



Melrose Little League Constitution - Draft

Article I - Name

This organization shall be known as **Melrose Little League** (MLL)

Article II – Objective

Section 1

The objective of the League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, teamwork, and respect for authority through wholesome and effective leadership in the disciplines of baseball so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

Section 2

To achieve this objective, Melrose Little 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 skill or the 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 and softball 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

Section 1

Eligibility - Any person sincerely interested in active participation to further the objective of Melrose Little 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 requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the MLL.
- (b) **Regular Members** - Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member
- (c) **Board of Directors** – To be defined in Article V
- (d) **Board of Directors Executive Committee** – To be defined in Article VII



ARTICLE IV - 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 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

Section 2

Notice of Meeting: Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address ten (10) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

Section 3

Voting: 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.

Section 4

Absentee Ballot: For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee vote may be sent to the Secretary of the League. The Secretary shall present all absentee votes on the date of the meeting.

Section 5

Annual Meeting of the Members: The Annual Meeting of the Members of Melrose Little League shall be held in September each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of MLL a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

- (1) The condition of Melrose Little League to be presented by the President or his/her designate;
- (2) A general summary of funds received and expended by the MLL 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 Melrose Little 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 the 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 Melrose Little 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 International.

(b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).

(c) 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 immediately. The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) 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, a Safety Officer and a Coaching Coordinator Regulation I

Article V – Board of Directors

Section 1

Authority: The management of the property and affairs of Melrose Little League shall be vested in the Board of Directors.

Section 2

Increase in number: The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

Section 3

Vacancies: 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 Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

Section 4

Board Meetings Notice and Quorum: Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and, on such days, thereafter as shall be determined by the Board.



(a) The President or the Secretary may, whenever they deem it advisable, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least ten (10) day(s) before the time appointed for the meeting to the last recorded address of each Director.

(c) Seven (7) Members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted. (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

Section 5

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 Melrose Little League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the 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 MLL in accordance with the procedure set forth in Article III, Section 4 (a, b).

Section 6

Rules of Order for Board Meetings: Robert's Rules of Order shall govern the proceedings of all league meetings, including Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

Article VI – 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 MLL and execute the policies established by the Board of Directors.

(b) Present a report of the condition of MLL 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 MLL.



- (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 MLL by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of MLL such contracts and leases they may receive, and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to MLL and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) With the assistance of the league's Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.
- (i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member.

Section 3

Vice President- The Vice President shall

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

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 Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, 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 meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (f) Notify Members, Directors, Officers and committee members of their election or appointment.



Section 5

Treasurer - The Treasurer shall:

- (a) Perform such duties as are herein 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 moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of Melrose Little League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

Section 6

Player Agent - The Player Agent 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 or school enrollment 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 International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International 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 children and all participants of Little League.
- (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.

(4) Background Checks - If the League President so designates, the safety officer will complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9.

Section 8

Coaching Training - The coaching coordinator shall:

- (a) Represent coaches/managers in 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 International.

Section 9

League Information Officer - The League Information Officer shall:

- (a) Set up and manage the league's official website;
- (b) Set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center;
- (c) Assign online administrative rights to other local volunteers;
- (d) Encourage creation of team web sites to managers, coaches, and parents;
- (e) Ensure that league news and scores are updated online on a regular basis;
- (f) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media;
- (g) Serves 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, Incorporated.
- (h) Publishing the season schedule



Section 10

Concession Manager - The Concession Manager shall:

- (a) Maintain the operation of concession facilities;
- (b) Organize the purchase of concession products;
- (c) Be responsible for the management of the concession sales at league events;
- (d) Schedules volunteers to work the concession booth during league events;
- (e) Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities;
- (f) Organize, tally, and keep records of concession sales and purchases in conjunction with treasurer

Section 11

Umpire-in-Chief - The Umpire-in-Chief (U.I.C) shall:

- (a) Serve as coordinator of the MLL umpire program
- (b) Advise the League President on the MLL umpire program
- (c) Recommend umpires to League President to serve the league during the regular season.
- (d) Recruit, review, and retain volunteer umpires
- (e) Establish and implement an umpire training program for volunteer umpires consistent with Little League® guidelines
- (f) Communicate rule changes to league volunteer umpires, managers, and coaches
- (g) Recommend tournament-worthy umpires to the District Umpire Consultant
- (h) Attend umpire training programs at the district, state, and region levels

Section 12

Special Event Coordinator - Special Event Coordinator shall:

- (a) Serve as coordinator of MLL for league wide events
- (b) Coordinate with city officials, vendors, and the board of directors for event planning
- (c) Coordinate volunteers for the events.
- (d) Responsible for communication of events to the league membership

Section 13

Equipment Manager - Equipment Manager shall:

- (a) Responsible for the upkeep and maintenance of all player equipment



- (b) Maintains an inventory of equipment
- (c) Responsible for equipment replacement orders
- (d) Responsible for uniform ordering

Section 14

Major League Representative - Major League Representative shall:

- (a) Acts as a liaison between the board of directors and the division coaches and members
- (b) Responsible for communicating rules and policies to the coaches and members of the division
- (c) Recommends rule adjustments for board of directors' review
- (d) Responsible for identifying volunteers for the division

Section 15

Minor League Representative - Minor League Representative shall:

- (a) Acts as a liaison between the board of directors and the division coaches and members
- (b) Responsible for communicating rules and policies to the coaches and members of the division
- (c) Recommends rule adjustments for board of directors' review
- (d) Responsible for identifying volunteers for the division

Section 16

Federal League Representative - Federal League Representative shall:

- (a) Acts as a liaison between the board of directors and the division coaches and members
- (b) Responsible for communicating rules and policies to the coaches and members of the division
- (c) Recommends rule adjustments for board of directors' review
- (d) Responsible for identifying volunteers for the division

Section 17

T-Ball Representative – T-Ball Representative shall:

- (a) Acts as a liaison between the board of directors and the division coaches and members
- (b) Responsible for communicating rules and policies to the coaches and members of the division
- (c) Recommends rule adjustments for board of directors' review
- (d) Responsible for identifying volunteers for the division

Section 18

Grounds/ Field Manager - Grounds/ Field Manager shall:



- a) Responsible for ensuring the fields are in a safe playable condition
- (b) Coordinate with the president, board of directors, and city officials for repair, maintenance and improvements
- (c) Responsible for ordering and distribution of field supplies

Section 19

Summer Baseball Coordinator – Summer Baseball Coordinator shall:

- (a) Responsible for organizing summer baseball program (Little League International Tournament Team(s) covered in Article VII)
- (b) Working with District 12 on team registration and scheduling
- (c) Responsible for identifying volunteers for the division

Section 20

Immediate Past President –The president becomes(Non-elected) the Immediate Past President upon the election of a new president and shall serve until the remainder of the current president’s term. Immediate Past President shall

- (a) Provides advice and leadership to the Board of Directors regarding past practices and other matter is assist the Board in governing MLL
- (b) Supports the president on as as-needed basis

Article VII – Executive Committee

Section 1

The Executive Committee shall advise with and assist the Officers of MLL in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors

Section 2

Executive Committee: The Executive Committee shall consist of:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Player Agent
- (5) Treasurer

Section 3

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



(a) The Executive Committee, by a majority of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the 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) Executive Committee shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

(c) The Executive Committee, by a majority vote of those present at any duly constituted Executive Committee meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including when the results of a background check are considered detrimental to the safety of the Players.

(d) When the subject of the discipline review is a Board Member that person shall be recused from voting on the matter

Article VIII – Affiliation

Section 1

Charter: Melrose Little League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. MLL 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

League Divisions:

- (1) Major League
- (2) Minor League
- (3) Federal League – Kid Pitch
- (4) Federal League – Coach Pitch
- (5) T-Ball

Section 3

Rules and Regulations: The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding for Melrose Little League.



Section 4

Division Rules, Ground Rules and/or Bylaws: The division rules, ground rules and/or bylaws of MLL 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 division rules, ground rules and/or bylaws of MLL shall expire at the end of each fiscal year and are not considered part of this Constitution.

Division Laws/Bylaws will be submitted annually to District 12 for review.

Section 5

The Little League International Tournament:

(a) **Teams Entered into the Tournament:** The president shall recommend to the Board of Directors the number of teams by age group to submit into the Little League International Tournament(s). The Board of Directors shall ratify or reject the recommendation.

(b) **Manager(s) Selection:** The Executive Committee shall appoint the Little League International Tournament manager(s)

(c) **Player Selection:** Major League managers shall nominate players and then vote on the roster. Players receiving the most votes will be selected to the roster. A manager may not vote for a player he/she nominated.

Article IX – Financial and Accounting

Section 1

Authority: The Board of Directors shall decide all matters pertaining to the finances of MLL and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2

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

Section 3

Solicitations: The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all of the funds so raised be placed in the MLL treasury.

Section 4

Disbursement of Funds: The Board shall not permit the disbursement of MLL funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League



Baseball, Incorporated. All disbursements shall be made by check, or league credit or debit card. All checks shall be signed by MLL Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

Section 5

Compensation: No Director, Officer, or Member of Melrose Little League shall receive, directly or indirectly any salary, compensation, or emolument from MLL for services rendered as Director, Officer or Member.

Section 6

Fiscal year: The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

Article IIX – 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: (date) _____

President’s Name (Print) _____

President’s Signature _____ Date _____

Little League ID No. _____