

**Windsor Little League
CONSTITUTION,
February 2020**

This is a Constitution recommended for adoption by all local leagues. The league can obtain the latest version at www.LittleLeague.org. League ID Number 2070813.

THIS BOX FOR REGIONAL USE ONLY

Date submitted: 3/4/2020

Approved: _____

Not approved: _____

LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Windsor 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, strong and happy 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 (www.littleleague.org). 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, 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 of any candidate for public office.

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) **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 the Local League.
- (b) **Regular Members:** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon completion of a volunteer form. The CIO shall maintain the roll of membership to qualify voting members for the election of the Board of Directors at the annual meeting. Only Regular Members in good standing are eligible to vote at the annual meeting. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be Regular Members of the League. Regular members are eligible to participate in Monthly Meetings. Regular Members in good standing are defined as volunteers who attend 50% of the total of monthly meetings within the previous 12 months.

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League,

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

SECTION 3

Other Affiliations.

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- (b) Regular Members will not be actively engaged in the promotion and/or operation of any other youth sports program at the detriment of the Little League.

SECTION 4

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

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or 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 notice to the manager of the team for which the player is a Player Member. Said manager/ Player Agent 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) should be invited to attend. 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 - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition. A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). 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 personally, electronically or by mail to each member at the last recorded address at least 7 days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

SECTION 3

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of two thirds of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting. Only Board of Directors and elected Directors and Officers shall be entitled to make motions and vote at Board of Director's meetings. (Any Member of the Board of Directors receives 1 vote). The Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article V, Section 4.) Board of Directors are entitled to vote, regardless of previous meetings attended.

SECTION 5

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the CIO of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the CIO prior to the date of the election. The CIO shall present all

absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6

Annual Meeting of the Members. The Annual Meeting of the Members of the Local League shall be held the second Wednesday of October at 7 p.m. each year for the purpose of electing new Members, 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 Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - a. The condition of the Local League, to be presented by the President or his/her designate;
 - b. A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
 - c. The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
 - d. For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner 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;
 - e. The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.
- (b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).
- (c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties immediately. The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) The Board of Directors shall serve in the capacity listed below (Positions 9-13 may be filled by multiple persons, according to the needs of the League);
 1. President
 2. Vice President
 3. Treasurer
 4. Chief Information Officer
 5. Player Agent Softball
 6. Player Agent Baseball
 7. Safety Director
 8. Director of Registration
 9. Equipment Director(s)
 10. Fund Raising Director
 11. Concessions Director(s)
 12. Director(s) of Buildings and Grounds (Fitch and Welch)
 13. Bloomfield Liaison

SECTION 7

Special General Membership Meetings. Special General Membership Meetings of the Members may be called by the Board of Directors, or by the CIO or President at their discretion. Upon the written request of seven (7) Members, the President or CIO shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than fourteen (14) days after the request is received by the President or CIO.

SECTION 8

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

SECTION 9

Place of Meetings. All meetings of the members shall be held within the boundaries of the League, which is disclosed to the members within seven (7) days of the meeting.

ARTICLE V - 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

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the CIO prior to the election meeting.

SECTION 3

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 Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

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.

- (a) The President or the CIO may, whenever they deem it advisable, or the CIO shall at the request in writing of a majority of directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of each Board meeting shall be given by the CIO personally, electronically or by mail to each Director at least 7 days before the time appointed for the meeting to the last recorded address of each Director.
- (c) 66 % or 2/3rds members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business can be voted upon.
- (d) Members of the Board of Directors, as well as any elected Director or Officer may make motions and vote at meetings of the Board of Directors. The Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 5

Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

SECTION 6

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.

ARTICLE VI - DUTIES AND POWERS OF THE BOARD OF DIRECTORS AND OFFICERS

SECTION 1

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

SECTION 2

President. The President shall:

Act as chief officer of the Local League and shall, subject to the direction of the Board of Directors, have general supervision and control of its business, programs and activities. The President shall preside, when present, at all meetings of members and of the Board of Directors.

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a written report of the condition of the Local League at the annual meeting of members.
- (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 and the success of its programs and activities.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League, as agreed to under the conditions of charter issued to the Local League by that 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 of Directors as circumstances warrant.
- (g) Direct the Treasurer in the preparation and submission, in writing, of an annual budget to the Board of Directors for its approval and be responsible for the proper execution thereof and adherence thereto.
- (h) Be an ex-officio member of all committees established by the Board of Directors.
- (i) Be responsible to serve as backup to Chief Information Officer.

SECTION 3

Vice-President. The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Oversee directors of all baseball and softball operations

SECTION 4

Treasurer. The Treasurer shall:

Subject to the direction of the Board of Directors, have general charge of the financial affairs of the Local League and shall cause accurate books of account to be kept. The Treasurer shall have custody of all funds and securities of the Local League, except as the Board of Directors may otherwise provide.

- (a) Perform such duties as are herein 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 the same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League, 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.
- (d) Prepare an annual budget for the previous season for submission to the membership at the following season annual meeting.
- (e) Prepare an upcoming season proposed budget, under the direction of the President, for submission to the Board of Directors at the November/December General League Meeting. This budget will be the basis of establishing registration fees for the upcoming meeting.

SECTION 5

Chief Information Officer "CIO" (f/n/a Secretary). The CIO shall:

- (a) Keep written minutes of the meetings of the membership and the Board of Directors. In the absence of the CIO from any such meeting a Temporary CIO shall be appointed by the person presiding at the meeting, shall perform the duties of the CIO thereat for the duration of such meeting and shall forthwith transmit the said minutes of the meeting to the CIO for inclusion in the records of the Local League.

- (b) Maintain the official records of the Local League and cause all minutes to be recorded in a book kept for that purpose.
- (c) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, website and necessary records.
- (d) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of CIO or as may be assigned by the Board of Directors.
- (e) Maintain a list of all Regular, Directors and Officer members and give notice of all meetings of the Local League and the Board of Directors, except as otherwise provided in the Bylaws.
- (f) 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.
- (g) Notify Members, Directors, Officers and Committee Members of their election or appointment.
- (h) Coordinate Picture Day.

SECTION 6

Player Agent. The Player Agent for Baseball and Softball shall:

- (a) Prepare the Player Agent's List (defined in by-laws found on our league website, www.windsorll.com).
- (b) Organize and conduct evaluations for all levels. Compile and tabulate evaluation results and deliver results as necessary to conduct each level of the Draft process. Maintain security of Player evaluation information to ensure the integrity and privacy of evaluation results.
- (c) Conduct the Player Draft and all other player transaction or selection meetings. Secure all player information following each Draft to ensure the integrity and privacy of Draft results.
- (d) Record all player transactions and maintain an accurate and up-to-date record thereof and submit the same to the President
- (e) Work with Registrar to prepare for the President's signature and submission to Little League, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify the President and Little League of any subsequent player replacements or trades.

SECTION 7

Safety Director. The Safety Director shall:

- (a) Determine whether or not all playing fields and activity areas utilized by the Local League are in safe condition and to make appropriate recommendations to the President in regard to any condition found to be deficient.
- (b) Coordinating and Certifying Safety Training for Managers and Coaches through NYSCA and the Town of Windsor.
- (c) Ordering and providing First Aid equipment for each team, working in conjunction with the Equipment Managers. Ensuring that a constant supply of First Aid equipment (principally cold packs) is made available at the Concession stand.
- (d) Preparing and delivering copies of the Annual Safety Manual to Managers and Coaches of all teams.
- (e) Preparing and providing Accident Report forms to Managers of all teams and instructing Managers and Coaches in the policy and procedure of form preparation.

SECTION 8

Equipment Directors. Equipment Directors shall:

- (a) Be responsible for purchasing all equipment and supplies required for the proper operation of the Local League and its activities and programs and for assembling, distributing and recovering equipment from team Managers.
- (b) Create and submit an annual equipment budget to the Treasurer for inclusion in the annual budget proposal at the November/December General Meeting each year.
- (c) Ensure that Umpire Equipment is available at all fields.

SECTION 9

Fundraising Directors. Fundraising Directors shall:

- (a) Be responsible for administration and coordination of all fundraising efforts for the Local League and will report directly to the President.
- (b) Collaborate with President and Treasurer to establish annual fundraising goals and activities to meet goals to include but not limited to Collection Day, Advertising Banners, etc.

SECTION 2

President. The President shall:

Act as chief officer of the Local League and shall, subject to the direction of the Board of Directors, have general supervision and control of its business, programs and activities. The President shall preside, when present, at all meetings of members and of the Board of Directors.

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a written report of the condition of the Local League at the annual meeting of members.
- (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 and the success of its programs and activities.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League, as agreed to under the conditions of charter issued to the Local League by that 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 of Directors as circumstances warrant.
- (g) Direct the Treasurer in the preparation and submission, in writing, of an annual budget to the Board of Directors for its approval and be responsible for the proper execution thereof and adherence thereto.
- (h) Be an ex-officio member of all committees established by the Board of Directors.
- (i) Be responsible to serve as backup to Chief Information Officer.

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Vice-President. The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Oversee directors of all baseball and softball operations

SECTION 4

Treasurer. The Treasurer shall:

Subject to the direction of the Board of Directors, have general charge of the financial affairs of the Local League and shall cause accurate books of account to be kept. The Treasurer shall have custody of all funds and securities of the Local League, except as the Board of Directors may otherwise provide.

- (a) Perform such duties as are herein 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 the same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League, 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.
- (d) Prepare an annual budget for the previous season for submission to the membership at the following season annual meeting.
- (e) Prepare an upcoming season proposed budget, under the direction of the President, for submission to the Board of Directors at the November/December General League Meeting. This budget will be the basis of establishing registration fees for the upcoming meeting.

SECTION 5

Chief Information Officer "CIO" (f/n/a Secretary). The CIO shall:

- (a) Keep written minutes of the meetings of the membership and the Board of Directors. In the absence of the CIO from any such meeting a Temporary CIO shall be appointed by the person presiding at the meeting, shall perform the duties of the CIO thereat for the duration of such meeting and shall forthwith transmit the said minutes of the meeting to the CIO for inclusion in the records of the Local League.

- (b) Maintain the official records of the Local League and cause all minutes to be recorded in a book kept for that purpose.
- (c) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, website and necessary records.
- (d) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of CIO or as may be assigned by the Board of Directors.
- (e) Maintain a list of all Regular, Directors and Officer members and give notice of all meetings of the Local League and the Board of Directors, except as otherwise provided in the Bylaws.
- (f) 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.
- (g) Notify Members, Directors, Officers and Committee Members of their election or appointment.
- (h) Coordinate Picture Day.

SECTION 6

Player Agent. The Player Agent for Baseball and Softball shall:

- (a) Prepare the Player Agent's List (defined in by-laws found on our league website, www.windsorll.com).
- (b) Organize and conduct evaluations for all levels. Compile and tabulate evaluation results and deliver results as necessary to conduct each level of the Draft process. Maintain security of Player evaluation information to ensure the integrity and privacy of evaluation results.
- (c) Conduct the Player Draft and all other player transaction or selection meetings. Secure all player information following each Draft to ensure the integrity and privacy of Draft results.
- (d) Record all player transactions and maintain an accurate and up-to-date record thereof and submit the same to the President
- (e) Work with Registrar to prepare for the President's signature and submission to Little League, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify the President and Little League of any subsequent player replacements or trades.

SECTION 7

Safety Director. The Safety Director shall:

- (a) Determine whether or not all playing fields and activity areas utilized by the Local League are in safe condition and to make appropriate recommendations to the President in regard to any condition found to be deficient.
- (b) Coordinating and Certifying Safety Training for Managers and Coaches through NYSCA and the Town of Windsor.
- (c) Ordering and providing First Aid equipment for each team, working in conjunction with the Equipment Managers. Ensuring that a constant supply of First Aid equipment (principally cold packs) is made available at the Concession stand.
- (d) Preparing and delivering copies of the Annual Safety Manual to Managers and Coaches of all teams.
- (e) Preparing and providing Accident Report forms to Managers of all teams and instructing Managers and Coaches in the policy and procedure of form preparation.

SECTION 8

Equipment Directors. Equipment Directors shall:

- (a) Be responsible for purchasing all equipment and supplies required for the proper operation of the Local League and its activities and programs and for assembling, distributing and recovering equipment from team Managers.
- (b) Create and submit an annual equipment budget to the Treasurer for inclusion in the annual budget proposal at the November/December General Meeting each year.
- (c) Ensure that Umpire Equipment is available at all fields.

SECTION 9

Fundraising Directors. Fundraising Directors shall:

- (a) Be responsible for administration and coordination of all fundraising efforts for the Local League and will report directly to the President.
- (b) Collaborate with President and Treasurer to establish annual fundraising goals and activities to meet goals to include but not limited to Collection Day, Advertising Banners, etc.

SECTION 10

Concession Director. The Concession Director shall:

- (a) Be responsible to coordinate a team of volunteers to administer and oversee the daily needs of the concession stand and will report directly to the Treasurer.
- (b) Order food and supplies.
- (c) Schedule open and close coverage for each operating day.
- (d) Train open and close staff on policies and procedures for operating the concession stand including appropriate handling of food items, money and cooking responsibilities.
- (e) Work with Managers to insure coverage from each home team for each game time on each operating day.
- (f) Insure all operations are compliant with town and state regulations.
- (g) Maintaining satisfactory functionality of the Lightning Detection device located in the Concession Stand.

SECTION 11

Building and Grounds Directors. Building and Grounds Directors shall:

- (a) Be responsible for overall field maintenance and shall report directly to the President.
- (b) Establishing and chairing a committee to deal with repair issues. Maintaining a volunteer list for field repair.
- (c) Work directly with Windsor Parks and Recreation on field and building repair issues (such as field mowing, parking lot, fence repair and major building repair).
- (d) Organizing and scheduling the major and minor field repair days both pre and post season.
- (e) Working with the Safety Officer to insure all the fields are maintained in safe conditions.

SECTION 12

Registration Director. Registration Director shall:

- (a) Be responsible for the administration of Local League registrations and will report directly to the President.
- (b) Setting up and administering the registration program, including establishing dates and securing locations for registration, including online registration.
- (c) Finalizing registration documents (registration forms, medical forms) and insuring that adequate numbers of forms are available at each registration.
- (d) Working with League Members to accept and incorporate late registrations. Working with the Treasurer to process late registration fees, including late fees.
- (e) Compiling registrations into master lists for each league. Making master lists available to Player Agents prior to evaluation dates and takes into account special needs of players.
- (f) Producing a master roster, with supporting documentation for each Manager in each league.
- (g) Preparing and finalizing the League Master Player roster for signature by the League President and submission of the Master League Roster to Little League Headquarters prior to the start of the season.

SECTION 13

Bloomfield Liaison. The Bloomfield Liaison shall:

- (a) Make sure Bloomfield is fairly represented in the Little League.
- (b) Be entitled to vote
- (c) Coordinate with Bloomfield Public Works & Leisure services to schedule fields.

SECTION 14

Director - Majors Baseball. Directors of Majors Baseball shall:

- (a) Be responsible for the administration of the Major League program and will report to the Vice Presidents of Operations for that league.
- (b) Participates in evaluations.
- (c) Participates in the Major League Draft.

- (d) Coordinates with the Scheduling Director (games and practices) and assigns schedules, including managing changes for rainouts and make-ups.
- (e) Coordinates with Managers to make sure all games played are covered with Umpires.
- (f) Administers (in conjunction with the Vice Presidents of Operations) the selection of Major League Managers.
- (g) Communicates Major League rules and policies to all Major League Managers and Coaches.
- (h) Participates in rule making decisions prior to the season's start.
- (i) Participates in 11/12 and 9/10 All Star Team Player, Manager/Coach selection.
- (j) Coordinates with Managers on their teams responsibilities regarding concession stand duties.
- (k) Reports any player and coaching issues to the Player Agent and/or Vice President and assist in the investigation of such issues.

SECTION 15

Director - Majors/Juniors Softball. Directors of Majors/Juniors Softball shall take on the ownership of the Majors/Juniors Softball programs. Ownership responsibilities include, but are not limited to:

- (a) Performing the administration of the Major and Junior League programs and will report to the Vice President of Operations.
- (b) Participating in evaluations.
- (c) Participating in the Major League Draft.
- (d) Coordinating with the Scheduling Director (games and practices) and assigns schedules, including managing changes for rainouts and make-ups.
- (e) Coordinates with Managers to make sure all games played are covered with Umpires.
- (f) Administering (in conjunction with the Vice Presidents of Operations) the selection of Major and Junior League Managers.
- (g) Meeting with each of the Major and Junior League managers in a group setting to give an overview of the Director's vision for the season, seeking confirmation and/or questions on this vision.
- (h) Being accessible to all Major and Junior League managers during the season for any issues/concerns that may arise during the season.
- (i) Communicating Major and Junior League rules and policies to all Major and Junior League Managers and Coaches.
- (j) Participating in rule making decisions prior to the season's start.
- (k) Participating in 11/12 and 9/10 All Star Team Player, Manager/Coach selection.
- (l) Coordinates with Managers on their teams responsibilities regarding concession stand duties.
- (m) Reports any player and coaching issues to the Player Agent and/or Vice President and assist in the investigation of such issues.

SECTION 16

Director – Minors Baseball (AAA & AA). Director of Minors Baseball shall:

- (a) Be responsible for the administration of the AAA & AA League program and will report to the Vice President.
- (b) Participates in AAA evaluations.
- (c) Participates in AAA League Draft.
- (d) Coordinates with the Scheduling Director (games and practices) and assigns schedules, including managing changes for rainouts and make-ups.
- (e) Coordinates with Managers to make sure all games played are covered with Umpires..
- (f) Administers in conjunction with the Vice President the selection of AAA & AA League Managers.
- (g) Communicates AAA & AA League rules and policies to all AAA & AA League Managers and Coaches.
- (h) Participates in rule making decisions prior to the season's start.
- (n) Participates in 9/10 All Star Team Player, Manager and Coach selection. Coordinates with Managers on their teams responsibilities regarding concession stand duties.
- (i) Reports any player and coaching issues to the Player Agent and/or Vice President and assist in the investigation of such issues.

SECTION 17

Director –Minors Softball. Director of Minors Softball shall:

- (a) Be responsible for the administration of the AAA, AA & A League program and will report to the Vice President.
- (b) Participates in AAA evaluations.
- (c) Participates in AAA League Draft.
- (d) Coordinates with the Scheduling Director (games and practices) and assigns schedules, including managing changes for rainouts and make-ups.
- (e) Coordinates with Managers to make sure all games played are covered with Umpires.
- (f) Administers in conjunction with the Vice President the selection of AAA, AA & A League Managers.
- (g) Communicates AAA, AA & A League rules and policies to all AAA, AA & A League Managers and Coaches.
- (h) Participates in rule making decisions prior to the season's start.
- (i) Participates in 9/10 All Star Team Player, Manager and Coach selection.
- (j) Coordinates with Managers on their teams' responsibilities regarding concession stand duties.
- (k) Reports any player and coaching issues to the Player Agent and/or Vice President and assist in the investigation of such issues.

SECTION 18

Director –T Ball and Single A Baseball. Director of T Ball and Single A Baseball shall:

- (a) Be responsible for the administration of the T Ball and A League program and will report to the Vice President.
- (b) Participates in T-Ball Clinics.
- (c) Coordinates with the Scheduling Director (games and practices) and assigns schedules, including managing changes for rainouts and make-ups.
- (d) Administers in conjunction with the Vice President the selection of T-Ball and Single A League Managers.
- (e) Prepares and distributes team rosters
- (f) Communicates T-Ball and Single A League rules and policies to all T-Ball and Single A League Managers and Coaches.
- (g) Participates in rule making decisions prior to the season's start.
- (h) Coordinates with Managers on their teams responsibilities regarding concession stand duties.
- (i) Reports any player and coaching issues to the Player Agent and/or Vice President and assist in the investigation of such issues.

SECTION 19

Directors - Scheduling (Baseball and Softball). Scheduling Directors shall:

- (a) Be responsible for working in conjunction with the Vice Presidents of Operation for Baseball and Softball to prepare master schedules for their respective leagues and for maintaining a master schedule of all events occurring on playing fields covered by use permits issued to the Local League in each year, and for coordinating with other town's schedulers to set up inter-league play.
- (b) Shall allocate and assign the use of said fields to the various teams in the Local League's program for games and practices.

SECTION 20

Director – Training (Baseball and Softball). Training Director shall:

- (a) Be responsible for the development and coordination of Baseball and Softball skills training programs for Managers, Coaches and Players. The primary responsibility of this position is to ensure that every team Manager, at every level, has a basic understanding of baseball/softball skills for his/her level and is equipped with tools to develop players and run fun and efficient practices.
- (b) Research and procure adequate numbers of multi-media training materials, including manuals, rule books, videos and CD packages, for each level of baseball/softball play.
- (c) Distribution of training materials to Managers and Coaches prior to the start of each season.
- (d) Administration of a training materials lending library, and a process by which interested Managers and Coaches can borrow and return library training materials.
- (e) Development of working relationships with local training academies.
- (f) Coordinate with Player Agent on training clinics with these training facilities.

- (g) General distribution of information regarding Little League sponsored Manager/Coach training clinics.
- (h) Coordination of spring training clinics for new Managers and Coaches.
- (i) Development and coordination of a long-term mentoring program.

SECTION 21

Director – Juniors Baseball. The Director of Juniors shall:

- (a) Be responsible for the administration of the Junior League programs and will report to the President of the league.
- (b) Oversee the Junior League season.
- (c) Coordinate and define the method of player evaluation and player selection for the Junior Divisions.
- (d) Set up league schedule; practice and game schedules.
- (e) Coordinate all changes to game and practice schedules, relaying this information to all Managers involved and the Parks and Rec Department.
- (f) Hold meetings with Managers to convey information.
- (g) Oversee Junior All-Star method of player selection along with selection of Manager and Coaches.
- (h) Act as Tournament Director or designate Tournament Director at Junior All Star games.
- (i) Make necessary arrangements to assure payment of umpires.

SECTION 22

Directors - Fall Baseball / Softball. The Directors of Fall Baseball/Softball shall:

- (a) Be responsible for the administration of the Fall programs and will report to the Vice President.
- (b) Oversee the Fall season.
- (c) Coordinate Fall registration and team selection.
- (d) Set up Inter-town league schedule, practice and game schedules.
- (e) Coordinate all changes to game and practice schedules, relaying this information to all Managers involved and the Parks and Rec Department.

SECTION 23

Director – Umpire Training. The Director of Umpire Training shall:

- (a) Recruit and train umpires.
- (b) Coordinate and schedule umpires.
- (c) Be responsible for the supervision of volunteer umpires.
- (d) Work with Vice President in resolving and conflicts with umpires.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than six (6) Directors, one of whom shall be the President of the Local League and the committee shall not be more than seven (7) regular members. Each member of the appointed Executive Committee shall have one vote toward resolving any conflicts with matters being discussed by that committee (prior to Board of Directors vote). The Board of Directors at any time can approve and increase the number of committee members based on need and expertise.

SECTION 2

The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE VIII - AFFILIATION

SECTION 1

Charter. The Local League shall annually apply for a 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 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 XI, Section 7 for fiscal year of this league.)

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

SECTION 2

Contributions. 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 to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

SECTION 3

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

SECTION 4

Disbursement of Funds. Only the President, Vice President, Treasurer, Equipment Manager and Concessions Manager will have direct authority to dispense Local League funds or charge purchases to Local League accounts. All individual purchases of an amount equal to or greater than \$300 must be approved by majority vote of the Board of Directors. Any items approved during the adoption, by majority vote of the annual budget (such as uniforms, equipment, Concession Stand Supplies, etc.) will not be subject to a secondary round of approval.

SECTION 5

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

SECTION 6

Deposits. All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League at Windsor Federal Savings Bank.

SECTION 7

Fiscal year. The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

(Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated, Group Tax ID Number.)

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 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 X - AMENDMENTS

SECTION 1

Other Limitations and Restrictions on Operations. No part of the Local League's net earning will inure to the benefit of, or be

distributable to, any member, officer or director of the Local League or other private person, except that the Local League shall be authorized and empowered to pay reasonable compensation for services rendered by other than Regular Members and to make payments and distributions in furtherance of the purposed set forth in this Constitution.

ARTICLE XI - AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a 2/3 vote at any duly organized meeting of the Board of Directors provided notice of the proposed change 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.

This Constitution was approved by the Little League Membership on February 5, 2020.

President's Name (Print) _____

President's Signature _____

Stephanie Fumiano
3/4/2020 (date).

Little League ID No. 2070813

Federal ID No. (if available) _____

State ID No. (if available) _____

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.