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**SANTA CLARA WESTSIDE LITTLE LEAGUE**

# **Constitution**

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## **ARTICLE I - NAME**

This organization shall be known as the Santa Clara Westside Little League, hereinafter referred to as “Local League”.

## **ARTICLE II – OBJECTIVE**

### **SECTION 1**

**Objective.** The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

### **SECTION 2**

**Mission Statement.** To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local league shall operate exclusively as a non-profit educational organization providing supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private share holder 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 and reside within the authorized boundries 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.  
  
**Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a regular member upon payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting members. Only regular members in good standing (must attend General Meeting) are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, 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.
- (b) **Honorary Members.** Any person may be elected as an Honorary Member by the unanimous vote of all the Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.
- (c) **Sustaining Members.** Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.
- (d) 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 shall not be actively engaged in the promotion and/or operation of any other baseball/softball program.

### 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 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 manger of the team for which the player is a player member. Said manager shall appear, in the capacity of an advisor, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Director shall have full power to suspend or revoke such player's rights to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

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

### **SECTION 1**

**Amount of Dues.** Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for fiscal year of this league.) Note: Dues from Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII (c). If no dues for Regular Membership are collected, Section 2 below does not apply.

### **SECTION 2**

**Failure to Pay Dues.** Regular Members who fail to pay their fixed dues within 10 (ten) days of application to become a member may, by majority vote of the Board present at a Board Meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

## **ARTICLE V – GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**Definition.** A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 5) 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 10 (ten) 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 of thirty of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### **SECTION 4**

**Voting.** Only Regular Members, in good standing shall be entitled to make motions and vote at General membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at the meeting of the Board of Directors are described in Article VI, Section 4.)

### **SECTION 5**

**Annual Meeting of the Members.** The Annual Meeting of the Members of the Local League shall be held on the day of closing ceremonies 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, treasurer, and or by the majority of the Directors, showing:
- (1) The condition of the Local League, to be presented by the president or his/her designate;
  - (2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and name of the financial institution in which the funds are maintained;
  - (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested.
  - (4) For the year immediately preceding, the amount and nature of 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;

(5) 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 Board 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 six (6).

(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 on September 30. The board's term shall continue until its successors are elected and qualified under this section.

(d) The officers of the Board of Director shall include, at a minimum, the President, one or more Vice-presidents, Treasurer, Secretary, One or more Player Agents and a Safety Officer. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

## **SECTION 6**

**Special General Membership Meetings.** Special General Membership Meetings of the members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of twenty (20) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meetings shall be scheduled to take place not less than thirty (30) days after the request is received by the President or Secretary.

## **SECTION 7**

**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 the Constitution of the Local League.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **SECTION 1**

**Authority.** The management of the property and affairs of the Local League shall be vested in the Board of Directors.

### **SECTION 2**

**Increase in number.** The number of the 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 increase is voted, or at any subsequent General membership Meeting. All elections of additional Directors shall be by the majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

### **SECTION 3**

**Vacancies.** If any vacancy occurs in the Board of Directors, by death, resigning 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 on such days thereafter as shall be determined by the Board.

- (a) The President may whenever they deem it advisable, issue a call for a Special Board Meeting. In the case of a Special Board Meeting, such notice shall include the purpose of the meeting and no matters not stated may be acted upon at the meeting.
- (b) Notice of each Board Meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 3 days before the time appointed for the meeting to the last recorded address of each Director.
- (c) Ten (10) Members of the Board of Directors shall constitute quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations 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 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 its Local league sit may deem proper, provided such rules and regulations do not have conflict with this constitution.

The Board shall have the power by a two-thirds vote of those present at any regular 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 VII – DUTIES AND POWERS OF THE BOARD**

### **SECTION 1**

**Appointments.** The Board of Directors may appoint such other officers or agents as it deems 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:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate, make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little league Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

### **SECTION 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.

### **SECTION 4**

**Secretary.** The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) Issue membership cards to Regular Members, if approved by the Board of Directors.
- (e) Keep the minutes of the meetings of the Members, the Board of directors and the Executive Committee, and cause them to be recorded in a book for that purpose.
- (f) 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 or their election or appointment.

## **SECTION 5**

**Treasurer.** The Treasurer shall:

- (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 moneys and securities, and deposit same in the depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors at the Annual Meeting, and to Little League International.

## **SECTION 6**

**Player Agent.** The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Players Agent list.
- (e) Prepare for the Presidents signature and submission to the Little League Headquarters, team roster, including players claimed, and the tournament team eligibility affidavit.

- (f) Notify Little League International of any subsequent player replacements or trades.

## **SECTION 7**

**Safety Officer.** The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information of the opportunities to provide a safer environment for children and all participants of Little League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

## **SECTION 8**

**League Information Officer.** The League Information Officer shall:

- (a) Set up and manage the leagues official website;
- (b) Set up online registration and ensure the league rosters are uploaded to Little League;
- (c) Assign online administrative rights to other local volunteers;
- (d) Encourage creation of team websites to managers, coaches, and parents;
- (e) Ensure that all league news and scores are updated online on a regular basis;
- (f) Collect, post, distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media;
- (g) Serves as a primary contact person for Little league and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

## **SECTION 9**

**Coaching Coordinator.** The coaching coordinator shall:

- (a) Represent coaches/managers in league.

- (b) Present a coach/manager training budget to the board;
- (c) Gain the support and funds necessary to implement a league-wide training program;
- (d) Order and distribute training materials to players, coaches and managers;
- (e) Coordinate mini-clinics as necessary;
- (f) Serve as the contact person for Little League and its manager-coach education program for the Local League.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

### **SECTION 1**

**Appointment.** The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) NOR MORE THAN FIVE (5) Directors, one of whom shall be the President of the Local League.

### **SECTION 2**

**Purpose.** 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**

**Quorum.** 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 the majority present at any meeting at which there is a quorum shall be the act of the Committee.

## **ARTICLE IX – OTHER COMMITTEES**

### **SECTION 1**

**Nominating Committee.** The Board of Directors may appoint s Nominating Committee consisting of up to three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

### **SECTION 2**

**Membership Committee.** The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the members or the Board of Directors as the case may be.

### **SECTION 3**

**Finance Committee.** The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall bean ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the local League, and shall turn over said collections to the Treasurer immediately after each game.

### **SECTION 4**

**Building, Grounds and Property Committee.** The Board of Directors may appoint a Building, Grounds and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate ad recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects. This Committee shall also be responsible for the care and maintenance of the playing field(s). It shall operate within the amount appropriated in the approved budget for that purpose.

### **SECTION 5**

**Playing Equipment Committee.** The Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment for the repair, cleaning and storage thereof at the close of the season.

### **SECTION 6**

**Managers Committee.** The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

## **SECTION 7**

**Umpire Committee.** The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Umpire-In-Chief who shall train, observe and schedule staff.

## **SECTION 8**

**District Committee.** The Board of Directors may appoint a District Committee consisting of the Local League President and two (2) other Directors. The Committee shall assist the District Administrator in interleague district functions including, the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

## **SECTION 9**

**Auxiliary Committee.** The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve, in advance, all projects and actions of the Auxiliary Committee.

## **SECTION 10**

**Auditing Committee.** The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

## **SECTION 11**

**Minor League Committee.** The Board of Directors may appoint a Membership Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the Local League President for the proper conduct of the Minor League operation.

## **SECTION 12**

**Other Committees.** The Board of Director may appoint and prescribe the duties of any committees as may be in accordance with Local League functions. All committees must submit a written report to the Board of Directors not later than ten (10) days after the completion of their function or dissolution of the committee. All standing or special committees shall be for the term of the current season and terminate with the seating of new officers at the Annual Meeting or at the Board of Director's discretion.

## **ARTICLE X – 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 rule, 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 and 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 XI – FINANCIAL AND ACCOUNTING**

### **SECTION 1**

**Authority.** The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such 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.** The Board shall not permit the disbursement of Local league funds for other than conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person as the Board of Directors shall determine.

### **SECTION 5**

**Compensation.** No Director, Officer or Member of the Local League shall receive, directly or indirectly any salary, compensation or enrollment 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 Bank of America.

### **SECTION 7**

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

### **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.

