

Lakeside National Little League

Constitution and By-Laws

Article I – Name

This organization shall be known as the Lakeside National Little League, hereafter 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 up 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, Inc. 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-©-(3) of Federal Internal Revenue Code, the Lakeside National 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 affect the objective of this Local League may apply to become a member.

Section 2. – Categories. There shall be the following categories of members:

- (a) Player Members. Any child meeting the requirements of Little League Registration IV and who resides within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of the Local League.
- (b) Regular Members. The parents or legal guardians of a player member, all current managers, coaches, volunteer umpires, Board of Directors members, officers of the Board, and any other person who is recognized by the Board as a volunteer in the Local League.
- (c) Honorary Members. Any person may be elected as Honorary Member by 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, Term of Membership not to exceed two (2) years from the date of nomination or election.

- (d) Sustaining Members. Any person not a *Regular* member who makes financial or other contributions 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 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 of any other youth baseball program in the age group specified in the Little League Rules and Regulations that could interfere with the local league in any way.

Section 4 – Suspension or Termination

- (a) Membership of a Player Member, Regular Member, Honorary Member, or Sustaining Member may be terminated by resignation, or action of the Board of Directors.
- (b) The Board of Directors, by a two-thirds (2/3) vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend, or terminate the membership of any member of any class when conduct of such person is considered detrimental to the best interest of Local League and/or Little League Baseball, or if the board member does not adhere to the requirements and responsibilities of being a board member as outlined in the Board Members Responsibilities document. 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.
- (c) In the case of a Player Member, the Board of Directors shall give notice to the manager of the team of which the child is a member. Said manager shall appear in the capacity of an advisor, with the player before a duly appointed committee of the Board of Directors, such shall have full power to suspend or revoke such player’s right to future participation.

Article IV – Dues

Section 1. There shall be no membership fee levied upon Regular Members.

Section 2. Registration fees for Player Members shall be determined annually by the Board of Directors. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM. (Little League Regulation XIII(c)) Parents who are unable to pay the registration fee must contribute volunteer time to the local League.

Article V – Board of Directors

Section 1 – Board and Number. The management of the property and affairs of the Local League shall be vested in the Board of Directors. The number of Directors shall *be* nineteen (19). The directors shall, upon election by the Regular Members as specified in Section 4 of this Article, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified, (The Secretary *will* provide to each Director, upon election, a copy of the Local League Constitution and by-laws.) **The position of “Challengers Division Representative” will, by virtue of election or by consideration of President voted by Board Members, automatically be seated as a voting Board of Directors Member**

Section 2. – Required Members. The Board of Directors membership shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents and a Safety Officer. The number of managers and coaches elected to the Board shall not constitute a majority of the total Board Members. Only volunteer umpires, as opposed to paid umpires, may be elected to the Board.

Section 3 – 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 4 – Annual Election and Term of Office. At each annual meeting of the Regular Members the Regular Members shall determine the ~~number of~~ Directors to be elected for a one (1) year term, and those to be elected for a two (2) year term. The following Executive positions will be elected for a two (2) year term: President, Vice President, Treasurer, Secretary, and Upper Player Agent. The terms shall alternate years with the positions grouped as follows: President, Treasurer, Upper Player agent on one year, Vice President and Secretary on the next. All other positions will be a one (1) year term. The number of board members so fixed may, within the limits prescribed by Section 1 of this Article, be increased at any regular or special meeting of the Regular Members, and if the number is increased, the additional Directors may be elected at that same meeting of the Regular Members at which the increase is voted, or at any subsequent meeting of the Regular Members. All election of Directors shall be by majority vote of all Regular Members present or represented by proxy at the time of the meeting and shall be conducted by secret ballot.

Section 5 – Attendance. **Prompt and regular attendance is necessary** for the effective operation of the Board of Directors, in order to achieve this goal, the following attendance requirement shall be strictly adhered to. Any of the following will result in automatic removal from the Board of Directors.

- (a) Two consecutive unexcused absences from regularly scheduled Board Meeting.
- (b) A total of three unexcused absences from a regularly scheduled Board Meeting within a period of one (1) election year.
- (c) An excused absence will be granted when an elected official is contacted prior to the regularly scheduled Board Meeting and informed of anticipated absence. Excused absences fall into the following categories: Sickness, death in family, or similar emergencies: vacations: work or work related activities conducted at other than regular working hours.

(d) The Secretary will maintain an accurate record including a sign-in roster of attendance.

Section 6 – 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. The Board member elected shall serve until the next annual meeting of the Regular members.

Section 7 – Meeting Notice. A regular meeting of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board, Notice of each regular or special meeting shall be given by the Secretary to each Director either by email at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or personal notice at least twenty-four (24) hours prior to the meeting. A special meeting of the Board of Directors may be called by the President whenever he/she deems it advisable, and shall be called by the Secretary at the written request to the Secretary by five Board members. In the case of a special meeting, the notice shall include the purpose of the meeting and no matters not so stated may not be acted upon.

Section 8 – Quorum. Seven members of the Board of Directors shall constitute a Quorum for the transaction of business.

Section 9 – Duties and Authority. The Board of Directors shall have the power to appoint such standing and special committees as it shall determine 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 meeting and the management of the Local League as it may deem proper.

The Board shall have the power by a two-thirds (2/3) vote minimum of 13 of those present at any regular or special 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.

The Board shall receive at the annual meeting of the Regular Members of the Local League, a report, verified by the President and treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition: the amount applied, appropriated or expanded during the year immediately preceding such date, and the purposes, objects or persons to, or for, which such application, appropriations or expenditures have been made; and the names and places of residence of persons who have been admitted to membership in the Local League during such year, which report shall be filed with the records of the Local League and an abstract thereof entered in the minutes of the proceedings of the annual meeting, a copy of such report shall be forwarded to Little League Headquarters.

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.

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 Regular Members or have been elected by the Board of Directors to fill a vacancy.

Article VI – Officers, Duties, Powers

Section 1. Immediately following the annual meeting, the Directors present, provided there be a quorum, shall meet for the purpose of electing officers and appointing committees for the ensuing year. The election of all officers shall be by secret ballot.

Section 2. Officers. Section 2. Officers. The officers of the Local League shall consist of a President, **Vice President**, a Secretary, a Treasurer, and Player Agent(s), **Safety Officer, and Auxiliary President**; all of who shall hold office for the ensuing year or until their successors are duly elected.

Section 3. President. The President shall:

- 1) Be responsible for conducting the affairs of the Local League, executing the policies established by the Board of Directors, **AND MAKE APPOINTMENTS, AS NECESSARY, IN ORDER TO CONDUCT THE BUSINESS OF THE LOCAL LEAGUE.**
- 2) Present a report of the condition of the Local League at the annual meeting and at such other times as he/she or the Board shall deem appropriate.
- 3) Communicate to the Board of Directors such matters and make such suggestions as may, in his/her opinion, tend to promote the welfare of the Local League.
- 4) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, rules and regulations of Little League Baseball, Inc., as agreed to under the conditions of charter issued by the Local League by that organization.
- 5) Preside at all meetings of the Member, Board of Directors and Executive Committees: shall prepare and distribute an itemized agenda for each meeting. The president or such other officers as he/she may designate in writing, shall have the power to make and execute for and in the name of the Local League such contracts and leases that have been properly read by the board and initialed by at least one other Board Member and which have had the prior approval of the Board.
- 6) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- 7) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- 8) With the assistance of the Player Agent, examine the application and supporting proof-of-age document of every player candidate and certify to his residence and age eligibility before the child may be accepted for try-outs and selection.

Section 4. Vice President. In the case of absence of disability of the President, and provided he/she is authorized by the President or Board so to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have other duties as from time to time may be assigned to him/her by the Board of Directors or by the President.

Section 5. Secretary. The Secretary shall:

- 1) Be responsible for recording the activities of the Local League and maintaining appropriate files.
- 2) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incidental to the office of Secretary or as may be assigned by the Board of Directors.
- 3) 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.
- 4) Keep the minutes of the meetings of the Members, the Board of Directors and cause them to be recorded in a book kept for that purpose.
- 5) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- 6) Notify Members, Directors, Officers and committee members of their election or appointment.

Section 6. Treasurer. The Treasurer shall:

- 1) Perform such duties as are herein specifically set forth and such duties as are customarily incidental to the Office of Treasurer or may be assigned to him/her by the Board of Directors.
- 2) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- 3) 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. All disbursements by check must have dual signatures. The Board of Directors elects the two signers of the checks.
- 4) We need a budget. It says further in the By-laws that the treasurer cannot be on that committee. It should include the Treasurer and Accountant along with the President and 2 other members. A posse of 5 total. (reason being that the treasurer and accountant can look up history using the accounting package faster than any member could have knowledge of the year to date info)
- 5) Board must file Taxes every year.

Section 7. Player Agent(s). The Player Agent(s) shall:

- 1) Record all players' transactions and maintain an accurate and up-to-date record thereof.
- 2) Receive and review applications for player candidates and assist the President in checking residents and age.
- 3) Conduct the player auction, or draft, and all other player transactions or selections meetings.

- 4) Prepare the Player agent's list.
- 5) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- 6) Notify Little League Headquarters of any subsequent player replacements or trades.

Section 8. Safety Officer. Whom the **Local League** shall **ELECT**.

- 1) Shall maintain first aid supplies.
- 2) Prepare a safety program for the league.

Section 9. All Board Members

- 1) All board members are required to adhere to the board member expectations document provided at the first annual board meeting.
- 2) All boards members are required to respond to any email communications within 48 hours. If a vote is called for via email, 2/3 of only those who respond within 48 hours will be required to pass.

Article VII – Executive Committee

Section 1. The executive committee shall consist of President, Vice President, Secretary, Treasure, and the Upper Division Player Agent. In the event the Upper Division Player Agent is not available, the position defaults to the Lower Division Player Agent.

Section 2 In the event the President feels a situation warrants an immediate vote, they can call for an executive board vote. Any vote must pass with 3 votes of the 5 executive board members. The results of such a vote need to be communicated to the remainder of the board via email within 24 hours

Article VIII – Other Committees

Section 1. Nominating & Membership Committee. The Board of Directors *shall* appoint a Nominating Committee consisting of not less than three (3) Directors.

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 receive the name of prospective Honorary, Sustaining, and *such* Regular Members as may be referred to the Committee by the Board, and must investigate eligibility, and recommend to those qualified for election at any meeting of the Board of Directors.

Section 2. 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 recommendation.

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 Treasure immediately after each game.

Section 3. Building, Grounds, and Property Committee. The Board of Directors may appoint a Building, Grounds, and Property Committee of not less than three (3) Directors.

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.

It shall be responsible for the care and maintenance of the playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

Section 4. Playing Equipment Committee. The Board of Directors may appoint a Playing Equipment Committee, which shall secure bids on needed supplies and equipment, and make recommendations for their purchase to the Board.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for repair, cleaning and storage thereof at the close of the season.

Section 5. Managers Committee. The President with the approval of Executive Board may appoint a Managers Committee consisting of not less than three (3) Directors, should not include prospective managers.

If established the Committee shall interview and investigate prospective managers and coaches, including those for the Minor League and farm teams, and recommend acceptable candidates to the President for appointment and subsequent approval by 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 6. Umpire Committee. The Board of Directors may appoint an Umpire Committee consisting of not less than three (3) Directors.

The Local League President shall be chairman of any such Committee.

The Committee shall recruit interview and recommend to the President for appointment a staff of Umpires, including a Head Umpire and replacements.

When appointed, the staff of Umpires shall be under the personal direction and responsibility of the Local League President, assisted by the Head Umpire who shall train, observe and schedule the staff.

Section 7. Parents Auxiliary Committee. The Board of Directors may appoint a Parents Auxiliary Committee consisting of the Local League Treasure and not less than two (2) other Directors.

The Committee shall Co-ordinate the activities of the Auxiliary.

It shall review and evaluate proposed Auxiliary projects and actions of the Parents Auxiliary.

Section 8. Auditing Committee. The Board of Directors must appoint an Auditing Committee consisting of not less than three (3) Directors. The President, Treasurer, or signatures of checks are not eligible.

The Committee will review the Local League's books and records annually, prior to the annual financial statement of the President and Treasurer, or may, if directed by the Board of Directors, secure the services of a Certified Public Accountant, to accomplish such Review.

Section 9. Player Development Committee.

Members – Board of Directors, Managers, Coaches, others appointed by Board and President.

Duties – To be in charge and control of the development of skills of the league players, coaches and managers.

Goals:

- (1) Work with managers and coaches to assist with development of the league players.
- (2) To hold information clinics for managers, coaches, and players.
- (3) To oversee practices and games to insure that league and Little League goals are being attained.

Section 10. Division Representative.

The Board shall appoint a Director or committee for each Division in the league. Each Division Representative shall be responsible for conduct of its division and field duties. The Division Representative shall not be affiliated with their own player's division.

Article IX – Managers, Coaches and Umpires

Section 1. Team managers **and team coaches** shall be appointed/**approved** annually by the President with approval of the Board of Directors, and shall be responsible for the selection of their teams and for their actions on the field.

- a. Manager selection process will be done via committee interview. In the event a board member is up for manager selection, will need to step out during the interviews for the division they desire to manager

Section 2. Head Umpires and his/her staff of Umpires shall be appointed annually by the President, with the approval of the Board of Directors, and the Head Umpire can manage or coach a major, minor or farm club team.

Article X – Regular Membership Meeting

Section 1. Annual Meeting. The annual meeting of the Regular Members of the Local League shall be held the second Wednesday of May each year for the purpose of electing the Board of Directors, receiving reports, and for the transaction of such business as may properly come before the meeting. The members elected will take office September 1.

Section 2. Notice of Annual Meeting. Notice of each meeting of the Members shall be emailed or otherwise delivered to each member at his/her recorded address at least ten (10) days in advance, thereof, setting forth the place, time and purpose of the meeting. In lieu thereof, notice may be given in such form as may be authorized by the Regular Members, from time to time, at a regularly convened meeting of the Regular Members.

Section 3. Special Meetings. Special meetings of the Regular Members may be called by the Board of Directors or by the President at their discretion. Upon the written request of ten (10) members of the Board of Directors to the President or Secretary, the President shall promptly call a special meeting of the Regular Members. No business other than that specified in the notice of the meeting shall be transacted at the meeting. Such meeting shall be scheduled to take place not less than ten days after the request is received by the President.

Section 4. Quorum. The presence, in person or by proxy, of those members present at a meeting of the Regular Members shall constitute a Quorum.

Section 5. Voting. Regular Members in good standing shall be eligible to vote at any general membership meeting of the Local League. All new regular members shall be excluded from voting for a period of thirty (30) days following membership acceptance. All voting shall be conducted by secret ballot.

Section 6. Proxies. Each member shall be entitled to one vote in person or by proxy. All proxies must be in written form and may be withdrawn at anytime.

Article XI – 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 rules and playing regulations as published by Little League Baseball Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

Section 3. Local League Rules. The 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 and Regulations of Little League Baseball Incorporated.

Article XII – Financial Accounting

Section 1. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income, including Parents Auxiliary Funds, in a common league treasury, directing the expenditure of same in such a manner as will give no individuals or team an advantage over those in competition with such individual or team.

Section 2. The Board shall not permit the contribution of funds or property to the individual teams but shall solicit same 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. The Board shall not permit the solicitation of funds in the name of Little League Baseball, unless all of the funds so raised are placed in the Local League Treasury.

The Treasurer shall investigate ways and means of financing the Local League.

Section 4. The Board shall not permit the disbursements of Local League funds for other than conduct of Little League activities in accordance with the rules and regulations of Little League Baseball Inc.

Section 5. The fiscal year of the Local League shall begin on the first day of October, and shall end on the last day of September.

Section 6. Distribution of Property Upon Dissolution. Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the members shall distribute the property of the Local League to such other organizations or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exception under Section 501 (c) of the Internal Revenue Code or any future corresponding.

Section 7. All monies received, including Parents Auxiliary Funds shall be deposited to the credit of the Local League and all disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or persons as the Board of Directors shall determine. There shall be a minimum of 4 Board members who can sign.

Article XIII – Amendments

The Constitution and By-Laws may be amended, repealed or altered, in whole or in part, by a majority vote at any duly organized meeting of the Regular Members, provided notice of the proposed change is included in the notice of such meetings. A draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval before implementation. This Constitution and By-Laws shall be reviewed annually by the Board of Directors for consideration of any revisions required by Little League Baseball Inc. or such other revisions as the Board may wish to recommend to the Regular Members.

Article XIV – Rules

Robert’s Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the Constitution and By-Laws of the Local League.

Jim Rosa
President, Lakeside National Little League