

# CHULA VISTA AMERICAN LITTLE LEAGUE CONSTITUTION

League ID Number: 405-42-02

## THIS BOX FOR REGIONAL USE ONLY

Date Submitted: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

### **ARTICLE I - NAME**

This organization shall be known as the Chula Vista American Little League, herein after referred to as the "Local League."

### **ARTICLE II - OBJECTIVE**

#### **SECTION 1**

The objective of the Local League shall be to implant firmly in the boys and girls 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 boys and girls and will grow to be decent, healthy and trustworthy individuals.

#### **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 skills or 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 Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball 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 ELIGIBILITY**

#### **SECTION 1**

Eligibility: Any person interested in active participation to further the objective of this local league may apply to become a member.

## **SECTION 2**

**CLASSES:** There shall be the following classes of members:

A. Player Members- Any boy or girl meeting requirements of Little League Regulation IV and who resides within the establishment boundaries of the Local League shall be eligible for the participation but shall have no rights, duties or obligations in the management or in the property of the Local League.

B. Regular Members – Any adult person actively interested in furthering the objective of the Local League may become a Regular Member upon election and payment of applicable dues hereinafter provided. 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. Establishment of the members shall take place at the first board meeting following the tryouts. Regular Members, Managers, Coaches, Volunteer Umpires and any other person who is recognized by the board as a volunteer in the Local League, including volunteers with the following titles:

Team Parent, Field Maintenance Coordinator, Field Development Committee, Snack Bar Coordinators, and Division Coordinators

C. Honorary Members (Optional). Any person may be elected as an Honorary Member by unanimous vote of all Directors present at any duly held meeting of the Executive Board but shall have no rights, duties or obligations in the management or property of the Local League.

D. 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 Executive Board:

A. The Executive Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, 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 Local League 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.

B. The Executive Board shall, in the case of a Player Member, give notice to the manager of the team of which the boy or girl is a member. Said manager shall appear in the capacity of an advisor, with the player before the Executive Board or a duly appointed committee of the Executive Board. The player's parent (s) or legal guardian (s) may also be present. The Executive Board 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).

## **ARTICLE IV – GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**ANNUAL MEETING:** The annual meeting of the Local League shall be held each year on Closing Day Ceremonies for the purpose of electing officers, directors, members, receiving reports and for the transaction of such other business as may properly come before the meeting.

### **SECTION 2**

**NOTICE OF MEETINGS:** Notice of each meeting of the Executive Board 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 may be given in any such form that is authorized by the Members from time to time, at a regularly convened General Membership meeting.

### **SECTION 3**

**SPECIAL MEETINGS:** Special meetings of members may be called at any time for any reason in any of the following ways:

A. By the President

B. By the Vice-President

C. By the majority of the Executive Board

D. By written petition signed by at least 20% of the total number of members of the organization, to consider a specific subject. Such a petition shall be presented to the President, who shall call such a special meeting within four days. 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 OF THE MEMBERSHIP:** The presence in person or by use of absentee ballot of one-third of the members shall be necessary to constitute a quorum.

## **SECTION 5**

**VOTING:** Only Regular Members shall be entitled to make motions and vote at any meeting of the Local League. However, the Executive Board may invite, admit and recognize guests for presentation or comments during meetings of the Local League.

## **SECTION 6**

**RULES OF ORDER FOR GENERAL MEMBERSHIP MEETINGS:** Roberts Rules of Order shall govern the proceedings of all meetings, except where some conflicts with the Constitution of By-laws of the Local League.

## **ARTICLE V - OFFICERS AND DIRECTORS**

### **SECTION 1**

#### **COMPOSITION OF EXECUTIVE BOARD; ELECTION OF OFFICERS:**

A. The Executive Board shall consist of the following elected officers: President, Vice President of Operations, Vice President of Public Relations, Secretary, Treasurer, Safety Officer and Player Agent. These members of the Executive Board shall be elected at the annual membership meeting. The Executive Board shall have the power to approve the appointment of the officers of the Executive Board.

B. Additional members of the Executive Board shall be;

1. Chief Umpire, Team Mom Coordinator(s), Snack Bar Coordinator(s), Field Maintenance Officer, Equipment Officer, League Historian, and Webmaster to be appointed by the President and approved by the Executive Board.
2. One Junior, one Major, one Minor A, one Minor B, and one T-Ball Division Coordinator shall be also become members of the Board.

### **SECTION 2**

**TERM OF OFFICE:** All officers and other directors shall serve one year or until successors are chosen.

### **SECTION 3**

**DUTIES OF THE EXECUTIVE BOARD:** It shall be the duty of the Executive Board to transact all League business except such matters that are referred to the general membership.

### **SECTION 4**

#### **VACANCIES- EXECUTIVE BOARD:**

A. In case of any vacancy on the Executive Board due to death, resignation or otherwise, the remaining members of the Executive Board shall constitute such Board until the vacancies are filled.

B. In the event of a vacancy or vacancies in the elected or the appointed membership of the Executive Board, the President shall, at the next succeeding meeting, appoint a successor to fill such vacancy with the approval of the Board.

### **SECTION 5**

#### **MEETINGS - EXECUTIVE BOARD:**

A. There shall not be less than one meeting of the Executive Board each month.

B. Special meetings of the Executive Board shall be called whenever the President, Vice President of Operations or Public Relations or the Majority of the members of the Board who have cause to call one.

C. Any member may appear before the Executive Board at any time after notifying the President or Secretary 24 hours in advance.

D. The time and the place of each meeting shall be determined by the presiding officer.

E. If the President, Vice President of Operations, Vice President of Public Relations, Secretary, Treasurer or Player Agent cannot attend a meeting of the Executive Board; the next available Executive Director will act as a representative for the absent member at said meeting.

### **SECTION 6**

**QUORUM OF THE EXECUTIVE BOARD:** A majority of the Executive Board shall be necessary to constitute a quorum for the transaction of business. Every act or decision made by a majority of the directors present at a meeting shall be regarded as the act of the Executive Board.

## **SECTION 7**

**REMOVAL OF DIRECTORS AND OFFICERS:** Any officer or director may be removed from office in any of the following ways:

- A. By the affirmative vote of two-thirds of the total number of directors.
- B. By the affirmative vote of two-thirds of the total membership of the organization in attendance at any general meeting or special membership meeting.
- C. A director automatically shall be removed from the office by his/her absence from two consecutive meetings of the Executive Board whether general or special. A director shall not be regarded as absent from any meeting if before the said meeting is, the President or any other person presiding at such meeting has excused that person and approval of the absence is recorded in the meeting minutes.

## **SECTION 8**

### **DUTIES OF OFFICERS:**

**PRESIDENT,** The President shall:

- A. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- B. Present a report of the condition of the Local League at the Annual Meeting.
- C. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- D. Be responsible for the conduct of the Local 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 Local League by that organization.
- E. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- F. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- G. 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.

## **SECTION 7**

H. Delegate the responsibilities of preparing the schedule of games and practices for all divisions to be approved by the Executive Boar

**VICE PRESIDENT OF OPERATIONS,** The Vice President of Operations shall:

- A. In the absence of President, the Vice President of Operations shall perform all duties of the President and when acting as President, shall have all the powers of, and be subject to all of the regulations as the President.
- B. In case of a vacancy in the office of the President, the Vice President of Operations shall automatically succeed that office for the remaining term.
- C. The Vice President of Operations shall be responsible for attendance of all Youth Sports Council Meetings. If he/she cannot attend, it is his/her responsibility to ensure that the league is represented at each meeting.
- D. The Vice President of Operations shall have such powers and perform such duties as may be prescribed for her/him by the President, Executive Board or these By-laws.

**VICE PRESIDENT OF PUBLIC RELATIONS,** The Vice President of Public Relations shall:

- A. The Vice President of Public Relations shall be chairman of the Sponsorship Committee. With the Approval of the Executive Board, the Vice-President shall select the sponsor for each team participating in the program if the sponsor has not specifically identified a team for which they are supporting.
- B. In case of a vacancy in the office of the President and Vice President of Operations, the Vice President of Public Relations shall automatically succeed the office of President for the remaining term.
- C. The Vice President of Public Relations shall have such powers and perform such duties as may be prescribed for her/him by the President, Executive Board or these By-laws.
- D. Collect, post, and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, district, public, league members and media.

**SECRETARY,** The Secretary shall:

- A. The secretary shall keep or cause to be kept, a book of minutes of all meetings of Directors or members with the time, date and place of holding, whether general or special, how authorized, and notice thereof given, the names of those present at the directors meetings and the number of members attending general meetings and the proceedings thereof.
- B. The Secretary shall keep or cause to be kept, a roster of Executive Officers and Directors with their names, addresses and telephone numbers.

C. The Secretary shall give or cause to be given, a written notice of all meetings of the members of the Executive Board along with a copy of the last meeting minutes one week prior to the next scheduled Board meeting.

D. The Secretary shall be the custodian of the By-Laws of this organization and shall have said By-Laws at all general and special membership meetings and all general, special and emergency Executive Board meeting.

E. The Secretary shall conduct the correspondence of the League to be signed by the President.

F. The Secretary shall have such powers and perform such duties as may be prescribed for him/her by the President, the Executive Board or by these By-Laws.

**TREASURER,** The Treasurer shall:

A. The Treasurer shall maintain or cause to be maintained and kept, adequate and correct accounts of the properties and business transactions of the organization, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income of any sort and kind derived by the organization from any member. The Treasurer, by appointment, shall permit each member of the Board to inspect any or all of the books of accounts within five days from such demand.

B. The Treasurer shall promptly deposit all monies and other valuables in the name of and to the credit of the organization, with such depositories designated by the Executive Board. He/she shall disburse the funds of the organization in such manner as may be ordered by the Executive Board and shall account for all his/her transactions as treasurer and the financial condition of the organization.

**PLAYERS AGENT,** The Player Agent shall:

A. The Players Agent shall be responsible for conducting registration; spring try-out schedules, all matters concerning the eligibility of players, shall provide duplicate copies of all registration, and other pertinent player membership material to the President.

B. The Players Agent shall preside over and conduct any meetings involving player drafts, trades, replacements, and shall balance the teams in terms of numbers.

C. The Players Agent shall keep or cause to be kept, a copy of the membership register showing the names of the members, their addresses, and the date of their admission of membership.

D. The Players Agent shall render the above service to the Juniors, Majors, Minor A, Minor B, and T-Ball Divisions.

E. The Player Agent shall have such powers and perform such duties as may be prescribed for him/her by the President, the Executive Board or these By-Laws.

**LEAGUE WEBMASTER**, The League Webmaster shall:

- A. Manage the League's official home page on [www.chulavistaamerican.com](http://www.chulavistaamerican.com) (Or the current WebPages).
- B. Manage access for the online registration system that is maintained on the League website.
- C. Ensure that league news and relevant website material are updated on a regular basis.
- D. Serve as the primary contact person for [www.chulavistaamerican.com](http://www.chulavistaamerican.com) regarding optimizing use of the Internet for league administration and for distributing information to league members.

**CHIEF UMPIRE**, The Chief Umpire shall:

- A. The Chief Umpire shall be required to organize, train and maintain an adequate staff of qualified umpires to officiate at all Major, Minor A, and Minor B scheduled games.
- B. The Chief Umpire shall be responsible for scheduling all umpires for all league games.
- C. The Chief Umpire shall be present at any and all authorized meetings concerning special playing rules as may be adopted by the League.
- D. The Chief Umpire may umpire.
- E. The Chief Umpire shall have such powers and perform such duties as may be prescribed for him/her by the President, the Executive Board or these By-Laws.

**EQUIPMENT OFFICER**, The Equipment Officer shall:

- A. The Equipment Officer shall be responsible for the selection, purchasing, and disbursement of all League equipment and property.
- B. The Equipment Officer shall have such powers and perform such duties as may be prescribed for him/her by the President, the Executive Board or these By-Laws.

**DIVISION COORDINATORS**, The Division Coordinators shall:

- A. The Division Coordinators shall represent all managers and coaches within their perspective divisions.

B. The Division Coordinators shall also be responsible for ensuring the proper upkeep of all equipment and field conditions within their perspective divisions and report all discrepancies to appropriate board members for correction.

C. Be a liaison between all managers and parents within perspective divisions to the Executive Board.

D. The Division Coordinators shall have such powers and perform such duties as may be prescribed for them by the President, Executive Board or these By-Laws.

**SAFETY OFFICER**, The Safety Officer shall:

A. The Safety Officer shall be responsible for the condition of the fields and buildings and see to the safety of the fields and equipment.

B. The Safety Officer shall be the insurance representative of the League and shall be responsible to monitor all accidents or injuries and file insurance claims when necessary.

C. The Safety Officer shall review and submit the League Safety Plan annually to the Executive Board for approval before submission to San Diego Little League District 42 Safety Officer and Little League, Intl.

D. Be familiar with the rules and regulations concerning safety as governed by Little League Baseball ASAP Program, and see that the local league complies with these rules and regulations.

E. Perform back ground checks on all volunteers and be responsible for updated lists of approved volunteers.

F. The Safety Officer shall have such powers and perform such duties as may be prescribed for him/her by the President, Executive Board or these By-Laws.

**SNACK BAR COORDINATOR**, The Snack Bar Coordinator shall:

A. The Snack Bar Coordinator shall be responsible for the operation and direction of the Snack Bar.

B. The Snack Bar Coordinator shall be directly responsible to the President and/or Treasurer.

C. The Snack Bar Coordinator shall have such powers and perform such duties as may be prescribed for her/him by the President, Executive Board or these By-Laws.

**COACHING COORDINATOR**, The Coaching Coordinator shall:

A. Represent coaches/managers in the league.

- B. Present a coach/manager training budget.
- C. Gain support and funding as required implementing a league wide training program.
- D. Order and distribute training materials to players, coaches and managers.
- E. Coordinate mini-clinics.
- F. Serve as contact person for Little League and its manager-coach education program.

**PARENT LIAISON,** The Parent Liaison shall:

- A. Represent parents in the League.
- B. Be the Liaison between parents and coaches and the board when necessary.
- C. Serve as the contact person for parents who do not feel comfortable approaching the board or their coach/manager.

## **ARTICLE VI - COMMITTEES**

### **SECTION 1**

**NOMINATING COMMITTEE:** A nominating committee shall make nomination of officers. This committee will consist of five members who shall be appointed by the President at least one month prior to the election of the officers. The committee shall investigate and consider eligible candidates and submit at the annual meeting a slate of candidates for the Executive Board. The consent of each candidate must be obtained before the candidate's name is offered for nomination. Nominations may be made from the floor at the Annual Meeting. The committee shall also submit for consideration of the Executive Board, a slate of directors and committee members.

### **SECTION 2**

**FINANCIAL COMMITTEE:** The President shall appoint a Financial Committee consisting of three (3) Directors chaired by the Vice-President. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the annual meeting and attach a statement of their findings to the annual financial statement of the President and Treasurer; or may, if directed by the Executive Board, secure the services of a Certified Public Accountant to accomplish such review.

### **SECTION 3**

**SPONSORSHIP COMMITTEE:** The Vice President of Public Relations shall be chairperson of the Sponsorship Committee. With the approval of the Executive Board, the Vice President shall maintain records of sponsors for each team participating in the program.

A. All donations received by a sponsor shall be used for the benefit of every player and team under the jurisdiction of the Local League.

B. No sponsor shall have any authority or control over the team selected for sponsorship by the Board.

## **SECTION 4**

**SCREENING COMMITTEE:** The President shall appoint a Screening Committee for the purpose of evaluating prospective managers. The screening committee shall not include managers, prospective managers, or their spouses of the division being evaluated. The committees' findings shall be reported to the Executive Board. The selection of the team managers will be made by the President with the approval of the Executive Board.

## **SECTION 5**

**SPECIAL COMMITTEES:** All special committees shall be appointed by the President of the Executive Board as deemed necessary.

## **ARTICLE VII - AFFILIATION**

### **SECTION 1**

**Charter.** The Local 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 Local 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 Rules, 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

## **ARTICLE VIII - FINANCIAL AND ACCOUNTING**

### **SECTION 1**

**Authority.** The Executive Board shall decide all matters pertaining to the finances of the Local League and it shall place all income, including League Auxiliary funds, in a common treasury.

## **SECTION 2**

All monies received shall be deposited in the bank, North Island Credit Union, which has been approved by the Executive Board and all disbursements shall be made by check, signed by the Treasurer and co-signed by another authorized league Executive officer.

## **SECTION 3**

The Board shall not permit the contribution of funds or property to individual teams but shall solicit the same for the common treasury of the Local League.

## **SECTION 4**

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all funds so raised are placed in the Local League treasury for the purpose of the conduct of Little League activities.

## **SECTION 5**

Income for the support and operation of the League will be derived from the operation of the concession stands, membership contributions, sponsorship of teams, advertising, and solicitations of donations.

## **SECTION 6**

Funds disbursed shall be approved by the President under the direction of the Executive Board and shall be for the mutual benefit of all teams of the League.

## **SECTION 7**

The budget for the season shall be prepared as soon as possible after the selection of the Executive Board. The budget committee should consist of the Executive Board and any others deemed necessary by the President.

## **SECTION 8**

The Fiscal year of the Local League shall begin on the first day of October and shall end on the last day of September.

## **SECTION 9**

**Distribution of Property upon Dissolution.** Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to

exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

## **ARTICLE IX - 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:

Little League Membership on: \_\_\_\_\_

President's Name: Leroy Donaldson \_\_\_\_\_

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Little League ID Number: 405-42-02 \_\_\_\_\_

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