

## **League City Youth Sports Organization, 3431414**

REGIONAL USE ONLY

Date Submitted:

Approved:

Not Approved:

## **LEAGUE CITY YOUTH SPORTS ORGANIZATION**

### **ARTICLE I – NAME**

This organization shall be known as LEAGUE CITY YOUTH SPORTS ORGANIZATION, hereinafter referred to as “LOCAL LEAGUE”. This constitution shall govern the LOCAL LEAGUE.

### **ARTICLE II - OBJECTIVE**

#### **SECTION 1**

The objective of the LOCAL LEAGUE is to promote in its members such qualities as courage, good sportsmanship, honesty, loyalty, and respect.

Note 1: As used hereinafter, the word “Board” shall mean the LOCAL LEAGUE governing Board of Directors.

Note 2: As used hereinafter, the words “Board Member” or “Director” shall mean a person who has been duly elected or appointed to the LOCAL LEAGUE Board of Directors.

Note 3: As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.

#### **SECTION 2**

To achieve this objective, the LOCAL LEAGUE will provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. All Directors, Officers and Members shall remember that exceptional athletic skill or winning games is secondary to the molding of future citizens. 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 games. No part of the earnings shall benefit any private shareholder or individual. The LOCAL LEAGUE shall not allow the promotion of information that is not directly associated with the league. The LOCAL LEAGUE will not support or endorse legislation, except that which directly impacts the proper business of the LOCAL LEAGUE. The LOCAL LEAGUE will 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 carry out the objective of the LOCAL 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 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:**
  - a) a. Current year Managers, Coaches, Board Members, Local League Officers, and any registered volunteer, who have completed a background check.
  - b) One Parent or one Legal Guardian of each registered player. Parents or Guardians of multiple registered players are limited to a maximum of two memberships.
  - c) Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon approval by the Board and payment if applicable. Upon receipt of a written request to become a member, the Board of Directors shall vote upon the request at the next scheduled Board of Directors meeting.
  - d) All Members must annually complete the Little League Official Application, submit to a background check pursuant to Regulation I(8) and (9), and complete abuse awareness training pursuant to Regulation I(10) before the commencement of the season.
  - e) The Secretary shall maintain the roll of membership to qualify voting Members. Only Members in good standing Regular Members are Volunteer Members and those parent(s)/guardian(s) identified on the annual spring registration form for each Player Member in good standing are eligible to vote at the General Membership Meetings. Each Member is entitled to one vote.
- 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 of or in the property of the Local League.

## 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 are strongly discouraged to promote and operate any other baseball/softball program.

#### **SECTION 4**

Dues, if any, for Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Little League Regulation XIII (c).

#### **SECTION 5**

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

- A. The Board of Directors, at a duly constituted Board meeting in which a quorum has been met (see Article VI, Section 8D), shall, by a two-thirds vote of those present, have the authority to terminate the membership of a Member of any class, including managers and coaches, when the conduct of the person is considered detrimental to the best interest of the LOCAL LEAGUE and/or Little League Baseball, Inc. The member involved shall be notified of the meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer charges. The Board of Directors will review a terminated Member's future participation rights annually.
- B. The Board of Directors shall, by a two-thirds vote (virtually or in person), have the authority to discipline or suspend (not to include termination) any Member of any class, including managers and coaches, when the conduct of the person is considered detrimental to the best interest of the LOCAL LEAGUE and/or Little League Baseball, Inc. The member involved shall be given the opportunity to provide a written statement of the events in question.
- C. The Board of Directors shall, by a two-thirds vote of those present, have the authority to terminate the participation of a board member, when the conduct of the person is considered detrimental to the best interest of the LOCAL LEAGUE and/or Little League Baseball, Inc. The member involved shall be notified of the meeting, informed of the general nature of the charges and given an opportunity to appear, in person, at the meeting to answer charges.
- D. The Board of Directors shall, in regards to a Player Member, give notice to the manager of the team of which the player is a member and the parent/guardian of the player member. All parties shall appear with the Player Member before the Board of Directors or the Discipline Committee (whether in person or virtually). The Board of Directors shall have full power to enforce whatever disciplinary action deemed appropriate or recommended by the Discipline Committee (including game(s) suspension or current season termination). The Board of Directors will review a terminated Player Member's future participation rights annually.

#### **ARTICLE IV - BOARD OF DIRECTORS**

##### **SECTION 1**

Authority: The management of the property and the affairs of the LOCAL LEAGUE shall be vested in the Board of Directors.

## **SECTION 2**

Number of Board Members: The number of Directors shall not be less than twelve (12) or more than twenty-five (25) members in good standing. The officers of the Board of Directors shall include, at a minimum: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer & Coaching Coordinator, per Little League Regulation I(b).

## **SECTION 3**

If any vacancy occurs on the Board of Directors, by death, resignation or otherwise, it may be filled, for the balance of the absent Board Member's term of office, by a majority vote of the remaining Directors at any duly constituted Board meeting or Special Board Meeting called for that purpose.

## **SECTION 4**

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

(a) The President or Secretary shall at the request in writing of 5 Directors.

Issue the call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and only matters so stated in such notice may be acted upon at the Special meeting. Meetings of the Board of Directors may be held in-person and/or by telephonic or electronic means and such means shall be clearly stated in any meeting notice.

(b) Notice of every Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at a minimum Five (5) Calendar day(s) before the time appointed for the meeting to the last recorded address of each Director.

(c) At any meeting of the Board of Directors, the presence of One-half (50 percent) of the Board of Directors shall constitute a quorum for the transaction of regular business. If a quorum is not present, no business shall be conducted.

(d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit, and recognize guests for presentations or comments during Board meetings.

(e) A simple majority vote of the Directors present during a duly constituted Board of Directors meeting is necessary to approve any action relating to the general business of the Local league.

(f) No Director shall be allowed to vote by proxy at any meeting of the Board of Directors.

## **SECTION 5**

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

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution or the Rules and Regulations of Little League Baseball, Incorporated.

## **SECTION 6**

Robert's Rules of Order shall govern the proceedings of all Local League meetings, including Board of Directors meetings. Any action taken by the Board of Directors at a meeting at which a quorum is present will be deemed the action of the Board of Directors, except where same conflicts with this Constitution. Minutes of all meetings will be recorded and will accurately reflect the action(s) taken.

## **ARTICLE V – DUTIES AND POWERS OF THE BOARD**

### **SECTION 1**

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

### **SECTION 2**

**President** – The President shall:

- (a)** Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b)** Present a report of the condition of the Local League at the Annual 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 Local League.
- (d)** Be responsible for the conduct of the Local League in strict conformity to the policies, principles, and 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)** Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (f)** Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (g)** With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and
- (h)** Certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.
- (i)** Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate

this responsibility to the league Safety Officer, or other designated Board member.

**(j)** Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.

**(k)** Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.

**(l)** Investigate complaints, irregularities and conditions detrimental to the LOCAL LEAGUE. The results of these investigations shall be forwarded to the Board or designated committees.

**(m)** With approval of the Board of Directors, appoint all managers, coaches, and umpires.

**(n)** Have the right to approve or disapprove any single non-budgeted expenditure up to \$1,000. The President will have ultimate authority to approve all budgeted expenditures. The President will inform the Treasurer of all non-budgeted and budgeted expenditures approved by his/her action.

### **SECTION 3**

**Vice President(s)** – The 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 to so 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.

#### **AA: Vice President- Baseball:**

- A. Perform the duties of the President in case of absence or disability of the President.
- B. Be responsible for the affairs of all the leagues including but not limited to fields, schedules, and rules.
- C. Be responsible for supporting the Player Agents.
- D. Have any other duties as assigned by the Board of Directors and/or President.
- E. Have the right to approve or disapprove any single non-budgeted expenditure up to \$500. In the absence of the President, the Vice Presidents will have the authority to approve all budgeted expenditures. The Vice Presidents will inform the President and Treasurer of all non-budgeted and budgeted expenditures which they have approved.

#### **BB: Vice President- Operations:**

- A. Chair the Disciplinary Committee
- B. Be responsible for insuring the drafts are conducted according to the guidelines established by the Little League Baseball, Inc. and the LOCAL LEAGUE.
- C. Be responsible for insuring the evaluations are conducted according to the guidelines set forth by the LOCAL LEAGUE.
- D. Be responsible for overseeing concessions and the use of 3rd party vendors.
- E. Be responsible for supporting the Head Team Mom with uniforms and communications with the Team Moms. Have the right to approve or disapprove any single non-budgeted expenditure up to \$500. In the absence of the President, the Vice Presidents will have the authority to approve all budgeted

## **SECTION 4**

### Secretary:

- A. Be responsible for recording the activities of the LOCAL LEAGUE and maintain appropriate files, mailing lists and other 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 lists of Regular Members, Directors and Committee Members. The Secretary shall give notice of all meetings of the LOCAL LEAGUE, Board of Directors, and committees.
- D. Keep the minutes of the meetings of the members, the Board of Directors, and the Executive committee and have them recorded.
- E. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out orders, votes and resolutions not otherwise committed.
- F. Notify Members, Directors, Officers and Committee Members of their election or appointment.
- G. Assist in the election process.

## **SECTION 5**

### Treasurer:

- A. Perform such duties as herein set forth and other duties as are customarily incident to the office of Treasurer or may be assigned by the Board of Directors.
- B. Be responsible for the receipt, deposit and disbursement of all monies of the LOCAL LEAGUE in accord with the policies established by the Board of Directors.
- C. Be responsible for establishing and maintaining a checking account in the LOCAL LEAGUE'S name, which requires the signature of two (2) officers to disburse funds. These officers shall be limited to the President, Vice President(s), Secretary or Treasurer.
- D. Maintain all league financial records in accordance with accepted business practices.
- E. Prepare a monthly financial statement for review and approval of the Board. The reports shall include all financial transactions of the LOCAL LEAGUE.
- F. Submit all financial records for a yearly audit to be done by the Auditing Committee or an outside independent certified public accountant. This report must be presented to the Board for approval. This report must be completed and submitted to the Board for approval and presented at the Annual Meeting.

## **SECTION 6**

### Player Agents:

- A. Be responsible for setting up and conducting the player tryouts and player selection (draft). The Player Agent, along with the Vice President(s), will be responsible for the transfer of players and will assist the President and/or Vice President(s) in verification of birth records and other documentation to determine eligibility of player members in their respective league.

- B. Be responsible for the affairs of the division for which they are elected. The Player Agent is responsible for the maintenance of the league scorebook. The Player Agent will meet with their managers before and during the season as needed.
- C. Be responsible for supervising the managers and coaches in their conduct of team practices and games. The Player Agent, or an alternate league official in their place (e.g. Director on Duty), shall be present at each official game for the purpose of resolving disputes or controversy with regard to protests, maintaining order in the stands or any other duties that require a league official's presence.

## **SECTION 7**

### Safety Officer:

- A. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for 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:
  - i) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
  - ii) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
  - iii) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

## **SECTION 8**

### Equipment Manager:

- A. Be responsible for the purchase of equipment, materials, and supplies needed for the operation of the LOCAL LEAGUE.
- B. Be responsible to see that all equipment meets Little League Baseball, Inc.'s safety requirements.
- C. Be responsible to secure and store the LOCAL LEAGUE equipment and will provide such equipment in time for tryouts the following year.
- D. Establish and maintain an inventory of all league equipment and report equipment inventories at the Final BOD meeting each season for inclusion in meeting minutes.
- E. Ensure positive control of all league equipment by establishing and maintaining checkout/in procedures with names of members possessing league equipment.



## **SECTION 9**

### Coaching Coordinator:

- A. Chair the Managers Committee
- B. Represent coaches/managers in the league
- C. Present a coach/manager training budget to the Board of Directors.
- D. Gain the support and funds necessary to implement a league-wide training program.
- E. Order and distribute training materials to players, coaches and managers.
- F. Coordinate mini-clinics as necessary.
- G. Help implement [www.LittleLeagueCoach.org](http://www.LittleLeagueCoach.org) as the manager/coach education program for league
- H. Gather parent feedback and provide it to managers in a timely manner

## **SECTION 10**

### Field Maintenance Manager:

- A. Prepare, with assistance of the player agents, for presentation and approval of the Board, a list of needed improvements, repairs and supplies by field. Such list shall include the cost to complete the task.
- B. With Board approval, obtain needed materials, equipment, supplies, etc. including needs throughout the season.
- C. Ensure that proper application (use) instructions are given to all users of equipment, supplies and materials.
- D. Along with player agents, obtain volunteers and determine a field maintenance schedule.

## **SECTION 11**

### Chief Umpire/Umpire Coordinator:

- A. Supervise the scheduling of umpires and ensure that umpires are available for all games in which the LOCAL LEAGUE provides paid and/or volunteer certified umpires.
- B. Verify all invoices for umpires to ensure that we are paying only for those games actually covered by a paid umpire.
- C. Be responsible for scheduling and providing an umpire clinic for managers/coaches of the LOCAL LEAGUE with notification to the President and Vice President(s) of any such meetings and/or clinics.
- D. Perform other requests made by the President, Vice President(s) or Board of Directors.
- E. When a non-Board member is assigned as the League's Chief Umpire, a current Board member will serve concurrently as the League's Umpire Coordinator.

## **ARTICLE VI – COMMITTEES**

### **SECTION 1**

Executive Committee: The Executive Committee shall consist of the President, Vice President(s), Secretary and Treasurer. The Executive Committee may make decisions that are necessary without the vote of the

Board relative to administration of approved programs and budgets. The Executive Committee will serve as signatories on all financial accounts. However, should both a husband and wife serve on the Executive Committee, only one shall be given signatory authority (see Article XI, Section 4). The number of Executive Committee members shall not exceed the number of non- Executive Committee members on the board.

## **SECTION 2**

The Board of Directors may appoint such Committees as it may deem necessary or desirable and may prescribe the powers and duties of each Committee in Policies and Procedures. Committee Chairs and members of the Committees 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**

### Election Committee:

- A. The Election Committee shall meet by the 1st of May to prepare a slate of candidates for the following term. The Little League Operating Manual and this Constitution in selecting the nominees for the Board shall guide the Committee. The Committee should be familiar with the duties of the offices to aid in the selection of candidates.
- B. The current President shall serve on the Committee in an advisory capacity, without a vote.
- C. The Secretary shall prepare a master list of all eligible voters. No proxy votes will be allowed. Eligible voters are Regular Members that include the parent(s)/guardian(s) of Player Members and Volunteer Members. In the event of multiple Player Members in a family, each parent/guardian will be limited to one vote.
- D. The Committee should weigh the following before approving a candidate to be placed on the ballot:
  - i) Past performance and participation
  - ii) Availability
  - iii) Knowledge of positions and responsibilities of the Board
- E. All Board members are elected at-large; therefore, the Committee should do everything in its power to place on the ballot prospective candidates from any and all divisions of the LOCAL LEAGUE. Write-in candidate space will appear on the ballots.
- F. The Election:
  - i) Dates for the opening and closing of the election will be given to the Committee by the President at the first meeting and will allow sufficient time for all members to vote at regularly scheduled or make up games.
  - ii) Ballots will be uniform in size for verification purposes.
  - iii) The Ballot Box shall be locked at the beginning of the election and all keys given to a Board Member not running for office, or a member of the Election Committee to hold until the box is opened after the final vote is cast.
  - iv) There shall be one (1) master list with the ballot box.
  - v) The master list must be initialed by the voter at the time they deposit their ballot in the ballot box.

G. Counting the Ballots:

- i) All members of the Election Committee should participate in the counting of the ballots. The President and the Secretary must be present to verify the results.
- ii) Any person on the ballot may also be present at the counting of the ballots.
- iii) All results and ballots will be kept by the Secretary for a period of at least seven (7) days after the results are posted.

H. Protests:

- i) Any protests of the election results or procedures shall be submitted in writing to the President within twenty-four (24) hours of the election results being posted. The person making the protest must sign all protests.
- ii) All protests will be referred to the Executive Committee for resolution within twenty-four (24) hours after the protest is submitted.
- iii) The Executive Committee shall conduct the hearing and hear arguments from all parties involved before making a ruling.
- iv) All candidates will be informed of the protest and its disposition within twenty-four (24) hours of the Executive Committee's decision.

## **SECTION 4**

Finance Committee:

- A. This committee shall have the responsibility to determine a program of funding the operation of the LOCAL LEAGUES. It shall advise the Board in matters pertaining to financial operation, including ways and means.
- B. The committee will consist of three (3) to five (5) members. Members shall be appointed by the President and approved by the Board. The Treasurer shall be one of the members and will serve as the chairperson.
- C. The committee will prepare an operating budget for the LOCAL LEAGUE and submit it for Board approval by January 1st of each year planned. This budget should include but not be limited to the following sources of income:
  - i) Voluntary contributions
  - ii) Sales of signs
  - iii) Team sponsorships
  - iv) Candy sales
  - v) Other fund raising projects
- D. The budget will also include expenditures for, but not limited to, the following:
  - i) Uniforms
  - ii) Equipment
  - iii) Insurance (player, director and property)
  - iv) Maintenance supplies and equipment
  - v) Charter fees
  - vi) Utility fees
  - vii) Operating expenses.

- E. The committee will base its budget on previous year's financial information and team numbers. If modification to the budget is necessary, it shall be made after league and team sizes are approved.

## **SECTION 5**

### Field Maintenance and Equipment Committee:

- A. The Board may appoint a Field Maintenance and Equipment Committee of three (3) members of the league who will report to the President and Vice President(s). One of the members of this Committee and will serve as its chair.
- B. The Committee shall investigate and recommend available suitable sites for development. This recommendation should include timetables, proposed drawings, and ways and means of finance. The last item is to be a cooperative effort with the Finance Committee.
- C. The Committee will 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 6**

Discipline Committee: The Board shall appoint a Discipline Committee. The Discipline Committee shall investigate any inquiries directed to the committee with regard to members, Player Members, managers, coaches, umpires and spectators. The Discipline Committee shall report their recommendation directly to the President. The President will then submit before the Board of Directors to vote for approval.

## **SECTION 7**

Auditing Committee: The Board of Directors may appoint an Auditing Committee consisting of at least three (3) Directors. The President, Treasurer or signatories of checks are not eligible to serve on this committee. 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 a review.

## **SECTION 8**

Managers Committee: The Board of Directors may appoint a Managers Committee consisting of at least three (3) and no more than six (6) Directors and the President, who will serve as the advisory member. 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 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.

## **SECTION 9**

Auxiliary Committee: The Board may appoint an Auxiliary Committee consisting of the Auxiliary Coordinator, who will be the chairperson of the Committee, and a minimum of two (2), other Members.

Members of this committee need not be Directors. The Board may assign responsibilities to this committee as it deems appropriate including, but not limited to, Opening/Closing Ceremonies, fundraising activities, publicity, and other functions, which will benefit the LOCAL LEAGUE. Through its chair, this Committee will report directly to the President. The Board shall approve in advance all projects and actions of the Auxiliary Committee.

## **ARTICLE VII – GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**Definition** – A General Membership Meeting is any meeting of the membership of the league which is called in accordance with this Constitution. A minimum of one meeting per year (Annual Meeting, see Section 6) is required. General Membership Meetings may be held in-person and/or by other electronic means which allow for full participation by all Members.

### **SECTION 2**

**Notice of Meeting** – Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least 10 calendar 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 twenty (20) percent of the Regular Members or forty (40) Regular Members, whichever is less, shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. The Secretary shall be responsible for providing a list of all Regular Members in good standing.

### **SECTION 4**

**Voting** – Only Regular Members in good standing shall be entitled to attend, 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.

### **SECTION 5**

**Absentee Ballot** – For the expressed purpose of accommodating a Regular Member in good standing who cannot attend a 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 (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 (Insert date/time. For example: “The third Wednesday of (month) at 8 p.m.”) each year for the purpose of 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 a majority of the Directors, showing:

1. The condition of the Local League, to be presented by the President or his/her designee.
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 Membership in the Local League during the preceding year.

(b) 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.

(c) At the Annual Meeting, the Regular Members shall elect the Board of Directors. If the total number of Board candidates exceeds the number of available Board positions, then those Board candidates receiving the most votes will be considered elected to the Board. Regular Members may only cast a number of votes equal to or less than the board positions available. In the event of a tie in the number of votes received by two or more Board candidates for unfilled Board seats, a run-off election, in which all Members may vote, will be held for the tied Board candidates.

(d) After the Board of Directors is elected, the Board shall meet to elect the Officers of the Board.

(e) After the election, the Board of Directors shall assume the performance of its duties on 8/1. The Board's term of office shall continue until its successors are elected and qualified under this section at the next annual meeting.

## **SECTION 7**

**Special General Membership Meetings** – Special General Membership Meetings may be called by the Board of Directors, by the Secretary or President at their discretion. Additionally, upon the written request of a minimum of five (5) 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 Special General Membership Meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than 10 calendar days after the request is received by the President or Secretary.

## **SECTION 8**

Any vote by the Regular Members at a meeting at which a quorum is present will be deemed the action of the Regular Members, except where same conflicts with this Constitution. Minutes of all meetings will be kept and will accurately reflect the action(s) taken.

## **ARTICLE VIII - AFFILIATION**

### **SECTION 1**

Charter: The LOCAL LEAGUE shall annually apply for a charter from Little League Baseball, Inc. and shall do all things necessary to maintain such charter. The LOCAL LEAGUE will 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**

The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated shall be binding on the Local League.

### **SECTION 3**

Local League/Option Rules: The Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season shall adopt the local league/option rules of the LOCAL LEAGUE. The local league/option rules shall in no way conflict with the Rules and Regulations of Little League Baseball, Inc. unless so approved by Little League Baseball, Inc., nor shall they conflict with this Constitution.

## **ARTICLE X - FINANCIAL AND ACCOUNTING**

### **SECTION 1**

The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including 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**

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**

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

## **SECTION 4**

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 both the Local League Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

## **SECTION 5**

No Board member authorized to disburse funds may be the spouse or family relative of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

## **SECTION 6**

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

## **SECTION 7**

All moneys received, including sponsorship and fundraising, shall be deposited into the financial account of the Local League which must be a federally insured bank or other certified financial institution as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

## **SECTION 8**

The fiscal year of the Local League shall begin on July 1 and shall end on June 30.

## **SECTION 9**

Upon dissolution of the Local League program for any reason and after all outstanding debts and claims have been satisfied, the Regular Members may either direct the remaining property of the Local League to another chartered Little League program in good standing with Little League Baseball, Incorporated or may direct the funds to Little League Baseball, Incorporated.



## ARTICLE XI – AMENDMENTS

This constitution may be amended, repealed or altered in whole or in part by a majority vote any duly organized meeting of the Members, provided notice of the proposed change is included in the notice of such meeting. The draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval.

This Constitution was approved by the membership of  
League City Youth Sports Organization on January 7, 2025

Attested By: Shane Johnston, President, League City Youth Sports Organization

Signature: Shane Johnston Date: 1/7/2025

Little League ID Number: League City Youth Sports Organization, 3431414

Federal ID Number: 872422303

State ID Number: 804212619