

# **TRI-WEST LITTLE LEAGUE CONSTITUTION**

**November 5, 2006**

## **ARTICLE 1—NAME**

This organization shall be known as the Tri-West Little League, hereinafter referred to as the “League.”

## **ARTICLE 2—OBJECTIVE**

**Section 1**—The objective of the League shall be to implant firmly in the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they may be well adjusted, stronger, and happier persons and will grow to be good, decent, healthy, and trustworthy men and women.

**Section 2**—To achieve this objective, the League will provide a supervised program of competitive baseball and/or softball games under the rules and policies of Little League Baseball, Inc. 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 3—MEMBERSHIP**

**Section 1—ELIGIBILITY**—Any person sincerely interested in active participation to affect the objective of this League may apply to become a member. All current memberships shall cease at the end of the fiscal year. The League shall make every effort for diverse representation among its membership.

**Section 2—CLASSES**—There shall be the following classes of members:

- A. **PLAYER MEMBERS**— Any boy or girl who meets the requirements in Regulation 4H and 2D of the Little League Rule Book shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the League.
- B. **REGULAR MEMBERS**—Any adult actively interested in furthering the objective of the League may become a regular member. Regular Members shall include:
  - Approved managers, coaches and scorekeepers
  - Supporting Officers appointed by the Board
  - Umpires
  - Board Members
  - Dedicated Volunteers—This includes, but is not limited to, Team Parents, Concession and Grounds Workers and incoming Board Member nominees.
- C. **SUSTAINING VOLUNTEERS**—Any adult who contributes monetarily or through volunteer efforts towards the improvement of the League, but who is not responsible for any participating Player Members. Sustaining Volunteer Members will be approved by a majority vote of the Board.

**Section 3—OTHER AFFILIATION**—Regular Members will not be actively engaged in the promotion and/or operation of any other baseball or softball organization.

## **Section 4—MEMBERSHIP RIGHTS**

- A. Only Regular Members and approved Sustaining Volunteers in good standing may attend and vote at the annual or special meetings. The Secretary shall maintain the official roll of Regular and Sustaining Volunteer Members in good standing. To be a Regular or Sustaining Volunteer Member in good standing, the member will:
  - Be actively interested in furthering the interests of the league.
  - Have an active Regular Membership (not suspended or terminated), or be an approved Sustaining Volunteer.
  - Have no outstanding financial liabilities with the League.
- B. Only Regular Members and approved Sustaining Volunteers in good standing may vote at the annual election.

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- C. Regular Members may request time to address the Board during a regular or special meeting called for that purpose. They may also request copies of Board meeting minutes, but minutes will be edited to remove confidential information before they are shared.

## **Section 5—DUES FOR REGULAR MEMBERS (NOT PLAYERS)**

- A. No fee of any kind shall be charged or assessed player member as a prerequisite to play in the League.
- B. Dues for Regular Membership shall not be required unless specifically directed and approved by the Board prior to the beginning of the membership period.
- C. Sustaining volunteer members are not required to pay dues, but a contribution is welcomed.
- D. Regular Members (if required by the Board) who fail to pay their dues within 30 days of application will be brought to the Board for consideration of membership termination unless arrangements have been made with the President.

## **Section 6—SUSPENSION AND TERMINATION** - Membership may be terminated by resignation or action of the Board:

- A. The Board, by a two-thirds vote at any duly constituted Board meeting, shall have the authority to discipline, suspend, or terminate the membership of any member of any class. Membership may be terminated when the conduct of such person is considered detrimental to the best interest of the League, or if the Regular or Sustaining Volunteer Member is deemed financially liable to the league and refuses to pay or make agreeable arrangements to eliminate the obligation. The member involved shall be notified in writing of such meeting 48 hours in advance, informed of the general nature of the charge, and be given the opportunity to appear at the meeting to answer such charges.
- B. In case of a player member, the Board shall give notice to the parent and manager of the team of which the boy or girl is a member. Said manager and/or parent must appear, in the capacity of an advisor, with the player before a duly appointed committee of members of the Board, which shall have full power to suspend or revoke such player's right to future participation.
- C. If membership has been terminated or suspended, the member may request at any time, reinstatement from the current Board and be reinstated with a 2/3 vote of the quorum present.

## **ARTICLE 4—GENERAL MEMBERSHIP MEETINGS AND ELECTION OF THE BOARD**

**Section 1—ANNUAL MEETING AND BOARD NOMINATIONS**—The annual meeting of Regular Members shall be held each year for the purpose of nominating candidates for the Board and for the transaction of such business as may properly come before this meeting. Members will be required to sign the official Roll of Membership. The Annual Meeting will be scheduled so that it does not interfere with scheduled playing times.

The League's Regular Membership shall be notified of the Annual Meeting at least 10 days prior through a notice delivered to each member, periodic public address system announcements, and/or the posting of notices around the diamonds.

The League President shall select a Nominating Committee of not less than five and no more than seven, at least 30 days prior to the election. There should be representation from Teeball, PeeWee, Rookie, Minor, Major, Junior and Senior Division. The Nominating Committee will be responsible for soliciting candidates for the incoming Board of and formulating a slate of the nominated candidates. The slate will be submitted to the League President.

Motions for nominations will be accepted from the floor. The motion must be seconded in order to add the person to the ballot. If a Regular Member wishes to nominate anyone not slated by the nominating committee, the nominating member must be in attendance at the annual meeting. Persons nominated must accept in person or by prior written notice of acceptance. After nominations are closed, no new names can be added to the ballot for the upcoming election with the following exception: if there are no slated candidates or the one slated candidate drops his name from consideration, the nominating committee will make every effort to find two new candidates for that office.

**Section 2—ELECTION OF THE BOARD**—The election will be held at the Annual Meeting. Elections will be conducted for each position on the Board.

The nominating committee will conduct the elections, provide voting instructions, and make available a brief background history on each candidate. The committee will conduct the election by identifying each prospective nominee and asking for a show of hands from all attendees, the majority shall elect the new member. The committee

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will certify winners and post the results by the following day. The nominating committee also will be responsible to compile a complete list of elected board members with addresses and phone numbers and will present the list to the current year President.

Each Regular and Sustaining Volunteer Member in good standing will sign the official Roll. Members in good standing may also arrange with the Nominating Committee for an absentee ballot.

Officers are selected by a plurality of votes. In the case of a tie, the newly elected Board will vote by secret ballot among the tying candidates to fill that office.

**Section 3—SPECIAL MEETINGS**—A special meeting of Regular and Sustaining Volunteer Members may be called by the Board. Upon the written request of the members, the President shall call a special meeting to consider a specific subject. The membership shall be notified of the Special Meeting at least 10 days prior by periodic public address system announcements, and/or the posting of notices around the diamonds. No business other than that specified in the notice shall be transacted at any Special Meeting of the Members.

**Section 4—QUORUM**—The presence in person of 75% of the Board members in good standing shall be necessary to constitute a quorum. If a quorum is not present, no business will be conducted.

**Section 5—RULES OF ORDER**—Robert's Rule of Order shall govern the proceedings except where the same conflicts with the rules and regulations of Little League Baseball, Inc., and/or the Constitution and Bylaws of the League.

## **ARTICLE 6—BOARD OF DIRECTORS**

**Section 1—NUMBER**—The affairs of the League shall be vested in the Board. The number of Board Members shall not be less than ten nor more than twenty.

**Section 2—CODE OF CONDUCT**—Board Members should thoroughly understand the tenets and purpose of Little League which include sportsmanship, teamwork and training. Board Members' conduct should be above reproach. In addition to upholding the ideals of Little League, Board Members are expected to attend meetings regularly, hold sensitive and personal information confidential and fulfill the duties outlined in the Constitution. Board Members who do not fulfill their duties can be removed from the Board as described in the Constitution.

**Section 3—REMOVAL PROCEDURES**—A board member may be removed from the Board for cause by a 2/3 majority vote at any regular or special meeting. Reasons for removal: failure to perform duties as described in the Constitution; failure to attend meetings regularly, and/or conduct detrimental to the League. The Board Member shall be notified in writing of the potential action, the date and time of such meeting, the general nature of the charge, and shall be given the opportunity to appear at the meeting to answer charges.

**Section 4—VACANCIES**—If a vacancy occurs in the Board it should be filled by a majority vote of the remaining Board members at any regular or special meeting.

- A. Upon determining that there exists a vacancy on the Board, the President shall either:
  1. Call a special meeting for the purpose of filling the vacancy, or
  2. Designate an upcoming regularly scheduled board meeting as the date on which the vacancy shall be filled as part of the business of that meeting.
- B. The President shall be responsible for ensuring that each Board Member receives notice of the vacancy and date set to fill it at least 48 hours prior to the meeting. (This may be done by telephone, e-mail, etc. and may be delegated to another board member.)
- C. Nominations will be received from the members of the Board (not to exceed one from each person) and should include only those persons who have been contacted and have agreed to have themselves considered for the position.
- D. Voting shall be done by ballot or show of hands, with the winner needing only a simple majority of the votes of the board members present. The voting shall be conducted by the League President or their successor.

## **Section 5—BOARD MEETINGS, NOTICES AND QUORUM**

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- A. The President shall call regular meetings. At regular meetings, any topic may be presented and motions made.
- B. The presence in person of 75% of the Board members in good standing shall constitute a quorum for the transaction of business.
- C. The President shall, whenever it is determined advisable, issue a call for a special meeting. Notice of each meeting shall be given by the President 24 hours prior to the meeting. This notice may be by phone or e-mail, at the discretion of the President. In the case of a special meeting, notice shall include the purpose of the meeting, and no matters not related to that purpose may be acted upon at the meeting unless by the consent of the President.
- D. Robert's Rules of Order will govern Board meetings.

**Section 6—BOARD DUTIES AND POWERS**—The Board may appoint such standing and special committees as it deems advisable. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the League as it may deem proper. These rules shall be known as the Bylaws and shall be kept up to date by the Board Secretary.

**Section 7—TERM OF OFFICE**—The term of office for the Board shall be 12 months commencing on September 1st and ending on August 31st of the elected term.

**Section 8—OFFICERS**—The following officers shall make up the Board of Directors:

- |  |                                   |
|--|-----------------------------------|
| A. President                               | K. Treasurer                      |
| B. Vice President/Baseball                 | L. Safety/Awards Officer          |
| C. Vice President/Softball (if applicable) | M. Player Agent                   |
| D. Director Teeball                        | N. Umpire in Chief                |
| E. Director Peewee                         | O. Director of Ground Maintenance |
| F. Director Rookie                         | P. Director of Fundraising        |
| G. Director Minor                          | Q. Director of Sponsorships       |
| H. Director Major                          | R. Director of Equipment          |
| I. Director Junior/Senior                  | S. Director of Concessions        |
| J. Secretary                               | T. Director of Volunteers         |

Note: The newly elected Board of Directors will at their first meeting confirm the positions of the incoming Board of Directors.

**Section 9—DUTIES**—Officers shall perform the following duties in connection with Tri-West Little League.

## A. PRESIDENT

1. Be responsible for conducting the affairs of the League and for the execution of the policies established by the Board. The President shall present a report of the condition of the League at the Annual Meeting and at such other times as the President or the Board deems proper.
2. Be responsible for the conduct of the League in strict conformity to the policies, principles, rules and regulations of the Little League Baseball, Inc. as agreed to under the conditions of the charter issued to the League by that organization.
3. Preside at meetings of the Board if he is in attendance.
4. Oversee, direct, & delegate other Board members on business of the League
5. Investigate complaints, irregularities and conditions detrimental to the League and report to the Board.
6. Appoint such supporting officers as he deems necessary upon approval of the Board.
7. With the assistance of the Player Agent(s) examine the application and supporting proof of age documents of every player candidate and certify to his/her residence and age for both the regular season and for tournament teams. The president will maintain copies of the official player rosters, submit copies to the secretary for the official record and submit original copies and changes to Little League, Inc.
8. Appoint all coaches, managers, and scorekeepers subject to Board approval.
9. The President or such officers as he may designate in writing, shall have the power to make and execute for and in the name of the League, contracts and leases that have received prior approval of the Board. The President may also designate other officers to assume his duties and powers, in respect to the operation of the League.
10. In conjunction with the treasurer, shall oversee all purchases of the League and approve purchase orders. Purchases over \$250 shall require a majority vote from the Board.
11. To assist with special events and group projects.
12. May manage or coach with restrictions outlined in the Little League Rule Book

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## **B. & C. VICE PRESIDENT of BASEBALL & SOFTBALL**

1. In the case of the absence or disability of the President, and provided authorization so to act is provided by the President, the Vice President/Baseball or Softball shall perform the duties of the President and when so acting, shall have all powers of that office.
2. Responsible for overseeing and communicating with all Directors in each baseball or softball division.
3. Assist and approve schedule of pre-season and during season practices.
4. Assist and approve schedule for the playing of games.
5. Have such other duties as may from time to time be assigned to him by the President or the Board.
6. Shall be responsible for all duties and responsibilities connected with the hosting of post-season tournaments at Tri-West Little League for each baseball or softball division.
7. May manage or coach with restrictions outlined in the Little League Rule Book
8. Shall maintain copies of all team rosters (with changes) for all baseball or softball divisions.
9. Shall assist the Player Agent for managing the "player pool".
10. Shall assist the Equipment Director for ordering and dispersing uniforms.
11. Assists and approves method for tryouts and choosing of teams for all baseball or softball divisions.
12. To assist with special events and group projects.

## **D, E, F, G, H, & I. DIRECTORS OF DIVISIONS**

1. Responsible for overseeing and communicating with managers, coaches and scorekeepers in their respective divisions.
2. Jointly prepare a schedule of pre-season and during season practices and present to Vice President for approval.
3. Jointly prepare a schedule for the playing of games and present to Vice President for approval.
4. Have such other duties as may from time to time be assigned to him by the President or the Board.
5. Shall assist Vice President for all duties and responsibilities connected with the hosting of post-season tournaments at Tri-West Little League for their respective division(s).
6. May manage or coach in the their respective division with restrictions outlined in the Little League Rule Book
7. Shall maintain copies of all team rosters (with changes) for their respective divisions and present to Vice President.
8. Shall assist the Player Agent for their respective divisions.
9. Shall assist the Equipment Director for ordering and dispersing uniforms.
10. Responsible for tryouts and choosing of teams for their respective divisions.
11. To assist with special events and group projects.

## **J. SECRETARY**

1. The Secretary shall be responsible for the recording of activities of the League and maintaining appropriate files, mailing lists and necessary records. The Secretary shall perform such duties as are customarily incident to the office of the Secretary in addition to those herein specifically set forth or assigned by the President or Board. The official records should include copies of all meeting minutes, disciplinary and protest meeting minutes, and copies of all personnel letters/memos.
2. Make Rules, By-laws and Constitution available to membership.
3. Maintain records and keep current all items involving the "Articles of Incorporation".
4. Maintain records and manage the League 501-(c)3 status.
5. Keep the minutes of the meetings and cause them to be recorded in a logbook for that purpose. Provide copies to each Board Member whether in person or by mail if requested.
6. Conduct all correspondence not otherwise delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
7. Shall be available when necessary with clerical support for the Board in such tasks as preparing correspondence, copying, etc.
8. Shall obtain a list of all persons interested in volunteering their services for Tri-West Little League (this list will include name, address, and phone number) and distribute these lists to appropriate people responsible for volunteer-requested activities (such as umpires, concession workers, etc.)
9. Responsible for all Public Relations duties as assigned by the President and/or Board.
10. Perform other duties as may be assigned by the President or the Board.
11. To assist with special events and group projects.

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### **K. TREASURER**

1. Receive all monies and securities and deposit it in a financial institution approved by the Board.
2. Maintain signed copies of all receipts for all payments made. All receipts shall be signed by the Board member acting on behalf of the league who makes the purchase or pays the invoice. All purchases exceeding \$250 shall require a majority vote from the Board and/or approval from the President.
3. Prepare the master budget for submission to and approval by the Board upon request.
4. Shall prepare a balance statement upon request for scheduled board meetings.
5. The treasurer shall summarize major expenses and receipts for the President as requested.
6. Responsible for maintaining, initiating and shutting off utilities.
7. Responsible for safely securing all League financial records, rules and other master documents.
8. Completion and submission of all federal and state tax forms, and any paperwork necessary for Tri-West Little League to maintain tax exempt status.
9. Maintain master list of Members and fees due and collected. Responsible for collecting dues and any other fees.
10. Shall maintain a master list of all payables and receivables.
11. Responsible for making payment of all dues, fees, & etc. associated with Little League, Inc.
12. Perform other duties as may be assigned by the President or Board
13. To assist with special events and group projects.

### **L. SAFETY/AWARDS OFFICER**

1. Create awareness through education and information of the opportunities to provide a safer environment for kids and all participants.
2. Develop and implement a plan for assuring the safety of activities, equipment and facilities through education, compliance and reporting such as:
  - Facilitate meetings
  - Distribute information among participants, including officials, league players, league officials, parents, guardians and other volunteers.
  - Promote safety compliance leadership by assisting league participants in their awareness of the safety opportunities that arise from these responsibilities.
  - Define a process to assure that incidents are recorded, information is sent to league/district and national offices follow up information on medical and other data is available.
3. Maintain an Incident file and file insurance reports and associated documentation as required.
4. Maintain first aid kits for the fields and concessions.
5. Make first aid supplies available for each manager.
6. Provide for teaching of first aid basics and other safety tools.
7. Responsible for maintaining and communicating a plan for handling emergency situations and communication conforming to the outlined rules of Little League, Inc. This plan shall be approved by the Board and submitted to Little League, Inc.
8. Responsible for ordering and dispersal of end of season trophies and or medals.
9. Responsible for ordering and dispersal of tournament trophies and or medals.
10. Perform other duties as may be assigned by the President or the Board.
11. To assist with special events and group projects.

### **M. PLAYER AGENT**

1. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
2. Verify birth certificates and residence eligibility.
3. Supervise and coordinate with each division the player draft and/or player selection and all other player transaction meetings.
4. Responsible for Player personnel and rating for tryouts and maintaining an up to date list of such ratings.
5. Record all player transactions and maintain an accurate and up-to-date record thereof.
6. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed and the tournament team eligibility affidavit.
7. Notify the President of any subsequent player additions, replacements or trades, and make notification to Little League headquarters.
8. The Player Agent cannot manage or coach.

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9. Perform other duties as may be assigned by the President or the Board.
10. To assist with special events and group projects.

### **N. UMPIRE IN CHIEF**

1. Submit a list of qualified umpires by Division for appointment by the president and approval by the Board.
2. To assure the League has sufficient volunteer manpower to meet the officiating needs of the League's regularly scheduled games. Make a roster of qualified umpires available to the Board and managers.
3. Schedule at least two umpires every game.
4. Be responsible for scheduling the available manpower in a conscientious manner, being mindful of the needs of the individuals on the roster. Maintain current posted schedule that includes substitutions, reschedules and other changes.
5. Hold training classes designed to qualify these persons for the best possible service to the League. The training program shall include:
  - Complete coverage of the official Rule Book and League Playing Rules.
  - Instruction in umpire decorum and action on the field.
  - Instruction and demonstration of the physical aspects of calls, signs, field position, equipment, etc.
  - Development of the highest ideals in attitude, dedication and responsibility, toward the players of the game, other personnel and in all other aspects of the League's program.
6. Contact or arrange contact with umpires notifying them of their assignments and of changes and/or rescheduled games.
7. The Umpire in Chief while in that office shall not coach or manage.
8. Perform other duties as may be assigned by the President or the Board.
9. To assist with special events and group projects.
10. Shall create and coordinate the umpire schedule.
11. The schedule is to be completed by Opening Day

### **O. DIRECTOR OF GROUND MAINTENANCE**

1. Shall be responsible for obtaining and purchasing grounds related items such as but not limited to; lime, bases, plates, pitching rubbers, fences, paint, & etc. All purchase receipts shall be signed and given to the Treasurer.
2. Responsible for the upkeep and maintenance of all field equipment, mowing equipment and maintaining maintenance log of such upkeep.
3. Shall investigate and make recommendations for the improvement of the grounds. Shall be responsible for repair and improvement, recommendations other than normal maintenance and to supervise the performance of approved projects
4. Shall be responsible for coordinating Community Service workers and or Assistants, in conjunction with the President, and other scheduling assignments for grounds maintenance.
5. Shall be responsible for the maintenance and upkeep of all diamonds including mowing.
6. Shall be responsible for putting up and taking down of batting cages.
7. Any and all other duties as assigned by the President or the Board.
8. To assist with special events and group projects.
9. Shall work jointly with the Director of Concessions for needs regarding building maintenance.
10. To assist with special events and group projects.

### **P. DIRECTOR OF FUNDRAISING**

1. Responsible for maintaining a fundraising committee; overseeing previously appointed committee chairpersons, and appointing necessary chair people for any other fundraising events as approved by the Board.
2. Shall present to the President and the Board ideas/suggestions for fundraising activities.
3. Shall be responsible for maintaining correspondence with any and all outside vendors or companies.
4. Shall receive and record all money from fundraising functions and shall, in a method agreed upon with the League Treasurer and President, properly prepare said funds for deposit.
5. Shall prepare a written report of financial transactions of the fundraising events to report to the Board.
6. Responsible for hiring photographer and coordination of team and individual pictures and providing each division Vice President a schedule of picture times.
7. To assist with special events and group projects.

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8. Perform those duties as may be assigned by the President or the Board.

### **Q. DIRECTOR OF SPONSORSHIP**

1. To contact businesses or individuals for sponsorship and to arrange for payment of sponsorship fees and/or services. To submit documentation of transactions or commitments to the Board for review and to the Treasurer for deposit.
2. Responsible for keeping a current year list of all sponsors with contact information.
3. Responsible for ordering and delivering of any gifts, plaques, etc. for sponsorship.
4. Coordinate with website administrator for all website sponsorships.
5. Perform other duties as may be assigned by the President or the Board.
6. To assist with special events and group projects.

### **R. DIRECTOR OF EQUIPMENT**

1. Provide all necessary uniforms and equipment for all divisions during the regular season and tournaments.
2. Maintain an inventory of equipment and sign equipment in and out to managers during the season.
3. Purchase game equipment and uniforms according to purchasing procedures and in coordination with the Treasurer.
4. Assure that equipment and uniforms are maintained in an orderly fashion and that equipment is safe and in good repair.
5. Make equipment available during games and coordinate throughout the season with managers who need repair or replacement of equipment.
6. Gather all "signed out" equipment at the end of the playing season.
7. Perform those duties as may be assigned by the President or the Board.
8. To assist with special events and group projects.

### **S. DIRECTOR OF CONCESSIONS**

1. Responsible for overseeing the operation of the Concession Stand, including daily operation; staffing; inventory control and purchasing.
2. Shall be responsible for receiving and recording all moneys from Concession activities in a method agreed upon between the Director of Concessions and the League Treasurer. Shall maintain records of all expenses and purchase goods according to league guidelines.
3. Shall prepare a regular status report for each Board Meeting and for the President weekly which summarizes income, expenses and other pertinent facts.
4. Shall obtain appropriate Board of Health permits if required and maintain the Concession Stand in a safe and sanitary way according to Board of Health guidelines.
5. To obtain a list of all persons interested in volunteering their services for Tri-West Little League's Concession Stand, make staffing and supervisory assignments, and issuing reminder calls to assure adequate staffing. The Concession Stand should be staffed by adult volunteers 18 years or older.
6. To prepare the Concession Stand for opening prior to the season; operate the Concession Stand during all regularly scheduled game time slots and as otherwise directed from game time until the last teams have completed their games, and to close the concession stand and secure inventory at the conclusion of the season.
7. To operate the concession stand during post season tournament play or secure staffing during tournaments.
8. To set prices and submit for Board review.
9. To maintain current procedures, post procedures and assure proper training necessary for daily operation, opening and clean up.
10. Perform other duties as may be assigned by the President or the Board.
11. To assist with special events and group projects

### **T. DIRECTOR OF VOLUNTEERS**

1. Maintain current list of Members willing to provide labor, material and/or monetary donations to assist the League.

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2. Responsible for organizing, staffing, etc. volunteers to work special games, tournaments, or other events requested by the President. This includes concession workers, scorekeepers, field workers or other work necessary for operation of the above.
3. Shall assist the Director of Concession for staffing concession stands.
4. Shall assist the Director of Ground Maintenance for staffing of required grounds needs.
5. Shall organize "Opening Day" including parade.
6. Perform other duties as may be assigned by the President or the Board.
7. To assist with special events and group projects

## ARTICLE 7—STANDING COMMITTEES

The Board shall provide for each of the standing committees as are necessary for the operation of the League, including, but not limited to the following committees:

- A. **LONG RANGE PLANNING COMMITTEE** - This committee shall exist for the purpose of identifying the needs of the league that are beyond the scope of the requirements of an individual season and shall serve the Board in an advisory capacity.
  - Membership. Shall be set between three and 10 members, with the League President included as a 10th and non-voting member. The League President may appoint a designee if he cannot serve on the committee.
  - No more than 4 members of the committee shall serve as members of the Board.
  - The chairman shall be selected annually among themselves by the committee's membership.
  - Every effort shall be made for diverse representation of the League on the committee.
- B. **NOMINATING COMMITTEE**: This committee will be appointed by the President and be made up of between five and nine Regular Members. The committee shall exist for the purpose of soliciting high quality candidates for submission of the slate at the Annual Meeting and for conducting fair, impartial elections as set forth in Article 4.
- C. **RULES**: This committee will be appointed by the President. The committee's purpose is to present recommended Constitutional changes at the annual meeting, and to document and update the Constitution based on the majority vote of Regular Members at that meeting. The Rules Committee should also solicit and evaluate suggested By-Laws and Special Rules changes and present those suggestions to the Board for approval. Once approved, the Rules Committee shall update the Constitution and By-Laws and provide a copy to Board Members. Copies will also be made available to Regular Members.
- D. **FINANCE COMMITTEE**: This committee is comprised by those Board Members who spend or collect the majority of the finances annually. The purpose of the committee is to evaluate division revenue and expense budgets and to complete a Master Budget for the League.
- E. **CONCESSION COMMITTEE**: This committee is chaired by the Director of Concessions and should contain the Director of Sponsorship and Treasurer. Other members may be appointed by the President and approved by the Board of Directors. The purpose of this committee is to assist the Director in determining product, suppliers and operations.
- F. **FUNDRAISING**: This committee is chaired by the Director of Fundraising. The Treasurer should be a member of the committee.
- G. **EDUCATION AND TRAINING**: This committee is appointed by the President. The purpose of this committee is to develop an annual training program for managers, coaches, parents, umpires and players.
- H. **DISCIPLINARY**: This committee consists of the President, the appropriate division Director, Player Agent and Umpire in Chief. Attendance at meetings should be limited to those within the appropriate division or Vice Presidents. The purpose of the committee is to review incidents of unsportsmanlike behavior or chronic player discipline problems. Meetings should be documented and filed with the Secretary and a summary report provided to the Board. This committee has the right to suspend a regular member for one game where appropriate and report the remedy to the Board. (The regular member may request a board hearing on the matter within 24 hours.) The committee may also make recommendations for further disciplinary action including termination of membership.
- I. **PROTEST COMMITTEE**: This committee consists of the President, Vice President, applicable division Director and Umpire in Chief. The purpose of this committee is to review protests and notify the affected managers of the outcome. If the Board has approved conditions that constitute an automatic game reschedule and/or forfeit, this committee has the authority to execute that action; otherwise, recommendations for action will be brought to the Board for approval.

## ARTICLE 8—MANAGERS AND COACHES

# **TRI-WEST LITTLE LEAGUE CONSTITUTION**

**November 5, 2006**

**Section 1—QUALIFICATIONS** - All team managers and coaches shall be appointed by the President with the majority approval of the Board.

- A. It is recommended that Managers and Coaches be at least eighteen years old as of July 31 of the current year and must be approved by the Board. Persons under age eighteen may be approved to coach (not manage) if considered to be capable and qualified by the Board.
- B. All Managers and coaches are expected to prepare and maintain the diamonds and grounds under the direction of the Director of Ground Maintenance.
- C. Each team may have as many approved Coaches as desired; however, coaches in each division shall follow that division's rule for the number of coaches allowed in the dugout and on the field during games.
- D. It is strongly recommended that at least one male and one female adult with direct Team Player ties attend all team practice sessions.
- E. The manager is responsible for equipment issued to them for the season and for it being returned at the conclusion of the season. To remain a member in good standing, managers must return all equipment by the date set by the Director of Equipment.
- F. Managers and coaches are responsible for reading, understanding and abiding by all Little League Inc. rules, Bylaws and Local Playing Rules.
- G. Managers understand that the League is a volunteer organization and that parents will be called upon to volunteer in the concession stand and as called upon.

## **ARTICLE 9—AFFILIATION**

**Section 1—CHARTER**—The Local League shall annually apply for charter from Little League Baseball, Inc., and shall do all things necessary to obtain and maintain said charter. The League shall devote its entire energies to the activities authorized by charter, and it shall not be affiliated with any other program or organization or operate any other such program.

**Section 2—RULES AND REGULATIONS**—The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, PA, shall be binding on this Local League.

**Section 3—LEAGUE RULES**—The By-Laws and Playing Rules of this league shall be adopted by the Board at a meeting to be held not less than one month prior to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Inc. or this Constitution.

**Section 4—NON PROFIT**—Tri-West Little League operates exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games in accordance with Section 501(c)3 of the Federal Internal Revenue Code.

## **ARTICLE 10—FINANCIAL AND ACCOUNTING**

**Section 1—AUTHORITY**—The Board shall decide all matters pertaining to the finances of the local League and it shall place all income in a common League Treasury directing the expenditures of same in such manner as will give no individual or team an advantage.

**Section 2—CONTRIBUTIONS**—The Board shall not permit the contribution of funds or property to individual teams, but shall solicit same for the common treasury of the League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the League.

**Section 3—SOLICITATIONS**—The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised be placed in the League treasury.

**Section 4—DISBURSEMENT OF FUNDS**—The Board shall not permit the disbursement of League funds other than for the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Inc. All checks shall be signed by the League Treasurer and such officer or person (s) as the Board shall determine.

**Section 5—COMPENSATION**—No directors, officers or member of the League shall receive, directly or indirectly, any salary, compensation or emolument from the League for services rendered as Director, officer or member. Any person receiving financial compensation is a non-member of the League.

# **TRI-WEST LITTLE LEAGUE CONSTITUTION**

**November 5, 2006**

**Section 6—DEPOSITS**—All monies received shall be deposited to the credit of the League in a financial institution and disbursement shall be made by check when possible. Cash deposits must be made the Treasurer.

**Section 7—FISCAL YEAR**—The fiscal year of the League shall begin on the first day of October and shall end on the last day of September.

**Section 8—PURCHASING**—Members of the Board and Officers appointed by the President shall have the authority to purchase supplies and equipment for use in administering the Little League program and Board-approved fundraising projects.

**Section 9—DISTRIBUTION OF PROPERTY UPON DISSOLUTION**—Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the League to other Little League organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501 (C) of the Internal Revenue Code or any future corresponding provision.

**Section 10—FINAL ACCOUNTING**—The Board, before its final meeting of the fiscal year, shall receive a statement of assets and liabilities verified by the President or Treasurer. A copy should be forwarded to the Little League District Administrator.

## **ARTICLE 11—AMENDMENTS**

**Section 1** - This constitution may be amended by a majority vote of the Board at any properly called meeting.

**Section 2** - The Bylaws may be amended by a two-thirds vote of the Board at any properly called meeting.

**This Constitution was approved by the Tri-West Little League on November 5, 2006 and amended the following dates:**

1. **December 9, 2007**

**President: Ryan R. Lindley**

**President Signature:** \_\_\_\_\_