

SAILOR'S SNUG HARBOR LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Sailor's Snug Harbor Little League (hereinafter referred to as "Local League").

ARTICLE II - 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 who will grow to be good, decent, healthy, and trustworthy citizens.

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 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 shall be to carry on propaganda or otherwise attempt to influence legislation and shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

Eligibility - Any person sincerely interested in active participation to further the objective of this Local League may apply to become a Member.

Classes - There shall be the following classes of Members:

- (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties, or obligations in the management or in the property of the Local League.
- (b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon registering a child into the Local League and payment of dues as provided in the Local Rules. Each family registration includes a regular membership annual fee of \$50.00 to cover the Regular membership of two adults for each family. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting members. Regular members are entitled to vote at any General Membership Meeting conducted in accordance with this constitution.

Only Members "in good standing" are eligible to vote at any meeting. (See, Art. IV)

Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Directors, Executive Officers, and any other person who is recognized by the Executive Committee as a volunteer in the Local League as defined within the Constitution or the Local League In House Rules.

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

- (c) **"Qualified" Regular Members.** Only "Qualified" Regular Members are entitled to vote in an election for Executive Officers. Regular Members may achieve "Qualified Regular Member" status by:
 - i. Being an Executive Officer or Director who attends at least half of all Executive Board and/or Directors

- Meetings and at least one General Membership meeting.
- ii. Being a Coach and/or Manager who coaches and participates for the majority of all games and attends at least one General Membership meeting.
- iii. Attending at least half of the General Membership Meetings.

- (d) **Honorary Members.** Any person may be elected as Honorary Member by the majority vote of all Executive Officers present at any duly held meeting of the Executive Committee but shall have no rights, voting or otherwise, duties, or obligations in the management or in the property of the Local League.

Other Affiliations - 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. Regular Members should not actively engage in the promotion and/or operation of any other baseball/softball program which conflicts with the operation of the Local League.

Suspension or Termination - Membership may be terminated by resignation or action of the Executive Committee as follows:

- (a) The Executive Committee, by a two-thirds vote of those present at any duly constituted Executive Committee meeting, shall have the authority to discipline, 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. If such meeting concerns a Manager and/or Coach, it is recommended that the Coaching Coordinator is present.
- (b) The Executive Committee shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Executive Committee or a duly appointed committee of the Executive Committee. The player's parent(s) or legal guardian(s) may also be present. It is recommended that the Player Agent is present. The Executive Committee shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting

ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

Dues for Regular Members may be fixed at such amounts as the Executive Committee shall determine for a particular fiscal year. Each player registration includes the Regular Membership annual fee of \$50 to cover the Regular Memberships of two adults for each family.

Regular Members who fail to pay their fixed dues within thirty (30) day(s) of application to become a member may, by majority vote of the Executive Committee present at an Executive Committee meeting, be dropped from the rolls, shall be declared "not in good standing," and forfeit all rights and privileges of Regular Membership.

ARTICLE V – MEETINGS

Robert's Rules of Order shall govern the proceedings of all Meetings, except where same conflicts with this Constitution of the Local League or the Local League In-House rules. Absentee ballots are not permitted in any meetings. Participation in any meeting by conference call is not permitted in General Membership Meetings, Special Membership Meetings, the Annual Meeting, Director Meetings, or Special Director Meetings.

Section 1 - General Membership Meetings

Definition - A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings). A minimum of four per year, including the Annual Meeting, is required. The Executive Committee

may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

Conduct of Meetings - Each meeting must include the following:

- (i) Printed minutes of the previous meeting as well as printed financial reports must be presented to all Members present.
- (ii) The first action of every meeting must be to approve by vote of the Membership the minutes and the financial report of the previous meeting.
- (iii) A brief report on the meetings of the Executive Committee shall be presented by the President.

Notice of Meeting - Notice of each General Membership Meeting shall be delivered personally, electronically, and/or by posting on the Local League website and also posting on the Local League Bulletin Board designated as the "Official Membership Postings" bulletin board at the field house. The notice must be made seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

Quorum - The presence in person of at least fifteen (15) Members (as defined in Article III - Regular Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. Invited guests, who are not Members, are not included in Quorum.

Voting - Absentee Ballots are not permitted. Only Regular Members shall be entitled to make motions and vote.

Section 2 - Annual Meeting

Timing - The Local League Annual Meeting shall be held between September 10th and September 20th, inclusive of the 10th and 20th, for the purpose of electing new Executive Officers, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

Conduct of Meetings - The following must occur at each meeting:

- (i) Membership shall individually receive at the Annual Meeting of the Members of the Snug Harbor Little League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - (a) The condition of the Local League;
 - (b) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
 - (c) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
 - (d) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
 - (e) The number 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 Snug Harbor Little 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.

- (ii) Executive Officer Elections shall occur as follows:
 - (a) The Elected Executive Officers shall include the President, First Vice President, Second Vice President, Third Vice President, Treasurer, Secretary, Player Agent, Safety Officer, Umpire-in-Chief, Coaching Coordinator, and Sponsorship Chairman.
 - (b) The Nominating Committee will provide attending Members, via written ballot, the titles of all Elected Executive Officer Positions to be elected for the ensuing year and the corresponding names of all Qualified Regular Members listed according to the office for which they are running.
 - (d) Absentee ballots are not permitted.
 - (e) Only “Qualified Regular Members” may vote for Executive Officers.
 - (f) Candidates should, if possible, email the Nominating Committee at least one day prior to the election so that their names can be electronically printed on the ballot.

Term of Office - After the election, the newly elected Executive Officers shall immediately assume the performance of its duties on this same date and meeting. The Executive Committee term of office shall continue until its successors are elected and qualified under this section.

Voting - Only “Qualified Regular Members” may vote for Executive Officers. Any voting for Executive Officers must be conducted by secret written ballot and counted publicly, by a member of the Nominating Committee and at least two other Qualified Regular Members present, at the time of the vote. Members counting the ballot may not be seeking elected office.

Section 3 - Special Meetings

Definition - Upon the written request of fifteen (15) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. Upon the written request of seven (7) Directors, the President or Secretary shall call a Special Director Meeting to consider the subject specified in the request.

Conduct - No business other than that specified in the notice of the meeting shall be transacted at any Special Meeting.

Timing - A Special Meeting shall be scheduled to take place within seven (7) to ten (10) days after the request is received by the President or Secretary.

Section 4 – Director Meetings

Timing - Directors Meetings shall be held immediately preceding a General Meeting and on such days thereafter as shall be determined by the Executive Committee.

Quorum - At least 7 Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

Notice - Notice of each Board meeting shall be given by the Secretary personally, electronically or received by mail to each Director at least 7 day(s) before the time appointed for the meeting to the last recorded contact of each Director.

Conduct - Only Directors may make motions and vote at Director Meetings. However, the Directors may invite, admit and recognize guests for presentations or comments during Directors’ meetings.

ARTICLE VI - DIRECTORS

Authority - The management of the property and affairs of the Local League shall be vested in the Executive Committee with the advice of the Directors

Responsibilities - All Directors shall:

- (a) Volunteer at least four (4) hours per week at the Local League (i.e. as Field Supervisors)
- (c) Additional Director's responsibilities shall be delineated in the In House Rules.

Increase in number - The number of Directors so affixed within the In-House Rules may be increased at any General Membership Meeting, Special Member Meeting, Director Meeting, Special Director Meeting, or Executive Committee Meeting. All elections of additional Directors shall be by majority vote of the Executive Board.

Vacancies - If any Director vacancy occurs by death, resignation or otherwise, it may be filled by a majority vote of the Executive Committee members present at any regular Executive Committee meeting or at any Special Meeting called for that purpose.

ARTICLE VII - THE EXECUTIVE COMMITTEE

Duties and Powers - The management of the property and affairs of the Local League shall be vested in the Executive Committee with the advice of the Directors. The Executive Committee shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Executive Committee shall deem advisable and which it may properly delegate.

The Executive Committee may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Executive Committee shall have the power by a two-thirds vote of those present at any regular Executive Committee or Special Executive Committee 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

Appointments - The President may appoint such offices to the Executive Committee as it may deem necessary or desirable, and may prescribe the powers and duties of each which shall be placed in the In House Rules. The maximum number of officers appointed to the Executive Committee may not exceed eight (8). The appointment process shall take place as follows:

- (a) The President shall direct what offices he wants as part of the Executive Committee.
- (b) The elected Executive Committee Members shall, by a majority vote, select a Member to fill each office.

Members - Executive Committee Members are also deemed Directors and must include the following positions:

(a) President - The President shall:

- (i) Conduct the affairs of the Local League and execute the policies established by the Executive Committee.
- (ii) Present a report of the condition of the Snug Harbor Little League at the Annual Meeting. This must include a complete financial report using GAAP and denoting where all monies are held. This report shall be in writing for distribution to all members present.
- (iii) Communicate to the Executive Committee, Directors and General Membership such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (iv) 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.
- (v) 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 Executive Committee.

- (vi) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Executive Committee as circumstances warrant.
- (vii) Prepare and submit an annual budget to the Executive Committee, Directors, and General Membership and be responsible for the proper execution thereof.
- (viii) 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.

(b) Vice President - The Vice President(s) shall:

- (i) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Executive Committee so to act. When so acting, the Vice President shall have all the powers of that office.
- (ii) Perform such duties as from time to time may be assigned by the Executive Committee or by the President.
- (iii) The Vice President will oversee the snack bar operation and will insure the preparation and submission of the snack bar director, budget and financial actions and reports.

(c) Second Vice President - The Second Vice President shall:

- (i) Advise and oversee all administrative aspects of the league.
- (ii) Is responsible for maintaining and improving of all buildings, real property, and personal property of the league.
- (iii) Is responsible for the coordination of work parties and advise the Board concerning parents, individual contractors or volunteers who are delinquent in work party responsibilities.

(d) Third Vice President - The Third Vice President shall:

- (i) Oversee, advise, and maintain all improvements on the playing fields.
- (ii) Is responsible for a budget proposal regarding field upgrades and improvements.
- (iii) Is responsible for directing and assessing the performance of the Directors and assistants.

(e) Secretary - The Secretary shall:

- (i) Is responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (ii) 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 Executive Committee.
- (iii) Maintain a list of all Regular Members, Officers, Directors and Committee Members and give notice of all meetings of the Local League, Directors, and Committees.
- (iv) Issue membership cards to Regular Members, if approved by the Executive Committee.
- (v) Keep the minutes of the meetings of the Members, Directors and the Executive Committee, distribute the minutes in written form to the membership for approval at General Membership meetings and cause them after approval to be recorded in a book kept for that purpose.
- (vi) 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.
- (vii) Notify Members, Directors, Officers and committee members of their election or appointment

(f) Treasurer - The Treasurer shall:

- (i) 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 Executive Committee.
- (ii) Receive all moneys and securities, and deposit same in a depository approved by the Executive Committee.
- (iii) 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 Executive Committee.

- (iv) Prepare an annual budget, under the direction of the President, for submission at the Annual Meeting.
- (v) The Treasurer will ensure that all budgets and reports are consistent with the fiscal Year of Little League, International. (Oct. 1 thru Sept. 30).
- (vii) The Treasurer will assist and cooperate with the Audit Committee as directed by the President.
- (viii) Prepare an annual financial report, under the direction of the President for presentation to the Membership at the Annual Meeting, and to Little League International.

(g) Player Agent - The Player Agent shall:

- (i) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (ii) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (iii) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (iv) Prepare the Player Agent's list.
- (v) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (vi) Notify Little League International of any subsequent player replacements or trades.
- (vii) Administer the divisional player pool.

(h) Safety Officer - The Safety Officer shall:

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

(i) Coaching Coordinator - The coaching coordinator shall:

- (i) Represent coaches/managers in league.
- (ii) Present a coach/manager training budget to the board.
- (iii) Gain the support and funds necessary to implement a league-wide training program.
- (iv) Order and distribute training materials to players, coaches and managers.
- (v) Coordinate mini-clinics as necessary.
- (vi) Serve as the contact person for Little League International.

(j) Sponsorship Director - The Sponsorship Director shall:

- (i) Solicit and secure local sponsorships to support league operations
- (ii) Collect and review sponsorship and fundraising opportunities
- (iii) Maintain records of monies secured through sponsorships

- (k) **Umpire-in-Chief** - The Umpire in Chief shall:
- (i) Is responsible for ensuring that umpires follow the Little League Rules
 - (ii) Act as liaison between the Local League and the Umpires
 - (iii) To the extent possible, be available for providing determinations of Little League Rules

Vacancies - If the President vacates his/her position by death, resignation or otherwise, the next in the line of succession shall assume such duties. The line of succession is listed in Art. VII – Executive Committee; Members (a)-(k).

ARTICLE IX – NOMINATING COMMITTEE

Composition – The Nominating Committee shall consist of two (2) Directors and one (1) Member. The Nominating Committee shall be chosen by the Directors and General Members at their respective meetings. A member of the Nominating Committee may not be placed on the ballot for the Executive Committee election

Duties - The Committee shall accept eligible candidates and submit qualified candidates on the election ballot prior to the Annual Meeting with respect to elected Executive Office positions. They shall also solicit eligible candidates at the General Membership Meeting and Director Meeting preceding the Annual Meeting. An eligible candidate is a candidate who is a Member “in good standing” and who has served as a Director for one full season.

The Nominating Committee must post on the Local League website and bulletin board all Eligible Candidates and their prospective Executive Office.

ARTICLE X – AFFILIATION

Charter - The Local League shall annually apply for a charter from Little League Baseball, Inc., 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 and it shall not be affiliated with any other program or organization or operate any other program.

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.

In House Rules – The In House Rules, ground rules and/or bylaws of this Local League shall be adopted by the Executive Committee at a meeting to be held not less than one month previous to the first scheduled game of the season. They shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, In House 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.

ARTICLE XI - FINANCIAL AND ACCOUNTING

Authority - The Executive Committee 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.

Contributions - The Executive Committee 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.

Solicitations - The Executive Committee 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.

Disbursement of Funds - The Executive Committee shall not permit the disbursement of Local League funds for other than the 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 or persons as the Executive Committee shall determine.

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

Deposits - All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League in a duly authorized bank as listed in the In House Rules

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

Distribution of Property upon Dissolution - Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII - AMENDMENTS

This Constitution may be amended, repealed, or altered in whole or in part (hereinafter "Proposed Amendments") by a majority vote at any duly organized Members Meeting provided that the Proposed Amendments takes place over the course of two meetings. Specifically, the meeting notice for the first meeting must include notice of the proposed change with the agenda including the opportunity for review, questions, and discussions concerning the Proposed Amendments. The meeting notice for the second meeting must include notice of the Proposed Amendment vote. Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the
Little League Membership in 2013