

DAVENPORT NORTHWEST LITTLE LEAGUE CONSTITUTION - 2023

ARTICLE I - NAME

This organization shall be known as the Davenport Northwest Little League.

ARTICLE II - OBJECTIVE

SECTION 1

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

SECTION 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Davenport Northwest Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

SECTION 1

Eligibility. Any person sincerely interested in active participation to further the objective of this Davenport Northwest Little League may apply to become a member.

SECTION 2

Classes. There shall be the following classes of Members:

(A) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV and reside within authorized boundaries of Davenport Northwest Little League shall be eligible to compete for participation, but shall not have rights, duties or obligations in the management or in the property of the Davenport Northwest Little League.

(B) **Regular Members.** Any adult person actively interested in furthering the objectives of the Davenport Northwest Little League may become a regular member. All Officers, Board Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing. *All "Regular Members" must have completed the required background check as directed by Little League International, Inc.*

(C) As used hereinafter, the word "member" shall mean a regular member unless otherwise stated.

SECTION 3

Other Affiliations. (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.

(b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

SECTION 4

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

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class,

including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Davenport Northwest Little League and/or Little League Baseball. The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. *Examples of charges include, but are not limited to: engaging in any illegal activity with Board membership, sponsors, teams, coaches, City of Davenport, etc., not fulfilling Board duties as expected and/or in a timely manner, and repeated absences from Board meetings.*

- (b) The Board of Directors shall, in case of a player member, give notice to the manager of the team for which the player is a player member. Said manager shall appear, in the capacity of an adviser, with the player before the Board 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.

ARTICLE IV – FEES

SECTION 1

Dues for regular/ player members may be fixed at such amounts as the Board of Directors shall determine prior to registration.

SECTION 2

A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of Davenport Northwest Little League. It is recommended that no fee be collected. AT NO TIME SHOULD OR WOULD PAYMENT OF FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE PROGRAM. [L.L. Regulation XIII ©].

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Notice of Meeting. Notice of each General Membership Meeting shall be delivered electronically and it shall be posted on the League's website at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

SECTION 2

Regular Meetings. Regular monthly meetings of all Davenport Northwest Little League members will be conducted on the first week, preferably Monday, of the month unless that Monday falls on a holiday. If it falls on a holiday, then the meeting shall be held on the second Monday of the month if a suitable time during that first week of the month isn't conducive to meet.

SECTION 3

Special Meetings. The Board of Directors or the Little League President at their discretion may call special meetings of the members. *Upon the written request of two-thirds (2/3) of the Board membership*, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members.

SECTION 4

Quorum. Any 2/3 members of the Board of Directors and members at a regular scheduled meeting shall constitute a quorum. A majority vote of those present shall prevail.

SECTION 5

Voting. Only regular members shall be entitled to vote at any meeting of Davenport Northwest Little League.

SECTION 6

Annual Meeting. The annual meeting of the members of Davenport Northwest Little League shall be held each year for the purpose of electing a Board of Directors and members. This meeting shall be conducted at Northwest Little League Picnic and Awards Ceremony on or around June 21st at the conclusion of the Ceremony.

SECTION 7

Rules of Order. Robert's Rules of Order shall govern the proceedings of all meetings except where it conflicts with the Constitution or By-Laws of Davenport Northwest Little League.

ARTICLE VI-BOARD OF DIRECTORS

SECTION 1

The government of the Davenport Northwest Little League shall be vested in a Board of Directors.

SECTION 2

Required Members. The Board of Directors shall consist of the following officers: President, Vice President, Secretary, Treasurer, Player Agent, Equipment Manager, Field Managers, Auxiliary Officers, Information Officer and Safety Director.

SECTION 3

Annual Election & Term of Office. At the Picnic and Awards Ceremony, the members will elect the Directors for the ensuing year. The term of office of the Board shall be for a period of one (1) year; running September 1 of election year to August 31st of the subsequent election year. Directors are eligible for re-election. Outgoing board members should attend the September Board meeting to assist in transition of new Board.

SECTION 4

Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any Regular Meeting or at any Special Meeting called for that purpose.

SECTION 5

Meetings. The Board of Directors will not hold any secret meetings or cast any secret ballots. Members of the Board present at a meeting shall be required to vote either for or against a question before the Board. Minutes of all meetings shall be duly recorded by the Secretary and available in writing to any member of the organization. Notice of all Board meetings shall be given at least two (2) days in advance thereof to all members.

SECTION 6

Duties and Powers. The Board of Directors will be responsible for approving regular season and All-Star managers and coaches as submitted by League President, to hear and act on all grievances that may be brought before them, to investigate and approve the application of any sponsor that applies to Davenport Northwest Little League, to budget the funds of the organization and to appropriate the general budget and treasury in such a manner as to be in the best interest of all members.

ARTICLE VII -OFFICERS, DUTIES, & POWERS

SECTION 1

President. The President shall:

- (a) Conduct the affairs of Northwest Little League and execute the policies established by the Board of Directors.
- (b) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of Northwest Little League.
- (c) Be responsible for the conduct of Northwest Little 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 Northwest Little League by that organization.
- (d) Investigate complaints, irregularities, and conditions detrimental to Northwest Little League and report thereon to the Board of Directors as circumstances warrant.
- (e) With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
- (f) Facilitate League Registration day, League Try-outs, League Draft, and Opening/Closing Ceremonies
- (g) No later than June 1, the President shall post a sign-up sheet at the front of the concession stand seeking nominations for the Board of Directors. The candidates on the sheet must have given their approval. A ballot will be created from the sign-up sheet by the President and utilized at the Picnic and awards Day for election.
- (h) Shall appoint special committees as needed.

- (i) Register Northwest Little League with Davenport Parks and Recreation Department and within the Little League, Inc., Data Center, in conjunction with the NWLL Treasurer.
- (j) Utilize Little League, Inc., Data Center to ensure chartering, background checks, interleague play, team/player counts, and tournament teams is complete by established deadlines.
- (j) Conduct background checks through LL, Inc. for NWLL Board, members, managers, coaches, umpires, and any other volunteers.
- (j) Attend district Presidents meetings.

SECTION 2

Vice President. The Vice President shall:

- (a) In case of the absence or disability of the President, and provided the person is authorized by the President or Board so as to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office.
- (b) Be responsible for lining up Chief of Umpires, and recruit, train, and schedule umpires.
- (c) Manage the umpire pay system and recordkeeping in conjunction with the Snack Shack Manager and NWLL Treasurer.
- (c) Be responsible for and prepare opening and closing *ceremonies with the President*.
- (d) Be responsible for the coordination of Pee Wee Division and Pee Wee day. This includes, but is not limited to roster(s) creation, recruitment, selection, and training of managers/coaches.
- (e) Report out at board meetings.
- (f) Other duties as assigned.

SECTION 3

Secretary. The Secretary shall:

- (a) Be responsible for recording the minutes of Northwest Little League's monthly meeting.
- (b) Conduct all correspondence not otherwise specifically delegated in connection with monthly meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- (c) Coordinate with volunteer recruitment for City Tournament and for All-Star week (scorers, pitch counters, field administrators, etc.)
- (d) Report out at board meetings.
- (e) Other duties as assigned.

SECTION 4

Treasurer. The treasurer shall:

- (a) Receive all monies and securities and deposit same in a depository approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all monies and securities of Northwest Little League, approve all payments from allotted funds and draw checks in agreement with policies established in advance by the Board of Directors.
- (c) Prepare monthly financial report to be distributed and discussed at monthly meeting.
- (d) Work with Vice President/Umpire Chief and Snack Shack Manager to ensure sound business practices as relates to payment of league umpires.
- (d) Send and receive sponsor billings, working with the Auxiliary Board member(s).
- (e) Report out at board meetings.
- (f) Other duties as assigned.

SECTION 5

Player Agent. The Player Agent shall:

- (a) Maintain a list of all Regular members of Northwest little League.
- (b) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (c) Receive and review applications for player candidates and assist the President in checking Residence and age eligibility.
- (d) Conduct the tryouts, the player draft, and all other player transaction or selection meetings.
- (e) Prepare the Player's Agent's List of teams, players, and contact information.
- (f) Meet with families/players/managers to discuss concerns and issue as needed, from the time of League Registration until end of season; communicate status of issues with President.
- (f) Ensure all league player/team records are submitted online with Little League, Inc., with President.
- (g) Report out at board meetings.
- (h) Other duties as assigned.

SECTION 6

Auxiliary President. The Auxiliary President shall:

- (a) Arrange and secure annual sign, team, and field sponsorships for the league.

- (b) Arrange and conduct team picture day, typically held on day of Opening Ceremonies.
- (c) Arrange and conduct fundraiser(s) activity.
- (d) Send and receive sponsor billings; coordinate with NWLL Treasurer efficient system of collecting payments.
- (e) Report out at board meetings.
- (f) Other duties as assigned.

SECTION 7

Equipment Manager. The Equipment Manager shall:

- (a) Order all equipment needs whereas approved by Board of Directors.
- (b) Complete annual inventory of all equipment in past season and present the results to the Board of Directors, in order to aid them in determining future equipment needs and purchases.
- (c) Distribute and collect all teams' uniforms and equipment.
- (d) Report out at board meetings.
- (e) Assist Field Maintenance Manager (s) in identifying and purchasing all NWLL items for diamonds, bullpens, dugouts, teams and team play, lights, snack shack, fencing, and outdoor equipment.
- (f) Other duties as assigned.

SECTION 8

Field Maintenance Managers. The Field Maintenance Managers shall:

- (a) Be responsible for all field maintenance; including official diamond layout as described by Little League Baseball, Incorporated, preparation and stocking of playing field equipment lockers and pre-game field preparation when inclement weather exists.
- (b) Communicate with Davenport Parks and Recreation regarding the maintenance and safety of Northwest Little League's playing fields and grounds.
- (c) President and Field Maintenance Manager(s) will determine whether fields are playable when inclement weather occurs.
- (d) Ensure all maintenance equipment, machines, and vehicles are in good working condition. Purchase parts, machines, and other related equipment as necessary.
- (d) Report out at board meetings.
- (e) Other duties as assigned.

SECTION 9

Information Officer. The Information Officer shall:

- (a) Shall set up and maintain Northwest Little League's web pages, and coordinate team's social media and marketing efforts. Keep all sites up to date.
- (b) Act as liaison between Northwest Little League & www.davenportnwill.org, and Northwest Little League players, parents, coaches, guardians, umpires, and other volunteers; communicate league-wide messaging efforts on-time and efficiently.
- (c) Advise Northwest Little League's Board of Directors on Internet communications in general, and includes but not limited to Northwest Little League players, parents, guardians, coaches, umpires, and other volunteers.
- (d) Put together league game and practice schedules and post to NWLL website; update as necessary due to game postponements or other reschedules.
- (e) Communicate league meetings.
- (f) Report out at board meetings.
- (g) Other duties as assigned.

SECTION 10

Safety Director. The Safety Officer shall:

- (a) Be responsible to create awareness through education and information, of the opportunities to provide a safer environment for all participants of Northwest Little League Baseball. .
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- (c) Submit annual ASAP report into the Little League, Inc, Data Center by February 1 or earlier.
- (d) Ensure 1st Aid Kits are stocked, and available at the Snack Shack and within the dugout boxes.
- (e) Work with Field Maintenance Manager(s) and Equipment Manager to ensure total ballpark safety.
- (f) Serve as COVID-19 expert and take actions to protect all NWLL members/players accordingly during game play or in messaging to NWLL families.
- (g) Education -should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.

- (h) Compliance -should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (i) 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. Consult with the District Administrator as needed.
- (j) Other duties as assigned.

ARTICLE VIII-MANAGERS, COACHES, & UMPIRES

SECTION 1

Team Managers and Coaches shall be appointed annually by the President, and be approved by the Board of Directors. Managers shall be responsible for the selection of their teams and for their actions on the field [Regulation 1 (b)].

SECTION 2

The Vice President, with the approval of the Board of Directors, shall appoint umpires and the Chief Umpire annually. The Chief Umpire shall be responsible for their umpire's assignments and for their actions on the field [Regulation 1 (b)]. The Vice President shall assume the role of the Chief Umpire if no one is hired into the position.

SECTION 3

While holding such office, the Player Agent shall not serve as Player Agent for the league that he/she manages. The President should not umpire. Vice President may manage, coach, or umpire provided they do not serve on the protest committee.

ARTICLE IX –AFFILIATION

SECTION 1

Charter. Davenport Northwest Little League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. Davenport Northwest League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

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

SECTION 3

Local League Rules. The local rules of Northwest Little League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the rules and regulations of Little League Baseball, Incorporated.

ARTICLE X -FINANCIAL AND ACCOUNTING

SECTION 1

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

SECTION 2

Contributions. The Board of Directors shall not permit the contribution of the funds to individuals or teams and shall solicit it for the common treasury of Northwest Little League. The above regulations are to discourage favoritism among teams and endeavor to equalize the benefits of the league.

SECTION 3

Solicitations. The Board of Directors 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 common league treasury.

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of Northwest Little 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 debit card.

SECTION 5

Compensation. No Director, Officer or Member of Northwest Little League shall receive, directly or indirectly any salary, compensation or emolument from Northwest Little 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 Northwest Little League in/at US Bank.

SECTION 7

Fiscal Year. The fiscal year of Northwest Little League shall begin on the first day of October and shall end on the last day of September.

SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of Northwest Little League and after all outstanding debts and claims have been satisfied, the members shall direct the remaining property of Northwest Little League to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under Section 501 (c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII – AMENDMENTS

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting.

Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Davenport Northwest Little League

Membership on February 1, 2023

Tim Lievens
President’s Name (Print)

President’s Signature

February 1, 2022
Date

1150208
Little League ID No.

Federal ID No. (If available)

State ID No. (If available)