

**BROOKLINE YOUTH BASEBALL
LITTLE LEAGUE CONSTITUTION**

League ID Number _____

THIS BOX FOR REGIONAL USE ONLY

Date submitted: _____

Approved: _____

Not approved: _____

LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Brookline Youth Baseball Little League, hereinafter referred to as "Local League."

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 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.

Classes. There shall be the following classes of Members:

SECTION 2

(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 either (i) upon payment of dues specified from time to time by the Board OR (ii) as a result of his or her volunteer roles and activities in the Local League. The following roles shall qualify individuals to be Regular Members, regardless of whether they have paid any annual dues: Officers, Board Members, Committee Members, Managers, Coaches, Assistant Coaches, Volunteer Umpires, other positions recognized by the Board from time to time and any other person who is recognized by the Board as a volunteer in the Local League who has spent at least 10 hours of time on the Local League

The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings.

(c) 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.

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 - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

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

SECTION 2

Regular Members who fail to pay their fixed dues within thirty (30) day(s) of application to become a member (or of such other time as determined by the Board of Directors) may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition. A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 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 five (5) 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 one fifth (20 percent) of the members (as defined in Article III - Membership) 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. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

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. The absentee ballot shall be properly completed,

signed and returned to the Secretary prior to the date of the election electronically or physically. 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 in October or November each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting, or at such other time as determined by the Board of Directors.

(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) 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 elect one third of the total Directors, each Director to serve a term of 3 years. The total number of Directors shall be set by the Board from time to time and shall be not less than seven (7).

(c) After the Board of Directors is elected, the Board shall meet to elect the President. The President shall divide responsibilities and appoint officers, and the Board shall ratify the officers and allocation of responsibilities. After the election, the Board of Directors shall assume the performance of its duties immediately following the Annual 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 the officers delineated below, which list shall be updated from time to time by the Board of Directors.

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 of twenty (20) percent of the Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than thirty (30) 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 VI - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

Number. The initial number of Board of Directors shall be twenty (20). The number of Board of Directors may be increased or decreased by a vote of a majority of the Directors, but in any event shall not be less than seven (7) or more than twenty-four (24).

SECTION 3

Vacancies. 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. A Director appointed to fill a vacancy shall serve the remaining term of the vacant position.

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. Meetings may be held in person or by teleconference or other suitable electronic means.

(a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of a majority of the Directors, 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 5 days before the time appointed for the meeting to the last recorded address (email or physical) of each Director.

(c) One half of the 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.

Actions without meetings. The Board of Directors may act without meeting provided that the requisite number of the Directors approve the action by e-mail or in writing.

SECTION 5

Duties and Powers. The Board of Directors shall have the power to appoint such *ad hoc* or 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 VII - DUTIES AND POWERS OF THE OFFICERS

SECTION 1

Appointments. The Board of Directors shall elect the President from amongst themselves. The President may appoint (subject to the ratification of the Board) such other officers or agents as he or she 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 as long as the Local League is affiliated with Little League Baseball, Incorporated.
- (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 for ratification and be responsible for the proper execution thereof.

(h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

SECTION 3

League Vice Presidents.

The League Vice Presidents shall:

(a) Create, manage and operate each league within the Local League designated from time to time by the Board.

(b) Consult with and obtain approval of Board for major decisions relating to each league, including significant changes to league rules.

(c) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

SECTION 4

Secretary.

The Secretary shall:

(a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.

(b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.

(c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.

(d) 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 moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All unbudgeted disbursements in excess of \$500 shall require the approval of the President. Any unbudgeted expenses in excess of \$2,500 shall require the approval of the Executive Committee. Any unbudgeted expenses in excess of \$5,000 shall require the approval of the Board. All such unbudgeted expenses shall be reported back to the Board at the following Board meeting.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors, and to Little League International.

SECTION 6

Marketing Officer. The Marketing officer shall be responsible for coordinating the Local League's marketing activities.

SECTION 7

Player Agent. 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) Oversee 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) Administer the divisional player pool.

SECTION 8

CORI Officer. Oversee compliance with all applicable CORI reporting rules and regulations.

SECTION 9

Safety Officer.

The Safety Officer shall:

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

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

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

SECTION 10

Clinic and Coaching Coordinator.

The coaching coordinator shall coordinate clinics for coaches and players

SECTION 11

Website/League Information Officer.

The League Information Officer shall:

- (a) Set up and manage the league's official website (site authorized by Little League International);
- (b) Set up online registration and ensure the league rosters are uploaded to Little League;
- (c) Assign online administrative rights to other local volunteers;

- (d) Encourage creation of team web sites to managers, coaches, and parents;
- (e) Ensure that league news and scores are updated online on a regular basis;
- (f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, Incorporated, the district, the public, league members, and the media;
- (g) Serves as 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 12

Sponsorship/Fundraising Manager.

The Sponsorship/Fundraising Manager shall:

- (a) Solicits and secures local sponsorships to support league operations
- (b) Collects and reviews sponsorship and fundraising opportunities
- (c) Organizes and implements approved league fundraising activities
- (d) Coordinates participation in fundraising activities
- (e) Maintains records of monies secured through sponsorship and fundraising initiatives.

SECTION 13

Equipment Manager. The Equipment Manager shall maintain and purchase all equipment owned by the Local League.

SECTION 14

Umpire Coordinator. The Umpire coordinator shall recruit, train and schedule all youth and adult umpires.

SECTION 15

Field Coordinator. The Field Coordinator shall coordinate obtaining, scheduling and allocating fields from the Town of Brookline for the Local League.

SECTION 16

Uniform Coordinator. The Uniform coordinator shall obtain appropriate uniforms for all Player Members.

SECTION 17

Other Positions. The Board of Directors may create such other positions and responsibilities as it may, from time from time, determine are appropriate and in the best interests of the Local League.

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of five (5) Directors, including the President of the Local League. The President shall be the Chair of the Executive Committee.

SECTION 2

The Executive Committee shall advise with and assist the Officers and Directors 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. The Executive Committee may be delegated the following responsibilities, among others: (a) addressing complaints or disputes among Members, parents, coaches, or others; (b) addressing any matters involving personal, confidential, or otherwise sensitive information; and (c) addressing matters that require timely resolution such that determination by the Board on a timely basis would be impracticable.

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 IX - OTHER COMMITTEES

SECTION I

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of not less than three (3) and not more than five (5) Directors and other appointed Regular Members. The Committee shall consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors.

SECTION 2

Membership Committee. The Board of Directors may appoint a Membership Committee consisting of not less than three (3) and not more than five (5) 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) and not more than five (5) Directors. The Treasurer and Sponsorship/Fundraising Manager shall be members of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. The Committee shall also review and approve the financial reports of the Local League at least annually.

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

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

SECTION 5

Other Committees. The Board of Directors may appoint such other *ad hoc* or standing committees of the Board of Directors and delegate responsibilities to such committees and responsibilities as it may, from time from time, determine are appropriate and in the best interests of the Local League.

ARTICLE X - AFFILIATION

SECTION 1

Charter. The Local League may annually apply for a charter from Little League Baseball, Incorporated, and do all things necessary to obtain and maintain such charter.

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 XI, Section 7 for fiscal year of this league.)

SECTION 4

Brookline Youth Baseball. The Local League may be organized and managed as an independent program within the auspices of Brookline Baseball, Inc., d/b/a Brookline Youth Baseball.

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income 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 funds solicited in the name of Little League Baseball, Incorporated 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 properly accounted for on the books and records of the Local League. 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 moneys received shall be deposited to the credit of the Local League in/at Citizens Bank, or such other bank as approved by the Board of Directors.

SECTION 7

Fiscal year. The fiscal year of the Local League shall begin on January 1 and shall end on December 31.

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.

ARTICLE XII - AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a three fourths majority of the Board of Directors and a majority vote of all Members present 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 for so long as the Local League is affiliated with Little League Baseball, Incorporated.

This Constitution was approved by the _____

Little League Membership on _____ (date).

President's Name (Print) _____

President's Signature _____ (date).

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.