

TEXAS EAST DISTRICT ADMINISTRATOR'S ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE I - NAME AND PURPOSE

The name of this organization shall be the "Texas East District Administrator's Association", hereinafter referred to as the "Association".

The purpose of the Association shall be:

- (a.) To assist the Texas East District Administrators in the administration, promotion and development of Little League Baseball and Softball, within all areas served by Texas East,
- (b.) To encourage cooperation of the Texas East District Administrators with the Southwest Region Headquarters located in Waco, Texas,
- (c.) To support compliance with the policies, rules and regulations governing the administration and operation of Districts and Leagues within the area served by Texas East State as promulgated by Little League Baseball, Inc. in Williamsport, Pennsylvania,
- (d.) To assist the Southwest Region Headquarters by providing leadership, guidance and support for the Texas East District Administrators and the Leagues within the areas served Texas East,
- (e.) To encourage participation as volunteer umpires in the Districts and Leagues within the area served by Texas East,
- (f.) To coordinate and select the host District, location, date, officials and umpires for the Texas East State Baseball and Softball Tournaments for each division of play, and
- (g.) The Association's fiscal year shall be defined as the period October 1 through September 30 as prescribed, and adopted, by Little League Baseball, Inc.

ARTICLE II - OBJECTIVES

The primary objectives of the Association shall be:

- (a.) To promote the principles, policies and spirit of Little League Baseball, Inc. within all areas served by Texas East,
- (b.) To develop a clearinghouse of information to ensure the common interpretation of Little League Baseball, Inc. policies, rules and regulations by all Texas East Districts,
- (c.) To create a positive line of communication between all Texas East Districts, through the District Administrators, for guidance and assistance in the administration and operation of each Texas East League, and
- (d.) To promote fellowship, support and cooperation among the Association's membership.

ARTICLE III - MEMBERSHIP

Regular Membership, which is the only class of membership entitled to vote on any business considered by the Association, shall be limited to duly elected or appointed Texas East District Administrators.

Regular Membership shall terminate immediately upon the removal, resignation or failure to be re-elected as a District Administrator. Upon termination as a Regular Member, any past District Administrator may select membership as a Past District Administrator Member upon nomination by a Regular Member and the simple majority vote of the Regular Members present, either in person or by proxy, at any Annual, Regular or Special Meeting of the Association. Past District Administrator Members shall not be extended voting privileges. Any Past District Administrator's membership in the Association may be terminated or revoked by a simple majority vote of the Regular Members present, either in person or by proxy, at any Annual, Regular or Special Meeting of the Association

Associate Membership in the Association shall include appointed Assistant District Administrators of each Texas East District. Associate Members shall not be extended voting privileges. Associate Membership in the Association shall terminate immediately upon his/her failure to be re-appointed as an Assistant District Administrator. Associate Membership in the Association may be terminated or revoked by a simple majority vote of the Regular Members present, either in person or by proxy, at any Annual, Regular or Special Meeting of the Association.

ARTICLE IV - DUES

There shall be NO membership dues required for any class of membership.

ARTICLE V - OFFICERS

Officers of the Association shall be nominated and elected from the Regular Membership (current District Administrators) and/or Past District Administrator Membership and shall consist of a Coordinator, Assistant Coordinator, Secretary and Treasurer. Upon election, these Officers shall be known as the Executive Committee of the Association. The terms of the elected Officers shall be for three (3) fiscal years; however, the Coordinator and Treasurer's terms shall be for two (2) fiscal years for their first term (2003 and 2004). After 2004, all terms shall be for three (3) fiscal year terms. All Officers may succeed themselves if elected by simple majority vote of the Regular Members present, either in person or by proxy, in a properly called election. This system of staggered terms on the Executive Committee provides stability to the Association's leadership. If a vacancy occurs on the Executive Committee, the Coordinator shall appoint a qualified replacement to serve for the remainder of the respective vacant Officer's term.

The specific Annual Meeting prescribed for election, or re-election, of the Association's Coordinator and Treasurer are in the years of:

~~2002, 2004, 2007, 2010, 2013, 2016, 2019~~, 2022, 2025, 2028 and each third (3rd) Annual Meeting thereafter.

The specific Annual Meeting prescribed for election, or re-election, of the Association's Assistant Coordinator and Secretary are in the years of:

~~2002, 2005, 2008, 2011, 2014, 2017~~, 2020, 2023, 2026, 2029 and each third (3rd) Annual Meeting thereafter.

ARTICLE VI - UMPIRES

The Association shall encourage and support volunteer umpires in Little League Baseball and Softball within the areas served by Texas East. The Association supports approved training for all divisions of play and all levels of regular season and tournament play. The Association shall encourage all umpires to advance to qualified instructors, pursuant to the prescribed requirements, to facilitate the training of new umpires to achieve the highest level of proficiency possible within Texas East.

To achieve this goal, Texas East shall appoint Umpires n' Chiefs and Assistant Umpires n' Chiefs for both baseball and softball who shall supervise and recommend umpires for appointment to the Texas East State tournaments.

Umpires n' Chiefs and Assistant Umpires n' Chiefs shall be appointed for a term of three (3) fiscal years by the Coordinator, upon approval by the Executive Committee.

Section 1 - Umpire n' Chief Baseball

The appointed Umpire n' Chief Baseball shall:

- (a.) Develop a training program for volunteer umpires using Little League Baseball, Inc.'s approved curriculum. These programs shall be developed and implemented upon approval by the Executive Committee,
- (b.) Appoint umpires for the Texas East State Baseball tournaments from the candidates recommended by the District Administrators (Applicants) upon approval by the Executive Committee prior to the appointment of any umpire, and subject to (d.) and (e.) below,
- (c.) Appoint umpire evaluators for the Texas East State Baseball tournaments upon approval by the Executive Committee prior to the appointment of any umpire evaluator. Provide photostatic copies of all umpire evaluations to the Secretary of the Executive Committee on or before February 1 of each fiscal year,
- (d.) Maintain copies of each completed "Tournament Umpire Request Form" received, from each Applicant, on file and make available to the Executive Committee upon its request. Provide a complete list of all Applicants to the Secretary of the Executive Committee on or before February 1 of each fiscal year and prior to the appointment of any umpire(s), and
- (e.) In the event the replacement of an appointed umpire(s) is required for any reason, all replacements shall be made from the list of Applicants, received in that fiscal year and not appointed, upon approval by the Executive Committee prior to the appointment of any replacement umpire(s). If there is not a sufficient number of Applicants, received in that fiscal year and not appointed, to fulfill the number of replacement umpires required, the Umpire n' Chief shall consult with the Executive Committee, through the Coordinator, and all replacement umpires shall be appointed upon approval by the Executive Committee.

Section 2 - Assistant Umpire n' Chief Baseball

The appointed Assistant Umpire n' Chief Baseball shall:

- (a.) Assist the Umpire n' Chief baseball with his/her duties, and

- (b.) Act as Umpire n' Chief Baseball if the Umpire n' Chief Baseball is incapacitated or is unable to perform his/her assigned duties for any reason.

Section 3 - Umpire n' Chief Softball

The appointed Umpire n' Chief Softball shall:

- (a.) Develop a training program for volunteer umpires using Little League Baseball, Inc.'s approved curriculum. These programs shall be developed and implemented upon approval by the Executive Committee,
- (b.) Appoint umpires for the Texas East State Softball tournaments from the candidates recommended by the District Administrators (Applicants) upon approval by the Executive Committee prior to the appointment of any umpire, and subject to (d.) and (e.) below,
- (c.) Appoint umpire evaluators for the Texas East State Softball tournaments upon approval by the Executive Committee prior to the appointment of any umpire evaluator. Provide photostatic copies of all umpire evaluations to the Secretary of the Executive Committee on or before February 1 of each fiscal year,
- (d.) Maintain copies of each completed "Tournament Umpire Request Form" received, from each Applicant, on file and make available to the Executive Committee upon its request. Provide a complete list of all Applicants to the Secretary of the Executive Committee on or before February 1 of each fiscal year and prior to the appointment of any umpire(s), and
- (e.) In the event the replacement of an appointed umpire(s) is required for any reason, all replacements shall be made from the list of Applicants, received in that fiscal year and not appointed, upon approval by the Executive Committee prior to the appointment of any replacement umpire(s). If there is not a sufficient number of Applicants, received in that fiscal year and not appointed, to fulfill the number of replacement umpires required, the Umpire n' Chief shall consult with the Executive Committee, through the Coordinator, and all replacement umpires shall be appointed upon approval by the Executive Committee.

Section 4 - Assistant Umpire n' Chief Softball

The appointed Assistant Umpire n' Chief Softball shall:

- (a.) Assist the Umpire n' Chief with his/her duties, and
- (b.) Act as Umpire n' Chief Softball if the Umpire n' Chief Softball is incapacitated or is unable to perform his/her assigned duties for any reason.

ARTICLE VII - WEB MASTER

The Coordinator shall appoint a Web Master to be responsible for maintaining the Texas East State website. The Web Master shall be responsible for posting news articles and other information deemed beneficial to the membership and the Leagues within Texas East. The Web Master shall be responsible for posting scores of all scheduled games in the baseball and softball tournaments at the Section and State level of play.

ARTICLE VIII - MEETINGS

The Association shall convene a minimum of two (2) Regular Meetings per fiscal year. The first (1st) Regular Meeting shall be held in October of each fiscal year and shall be designated as the Annual Meeting. The second (2nd) Regular Meeting shall coincide with the annual Southwest Region District Administrator's Leadership Conference and Seminar held at the Southwest Region Headquarters. However, the Coordinator and/or the Executive Committee is authorized, by the membership, to change the meeting(s) location and/or date(s), if there is a specific need to do so.

The Coordinator may call Special Meetings, at his/her sole discretion or on the written request of two (2) Regular Members. The Coordinator may call Special Meetings by attendance in person of the Regular Members, by participation of the Regular Members in a telephonic conference call or, in the event of an act of God affecting the Association's member Districts and/or Leagues, by electronic email to all Regular Members (requires advance Notice). Notice of any Special Meeting shall be given to each Regular Member at least forty-eight (48) hours before the date of any Special Meeting and shall include the purpose, the business to be considered, time, date and location of the Special Meeting. For any business considered in a Special Meeting requiring a vote of the Regular Members, the Coordinator, at his/her sole discretion, shall determine the method and deadline for the casting of votes by the Regular Members.

Notice to the Regular Members of any meeting shall be given in writing or by electronic transmission in one of the following forms:

- 1) transmitted to an electronic email address provided by the Regular Member,
- 2) transmitted to a facsimile number provided by the Regular Member or
- 3) posted to the Texas East State website.

Notice shall be considered given at the time when said Notice is deposited in the United States mail with sufficient postage prepaid if given in writing. Notice shall be considered given at the time when said Notice is transmitted or posted if given by electronic transmission.

In the event a Regular Member is absent at any meeting of the Association, his/her appointed designee may be assigned his/her right to vote, or proxy, on any business presented for a vote upon delivery of written authorization to the Coordinator by the absent Regular Member prior to the meeting being called to order. Any proxy duly assigned by a Regular Member shall be rendered null and void for all purposes immediately upon the adjournment of the specific meeting for which it was assigned.

A simple majority of the total Regular Members present, either in person or by proxy, at any Annual, Regular or Special Meeting of the Association, shall constitute a quorum for transacting any business considered.

If the requirement for a quorum is satisfied, a simple majority vote of the Regular Members present, either in person or by proxy, shall be binding on any business considered requiring a vote of the Regular Members at any Annual, Regular or Special Meeting of the Association, including the election, or re-election, of the Officers of the Association.

ARTICLE IX - FINANCES

The Coordinator and/or Treasurer, in the normal function of their respective offices, may utilize Association funds. Any single monetary expenditure exceeding Two Hundred Fifty Dollars (\$250.00) must **The DA Association voted to allow the Coordinator to increase expenses to \$1000.00. Approved; 11-12-2022 (Fall Zoom Meeting)**

be approved by the affirmative vote of a simple majority of the Regular Members prior to expending the funds.

Association funds may be utilized by the Coordinator for floral or memorial tributes in cases of deceased Texas East District Administrators, Texas East District Administrator's immediate family members, Southwest Region Headquarters staff or any other Texas East Little League Volunteer as deemed appropriate by the Coordinator.

An Annual Budget, including all proposed expenditures, shall be presented at the Annual Meeting for approval by the Regular Members. Expenditures approved by the Regular Members, in the Annual Budget, shall be expended within the fiscal year in which approved.

Any special assessment, expenditure or fundraising effort for a special project may be proposed at any Annual, Regular or Special Meeting by any Regular Member.

ARTICLE X - DUTIES OF OFFICERS

Section 1 - Coordinator

The elected Coordinator shall:

- (a.) Conduct the affairs of the Association in strict conformity to the policies, principles, and objectives of the Association,
- (b.) Preside at all Association and Executive Committee meetings,
- (c.) Present an Annual Report to the membership of the condition of the Association at the Annual Meeting,
- (d.) Appoint temporary committees to work on special projects or for any specific purpose that the membership may designate,
- (e.) Prepare and submit an Annual Budget to the membership at the Annual Meeting, and be responsible for the proper execution thereof,
- (f.) Communicate to the membership as deemed appropriate and make suggestions to promote the welfare of the Association,
- (g.) Introduce and welcome new District Administrators and assure that they are made to feel welcome,
- (h.) Appoint a District Administrator, upon approval by the Executive Committee, to act as Tournament Director for each State Tournament hosted by Texas East. All appointed Tournament Directors shall be responsible for the conduct of all parties involved in its respective Tournament and, in this regard, shall enforce all policies, principals, rules and regulations as promulgated by Little League Baseball, Inc.,
- (i.) Appoint Field Directors, as needed and upon approval by the appointed Tournament Director, for each State Tournament hosted by Texas East. Upon appointment, the Field Directors shall

be under the direction of the appointed Tournament Director at each State Tournament hosted by Texas East,

- (j.) Investigate all complaints, irregularities and conditions which could be detrimental to Texas East, as determined by the Coordinator, and report the findings of said investigation to the Executive Committee.
- (k.) If requested, the Coordinator shall provide any information relative to the Association's administration and operation to the Southwest Region Headquarters or to Little League Baseball, Inc. as specifically requested.

Section 2 - Assistant Coordinator

The elected Assistant Coordinator shall:

- (a.) Perform the duties of the Coordinator in the absence or disability of the Coordinator, provided he/she is authorized by the Coordinator, or the Executive Committee if the Coordinator is incapacitated, to act as Coordinator. Upon assuming the position of Coordinator, the Assistant Coordinator shall have all the powers vested in the elected Coordinator,
- (b.) Perform such duties, from time to time, as may be assigned by the Coordinator, and
- (c.) Upon the expiration of the Coordinator's three (3) fiscal year term, as prescribed herein, preside at the Annual Meeting for the sole purpose of the election, or re-election, of the Association's Coordinator.

Section 3 - Secretary

The elected Secretary shall:

- (a.) Record the activities of the Association and Executive Board, and maintain appropriate files, mailing list, and records,
- (b.) Maintain a list of all members and provide notice of all Annual, Regular, and Special Meetings as directed by the Coordinator, to the membership. Provide notice to all members of the Executive Committee of all Executive Committee meetings,
- (c.) Correspond with all members as needed or as directed by the Coordinator,
- (d.) Keep minutes of all meetings of the Association and the Executive Committee, and
- (e.) Provide the Treasurer copies of the Association's current Constitution and By-Laws to be included in each District Administrator's packet at the Annual Meeting, or copies may be delivered by electronic transmission, or U.S. Mail, to each District Administrator prior to the Annual Meeting.

Section 4 - Treasurer

The elected Treasurer shall:

- (a.) Receive all monies and securities, and deposit them in a depository approved by the membership,
- (b.) Keep records of the receipt and disbursement of all monies and securities,
- (c.) Approve all payments from allotted funds and issue checks,
- (d.) Prepare an annual Financial Report for submission to the membership at the Annual Meeting and assist the Coordinator in preparing the Annual Budget, and
- (e.) Prepare packets for distribution to the Regular Members (current District Administrators) at the Annual Meeting.

The packets, to be distributed at the Annual Meeting, shall include, but is not limited to, the following:

- (1.) A current copy of the Constitution and By-Laws,
- (2.) A copy of the Financial Report for the fiscal year ending on September 30,
- (3.) A copy of the next fiscal years proposed Annual Budget, and
- (4.) A copy of any other reports to be presented at the Annual Meeting.

ARTICLE XI - EXECUTIVE COMMITTEE

All members of the Executive Committee shall confer with and assist the Coordinator in all matters concerning the interests and management of the Association's affairs. The Executive Committee may accrue such other powers as may be delegated to it by the Regular Members of the Association.

Any meeting of the Executive Committee members, including voting on business before the Executive Committee, may be conducted in person, in writing, telephonically or electronically at the sole discretion of the Coordinator.

At any meeting of the Executive Committee, a simple majority of the elected Committee members present shall constitute a quorum for transacting business. If the requirement for a quorum is satisfied, a simple majority vote of the Executive Committee members present shall be binding on any business presented for a vote at any Executive Committee meeting. In the event that any business presented for a vote at any Executive Committee meeting cannot be resolved, as a result of a simple majority vote not being attained (that is, the vote results in a tie vote of the Executive Committee members present), then the specific business, failing to attain a simple majority vote of the Executive Committee members present, shall be presented to the Regular Members for its vote in order to transact the business, as originally presented to the Executive Committee members.

If the Coordinator elects to conduct any meeting in writing, telephonically or electronically which involves a vote by the Executive Committee members, on any business before the Executive Committee, a response by a simple majority of the Executive Committee members shall constitute a quorum for transacting business. If the number of responses by the Executive Committee members satisfies the requirement for a quorum, a simple majority vote of the responding Executive Committee members shall be binding on any business before the Executive Committee. The Coordinator shall provide the Secretary

with copies of all records of the Executive Committee member responses and votes in any Executive Committee meetings conducted in writing, telephonically or electronically.

ARTICLE XII - SECTIONAL CHAIRPERSON

The District Administrators of each Texas East Section (1, 2, 3 and 4) shall elect a Sectional Chairperson to represent their respective Section.

The elected Sectional Chairperson shall:

- (a.) Be responsible for preparing all tournament brackets for his/her Sectional Tournaments,
- (b.) Provide all completed Sectional Tournament brackets to the Web Master prior to the commencement of Tournament play,
- (c.) Communicate all Sectional Tournament dates, times and locations to the Coordinator,
- (d.) Assure that all Tournament play starts and ends within the time frame established by the official Little League Baseball, Inc. calendar for all levels and divisions of Tournament play within his/her Section,
- (e.) Report, by phone or electronic e-mail transmission, the final scores of all Sectional Tournament games to the Web Master each evening after the games are complete, and
- (f.) Preside at all Sectional meetings.

ARTICLE XIII - REVIEW OF THIS CONSTITUTION AND BY-LAWS

The Executive Committee shall be required to review the Association's Constitution and By-Laws every two (2) fiscal years to determine if revisions are necessary. The Executive Committee's review of the Association's Constitution and By-Laws, as prescribed herein, shall be submitted to the Regular Membership for its consideration and vote, as proposed by the Executive Committee, at either of the prescribed two (2) Regular Meetings convened within the fiscal year immediately following the fiscal year of the required Executive Committee review. Should the Executive Committee propose revisions to the Association's Constitution and By-Laws, a copy of the proposed revised Constitution and By-Laws shall be provided to each Regular Member at least two (2) weeks prior to the Regular Meeting of the Association at which the proposed revisions will be considered.

Upon the requirement for a quorum being satisfied, the Association's Constitution and By-Laws may be revised, amended, repealed or altered in whole, or in part, by a simple majority vote of the Regular Members present, either in person or by proxy, at either of the prescribed two (2) Regular Meetings of the Association at which the proposed revisions are considered.

The specific fiscal year prescribed for review of the Association's Constitution and By-Laws, by the Executive Committee, are in the years of:

~~2005, 2007, 2009, 2011, 2013, 2015, 2017, 2019, 2021,~~ 2023, 2025, 2027, 2029, 2031, 2033, 2035, 2037 and each odd numbered fiscal year thereafter.

ARTICLE XIV - DISSOLUTION

Upon dissolution of the Association, the Regular Members of record, at the time of dissolution, shall determine the distribution of all remaining assets after all obligations and liabilities have been resolved and disposed of.

ARTICLE XV - MISCELLANEOUS

Parliamentary procedures shall be governed by Roberts Rules of Order, latest revision, unless previously set forth in this Constitution and By-Laws. In the event of a conflict with Roberts Rule of Order, latest revision, and the Association’s Constitution and By-Laws, as approved by the Regular Membership of the Association, the Association’s Constitution and By-Laws shall prevail.

ARTICLE XVI - APPROVAL BY THE MEMBERSHIP

The Regular Members of the Association approved this Constitution and By-Laws on October 4, 2003.

The Regular Members of the Association amended and approved this Constitution and By-Laws on October 10, 2004.

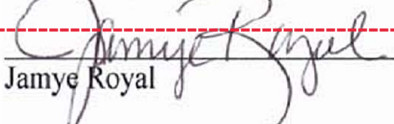
The Regular Members of the Association formally ratified this Constitution and By-Laws as written, without amendment or change, by unanimous vote on October 14, 2005.

The Regular Members of the Association formally ratified this Constitution and By-Laws as written, without amendment or change, by unanimous vote on October 27, 2007.

The Regular Members of the Association amended and approved this Constitution and By-Laws on October 16, 2010.

The Regular Members of the Association amended and approved this Constitution and By-Laws on January 20, 2018.


Certified by the Association’s Secretary on this the 20 day of January, 2018:



Jamye Royal

2022 Stella Rosas

Verified by the Association’s Coordinator on this the 20 day of January, 2018:



Joe Patterson