

2024-2025 ST. BETHLEHEM LITTLE LEAGUE CONSTITUTION

THIS BOX FOR REGIONAL USE ONLY

Date Submitted: _____

Approved: _____

Not Approved: _____

League ID No: 03420902

ARTICLE I - NAME

This organization shall be known as the St. Bethlehem Little League, hereinafter referred to as "STBLL."

ARTICLE II - OBJECTIVE

- (a)** The objective of STBLL 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.
- (b)** To achieve this objective, the STBLL 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 STBLL 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 STBLL 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 STBLL.
- (b) General Members.** Any adult person actively supporting STBLL through volunteering a minimum of four (4) hours during the previous year shall be eligible to become a General Member. These persons are nominated by Board Members or self-nominated by submitting their name and volunteer hours to the STBLL secretary. The list of persons eligible for General Membership will be submitted to the STBLL Board of Directors for approval at each monthly meeting. Required volunteer hours may be waived by the standing Board of Directors under special circumstances. A two-thirds vote is required for approval. A member of the STBLL Board of Directors will notify the newly approved General Members. Only General Members in good standing are eligible to vote at the Annual Meeting. Membership is open year-round. Coaches wishing to coach All-stars prior to assuming that role must pay dues. Dues must be received by May 1st to remain a General Member in good standing. The fee to become a General Member will be \$2.00.

All persons wishing to become managers, coaches, assistant coaches, volunteer umpires, and board

members must be a General Member in good standing prior to assuming any of those roles. Any current manager (head coach) who participated in at least 60% of their games in the regular season and fulfilled the team concessions duty requirement will be considered a General Member. All volunteer umpires who participated in at least eight (8) games in the regular season will be considered a General Member. Current board members who fulfilled all their board duty requirements will be considered a General Member. Violating these requirements may result in suspension or termination of General Membership.

- (c) **Board Members.** Any adult who has been in attendance as a General Member for three (3) General Meetings between November and October shall be eligible to serve as a Board Member on the Board of Directors. A list will be compiled at the beginning of the annual meeting of all eligible General Members that are interested in serving as a Board Member. Board Member positions needing immediate attention shall be filled accordingly during any Board Meeting or Special Meeting by the standing Board of Directors.

SECTION 3 Membership List and Duration.

The Secretary of STBLL will maintain a list of all General Members and update throughout the fiscal year. All class of members must meet the applicable requirements for that membership annually.

SECTION 4 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 STBLL.

SECTION 5 Suspension or Termination.

Membership may be terminated by resignation or by a two-thirds vote of the Board of Directors as follows:

- (a) Player Membership, General Membership and Board Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors shall have the authority to suspend or terminate membership of any class, when the conduct of such persons is considered detrimental to the best interest of STBLL, or Little League, Inc. All parties involved will be notified by the STBLL President and/or STBLL Secretary. The STBLL Member involved shall be notified within forty-eight (48) hours of such a meeting, informed of the general nature of the charges and given the opportunity to appear and defend any accusations.
- (b) In the event of Player Membership suspension or future termination of play, the parent or guardian and team manager must be notified within forty-eight (48) hours of the scheduled Board Meeting. These parties will be informed of the nature of such charges and will be the only parties permitted to attend. During this meeting, these parties will have the opportunity to appear and defend any accusations.
- (c) Any Board Member may be suspended or revoked for missing three (3) consecutive meetings without good cause, or for not fulfilling assigned board member duties for STBLL.

SECTION 6 Method of Communication

- (a) All League communication outside of meetings shall be conducted via phone call, email and/or any approved message application by the Board of Directors.

ARTICLE IV - DUES FOR GENERAL MEMBERS (NOT PLAYERS)

SECTION 1

Dues for General Members may be fixed at such amount, as the Board of Directors shall determine for a particular fiscal year. The fee for the 2023-2024 season will be \$2.00

SECTION 2

General Members who fail to pay their fixed dues by May 1st 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, including the right to vote at the upcoming Annual Meeting.

ARTICLE V - MEETINGS

SECTION 1 Types of Meetings.

- (a) General Meetings.** Meetings are held at 6:00pm on the first (1st) Sunday of every other month (November, January, March, May, July, September) and last approximately thirty (30) minutes, or a date otherwise approved by two-thirds vote of the board of directors. All members are welcome to attend. Business to be discussed shall include the general league matters, updated financial reports, and any newly approved General Members.
- (b) Board Meetings.** Regular meetings of the Board of Directors are to be held the first (1st) Sunday of each month at 6:30pm, or a date otherwise approved by two-thirds vote of the board of directors. Board Members only are permitted to attend.
- (c) Special Meetings.** Meetings called by the STBLL President only to discuss a specific matter. The Secretary shall at the request of fifty-one percent (51%) of the Board of Directors issue a call for a Special Board Meeting to discuss the specific matter included in the request.
- (d) Annual Meeting.** Shall be held the first Monday of November at 6:00pm each year for the election of the Board of Directors. The number of Board Members to be elected shall be determined by the standing Board of Directors at their last Board Meeting before the Annual Meeting, but at a minimum must be at least seven (7). In addition to the election, the President will present a state of the league report and the Treasurer will provide an updated financial report. No other business will be conducted at the Annual Meeting. All members are welcome to attend.

SECTION 2 Notice of Meetings.

- (a) General Meetings.** Notice of date, times and agenda shall be posted to the STBLL's website fourteen (14) days prior to a scheduled meeting.
- (b) Board Meetings.** Notice of the date, time and agenda shall be given to all Board Members via email or other Board approved method of communication five (5) days prior to a scheduled meeting.
- (c) Special Meetings.** Notice of the date, time, and specific matter to be discussed shall be given twelve (12) hours prior to the Special Meeting.
- (d) Annual Meeting.** Notice of the date, time and agenda shall be provided fourteen (14) days in advance of the scheduled meeting via STBLL website posting.

SECTION 3 Quorum.

- (a) Board Meetings.** Thirty-three percent (33%) of the members of the Board of Directors shall constitute quorum for the transaction of business. If quorum is not present, no business shall be conducted.
- (b) Annual Meetings.** The presence in person or representation by absentee ballot of one-fifth (20%) of the General Members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4 Voting.

- (a) General Meetings.** Only General Members may make motions and vote on general league matters for further Board discussion.
- (b) Board Meetings.** Only Board Members may make motions and vote at Board Meetings. The Board of

Directors may invite, admit, and recognize guests for presentations or comments during Board meetings.

- (c) Special Meetings.** Only Board Members may make motions and vote at Special Meetings. All voting must pertain to the specific matter for the call of the Special Meeting.
- (d) Annual Meetings.** Only General Members who have paid their annual dues shall be entitled to make motions and vote at the Annual Meetings. However, the Board of Directors may invite, admit, and recognize guests for presentations or comments during Annual Meetings as deemed appropriate.
- (e) Winning the Vote.** All voting matters (excluding elections) shall require an approval of two-thirds (66%) of members present for any measure/and or motion being voted on. When conducting annual elections or electing an officer, a majority approval of members present shall declare the winning candidate.

SECTION 5 Absentee Ballot.

For the expressed purpose of accommodating a General Member who has paid their annual dues and cannot attend the Annual Meeting, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall contain a list of all eligible General Members for Board of Director positions. 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 Rules of Order for Meetings.

Robert's Rules of Order shall govern the proceedings of all Meetings, except where same conflicts with this Constitution of STBLL.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1 Authority.

The management of the property and affairs of STBLL shall be vested in the Board of Directors.

SECTION 2 Term.

After the Board of Directors are determined at the Annual Meeting, they shall meet immediately following the Annual Meeting to elect the officers. After the election, the Board of Directors shall assume the performance of its duties beginning the second Monday of November. The Board's term of office shall continue until its successors are elected and qualified under this Constitution.

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.

SECTION 4 Officers.

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, Safety Officer, and a Coaching Coordinator. Other officers may include: Sponsorship Coordinator, Concessions Coordinator, Umpire-in-Chief, Equipment Manager and Division Coordinators.

SECTION 5 Duties and Powers.

- (a)** 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.

- (b) The Board of Directors shall have the power to appoint such other agents as it may deem necessary or desirable and may prescribe the powers and duties of each. Appointed 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.
- (c) The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of STBLL as it may deem proper, provided such rules and regulations do not conflict with this Constitution.
- (d) The Board of Directors 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, Officer or Committee Member of STBLL in accordance with the procedure set forth in this constitution.

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1 President.

The President shall:

- (a) Conduct the affairs of STBLL and execute the policies established by the Board of Directors. Delegate responsibilities to all other Board Members as needed.
- (b) Present a report of the condition of STBLL 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 STBLL.
- (d) Be responsible for the conduct of STBLL in strict conformity to the policies, principles, Rules, and Regulations of Little League Baseball/Softball, Incorporated, as agreed to under the conditions of charter issued to STBLL by that organization.
- (e) Have the authority to make and execute for and in the name of STBLL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Be responsible for the STBLL website or delegate responsibility to another Board Member.
- (g) Investigate complaints, irregularities, and conditions detrimental to STBLL and report thereon to the Board as circumstances warrant.
- (h) Attend District Administrator meetings.
- (i) Liaison between the county and the league and attend County Parks & Recreation quarterly meetings.
- (j) The President shall not be eligible to manage a tournament/district team without 2/3 approval from the Board of Directors.
- (k) Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegates this responsibility to the league Safety Officer, or other designated Board Member.

SECTION 2 Vice Presidents.

The Vice Presidents shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act.
- (b) Coordinate and oversee the manager/coach meetings, player evaluations, and draft process.
- (c) Handle softball/baseball issues that the division coordinators cannot resolve.

SECTION 3 Secretary.

The Secretary shall:

- (a) Be responsible for recording the activities of STBLL and maintain appropriate files, mailing lists and necessary records.
- (b) Maintain the roll of membership to qualify voting members.
- (c) Record minutes at all meetings.
- (d) In charge of public notice of all league events, game cancellations and various postings on social media as needed throughout the season.

SECTION 4 Treasurer.

The Treasurer shall:

- (a) Receive and deposit all monies in a depository account approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all monies and securities of STBLL, approve all payments from allotted funds and draw checks in agreement with policies established in advance of such actions by the Board of Directors.
- (c) Prepare an annual budget for submission to and approval by the Board of Directors.
- (d) Prepare an annual financial report for presentation at the Annual Meeting and to Little League International.
- (e) Present an updated financial report at each Board Meeting and General Meeting.
- (f) Ensure that the STBLL files the necessary annual forms (1099's, 990's and reports) required by federal and state authorities to maintain proper tax-exempt status.
- (g) Oversee the ordering of uniforms and sponsorship signs for STBLL.

SECTION 5 Player Agent.

The Player Agent shall:

- (a) Receive and verify the date-of-birth and eligibility for all players with STBLL and obtain necessary waivers for out-of-boundary players.
- (b) Enter all player registration information into the league database.
- (c) Conduct the evaluations, player drafts and all other player transaction or selection meetings.
- (d) Prepare for the President's signature and submission to Little League International team rosters, including players claimed and the tournament team eligibility affidavit.

- (e) Prepare and administer the divisional player pools.
- (f) The Player Agent shall not be eligible to manage a regular season team.

SECTION 6 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 youth and all participants of Little League Baseball.
- (b) Be responsible for annually updating the STBLL Safety Manual and submitting to Little League International.
- (c) Be responsible for ensuring that all managers, coaches, umpires, Board Members and other volunteers have applied for and received the Little League required background checks.
- (d) Distribute the STBLL's Safety Manual, Code of Conduct, Concussion Forms and Sudden Cardiac Arrest forms to all managers.
- (e) 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.
- (f) Ensure that all medical supplies are available and in working order.

SECTION 7 Coaching Coordinators.

The coaching coordinators shall:

- (a) Represent managers and coaches in STBLL.
- (b) Determine and propose training options for players, managers, and coaches. Coordinate mini-clinics as necessary.
- (c) Order and distribute training materials to players, coaches, and managers.
- (d) Distribute materials, (team packets, fundraiser packets, pictures, etc.) to each team within their division.
- (e) Collect volunteer applications from the coaches within their division and submit them to the Safety officer.
- (f) Handle complaints within their division involving, coaches, parents, players, fans, etc. In the event the complaints cannot be resolved, the Vice President will be notified, and the issue will be resolved.
- (g) Work with the equipment manager in the distribution of equipment within their division.

SECTION 8 Sponsorship Coordinator.

The sponsorship coordinator shall:

- (a) Solicit businesses to sponsor teams for the season as well as STBLL sponsorship such as field signs and equipment.
- (b) Order necessary signs for new sponsors and provide team sponsorship information to the Treasurer.

SECTION 9 Concessions Coordinator.

The concessions coordinator shall:

- (a) Oversee the daily operation and scheduling of the concession stand and volunteers assisting in the concession stand.
- (b) Be responsible for purchasing and stocking the concession stand.
- (c) Reports to the Board of Directors with a list of equipment that needs to be replaced or repaired.

SECTION 10 Umpire-in-Chief (UIC).

The umpire-in-chief shall:

- (a) Recruit umpires and provide clinics and evaluation for umpire development with the support of the Little League District UIC.
- (b) Schedule and oversee qualified umpires for regular season games.
- (c) Collect and deliver all paperwork required for umpires to receive compensation to the Treasurer.
- (d) Be a member of the protest committee and be the final word on rule interpretation only if he/she was not the umpire for the game under protest.

SECTION 11 Equipment Manager.

The equipment manager shall:

- (a) Be responsible for inspecting and maintaining all player equipment. Removes all unsafe equipment from inventory that will be distributed.
- (b) Maintain an inventory of all equipment.
- (c) Coordinates with the Vice President and Division Coordinators to distribute and retrieve all equipment at the beginning and end of the season.
- (d) Reports all findings and provides a list of equipment that needs to be replaced or repaired to the Board of Directors for approval.

ARTICLE VIII – MANAGERS AND COACHES

- (a) The title “Manager” is considered the Head Coach.
- (b) Anyone interested in Managing shall submit the appropriate Managers/Coaches form and Volunteer form (new each year) to the Board of Directors. Based on volunteer interest during the registration period, the President will be presented with a list of manager and coaching options.
- (c) For the Regular Season, the President shall present a list of proposed managers and coaches to the Board of Directors. The Board of Directors will review all applicants and approve those individuals who qualify for the upcoming season. If two applicants are judged equally, preferential consideration should be given based on time the individual served on the Board of Directors, Umpired, Managed or Coached in STBLL. Each manager/coach must be approved by a two-thirds vote of the Board of Directors.

- (d) Any individual 21 years or older may hold the title of Manager.
- (e) Each Manager/Coach must abide fully by the STBLL Bylaws and regulations of Little League International.
- (f) If a Manager or Coach fails to assume all duties and responsibilities, he/she shall be requested to appear before the Board of Directors to show cause why he/she should not be properly disciplined.
- (g) Managers and Coaches will not demonstrate, nor permit any player to act in a manner, which could possibly cause injury to themselves or to another player. Nor will they permit poor sportsmanship in any fashion, verbal or otherwise.

ARTICLE IX – REPRESENTATION

All STBLL Board Members, parents, General Members and players are expected to represent STBLL in a positive and productive manner. Derogatory comments, behaviors or gestures towards or about STBLL and/or its members will be cause for dismissal from the Board of Directors or as a General Member. Inappropriate postings on any social media outlet will also be cause for dismissal.

ARTICLE X - AFFILIATION

SECTION 1 Charter.

STBLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. STBLL 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 STBLL.

SECTION 3 Local Rules, Ground Rules and/or Bylaws.

The local rules, ground rules and/or bylaws of STBLL shall be adopted by the Board of Directors at a meeting to be held not less than one month before 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 STBLL shall expire at the end of each fiscal year and are not considered part of this Constitution.

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1 Authority.

The Board of Directors shall decide all matters pertaining to the finances of STBLL 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 STBLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of STBLL.

SECTION 3 Solicitations.

The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all the funds so raised shall be placed in the STBLL treasury.

SECTION 4 Disbursement of Funds.

The Board shall not permit the disbursement of STBLL 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 or debit card. All checks shall be signed by the STBLL Treasurer or 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 STBLL shall receive, directly or indirectly any salary, compensation, or payment from STBLL for services rendered as Director, Officer, or Member excluding umpires.

SECTION 6 Deposits.

All monies received, including Auxiliary Funds, shall be deposited to the credit of STBLL at Altra Federal Credit Union, Gateway Credit Union, PayPal and/or Square.

SECTION 7 Fiscal year.

The fiscal year of STBLL shall begin on November 1st and end on October 31st.

SECTION 8 Distribution of Property upon Dissolution.

Upon dissolution of STBLL and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of STBLL to another Federally Incorporated entity which maintains the same objectives as set forth in 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

Recommendations of amendments, repeals or alterations to this Constitution may be proposed at any General Meeting for a subsequent Board of Directors vote provided such notice of the proposed change is given in writing thirty (30) days prior to such meeting. This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any Board of Directors Meeting. A draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

The passing of this Constitution repeals and renders null and void any previous Constitution passed by STBLL and was Enacted by the General Members and Board of Directors on the **1st** day of **November**, year **2024**.

Little League ID No. Federal ID No. **03420902** State ID No. **83135**

President's Name (printed): **Ashley Kiesel**

President's Signature 

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.