

# Chaires-Capitola Little League, Inc.

## Constitution – adopted November 10, 2021

### ARTICLE I-NAME

This organization shall be known as the Chaires-Capitola Little League, Inc., 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, hereinafter referred to as "Little League". All 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 submit 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 General Membership Meetings. Only one member per household can be a Board Member.
- (c) **Regular Members.** Any adult person who is the parent or guardian of a Player Member or an active volunteer in the Local League.

Note: Regular Members of the league automatically include all current Managers, Coaches, Umpires, Board Members, and any other person who is recognized by the Board as a volunteer in the Local League.

As used hereinafter, the word "Member" shall include Player, Board and Regular Members unless otherwise stated.

### **SECTION 3 – Other Affiliations**

- (a) Members shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- (b) Any member actively engaged in the promotion and/or operation of any other baseball/softball program, shall not do so to the detriment of Local League. Detriment shall be defined as the utilization of League resources, registration data and League social media platform for the advancement of the alternate program.

### **SECTION 4 – Suspension or Termination**

Members may be terminated by resignation or action of the Board as follows:

- (a) The Board (including all Board Members), 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, 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 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 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 or a duly appointed committee of the Board. The player's parent(s) or legal guardian(s) may also be present. The Board 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**

There shall be no dues for Members however, the Local League reserves the right to impose membership dues at its discretion. Note: This is separate from registration fees for Player Members, which are determined annually by the Board.

## **ARTICLE V - GENERAL AND ANNUAL MEMBERSHIP MEETINGS**

### **SECTION 1 – Definition**

A General Membership Meeting is any meeting of the membership of the Local League. 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 to Members at the last recorded e-mail address at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In addition to the above method, notice may be given in such form as may be authorized by the Local League (e.g. website or social media), or at a regularly convened General Membership or Board Meeting.

### **SECTION 3 – Quorum**

At any General Membership Meeting, the presence in person or representation by absentee ballot of the majority of the Board Members shall be necessary to constitute a quorum. If a quorum is not present, no voting shall take place.

### **SECTION 4 – Voting**

Only Board Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board Members may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board are described in Article VI, Section 4.)

### **SECTION 5 – Absentee Ballot**

For the express purpose of accommodating a Board Member in good standing who cannot attend an 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 Local 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 (typically the outgoing President or a Member 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 each year for the purpose of electing new Board Members, receiving reports, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive a report, verified by the President and Treasurer, or by a majority of the Board Members, identifying:
  - (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 (if applicable);
  - (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 the Board 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.
- (b) At the Annual Meeting, the Members shall determine the number of Board Members to be elected for the ensuing year and shall elect such number of Board Members. The number of Board Members elected shall be not be less than seven (7).
- (c) After the Board Members are elected, the Board shall meet to elect the officers. After the election, the Board Members 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 Members shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, Umpire-in-Chief, Coaching Coordinator, one or more Player Agents, and a Safety Officer.

## **SECTION 7 – Special General Membership Meetings**

Special General Membership Meetings of the Members may be called by the Board 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 thirty (30) days after the request is received by the President or Secretary and shall be noticed as described in Section 2 of this Article.

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

# **ARTICLE VI - BOARD MEMBERS**

## **SECTION 1 – Authority**

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

## **SECTION 2 – Increase in Number**

The number of Board Members 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 Board Members may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Board Members shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary of the Local League prior to the election meeting.

## **SECTION 3 – Vacancies**

If any vacancy occurs in the Board Members, 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 Special Board Meeting called for that purpose.

## **SECTION 4 – Board Meetings, Notice and Quorum**

Regular meetings of the Board Members shall be held immediately following the Annual Meeting and on such days thereafter as determined by the Board.

- (a) The President or the Secretary may, whenever deemed advisable, or the Secretary shall at the request in writing of a majority of the Board Members, 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. A majority of the Board Members shall be required to hold a special meeting.
- (b) Notice of each Board meeting shall be given by the Secretary or other Board Member designated by the President, electronically to each Board Member at least five (5) days before the time appointed for the meeting to the last recorded email address of each Board Member.
- (c) A majority of the Board Members shall constitute a quorum for the transaction of business. If a quorum is not present, no votes shall be taken.
- (d) Only Board Members may make motions and vote at meetings of the Board. However, the Board Members may invite, admit and recognize guests for presentations or comments during Board meetings.

## **SECTION 5 – Duties and Powers**

Board Members 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 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 meetings, except where it conflicts with this Constitution of the Local League.

# **ARTICLE VII - DUTIES AND POWERS OF THE BOARD**

## **SECTION 1 – Appointments**

Board Members may appoint such other officers or agents as it deems 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 unless such individuals have been elected to the Board by the 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.
- (b) Present a report of the condition of the Local League at the Annual Meeting.
- (c) Communicate to the Board on 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 the 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 as circumstances warrant.
- (g) With the assistance of his/her designee, 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 evaluations and selection.
- (h) Represent the Local League at the District meetings as scheduled.
- (i) Prepare for the submission to Little League Headquarters, All-Star team rosters and the tournament team eligibility affidavit.
- (j) Notify Little League Headquarters of any Subsequent All-Star player replacements or trades.

### **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 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 or by the President.
- (c) Work closely with the President on all Local League activities in the event that he/she may take on the role of President the following season.

### **SECTION 4 – Secretary**

The Secretary shall:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files (electronic or hard copy), mailing lists and necessary records.
- (b) Maintain a list of all Board Members and committee members and give notice of all meetings of the Local League, the Board Members and Committees.
- (c) Keep the minutes of all Board meetings and cause them to be recorded and available via the Local League's website.

### **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.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League. Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board. Provide reimbursement checks for Board Members in a timely manner. All disbursements by check shall be signed by the Local League Treasurer and one other qualified Board Member.
- (d) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board at the end of the fiscal year, and to Little League Headquarters as required.
- (e) Bank Signature Cards: Obtain new signature cards for the Local League account(s). New Local League Officers must sign the card(s) and return to bank, as soon as possible. A previous check signer must be present at the bank to make any changes to the Local League account(s).
- (f) The Local League President and Secretary or Treasurer will be the key holders for the league mailbox.

### **SECTION 6 – Coaching Coordinator**

The Coaching Coordinator shall:

- (a) Present a coach/manager training and education budget to the Board.
- (b) Provide manager and coach training and education each year.
- (c) Receive and distribute training materials to coaches and managers from Little League International.
- (d) Coordinate mini-clinics as necessary.

- (e) Monitor managers and coaches throughout the year.
- (f) Report any roster management issues to the Player Agent.

**SECTION 7 - Player Agent**

The Player Agent shall:

- (a) Assist with the coordination and execution of player evaluations, player draft and all other player transaction or selection meetings.
- (b) Prepare the Player Pool lists and coordinate the Player Pool for said division throughout the season.

**SECTION 8 - 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.

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 - Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Reporting - Define a process to ensure 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 9 – Other Duties**

Other Duties as listed in the Local League bylaws.

**ARTICLE VIII - OTHER POSSIBLE COMMITTEES**

**SECTION 1 – Nominating/Membership Committee**

The Board may appoint a Nominating/Membership Committee. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board.

**SECTION 2 – Finance Committee**

The Board may appoint a Finance Committee. 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 to the Board.

**SECTION 3 – Building and Property Committee** (May be combined with Grounds Committee)

The Board may appoint a Building and Property Committee. 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 may appoint a Grounds Committee. The Committee 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 may appoint a Playing Equipment Committee that 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 – Managers Committee**

The Board may appoint a Managers Committee consisting of three (3) Board Members. The Committee shall interview and investigate prospective managers and coaches, including those for the Machine Pitch, Minors, and Majors League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board. 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, investigate complaints concerning managers and coaches and make a report thereof to the President or Board as the case may be.

#### **SECTION 8 – Umpire Committee**

The Board may appoint an Umpire Committee consisting of three (3) Board Members and other appointed Regular Members. The Local League President shall be chairperson of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Umpire-In-Chief who shall train, observe and schedule the staff.

#### **SECTION 9 – District Committee**

The Board may appoint a District Committee consisting of the Local League President as chairperson and two (2) other Board Members. 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 – Auxiliary Committee**

The Board may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Board Members and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board Members shall approve in advance all projects and actions of the Auxiliary.

#### **SECTION 11 – Auditing Committee**

The Board may appoint an Auditing Committee consisting of three (3) Board Members. 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 or Membership, secure the services of a Certified Public Accountant to accomplish such review.

#### **SECTION 12 – All-Star Committee**

The Board may appoint an All-Star Committee consisting of three (3) or more Board Members. The All-Star Committee will review the All-Star selection protocol as laid out in the Local League Bylaws and update as necessary.

## **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 Local League Board Members at a meeting to be held not less than one month prior to the first scheduled game of the Spring season. The local rules, ground rules, and/or bylaws 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 Members 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 Members 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 and one other qualified Board Member.

### **SECTION 5 – Compensation**

No Member of the Local League shall receive, directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Member.

**SECTION 6 – Deposits**

All monies received, including auxiliary Funds, shall be deposited to the credit of the Local League in the Centennial Bank, Tallahassee, FL.

**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 the CCLL Board on November 10, 2021

President’s Name: Robert Vos II

President’s Signature \_\_\_\_\_ Date 11/10/2021

Little League ID No.: 00130142

Federal ID No.: 27-0007278

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 accepted 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.