**Pike County Little League**

Constitution

League ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS BOX FOR REGIONAL USE ONLY**

Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Not accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE I – NAME**

The organization shall be known as the **Pike County Little League**, hereinafter referred to as “PCLL”.

**ARTICLE II – OBJECTIVE**

**SECTION 1**

The objective of the PCLL 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, PCLL will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Executive Officers, General Board Members, and Members of all classes 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, PCLL 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 PCLL 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 PCLL.

 (b) **Regular Member** - Any adult person actively interested in furthering the objectives of PCLL may become a Regular Member. The secretary shall maintain the roll of membership to qualify voting members.

Only Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be active Members in good standing.

 (c) **Local Leagues** – A community within PCLL’s boundaries who wishes to have participating teams in PCLL may become a Local League upon election and payment of dues as hereinafter provided. Local leagues may be issued a card numbered in sequential order annually.

**Note**: “Local leagues” automatically includes all current Coaches, Volunteer Umpires, Local League Board Members, Local League Officers of the Board, and any other person from a community who is recognized by the Executive Board as a volunteer in the PCLL, including the following volunteer titles specific to each community.

(d) **General Board** **Member** – The General Board is comprised of 11 Regular Members – three (3) from each community that is home to a Local League, and two at large members. The number of General Board members may be adjusted in the event that a community is add to or leaves PCLL.

 (e) **Executive Board Members** – The Executive Board will be made up of four (4) officers: President, Vice-President, Secretary, and Treasurer. These officers will be elected during a scheduled General Membership meeting.

 (f) 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 PCLL.

**SECTION 4**

 **Suspension or Termination**: It is expected that local leagues will take responsibility for management of coaches, parents, players, and other parties within their league. If after decisions at the local level are made and a situation is escalated to the Executive Board, membership may be terminated by resignation or action of the Executive Board as follows.

 (a) The Executive Board, 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 the PCLL 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. The Executive Board will hear all information to be presented, then enter into Closed Session for discussion and voting. The Executive Board will have 24 hours from the time of the meeting to give their decision with explanation to the parties involved.

 (b) The Executive Board 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 Executive Board or a duly appointed committee of the Executive Board. The player’s parent(s) or legal guardian(s) may also be present. The Executive Board shall have full power to suspend or revoke such player’s right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

**ARTICLE IV – DUES FOR LOCAL LEAGUES**

**SECTION 1**

 Dues for local leagues may be fixed at such amounts as the Executive Board shall determine for a particular fiscal year. (See Article XI, Section 7 for fiscal year of this league.) **Note**: Dues for Local leagues are separate from registration fees for Player Members, which are determined annually by the Executive Board in accordance with Regulation XIII (c). If no dues for local leagues are collected, Section 2 below does not apply.

**SECTION 2**

 Local leagues who fail to pay their fixed dues within (*choose one*)

\_\_\_ ten (10) \_\_\_ fourteen (14) \_\_\_ twenty-one (21) \_X\_ thirty (30) \_\_\_ (other) ... day(s)

…of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

**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 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 (*choose one*)

\_X\_ ten (10) \_\_\_ fourteen (14) \_\_\_ twenty-one (21)

…in advance of the meeting, setting forth 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 (*choose one*)

\_X\_ one third (33.3 percent) \_\_\_ one fourth (25 percent) \_\_\_ 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 Local leagues in good standing shall be entitled to make motions and vote at General Membership Meetings. However, the Executive Board may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Executive Board are described in Article VI, Section 4.)

**SECTION 5**

 **Annual Meeting of the Members**: The Annual Meeting of the Members of the PCLL shall be held the second (2nd) week of January each year for the purpose of electing new Members, electing the Executive Board, 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 PCLL a report, verified by the President and Treasurer, or by a majority of the Executive Board, showing:

|  |  |
| --- | --- |
| (1) | The condition of the PCLL, to be presented by the President or his/her designate; |
| (2) | A general summary of funds received and expended by the PCLL for the previous year, the amount of fundscurrently in possession of the PCLL, 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 PCLL, 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 local leagues in the PCLL during such year.This report shall be filed with the records of the PCLL 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) After the Executive Board is elected, the Executive Board shall assume the performance of its duties by the third (3rd) week of February. The Board’s term of office shall continue until its successors are elected and qualified under this section.

 (c) The Officers of the Executive Board shall include the President, Vice President, Secretary, and Treasurer. Additional roles and responsibilities will be assigned as the Executive Board deems necessary.

**SECTION 6**

 **Special General Membership Meetings** - Special General Membership Meetings of the Members may be called by the Executive Board as a whole, 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 Meeting shall be scheduled to take place not less than (*choose one*)

\_\_\_ five (5) \_X\_ ten (10) \_\_\_ fourteen (14) \_\_\_ twenty-one (21) \_\_\_ thirty (30)

... days after the request is received by the President or Secretary.

**SECTION 7**

 **Rules of Order for General Membership Meetings and Regular Meetings of the Executive Board** - Robert’s Rules of Order shall govern the proceedings of General Membership meetings, and all regular meetings of the Executive Board, except where same conflicts with this Constitution of the PCLL.

**ARTICLE VI – EXECUTIVE BOARD**

**SECTION 1**

 **Authority**: The management of the property and affairs of the PCLL shall be vested in the Executive Board.

**SECTION 2**

 **Vacancies**: If any vacancy occurs on the Executive Board, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Executive members at any regular Board meeting or at any Special Board Meeting called for that purpose.

**SECTION 3**

 **Officers**: The Executive Board will be comprised of four elected officers: President, Vice-President, Secretary, and Treasurer.

**SECTION 4**

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

1. The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of

two Executive Board members, 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 Executive Board officer at least five day(s) before the time appointed for the meeting to the last recorded address of each officer.

 (c) Three Executive Members of the Executive Board shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

**SECTION 5**

 **Duties and Powers**: The Executive Board 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 PCLL 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 Officer or Committee Member of the PCLL in accordance with the procedure set forth in Article III, Section 4 (a, b).

**SECTION 6**

 **Special Committees**

 **Auditing Committee**: The Executive Board may appoint an Auditing Committee consisting of three (3) General Board Members. The President, Treasurer or signatories of checks are not eligible. The Committee will review PCLL’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 Executive Board or Membership, secure the services of a Certified Public Accountant to accomplish such review.

 **Minor League Committee** (*as needed*): The Executive Board may appoint a Minor League Committee consisting of three (3) General Board Members. The Chairman of the Committee shall be the Minor League Vice President and be responsible to the PCLL President for the proper conduct of the Minor League operation.

**SECTION 7**

 **Other Committees and Board Positions**: The Executive Board may appoint a committee consisting of three (3) General Board Members or add 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 or Board positions by name:

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION 8**

 **Rules of Order for Board Meetings**: Robert’s Rules of Order shall govern the proceedings of all league meetings, including Executive Board meetings, except where same conflicts with this Constitution of the PCLL.

**ARTICLE VII – RESPONSIBILITIES OF THE EXECUTIVE BOARD AND OFFICERS**

**SECTION 1**

 **Executive Board -** The Executive Board as an entity shall:

 (a) Set rules and guidelines for PCLL;

 (b) Review the Constitution of the PCLL and ensure it is followed across all PCCL and Local League decisions and actions;

 (c) Set regular season schedule;

 (d) Set post-season tournament schedules and brackets;

 (e) Establish rules, guidelines, and choose coaches for All-Star teams;

 (f) Maintain a good standing with Little League ®;

 (g) Complete all actions necessary to keep 501(c)3 and Tax-Exempt numbers valid;

 (h) Ensure background checks are completed on all hired and volunteer individuals;

 **Appointments** - The Executive Board 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 Executive Board 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 PCLL and execute the policies established by the Executive Board.

 (b) Present a report of the condition of the PCLL at the Annual Meeting.

 (c) Communicate to the Executive Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the PCLL.

 (d) Be responsible for the conduct of the PCLL in strict conformity to the policies, principles, Rules and Regulations of Little

 League Baseball, Incorporated, as agreed to under the conditions of charter issued to the PCLL by that organization.

 (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the PCLL 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 PCLL and report thereon to the Board or Executive

 Committee as circumstances warrant.

 (g) Prepare and submit an annual budget to the Executive Board 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 Executive Board or by the President.

**SECTION 4**

 **Secretary** - The Secretary shall:

 (a) Be responsible for recording the activities of the PCLL 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 Executive Board.

 (c) Maintain a list of all Regular Members, committee members, officers, and Local Leagues, and give notice of all meetings of the PCLL to the Executive Board and Committees.

 (d) Keep the minutes of the meetings of the Members, the Executive Board 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, Officers and committee members of their election or appointment.

 (g) Set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center;

 (h) Set up and manage the league’s social media sites and official website (site authorized by Little League International);

 (i) 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;

 (j) 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.

**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 Executive Board.

 (b) Receive all moneys and securities, and deposit same in a depository approved by the Executive Board.

 (c) Keep records for the receipt and disbursement of all moneys and securities of the PCLL, 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 Executive Board. All disbursements by check must have dual signatures.

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

 (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Executive Board at the Annual Meeting, and to Little League International.

 (f) Coordinate participation in fundraising activities.

**ARTICLE VIII – ADDITIONAL ASSIGNED ROLES**

**SECTION 1**

Successful league operations will require individuals participating in varied roles. The following positions are assigned to individual designated by the Executive Board and intended to complete the duties listed.

**SECTION 2**

*Two Player Agents will be appointed: one for baseball, one for softball.*

 **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) Prepare the Player Agent’s list.

 (d) Prepare for the President’s signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.

 (e) Notify Little League International of any subsequent player replacements or trades.

**SECTION 3**

 **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.

 (c) Communicate with local leagues to ensure the required background checks per Little League Regulation I (b) and I (c) 8 & 9 are completed.

 (d) Communicate rule changes to league volunteer umpires, managers, and coaches.

 (e) Will conduct trainings for all umpires hired by local leagues, and ensure knowledge of all rules and regulations are presented in a consistent manner. Local leagues will manage their umpires, but can request additional training from Safety Officer if needed.

 **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 andnational offices, and follow-up information on medical and other data is forwarded as available. |
| (4) | Umpires – May attend umpire training programs at the district, state, and region levels. |

**SECTION 4**

 **Other Additional Assigned Roles:** The Executive Board may see a need within PCLL that requires an Additional Assigned Role, and may appoint an individual to an assigned role for the specific purpose of fulfilling a need that is presently not addressed, or accounted for by an existing role.

 List Additional Assigned Roles by name:

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ARTICLE IX – LOCAL LEAGUE RESPONSIBILITIES**

**SECTION 1**

 It is expected and assumed that each Local League will have their own board, officers, committees, and/or structure in place necessary to complete the duties and responsibilities needed for a successful season. The duties set forth here are inclusive, but not exclusive:

**SECTION 2**

 **Finance**

1. Equally share cost of Little League insurance with other Local Leagues;
2. Pay for each participant’s individual insurance;
3. Pay a $\_\_\_\_ due for each team their Local League has;
4. Share cost of All Star teams with other Local Leagues;
5. Pay all hired umpires, concession workers, and any other individuals requiring compensation for Local League work from their budget.

**SECTION 3**

 **Sponsorship/Fundraising**

1. Is at the discretion of each Local League in order to help support their program;
2. Fundraising done by a Local League is for that individual League, and not to be associated with PCLL without the express permission of the Executive Board;

 (c) Collect and review sponsorship and fundraising opportunities;

 (d) Coordinate participation in fundraising activities;

 (e) Maintain records of monies secured through sponsorship and fundraising initiatives;

 (f) Ensure regulation and polices related to sponsorships and fundraising are followed.

**SECTION 4**

 **Coaches**

1. Seek and encourage responsible individuals to fill the role of a coach – minimum of one (1) per team;
2. Ensure all coaches, assistant coaches, and parent helpers complete background checks;
3. Represent their Local League coaches at PCLL meetings;
4. Provide support for coaches with parents

**SECTION 5**

 **Teams**

1. Provide a registration process to begin on the date assigned by the Executive Board, and completed within the given time frame;
2. Create teams from registered players that have a sufficient number of players, and are balanced to the best of abilities and the needs of the Local League;
3. Provide team rosters to the Executive Board by an assigned date;
4. Provide a team shirt for each player;
5. Provide a means of scheduling practices that ensures each team in the Local League has ample opportunity to schedule practices as they desire;
6. Provide teams with any necessary equipment needed for a safe season.

**SECTION 6**

 **Umpires**

 (a) Hire responsible individuals as umpires;

 (b) Set a compensation according to the Local League’s budget;

 (c) Ensure umpires attend required trainings;

 (d) Ensure umpires complete background check process;

 (e) Provide a schedule for umpires;

 (f) Support umpires with coaches, parents, and spectators.

**SECTION 7**

 **Sanctions & Conflicts**

1. Local Leagues are expected to manage conflicts with or between coaches, players, umpires, spectators, or anyone in attendance at a game at their level. If a Local League officer/leader isn’t present at the incident, Local League representatives (coaches and umpires) should be aware and understand that any incident needs to be reported to a Local League officer/leader as soon as possible.
2. Local League representatives should make every effort to de-escalate a situation. In the event of a situation that appears to be escalating beyond control of Local League representatives, law enforcement should be contacted.
3. An Incident Report is to be completed any time a warning or suspension occurs. The report should be completed by the Local League representative involved, then given to a Local League officer/leader.
	* 1. The is available on the PCLL website and Facebook page. Blank copies should be made readily available for use by coaches and umpires. They can be kept in the concession stand or anywhere accessible.
4. Sanctions to be taken in the event of conflict should be in the following order:
5. Warning
6. Suspension
7. Escalation to the Executive Board occurs after the previous two (2) steps are completed,
8. The Executive Board’s decision will be considered final.

**SECTION 8**

 **Regular Season Games:**

 (a) Ensure a sufficient number of umpires are scheduled for each game;

 (b) Fields are prepped and ready for games according to league guidelines for each division;

 (c) Follow guidelines provided by Executive Board regarding rescheduling games;

 (d) Inform coaches, players, and parents of the season’s schedule in a timely fashion;

 (e) Keep coaches, players, and parents informed of any changes or important notices regarding PCCL or the Local League.

**SECTION 9**

 **Building, Property, and Grounds**

1. Maintain a safe physical environment for players, coaches, officials, spectators, and others who utilize space designated for Local League use;
2. Care and maintenance of the playing field(s) and grounds, including but not limited to: mowing, field dragging, trash removal.

**SECTION 10**

 **Playing Equipment**

1. Provide an adequate quantity of new, regulation baseball/softballs according to the needs of each division for home games;
2. Perform evaluation of Local League equipment before the beginning of season, and after last games or tournaments conclude, keeping in mind condition and need;
3. Provide catcher’s gear for each team;

**SECTION 11**

 **Concessions**

 (a) Maintaining concession facilities is the responsibility of each Local League, and is not in any way related to the Pike County Little League, however concession facilities are covered under PCLL insurance. The following are recommendations for providing successful concession facilities:

 (b) Be responsible for the management of the concession sales at league events;

 (c) Schedules volunteers or concession workers to man the concession facilities during league events;

 (d) Collect background check information from any worker or volunteer that will be manning the concession facilities more than once;

 (e) Organize, tally, and keep records of concession sales and purchases;

 (f) Ensure that all Health Department certifications are in good standing, as needed.

**SECTION 12**

**Other Local League Responsibilities**: A Local League may have other Responsibilities that require fulfilling a need that is presently not addressed, or accounted for by the previously mentioned Responsibilities.

 List additional Responsibilities by name:

 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE X - AFFILIATION**

**SECTION 1**

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

**SECTION 3**

 **Local Rules, Ground Rules and/or Bylaws**: The local rules, ground rules and/or bylaws of PCLL shall be adopted by the Executive Board 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 PCLL shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

**ARTICLE XI - FINANCIAL AND ACCOUNTING**

**SECTION 1**

 **Authority**: The Executive Board shall decide all matters pertaining to the finances of PCLL 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 PCLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of PCLL.

**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 PCLL treasury.

**SECTION 4**

 **Disbursement of Funds**: The Board shall not permit the disbursement of PCLL 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 PCLL Treasurer and such other officer or officers, or person or persons, as the Executive Board 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 than 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 Officer or Member of the PCLL shall receive, directly or indirectly any salary, compensation, or

emolument from the PCLL for services rendered as Officer or Member.

**SECTION 7**

 **Deposits**: All moneys received, including sponsorship and fundraising, shall be deposited to the credit of the PCLL in/at \_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of financial institution).

**SECTION 8**

 **Fiscal year**: The fiscal year of the PCLL shall begin on (*Check one*):

 \_X\_ October 1 and shall end on September 30.

 (Note: The above fiscal year must be chosen if the PCLL intends to qualify under the Little League Baseball, Incorporated,

 Group Tax ID Number.)

 \_\_\_ January 1 and shall end on December 31.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Other date)

**SECTION 9**

 **Distribution of Property upon Dissolution**: Upon dissolution of PCLL and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of PCLL 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 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 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Federal ID No. (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 State ID No. (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Make one copy for the District Administrator and copies for the PCLL. Send original to Regional Headquarters. PCLL’s

Constitution on file at Regional Headquarters (most recently-accepted copy) is the official Constitution of this PCLL.

 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.