



CONSTITUTION

ARTICLE I – NAME

This organization shall be known as the Southwest Little League, hereinafter referred to as "League."

ARTICLE II – OBJECTIVE

SECTION 1

The objective of the League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well-adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens.

SECTION 2

To achieve this objective, the League will provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. All directors, officers, and members shall bear in mind that the skill or the winning of the games is SECONDARY and the molding of future citizens is PRIMARY. In accordance with the Internal Revenue code 501-c-3, the League shall operate exclusively as a non-profit educational program of competitive baseball games. No part of the net earnings shall insure to the benefit of any private shareholder or individual. No substantial part of the activities of this corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

SECTION 1

Eligibility - Any person sincerely interested in active participation to further the objective of this League may apply to become a Member.

SECTION 2

Classes - There shall be the following classes of Members:

1. **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 League.
2. **Regular Members** - Any adult person actively interested in furthering the objectives of the League may become a Regular Member upon election and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of Membership to qualify voting Members.
3. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing.
4. (e) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations -

1. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of the League.
2. Regular Members *are not* to be actively engaged in the promotion and/or operation of any other baseball/softball program.

SECTION 4

DISCIPLINE, SUSPENSIONS, AND TERMINATIONS - Members can be disciplined, suspended, or terminated by resignation or action of the board of directors as follows:

1. The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend, or terminate the Membership of any parent, person, or coaching staff member when the conduct of such person:
 - a. Is considered detrimental to the best interests of the League and/or Little League Baseball
 - b. Violates the Southwest Little League parent/manager Code of Conduct, Contract, or Agreement that is signed prior to the start of the season
 - c. Violates any regulation or principle of Little League Baseball Inc.

- d. Mistreats children, sexual harassment, or any other unlawful activity that is against the purpose or mission of Southwest Little League
2. In the case of a Player Member, the Board of Directors shall give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two thirds vote of those present at any duly constituted meeting (quorum is required).
3. 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.
4. Any member that is being disciplined, suspended, or terminated may appeal his/her punishment to the board of directors. The appeal must be in the form of a written letter submitted to the President within three (3) days of being informed of his/her punishment. Any appeals after three (3) days will not be considered. The President will respond in writing to the appeal and may ask the member to attend a board meeting to provide details of the appeal.
5. If the member has violated the SWLL Code of Conduct, the right to an appeal will be forfeited.

DISCIPLINARY ACTIONS

1. If the board of directors finds merit in the charges, it shall impose a penalty as follows:
 - a. If the regulations of Little League Baseball Inc. or the rules of said League prescribe a specific penalty, then the committee shall impose that penalty.
 - b. If no specific penalty is prescribed, the board of directors may impose one or a combination of the following penalties:
 - i. Written Warning
 - ii. Temporary suspension of duties or playing privileges
 - iii. Expulsion from the League for a finite period

ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition - A General Membership Meeting is any meeting of the Membership of the League (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

SECTION 2

Notice of Meeting - Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least seven (7) days in advance of the meeting, setting forth the place, time, and purpose of the meeting. In lieu of the above methods, notice will be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

SECTION 3

Quorum - At any General Membership Meeting, the presence in person or representation by absentee ballot of one-fifth (20 percent) of the Members shall be necessary to constitute a quorum. If a quorum is not present then no business will be conducted.

SECTION 4

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

SECTION 5

Absentee Ballot - For the expressed purpose of accommodating a Regular Member in good standing who cannot attend the Annual Meeting or any General Membership Meeting at which new Board Members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary before the date of the election. This process may be replaced by a reputable electronic application. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, before the voting portion of the election process.

SECTION 6

Annual Meeting of the Members - The Annual Meeting of the Members of the League shall be held the first Wednesday of October each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

1. The Membership shall receive at the Annual Meeting of the Members of the League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - a. The condition of the League, to be presented by the President or his/her designate,
 - b. A general summary of funds received and expended by the League for the previous year, the amount of funds currently in possession of the League, and the name of the financial institution in which such funds are maintained,
 - c. The whole amount of real and personal property owned by the League, where located, and where and how invested,
 - d. 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;
 - e. The names of the persons who have been admitted to regular Membership in the League during such year.

This report shall be filed with the records of the League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League Headquarters.

- a. At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).

- b. After the election, the Board of Directors shall assume the performance of its duties following the close of Fall Season of the current year. The Board's term of office shall continue until its successors are elected and qualified under this section.
- c. The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer, and Coaches Agent. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

SECTION 7

Special General Membership Meetings - Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of three (3) or more Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place no more than fourteen (14) days after the request is received by the President or Secretary.

SECTION 8

Rules of Order for General Membership Meetings - Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where it conflicts with this Constitution of the League.

ARTICLE V - BOARD OF DIRECTORS

SECTION 1

Authority - The management of the property and affairs of the League shall be vested in the Board of Directors.

SECTION 2

Increase in number - The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary before the election meeting.

SECTION 3

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 Board meeting or at any Special Board Meeting called for that purpose.

SECTION 4

Board Meetings, Notice, and Quorum - 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 the Secretary, at the request in writing of two (2) Directors, may issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting. No matters not so stated may be acted upon at the meeting.

- b. Notice of each Board meeting shall be given by the Secretary personally, electronically, or by mail to each Director, at least 2 days before the time appointed for the meeting to the last recorded address of each Director.
- c. The majority of the Members of the Board of Directors shall constitute a quorum for the transaction of 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.

SECTION 5

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 League, as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by two-thirds of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the League in accordance with the procedure set forth in Article III, Section 4 (a, b).

SECTION 6

Rules of Order for Board Meetings - Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where it conflicts with this Constitution of the League.

ARTICLE VI - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments - 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.

Duties and Powers of the Board - The board is the highest governing authority within the League and:

1. Shall be active and participate in all meetings, field, and mandatory events as required
2. Shall have all fees paid in full; including but not limited to registration fees before the start of the season
3. Shall approve all personnel appointments
4. Shall approve an annual operating budget
5. Shall approve all playing schedules
6. Shall approve all managers and coaches
7. Shall up-date and publish annual cycle of events per the secretary
8. Shall hear any appeals of actions arising from any type of disciplinary action
9. May discipline, terminate, or take any other appropriate action, regarding any manager, coaching staff member, umpire, or appointed official for poor performance, or violation(s) of Southwest's Code of Conduct
10. All powers not herein delegated to specific officers shall reside in the board

SECTION 2

President - The President shall:

1. Conduct the affairs of the League and execute the policies established by the Board of Directors.
2. Present a report of the condition of the League at the Annual Meeting.
3. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.
4. Be responsible for the conduct of the League in strict conformity to the policies, principles, rules, and regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the League by that organization.
5. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the League such contracts and leases they may receive and which have had prior approval of the Board.
6. Investigate complaints, irregularities, and conditions detrimental to the League and report thereon to the Board or Executive Committee as circumstances warrant.
7. Order audits of financial records and transactions at his discretion, but at least once each year and be responsible for the proper execution thereof.
8. With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify residency and age eligibility before the player may be accepted for tryouts and selection.
9. May immediately suspend, pending further board action, any manager, coach, umpire, or appointed official for poor performance or acts inconsistent with the goals, values, and regulations of Little League Baseball.
10. Chair the protest committee

SECTION 3

Vice President - The Vice President shall:

1. Perform the duties of the President in the absence or disability of the President, provided he/she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office
2. Perform such duties as from time to time may be assigned by the Board of Directors or by the President
3. By virtue of position, is a Member of all committees
4. Works with other officers and committee Members
5. Carries out such duties and assignments as may be delegated by the President

SECTION 4

Secretary - The Secretary shall:

Be responsible for recording the activities of the League and maintain appropriate files, mailing lists and necessary records.

1. 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
2. Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the League, the Board of Directors, and Committees
3. Issue Membership cards to Regular Members, if approved by the Board of Directors
4. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose
5. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed

6. Notify Members, Directors, Officers, and committee Members of their election or appointment

SECTION 5

Treasurer - The Treasurer shall:

1. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors
2. Be responsible for all financial documentation, including but not limited to: invoices, receipts, bank statements, ledgers, financial statements, and tax returns
3. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors
4. Keep records for the receipt and disbursement of all monies and securities of the League, including the Auxiliary, approve all payments from allotted funds, and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements *requires* two (2) signatures
5. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting
6. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters
7. Prepare a monthly financial report, under the direction of the President, for submission to the Membership and Board of Directors at Monthly Meetings, and to Little League Headquarters
8. Make available upon request, the financial records of the League to any board member within three (3) days

SECTION 6

Player Agent - The Player Agent shall:

1. Record all player transactions and maintain an accurate and up-to-date record thereof
2. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility
3. Conduct the tryouts, the player draft, and all other player transaction or selection meetings
4. Prepare the Player Agent's list
5. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit
6. Notify Little League Headquarters of any subsequent player replacements or trades
7. Serve on the protest committee when a player under his/her responsibility is involved
8. Conduct all-star selections according to regulations

SECTION 7

Safety Officer - The Safety Officer shall:

1. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball
2. 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 Safety Officer may utilize the following suggestions:

- a. Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, League officials, parents, guardians, and other volunteers.

- b. Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- c. 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

Coaching Coordinator - The coaching coordinator shall:

1. Represent coaches/managers in League
2. Present a coach/manager training budget to the Board
3. Gain the support and funds necessary to implement a League-wide training program
4. Order and distribute training materials to players, coaches, and managers
5. Coordinate mini-clinics as necessary
6. Serve as the contact person for Little League and its manager-coach education program for the League
7. Serve as the contact person between the Little League and its manager-coaching staff

SECTION 9

Field Maintenance Officer – The Field Maintenance Officer shall:

1. Be responsible for the condition of the playing fields, dugouts, score booths, and equipment sheds
2. Shall regularly inspect all fields and facilities
3. Shall propose and supervise field/facility improvement projects.
4. Shall train managers in correct field preparation and closure

SECTION 10

League Information Officer (Optional) - The League Information Officer shall:

1. Manage the League's official home page
2. Manage the online registration process and ensure that League rosters are maintained on the site
3. Assign administrative rights to League volunteers and teams
4. Ensure that League news and scores are updated on a regular basis
5. Collect, post, and distribute important information on League activities including direct dissemination of fundraising and sponsor activities to Little League Baseball, District, public, League Members and media
6. Serve as primary contact person for Little League and myteam.com regarding optimizing use of the Internet for League administration and for distributing information to League Members and to Little League Baseball

SECTION 12

Chief Umpire - The Chief Umpire shall:

1. Be responsible be for the recruitment, training, and scheduling of umpires
2. Investigate protests and be a permanent member of the protest committee
3. Serve on the playing rules committee
4. Provide All-Star crews as requested by District 42

SECTION 13

Concessions Manager – The Concessions Manager shall:

1. Maintain the operation of concession facilities
2. Organize the purchase of concession products
3. Be responsible for the management of the concession sales
4. Schedule volunteers to work the concession booth during League events
5. Collect and review concession related offers; including coupons, discounts, bulk-purchasing opportunities, and donations
6. Organize, tally, and keep records of concession sales and purchases

SECTION 14

The League shall include the following officers in its roster of Directors, and may appoint other positions as it deems necessary:

League Sponsorship/Fundraising Coordinator

Team Mom Coordinator

Equipment Manager

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee, which shall consist of not less than three (3) or more than five (5) Directors, one of whom shall be the President of the League.

SECTION 2

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

SECTION 3

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

ARTICLE VIII - OTHER COMMITTEES

SECTION I

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

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 Regular Members, investigate for eligibility, and recommend those qualified for election at the annual, regular, or any special meeting of the Members or 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) or 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 League including team sponsorships and submit recommendations.

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

SECTION 4

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

SECTION 5

Grounds Committee - (May be combined with Building and Property Committee) The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds.

It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 6

Playing Equipment Committee - The Board of Directors may appoint a Playing Equipment Committee, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning, and storage thereof at the close of the season.

SECTION 7

Managers Committee - The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the 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 8

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

SECTION 9

District Committee - The Board of Directors may appoint a District Committee consisting of the 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 10

Auxiliary Committee - The Board of Directors may appoint an Auxiliary Committee consisting of the League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary and 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 11

Auditing Committee - The Board of Directors may appoint an Auditing Committee consisting of one non-board member in good standing and two board members --independent of the treasurer. The Auditing Committee shall audit the League's financial records at the discretion of the President, but at least once each year at the close of the League's fiscal year and submit a written report to the President and the board by November 15th. The Auditing Committee shall cognizant of and comment upon League bidding and procurement procedures, transmittal procedures, security measures, financial transactions, practices, and general management efficiency.

SECTION 12

Minor League Committee - The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the League President for the proper conduct of the Minor League operation.

SECTION 13

Protest Committee - The Board of Directors may appoint a Protest Committee consisting of the President, Vice President, Player Agent, Chief Umpire, and one (1) other board member, who is neither a coach, manager, nor umpire. The Protest Committee shall meet at the direction of the President in order to resolve a protested game, be governed by the local rules of Little League Baseball Inc. and the rules of the League, and direct the Secretary to transmit its verdict in writing to the umpire and managers involved in the disrupted game.

ARTICLE IX - AFFILIATION

SECTION 1

Charter - The 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 League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

Rules and Regulations - The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this League.

SECTION 3

Local Rules, Ground Rules and/or Bylaws - The local rules, ground rules and/or bylaws of this League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations, and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules, and/or bylaws of this League shall expire at the end of each fiscal year and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this League.)

ARTICLE X - FINANCIAL AND ACCOUNTING

SECTION 1

Authority - The Board of Directors shall decide all matters pertaining to the finances of the League and it shall place all income including Auxiliary funds, in a common League treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 2

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

SECTION 3

Solicitations - The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the League treasury.

SECTION 4

Disbursement of Funds - The Board shall not permit the disbursement of 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 will be made by check. The League Treasurer will sign all checks and one other officer as determined by the Board of Directors.

SECTION 5

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

SECTION 6

Deposits - All monies received, including Auxiliary Funds, shall be deposited to the credit of the League in/at US Bank

SECTION 7

Fiscal year - The fiscal year of the League shall begin on October 1 and shall end on September 30.

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

SECTION 8

Distribution of Property upon Dissolution - Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the League to another

Federal Incorporated entity; which maintains the same objectives as set forth in Article II of this Constitution and are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XI – AMENDMENTS

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

The Southwest Little League Board of Directors approved this Constitution on December 7, 2022.

The Southwest Little League Membership ratified this Constitution on January xx, 2023.

<u>Carlos Lee</u>	<u><i>Carlos Lee</i></u>	<u>1/xx/23</u>
President (<i>Print</i>)	President's Signature	Date
<u>4054206</u>	<u>35-2463416</u>	<u>3521763</u>
League ID No.	Federal ID No. (<i>if available</i>)	State ID No. (<i>if available</i>)

Make one copy for the District Administrator and copies for the League.

Send original to Regional Headquarters. This League's Constitution on file at Regional Headquarters (most recently approved copy) is the official Constitution of this League. Little League Baseball does not limit participation in its activities based on disability, race, creed, color, national origin, gender, sexual preference, or religious preference.



BYLAWS

These Bylaws govern the Board of Directors and must be in compliance with the regulations and responsibilities listed in the Southwest Little League Constitution.

WHEREAS members of the Board of Directors must be active and participate in a majority of meetings, field work and hosted events of District 42. No Director shall be absent for more than two (2) consecutive meetings or events without prior notice.

RESOLVED that if a director must be absent for a meeting or event, he/she must clear the absence with the President or Vice President within 72 hours of the scheduled meeting or event. Emergency absences due to unforeseen circumstances must also be reported before the commencement of the meeting or event.

WHEREAS Directors must have all fees paid in full including but not limited to registration fees before Opening Day. Directors must also provide original purchase receipts in order to be reimbursed for any items purchased for the League. Directors are encouraged to obtain and secure a sponsorship or raffle item for the good of the League.

BE IT FURTHER RESOLVED that in accordance with Article V, Section 5, the Board of Directors shall have the duty and power to discipline, suspend or remove any League Board of Director, Officer, or Committee Member with the procedure set forth in Article III, Section 4 including but not limited to the aforementioned regulations.

GROUND RULES

Managers

All Managers must submit a Volunteer Application for background check and sign and abide by Manager and Coach Expectations.

Managers should always represent the League and their team with integrity, leadership, and good sportsmanship.

Managers are responsible for their coaching staff, team players, and team parent's actions, participation, and conduct during practices and both home and away games.

Managers must have a valid reason and obtain permission from the President or Vice President prior to canceling a practice, as this helps us maximize field availability. Assistant Coaches can run practices/games in the absence of the Manager so long as the Managers Committee has approved the Assistant Coach.

Only the President and/or Vice President can cancel games.

Coaching Staff

Coaching staff includes but is not limited to managers, assistant coaches, and team moms.

Managers can select their own assistant coaches and team moms; however, the Managers Committee must also approve each coaching staff request. The Managers Committee makes all final coaching staff decisions.

Coaching Staff must submit a Volunteer Application for background check and sign and abide by Manager and Coach Expectations. Managers and coaching staff must attend mandatory meetings.

Discipline

The Managers Committee will investigate all mismanagements and claims against any managers, member of the coaching staff or individual. In the event that mismanagements and/or claims are found valid, disciplinary actions will be taken accordingly:

- First offense is verbal and/or written warning
- Second offense is a one (1) game suspension
- Third Offense is termination of Coaching Staff responsibilities

Any violation of the Code(s) of Conduct is an automatic suspension and possible termination.

MANAGER & COACH ROLES

Manager Role

Traditionally the manager handles parent communication and team organization.

Responsibilities include, but are not limited to the following examples:

Family communication and collection of necessary data.

Tracking both player and coach availability for practices and games.

Game preparation, **TO INCLUDE FIELD PREP FOR ALL EARLY HOME GAMES**, and clean-up.

Batting order, fielding rotation plan, and pitching rotation.

Recruiting other volunteers like team parent, scorekeepers, and pitch counters.

Understand and apply current Little League rules.

Monitor pitch counts and rest days for all pitchers.

Ensure minimum playing time for all players.

Create a safe environment for children to learn, grow, and make mistakes.

Coach Role

Traditionally the coach focuses more on coaching skills than on parent communication and team organization, including hitting, defense, pitching, catching, conditioning, etc.

Help organize a practice schedule.

Assess talent and identify areas to focus on during practice.

Fill in for the manager as needed or as agreed upon.

While there can be multiple assistant coaches, typically there is one "official" coach paired with the manager for team player draft purposes.

The Southwest Little League Board of Directors approved these Bylaws on December 7, 2022.

The Southwest Little League Membership ratified these Bylaws on January xx, 2023.

Carlos Lee

President (*Print*)

Carlos Lee

President's Signature

1/xx/23

Date

SOUTHWEST LITTLE LEAGUE MANAGER & COACH EXPECTATIONS

Spring & Fall 2023

The Manager (or Acting Manager) is the person appointed by the league to be responsible for the team's actions on the field. The manager shall always be responsible for the team's conduct, observance of the official rules and communication with the umpires. The actions of players, managers and coaches must be above reproach. The coaching staff must set a good example for the players and parents to follow in regards to good sportsmanship, respect toward coaches, umpires, teammates and the opposing team. Anyone who is involved in a verbal or physical altercation or an incident of unsportsmanlike conduct is subject to disciplinary action by the league.

Coaches should help all players on the field regardless of team affiliation. Coaches are encouraged to engage parents in assisting with the different tasks and coaching assignments necessary on game day (scorekeeping, pitch counts, snacks, team gear etc).

As Manager/Coach I will:

Attend league meetings, as required. Your attendance is important to keep everyone informed. Your ideas are valued and needed to help the league prosper.

Spend the time necessary with my team at practices and games. Recommended amount of practices are two per week. Games are generally two per week.

Participate in league functions (work days at the fields, fundraisers, promotions, picture days, clinics, manager/coach meetings and the draft if needed).

Handle the administrative requirements of the team (filling out accurate team rosters, maintaining medical release forms, and required tournament paperwork as needed).

Attend league and/or district coaching, rules and safety clinics. (Be willing to learn more about the game and how to teach young people the proper and safe way to play Baseball).

Be responsible for safeguarding use of all equipment, facilities and uniforms.

Teach players and parents fair play, good sportsmanship and respect for the opponent and the umpires.

Work with all league personnel to benefit the program.

Learn and abide by the local rules, Little League rules and regulations and the ground rules on the field(s) on which my team will be playing.

Strive to win, but understand that "winning is not everything."

_____ (signature)

_____ (date)