

Newville Little League Constitution and Bylaws

ARTICLE I: NAME, LOCATION, AND MEETINGS

The name of the corporation is Newville Little League Inc, not for profit, hereinafter referred to as the "Local League". The principal mailing address shall be PO Box 44, 10 Little League Avenue, Newville, PA 17241.

ARTICLE II: OBJECTIVE

SECTION 1- The objective of the Local League shall be to positively impact youth and communities using the power of youth baseball and/or softball to teach life lessons to build stronger individuals and communities.

SECTION 2- To achieve this objective, the Local League will provide a supervised program of baseball and/or softball consistent with the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall consider and incorporate the values of Little League: Teamwork, Community, Inclusion, Fun, and Integrity. The molding of future citizens is of prime importance and the attainment of exceptional athletic skill or the winning of games is secondary. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball and/or softball games. No part of the net earnings shall benefit any individual or be used in any substantial part to influence legislation 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 may become a member.

SECTION 2- Levels of Membership

There shall be the following levels of Membership:

(a) **Player Members**- Any player candidate meeting the requirements of *Little League Regulation IV* and who reside or attend an accredited school within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of the local league.

(b) **Regular Members**- Any adult actively interested in furthering the goals of the Local League may become a Board Member upon election as hereafter provided. All Officers, Board Members, Committee Members, Managers, Coaches and other elected or appointed officials must be in good standing.

(c) **Honorary Members**- Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or the property of the Local League.

SECTION 3- Rights of Membership

Members shall have the following rights pursuant to their good standing status:

(a) Eligibility to serve on the Board

(b) Eligibility to serve as a Manager, Coach, or Team Parent in the Local League

SECTION 4- Suspension or Termination of Membership

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

(a) Officers of the League shall discuss and bring forth to the Board of Directors violations of any rule, regulation, policy, procedure, or Code of Conduct that may result in termination of membership. The Board of Directors, by a **two-thirds vote** of those present at any constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interest of the Local League and/or Little League Baseball. The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) Officers of the League shall discuss and bring forth to the Board of Directors violations of the Board Member Code of Conduct that may result in removal from the board. The Board of Directors, by a **two-thirds** majority vote of those present at any constituted meeting, shall have the authority to remove the offender from the Board of Directors.

(c) In the event of such charges being made against a Manager, Coach, Umpire, or Player Member, the League President or Vice President shall convene a Disciplinary Committee. The Disciplinary Committee shall consist of the local League President, Vice President (as the committee chairperson), Player Agent, Safety Officer, and Coaching Coordinator. It should be noted that if one of the members of the Disciplinary Committee is the subject of the charge, they shall forfeit their place on the committee and be replaced by another Regular Member.

(1) The Disciplinary Committee shall, in the case of a Player Member, give no less than 24 hours' notice to the Manager of the team of which a player is a member. Said manager shall appear in the capacity of an advisor.

(2) The Disciplinary Committee shall meet before the Manager's, Coach's, Umpire's, or Player's next scheduled game or within 72 hours of the incident.

(3) Pertinent information concerning the alleged incident shall be provided to the disciplinary committee in writing or in person by the person(s) making the complaint. Person(s) making the complaint may not be a member of the disciplinary hearing.

(4) After hearing the complaint, the subject of the hearing shall have the opportunity to address the Disciplinary Committee.

(5)The Disciplinary Committee, by a majority vote of the committee, shall have full power to suspend or revoke the subject's rights to future membership or participation.

SECTION 5 - Committees

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.

SECTION 6 - Board Member Voting Procedures

Voting will be conducted as set forth in Robert's Rules of Order and the local league Constitution.

SECTION 7 - Absence at Board Meetings

The league Secretary shall maintain a log of all Board Members present for each meeting. Any Board Member who is absent from three (3) regularly scheduled board meetings with unexcused absences, will be subject to removal from the Board of Directors following the rules set forth in the local league Constitution.

ARTICLE IV - ADMINISTRATIVE RULES & REGULATIONS

SECTION 1 - Amendments to the Bylaws

These bylaws may be amended, repealed or altered, for safety concerns or situations that conflict with the Little League rule book(s), or property agreement in whole or in part by a majority 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.

SECTION 2 - Player Registration

Players may register in person at the predetermined registration location and time, online, or by contacting the Player Agent.

REGISTRATION FEES

The League Officers shall review the financial status of the league for the previous session and provide suggestions to the Board on the amount of the registration fee. The Board will vote on the suggestion or make changes to the amount of the registration fee. The vote should be by two-thirds majority of those present at any constituted meeting.

ARTICLE V - FACILITY RULES AND USAGE

All field usage must be approved and scheduled by the league. Field preparation and usage by local league will follow and adhere to any contract or agreement with local league and other property owner(s).

SECTION 1 - Game Rules and Schedules

Cancellation of games will be determined by the facilities manager.

ARTICLE VI - LOCAL LEAGUE STRUCTURE

SECTION 1 - Division Structure

A player's League Age determines their division eligibility as set forth in the Little League Baseball Rule Book.

- A. **MINOR LEAGUE DIVISION A** - League age four-, five- and six-year-olds
Objective: To instruct players in the fundamentals of the game in a fun, low-key atmosphere. At no time should winning or losing take priority in this program!

- B. **MINOR LEAGUE DIVISION AA** - League age six – eight year olds. ***Objective:*** To further instruct the player in the fundamentals of the game in a fun, low-key atmosphere. Emphasis in this program should be on the proper technique of throwing, catching, running, hitting and field positions.

- C. **MINOR LEAGUE DIVISION AAA** - League age 8, 9 and 10 year olds.

Objective: To instruct players in the fundamentals of the game in a fun, low-key atmosphere. Provide an outlet of healthful activity and training under good leadership. Establish the values and concepts of teamwork, sportsmanship and fair play. To further develop the techniques of throwing, catching, running, hitting, and pitching.

D. MAJOR (LITTLE LEAGUE) DIVISION – League age 11-12 year olds

Objective: To establish the values and concepts of teamwork, sportsmanship, and fair play. To challenge the players towards the perfection of physical skills and bring into play the excitement of tactics and strategy.

E. INTERMEDIATE DIVISION- League age (12-13 year olds)

F. JUNIOR DIVISION- League age (12-15 year olds)

G. SENIOR DIVISION- League age (14-17 year olds)

SECTION 2 - Divisions of Play

A. MAJOR AND MINOR DIVISIONS

PLAYER DRAFT:

- In order to normalize the talent on each team, a draft procedure will be established by the board. The player agent will conduct the draft unless he/she is a coach in one of the respective leagues. In those cases, the league President or another board member will oversee the draft. The draft procedures will be approved ahead of time.
- Options for drafting include but not limited to: (1) Random draft order, (2) a snake draft (pick 1 in round 1 picks last in round 2 and so on), (3) resetting draft (the draft order is reset after each round).

B. T-BALL DIVISION

- Instead of implementing a draft, the Local League Player Agent will divide the players into a specified number of teams based on the number of registered players.

ARTICLE VII - ALL-STAR SELECTION PROCESS

The Local League President will serve *ex-officio* as the director of the All-Star Selection Committee. Prior to the end of the regular season, the Local League Player Agent shall preside over the All-Star Selection Committee process consisting of all managers and coaches in the Major/Minor League Division. All voting by managers and coaches must be done in person; only those present at the meeting shall be able to vote. At no time may any players or other children be allowed in the room during the selection process.

SECTION 1 - Selection of Managers & Coaches

The Local League Player Agent will select managers who are in good standing with the Local League. The manager with the approval of the Local League Player Agent will select two coaches for each All-Star team.

SECTION 2 - Selection of Players:

Players will self-nominate with parental permission. The ballots will consist of all individuals whose league age is consistent with division for All-stars. Players, managers, and coaches will vote. (Teams will carry a minimum of 10 players and a maximum of 13 players):

SECTION 3- Eligibility:

Families must have met the eligibility requirements set forth by the league. Mandatory fundraisers, concession stand duty, and field maintenance.

****All selected players must also meet eligibility requirements as set forth by Little League Baseball All-Star Tournament Rules.***

THE RELEASE OF NAMES OF PLAYERS SELECTED FOR THE ALL-STAR TEAMS SHALL NOT BE MADE BEFORE THE DATE SET FORTH IN THE LITTLE LEAGUE RULE BOOK

ARTICLE VIII: 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- Elections

The Board of Directors will be elected in September at the Annual Membership Meeting. The Board's term of Office shall continue until its successors are elected and qualified under this section.

Section 3- Eligibility

In order to campaign for a position on the Board of Directors, the candidate must be a Regular Member in good standing.

Section 4- Increase in Number

The number of Directors shall not be less than six (6) nor more than twenty-five (25). These numbers may be increased at a General Membership meeting or Special Meetings of the Board of Directors. All elections of additional Directors shall be by a majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the meeting. The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 5- Vacancies

If any vacancy occurs in the Board of Directors, it may be filled by a majority vote of the remaining Directors at any regular Meeting or at any Special Meeting called for that purpose. Vacancies shall be filled by the Vice President until such time as the Board of Directors supplies a replacement. If a vacancy occurs, the Secretary must notify all members of the new vacancy; the members shall be given five (5) business days to respond indicating interest. The new Directors may be elected at any subsequent meeting. All elections of additional Directors shall be by a majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the meeting. The Directors

shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 6- Board Meetings, Notice and Quorum

Regular meetings for the Board of Directors shall begin immediately following the annual election on the second Thursday of every month. The President or the Secretary may, whenever they deem it advisable, call for a Special Meeting of the Board, providing five (5) days written notice. Notice of each meeting shall be given by the secretary to each Director via electronic mail or personal contact at least twenty-four (24) hours prior to the meeting. A simple majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 7- Duties and Powers of the Board of Directors

The Board of Directors shall have 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 meeting and the management of the Local League as it may deem proper. The Board shall have the power by a two-thirds majority vote of those present at any regular or special meetings to discipline, suspend, or remove any Director or Officer or Committee member of the Local League.

ARTICLE IX: DEFINITIONS AND RESPONSIBILITIES

Section 1- Officers

The Officers of the Local League, also known as the Executive Board, shall consist of a President, Vice President, Secretary, Treasurer, Player Agent, and Safety Officer. All Officers shall hold office for the ensuing year or until their successor is duly elected. The Board of directors may appoint such other officers or agents as it may deem necessary or desirable and may prescribe

the powers and duties of each and may fill any vacancy which may occur in any office by a two-thirds majority vote of members at any constituted meeting of the Board of Directors.

PRESIDENT

- A. The President shall:
- B. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- C. Present a report of the condition of the Local League at the annual meeting.
- D. 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.
- E. 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 the charter issued to the Local League by that organization.
- F. 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 that may receive and which have had prior approval of the Board.
- G. Investigate complaints, irregularities, and conditions detrimental to the Local League and report to the Board of Directors or Executive Board as circumstances warrant.
- H. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- I. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.

VICE PRESIDENT

The Vice President shall:

- A. in case of the absence or disability of the President

- B. is authorized by the President or Board so to act
- C. perform the duties of the President. When acting, shall have all the powers of that office and shall have such other duties from time to time as assigned by the Board of Directors or The President.
- D. The Vice President shall fill in for any officer that can no longer perform their duties.

SECRETARY OFFICER

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 or 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. Keep the minutes of the meetings of the Members, the Board of Directors, the Executive Board, and cause them to be recorded in a book kept for that purpose.
- E. Shall conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- F. Notify Members, Directors, Officers and committee members of their election or appointment.

TREASURER

The Treasurer shall:

- A. Perform such duties as are herein set forth and such duties 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 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 report under the direction of the President for submission to the Board of Directors

EDUCATIONAL OFFICER

The Educational Officer shall:

- A. Set registration dates and receive Board of Directors Approval
- B. in conjunction with the league Treasurer, ensure the collection of appropriate registration fee as determined by the Board of Directors
- C. submit information to the local media announcing league's player registration date
- D. assist League President in verifying accurate proof of age and residency requirements, for all participating players in the league
- E. be responsible for collection of medical release forms at registration and dispersing to team managers
- F. be responsible for maintaining player records, registration, forms, and information
- G. submit the roster (via the Little League Data Center) once registration is completed
- H. prepare and maintain a list of all active players in all divisions of the league

PLAYER AGENT

The Player Agent shall:

- A. Conduct the tryouts, the player draft and all other player transactions or selection meetings.
- B. Develop team rosters for draftable divisions as well as placement of players in non-draftable divisions.
- C. Prepare the player agent's list (waiting list)
- D. Prepare the team rosters, coach/manager rosters, tournament team rosters, and tournament team eligibility affidavit for submission to Little League International. Ensure rosters are uploaded to Little League International.

- E. Notify Little League Headquarters of any subsequent replacements or trades.

SAFETY AND SECURITY OFFICER

The Safety and Security Officer shall:

- A. Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League baseball
- B. Develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance, and reporting using the following format:
 - Education- Facilitate Safety Meetings
- C. Distribute Information among participants including players, league officials, parents, guardians, and other volunteers.
 - Compliance-Promote safety compliance leadership by assisting league participants in their awareness of the safety opportunities that arise from these responsibilities.
 - Reporting- Define a process so that incidents are recorded, and information is sent to league district, and national offices.
- D. Maintain records of keys distributed to Board Members, Managers ensuring they are returned at end of term.

DIVISION COMMISSIONERS

The commissioner of any division shall:

- A. Maintain regular contact with managers within the division to ensure rules, regulations, policies, and bylaws are followed.
- B. Coordinate with the Field Coordinator and Equipment Manager to ensure fields are properly maintained and appropriate equipment is available for each team.
- C. Act as a liaison between the members of the division and the Board of Directors.
- D. Coordinate player pool for their respective division.

FACILITIES MANAGER

The Facilities Manager shall:

- A. Plan the Field Maintenance weekend(s) prior to the start of the season.
- B. Develop and maintain a plan to keep fields in good playing condition. Continually monitor fields for safety hazards. Work with Division Commissioners to ensure fields are properly maintained during the season.
- C. Keep Board of Directors apprised of work that needs completed around the complex.

EQUIPMENT MANAGER

The Equipment Manager shall:

- A. Order equipment and supplies for the league during the season including jerseys, baseballs, helmets, catcher's gear, baseball bats, bases, pitching rubbers, baseball tees, and other equipment needed by the league.
- B. Ensure all equipment meets safety standards set forth by Little League baseball
- C. Work with Division Commissioners to ensure every team has the equipment necessary to safely play and/or practice.
- D. Monitor equipment during the season to make repairs, and or replace as necessary.

FUNDRAISING COORDINATOR

The Fundraising Coordinator shall:

- A. Research options for mandatory fundraiser and present to the Board of Directors for a vote. Include participation fees and or buyout options.
- B. Monitor and track participation in the mandatory fundraiser. Collect monies owed by members and provide deposits to the treasurer upon collection.
- C. Work with Committees to conduct any other fundraisers at Local League events.

MARKETING/PUBLIC RELATIONS MANAGER

The Marketing Public Relations Manager shall:

- A. Oversee new player recruitment efforts
- B. develops and maintains a league marketing plan focused on player recruitment and retention
- C. oversees efforts to market new divisions of play and initiatives offered by the league
- D. works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year-round.

CONCESSIONS COORDINATOR

The Concessions Coordinator shall:

- A. Oversee the Local League's Concession stand, making sure the facility, all equipment, and food handling is in compliance with applicable health and safety laws.
- B. Ensure the stand is well stocked for each event or game, including regular season, tournament, and post season play.
- C. Compose and post guidelines for working the concession stand.
- D. Ensure proper markup on products sold.
- E. Schedules volunteers to work concessions.
- F. Maintain ordering records and provide sales reporting to the Board of Directors as needed.

UMPIRE COORDINATOR

The Umpire Coordinator shall:

- A. Coordinate all umpires according to the Local League Schedule.
- B. Provide information and training to umpires regarding Local League bylaws.
- C. In the event a scheduled umpire does not show up for a game, be available to find a replacement.

WEB MASTER

The Web Master shall:

- A. Set up and manages league's official website

- B. set up online registration and ensure the league rosters are provided to the Educational Officer at the end of registration.
- C. collect, post, and distribute important information on league activities including direct dissemination of fundraising and sponsor activities.

These Bylaws have been approved by the Local League Board of Directors.

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