLL Membership on December 17, 2019

President's Name: Victor Leyva

President's Signature: _____

Date: _____

Little League ID No.: 4054120

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.