

# Yreka Little League # 405-01-16

## Constitution



Revised Edition February 22, 2010

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# CONSTITUTION

## ARTICLE I: NAME

This organization shall be known as "YREKA LITTLE LEAGUE"; hereinafter referred to as "YLL". YLL was first chartered in Siskiyou County in 1987. The description of the YLL boundary is as follows; starting at a point on the California/Oregon border at its intersection with State Highway 97, south on State Highway 97 to its intersection with Interstate 5, south on Interstate 5 to its intersection with the Siskiyou/Shasta County lines, west and north along the Siskiyou County border to its intersection with the California/Oregon border, and east along the California/Oregon border to the point of origin.

## ARTICLE II: OBJECTIVE

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

To achieve this objective, YLL 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 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 Sec. 501 (c)-(3) of the Federal Internal Revenue Code, YLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net incomes or assets of this organization shall ever inure to the benefit of any director, officer or private person. This organization is a non-profit public benefit organization and is not organized for the private gain of any person.

## ARTICLE III: MEMBERSHIP

Any person interested in active participation to achieve the objective of YLL may become a member.

### 3.1 PLAYER MEMBERS

Any candidate meeting the requirements of Little League Regulation IIII shall be eligible for participation but shall have no rights, duties or obligations in the management or in the property of YLL.

### 3.2 REGULAR MEMBERS

Any adult actively interested in furthering the objective of YLL may become a regular member. Regular members include but are not limited to: Committee Members, Managers, Coaches, Umpires and regular elected or appointed officials and must be active in good standing. All Regular Members, including but not limited to Managers, Coaches, Umpires, elected or appointed officials, Team Moms, or any other member who has continuing

contact with player members, must submit to an annual background check as set forth by the Board of Directors. Failure to submit to a background check or the results of a background check may be grounds for termination of membership based on the sole discretion of the Board.

### **3.3 OTHER AFFILIATIONS**

No member, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify a member of YLL. Regular Members should not be actively engaged in the operation of any other baseball program.

### **3.4 SUSPENSION**

In the event the umpire ejects a coach, manager or player from a game, they must immediately leave the park grounds, which include the playing field, dugouts, stands, concession area, parking areas, and batting cage area. In addition, they are also automatically suspended from the next scheduled game. They may attend the game, but not be in the dugout or on the field.

### **3.5 TERMINATION**

Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors, by two-thirds majority vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of YLL and/or Little League Baseball. The Member involved shall be notified three (3) days prior to such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. The Board of Directors shall, in case of a Player Member, give notice to the manager of the team of which the player is a member and that Player Member's parent. Said manager and Parent shall appear with the player before the Board of Directors, which shall have full power to terminate or revoke such player's right to future participation. Failure to submit to a background check or the results of a background check may be grounds for termination based on the sole discretion of the Board.

## **ARTICLE IV: PARTICIPATION FEES**

A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of YLL. A maximum of \$30.00 per player may be assessed if deemed necessary. At no time should payment of any fee be a prerequisite for participation in the little league program (Little League Regulation XI11 (C(C))). It is recommended that parents who are unable to pay participation fees be encouraged to contribute time to the league as needed.

## **ARTICLE V: MEETINGS**

The annual meeting of the Members of YLL shall be held the second Tuesday of October each year for the purpose of electing Directors and Officers, receiving reports of funds and progress and for the transaction of such other business as may come before the meeting.

The Board and Members shall receive at the annual meeting of the Board of YLL; a report from the Equipment Manager showing the amount of property owned by the League; a report from the treasurer and concessions coordinator the amount of moneys applied, appropriated and/or expended during the year and the purposes, objectives and/or person to or for which such applications, appropriations or expenditures have been committed to the membership in YLL during such year.

The president will then compile these into one report, which will be filed and entered in the minutes of the meeting. A copy of such report shall be forwarded to the Western Region Little League Headquarters.

Notice of each meeting of the Members shall be mailed or otherwise delivered to each member at the last recorded address in advance thereof setting forth the place, time and purpose of the meeting: in lieu thereof, notice may be given in such form (i.e. newspaper) as may be authorized by the members, from time to time, at a regularly convened meeting.

### **5.1 SPECIAL MEETINGS**

Special meetings of the members may be called by the Board of Directors or by the Secretary or President at their discretion. In addition, upon the written request of ten (10) Regular Members, 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.

Only elected officers and one representative from each team shall be entitled to vote at any meeting of YLL. Voting Members shall be entitled to one (1) vote in person or by absentee ballot. All absentee ballots must be in written form and signed by the voting member.

The presence in person or by absentee ballot equaling one-third (1/3) of the voting members shall be necessary to constitute a quorum.

Roberts Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the Constitution and By-Laws of YLL.

### **ARTICLE VI: BOARD OF DIRECTORS**

Six (6) members of the Board shall constitute a quorum for the transaction of business. The management of the property and affairs of YLL shall be vested in the Board of Directors hereinafter referred to as "The Board". The Directors shall upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified. The number of directors shall be not less than five (5) or more than fifteen (15). Team manager/coach representation on the board shall not exceed a minority (Reg. 1b). Board membership shall include the President, Vice President, Secretary, Treasurer, Player Agent, Umpire in Chief, Equipment Manager, Concessions Coordinator, League Information Officer, Coaching Coordinator and Safety Officer. 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 voting members at any regular meeting or at any special meeting called for the purpose.

The Secretary will at the request in writing of three (3) Directors or the President, call for a Special Meeting (any meeting not regularly scheduled shall be considered a Special Meeting) of the Board. Notice of such meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or telegraphic or personal notice twenty-four (24) hours preceding the meeting. In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

The Board shall have the power to appoint such standing or special committees, as it shall determine 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 YLL as long as it does not conflict with Little League Rules and Regulations.

The Board shall have the power by a two-thirds (2/3) majority vote (quorum) of those present at any regular or special meeting to discipline, suspend or remove any Director, Officer, Committee Member, Manager or Coach of YLL. (Reg. I(b))

#### **ARTICLE VII: OTHER COMMITTEES -LOCAL RULES AND BY-LAWS**

All Local Rules and By-Laws must be approved by a two-thirds (2/3) majority vote of the voting membership. The Board may appoint such committees as deemed necessary including but not limited to: Executive, Nominating, Membership, Finance, Building and Property, Grounds, Playing Equipment, Managers, Umpire, District, Auxiliary, Auditing and/or Minor League according to the guidelines set forth in ARTICLE VII of the Little League Constitution and By-Laws. All YLL committees deemed necessary or desirable shall be approved by a two-thirds (2/3) vote of the YLL Board of Directors.

#### **ARTICLE VIII: OFFICERS, DUTIES AND RESPONSIBILITIES**

The Board Members of YLL shall hold office for the one year after being elected. The Board may appoint such other officers or agents as it may deem necessary or desirable and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office prior to the next election meeting.

##### **8.1 PRESIDENT**

The President shall: conduct the affairs of YLL and execute the policies established by the Board; communicate to the Board such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of YLL; be responsible for the conduct of

YLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Inc. as agreed to under the conditions of charter issued to YLL by that organization; designate in writing other officers, if necessary, to have power to make and execute for/and in the name of YLL such contracts and leases as they may have received and which have had prior approval of the Board of Directors; investigate complaints, irregularities and conditions detrimental to YLL and report thereon to the Board as circumstances warrant; prepare and submit a final report to the Board; with the assistance of the Player Agent, examine the application and support Proof-of-Age documents of every player candidate and verify to the residence and age eligibility before the player may be accepted for tryouts and selection.

## **8.2 VICE PRESIDENT**

In case of the absence or disability of the President, and provided he/she is authorized by the President or Board so to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office and shall have such other duties as from time to time may be assigned by the Board or by the President. The Vice President will also be responsible for all correspondence between the board and the league's Team Managers.

## **8.3 SECRETARY**

The Secretary shall: perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of the Secretary or as may be assigned by the Board; be responsible for recording the proceedings of YLL and maintaining appropriate files, mailing lists and necessary records; maintain a list of all voting Members, Directors and Committee Members and give notice of all meetings of YLL, the Board and Committees; keep the minutes of the meetings of the Members and the Board and cause them to be recorded in a book kept for that purpose; conduct all correspondence not otherwise specifically delegated in connection with said meetings; be responsible for carrying out all orders, votes and resolutions not otherwise committed. Notify Members, Directors, Officers and Committee Members of their election or appointment.

## **8.4 TREASURER**

The Treasurer shall: perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of Treasurer or may be assigned by the Board; receive all monies and securities and deposit same in a depository approved by the Board; keep records for the receipt and disbursement of all monies and securities of YLL including the Concession funds; pay all incidental expenses, such as utilities, as they are received; approve all payments from allotted funds and draw checks therefore; Prepare a brief financial report for submission to members at regularly scheduled monthly meetings; and prepare a detailed financial report for submission to the Board at the annual meeting.

## **8.5 PLAYER AGENT**

The Player Agent shall: record all player transactions and maintain an accurate and up to date record thereof; receive and review applications for player candidates and assist the President in checking residence and age eligibility; conduct the player auction or draft and all other player transaction or selection meetings; prepare the Player Agent's list; prepare for the President's signature and submission to Little League Headquarters of any subsequent player replacements or trades.

## **8.6 UMPIRE-IN-CHIEF**

The Umpire-in-Chief shall: select umpires under the direction of the President, with the approval of the Board; help train new umpires and supply refresher training for current umpires; schedule umpires for all league games and perform such training as deemed necessary by the Board.

## **8.7 CONCESSIONS COORDINATOR**

The Concessions Coordinator shall: be responsible for the activities of the Snack Shack and any other foods and/or drinks sold in association with YLL: will select Snack Shack assistants (minimum to include one (1) from each of the Major, Minor, Farm and T-ball Leagues) to assist in the operation of the Snack Shack: Order all necessary food items including all necessary items to keep the area and utensils clean; be responsible for the approval of all purchases and the same to be billed to YLL; be responsible for the collection of all monies each day. All monies collected, with the exception of the amount necessary to open the Snack Shack the next day, will be turned over to YLL (a minimum of once a week) as mutually agreed to by the League Treasurer.

## **8.8 SAFETY OFFICER**

The safety officer shall: establish safety policies and procedures that are known, understood and practiced by players and adult personnel; provide periodic inspection and maintenance of playing facilities and equipment; prepare for emergencies and training in first aid; investigate accidents and recommend corrective measures; process YLL insurance claims, as well as receive and distribute insurance payments to claimants or to claimant's parents(s); conduct required background checks on all persons requiring checks and maintain records associated with such background checks

## **8.9 EQUIPMENT MANAGER**

The equipment manager shall: keep an accurate inventory of field equipment, playing equipment and uniforms; distribute the appropriate equipment to each team; order all necessary equipment and supplies; be responsible for verifying all orders received versus invoices billed to YLL prior to payment; and a prepare a report showing the amount of property owned by the League for presentation to the Board at the annual meeting.

## **8.10 LEAGUE INFORMATION OFFICER**

The League Information Officer shall: provide to local media sources the scores and highlights of all regular season Major League and Minor League games and the scores and highlights of all All-star tournament games; provide to the public location and time information of all regularly scheduled meetings through the local media; advertise the dates, times and locations of all sign-up opportunities; provide to the appropriate schools flyers informing all eligible children of the time, date and location of all sign-up opportunities. The League Information Officer shall also oversee all league fundraising activities. These duties include: organizing and supervising the annual YLL Hit-A-Thon fundraiser; provide to the Board reports on all fundraising progress and effectiveness; and organizing and supervising any other fundraising events that may be necessary.

## **8.11 COACHING COORDINATOR**

The Coaching Coordinator shall: present to the Board of Directors a Manager/Coach training budget annually; order and distribute training materials to coaches and managers; coordinate training clinics as necessary; serve as the contact person for Little League and its manager/coach education program.

## **ARTICLE IX: AFFILIATION**

YLL shall annually apply for the charter from Little League Baseball, Inc. and shall take all necessary steps to obtain and maintain such charter. YLL shall devote its 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. The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, Pennsylvania shall be binding on YLL. Local rules of this league shall be binding on YLL. Local rules of YLL shall be adopted by the Board at a meeting to be held not less than one (1) month previous to the first scheduled game of the season. Local Rules shall in no way conflict with or restrict free exercise of the Rules and Regulations of Little League Baseball, Inc.

## **ARTICLE X: FINANCES AND ACCOUNTING**

The Board shall decide all matters pertaining to the finances of YLL and it shall place all income, including Snack Shack and Fundraising Funds, in a league treasury, directing and expenditure of same in such manner as to give no individual or team an advantage over those in competition with such individual or team.

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

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 YLL treasury.

The Board shall not permit the disbursement of YLL funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Inc. In addition, all purchases of greater than \$100 require a majority vote of approval from a quorum of Board of Directors at a regular or special meeting. Purchases of less than \$100 may be made, in extreme circumstances, with approval of the Treasurer or President and confirmation of funds by the Treasurer, and two other Board members. However, it is recommended that all purchases be voted on by a quorum of the Board of Directors. All incidental expenses, such as utilities, shall be paid as they are received.

No Director, Officer or Member of YLL shall receive, directly or indirectly, any salary, compensation or emolument from YLL for services rendered as Director, Officer or Member. All monies received, including Snack Shack and Fundraising Funds, shall be deposited to the credit of YLL in the league account, currently maintained at Tri-Counties Bank in Yreka, and all disbursements shall be made by check. The YLL Treasurer shall sign all checks and such other Officer or Officers, as the Board shall determine.

The fiscal year of YLL shall begin on the first day of October and shall end on the last day of September. Upon dissolution of YLL and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of YLL to a non-profit fund, corporation or foundation which is organized and operated exclusively for charitable purposes or such other Federally Incorporated Entity maintaining an objective similar to that set forth herein, which are entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code.

#### **ARTICLE XI: AMENDMENTS**

The Constitution and By-Laws of YLL may be amended, repealed or altered in whole or in part by a two-thirds (2/3) majority vote at any meeting of the voting Members, provided notice of a meeting and proposed changes are given in writing three (3) days prior to such meeting. A draft of the amended YLL Constitution and By-Laws shall be submitted to Little League Baseball, Inc. for approval via District Administrator of Regional Office, to National Little League Headquarters.

## ARTICLE XII: COMPLAINT PROCEDURE GUIDELINES

- 12.1 The intent of this policy is to permit the membership of Yreka Little League to lodge formal complaints against a person/party associated with Yreka Little League, to assure a complete hearing, and to protect the rights of all supporting participants.
- 12.2 This policy is established by the Yreka Little League. The Board of Trustees shall annually review the policies and regulations for complaints regarding paid and volunteer personnel.
- 12.3 Any person/party having a complaint regarding the conduct, performance, or statements of a supporting participant of Yreka Little League may appeal to the Board of Trustees through the channels as herein set forth.
- 12.4 Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, a conference with the person/party of concern, complainant and selected representative of the board, should be held as soon as possible to resolve the complaint or concerns with the person/ party member(s) personally.
- 12.5 A formal complaint is defined as one in which a Yreka Little League volunteer, Umpire, parent(s)/guardian(s) or involved spectator(s) submits, in writing, a statement of alleged misconduct of any members of the organization in the process and conduct of the baseball season. The written complaint shall contain the following information:
- The name of the person/ party involved.
  - A brief but specific summary of the nature of the formal complaint and the facts surrounding it, sufficient to inform those reviewing the complaint and the person/party as to the precise nature of the complaint and to allow the person/party to prepare a written defense.
  - A list of witnesses, if applicable, with contact numbers and addresses.
  - Signed and dated original with phone and contact information of the person(s) filing the complaint.
- 12.6 Any complaints concerning Yreka Little League volunteers, umpires, parent(s)/guardian(s) or involved spectator(s) shall be referred promptly to the direct supervising member of the board.
- 12.7 When a formal complaint is received, the person/party shall be notified of the complaint and provided a copy of all related information received and allowed to submit a response in defense.

- 12.8 The immediate supervising member of the board will attempt to resolve the complaint at the league division level, providing the complainant with a written reply, within one (1) week, as to the disposition of the matter. Confidential or privileged information used at this level shall not be disclosed.
- 12.9 If unresolved, the immediate supervising member of the board shall refer the written complaint, together with a report and analysis of the situation, to the president of the board, where it shall be reviewed.
- 12.10 The president will attempt to resolve the complaint at the league level, providing the complainant with a written reply, within one (1) week, as to an evaluation of actions taken by the president and any further disposition of the matter.

Confidential or privileged information used at this level shall not be disclosed.

- 12.11 The complainant should consider and accept the decision of the president as final.
- 12.12 In the event that the complainant is dissatisfied with the president's disposition of the formal complaint, or in the event that the president or the participating member in question deems it appropriate under the circumstances, a hearing before the governing board on the complaint may be requested.

Said hearing shall be in closed session, to the extent permitted by law.

The person/party of complaint may request that an open hearing be held.

If a hearing is requested, a summary of the action taken by the president in connection with the formal complaint, the president's specific findings, along with the immediate supervisor's written report concerning the complaint, the original complaint and the person/party of complaint response shall be included for the governing board's full review within one (1) week of the request.

No hearing, either open or closed, will be held by the governing board on any formal complaint unless and until the board has received the president's written report concerning the complaint.

The board shall examine such documents and materials and interview such persons as the board may deem appropriate, in its sole discretion.

- 12.13 The board shall determine if a hearing is to be scheduled or a summary decision issued by the board, at its sole discretion.
- 12.14 The governing board's decision will be final. The Board President, or designee, will prepare a written response to be submitted to the complainant and the person/party of complaint within one (1) week of said decision.

Confidential or privileged information used in closed session shall not be disclosed.

A summary of the action or decision, along with key factors for the board's determination shall be included in the response.

- 12.15 Failure of the complainant to notify the supervising volunteer or president within one (1) week from the date of the conduct, performance, or statements that would serve as the basis for the complaint will be considered by the board as a dropping of the complaint.
- 12.16 Failure of the formal complainant to put the complaint into written form within one (1) week from the date that the supervising volunteer or president was made aware of the complaint will be considered by the board as a dropping of the complaint.

Revised and Approved on February 22, 2010

Signed: Richard Swenson

Date: 2/22/10

Richard Swenson,  
President Yreka Little League