



July 13, 2022

Lauren Ware, President
WEST OAKS LITTLE LEAGUE | League ID: #3431621

Delivered via Email

Lauren Ware:

We are pleased to inform you that we have reviewed a copy of the Constitution for WEST OAKS LITTLE LEAGUE and determined it is acceptable. It will be placed in the league's file at the Southwest Region Headquarters as the most current one of record. This document is now the official Constitution for your league and will be such until a new document is submitted and approved by the Region office.

The league's Constitution is ONLY valid if NO part of it violates any Little League Rules, Regulations and Policies, or any applicable laws and/or ordinances. In addition, please be advised that the league may not deviate from clauses, phrases, and statements made in the league's governing constitution.

Your league's Constitution may be amended, repealed or altered in whole or in part by a majority of the league's regular membership. The change(s) must be reviewed at a duly organized meeting of the members, with the proposals provided in the appropriate notice of the meeting. Drafts of proposed changes can be submitted to the Region office prior to review with the membership.

You must make a copy of this Constitution available to any member of your league upon request (electronic/digital copy is acceptable).

Best regards to you, your league and the league's membership for a safe and successful season.

Sincerely,

Jen Colvin

JEN COLVIN
Region Operations Managing Director, Southeast and Southwest



CC: Kelly Campbell – DA, Texas 16

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THIS BOX FOR REGIONAL USE ONLY		
Date Submitted:	Approved:	Not Approved:
12/08/2021		

JUN 27 2022

ARTICLE I - NAME

This organization shall be known as the West Oaks 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 during Annual Meeting.

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SECTION 2

Classes - There shall be the following classes of Members:

- a) **Player Members** - Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties, or obligations in the management or in the property of the Local League.
- b) **Regular Members** - Any adult person who is actively interested in furthering the objectives of the Local League may become a Regular Member upon election, served two years as a Player Member and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. 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. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board, and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers' titles listed below:

Recommend Positions: Team parent, Equipment Manager, Coaching Coordinator, Sponsorship/Fundraisers Manager, Information Officer, Groundskeepers, Concessions Manager, Umpire-In-Chief etc...

c) **Honorary Members** (Optional)

Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or in the property of the Local League.

d) **Sustaining Members** (Optional)

Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties, or obligations in the management or in the property of the Local League.

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- e) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations:

- a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball program.

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 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

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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 ten (10) day(s) of application to become a member 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 electronically (text, email, or social media) and/or posted at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

SECTION 3

Quorum: At any General Membership Meeting, the presence in person or representation by absentee ballot of one third (33.3 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 in good standing 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 attend 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

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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 the last Saturday of August 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 of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

(1)	The condition of the Local League, to be presented by the President or his/her designate;
(2)	A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
(3)	The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
(4)	For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
(5)	The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

b) At the Annual Meeting, the Members shall elect 17 Board Members to be elected for the ensuing year and once the Board Members have been confirmed, the Board shall elect 6 Executive Board Members. The number of Directors (Executive Board) elected shall be not less than six and must have served as a Board of Director for a minimum of consecutive two years and may be re-elected until the Executive Board Member decides to resign or another Board Member would like to be elected for the position the current Executive Board Member holds.

c) After the Board of Directors (Executive Board) is elected, the Board of Directors shall assume the performance of its duties on September 1st. The Board's term of office shall continue until its successors are elected and qualified

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under this section. Transition period between the incumbent and exiting board member will be from September 1st through December 31st or three months from elections with change in President.

- d) The Officers of the Board of Directors (Executive Board) shall include, at a minimum, the President, Vice Presidents, Treasurer, Secretary, Player Agent, Umpire in Chief (UIC), Coaching Coordinator(s) Regulation 1B and a Safety Officer, The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

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) 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 ten (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 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 (Board Members).

SECTION 2

Increase in number: The number of Board of Directors (Board Members) so fixed at the Annual Meeting may be increased at any Board Meeting or Annual Board Meeting of the Board Members. If the number is increased, the additional Board Members may be elected at the meeting at which the increase is voted, or at any subsequent Board Meeting. All elections of additional Board Members shall be by majority vote of all Regular Board Members present or represented

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by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

Vacancies: If any vacancy occurs with the Board Members or Executive Board, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Board Members at any regular Board meeting or at any Annual Meeting called for that purpose. If an Executive Board Member decides to vacate their position, they will need to nominate a replacement and majority vote will need to be fulfilled in order for the newly elect to take the position on the Executive Board.

SECTION 4

Board Meetings, Notice and Quorum: Regular Board meetings 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 two-thirds (66.66 percent) or eleven (11) Members of West Oaks Little League Board of 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 electronically to each Board Member at least seven (7) day(s) before the time appointed for the meeting to the last recorded email address of each Board Member.
- c) West Oaks Board Members shall constitute a quorum of one-half (50 percent) or nine (9) Members for the transaction of business. If a quorum is not present, no business shall be conducted.
- d) Only Board Members may make motions and vote at Board meeting. However, Board Members invite, admit, and recognize guests for presentations or comments during Board meetings.

SECTION 5

Duties and Powers: 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

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accordance with the procedure set forth in Article III, Section 4 (a, b).

Responsible for serving Board Duty on game days of which includes ensuring games start on time, umpires are present, minimum number of players present and resolve any conflict.

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 BOARD

SECTION 1

Appointments: The Board Members 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 Members unless such individuals have been elected to the Board by the Board Members 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 Members.
- b) Present a report of the condition of the Local League at the Annual Meeting.
- c) Communicate to the Board Members such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.
- d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive, and which have had prior approval of the Board.
- f) Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Board as circumstances warrant.
- g) With the assistance of Treasurer prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- i) Cannot Manage or Umpire

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- j) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member.
- k) Assign administrative rights to league volunteers and teams on League's website.
- l) Appoint team managers with the approval of the Board Members, and responsible for their behavior on the fields.

SECTION 3

Vice President(s) - the Vice President(s) 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 so 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) May manage, umpire, and or be a coaches coordinator however must recuse themselves from any such conflict and put the interest of the League first.
- d) Assist the President with field rentals.
- e) Maintain an inventory list of all assets of West Oaks Little League of value more than \$100. Back Up is Vice President and Primary is Concession Stand Manager.

SECTION 4

Secretary/ Parliamentarian - the Secretary shall:

- a) Be responsible for recording the activities of the West Oaks Little 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) Issue membership cards to Regular Members, if approved by the Board of Directors.
- e) Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded digitally kept for that purpose.
- f) 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.
- g) Notify Members, Directors, Officers and committee members of their election or appointment.
- h) The Parliamentarian shall:
- i) Parliamentarian is used to assist with procedure during board meetings

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- j) Supervise credentials and elections
- k) Preside over particularly contentious meetings
- l) Provide formal parliamentary opinions
- m) Advise on parliamentary tactics, strategy and bylaws.

SECTION 5

Treasurer – the Treasurer shall:

- a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- c) Keep records for the receipt and disbursement of all monies and securities of the Local League, 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 for purchases over \$200. All purchases and checks must be approved by the Executive Board.
- d) Prepare a monthly detailed financial statement for the board for review.
- e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- f) May have an Assistant Treasurer who is under the direction of the Treasurer.

Assistant Treasurer - the Assistant Treasurer shall:

- a) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- b) 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.

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 or school enrollment and age eligibility.
- c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- d) Prepare the Player Agent's list.

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- 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) Cannot manage a division.
- h) Assist the Coaching Coordinator in assembling and distributing Manager's package.
- i) Work with president on informing league coaches of re-scheduled rain outs games.
- j) Manage the online registration process and ensure that league rosters are maintained on the site.
- k) Prepare all documentation forms for registration
- l) Ensure that league scores are updated on a regular basis on League's website.

NOTE: Must recuse him/herself from any such conflict and put the interest of the League first.

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 children and all participants of West Oaks Little League Baseball.
- b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance, and reporting.
- c) Issue First Aid Kits to all teams. Collect kits at the end of the season, replace required items, and inventory for future use.

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.
(4)	Background Checks - If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.
(5)	File claims for injured players and follow claims through to their completion.

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SECTION 8

Coaching Coordinator(s) – the Coaching Coordinators shall interview and investigate prospective managers and coaches, including those for all divisions and teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

- a) Represent coaches/managers in league.
- b) Present a coach/manager training budget to the board.
- c) Gain the support and funds necessary to implement a league-wide training program.
- d) Order and distribute training materials to players, coaches, and managers.
- e) Coordinate mini clinics as necessary.
- f) Serve as the contact person for Little League International and its manager-coach education program for the league.
- g) With the assistance of Player Agent, assemble and distribute Manager's package.
- h) Communicate with Managers; keep them informed of the league meetings and trainings. Any problems or questions need to first be directed to the Coach (s) Coordinator and then it can be escalated to the President and Vice President.
- i) Attend the draft.
- j) Monitor their league so as to be able to make knowledgeable nominations to the All Stars and they will also be present at the All-Star meeting for their division.
- k) Prepare the list of official coaches and assistant coaches for each team in each division (no more than 3 staff members per team) and submit to the Executive Board for approval. President has the final approval of all coaching staff.

SECTION 09

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 player, manager, and coach data is uploaded to the Little League Data Center.
- c) Encourage creation of team web sites to managers, coaches, and parents.
- d) Ensure that league news and scores are updated online on a regular basis.
- e) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media.

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- f) Serves 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, Incorporated.

SECTION 10

Marketing/Public Relations Manager – the Marketing/Public Relations Manager shall:

- a) Oversee new player recruitment efforts.
- b) Develop and maintain a league marketing plan focused on player recruitment and retention.
- c) Oversee efforts to market new divisions of play and initiatives offered by the league.
- d) Work with local media to promote the interests of Little League.
- e) Coordinate efforts to make the local league visible in the community year-round.

SECTION 11

Sponsorship/Fundraising Manager - the Sponsorship/Fundraising Manager shall:

- a) Solicit and secures local sponsorships to support league operations.
- b) Collect and reviews sponsorship and fundraising opportunities.
- c) Organize and implements approved league fundraising activities.
- d) Coordinate participation in fundraising activities.
- e) Maintain records of monies secured through sponsorship and fundraising initiatives.
- f) Ensure regulation and polices related to sponsorships and fundraising are followed.

SECTION 12

Concession Manager - the Concession Manager shall:

- a) Maintain the operation of concession facilities.
- b) Organize the purchase of concession products.
- c) Be responsible for the management of the concession sales at league events.
- d) Schedules volunteers to work the concession booth during league events.
- e) Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities.
- f) Organize, tally, and keep records of concession sales and purchases.
- g) Responsibility for sanity, cleanliness, and safety in the concession stand to meet all the appropriate Health codes.
- h) Maintain an inventory list of all assets of West Oaks Little League of value more than \$100.
Back Up is Assistant Concession Stand Manager and if not presence then the Vice President and Primary being Concession Stand Manager.
- i) Prepare for President the concession stand price list annually.

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Assistant Concession Manager - the Assistant Concession Manager shall:

- a) Maintain the operation of concession facilities.
- b) Organize the purchase of concession products.
- c) Be responsible for the management of the concession sales at league events.
- d) Schedules volunteers to work the concession booth during league events.
- e) Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities.
- f) Organize, tally, and keep records of concession sales and purchases.
- g) Responsibility for sanity, cleanliness, and safety in the concession stand to meet all the appropriate Health codes.

SECTION 13

Umpire-in-Chief - the Umpire-in-Chief (U.I.C) shall:

- a) Serve as coordinator of the local league umpire program
- b) Advise the League President on the local league umpire program
- c) Recommend volunteer umpires to League President to serve the league during the regular season.
- d) Recruit, review, and retain volunteer umpires
- e) Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines
- f) Communicate rule changes to league volunteer umpires, managers, and coaches
- g) Recommend tournament-worthy umpires to the District Umpire Consultant
- h) Attend umpire training programs at the district, state, and region levels
- i) May coach a team but recuse him/herself from any such conflict and put the interest of the League first.
- j) Conduct rules clinic for all prospective Umpires and Managers.

Assistant Umpire-in-Chief - the Assistant Umpire-in-Chief (U.I.C) shall:

- a) Serve as coordinator of the local league umpire program
- b) Advise the League President on the local league umpire program
- c) Recommend volunteer umpires to League President to serve the league during the regular season.
- d) Recruit, review, and retain volunteer umpires
- e) Communicate rule changes to league volunteer umpires, managers, and coaches
- f) Attend umpire training programs at the district, state, and region levels
- g) May coach a team but recuse him/herself from any such conflict and put the interest of the League first.

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- h) Assist in conduct rules clinic for all prospective Umpires and Managers.

SECTION 14

Equipment Manager I (Hard Equipment) – the Equipment Manager I shall:

- a) Inventory, evaluate, clean, repair, and maintain all playing equipment.
- b) Certify all equipment as being qualified under the official Regulation and Rules of Little League Baseball.
- c) Distribute and collect all playing equipment.
- d) Secure bids on needed supplies and equipment and make recommendations for their purchase to the Board.
- e) Order and maintain a good supply of Baseball Playing Balls in stock throughout the season.
- f) Keep an inventory of all assets.

SECTION 15

Equipment Manager II (Soft Equipment) - the Equipment Manager II shall:

- a) Secure bids on Uniforms and Trophies as required and make recommendations for their purchase to the Board.
- b) Distribute uniforms prior to the season to Manager and / or Team Parents and procure and distribute any additional uniforms required due to player transactions during the season.
- c) Coordinate distribution of Trophies during ceremonies.

SECTION 17

League Representative/Team Parent Liaison: All League Representatives shall:

- a) Keep a list each team's Team Parent, Scorekeeper and make sure they have attended the proper training and they are well communicated with all parties.
- b) Conduct scorekeeper clinic for all prospective scorekeepers.

SECTION 18

Auxiliary I – Fundraiser Coordinator - the Auxiliary I shall:

- a) Assist the Fundraiser Manager with all assigned fundraiser duties.

SECTION 19

Auxiliary II – Photography Coordinator: the Auxiliary II shall:

- a) Secure bids from Photography firms and make recommendations for their purchase to the Board.
- b) Schedule Photographer for annual pictures.
- c) Manage and coordinate all team's picture schedules.
- d) Collect monies.

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- e) Distribute pictures upon arrival.

SECTION 20

Facilities Manager – the Facilities Manager shall:

- a) Maintain the fields by mowing, weed eating, edging, and sweeping grass.
- b) Create mowing schedule & field maintenance for during season and off season.
- c) Present field/fence repairs to Executive Board.

Assistant Facilities Manager – the Assistant Facilities Manager shall:

- a) Maintain the fields by mowing, weed eating, edging, and sweeping grass.
- b) Assist Facilities Manager.
- c) Present field/fence repairs to Executive Board.

SECTION 21

Rental Coordinator – Rental Coordinator shall:

- a) Answer emails, phone calls and text messages about rental inquiries.
- b) Prepare the rental agreement; send to the President for review and approval. If President is not available, the Vice Principal will review and sign.
- c) Update the calendar with rental reservations.

SECTION 22

Tournament Director – Tournament Director shall:

- a) Organize tournaments for West Oaks Little League.
- b) Present tournaments to Executive Board for approval of dates and details of the tournament.
- c) Create tournament schedules and prepare tournament agreements.

SECTION 23

Auxiliary III – Floater – General Members shall:

- a) Non-Administrative role with no rights, duties, or obligations in the management or in the property of the Local League
- b) Required to attend Annual Meeting of the Members as well as quarterly general meetings.
- c) Any other duties as assigned by the Executive Board.

ARTICLE VIII - EXECUTIVE COMMITTEE

No local league is required to appoint Board members to Committees or use this tool of operation to manage the local league. However, the committee structure is recommended to engage the Board of Directors, assist with efficiently delegating responsibilities throughout the

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year, and provide oversight in the operation of the local league.

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the Local League. Executive Board Members shall consist of the following: President, Vice President, Secretary, Treasurer, Player Agent and UIC. President will vote when Executive Board reaches a tie.

SECTION 2

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

SECTION 3

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

ARTICLE IX - OTHER COMMITTEES

(Place an "X" on the line next to each applicable committee)

SECTION I

Nominating Committee: The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members. The Committee shall consist of the following: President, Vice President, and Secretary.

SECTION 2

Membership Committee: The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and

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recommend those qualified for election at the annual, regular, or any special meeting of the Members or the Board of Directors. The Committee shall consist of: President, Vice President and Treasurer.

SECTION 3

Finance Committee: The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, including team sponsorships and submit recommendations and shall turnover said collections to the Treasurer immediately after each game.

SECTION 4

Building and Property Committee: (May be combined with Grounds Committee) The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

SECTION 5

Grounds Committee: (May be combined with Building and Property Committee) The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 6

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 the repair, cleaning and storage thereof at the close of the season.

SECTION 7

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Managers Sub- Committee: The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its fi to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be. This is not a required committee as the Board may elect to perform all of these tasks and responsibilities by the Coach Coordinator(s).

SECTION 8

Umpire Committee: The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. 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 UIC and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the UIC who shall train, observe and schedule the staff. The Committee shall also be responsible for determining field status on inclement weather days and make the necessary call to cancel scheduled games and reschedule accordingly.

SECTION 9

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 10

Auditing Committee: The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 11

Field Location: 17245 Westheimer Pkwy, Houston, TX 77082 • Mailing address: 17117 Westheimer Road # 132, Houston, TX 77082
Phone: 832-432-1186 • E-mail address: westoakslittleleague@gmail.com

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Other Committees and Board Positions: The Board of Directors may appoint a committee consisting of three (3) Directors. The Chairman of the Committee; or add Board positions for the specific purpose of fulfilling a need that is presently not addressed, or accounted for by an existing committee.

List Additional Committees by name:

1. _____
2. _____
3. _____
4. _____
5. _____

ARTICLE X – 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

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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 the Local League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 2

Contributions: The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

SECTION 3

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

SECTION 4

Disbursement of Funds: 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, or league credit or debit card. 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

Financial Transparency: No Board member authorized to disburse funds may be the spouse or family relative of the League President or Treasurer or have direct access to league funds without the written permission of the chairman of the league's Audit Committee. The use of a league credit or debit card is permitted, given that the card is returned to the League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made

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within three (3) days of the purchase date.

SECTION 6

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 7

Deposits: All moneys received, including sponsorship and fundraising, shall be deposited to the credit of the Local League in/at Chase Bank.

SECTION 8

Fiscal year: The fiscal year of the Local League shall begin on (Check one):

October 1 and shall end on September 30.

(Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated, Group Tax ID Number.)

January 1 and shall end on December 31.

_____ (Other date)

SECTION 9

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

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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 revised and approved by the West Oaks Little League Membership on 12/08/2021.

This constitution is is not (check one) identical to the model constitution provided by Little League International.

Lauren Ware
President's Name (Print)

[Signature] 12/8/2021
President's Signature Date

03431621
Little League ID No.

74-2107314
Federal ID No. (if available)

30004088131
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.

[Handwritten mark]