

CONSTITUTION: Katy American Little League

This is a Constitution recommended for adoption by all local leagues. The league can obtain the latest version at LittleLeague.org.

League ID Number 03431617

LITTLE LEAGUE CONSTITUTION

ARTICLE I – NAME

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

ARTICLE II – OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for the authority, 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 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 skill or the winning of games is secondary, and the molding of future citizens is a prime of 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 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 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 Local League.
- (b) **Regular Members** – Any adult actively interested in furthering the objectives of the Local League may become a Regular Member upon applying for or expressing interest in membership, having background checks completed (board notified of any criminal history), and being approved by the majority vote of the Board of Directors (when there is an opening): The Secretary shall maintain the role of membership to qualify voting Members.

Only Regular Members in active and in good standing are eligible to vote at General Membership meetings. All Officers, Board Members, Regular Members, must be active Regular Members in good standing.

- (c) **Honorary Members** – Any person may be elected as 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) 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. (This does not include select baseball and/or travel teams).

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 Board 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 the 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 Board of Directors shall, in case of a Player Member, give notice to the manager of the team of which the player is a Player Member and the parents. 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).

ARTICLE IV – DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a fiscal year. (See Article XI, Section 7 for fiscal year of this league.)

Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII.

If no dues for Regular Membership are collected, Section 2 below does not apply. – **There will be no dues for Membership.**

SECTION 2

Regular Members who fail to pay their fixed dues within (choose one) ___ ten (10) ___ fourteen (14) ___ twenty one (21) ___ thirty (30) ___ (other)...day(s) of application to become a Member may be majority vote of the Board present at a Board meeting; be dropped from the rolls and shall forfeit all rights and privileges of membership. – **Does not apply.**

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 Meeting, 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 seven (7) days in advance of the meeting, setting for the place, time, and purpose of the meeting.

SECTION 3

Quorum: At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the members (as defined in Article III – Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting: Only Regular Members in good standing 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 5

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 ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope or electronically to the Secretary and Vice President of the Local League, prior to the date of the election. The Secretary and Vice President will be Election Chairmen, and will count all votes from meeting & absentee ballots on the date of the meeting.

SECTION 6

Annual Meeting of the Members: The Annual Meeting of the Members of the Local League shall be held no later than October 31st of each year, for the purpose of electing the new Members, electing the Executive Board of Directors (if vacancies), 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 the acquisition, the amount applied, appropriated or expended, and the purposed, 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 the Little League International.

- (b) At the Annual Meeting, the Membership shall determine the number of Executive Board of Directors, Board Members, and Members to be elected for the ensuing year.
 - (1) **Executive Board of Directors will consist of five (5):** President, Vice President, Secretary, Treasurer, Head Player Agent.
 - (2) Board Members total will consist of 21 (including Executive Board)
 - (3) Regular Members will consist of 4
 - (4) There shall be no more than 25 total members.

- (c) The Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on 01/01. 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, a Player Agent for each division (TBall/R6 together as 1 division), a Safety Officer, and a Head Player Agent.

SECTION 7

Special General Membership Meetings – Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of a minimum of five members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership shall be scheduled to take place not less than five (5) days after the request is received by the President or Secretary.

SECTION 8

Rules of Order for General Membership and Regular Meetings of the Board of Directors – Robert’s Rules of Order shall govern the proceedings of General Membership meetings, and all regular meetings of the Board of Directors, except where same conflicts with this Constitution of the Local League.

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.

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.

The Board of Directors will be 21 and 4 members at large, with the President only voting in case of a tie vote. This Local League shall consist of no more than 25 members total.

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. For purpose of vacancies, applications for Board of Directors vacancies shall be emailed to all Board of Directors for discussion and results of criminal background. Votes will be sent to Secretary and Vice President for counting.

SECTION 4

Board Meetings, Notice and Quorum: Regular meetings of the Board of Directors shall be held the day 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, or the Secretary shall at the request in writing of ten (10) Directors, 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 seven (7) day(s) before the time appointed for the meeting to the last recorded address of each Director.
- (c) 20% 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 Local 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 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 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 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 or actions taken by the Board of Directors unless such individuals have been elected to the Board by 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 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 the Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by the 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) 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. 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.
- (c) Conduct vote counts along with the secretary.

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, 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 the Local 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.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (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.

SECTION 6

Head Player Agent – The Head 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 the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit. (or completed by designee)
- (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

League Information Officer – The League Information Officer shall: WEBSITE

- (a) Set up and manage the league’s official website (site authorized by Little League International):
- (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 fundraising and sponsor activities, the district, the public, league members, and the media.
- (g) Serves as primary contact person for the Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to the Little League Baseball, Incorporated.

SECTION 9

Sponsorship/Fundraising Manager – The Sponsorship/Fundraising Manager shall:

- (a) Solicit and secures local sponsorships to support league operations.
- (b) Collects and reviews sponsorship opportunities
- (c) Maintain records of money secured through sponsorship initiatives.
- (d) Ensure regulation and policies related to sponsorships are followed.

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 concession workers during league events.
- (e) Collects and reviews concession-related officers, including discounts and bulk-purchasing opportunities.
- (f) Organize, tally, and keep records of concession sales and purchases.

ARTICLE VIII – EXECUTIVE COMMITTEE *Does Not Apply

No Local League is required to appoint Board Members to Committees or use this tool of operation to manage the Local League. However, the committee structure is recommended to engage the Board of Directors, assist with efficiently delegating responsibilities throughout the year, and provide oversight in the operation of the Local League.

ARTICLE IX – OTHER COMMITTEES AND BOARD POSITIONS (Place an “X” on the line next to each applicable committee)

SECTION 1

(X) 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, and Regular Members, investigate for eligibility, and recommend those qualified for election at the annual, regular, or any Special Meeting of the Members or the Board of Directors.

SECTION 2

(X) Grounds Committee: (May be combined with the 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 field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 3

(X) 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 4

(X) 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 5

(X) Other Committees and Board Positions: The Board of Directors may appoint a committee consisting of three (3) Directors. The Chairman of the Committee; or added Board positions for the specific purpose of fulfilling a need that is presently not addressed or accounted for by an existing committee.

List Additional Committees by name:

1. Opening Day Committee

ARTICLE X – AFFILIATION

SECTION 1

Charter: The Local League shall annually apply for a charter from the 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. Except if noted in Ground Rules / Bylaws.

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 when new local rules, ground rules, and/or bylaws are voted in.

ARTICLE XI – FINANCIAL AND ACCOUNTING

SECTION 1

Authority: The Board of Directors shall decide all matters pertaining to the finances of the Local League 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 the Local League, 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 the funds so raised be placed in the Local League treasury.

SECTION 4

Disbursement of Funds: 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, 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 the Local League Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

SECTION 5

Financial Transparency: No Board Member authorized to disburse funds may be the spouse or family relative of the League President or Treasurer or have direct access to league funds without the written permission of the chairman of the league's Audit Committee. The use of a league credit or debit card is permitted, given that the card is returned to the League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

SECTION 6

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

SECTION 7

Deposits: All moneys received, including sponsorship and fundraising, shall be deposited to the credit of the Local League in/at Members Choice Credit Union .

SECTION 8

Fiscal Year: The fiscal year of the Local League shall begin on (Check one):

X October 1 and shall end on September 30.

 January 1 and shall end on December 31.

_____ (Other Date)

SECTION 9

Distribution of Property upon Dissolution: The 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 Section 501 – (c) – (3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII – 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 the Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Little League Membership on(date) 11/05/2017

President’s Name (Print) Bryan Sills

President’s Signature _____

Little League ID No. 03431617

Federal ID No. (if available) 74-2022213

State ID No. (if available) N/A

Make one copy for the District Administrator and copies for the Local League. Send original to Regional Headquarters. This Local League’s Constitution on file at Regional Headquarters (most recently-accepted copy) is the official Constitution of this Local League.

Little League Baseball, Incorporated does not limit participation in its activities based on disability, race, creed, color, national origin, gender, sexual preference, or religion preference.

