

# WEST ISLIP LITTLE LEAGUE CONSTITUTION

AS REVISED AND APPROVED

NOVEMBER 2003



**WEST ISLIP LITTLE LEAGUE . D**  
**CONSTITUTION**  
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**Article I - Organization Name**

This organization shall be known as the West Islip Little League, Inc.

**Article II - Organization Objective**

(A) The objective of the West Islip Little League, Inc., shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger and happier children and that they will grow to be good clean and healthy adults.

(B) To achieve this objective, the West Islip Little League will serve the geographical area defined by the West Islip School District and will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers, and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

**Article III - Organization Structure**

(A) The West Islip Little League, Inc., shall be organized into two subsidiary leagues to be called the West Islip Algonquin Little league and the West Islip Iroquois Little League. Furthermore, each league shall be divided into divisions as provided for in the Little League Baseball Operating Manual and Official Playing Rules. These leagues will have definitive boundaries but will participate in a common registration, tryout, draft and schedule administered by the Parent League.

(B) The two leagues will be governed by the same personnel as the parent West Islip Little League, Inc., with the league charter applications containing the identical names of officers as those of the Parent League. A constitution reflecting the principles and operational procedures contained herein shall be submitted to Little League Baseball for approval. Common league policies will be established by the Parent League.

(C) All expenses for the two leagues will be met by the Parent League's treasury. All fund raising activities will be sponsored jointly by the two leagues under the administration of the Parent League. All funds accrued thru fund raising activities,

sponsors' fees, direct donations and registration fees will be administered by and maintained in the Parent League's treasury.

(D) All playing, office and ground keeping equipment shall be under the ownership of the Parent League, maintenance and disposal of all equipment, procuring, maintenance and assignment of playing fields, for the two leagues shall be administered by the Parent League.

(E) Additional leagues and teams may be formed as the need arises and as resources become available.

(F) The West Islip Little league shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The West Islip Little 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 other than the West Islip School District or operate any other program.

**Article IV - Government**

(A) The government of the West Islip Little League shall be under the direct supervision of the President and the Board of Directors.

(B) The Board of Directors shall consist of the following positions and votes:

- o President ..... 1 vote
- o First Vice President ..... 1 vote
- o Secretary ..... 1 vote
- o Treasurer ..... 1 vote
- o Safety Director..... 1 vote
- o Vice President/Player Agent - Big League/Senior League .... 1 vote
- o Vice President/Player Agent - Softball ..... 1 vote
- o Vice President/Player Agent - Major League ..... 1 vote
- o Vice President/Player Agent - A Division ..... 1 vote
- o Vice President/Player Agent - B Division ..... 1 vote
- o Vice President/Player Agent - C Division ..... 1 vote
- o Vice President/Player Agent - 7-Year-Old TBall ..... 1 vote
- o Vice President/Player Agent - 5/6-Year-Old TBall ..... 1 vote
- o Umpire in Chief - Senior League ..... 1 vote
- o Umpire in Chief - Softball ..... 1 vote
- o Umpire in Chief - Little League ..... 1 vote

(C) All matters of policy of the West Islip Little League shall be decided by the Board of Directors. The transaction of business or related matters shall require a quorum of nine members and a majority vote shall be binding unless otherwise specified by these by-laws. In the case of a tie vote, the President shall cast 2 votes to break the tie. The President, through the Secretary, shall be the only elected member to convene the Board of Directors, as well as special General Membership and other

special meetings; the exception being due to his/her absence, at which time, at the request of the President, the Vice President shall preside.

(D) The term of the office for the Board of Directors shall be one year, September to September.

(E) Committees shall be established from time to time by the President to perform specific league operations or further league objectives. All committee chairpersons and league personnel appointed by the President must be approved annually by a majority of the Board of Directors.

### **Article V - Responsibilities of the Board of Directors**

(A) The Board of Directors of the West Islip Little League, Inc., shall by a majority vote establish the policy of this League and in the discharge of its duties shall be responsible for the following:

1. The establishment of the financial contributions, sponsor fees, registration fees, and any and all money requirements necessary to the operation of the League.
2. The approval to disburse for League operations any and all funds belonging to the League.
3. The approval of all personnel petitioning for, or appointed to, any and all supervisory positions or subsidiary positions.
4. The suspension and/or expulsion of any and all members of the League for conduct detrimental to the stated objectives of the League as written, amended and/or intended, as per procedure set herein.
5. All matters not exclusively assigned to a specific entity within the League shall remain under the province and control of the Board of Directors.
6. Perform a minimum number of prescribed "officer of the day" duties at the Beach Street Fields.
7. Meet at sufficient times to properly discharge any and all obligations required to effectively operate the League.
8. Shall be responsible for checking birth records and eligibility of all players.

### **Article VI - Duties of Officers**

(A) **President** - The President is the chief executive officer of the League and as such:

1. Shall preside at all meetings of the Board of Directors and General Membership.
2. Shall appoint all personnel petitioning for supervisory positions or subsidiary positions, including committees and their respective chairpeople.
3. Shall approve and co-signature with the Treasurer, the disbursements of any and all League assets and/or resources for League operations.
4. Shall approve and authenticate the financial records and state of the League.

5. Shall report to the General Membership, convened at all duly constituted meetings, the state of the League and its activities.
6. Shall be responsible for the enforcement of all League By-laws, principles and policies.
7. Shall be the focal point for all communication with the District Administrator, Eastern Region, and Little League Baseball Inc.

**(B) First Vice President** - The First Vice President shall be assistant to the President and as such:

1. Shall, in the absence or at the request of the President, preside at meetings of the Board of Directors and/or General Membership.
2. Shall be an ex-officio, non-voting member of all committees as appointed by the President and approved by the Board of Directors at all meetings of said committees or their applicable subcommittees or internal divisions thereof, as deemed necessary by the President.

**(C) Secretary** - The Secretary shall be the record keeping officer of the League and as such:

1. Shall record and maintain a written dated summary of the pertinent matters of the League, hereafter referred to as the minutes, and shall provide a comprehensive report of said minutes to the General Membership at their regularly scheduled meetings.
2. Shall be responsible for maintaining an accurate, written and dated roster of attendance for all General Membership meetings.
3. Shall determine which members qualify as Operating Personnel and maintain adequate documentation (General Membership Sign-In Sheets) to support such determination.
4. Shall be responsible for maintaining an accurate written and dated record of Board of Directors votes by name and title for each specific Board member.
5. Shall notify all Member Personnel in writing of all special purpose meetings.
6. Shall originate all correspondence pertinent to the operation of the League in duplicate for appropriate signature, and shall retain a file copy for record-keeping purposes.
7. Shall maintain a record of all League correspondence, Board of Directors and General Membership meeting minutes, and all other pertinent information for a period of not less than seven (7) years.

**(D) Treasurer** - The Treasurer shall be the chief financial officer of the League and as such:

1. Shall record and maintain a detailed written and dated record of any and all financial or other transactions relative to the assets and/or resources of the League, and shall provide a comprehensive report of said transactions to the General Membership at their regularly scheduled meetings.
2. The fiscal year of the League shall begin October 1<sup>st</sup> and run to and inclusive of September 30<sup>th</sup> of the following year.

3. Shall maintain a record of original invoices, requests for payment, checks and all other pertinent financial records for a period of not less than seven (7) years from their date of origin.
4. Shall approve by co-signature with the President the disbursements of any and all League assets and/or resources.
5. Shall prepare an annual operating budget and present to the Operating Personnel for approval at the January General Membership meeting.
6. Shall prepare and file all necessary tax returns by the required dates.

**(E) Division Vice Presidents/Player Agents** - Shall be assistant to the President and as such:

1. Shall report to the President and the Board of Directors matters of business respective to all levels of the Division.
2. Shall report to the General Membership, convened at all duly constituted meetings, the state of the Division and its activities.
3. Shall assist the President in checking birth records and eligibility of players.
4. Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
5. Conduct the tryouts, the player draft, and all other player transaction or selection meetings in accordance with League procedures.
6. Shall be at the top of the chain of Supervisors within each Division.
7. Supervise and coordinate the transfer of players in respective Division in accordance with local rules and provisions as specified with Little League Baseball, Inc.
8. Shall, along with the Board of Directors, assist in preparing playing schedules of games including play-offs, all-star and championship games.
9. Shall, along with the Equipment Manager, assist in procurement and distribution of all equipment, supplies and awards (trophies, etc.).
10. Shall organize and supervise all special clinics, practices, and Division affairs.
11. Shall take all accident reports and forward them to the Insurance Coordinator.

**(F) Umpire in Chief**

1. Shall ensure that local League playing rules in no way conflict with the rules of Little League Baseball, Inc.
2. Shall, through umpire clinics, prepare the General Membership with appropriate knowledge of Little League Playing Rules to responsibly and effectively carry out the duties of umpiring, managing and coaching.
3. Shall provide umpires for all scheduled games.

**Article VII - Qualifications for Officers**

(A) In order for a person to have his/her name accepted for consideration for nomination, said person must comply with the following:

1. For President - said person must have served on the Board of Directors for one (1) year. However, any member with voting rights will be eligible to be nominated at the September General Meeting by two-thirds (2/3) of the voting Membership present.
2. In the event an unqualified person wishes to run for the position of President, and he/she is running unopposed, this qualification may be waived with the approval of three-fourths (3/4) of the voting Membership present.
3. For all other Board of Directors positions, said person must be a member in good standing with the League.

(B) All officers must be nominated by a member with voting rights, and seconded by a member with voting rights; all nominated members must be present in order to accept the nomination before election of officers.

(C) The qualifications for the officer of Treasurer requires that the individual possess familiarity with accounting and finance rules and procedures, preferably along with related work experience.

(D) In order to hold a position on the Board of Directors, a member must be at least 19 years of age. This cannot be waived.

**Article VIII - Nominating Committee**

The President, subject to the approval of the Board of Directors, shall select the annual Nominating Committee as follows:

- o Three (3) members from the Board of Directors
- o Two (2) Operating Personnel not on the Board of Directors

The President will submit a list of recommended candidates to the Committee. The Committee shall investigate and consider eligible candidates and submit recommendations at the annual election meeting, to be held the last Monday in September at 7:30 p.m. Additional candidates may be nominated in accordance with Article VII (B) herein. In the event of two (2) candidates running for the same office, a secret ballot will be taken and a majority vote of the Operating Personnel at the meeting will determine the winner.



**Article IX - Resignation of Elected Officer**

(A) Any officer duly elected and/or appointed, who for reason of personal convenience or conviction, may desire to terminate his/her participation as an officer of the League. Said person must convey this desire in writing to the Secretary; or in the case of the Secretary, to the President.

(B) In the event the notification of such resignation is by the President, the First Vice President shall fulfill the unexpired term of office. If the First Vice President will not or cannot assume the duties of the President, any other Board member may do so. In the case of the latter, the President will appoint a voted-in member of the Board of Directors to fulfill the term subject to approval of the Board of Directors by majority vote with a quorum of 12 members. In either case, the new President will then appoint a member from the General Membership to fulfill the unexpired term of the office vacated subject to the approval of the Board of Directors by majority vote with a quorum of 9.

(C) All other vacancies will be filled by appointment by the President subject to the approval of the Board of Directors by majority vote with a quorum of 9.

**Article X – Temporary Leave of Absence of Elected Officials**

(A) Any officer duly elected and/or appointed who for personal reasons may desire and take a temporary leave of absence. Said person must convey this desire in writing to the Secretary; or in the case of the Secretary to the President.

(B) In the event the notification of such temporary leave of absence is by the President, the First Vice President shall preside during the leave of absence. If the First Vice President will not or cannot assume the duties of the President, any other Board member may do so. In the case of the latter, the President will appoint a voted-in member of the Board of Directors to preside during the leave of absence subject to approval of the Board of Directors by majority vote.

(C) All other temporary leaves of absence will be filled by appointment by the President subject to the approval of the Board of Directors by majority vote.

**Article XI - General Membership and Operating Personnel**

(A) General Membership in the West Islip Little League, Inc., shall be open to any person residing within the boundaries of the West Islip School District.

(B) At a duly constituted meeting the General Membership shall have the right to approve, disapprove, amend, add, or delete the minutes of the previous session of any and all reports as submitted and presented to said General Membership. Said person must have been in attendance at this meeting, as per Roberts Rules of Order.

(C) Operating Personnel are members of the General Membership who are defined as follows:

- o Board of Directors
- o Board of Trustees
- o Committee Chairpersons
- o Managers and Coaches (max 2 coaches per team)
- o Volunteer Umpires (minimum of 16 games verified by the Umpire-in-Chief/Board of Directors)
- o Groundskeepers (continuous effort determined by chairperson/Board of Directors)
- o Concession Stand (continuous effort determined by chairperson/Board of Directors)
- o All other appointed or volunteering members who are determined by the Board of Directors to have made significant efforts to improve the League.

AND

- o Are 19 years of age by August 1<sup>st</sup>

AND

- o Who have attended a minimum number of General Membership meetings as listed below:

November/January .....	1
February/March .....	1
April/May/June .....	2

(D) The General Membership from time to time shall have the right to propose any and all matters to the Board for its deliberation and subsequently the said Board shall make recommendations to the Operating Personnel for its final approval; in case of emergency, the Board shall be empowered to adopt and pass a resolution in the interest and benefit of the League.

(E) The Operating Personnel will decide matters pertaining to the finances of the League which will be done primarily through the adoption of an annual operating budget by majority vote at the January General Membership meeting.

(F) The Operating Personnel shall discourage the contributions of funds of individuals or teams and solicit same for the Common Treasury of the League. The above regulation is to discourage favoritism among teams and to endeavor to equalize the benefits of the League.

(G) Grievance Procedure - any member of the West Islip Little League, Inc., with a grievance or any problem whatsoever concerning League activities should do so as follows: Verbally communicate with the immediate Supervisor and confirm this in writing within twenty-four (24) hours. The Board will answer within seven (7) days of

receipt of the written complaint or as soon as is practical. All decisions are final and binding. The chain of command shall be Manager, Vice President/Player Agent of respective Division, President.

### **Article XII - Voting Rights**

(A) Those members of the General Membership who meet the criteria of Operating Personnel as defined in Article XI shall be entitled to vote on matters concerning the West Islip Little League, Inc., and its operation.

(B) The September meeting is mandatory for all voting members to cast a ballot. In addition to the attendance criteria, Operating Personnel must present an eligibility post card to cast a ballot.

(C) New League members will not be liable for General Membership meetings prior to registration of their child. New league members are defined as parents/guardians who are enrolling a child in West Islip Little League for the first time.

(D) For all General Members and Operating Personnel, exemption from General Membership meetings shall require a letter of excuse to the Board for approval. This will be reviewed on a cumulative basis where a prior approval may be revoked in cases of abuse.

### **Article XIII - General Membership Meetings**

(A) Meetings of the General Membership shall be held on the first Monday of every month a General Membership meeting is scheduled. The Board of Directors may select an alternate day if the first Monday of the month is considered untenable.

(B) The months that General Membership meetings will be held are November (7:30 p.m.), January (7:30 p.m.), February (7:30 p.m.), March (7:30 p.m.), April (8:30 p.m.), May (8:30 p.m.), and June (8:30 p.m.).

(C) Twenty-five (25) members of the Operating Personnel in attendance at a duly constituted meeting shall be a quorum at the time of a vote and a majority vote of those present shall govern. If a quorum is not present at the time of a vote, then a two-thirds (2/3) majority vote of the Operating Personnel present shall govern.

(D) Election meetings shall be held during the latter part of September each year.

**Article XIV - Managers and Coaches**

(A) Managers and coaches of competitive teams shall be proposed by the Division Vice President/Player Agent, appointed by the President, and approved annually by a majority vote of the Board of Directors. All managers and coaches will be held directly responsible for their actions on the playing field and the handling of their players and parents. Managers and coaches will participate wherever possible in all League activities as directed by the Board of Directors or as appropriate for the betterment of the League, including but not limited to, rules clinics and managers/coaches clinics.

**Article XV - Rules and Field Decorum**

(A) The official playing rules and regulations as published by Little League Baseball, Inc., shall be binding for the West Islip Little League, Inc.

(B) The local rules shall be adopted by the Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season, and shall not in any way undermine the rules of Little League Baseball, Inc.

(C) Since the objective of the League is to provide the opportunity to play baseball/softball for all who join, the local rules of the League as provided for in Article XV(B) herein shall specify minimum innings and "at bats" for all together with penalties when these requirements are not met.

(D) The District 34 Code of Ethics is incorporated herein by reference and is binding on all Operating Personnel, General Members, parents, and children during participation in any and all West Islip Little League activities.

**Article XVI - Censorship**

(A) The President shall have the authority to suspend a Member who has violated the Playing and Field Decorum Rules as per Article XV or whose conduct is considered detrimental to the best interests of the League. The matter will be reviewed as expeditiously as practical by the Board of Directors, who with a majority vote and a quorum of nine (9), shall either uphold, reverse, or modify the suspension. Separately, a majority vote of the Board of Directors with a quorum of nine (9) shall have the authority to suspend, or with a two-thirds majority vote expel any Member of the League, the term being all inclusive, who has violated the Playing and Field Decorum Rules as per Article XV or whose conduct is considered detrimental to the best interests of the League. The Member involved shall be notified of the general nature of the charges and be given an opportunity to answer such charges.

Any suspended and/or expelled Member may appeal his case to the Board of Directors. The Member must request an appeal in writing within seven (7) days of notification of the Board's decision. Such written request must adequately detail the basis for an appeal by providing, among other information, evidence not yet

considered by the Board. The Board shall have the right to accept or reject such request for an appeal.

(B) Members of the Board of Directors will, upon evidence of the misconduct of any youth, notify the Manager of the team of which the youth is a member within twenty-four (24) hours of the act. Said Manager will appear in the capacity of an advisor, with the youth before at least three (3) Members of the Board of Directors within three (3) days of the act for disposition.

### **Article XVII – Financial and Accounting**

(A) 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 West Islip Little League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the West Islip Little League.

(B) Solicitations – The Board shall not permit the solicitations of funds in the name of Little League Baseball unless all of the funds so raised be placed in the West Islip Little League treasury.

(C) Disbursement of Funds – The Board shall not permit the disbursement of West Islip Little League funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League Baseball, Incorporated.

(D) Compensation – No Director, Officer, or Member of the West Islip Little League shall receive, directly or indirectly, any salary, compensation or emolument from the West Islip Little League for services rendered as Director, Officer, or Member.

(E) Fiscal Year – The fiscal year of the West Islip Little League shall begin on October 1 and end on September 30.

(F) Distribution of Property Upon Dissolution – Upon dissolution of the West Islip Little League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the West Islip Little League 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 XVIII - Amendment of By-Laws**

This constitution or any section thereof may be amended, revised or repealed by a two-thirds (2/3) vote of the Operating Personnel present at any stipulated meeting, provided that written notice of such proposed changes, over the signature of the Secretary shall be mailed to each member of the Operating Personnel at least fifteen (15) days prior to the meeting at which such proposed changes shall be submitted to a vote.