

# CONCORD AMERICAN LITTLE LEAGUE, INC.

CONSTITUTION APPROVED MAY 20, 1999

*Membership Approved Revision November 9, 2002*

## ARTICLE I - NAME

**This organization shall be known as the Concord American Little League, Inc. hereinafter referred to as the “Local League.”**

## ARTICLE II-OBJECTIVE

### Section 1.

The objective of the Concord American Little League, Inc. shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they may be well adjusted, stronger, and happier youths, and will grow to be good, clean, healthy and trustworthy men and women.

### Section 2.

This objective will be achieved by providing a supervised competitive baseball & softball program. It shall be recognized that the molding of future citizens is of prime importance, with the attainment of exceptional athletic skills and the winning of games secondary.

In accordance with Section 501-C (3) of the Federal Internal Revenue Code, the League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of which is carrying on propaganda, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

## ARTICLE III — MEMBERSHIP

### Section 1. ELIGIBILITY

Any person sincerely interested in active participation to affect 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 player candidate meeting the requirement of Little League Regulation IV and who resides within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) **Regular Members:** Any person actively interested in furthering the objectives of the Local League may become a regular member upon election as hereinafter provided. Regular members shall be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting members. All Officers, Board Members, Committee Members, Managers, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing.
- (c) **Honorary Members:** Any person may be elected as an Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.
- (d) **Sustaining Members:** Any person not a Regular Member who makes financial or other contributions to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights duties, or obligations in the management or in the property of the Local League.
- (e) As used hereinafter, the word “member” shall mean a Regular Member unless otherwise stated.

### **Section 3. OTHER AFFILIATIONS**

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.

### **Section 4. SUSPENSION OR TERMINATION**

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

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted 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 the Local League and/or Little League Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the charges and be given an opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an advisor, with the player before a duly appointed committee of the Board of Directors, which shall have full power to alter, suspend, or revoke such player's right to future participation.

### **Section 5. RIGHTS**

All members in good standing shall have the right to hold office as duly elected, to attend all membership and board meetings, and to vote on all matters properly presented before the membership at large as specified in this constitution. No proxy votes may be cast. All members are required to sign the roll at General Membership meetings.

### **Section 6. DUTIES AND OBLIGATIONS**

Each member shall have the duty and obligation of supporting the League in the furtherance of Little League objectives, and have supporting the Local League through, but not limited to activities including Snack Shack duty, field maintenance, work parties, and fundraising.

## **ARTICLE IV \_ DUES**

### **Section 1. AMOUNT**

Dues for members may be fixed at an amount, as the Board of Directors shall determine prior to the Beginning of any membership period.

### **Section 2. MEMBERSHIP PERIOD**

The membership period shall begin with the first annual sign-up of players each year.

### **Section 3. PENALTY**

- (a) Persons failing to pay registration fees who have not been granted hardship/scholarship status shall not be granted membership.
- (b) Dues must be paid in full before an applicant can exercise any right or entitlement given to League members.

## **ARTICLE V . GENERAL MEMBERSHIP MEETINGS**

### **Section 1. DEFINITION**

A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 4). A minimum of one per year (Annual Meeting, see Section 2) is required

### **Section 2. ANNUAL GENERAL MEMBERSHIP MEETING**

An Annual General Membership meeting shall be held the third Thursday of October 7:30pm of each year for the presentation of reports of the prior year's business activities. General Membership Meetings thereon shall be held semiannually.

### **Section 3. NOTICE OF MEETINGS**

Notice of each meeting of the Members shall be mailed or otherwise delivered to each Member at the last recorded address at least ten (10) days in advance thereof setting forth the place, time and purpose of the meeting, or in lieu thereof, notice may be given in such form as may be authorized by the members, from time to time, at a regularly convened meeting. Notice of such meetings published in monthly newsletters shall constitute Notice of Meeting.

### **Section 4. SPECIAL GENERAL MEMBERSHIP MEETING**

**The President must call a General Meeting if requested by a signed petition of at least ten (10) members.**

- (a) Said petition must be served on the President, Vice President and Secretary.
- (b) The President shall be responsible for notifying all members of said meeting within fifteen (15) calendar days of the date of said petition.
- (c) Said meeting in response to a petition shall be held no later than thirty (30) days after the date of receipt of said petition.

### **Section 5. VOTING**

Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit, and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI Section 4).

### **Section 6. ABSENTEE BALLOT**

For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the election of Board of Directors, an absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman.

### **Section 7. GENERAL MEMBERSHIP MEETING QUORUM**

The presence in person or representation by absentee ballot of one more than twice the number of elected Directors or one fifth (20%), whichever is the greater number, of the members shall constitute a quorum.

## **Section 8. ANNUAL AND SEMI-ANNUAL MEETING OF THE MEMBERS**

The Annual Meeting of the Members of the Local League shall be held the third Thursday of October at 7:30 p.m. each year for the purpose of receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
- (1) The condition of the Local League, to be presented by the President or his/her designate;
  - (2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
  - (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
  - (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
  - (5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League Headquarters.
- (b) At the Semi-Annual meeting, which shall be held the third Thursday of May each year at 8:00 p.m., or a special meeting called for that purpose, the members shall determine then umber of Directors to be elected for the ensuing year and shall elect such number of Directors as outlined in a process determined by the Nominating Committee and approved by the membership. The number of Directors shall not be less than six or no more than fifteen.
- Note: A larger number of Directors may be elected if approved by the membership at the Semi-Annual meeting.*
- (c) Election shall be by a majority vote at the time and place specified by the Nominating Committee and approved by the membership at the Semi-Annual meeting. Membership shall be notified of impending election at least fourteen (14) days prior to the election.
- (d) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on September 1. The Board's term of office shall continue until its successors are elected and qualified under this section. (See also Article VII, Section 5(1) Note for special circumstance regarding the League Treasurer.
- (e) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, and a Safety Officer. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

## **Section 9. RULES OF ORDER FOR GENERAL MEMBERSHIP MEETINGS**

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where it conflicts with this Constitution of the Local League.

## **Section 10. ATTENDANCE**

Directors and all members holding appointive positions shall be required at all General Membership Meetings. The Secretary shall keep attendance records on all Directors and appointive positions.

## **ARTICLE VI BOARD OF DIRECTORS**

### **Section 1. AUTHORITY**

The management of the property and affairs of the Local League shall be vested in the Board of Directors. The Board of Directors shall be elected for a term of one (1) year, and will be eligible for re-election annually.

### **Section 2. NUMBER**

The number of Directors shall not be less than six (6) nor more than fifteen (15) elected, voting members. Incoming Officers shall assume office by September 1, and enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified. \*There may be a larger number of Board members if approved by the membership.

### **Section 3. VACANCIES**

If a vacancy occurs on the Board of Directors, it may be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

### **Section 4. MEETINGS**

The Directors shall hold at least one General Board Meeting each month

### **Section 5. SPECIAL BOARD OF DIRECTORS MEETINGS**

The President may call additional meetings of the Board of Directors, as he/she/ shall deem necessary.

(a) The President shall call a meeting of the Board of Directors with the written petition of any three Board members.

(b) The President shall cause a Board meeting, in response to said petition, to be called within 72 hours by notifying all Directors within 48 hours of his/her receipt of said petition.

### **Section 6. QUORUM REQUIREMENTS**

A majority of the voting Directors, elected by the membership at large, shall constitute a quorum. No action may be taken by the Board except by a majority vote at a duly constituted meeting wherein a quorum is present No proxy votes may be cast at any duly constituted meeting.

### **Section 7. ATTENDANCE**

**Attendance of Directors shall be required at all Board meetings.**

(a) Directors and appointees of the Board failing to attend three consecutive Board meetings shall constitute grounds for dismissal from office. The Board shall notify said Director or Appointee, in writing, that a personal appearance at the next Board meeting shall be required from the Director or Appointee, if said Director or Appointee wishes to continue in said position.

(b) The Secretary shall keep attendance records on all Directors and Appointive positions of the Board.

## **Section 8. DUTIES AND POWERS**

The Board of Directors shall have the power to appoint such standing committees, as it shall determine appropriate 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 the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend. Or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

## **Section 9. RULES OF ORDER FOR BOARD MEETINGS.**

Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where it conflicts with this Constitution of the Local League

# **ARTICLE VII- DUTIES AND POWERS OF THE BOARD**

## **Section 1. APPOINTMENTS**

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

## **Section 2. 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 Membership meeting.
- (c) Communicate to the Board of Directors such matters as deemed appropriate and make 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, inc., as agreed to under the conditions of charter issued to the Local League.
- (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 lease 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 as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the execution thereof.
- (h) With the assistance of Player Agents, Directors, and designated sign-up committee volunteers 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 3. VICE PRESIDENT(S)**

#### **The Vice President shall:**

- (a) 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 Little League Vice President shall perform the duties of the President, and when so acted, 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 of Directors or by the President Provide necessary assistance to the Player Agent(s) prior to and including player selection.
- (b) Oversee and administer insurance matters.
- (c) Oversee and coordinate auxiliary functions.
- (d) (Set up interviews for managers and coaches, assist the President in their selection and appointment, and oversee conduct and actions of managers and coaches in the Vice President's respective League and/or Division of a League. Define managerial responsibilities
- (e) Develop schedule for their respective League and/or Division of a League.

### **Section 4. SECRETARY**

#### **The Secretary shall:**

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League and Board of Directors.
- (d) Keep the minutes of the meetings of the Members, Board of Directors and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Maintain membership roster and issue membership cards

### **Section 5. TREASURER**

#### **The Treasurer shall:**

- (a) Perform duties as herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive ALL monies and deposit same in a depository approved by the Board of Directors
- (c) Keep records for the receipt and disbursement of all monies of the Local League, approve all payments from allotted funds and draw checks therefore in agreement with the policies established in advance of such actions by the Board of Directors. All Disbursements must be by check and must have dual signatures.
- (d) Render monthly reports starting with an annual report in October of all accounts.
- (e) Prepare an annual budget, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.

- (f) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting. Note: Should a new Treasurer be elected to the Board of Directors, the incumbent Treasurer shall remain in office concurrent with the new treasurer until the final annual report is submitted to the Membership at the annual meeting in October and shall also submit the year end audit to either the committee or to the CPA selected by the Board of Directors.
- (g) Serve as Chairperson of the Finance Committee.

## **Section 6. PLAYER AGENT(S)**

### **The Player Agent(s) shall:**

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- (d) Prepare the Player Agent's list
- (e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades.

## **Section 7. Safety Officer**

### **The Safety Officer shall:**

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

**NOTE:** In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) **Education**-should facilitate meetings and distribute information among participants including Players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) **Compliance**-should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) **Reporting** -Define a process to assure that incidents are recorded., information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.



## **Section 8. League Information Officer.**

### **The League Information Officer shall:**

- (a) Manage the league's official home page;
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure that league news and scores are updated on a regular basis;
- (e) 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;
- (f) Serve as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball.

## **Section 9. Coaching Coordinator.**

### **The coaching coordinator shall:**

- (a) Represent coaches/managers in the league;
- (b) Present a coach/manager training budget to the board;
- (c) Gain the support and funds necessary to implement a league-wide training program;
- (d) Order and distribute training materials to players, coaches and managers;
- (e) Coordinate mini-clinics as necessary;
- (f) Serve as the contact person for Little League and its manager-coach education program for the league

## **ARTICLE VIII- COMMITTEES**

### **Section 1. Nominating Committee**

The Nominating Committee shall be comprised of member volunteers approved by the Board of Directors. Such members shall not be incumbents running for reelection to the Board of Directors, or contenders for any Director position while actively serving on the Election Committee, and shall be in good standing with the Local League. The Election Committee shall not exceed seven (7) in number.

### **Section 2. Membership Committee**

The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the Semi-Annual, regular or any special meeting of the Members or the Board of Directors as the case may be.

### **Section 3. Finance Committee**

The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be the chairman of any such Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games; if such collections are authorized by the Local League, and shall turn over said collections to the Treasurer immediately after each game.

### **Section 4. Building and Property Committee (may be combined with Grounds Committee)**

The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

### **Section 5. Grounds Committee (may be combined with Building and Property Committee)**

The Board of Directors may appoint a Grounds Committee, which shall be responsible for the care and maintenance of the playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

### **Section 6. Playing Equipment Committee**

The Board of Directors may appoint a Playing Equipment Committee, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

### **Section 7. Managers Committee.**

The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

## **Section 8. Umpire Committee**

The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff

## **Section 9. District Committee**

The Board of Directors may appoint a District Committee consisting of the Local League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in inter-league district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

## **Section 10. Auxiliary Committee**

The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

## **Section 11. Auditing Committee**

The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. 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 its findings to the annual financial statement of the President and Treasurer, or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

## **Section 12. Minor League Committee**

The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the Local League President for the proper conduct of the Minor League.

## **Section 13. Junior League. Senior League and Big League Baseball Committee**

The Board of Directors may appoint a Junior, Senior and Big League Baseball Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Junior, Senior and Big League Vice-President and be responsible to the Local League President for the proper operation of the Junior, Senior and Big Leagues.

## **Section 14. Softball Committee**

The Board of Directors may appoint a Softball Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Softball Vice President and be responsible to the Local League President for the operation of the Softball program.

## **ARTICLE IX – AFFILIATIONS AND RULES**

### **Section 1. Charter**

Local League shall annually apply for a Charter from Little League Baseball, Inc. and do all things necessary to obtain and maintain such Charter. The 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.

### **Section 2. Rules and Regulations**

The Official Playing Rules and Regulations as published by Little League Baseball, Inc. shall be binding on this Local League.

### **Section 3. Local League Rules**

The Board of Directors shall adopt League Policy, field decorum, a Safety Code for managers and coaches and local playing rules prior to the commencement of the playing season. A packet comprised of the current year Policy, Constitution and playing rules shall be given to each manager prior to the season's start. Each manager will be required to sign a letter of acknowledgement, which shall be retained by the respective Vice President.

## **ARTICLE X – FINANCIAL POLICY**

### **Section 1. Authority**

The Board of Directors shall decide all matters pertaining to the finances of the League shall place all income in a common treasury and shall administer the expenditures and disbursement of League funds in such manner as will give no individual or team an advantage over those in competition with such individual or team. The Board of Directors shall be responsible for the League's solvency.

### **Section 2. Contribution**

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

### **Section 3. Solicitation**

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 Local League treasury.

### **Section 4. Disbursement**

The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Inc.

### **Section 5. Compensation**

No Director, Officer or Member of the Local League shall receive, directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Director, Officer or Member.

### **Section 6. Deposits**

League funds shall be maintained in a bank account in the League's name (currently held at Bank of America). The President, Vice President, Secretary and Treasurer shall be authorized to sign all checks. All checks must be signed by at least two (2) Persons, one of which must be the President or Vice President. New signature cards must be prepared annually in October. (Formerly September)

### **Section 7. Fiscal Year**

The fiscal year of the Local League shall begin on the first day of October and shall end on the last day of September. NOTE: The reason for these dates is they correspond with Little League's fiscal year.

**Section 8. Fees**

The Board of Directors may assess a reasonable Little League participation fee as the parent’s obligation to assure the operational continuity of the League. However, pursuant to Little League Regulation XIII-C, at no time may payment of any fee be a prerequisite for participation in the Little League program.

**Section 9. Authorized Purchasers**

In October of each year the Board of Directors shall prepare a list of persons authorized to make purchases for the League. Authorized signature lists shall be placed on file at places of business selected by the Board of Directors.

**Section 10. Annual Budget**

The Board of Directors shall adopt an annual budget of income and expenditures, which shall be prepared under written direction of the President and submitted by the President. The annual budget must be submitted for approval on or before the first meeting in November.

**Section 11. Annual Audit**

An independent accountant shall conduct an annual audit of the books each October; said report shall be made available to all members, and a copy shall be forwarded to Regional Headquarters. .

**Section 12. Purchase Limit**

- (a) All purchases in excess of \$250 must be verified with the Treasurer and/or Vice President.
- (b) All projects or individual purchases that require expenditures of League funds in excess of \$250, that have not been included in the Annual Budget and a schedule purchase projection report (either separate from or included in the Annual Budget), must be submitted to the Treasurer and Finance Committee for review and approval by the Board of Directors.

**Section 13. Dissolution Clause**

Upon dissolution of Concord American Little League, and after all debts have been satisfied, the Members shall distribute the property of the League to such other Federally Incorporated entity maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501-C (3) of the Internal Revenue Code or any future corresponding provision.

**ARTICLE 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 such notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval before implementation.**

The Concord American Little League Membership approved this Constitution on May 20, 1999

The Concord American Little League Membership approved the revision of this Constitution on November 9, 2002

**President’s Name (print)** \_\_\_\_\_

**President’s Signature** \_\_\_\_\_

**Little League ID No. 405-04-04**



**Concord American Little League  
P.O. Box 722  
Concord, Ca 94522**

**Incorporation Date: April 20, 1956**