

# HOOD RIVER VALLEY LITTLE LEAGUE CONSTITUTION

## League ID No: 4370506

### THIS BOX FOR REGIONAL USE ONLY

Date Submitted: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

## ARTICLE I – NAME

This organization shall be known as the HOOD RIVER VALLEY LITTLE LEAGUE, hereinafter referred to as "Local League."

## ARTICLE II – OBJECTIVE

### SECTION 1

The objective of the Local League shall be to create and sustain an environment that not only strives to bring every participant to his or her highest potential playing ability, but also implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority. Adults involved in the local league will model the behaviors mentioned above in order to be an example for league youth.

### 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.

### 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) **Board Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Board Member upon election. Only Board Members in good standing are eligible to vote at Board Meetings.
- (c) **Committee Members.** Any adult person actively interested in furthering the objective of the little league may become a committee member upon election. Only Committee Members in good standing may vote at Committee Meetings.

- (d) **Parent Members.** Any parent and/or legal guardian with a player member active in the Local League will be a Parent Member of the Local League. Parent Members shall have no rights, duties or obligations in the management or in the property of the Local League.

### **SECTION 3**

#### **Other Affiliations.**

- (a) Members, whether Board, Committee, Parent 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. The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) 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).

### **SECTION 5**

**League Dues.** Dues for the Local League may be fixed at such amounts as the Board of Directors shall determine for a specific fiscal year.

## **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 and excluding Parent/player Members). 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 10 days in advance of the meeting, setting forth the place, time and purpose of the meeting (page 191). 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 1/3 of the total Board members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted (page 192).

### **SECTION 4**

**Voting.** Only Board 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 Board 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 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 in September on a weeknight at 6:00 p.m. 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.

- (a) The Membership shall receive at the Annual Meeting of the Members (excluding player 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 (excluding parent and player members) 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 Headquarters. These are considered new players and parents to the league
- (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 ten (10).
- (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. 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 may include the President, Vice President, Treasurer, Secretary, Coaching Coordinator, Player Agent, Concession Manager, Field Maintenance for each field, Info Officer, Sponsor/Fundraising Chair, Head Umpire, and a Safety Officer.

## **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 10 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 10 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 the 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**

**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.** 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 in writing of 2 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 or President personally, electronically or by mail to each Director at least 7 days before the time appointed for the meeting to the last recorded address of each Director. Our board will meet once a month.
- (c) A majority 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.
- (e) Board Votes on occasion may be done online, with a full record of the decisions made by each member recorded. This will only be done if a motion is made and it has a second.

## **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 the same conflicts with this Constitution of the Local League.

# **ARTICLE VII - 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) 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.
- (c) 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.
- (d) 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.
- (e) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (f) With the assistance of the Player Agent and player agent for each committee, examine the application and support proof-of age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.

## **SECTION 3**

### **Vice President**

The Vice President 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. When acting, the Vice President shall have all the powers of that office.

- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (c) Learn the duties of the presidency and preside over any committee and/or special project deemed necessary by the Board of Directors.

#### **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.

#### **SECTION 5**

**Treasurer.** The Treasurer shall:

- (a) Preside over the selection and job functions of the outside bookkeeper.
- (b) 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.
- (c) Receive all monies and securities, and deposit the same in a depository approved by the Board of Directors.
- (d) Keep records for the receipt and disbursement of all monies 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 disbursements by check must have dual signatures.
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (f) 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 Headquarters.
- (g) Give account updates at monthly meetings. Coordinate financial report review meeting monthly.
- (h) Provide donation letter(s) to businesses and individuals who donate to the league.

#### **SECTION 6**

**Player Agent.** 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) Oversee signups, tryouts, the player draft and all other player transaction or selection meetings.
- (d) Help the President prepare All Star Affidavit to District 5.
- (e) Make sure good relations are maintained with the local community, league parents, players, etc.

## **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.
- (c) Writes up and submits an ASAP plan to Headquarters.
- (d) Conducts all volunteer background checks and works with the President on reporting any alerts that arise.
- (e) Be ultimately responsible for determining the playing conditions of the fields for games and/or tournaments

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 8**

**League Information Officer.** The League Information Officer shall:

- (a) Manage the league's facebook page
- (b) Ensure that league news and scores are updated on a regular basis;
- (c) Collect, post and distribute important information on League activities including direct dissemination of fundraising and sponsor activities to Little League Baseball, district, public, league members and media;

- (d) Serve as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.
- (e) Responsible for social media outlets, press relations, publicizing, and helping Sponsorship Coordinator with banners.

## **SECTION 9**

**Coaching Coordinator.** The coaching coordinator shall:

- (a) Represent coaches/managers in the 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.
- (g) Help coordinate a coaching recruitment program that adds qualified coaches to the league, and develop an application form that will be available online and at signups.
- (h) Organize applications for background checks.
- (i) Serve on the committee to appoint managers to teams for the major baseball and softball division.

## **SECTION 10**

**Head Umpire.** The head umpire will be responsible for:

- A) Develop a training program for all prospective umpires
- B) Develop a recruitment program for volunteer umpires
- C) Submit a budget for programs/supplies
- D) Develop a method to insure that all games have scheduled umpires

## **SECTION 11**

**Concession Manager.** The Concession Manager will be responsible for:

- A) Will oversee all 3 concession stands
- B) Will develop a budget to submit to the board for approval for all three concessions stands
- C) Will submit weekly account statements showing profit and expenditures to the treasurer/bookkeeper
- D) Will develop a purchasing procedure to insure that we maximize our purchasing power for all three stands
- E) Will develop a scheduling program/procedure to insure that all three concessions stands are staffed for all games/special events



## **SECTION 12**

**Sponsorship/Fundraising Manager.** The Sponsorship/Fundraising Manager will be responsible for:

- A) Organize fundraising and sponsorship activities
- B) Developing a contract that lists the costs, requirements, and options for sponsorship
- C) Organizes and implements little league approved fundraising activities
- D) Develop a budget for fundraising and sponsorship to be approved by the board
- E) Develop a program to solicit sponsorships

## **SECTION 13**

**Field Maintenance.** The field maintenance shall be responsible for:

- A) Oversee the maintenance of the field he/she is in charge of year round
- B) Insure the field, cage, bleachers, and roads are in the best possible shape year round
- C) Develop a budget and submit it to the board for approval for the maintenance and upkeep of the field and surrounding area
- D) Coordinate field "work days"

# **ARTICLE VIII - COMMITTEES**

## **SECTION I**

**Nominating/Recruitment 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 (September) 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 Committee Members. This committee will also be responsible for helping develop a "campaign" to help increase the overall membership of the local league

## **SECTION 2**

**Coaches Committee.** The Coaches Committee will consist of four (4) Directors. The league president, the Vice President, the coaching coordinator, and player agent. The Committee shall interview and investigate prospective managers, and select the managers and coaches. 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.

## **SECTION 3**

**Protest Committee.** The protest committee will consist of 4 Directors. The committee will meet when a protest arises. They will investigate and bring all findings to the Board of Directors. 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 4**

**Scheduling/Interleague Committee.** The scheduling/interleague committee will consist of the league President, Vice President, player agent, and other Interleague Presidents. The committee will be responsible for scheduling interleague games, gather coach contact information, and double-checking scheduling for accuracy.

## **SECTION 5**

**Financial Report Review Committee.** Consisting of Treasurer, Sponsorship Coordinator, Equipment Coordinator, President, and Vice are to meet monthly to go over monthly bank statements for accuracy.

## **SECTION 6**

**Draft Committee.** The Draft Committee will develop a tournament format for Minor/Major leagues along with tournament rules, seeding, and participation. The Draft Committee consists of Tryout Coordinator, Player Agent, President, Coaches, and Vice.

## **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 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 or President.

### **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 \_Columbia\_ 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.

## **ARTICLE XI – 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 HRV Little League Membership on 11/18/2021 by the following 9 members who all voted yes to pass:

**Miranda Chavez, Joleen Wampler-Kendall, Jessica Sullivan, Mari-Beth Guenther, Lindsay Weseman, Raine Smith, Katy Mahon-Rutkowski, Yasmin Trejo, Danica Harjo**

President: Danica Harjo  
Approved: 11/18/2021  
Little League ID No: 4370506