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Date Submitted: _____

Approved: _____ Not Approved: _____

League ID No.: 2211612 SAUGUS NATIONAL LITTLE LEAGUE 2011 CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Saugus National Little League, hereinafter referred to as "SNLL."

ARTICLE II - OBJECTIVE

SECTION 1

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

SECTION 2

To achieve this objective, SNLL 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, SNLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III - PARTICIPATION

SECTION 1

Eligibility. Any person interested in participation to further the objective of SNLL may become a member as defined by the Volunteer Eligibility section of the Green Book.

SECTION 2

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

(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 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 SNLL and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors 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).

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 posted in the local paper and on the SNLL website, delivered personally, or electronically by mail to each Member of record, at the last recorded address at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting. Anyone interested in discussing a particular subject at the regular monthly meetings must give a notice to the Vice President 5 days before 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 - Participation) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting-Regular Members shall be entitled to make motions and vote at General Membership Meetings under the following condition: they must maintain an attendance record of at least 50% at prior meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

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 SNLL by any individual who is a member, as defined in Article III - Participation. The 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 (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6

Annual Meeting of the Members

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

- (1) The condition of SNLL, to be presented by the President or his/her designate;
- (2) A general summary of funds received and expended by SNLL for the previous year, the amount of funds currently in possession of SNLL, and the name of the financial institution in which such funds are maintained;
- (3) The whole amount of real and personal property owned by SNLL, 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 SNLL during such year. This report shall be filed with the records of SNLL 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 six (6).

(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 on November 1 .

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, Vice Presidents, Treasurer, Secretary, one or more Player Agents and a Safety Officer. The Board shall also include a minimum of one manager.

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 ten (10) 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 Meeting shall be scheduled to take place not less than fourteen days after the President or Secretary receives the request.

SECTION 8

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 SNLL.

ARTICLE V - BOARD OF DIRECTORS

SECTION 1

Authority. The management of the property and affairs of SNLL 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

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 SNLL.

SECTION 5

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, or the Secretary shall at the request in writing of 2 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 5 day(s) before the time appointed for the meeting to the last recorded address of each Director.
- (c) 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 6

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 SNLL 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 SNLL in accordance with the procedure set forth in Article III.

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 SNLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of SNLL 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 SNLL.
- (d) Be responsible for the conduct of SNLL 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 SNLL by that organization.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of SNLL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to SNLL 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 its proper execution
- (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 and age eligibility before the player may be accepted for tryouts and selection.
- (i) Responsible for co-signing checks with the Treasurer.
- (j) Review processed CORI's

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.
- (c) Attend all meetings and functions with the President and keep informed of all policy and decisions of the Little League Regional Headquarters as well as those of the Board.
- (d) Chair annual operating rules committee, and is ex-officio member of all other committees.
- (E) Conduct the Criminal Offender Record Inquiry (C.O.R.I) review process.

SECTION 4

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, 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 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 5

Secretary-The Secretary shall:

- (a) Be responsible for recording the activities of SNLL 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 SNLL, the Board of Directors and Committees.
- (d) Issue membership cards to Regular Members, if approved by the Board of Directors.
- (e) 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.
- (f) 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.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 6

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 monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of SNLL, 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 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, and to Little League International.
- (F) In conjunction with the Shed Coordinator collect all monies from shed operations on a nightly basis through the season.

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 home page (site authorized by Little League International);
- (b) Ensure that league news and scores are updated on a regular basis;
- (c) Collect, post and distribute important information on League activities including direct dissemination of fundraising and sponsor activities to Little League International, district, public, league members and media;
- (d) Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

SECTION 9

Umpire-in-Chief- The Umpire-in-Chief shall:

- (a) Schedule umpires for each Major and AAA games.
- (b) Recruit and train competent umpires.
- (c) Participate in any protest resolution or disciplinary committee meetings.
- (d) Be responsible for all umpires equipment procure by the league.
- (e) The umpire in chief may umpire games as needed.

SECTION 10

Equipment Manager(s)-The Equipment Manager shall:

(a) Order items such as uniforms, baseball equipment, and awards as directed by the President.

Note: The Equipment Manager must confirm any order with the President or with the Board of directors.

(b) Manage all aspects of the uniforms for SNLL. Ensure all uniform are patched, sized appropriately and in usable condition.

Oversee distribution and return of uniforms. Also is responsible for All Star uniform purchases in coordination with the president and Executive Board.

(c) Participate in a pre-season, annual inspection of the League's safety equipment for the purpose of determining needs for the coming season. This inspection shall be accomplished in conjunction with the Umpire-in-Chief and the Safety Director.

(d) Responsible to ensure that all necessary equipment is handed out to Managers/coaches and is collected at the end of the season.

SECTION 11

Field Maintenance Director-The Field Maintenance Director shall:

(a) Oversee field condition and maintenance for all league playing fields. Primary responsibility is for field maintenance and associated supplies.

(b) Schedule fieldwork days as required.

(c) Shall be responsible for repair and improvement recommendations and supervise the performance of approved projects.

(d) Work with Town Parks, and Recreation officials and Private contractors.

SECTION 12

League Director-Each League Director shall:

(a) Assume the direction of their respective coaching staffs.

(b) Assure that all their team managers are given copies of all Official League policy, code and rule documents.

(c) Assure the execution of policy and decisions mandated by the Board. Policy includes rules and conduct mandated by the Official Little League Rule book, SNLL Constitution and Bylaws, and other documents deemed appropriate by the board of directors.

(d) Coordinate pre-season practice schedules with other league directors.

(e) Convene meetings of their respective league personnel before, and periodically through, the playing season.

(f) Attend tryouts and assume the responsibility for the conduct of adult and player personnel.

(g) Establish their respective league practice and game schedules.

(h) Assure that pre-season team and parent meetings are conducted.

(i) Be responsible for monitoring team representation at player drafts, tryouts, and gathering in-season player evaluations.

(j) Meet with coaching director as needed.

SECTION 13

Fundraiser Director(s)-Each Fundraiser Director shall:

(a) Organize and provide opportunities for team members and their families to fundraise to defray the cost of participate in Little League baseball.

(b) Investigate new fundraising opportunities.

(c) Create and maintain a list of volunteer members.

(d) Contact business for the field signage and league sponsorship.

SECTION 14

Summer Ball director.

TBD

SECTION 15

Shed Director(s)

(a) Manage the snack sheds at Elks and Oaklandvale fields.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors shall include an Executive Committee, which shall consist of the President, Vice President, Player Agent, Secretary, and Treasurer.

SECTION 2

The Executive Committee shall advise with and assist the Officers of SNLL 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 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

ARTICLE VIII - Affiliation

SECTION 1

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

SECTION 3

Local Rules, Ground Rules and/or Bylaws. The local rules, ground rules and/or bylaws of SNLL 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 SNLL shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article IX, Section 7 for fiscal year of this league.)

ARTICLE IX - FINANCIAL AND ACCOUNTING

SECTION 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of SNLL 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 SNLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of SNLL.

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 SNLL treasury.

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of SNLL 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. All checks shall be signed by the SNLL 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 SNLL shall receive, directly or indirectly any salary, compensation or emolument from SNLL for services rendered as Director, Officer or Member.

SECTION 6

Deposits. All monies received, including Auxiliary Funds, shall be deposited to the credit of SNLL in/at Saugus Federal Credit Union.

SECTION 7

Fiscal year. The fiscal year of SNLL shall begin on October 1 and shall end on September 30.

SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of SNLL and after all outstanding debts and claims have been satisfied; the Members shall direct the remaining property of SNLL to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE X - 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.

ARTICLE XI- CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

I. CORI will not be accepted after April 7th of the current season.

II. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

III. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.

IV. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

V. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

VI. If SNLL is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and SNLL CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.

VII. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB’s *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, SNLL will make a determination based on a comparison of the CORI record and documents provided by the applicant. SNLL may contact CHSB and request a detailed search consistent with CHSB policy.

VIII. If SNLL reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (I) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

IX. SNLL will notify the applicant of the decision and the basis of the decision in a timely manner.

This Constitution was approved by the Saugus National Little League Membership on _____ (date).

This constitution **is not** identical to the model constitution provided by Little League International.

President’s Name (Print) President’s Signature Date

Little League ID No. Federal ID No. (if available) State ID No. (if available)

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

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