*FOOTHILL AREA LITTLE LEAGUE*

*2022-23 BOARD OF DIRECTORS CONSTITUTION*

Constitution: 2022-2023 Foothill Area Little League

League ID Number:**4050119**

**NAME**

This organization shall be known as Foothill Area Little League (F.A.L.L.)

**OBJECTIVE**

The objective of FALL 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.

**MEMBERSHIP**

**Eligibility –** Any person sincerely interested in active participation to further the

objective of Foothill Area Little League may apply to become a member.

**Suspension or Termination –** membership may be terminated by resignation

or action of the Board of Directors as follows.

1. The Board of Directors, by two-thirds vote of those present at any 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 FALL and/or Little League Baseball, Incorporated. 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.
2. The Board of Directors shall, in case of ta Player member, given notice to the manager of the team for which the player is a Players 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 players parent (s) or legal guardian 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 meeting (quorum is required)

**GENERAL MEMBERSHIP MEETINGS**

A general membership meeting is any meeting of the membership of the league.

The annual membership meeting shall take place once a year, shall include all

general members and shall be held the first Sunday of the month

at 6:00 p.m. Notice of each general membership meeting shall be delivered

personally, electronically or by mail to each member at the last recorded address

10 days in advance of the meeting, setting forth the place, time and purpose of

the meeting.

**Quorum -** At any General Membership Meeting, the presence in person or

representation by absentee, one fifth (20 percent) of the members shall be

necessary to constitute a quorum. If a quorum is not present, no business shall

be conducted.

**VOTING**

Only regular members in good standing shall be entitled to make motions and

vote.

**ANNUAL MEETING OF THE MEMBERS:**

The annual meeting of the members shall be held the first Sunday in September

at 6:00p.m. 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.

**AFFILIATION**

**Charter** – FALL shall annually apply for a charter from Little League Baseball, Incorporated and shall do all things necessary to obtain and maintain such charter. FALL 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.

**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.

**Local Rule, Ground Rules and/or Bylaws** - The local rules, ground rules and/or bylaws of this local 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 local league shall expire at the end of each fiscal year, and are not considered part of this Constitution.

## **BOARD APPOINTMENT**

## Each year a Board of Directors (“Board”) shall be elected to operate the FALL pursuant to the League Constitution.

The 2022-23 Board currently consists of officer positions including President, Vice President of Baseball, Vice President of Softball, Treasurer, Player Agent Minors, Player Agent Majors, Player Agent Softball, Player Agent T-Ball/Farm, Secretary, Safety Officer, Equipment Coordinator, Coaching Coordinator, Umpire Coordinator, Snack Bar Coordinator, Field Maintenance Coordinator, Website Coordinator, Registration Coordinator and a Fundraising/Sponsorship Coordinator. In addition there may be general board members.

Any regular member in good standing is eligible for nomination to the Board.

The Board election shall take place the first Sunday of September at 6:30 p.m. during the annual general membership meeting. The Board for the next season shall be posted and elected. The incoming and outgoing board will work to transition the league by the October Board meeting. The Treasurers will work together until November 1st to ensure that the transition is smooth and that the knowledge regarding the year end filings is passed on.

The Board shall be elected for the period of one (1) year. This term shall run from mid-September to mid-September.

Vacancies that occur during the term shall be filled as needed by majority vote of remaining Board members.

**BOARD OF DIRECTORS: Duties and Powers**

**President –** Responsible for chairing all Little League Board Meetings. Selects the managers for the regular season to present to the Board for approval. Responsible for overseeing the tallying of the All-Star manager and coach ballots. Chairs any disciplinary committees. Primary contact with the District and Region. Selects and communicates with division representatives who are liaison to managers and coaches in each division.

**Vice President (Baseball & Softball)** – Responsible for supporting the President. Chairs meetings in absence of President. Coordinator of All-Star selection balloting. Responsible for selecting and ordering uniforms for all divisions including All-Stars. Ordering apparel for merchandising. If FALL is selected to host an All-Star Tournament, shall be responsible for Public Relations and communications supporting the Tournament.

**Treasurer** – Responsible for financial recordkeeping. Maintains credit card square, petty cash, deposits, refunds, bill paying and monthly bank statements. Orders trash and toilets for all fields.

**Player Agent** – Coordinates and runs tryouts. Responsible for ensuring that each player is ranked by independent sources to create a master player agent evaluation ranking. Coordinates “pool players” for each division during the season.

**Safety Officer** – Coordinates the Safety Training for all managers and coaches. Handles all accident reports and keeps Board informed of safety issues. Issues all safety kits to the managers. Responsible for submitting ASAP plan to Little League International.

**Field Maintenance Coordinator** – Responsible for ensuring field conditions meet Little League standards and makes decisions on playing conditions/rain cancellations in consultation with President. Maintains storage units for field equipment including chalk, drags, etc.

**Snack Bar Coordinator** – Chairs Snack Bar committee and ensures smooth operation of snack bar on a daily basis. Provides weekly Profit & Loss reports to Treasurer during season. Maintains snack bar keys. Oversees maintenance and needs of snack bar trailer.

**Secretary**  - Responsible for recording the activities of the league and maintaining appropriate files. Keeping the minutes of the meetings. Conduct all correspondence, not otherwise specifically delegated, in connection with League. Organizes team pictures. Submits all school use permits. Maintains league email.

**Website Coordinator** –Responsible for supervising website updates and general maintenance of said website. Maintains social media accounts for Facebook and Instagram as well as the league email. Is also responsible for booking/reserving room for monthly board meetings.

**Coaching Coordinator** – Finding appropriate managers for all teams. Represent coaches and managers in the league. Order and distribute training materials to players, coaches and managers. Recommend proper equipment/training aids to equipment coordinator. Coordinate mini-clinics as necessary.

**Umpire Coordinator** – Coordinate, train and schedule umpires. Maintains all time cards, waivers, equipment and contact information of umpires. Submits time cards weekly to treasurer.

**Equipment Coordinator** – Responsible for equipment upgrades, distribution and collection. Responsible for issuing keys to managers. Responsible for maintaining records for who has keys, equipment, and that the league inventory is sufficient for all equipment. Also maintains keys and codes for off-site storage unit.

**Fundraising/Sponsorship Coordinator**- Responsible for obtaining League and team sponsorships. Coordinates all community and fundraising events.

**Registration Coordinator** – Responsible for spring and fall registration. Maintains all registration forms, team binders, player forms and enters any data needed on website for players. Is also responsible for booking/reserving dates for registration form drop off.

**FALL Potential Committees:**

1. Opening/Closing Ceremonies - To be determined
2. All-Star Committee - To be determined as needed

## **CONDUCT COMMITTEE**

Each year a Conduct Committee (CC) Chairperson and 2 additional members are appointed by the League President for that year to inform FALL participants of what is expected and recommend corrective actions. When any conduct related problem is brought to the attention of any League official the CC or League President should be notified and the following process will be used to understand the situation and to make a recommendation for possible action. It is strongly encouraged that all complaints are submitted in writing or a written account of conduct related problem is obtained by the CC.

1. CC Chairperson and League President are notified immediately. Until the situation is understood, and an outcome decided, all communication is confidential to this group. If the conduct involves the League President, the CC Chairperson shall notify the Vice President and if necessary the District 1 President.
2. The Chairperson of the CC will decide how to investigate and all findings are reported to the League President. When the CC is satisfied it has all the information deemed necessary the CC will develop a recommended course of action and the CC Chairperson will deliver the recommendation to the League President. CC members shall not have conflicts of interest with any situation or person under review. If conflict occurs then member will be removed from the committee and another appointed in their place.
3. The Conduct Committee of the Board of Directors will review all violations of the Code of Conduct. Depending on the Committee’s evaluation of the seriousness of the offense, or its frequency, the Board in its sole and absolute discretion, may assess additional disciplinary action up to and including temporary or permanent expulsion from the League.
4. League President and the Board will decide upon final action, if any, and President will decide how it is to be communicated to all parties. If any action is taken the entire process and outcome may be recorded in writing for the League’s own official use.

**BOARD OPERATIONS**

All Board members are expected to regularly attend Board meetings. Failure to attend regularly may result in removal from the Board. In addition, if 2 consecutive meetings are missed without communication the member will be removed from their position at discretion of the Board.

All Board members shall be entitled to one (1) vote, even if they share one Board position.

Seven (7) Board members shall constitute a quorum and a simple majority of those eligible to vote shall carry a vote.

**FINANCIAL AND ACCOUNTING**

The FALL bank account, held at Tri-Counties Bank shall have three (3) different officers as signers on the account and require two (2) signatures for all disbursements over $1,000.00. The Board shall select a bank based on its costs, fees, ease of use and support of FALL. The FALL may vote to allow for the issuance of a league check-card to specific officers such as Treasurer, Snack Bar Coordinator and Equipment Manager. ALL purchases greater than $500 will be voted on by the Board- excluding routine costs such as Little League International fees and dues, Insurance payments, Storage, Porta potties, etc. The Treasurer shall keep all league financial records. The Treasurer shall submit a written report to the Board on a monthly basis. Treasurer will present all records on request of the Board at any time. The Snack Bar Coordinator will report all expenses to the Treasurer on a weekly basis. At the conclusion of each operational period (i.e., open to close), the cash drawer shall be reconciled and the amount shall be reported to the Treasurer.

**Fund Raising**- All FALL funds raised shall be in the name of FALL and must be used only to support the FALL program.

**Financial Transparency** - No Board member authorized to disburse funds may be the spouse or family relative of the League President or Treasurer, or have direct access to league funds without the written permission of the chairman of the league’s Audit Committee. The use of a league credit or debit card is permitted, given than the card is returned to the League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

**Compensation** – No director, officer, or member of FALL shall receive, directly or indirectly any salary, compensation or emolument from FALL for services rendered as Director, Officer or Member.

**Deposits**- All moneys received, including sponsorship and fundraising, shall be deposited to the credit of FALL at Tri-Counties Bank.

**Fiscal Year** -The fiscal year of FALL shall begin October 1 and shall end on September 30.

**Distribution of Property upon Dissolution** – Upon dissolution of FALL and after all outstanding debts and claims have been satisfied, the members shall direct the remaining property of FALL to another Federally Incorporated which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

**REGISTRATION**

Early registration may occur during December and will include online registration until registration cut-off.

Registration will be considered late effective February 1 of current year and may only be accepted on a case-by-case basis as spots may not be available on a team. However, late registration players will be placed on a waiting list.

Minors, Majors, Juniors and Seniors players not fully registered prior to the last day of tryouts may not be eligible to participate in FALL until the next season. A make up or late tryout may be scheduled depending on the number of players who missed the regularly scheduled try-outs at the Board’s discretion.

A player who is physically unable to participate in the tryouts due to a temporary injury (E.g. broken arm, sprained ankle, etc.) should still attend at his or her scheduled time. By registering at the tryouts, they maintain their eligibility to be drafted and their eligibility for All Star participation.

Late registration players may be placed on a waiting list for placement (i.e. dependent upon team availability, team roster equality, etc.).

The Board shall determine a fee schedule and any discounts prior to opening registration.

Refunds will be considered on a case-by-case basis. Refunds will be assessed a $25 processing fee regardless of the reason.

**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.

THIS CONSTITUTION WAS DULY ADOPTED BY THE BOARD OF DIRECTORS AT ITS REGULAR MEETING ON DECEMBER 4, 2022.

Approved date: December 4, 2022

President’s Name: Amanda Memeo

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Little League ID #: #4050119

Tax ID#: 68-0304095