

FOUR COUNTY LITTLE LEAGUE CONSTITUTION

(Last Revised/Amended: 11/1/2016)

ARTICLE I NAME

This organization shall be known as **FOUR COUNTY LITTLE LEAGUE**, hereinafter referred to as the "Local League."

ARTICLE II OBJECTIVE

SECTION 1

Mission Statement - Four County Little League is committed to creating a culture in which coaches, parents, fans, umpires and athletes work together as we aspire to be an outstanding educational-athletic, community-based organization by upholding the virtues of **character, courage, loyalty & community**. Our program is designed to develop superior citizens for a stronger community through the great sport of baseball.

SECTION 2

Four County Little League will provide a supervised program under the Rules and Regulations of Little League International. 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, Four County Little League shall operate exclusively as a non-profit educational organization providing a supervised program of instructional and competitive baseball games. No part of the net earnings shall ensure 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 III
MEMBERSHIP

SECTION 1

Eligibility – Any person sincerely interested in active participation to affect the objective of this “Local League” may apply to become a member.

SECTION 2

Classes – There shall be the following classes of Members:

- a. **Player members** – Any player candidate meeting the requirements of Little League regulation IV and who resides within the authorized boundaries of the “Local League” shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of the Local League.
- b. **Regular Members** – Any person actively interested in furthering the objectives of the Local League may become a regular member upon election and payment of annual dues as herein provided. The secretary shall maintain the roll of membership to qualify voting members. Only regular members in good standing are eligible to vote at the annual meeting. All Officers, Board Members, Committee Members, Managers, Volunteer Umpires, and other elected or appointed officials must be Regular Members in good standing.
Note: Regular members of the league automatically include current board member, officers, approved managers / coach / umpires and other individuals recognized by the board of directors with the title of Team Parent.
- c. **Honorary Members** (optional) – Any Person may be elected as an Honorary Member by a unanimous vote of all Directors present at any duly held meeting of the Board of Directors, but shall have no rights, duties, or obligations in the management or in the property of the Local League.
- d. **Sustaining Members** – Any person not a Regular Member who makes financial or other contributions to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but shall have no rights, duties, or obligations in the management or in the property of the Local League.
- e. As used herein, the term “member(s)” shall mean “regular member” unless otherwise stated.

SECTION 3

Other Affiliations.

- a. Members, whether regular or Player, shall not be required to be affiliated with another organization or group to qualify as a member of the Local League.
- b. Regular Members may be engaged in the operation of another baseball program as long as the participation in the other baseball program does not interfere, contradict or in anyway conflict with the local league. Board Members may serve as a manager, coach or assistant in another baseball program keeping in mind the primary focus is the local league.

SECTION 4

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

- a. The board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, or suspend or terminate the membership of any class when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
- b. The Board of Directors shall, in the case of a Player Members, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an advisor, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player’s right for future participation.

ARTICLE IV

DUES

SECTION 1

Dues for Regular members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period.

SECTION 2

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

SECTION 3

A reasonable Little League participation fee may be assessed as a parents' obligation to assure the operational continuity of the Local Little League. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM. [Little League Regulation XIII(c)]

ARTICLE V **MEETINGS**

SECTION 1

Annual Meetings – The annual meeting of the Members of the Local League shall be held the First Wednesday in October at 8:00PM each year for the purpose of electing a Board of Directors and Members, receiving reports, and for the transaction of such business that may properly come before the meeting. After the Board of Directors is elected, the Board shall meet to elect the Officers.

SECTION 2

Notice of Meeting – Notice of each meeting of the Members shall be mailed or otherwise delivered to each Member at the last recorded address at least ten (10) days in advance thereof, setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened meeting.

SECTION 3

Special Meetings – Special meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of (10) Members, the President shall call a special meeting to consider a specific request. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

SECTION 4

Quorum – The presence in person or representation by absentee ballot of one fifth (20 Percent) of the members (as defined in Art. III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 5

Voting – Only Regular Members shall be entitled to make a motion and vote at General Membership meeting(s). However, the board of directors may invite, admit and recognize guest for the presentations or comments during general membership meetings.

SECTION 6

Absentee Ballot

- A. For the expressed purpose of accommodating a regular member in good standing who cannot be in attendance at the annual meeting, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary three (3) days prior to the date of the annual meeting and the election of the Board of Directors. The Secretary shall present all absentee ballots to the Election Chairman on the date of the annual meeting prior to the conduct of the election process.
- B. For the purpose of including as many members as possible in the voting process, the sitting board of directors may investigate, create and implement an "Online Voting" process that will be fair and equitable. The implementation should include a verification process as well as checks and balances to insure integrity in the voting process.

SECTION 7

Rules of Order – Roberts Rules of Order shall govern the proceeding of all meetings, except where they conflict with Constitution or By-Laws of the local League.

ARTICLE VI

BOARD OF DIRECTORS

SECTION 1

Board and Number – The management of property and affairs of the Local League shall be vested in the Board of Directors. The numbers of Board Members shall be not less than five (5) and not more than fifteen (15). If more than one (1) member of a family (Household)

serves on the board at the same time, such family (Household) shall be limited to one vote on any issue presented to the Board for a vote. The Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified.

SECTION 2

Required members – Once the Board Members are elected, they shall meet and elect their officers which shall include at least the President, Vice President, Secretary, Treasurer, Player Agent, Umpire in Chief and Safety Officer.

SECTION 3

Annual election and Term of Office – At each annual meeting, the Regular Members shall determine the number of Board Members to be elected for the ensuing year and shall elect such number of Board Members. The number so fixed may, within limits prescribed by the forgoing Section 1, be increased at any regular or special meeting of the Members, and if the number is increased, the additional Board Members may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Board Members shall be by majority vote of all members present, or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 4

Vacancies – If any vacancy occurs in the Board of Directors, by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Board Members at any regular meeting or at any special meeting called for that purpose.

SECTION 5

Meeting, Notice, and Quorum – Regular Meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever they deem it advisable or the Secretary shall at the request of five (5) Board Members issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Board Member either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Board Member, or by telephone or telegraphic or personal notice twenty-four (24) hours preceding the meeting.

In case of special meetings, such notice shall include the purpose of the meeting and no matters not stated may be acted upon at the time.

A simple majority of the current members of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 6

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

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 which includes but is not limited to online meetings or conference calls in lieu of in person meetings.

The Board shall have the power by two-thirds of those present at any regular or special meeting to discipline, suspend or remove any Director of Office, or Committee Member of the Local League in accordance with the procedure set forth in Article III Section 4 (a).

The membership shall receive at the annual meeting of the Members of the Local League a report verified by the President and Treasurer, or by a majority of the Board Members, showing the whole amount of real and personal property owned by the Local League, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purpose, objects or person to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who have been admitted to the membership in the Local League and abstract thereof entered in the minutes of the proceedings of the annual meeting.

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

ARTICLE VII
EXECUTIVE COMMITTEE

SECTION 1

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

SECTION 2

The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated by the Board.

SECTION 3

At all meetings 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 VIII
OTHER COMMITTEES

SECTION 1

Nominating Committee – The Board of Directors may appoint a Nominating Committee consisting of not less than one (1) Director and other appointed Regular Members.

The Committee shall investigate and consider eligible candidates and submit at the annual meeting a slate of candidates for the Board of Directors.

The Committee shall also submit for consideration by the Board of Directors a slate of Officers and committee Members.

SECTION 2

Membership Committee – The Board of Directors may appoint a

Membership Committee consisting of not less than one (1) Director and other appointed Regular Members.

SECTION 3

Finance Committee – The Board of Directors may appoint a Finance Committee consisting of not less than two (2) and not more than five (5) Board members, Division Directors and/or other appointed Regular Members.

The Treasurer shall be an ex-officio member of the Committee.

The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations.

It shall be responsible for taking up a collection at games, if such collections are authorized by the Local League and shall turn over said collections to the Treasurer immediately after each game.

SECTION 4

Building and Property Committee – (May be combined with the ground Committee). The board of Directors may appoint a Building and Property Committee consisting of not less than one (1) Director and appointed Regular Members.

The Committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee.

It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise and preference of approved objects.

SECTION 5

Grounds Committee – (May be combined with Building and Property Committee). The Board of Directors may appoint a Grounds Committee that shall be responsible for the care and maintenance of 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 not less than three (3) bids on needed supplies and equipment and make recommendations for the 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 not less than one (1) Director and other appointed Regular Members.

The Committee shall interview and investigate perspective managers and coaches, including those for Minor League teams 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 the Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or the Board of Directors as the case may be.

SECTION 8

Umpire Committee – the Board of Directors may appoint an umpire Committee consisting of not less than one (1) Director and other appointed Regular Members.

The Local League President shall be chairman of any such Committee.

The Committee shall recruit, interview, and recommend to the President for appointment a staff of umpires, including a chief umpire, and replacements.

When appointed, the staff of umpires shall be under the personal direction and responsibility of the Local League President, assisted by the Chief Umpire, who shall train, observe, and schedule the staff.

SECTION 9

District Committee – The Board of Directors may appoint and District Committee consisting of the Local League President as chairman and not less than one (1) other Director.

The Committee shall assist the District Administrator in interleague district functions including the selection of tournament sites and area tournament directors.

SECTION 10

Auxiliary Committee – the board of Directors may appoints an Auxiliary Committee consisting of the Local League Treasurer and not less that one (1) other Director and other appointed Regular Members.

The Committee shall coordinate the activities of the Auxiliary.

It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board.

The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

SECTION 11

Auditing Committee – The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signators of checks are not eligible.

The Committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of their 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 12

All Committees listed:

Shall research and review, ways and means, to improve the Local League. The Chairperson of said committee shall report findings and recommendations back to the Board of Directors for their considerations. The Board of Directors then may have up to Thirty (30) days to act on the recommendation.

ARTICLE IX
OFFICERS, DUTIES AND POWERS

SECTION 1

Elections - immediately following the annual meeting, the Board of Directors, provided there is a quorum, shall meet for the purpose of electing Officers from within the newly elected board.

SECTION 2

Officers – The Officers of the Local League shall consist of President, one Vice-President, a Secretary, a Treasurer, Umpire in Chief, Player Agent, safety officer and coaching coordinator or Agents, all who shall hold office for the ensuing year or until their successors are duly elected. Regulations 1(b).

The Board of Directors may appoint such other Officers or Agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed Officers or Agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

SECTION 3

President – The President shall:

- a. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- b. Present a report of the condition of the local League at the Annual Meeting.
- c. 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 by the Local League by the organization.
- e. Designate in writing other officers if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- g. Prepare and submit an annual budget to the Board of Directors and

be responsible for the proper execution thereof...

- h. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

SECTION 4

Vice-President – In case of the absence or disability of the President, and provided he is authorized by the President or the Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.

SECTION 5

Vice-President-Softball - The Vice President of Softball shall:

- a. Oversee all aspects of the softball divisions
- b. Work with the president to fulfill managing and coaching roles for softball
- c. Work with the player agent to ensure all players are registered and documentation submitted for all aspects of softball
- d. In case of the absence or disability of the President and Vice President, and provided he is authorized by the President, Vice President or the Board so to act, the Vice President of softball shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.

SECTION 6

Secretary

- a. Be responsible for recording the activities of the Local League and maintain appropriate logs, files, mailing lists, and necessary records.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c. Maintain a list of all Regular, Sustaining and honorary Members, Directors, and Committee Members and give notice to all meetings of the Local League, the Board of Directors and Committees.
- d. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- e. Shall conduct all correspondence not otherwise specifically

delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

- f. Notify Members, Directors, Officers, and committee members of their election or appointment.

SECTION 7

Treasurer – The Treasurer shall:

- a. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- c. Keep recorders for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by checks must have dual signatures. The signatures will be those of the Treasurer and Vice-President.
- d. Prepare an annual budget, under the direction of the President, for submission to the Membership and the Board of Directors at the annual meeting.
- e. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.

SECTION 8

Player Agent – The Player Agent shall:

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- c. Conduct the player auction or draft and all other player transaction or selection meetings.
- d. Prepare the Player Agent's list.
- e. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- f. Notify Little League Headquarters of any subsequent player replacements or trades.

ARTICLE X

MANAGERS, COACHES AND UMPIRES

SECTION 1

Team Managers and Coaches shall be appointed annually by the President, and be approved by the Board of Directors. Managers shall be responsible for the selection of their teams and for their actions on the field Regulation (1)b.

SECTION 2

Umpires shall be appointed annually by the President, with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field. Regulation 1(b).

ARTICLE XI AFFILIATION

SECTION 1

Charter – the Local League shall annually apply for a charter from Little League International, and shall do all things necessary to obtain and maintain such charter.

SECTION 2

Rules and Regulations – The Official Playing Rules and Regulations as published by little League Baseball, Inc., Williamsport, Pa, shall be binding on the Local League.

SECTION 3

Local League Rules – The local rules 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 and Regulations of Little League Baseball International.

ARTICLE XII FINANCIAL AND ACCOUNTING

SECTION 1

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 same in such manner as will give no individual or team an advantage over those in competition with such individual team.

SECTION 2

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

SECTION 3

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

SECTION 4

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

SECTION 5

No director, Officer, or member of the Local League shall receive, directly or indirectly any salary, compensation, or emolument from the Local League for service rendered as Director, Officer, or Member.

SECTION 6

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League into BB&T (Bank Name). All purchases shall be made within the scope of the Annual Budget which is approved on a yearly basis by the Board of Directors. Any and all purchases over and above the allocated budget, or not included in said budget, shall be approved by the Board of Directors. Members shall adhere to the Four County Little League Financial/Purchase policy set forth in Addendum A.

SECTION 7

The fiscal year of the Local League shall begin on the first day of November and shall end on the last day of October.

SECTION 8

Distribution of Property upon Dissolution – 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 set forth herein, which are or may be entitled to exemption under Section 501©(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XIII **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 change is included in the notice of such meeting.

A drafts of all proposed amendments shall be submitted to Little League International for approval.

Dated this 1st day of **November, 2016**

Neil Weigle

Neil Weigle, President

Addendum A

FOUR COUNTY LITTLE LEAGUE FINANCIAL POLICIES

PERSONAL EXPENDITURES/REIMBURSEMENT REQUESTS

- No personal expenditures above \$100 will be allowed.
- Any expenditure of \$100 or less for which someone seeks reimbursement from Four County Little League will require submission of a REIMBURSEMENT REQUEST form and receipts.
- Forms can be submitted to the President, Vice President, or Treasurer.
- Reimbursement will be made within 14 days.

PURCHASE ORDER

- All purchases over \$100 require submission of a PURCHASE ORDER prior to the purchase being made. *Exceptions would include concession and fuel purchases.*
- A purchase order must be submitted at least 10 days before payment is required on a purchase.
- Any purchase requiring the use of the league debit card must be made with a purchase order.
- Purchase orders can be submitted with an estimated cost. However, if the actual costs exceeds the estimated cost by \$100 or more, a new purchase order must be submitted.
- Whenever possible, purchasing orders should be accompanied by supporting information (such as a web address and/or web page printout, brochure, etc.) that demonstrates an effort to find the most cost-affordable option for the purchase.
- Purchase orders can be submitted to the President, Vice President, or

Treasurer. An order below \$500 can be approved by one of the three above named officers; a purchase order above \$500 must be approved by two officers.

- Purchase orders will be reviewed and either approved or declined within 5 days.

CHECK REQUEST

- CHECK REQUESTS are made when an anticipated expense can be paid using a check. Examples would be trophies, uniforms, tournament fees, non-debit card concession purchases, etc.
- Check requests must be submitted at least 10 days before payment is required.
- Whenever possible, check requests should be accompanied by supporting information (such as a web address and/or web page printout, brochure, etc.) that demonstrates an effort to find the most cost-affordable option for the purchase.
- Check requests can be submitted to the President, Vice President, or Treasurer.
- Check requests will be reviewed and either approved or declined within 5 days.