

2014

NEW BETHLEHEM

LITTLE LEAGUE

CONSTITUTION

ADOPTED: SEPT. 2013

REVISED FEBRUARY 8, 2016

Article 1 - Name

This organization shall be known as New Bethlehem Little League, referred to herein as NBLL.

Article 2 - Mission

1. The mission of the NBLL shall be to firmly implant in the youth 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 decent, healthy, and trustworthy citizens.
2. To achieve this objective, the NBLL will provide a supervised program under the rules and regulations of Little League Baseball, Inc. All officers, coaches, managers, and other volunteers 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.
3. In accordance with section 503(c)(3) of the Federal Internal Revenue Code, the NBLL shall operate as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the 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 influencing legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article 3 – Government

The affairs and business of the NBLL shall be managed by a Board of Directors. The President of the NBLL shall be the Chairman of the Board of Directors.

1. The Board of Directors shall consist of a President, Vice President & Baseball Coordinator, Vice President & Softball Coordinator, Treasurer, Player Agent, Safety Officer, Information Officer, Fundraising/Umpire-in-Chief Coordinator and Secretary/Field Coordinator (9 officers). Additional offices may be filled as deemed necessary and shall never be less than seven (7).
2. If an officer resigns, or a vacancy exists on the Board of Directors for any other reason, the Board of Directors by a two-thirds vote of those present and voting at any duly constituted Board meeting may fill that vacancy until the next annual election. NBLL officers may temporarily serve in a dual capacity; however, no individual may exercise more than one vote.
3. The Board of Directors shall meet as needed, determined by the officers. A quorum shall consist of at least two thirds of the current Board Members. If a quorum is not in attendance at the meeting, an informal work session shall be convened if desired by any Director present; however, no matters of policy or expenditure may be decided, and no written requests for decision submitted by members of the NBLL shall be considered. If a meeting is suspended for lack of a quorum, the President shall make arrangements to convene a meeting within 30 days.
4. A league officer may submit a sealed absentee ballot or ballots to the Secretary or President, to vote on a specific issue(s) (that has been placed upon a set agenda), at any general meeting.
An absentee ballot may not be counted toward the establishment of a quorum for a Board Meeting.

The President shall:

1. Be responsible for the overall management of the NBLL and for the execution of policy and decisions established by the Board of Directors.
2. Create an agenda for upcoming meetings.
3. Chair all regular meetings and all Board meetings.
4. Select and oversee committees to carry out specific objectives and functions involving the NBLL.
5. Be responsible for regular attendance at PA District 7 Meetings or appoint someone to attend.
6. Maintain a working of volunteers and conduct the Criminal Offender Record Inquiry review process for any and all volunteers involved in the NBLL.
7. Be responsible, along with the Safety Director, to periodically review the playing conditions of the fields.
8. Have primary responsibility for coordination of NBLL announcements.
9. Be responsible for coordinating announcements no later than 2 weeks prior to an open board meeting.
10. Be responsible for official communication with public officials.
11. Assure the execution of policy and decisions mandated by the NBLL Board of Directors. Policy includes rules and conduct mandated by the official Little League Rule book, the NBLL Constitution, and the NBLL Bylaws.
12. Assure that all team managers acknowledge with a read receipt of all official NBLL policies and documents.
13. Act as tie breaker for all votes taken by the NBLL Board of Directors.
14. President may approve purchases not exceeding \$100 without NBLL board approval.

The VP & Baseball Coordinator and the VP & Softball Coordinators shall:

1. Attend all meetings and functions with the President and keep informed of all policy and decisions of the Little League Regional Headquarters.
2. Preside over meetings in the absence of the President.
3. Assist the President with such special assignments as may be required and delegated by the President.
4. Chair annual operating rules committee for NBLL play.
5. Have primary responsibility for preparing any proposed changes to the Constitution and Bylaws before submission for approval.
6. Assure that pre-season team parent meetings have been conducted.
7. Assist President and Player Agent as necessary with said responsibilities.

The Secretary shall:

1. Record the minutes of all meetings. Minutes shall include a summary of significant points of conversation relating to each agenda item as well as motions. Minutes shall be formalized for the following regular meeting with copies available to the attending members.
2. Maintain an email list which includes all league members.

3. Maintain attendance records for each meeting.
4. Maintain the official NBLL archive file for all correspondence and other documentation as directed by the President. Unless otherwise marked, documents shall be kept for five years.
5. Assist the President with official NBLL correspondence as necessary.
6. Conduct the annual election for the league officers.
7. Establish and coordinate pre-season practice schedules.
8. Establish and coordinate a game schedule for all fields.

The Treasurer shall:

1. Maintain accurate records of the league financial accounts.
2. Sign checks, and dispense such funds as authorized by the league officers.
3. Order such items as uniforms and baseball equipment and awards as needed. (No other Board member, member or member in good standing with the exception of the President may order or purchase any item mentioned herein without consulting the Treasurer and must receive board approval.)
4. Participate in a pre season, annual inspection of the League's safety equipment for the purpose of determining needs for the coming season. This inspection shall be accomplished in conjunction the President, Secretary, VPs of baseball and softball, Safety Director and Fundraising/Umpire-in-Chief Coordinator.
5. Prepare a financial report for each regular monthly meeting with copies available to Board members.
6. Establish a year-end financial report clearly reflecting all cash receipts and disbursements for the period January 1st through December 31st of the prior year. This report shall be due at the January meeting.
7. Have primary responsibility for preparing, or having prepared, the Form to be submitted to the Commonwealth of Pennsylvania to maintain the leagues 501(c) (3) Tax Exempt status.
8. Have primary responsibility for preparing, or having prepared, the Annual Form 990 Tax Return for the Internal Revenue Service, if applicable.

The Fundraising/Umpire-in-Chief Coordinator shall:

1. Be responsible for recruiting and training umpires prior to the playing season. Training shall be consistent with the official Little League umpires' training manual and shall include applicable NBLL league policy.
2. Assist coordinating umpires for each applicable game (Major, Softball, Jr. League) in conjunction with the managers for each division.
3. Recommend umpires for Williamsport, and district tournament games.
4. Be responsible for all umpires equipment procured by the NBLL.
5. Participate in a pre-season, annual inspection of the safety equipment for the purpose of determining needs for the coming season. This inspection shall be accomplished in conjunction the President, VPs of baseball & softball, Safety Director and Treasurer.
6. Be Responsible for coordinating all fundraising activities including recommendation of ideas, collecting and distributing items.

The Player Agent shall:

1. Conduct annual tryouts and is in charge of player selection (Drafts).
2. Supervise and coordinate the transfer of players to or from the Minor Leagues according to provisions of the regulations of Little League Baseball.
3. Be responsible to verify that players at their level are eligible to try out and play at that level; as well as participate on tournament teams from that level.
4. Schedule field work days as required.
5. Be responsible for the well being of all players in the NBLL.
6. Consult with the president and the vice presidents for the respective division for which an infraction has occurred and determine if and what disciplinary action is required.
7. Fill open positions on team rosters.
8. Conduct and recommend the player selection process for the Williamsport and District Tournament Teams. NBLL Board of Directors reserves the right to recommend and place all players for tournament play. Team Rosters will be approved by the Board of Directors.
9. Coordinate with parents as necessary regarding sibling placement.

The Safety Officer shall:

1. Enforce and maintain the NBLL Safety Code consistent with the Williamsport Official Regulations and Playing Rules.
2. Assure that fully equipped first aid kits are provided to all team managers at the beginning of the playing season and that adequate replacement supplies are readily available throughout the entire season.
3. Coordinate annual CPR and First Aid trainings.
4. Provide official emergency information forms to team managers.
5. Participate in a pre-season, annual inspection of the NBLL safety equipment for the purpose of determining needs for the coming season. This inspection shall be accomplished in conjunction with the President, VPs of Baseball & Softball, Fundraising/Umpire-in-Chief and Treasurer.
6. Be responsible, along with the President, to periodically review the playing conditions of the fields.
7. Submit to Little League Baseball, Inc. with the Board of Director's approval, the league's Safety Plan under the guidelines of Little League Baseball's ASAP Program.

The Information Officer shall:

1. Maintain the league website.
2. Be responsible for any and all electronic communication or distribution of information as required by regional or national Little League organizations.
3. Update the NBLL Website when games are cancelled due to inclement weather.
4. Provide overall technical support to other Board members as necessary.
5. Update all board/membership meeting changes on the website.

Eligibility requirements for the above positions are as follows:

Candidates for any Board position must be prepared and equipped to carry out all responsibilities of the applicable position as described above.

Article 4 - Meetings

- A. The Board of Directors shall meet monthly unless otherwise directed by the President. Meetings are open to the public. NBLI membership shall be notified of meetings through email and social media no later than 1 week prior to the meeting. The Information Officer will send out a reminder via membership email no later than 24 hours prior to the meeting. Any and all changes that apply to an open meeting will be posted on the NBLI website, notification by email and social media. The President will establish the agenda for the meeting. Anyone, looking to get a particular subject (other matters) discussed at the regular monthly meetings, must give a notice in writing to the President or Secretary 24 hours before the meeting and will be discussed during the visitors section of the agenda.
- B. An annual election of the Board of Directors will be held concurrent with the November meeting. The number of Board members elected will correspond with the number of positions on the Board. Nominations will be held and closed at the October meeting. For a nomination to be valid, it must be seconded and accepted (this may be done in writing if the candidate is unable to attend the meeting) at the October meeting. The candidate who obtains the most votes cast at the November meeting will be declared the winner regardless of the number of candidates or number of votes cast. Sealed absentee ballots signed by the person casting the vote are permitted so long as they are in the hand of the Secretary or President prior to the election. In case of ties, the existing Board of Directors will vote to break a tie. Upon completion of the voting, the newly elected Board will then take office.
- C. An annual budget meeting shall be held in March for the Board to approve the budget for the coming season. At least two weeks prior to this meeting, the Treasurer will solicit expense projections or suggestions from the Board members to be included in the budget draft prepared for this meeting.
- D. Failure of any Board member to attend two (2) or more consecutive meetings of the Board of Directors, without justifiable cause, will be grounds for consideration of impeachment per Article 10. The Board shall be tolerant of extenuating circumstances and will follow a consistent policy in each case.

Article 5 - Volunteers

- A. All candidates for Manager and Coach of each Major, Minor, and T-Ball team will be recommended to the Board of Directors by the President, as submitted by the respective Vice Presidents for a single season appointment only. Said Managers and coaches must be approved by a two-thirds vote of the Board of Directors present and voting at any duly constituted Board meeting. Any Manager or Coach, at any level, may be removed for justifiable cause by a two-thirds vote of the Board of Directors present and voting at any duly constituted Board meeting.
- B. All Managers and Coaches shall have a working knowledge of the rules governing Little League, Inc. and NBLI Bylaws for the appropriate league, and the NBLI Safety Plan.
- C. All members of the Board of Directors, coaching staff, adult volunteers, and umpires shall sign the NBLI Volunteer Affidavit and complete a background check application as provided by Little League Inc.

Article 6 - NBLI Members

A. The following are considered members with voting privileges at the annual election of the Board of Directors.

Any adult actively interested in furthering the objectives of the NBLL may become a member upon approval of the Board. All managers and coaches at all levels are considered members. All members are urged to attend all league meetings. Only members in good standing; those who have attended a minimum of 50% of the monthly meetings excluding the previous year's general election are eligible to vote in an annual election.

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

The Board of Directors, by a two-thirds vote of those present and voting 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 NBLL and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting at least two weeks prior to said meeting date, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Article 7 - Financial Policy

All funds, other than the concession stand funds, shall be received and disbursed through the Treasurer. Expenditures are primarily governed by the annual budget, which includes reasonable estimates for planned expenses. The Board of Directors may authorize funds for other special events or improvements during the course of the season so long as such expenditures do not jeopardize the minimum amount established by the Board as start-up budget for the following season.

The President, or other Director assuming the President's responsibilities, shall be permitted to make expenditures as necessary without Board authorization. Such expenditures shall not exceed \$100. The President shall provide an accounting of these expenditures for the previous calendar month at each monthly Board meeting.

Article 8 – Affiliation

1. **Charter.** NBLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The NBLL 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.
2. **Rules and Regulations.** The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on NBLL. Rule booklets will be supplied to all managers at all levels.
3. **Local Rules, Ground Rules and/or Bylaws.** The local rules, ground rules and/or bylaws of NBLL 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 NBLL shall expire at the end of each fiscal year, and are not considered part of this Constitution.

4. Copies of this Constitution and Bylaws shall be distributed to members of the Board at a meeting no later than February for voting.
5. Copies of the league rules and regulations shall be posted on the league web site for all members of the league to access prior to March 31.
6. Unless otherwise specified, documents referenced herein shall be the latest published version at any given time.

Article 9 - Amendments

This Constitution & Bylaws may be amended, repealed, or altered in whole or in part by a two-thirds vote of the Board of Directors at any duly constituted meeting provided notice of the proposed change is included in the notification of such meeting. Drafts of all proposed amendments shall be submitted to Little League Baseball, Incorporated for approval before implementation.

Article 10 - Impeachment

The Board of Directors may remove any Director by a two thirds vote of its total membership at any duly constituted meeting. Board Members shall be notified at least 7 days prior to the scheduled date of this meeting.

Article 11 - Dissolution

This Corporation may be dissolved by a two-thirds vote of all the members of the NBLL at any special meeting of the League provided that an attempt is made to notify all members by written notice of proposed dissolution over the signature of the Recording Secretary, and provided that notice of proposed dissolution is posted in the local newspapers on three (3) successive weeks before said meeting, and provided that the General Laws of the Commonwealth of Pennsylvania are otherwise complied with NBLL Constitution and Bylaws.

Upon dissolution, all liabilities and obligations of NBLL shall be paid, satisfied and discharged, or adequate provisions shall be made therefore. The remaining assets, if any, shall be liquidated and distributed to a non-profit fund, foundation or corporation that has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code. The specific organization(s) shall be chosen by the Board of Directors at the time of dissolution.

ARTICLE 12 - Indemnification

NBLL shall have the power to indemnify any person who was or is a party, or is threatened to be made a

party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of NBLL by reason of the fact that such person is or was Director, officer, employee, or agent of NBLL, or is or was serving at the request of NBLL as Director, officer, employee, or agent of another corporation, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of NBLL, and with respect to any criminal action or proceeding, had no reasonable cause to believe their conduct was unlawful. The termination of any conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that such person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of NBLL and with respect to any criminal action or proceeding, had reasonable cause to believe that their conduct was lawful.

This Constitution was approved by the New Bethlehem Little League Membership on _____.

(Signature of President of NBLL)

(Printed Name of President of NBLL)

**New Bethlehem Little League
LL ID # 238-07-16**