

Newville Little League



Constitution & By-Laws

ARTICLE I

This organization shall be known as the Newville Little League Inc.

Article II – Objective

Section 1

The objective of the Newville Little League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for the 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 Newville Little 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 the prime importance. In accordance with Section 501-(c) - (3) of the Federal Internal Revenue Code, the Newville Little League shall operate exclusively as a nonprofit 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 or 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 the Newville Little League may 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 and who resides within the authorized boundaries of the Newville Little 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** – Any person actively interested in furthering the objectives of the Newville Little League may become a regular member. The secretary shall maintain the roll of membership to qualify voting members. Only regular members in good standing are eligible to vote at regular meetings. “Good Standing” shall be defined as having attended a majority of the preceding 12 regular meetings, except however that any newly elected office holder may vote at the first regular meeting in October and then as long as that person has attended the majority of the meetings from that date.
 - i. All Officers, Board Members, Committee Members and other elected or appointed officials must be active Regular Members in good standing.
- (c) **Executive Members** – A person elected to the position President, Vice President, Treasurer, Secretary, or Board of Director.
- (d) **Honorary Members** – Any person may be elected as an 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 Newville Little League.
- (e) **Sustaining Members** – Any person not a Regular Member who makes a financial or other contribution to the Newville Little 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 Newville Little League.
- (f) 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 Newville Little League.
- (b) Regular Members should not actively engage in the promotion and/or operation of any other baseball or softball program which interferes with the operation of the Newville Little League.

Section 4

Suspension or Termination: Membership may be terminated by resignation or action of the Board of Directors.

- (a) 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 the conduct of such person is considered detrimental to the best interests of the Newville Little 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 of Directors shall, in case of a Player Member given notice to the parents/guardians of the player and to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an adviser, with the player and/or the parents/guardians of the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.
- (c) The Board may review attendance records for the purpose of suspension or termination of a Board member.

Article IV – DUES

Section 1

A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of the local Little League.

Article V – Meetings

Section 1

Regular Meetings: The monthly meetings of the Newville Little League shall be held on the 2nd Thursday of each month at 7:30 p.m. for the purpose of transacting the operations of the League. During the playing season from March to July, the regular meetings will be held immediately following all scheduled games or practices.

Executive Board Meetings: The monthly meeting of the Newville Little League shall be held on the 1st Thursday of each month at 7:30 p.m. for the purpose of transacting the financial and operational issues when necessary. During the playing season from March to July, the executive meetings will be held immediately following all scheduled games or practices.

Section 2

Annual Election: The annual election of the Newville Little League shall be held in conjunction with the September regular meeting each year for the purpose of electing a Board of Directors.

Section 3

Special Meetings: Special meetings of the Newville Little League may be called by the President at his discretion or upon the written request to the President of a minimum of ten (10) Members to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Member.

Section 4

Voting: Only Regular Members in good standing shall be eligible to vote at any regular meeting of the Newville Little League. "Good Standing" shall be defined as having attended a majority of the preceding 12 regular meetings, except however that any newly elected office holder may vote at the first regular meeting in October and then as long as that person has attended the majority of the meetings from that date. A member appointed to fill a vacancy during the year shall be eligible to vote at his or her first meeting and may vote thereafter as long as he or she has attended a majority of the regular meetings.

An excused absence shall be granted to any member or officer who is unable to attend a regular meeting due to work, illness, church, non-profit organization matters, other Little League commitments, or other good reason determined by the Board. The President must be notified prior to the meeting. Any issues as to whether an absence is “excused” shall be determined by the Board.

Section 5

Quorum: One-third (1/3) of the total board Members shall be necessary to constitute a quorum for a regular meeting. For a special meeting a minimum of ten (10) Board Members in good standing must be present to constitute a quorum.

Section 6

Absentee Ballot: For the expressed purpose of accommodating a regular member in good standing who cannot be in attendance at the election meeting, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election meeting. The Secretary shall present all absentee ballots to the Election Chairman on the date of the election meeting prior to the conduct of the election process.

Section 7

Rules of Order: Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of the Newville Little League.

Section 8

Public Attendance: The public may attend any Board meeting except when the Board discusses a private .

Article VI – Board of Directors

Section 1

Board and Number: the management of the property and affairs of the Newville Little League shall be vested in the board of Directors. The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2

The board membership shall include the following: President, Vice President, Secretary, Treasure, Instructional Commissioner, P2 Commissioner, P1 Commissioner, Major Commissioner, Intermediate Commissioner, Junior Commissioner, Senior Commissioner, Challenger Commissioner, Player Agent, Equipment Manager, Field Manager, Safety Officer, Education Officer, Umpire in Chief, Security Officer, PR Marketing Coordinator, Concession Stand Chairman, Fundraising Chairman, Web Master and the nine (9) Elected Board Members. The number of managers including minor league representation elected as Elected Board Members shall not exceed a minority of the total Board members.

Section 3

Annual Election and Term of Office: All elections of Directors shall be a majority vote of all members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting. All Officers shall hold office for the ensuing year. Elected Board Members shall hold office for three year terms to be staggered so that three (3) positions expire and are subsequently filled each year.

Section 4

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 meeting or at any special meeting called for that purpose.

Section 5

Meetings, Notice and Quorum: Regular meetings 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. The President, whenever he deems it advisable or the Secretary shall at the request in writing of five (5) Directors issue a call for a special meeting of the Board. Notice of each special meeting shall be given by the Secretary to each Director either by telephone, text, email or personal notice twenty-four hours preceding the meeting.

In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

Ten (10) members of the Board of directors in good standing shall constitute a quorum for the transaction of business.

Section 6

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Newville Little League as it may deem proper.

The Board shall have the power by a two-thirds (2/3) vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Newville Little League in accordance with the procedure set forth in Article III Section 4 (a).

The Membership shall receive at the election meeting of the Members of the Newville Little 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 the Newville Little League, 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 expended during the year immediately preceding such date, and the purposes, objects or person to or for which such applications and appropriations or expenditures have been made, which report shall be filed with the records of the Newville Little League and an abstract thereof entered in the minutes of the proceedings of the election meeting.

A copy of such report shall be forwarded to Little League Headquarters.

Article VII – Real Estate Matters

Any sale, purchase or lease of Little League real estate and/or buildings must be approved by eighty percent (80%) of the Board members in good standing.

Article VIII – Committees

Section 1

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 election meeting a slate of candidates for the Board of Directors.

The committee may also submit for consideration by the Board of Directors a slate of Committee Members.

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 and Sustaining Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Members of the Board of Directors as the case may be.

Section 3

Finance Committee: The Board of Directors may appoint a Finance Committee consisting of not less than three (3) not 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 Newville Little League and submit recommendations. It shall submit a budget proposal at the beginning of the fiscal year for consideration by the Board.

It shall be responsible for taking up collections at games, if such collections are authorized by the Newville Little League, and shall turnover said collections to the Treasurer immediately after each game.

Section 4

Building and Grounds Committee: The Board of Directors may appoint a Building and Grounds Committee consisting of the Field Manager, two (2) other 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.

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 5

Playing Equipment Committee: The Board of directors may appoint a Playing Equipment Committee consisting of the Equipment Manager, two (2) other Directors, and other appointed Regular Members.

The Committee shall secure bids on needed supplies and equipment and make recommendations for the purchase to the Board.

It shall be chaired by the Equipment Manager and be responsible for the proper issuance of such supplies and equipment and for the repair, and storage thereof at the close of the season.

Section 6

Managers Committee: The Board of Directors may appoint a Managers Committee consisting of three (3) Directors.

The Committee shall interview and investigate prospective managers for all Divisions 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 Newville Little 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.

Section 7

Umpire Committee: The board of Directors may appoint an Umpire Committee consisting of all Division Umpires-in-Chief and three (3) other Directors.

The Newville Little League President shall be chairman of any such Committee.

The Committee shall recruit, interview and recommend to the Board of Directors a staff of umpires indicating the Division level(s) they are qualified for.

When umpiring, the staff of umpires shall be under the personal direction and responsibility of the appropriate Division's Umpire-in-Chief who shall train, observe and schedule the staff.

Section 8

District Committee: The Board of Directors may appoint a District Committee consisting of the Newville Little League President as chairman and two (2) other Directors.

The committee shall assist the District Administrator in inter-league 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 9

Auxiliary Committee: The Board of Directors may appoint an Auxiliary Committee consisting of the Newville Little League Treasurer and two (2) other Directors 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 of Directors shall approve in advance all projects and actions of the Auxiliary.

Section 10

Auditing Committee: The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible.

The Committee will review the Newville Little League's books and records annually at the close of the fiscal year and attach a statement of their 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 an Certified Public Accountant to accomplish such review.

Section 11

The following committees are established:

- Registration
- Opening Day
- Budget
- Rules
- By-Laws

Article IX – Officers, Duties, and Powers

Section 1

Election: Immediately following the election meeting, the Directors present, provided there be a quorum, shall meet for the purpose of appointing committees for the ensuing year.

Section 2

The board membership shall include the following: President, Vice President, Secretary, Treasure, Instructional Commissioner, P2 Commissioner, P1 Commissioner, Major Commissioner, Intermediate Commissioner, /Junior Commissioner,/Senior Commissioner, Challenger Commissioner, Player Agent, Equipment Manager, Field Manager, Safety Officer, Education Officer, Umpire in Chief, Security Officer, PR Marketing Coordinator, Concession Stand Chairman, Fundraising Chairman, and Web Master all of whom shall hold office for the ensuing year or until their successors are duly elected. [Regulations I (b)].

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 and may fill any vacancy which may occur in any office. Appointed Officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

Section 3

President: The President shall:

- (a) Conduct the affairs of the Newville Little League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Newville Little League at the election meeting.
- (c) Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Newville Little League.
- (d) Be responsible for the conduct of the Newville Little League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under conditions of charter issued to the Newville Little 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 Newville Little 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 Newville Little League and report thereon to the board of Directors or Executive Board as circumstances warrant.
- (g) With the assistance of the Player Agent, examine the application and supporting proof of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted.

Section 4

Vice-President: The Vice-President shall:

- (a) In case of the absence or disability of the President, 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 such other duties as from time to time may be assigned by the Board of Directors or by the President.
- (b) In case of a vacancy of any Division Commissioner(s); assume the duties of said Commissioner(s) until filled.

Section 5

Secretary: The Secretary shall;

- (a) Be responsible for recording the activities of the Newville 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 Newville Little League, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members and the Board of Directors, and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions no otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.

Section 6

Treasurer: The Treasurer shall:

- (a) Perform such duties as are herein specifically 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 it in a depository approved by the Board of Directors.
- (c) Keep records of the receipt and disbursement of all monies and securities of the Newville Little 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.
- (d) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (e) Prepare an annual financial report, under the directions of the President, for submission to the Membership and Board of Directors immediately following the end of the fiscal year.

Section 7

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 checking residence and age eligibility.
- (c) Recommend the appropriate numbers of teams based on the number of registrants and present to the Board of Directors for approval.
- (d) Conduct the player auction or draft and all other player transactions or selection meetings.
- (e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed and tournament team eligibility affidavit.
- (f) Notify Little League headquarters of any subsequent player replacements or trades.

Section 8

Commissioner: The Commissioners for Senior, Junior, Intermediate, Instructional, Major boys, Minor Boys, and Challenger Divisions shall:

- (a) Coordinate activities and policies of the Newville Little League with the managers, coaches, parents and other officers within their respective Division.
- (b) Prepare the pre-season practice schedule for their Division.
- (c) Prepare the season schedule for their Division.

Section 9

Umpire-in-Chief: The Umpires-in Chief shall:

- (a) Maintain a roster of available umpires for each respective Division. Conduct or arrange for training of these umpires.
- (b) Adjudicate any questions on rules interpretation for their respective division.

Section 10

Equipment Manager: The Equipment Manager shall:

- (a) Be responsible for the handout, return and inventory of all League playing equipment.
- (b) Have authority to purchase needed equipment within the budget approved by the Board of Directors.
- (c) Appoint as necessary, assistant equipment managers to help in the execution of these duties.

Section 11

Field Manager: The Field Manager shall:

- (a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Field Manager of may be assigned by the Board Directors.
- (b) Be responsible for the upkeep of the fields and grounds of the Newville Little League.
- (c) Maintain a prioritized list of work to be done and schedule work days and crews to carry out work within a budget set by the Board of Directors.

Section 12

Safety Officer: The Safety Officer shall:

- (a) Secure components for first aid kits, provide one to each team at the beginning of the season, provide refills during the season, and collect at the end of the season.
- (b) Receive and maintain a file of all accident reports.
- (c) Work with Williamsport to resolve any problems with insurance claims.
- (d) Coordinate, with the equipment manager for any special safety equipment requirements.
- (e) Check fire extinguisher condition and availability and check buildings and grounds for fire and safety hazards on a monthly basis.
- (f) Be empowered to enforce all of the safety rules and regulations of Little League Baseball Inc.

Article X – Managers, Coaches and Umpires

Section 1

Team Managers shall be recommended for appointment annually by the Commissioners of their respective level, and be approved by the Board of Directors. Managers shall be responsible for the selection of their coaches and players and for their actions on the field. [Regulation 1(b)].

- i. According to PA State Law, which was implemented on July 1, 2015, requires all managers, coaches and team mom's need to submit/provide all the required background checks per Little League International and the PA State Law.

Section 2

. The President shall not umpire. [Regulation 1(b)]. Commissioners shall not manage, coach or umpire in their respective Divisions.

Article XI – Affiliation

Section 1

Charter: The Newville Little 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 Newville Little 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 the Newville Little League.

Section 3

Newville Little League Rules: The local rules of the Newville Little 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 and Accounting

Section 1

The Board shall establish and maintain two (2) accounts:

- (a) General checking
- (b) Savings or money market

All accounts shall be subject to the provisions set forth below.

No transfer between funds or accounts shall be made unless authorized by the Board.

No cash disbursements shall be permitted unless expressly authorized by the Board.

The Board of Directors shall decide all matters pertaining to the finances of the Newville Little League and it shall place all income in a common league treasury, directing the expenditure of same in such manner as will give no individual 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 individual teams but shall solicit same for the common treasurer of the Newville Little League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Newville Little 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 be placed in the Newville Little League treasury

Section 4

The board shall not permit the disbursement of Newville Little League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball Incorporated.

Section 5

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

No employees, contractors or subcontractors shall be hired except by the Board.

Section 6

All monies received shall be deposited to the credit of the Newville Little League in an institution selected by the Board of Directors and all disbursement shall be made by check. All checks shall be signed by the Newville Little League Treasurer and President. No disbursements shall be made until authorized by the Board at a regular or special meeting unless prior approval by the board has been obtained.

Section 7

The fiscal year of the Newville Little League shall begin on the first day of October and shall end on the last day of September. The board shall establish a budget at the beginning of the fiscal year and shall adhere to the budget unless changed by Board vote. The Treasurer shall submit an annual report immediately following the end of the fiscal year.

Section 8

Distribution of Property Upon Dissolution: Upon dissolution of the Newville Little League and after all outstanding debts and claims have been satisfied, all the remaining property of the Newville Little League will be given to the Borough of Newville for youth recreational purposes only. Dissolution must be approved by eighty percent (80%) of Board members in good standing.

Section 9

The Treasurer, Fundraising Chairperson, and the Concession Stand Supervisor shall be bonded in an amount established by the Board.

Article XII – Amendments

This 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 Members provided notice of the proposed change is included in the notice of such meeting.

A draft of all Proposed amendments shall be submitted to Little League Baseball, Incorporated for approval.

Reviewed: December 2016
Updated: February 2017