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League ID No.: 0149-06-01
BURLINGTON LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Burlington Little League, hereinafter referred to as BLL.

ARTICLE II - OBJECTIVE**SECTION 1**

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

SECTION 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. 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 or softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP**SECTION 1**

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

SECTION 2

Classes. There shall be the following classes of Members:

- (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) **Regular Members.** Members of BLL are those individuals who meet the requirements listed below and who subscribe to the purpose of BLL.
 - 1. Any parents or guardians of a child participating in the BLL program.
 - 2. Any person, eighteen (18) years of age or older who is serving BLL in any elected office or appointed capacity for the current year.
 - 3. Membership may be extended to others by action of the Board of Directors.
 - 4. Note: Regular Members of the league automatically include all current Managers, Coaches, Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers with the following titles (*Examples: Team Parent, Field Maintenance, etc.*):

Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

- (c) **Honorary Members** (Optional). 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 in the property of the Local League.

- (d) **Sustaining Members** (Optional). 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.
- (e) 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 should not be actively engaged in the promotion and/or operation; including but not limited to coaching, recruiting of players, and solicitation of sponsorship, of any other baseball/softball program that poses a conflict of interest to BLL.

SECTION 4

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

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition. A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

SECTION 2

Notice of Meeting. Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least even (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

SECTION 3

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of two-thirds of the Board of Directors shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting. Only Regular Members 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.

SECTION 5

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board Members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League by any individual who is a member, as defined in Article III - Membership. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6

Annual Meeting of the Members. The Annual Meeting of the Members of the Local League shall be held the second Tuesday of October at 6:30pm each year at a site to be designated on the website or at Hintz Complex display board 2 weeks prior to the meeting for the purpose of electing new Members, electing the Board of Directors, receiving reports,

reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - (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 the name of the financial institution in which such 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 Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).
- (c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties after such meeting. The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and a Coaching Coordinator. The Board shall also include a minimum of one manager and one umpire.

SECTION 7

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 from more than one Member, 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 Meeting shall be scheduled to take place not less than 7 days after the request is received by the President or Secretary.

SECTION 8

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

ARTICLE V - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

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

SECTION 3

Vacancies and/or increase . If the Board of Directors feels a need for increase or if any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

SECTION 4

Board Meetings, Notice and Quorum. Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- (a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request from a Director, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

- (b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 72 hours before the time appointed for the meeting to the last recorded address of each Director.
- (c) Two thirds members of the Board of Directors shall constitute a 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 determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

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

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a,b).

SECTION 6

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

ARTICLE VI - DUTIES AND POWERS OF THE BOARD

SECTION 1

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

SECTION 2

President. The President shall:

- (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, and 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.
- (i) A person eligible for this office must have one year prior experience as a member of the Board of Directors, unless there is no candidate who meets this criterion that accepts the nomination.
- (j) This office shall expire yearly.

SECTION 3

Vice President of League Operations, whose duties shall be to attend the Executive Board of Directors and General Meetings, to assume the responsibilities of the President in his or her absence, and to succeed the President in the event of resignation, disability, or vacancy declared by the Board of Directors.

- (a). The Vice President of League Operations carries out the duties and assignments as may be delegated by the President and shall be the Chairman of the Baseball Committee, overseeing the league directors, scheduling & equipment Coordinators, and make recommendations to the President.
- (b). A person eligible to hold this office must have one year prior experience as a member of the Board of Directors unless there is no candidate who meets this criterion that accepts the nomination.

Vice President of Baseball Operations, whose duties shall be to attend the Executive Board of Directors and General Meetings, who carries out the duties and assignments as may be delegated by the President and is responsible for all baseball programs sponsored by BLL.

- (a). The Vice President of Baseball Operations shall be the Chairman of the Field and Grounds Committee, oversees field equipment, ensures proper implementation of the safety and training program and makes recommendations to the President.
- (b). A person eligible to hold this office must have one year prior experience as a member of the Board of Directors unless there is no candidate who meets this criterion that accepts the nomination.

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 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 and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (e) 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.

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 monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

SECTION 6

Player Agent-Major Division. 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 the 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 Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.
- (g) A person eligible to hold this office must have one year prior experience as a member of the Board of Directors unless there is no candidate who meets this criterion that accepts the nomination.

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 youngsters 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.

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.

(c) A Safety Officer is also responsible for submitting the ASAP manual to the President.

SECTION 8

League Information Officer. The League Information Officer shall:

- (a) Manage the league's home page (site authorized by Little League International);
- (b) Assign administrative rights to league volunteers and teams;
- (c) Ensure that league news and scores are updated on a regular basis;
- (d) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media;
- (e) Serves as 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 league.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than six (6) Directors, one of whom shall be the President of the Local League. These members shall consist of: President, VP of League Operations, VP of Baseball Operations, Players Agent, Safety Officer & Treasurer.

SECTION 2

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

SECTION 3

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

ARTICLE VIII - OTHER COMMITTEES

These committees shall have a director from the board. The committee may be made up of board members or regular members to carry out the necessary duties listed. Directors of each committee shall bring recommendations back to the Board of Directors.

SECTION 1

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of 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. From this committee an election chairman will be elected at the annual meeting to run the elections.

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 Honorary,

Sustaining and Regular 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 be an 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 and Grounds Committee: The Buildings and Ground Director will coordinate all field services, maintenance and upkeep, and serve as liaison with the Burlington Park District & City of Burlington Public Works. The Building and Grounds Director may appoint a Building and Grounds Committee consisting of three (3) Directors and other appointed Regular Members. This committee shall be responsible for organizing regular season maintenance, fall clean up, winterization and start up. The Committee shall investigate and 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. .

SECTION 5

Equipment Committee. The Equipment Director shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Equipment Director may appoint an Equipment Committee that shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season. This shall include the collection of keys.

SECTION 6

Division Committee: Each Division shall have its own Director as follows: Junior Director, Majors Director, Minors Director, Rookie Director, T-ball Director. The Director may appoint a Committee which assists in player selection, assists the President in checking birth records and eligibility of players. Division Directors and their delegates are required to be present at registration, conduct a player distribution plan. Before approving a registration form, the Division Director is responsible to report to and provide a Waiver Form to the President, any player that does not meet the Little League's Eligibility Requirements. Division Directors and delegates represent coaches/managers in the league, orders and distribute training materials to players, coaches, and managers; coordinates mini-clinics and any other training or education related opportunities. Directors also ensures managers are aware of the expectations of the Board (playing time, taking care of equipment, concession involvement, etc.); tracks and communicates win/loss records; monitors books to ensure kids are getting equitable playing time; cannot manage or coach in this division.

The Directors and Committee shall investigate prospective managers and coaches, 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 the 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 Umpire Director shall have responsibility of the umpiring aspects for all Baseball programs sponsored by BLL. The Director can appoint a committee as needed to facilitate this process. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

SECTION 8

Tournament Titan Teams Committee. A Director of Tournament Teams shall be responsible for coordinating the selection and operation of BLL Tournament Baseball teams. A person eligible to hold this office should have been a BLL member for at least two (2) years, and have served on the Board of Directors for one (1) year.

SECTION 9

District 6 Tournament Committee. A District 6 Tournament Director may appoint a tournament committee who shall carry out the duties as directed by the District Administrator overseeing the District Tournaments hosted by BLL. The Director is responsible for coordinating the selection and operation of District 6 Tournament Baseball teams. A

person eligible to hold this office should have been a BLL member for at least two (2) years, and have served on the Board of Directors for one (1) year unless there is no candidate who meets this criterion that accepts the nomination.

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

Scheduling Committee. The Director of Scheduling is in charge of generating game, field and practice pavilion schedules. It is recommended that a committee of 2 or 3 members take on each task, but the Director should coordinate the schedules and ensure they do not conflict. The schedules will be forwarded to the Information Officer for distribution.

SECTION 12

Team Parent/Parent Relations Committee. The **Team Parent/Parent Relations Director** plays a very important role to ensure that information is distributed to the league. A committee shall be formed to serve as the main interface between the League and the teams. This position has the responsibility of communicating the team picture schedule to the team parents and works with the Team Parents to best assist the coaches and ensure concession volunteers are acquired.

SECTION 13

Concessions Committee. The Director of Concessions whose duties include monitoring and purchasing inventory of items to be sold in concessions as well as scheduling volunteers for regular season, All Stars, and any hosted tournament games. The Director of Concession may appoint a Committee to help facilitate this process.

SECTION 14

Uniforms and Awards Committee. The Director of Uniforms and Awards duties include ordering, distributing and collecting jerseys, shirts, pants and other requirements of uniforms for regular season, tournament teams, and All Stars. The Director shall also order awards for end of year events. It is recommended that a committee be formed to facilitate this process.

SECTION 15

Sponsorship Committee. The Director of Sponsorship shall facilitate a sponsorship committee. This committee shall include Team Sponsor Acquisitions Coordinator and Field Sign Acquisitions Coordinator (See Section 17- 3 and 4)

SECTION 16

The following are other coordinators needed to successfully run BLL

1. A **Press Coordinator**, who shall report to the Executive Board as called, will collect news and prepare it for presentation by news and sports editors of the local newspaper and radio or television news programs. It should be Press Coordinators further responsibility to encourage community interest in the program by whatever means are available. a Press coordinator should be sensitive to the reactions of the community to Little League.
2. A **Picture Day Coordinator**, who shall report to the Executive Board as called, organizes and coordinates Team and Individual Pictures, receives and distributes orders, and serves as a liaison between the team parent coordinators and the company providing the services.
3. A **Team Sponsor Acquisitions Coordinator**, Who shall report to the Executive Board as called. Is responsible for sending sponsorship renewal letters to previous sponsors and will attempt to solicit new sponsors. Is responsible for collecting all sponsorship fees and distributing plaques to sponsors.
4. A **Field Sign Acquisitions Coordinator**, who shall report to the Executive Board as called, is responsible for sending sponsorship renewal letters to previous sign sponsors. Attempt to solicit new sign sponsors. Is responsible for collecting all sponsorship fees and distributing plaques to sponsors.
5. An **Advertising/Marketing Coordinator**, who shall report to the Executive Board as called, works with the Information Officer, Registration Coordinator and Press Coordinator to ensure public relations is carried out in an avenue that reaches all members of the league, discussing all phases of the league program. Prepares brochures, flyers, posters, and other media for promoting the program.
6. A **Golf Outing Coordinator**, who shall report to the Executive Board as called, and is the chairperson of the golf outing committee, is responsible for organizing the subcommittee members and directing their duties, organizing sponsors, silent auction items, raffle (door prize) items, work with the host site organizing the golf venue, catering, celebrity coordinator, and all facets of the golf outing event.

7. A **Fund Raiser Coordinator**, who shall report to the Executive Board as called is responsible for finding ways to raise money for the operation of the league, mainly the registration raffle.
8. A **Registration Coordinator**, who shall report to the Executive Board as called, prepares an information packet, materials such as signs, flyers, brochures, applications and organizes the administration of receiving applications from candidates. The Registration Coordinator is responsible for ensuring a boundary map is on display showing precise boundaries which has been approved by the District Administrator and confirmed by the Little League regional Director. The registration coordinator shall announce the dates and place where registration will be conducted for the coming season. The local league shall provide ample opportunity for parents and children to register. Such notice may be conveyed through radio, schools, television, religious organizations, newspapers, and other public agencies.
9. A **Hall of Fame Committee**, shall be comprised of the Executive Board and will oversee the selection process of BLL Hall of Fame members and shall ensure the history is preserved in an appropriate program.
10. A **Disciplinary Committee**, shall be comprised of the Full Board and a quorum shall be no less than the Executive Board Members. The Disciplinary Committee shall conduct hearings and rule on all disciplinary proceedings that arise under the BLL Local Playing Rules, Constitution or By-Laws. The Disciplinary Committee is empowered to place such conditions as it deems necessary for the reinstatement or continued participation of any person with respect to whom disciplinary proceedings have been initiated.
11. **Player Assistant Coordinator**- Who shall report to the Executive Board facilitates fundraising opportunities to accommodate players who are in financial need for registration

ARTICLE IX - AFFILIATION

SECTION 1

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

SECTION 2

Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

SECTION 3

Local Rules, Ground Rules and/or Bylaws. The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article X, Section 7 for fiscal year of this league.)

ARTICLE X - 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 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 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 emolument from the Local League for services rendered as Director, Officer or Member.

SECTION 6

Deposits. All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at Fox River State Bank.

SECTION 7

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

SECTION 9

Safety Deposit Box

All passwords, account numbers and codes shall be updated yearly and placed in the safety deposit box. One master key shall for the key box shall also be maintained in this box.

ARTICLE XI- INSURANCE

Appropriate insurance shall be purchased by the BLL protecting its officers and membership against suit for damages or loss of property. The coverage limitations shall be reviewed by the Board within 60 days of the beginning of the fiscal year.

ARTICLE XII-ELECTIONS:

1. One month prior to election meeting, establish a Nomination Committee. See Article VIII section 1
2. Written notice via website stating date, place and time shall be given to all regular members in good standing a minimum of ten days in advance of the date the election is to be held.
3. All regular members must be in good standing to vote and/or become a nominee for election to the Board of Directors.
4. Absentee ballots may be obtained IN PERSON from the Secretary or board appointed designee. The ballots should have a number of blank lines equal to the maximum number of persons who could serve on the Board of Directors that year. The absentee voter then fills in the number of names desired in ORDER OF PREFERENCE. The ballot should then be returned IN PERSON to the Secretary IN A SEALED ENVELOPE to be delivered to the Election Chairman at the meeting, still in the sealed envelope. There shall be no proxy voting.
5. The number of distributed ballots shall be numbered and recorded.
6. When the election portion of the annual meeting takes place, the first order of business is to determine if a quorum is present. Quorum will be 2/3 Board of Directors.
7. Once quorum established, the number of members that are to be elected to the Board of Directors is determined.
8. The Nominating Committee shall present a report of the slate of candidates.
9. After the nomination committee's report is accepted, nominations shall be open to the floor and further nominations may be accepted.
10. After the membership has completed its efforts to nominate additional members, the nomination procedure will be closed by affirmation of the membership.
11. Every member will receive one ballot, regardless of number of children in the league, and will list names of eligible candidates in the number to be elected determined previously in the meeting.
12. The nomination Committee shall then total the ballots, including accepted absentee ballots.
13. The persons in the number specified to be elected who have the highest number of votes by a majority vote (51% or more) shall become the new Board of Directors. THE ONLY EXCEPTION IS THE NUMBER OF MANAGERS AND COACHES ELECTED TO THE BOARD MUST BE A MINORITY.
(REGULATION 1 (B))

- 14. Following the election, the Board shall meet as a body and elect the officers of the Board from within the membership Board.**
- 15. The Secretary of the Board, as the first official responsibility, shall notify Little League International, the Regional Director and the District Administrator of the election and the identity of the officers so proper communications may commence with the new Board of Directors on or after October 1st.**

ARTICLE XII - AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting.

Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Burlington Little League Membership on **November 10, 2020**

Kevin Tomczyk

President's Name (Print)

President's Signature Date

0149-06-01

Little League ID No. Federal ID No. (if available) State ID No. (if available)

Make one copy for the District Administrator and copies for the Local League. *Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-approved copy) is the official Constitution of this Local League.*

Little League Baseball, Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference