



Shrewsbury Little League

2007

Constitution

League ID No.: _____

THIS BOX FOR REGIONAL USE ONLY

Date submitted: _____

Approved: _____

Not approved: _____

SHREWSBURY LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Shrewsbury American & National Little League, hereinafter referred to as "Local Leagues."

ARTICLE II - OBJECTIVE

SECTION 1

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

SECTION 2

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

ARTICLE III – MEMBERSHIP

SECTION 1

Eligibility: Any person sincerely interested in active participation to further the objective of this Local League may apply to become a Member.

SECTION 2

Classes: There shall be the following classes of Members:

(a) **Player Members:** Any player candidate meeting the requirements of Little League regulations shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.

(b) **Regular Members:** Regular Members of the league include all current Managers, Coaches, Volunteer Umpires, Board Members, and Officers of the Board and any other person who are recognized by the Board as a volunteer in the Local League, including those volunteers with listed in Article VI. A "Regular Members" may become a Board Member upon election. Individuals that attend a General Board Meeting will also be considered a Regular Member.

(c) **Board Member:** An individual who was elected at the annual election meeting to one of the Board of Director Positions listed in Article VI.

The secretary shall maintain the roll of membership to qualify voting members. Only Board Members in good standing are eligible to vote at Board Meetings. "Regular Members" in good standings are eligible to vote at the annual elections meeting providing they attend at least two General Board Meetings as described in Article IV.

SECTION 3

Suspension or Termination

Membership may be terminated by resignation or action of the Board of Directors as follows

(a) The Shrewsbury Little League Board of Directors has adopted standards of conduct for all participants in the Shrewsbury Little League. The Standards of Conduct which shall be adhered to prior to implementation of Section 4(b) and (c)

(b) The Board of Directors, by a two-thirds vote shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball.

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.

(c) 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) shall 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.

ARTICLE IV - MEMBERSHIP MEETINGS

SECTION 1

Definitions:

Board Meeting – A scheduled meeting of Board Members to conduct regular league business. These meetings are open to the public. However only the Board Members listed in Article 6 are eligible to make motions and vote.

General Board Meeting – Meetings scheduled by the Board of Directors that are also open to the public. In order for a "Regular Member" to be eligible to vote in the Annual Election they must attend at least two of these meetings.

Special Board Meeting – Special Board 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 Members, the President or Secretary shall call a Special Board 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 Board Meeting. Such Special Board Meeting shall be scheduled to take place not less than fourteen (14) days after the request is received by the President or Secretary.

Annual Election Meeting – A meeting held on the 2nd Sunday in September each year for the purpose of electing the Board of Directors Refer to section 6 for further details.

SECTION 2

Notice of Meetings: Notice of each **Board** Meetings shall be delivered personally, electronically or by mail to each Board Member at the last recorded address at least thirty (30) 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 Board Meeting. Board Meeting dates/locations and times will be placed on the front page of the website.

Notice of all **General Board Meetings** will be communicated via league wide emails and placement of the pertinent information on the front page of the website.

SECTION 3

Quorum: At any Board Meeting, the presence in person or representation by absentee ballot of two thirds of the members shall be necessary to constitute a quorum. If a quorum is not present, no business topic can be formally voted upon. However business topics can be discussed, motions can be made and voting can be completed electronically via email. This activity will be coordinated by the Secretary. Each Board Members vote shall be made public to the Board Members. The Secretary will tally any the votes and report the results to all Board Members.

SECTION 4

Voting: Only Board Members shall be entitled to make motions and vote at Board Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board Meetings. (Those eligible to make motions and vote at Board Meetings are described in Article VI)

Special Electronic Voting: In the event that a time sensitive issue arises that requires a Board Members vote, a Board Member may make a vote request to the President. The President will review the urgency and put forth the vote. This actual voting activity will be coordinated by the Secretary. Each Board Members vote shall be made public to the Board Members (Reply to ALL). The Secretary will tally votes and report the results to all Board Members.

SECTION 5

Absentee Ballot: For the expressed purpose of accommodating Board Member in good standing who cannot be in attendance at the Annual Elections Meeting, or any Board Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope 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 Election Meeting: The Annual Election Meeting of the Local League shall be held on the 2nd Sunday in September each year for the purpose of:

- Electing the Board of Directors
- Receiving reports
- Reviewing the Constitution
- Appointing committees

****Only Board and Regular Members in good standing are eligible to vote during the election. Any exception will need to be approved by the Board of Directors prior to elections.****

(a) The Membership shall receive at the Annual Meeting of the Local League a report from the President, Vice President and Treasurer showing:

- (1) The condition of the Local League, to be presented by the President or his/her designate;
- (2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
- (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
- (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the 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 the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League Headquarters.

(b) At the Annual Meeting, the Members shall elect the new Board of Directors.

(c) After the election, the Board of Directors shall assume the performance of its duties on the first week of the month in October. The Boards term of office shall continue until its successors are elected and qualified under this section.

SECTION 7

Rules of Order for Board Meetings:

- Robert's Rules of Order shall govern the proceedings of all Board Meetings.

ARTICLE V - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any Board, General Board, 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 Board Meeting. All elections of additional Directors shall be by majority vote of all Board Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting. If additional positions are added the secretary shall present at the next board meeting an updated copy of this constitution specifically Article VI.

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 following the same protocol in Section 2.

SECTION 4

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees, as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 3 (a,b).

SECTION 6

Attendance: An individual elected to the Board of Directors is required to attend at least 2/3 of the announced meetings. Failure to meet this requirement may result in the Board of Directors recommending suspension or termination under Article III, Section 3. The Board of Directors will review attendance issues 3 months following the September elections.

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 shall:

1. See "Roles of League President" in L.L. Operating Manual
2. Be primary contact for league parents and officials, District Administration, Town officials, and officials from other leagues.
3. Schedule and chairs Board meetings (typically monthly Oct-Dec; bi weekly April- June)
4. Attend all District 5 (Shrewsbury and surrounding town) meetings (12-15 per year) called by District 5 Administrator
5. Nov/Dec: complete and submit League Charter and Insurance form (lists # of teams by division, requires check from VP Finance and Capital Funds, officially starts the season with LLHQ then sending Operating Manual, rule books, waiver forms, etc) to LLHQ.
6. Dec: submit Food and Diary Permits to local Offices along with letter requesting waiver of fees.
7. May: completes and submit All Star Tournament Registration form for all divisions so that each division may enter an All Star team into the District Tournament.
8. June: completes and submits All Star Tournament Affidavits to DA for approval. Relies on All Star manager and coaches to help accumulate and co-ordinate collection of birth certificates and Proof of Residency requirements.
9. August: completes and submits "Training and Development (TAD), A Second Season" paperwork for all divisions participating in Fall Ball.

Vice President shall:

1. President in the absence of the President.
2. Carry out duties and assignments as delegated by the President.
3. Coordinates league wide events (photo day, field day etc.)

4. Work with other officers and committee members and reports on applicable committee activities at each board meeting.

Secretary shall:

1. Attend all board meetings, record and distribute the minutes to the board members in a timely matter (Ideally within a week following the meeting). The minutes shall include at a minimum: Attendance, Important times and dates of league events, Action items assigned, and all motions made during the meeting. If the secretary cannot attend the meeting, a request of a fellow board member to record the minutes is mandatory.
2. Tally any vote that is taken by the board, the secretary shall also deem if a quorum is present.
3. Follow the Robert's Rules of Order during meetings. If requested the secretary shall attend any meeting that is requested of the president to record any proceedings that is in the interest of the league.
4. Attend committee meetings to record proceedings upon the invitation of the committee chair.
5. Participate on committees and assist other executive members with tasks as appropriate.
6. Keep the minutes of the past meeting via electronic or paper format to be passed on to the future secretary that may succeed in that post.
7. Maintain and have present at board meetings all documented policies, bylaws and league rules.

VP Finance and Capital Funds shall:

1. Prepare league budget with in-put from board members.
2. Pays league expenses in a timely manner.
3. Dispense the leagues funds as approved by the board of directors.
4. Report on the status of the leagues funds at board meetings.
5. Keep local league books and financial records.
6. Assume responsibility for all local league finances.
7. Hold the spare keys to the facilities and maintains a list of board members with keys to the facilities.
8. Coordinate all legal activities related to league finances such as tax returns, etc.
9. Coordinate all billing/invoicing for sponsors, business/sign advertisers, etc.
10. Make recommendations to the board regarding fees. (Sponsors, tournaments, registration, etc)
11. Purchase applicable insurance policies for the League.

Purchasing Director shall:

1. Be responsible for purchasing all equipment, balls, uniforms, etc.
2. Work with VP Finance and Capital Funds to stay within budget set by finance committee.
3. Distribute all equipment and uniforms to teams in each division prior to the start of the season.
4. Maintain and replaces equipment as needed- especially cracked helmets.
5. Collect equipment and uniforms at the end of the season.
6. Send uniforms for repairs at the end of the season.
7. Inventory equipment and set up equipment bags for coming season.

Senior League Commissioner shall:

1. Attend all District meetings pertaining to their respective division.
2. Be the primary liaison between District Administration and Shrewsbury LL for all Jr/Sr softball related issues.
3. Work closely with District and league officials to ensure appropriate fees are collected for registrations.
4. Submit list of qualified managers and coaches who are in good standing with the league to the President for approval.
5. Distribute medical info/release, CORI, Volunteer and Code of Conduct sign-off forms to all managers. Collects all completed forms and return to league president.
6. Attend Player registration to help out and fields questions pertaining to the respective division.
7. Coordinate tryouts and oversees the draft.
8. Be present at draft and provides managers with player list and registration forms.
9. Coordinate preseason managers meeting to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
10. Coordinate umpires for each game.
11. Coordinate with managers what equipment and uniforms are needed and places orders with Purchasing Director.
12. Visit and observes games and practices within the division. Reports any problems to the President.
13. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
14. Communicate pertinent information to managers.
15. Prepare and distributes All Star availability sheets to candidates for parents to sign.
16. Set and chair meeting of managers for All Star selections.
17. Order All Star uniforms and collects All Star fee from each player, where appropriate.

Junior League Commissioner shall:

1. Attend all District meetings pertaining to their respective division.
2. Be the primary liaison between District Administration and Shrewsbury LL for all Jr/Sr softball related issues.
3. Work closely with District and league officials to ensure appropriate fees are collected for registrations.
4. Submit list of qualified managers and coaches who are in good standing with the league to the President for approval.
5. Distribute medical info/release, CORI, Volunteer and Code of Conduct sign-off forms to all managers. Collects all completed forms and return to league president.
6. Attend Player registration to help out and fields questions pertaining to the respective division.
7. Coordinate tryouts and oversees the draft.
8. Be present at draft and provides managers with player list and registration forms.
9. Coordinate preseason managers meeting to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
10. Coordinate umpires for each game.
11. Coordinate with managers what equipment and uniforms are needed and places orders with Purchasing Director.
12. Visit and observes games and practices within the division. Reports any problems to the President.
13. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
14. Communicate pertinent information to managers.
15. Prepare and distributes All Star availability sheets to candidates for parents to sign.

16. Set and chair meeting of managers for All Star selections.
17. Order All Star uniforms and collects All Star fee from each player, where appropriate.

Major League Commissioner shall:

1. Attend all District meetings pertaining to Majors.
2. Be the liaison between the Board of Directors and the managers.
3. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
4. Submit list of qualified managers and coaches who are in good standing with the league to the President for approval.
5. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
6. Attend Player registration to help out and field questions pertaining to the respective division.
7. Coordinate tryouts and oversees the draft.
8. Be present at draft and provides managers with player registration forms.
9. Coordinate preseason managers meeting to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
10. Coordinate with managers the responsibilities of field prep, trash pick up, etc after games.
11. Visit and observes games within the division. Reports any problems to the President.
12. Communicate pertinent information to managers.
13. Prepare and pass out All Star availability sheets to the managers.
14. Coordinate with managers to have a meeting vote for All Star team.

Prep League Commissioner Shall:

1. Be the liaison between the Board of Directors and the managers.
2. Work closely with Majors commissioner.
3. Coordinate tryouts and oversees the draft.
4. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
5. Submit list of qualified managers and coaches who are in good standing with the league to the President for approval.
6. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
7. Attend Player registration to help out and field questions pertaining to the respective division.
8. Coordinates tryouts.
9. Be present at draft and provides managers with player registration forms.
10. Coordinate preseason managers meeting to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
11. Coordinate with managers the responsibilities of field prep, trash pick up, etc after games.
12. Visit and observes games within the division. Reports any problems to the President.
13. Communicate pertinent information to managers.
14. Prepare and pass out All Star availability sheets to the managers.
15. Coordinate with managers to have a meeting vote for All Star team.

Girls Softball Commissioner shall:

1. Attend all District meetings pertaining to Softball.

2. Be the liaison between the Board of Directors and the managers.
3. Identify and catalogue equipment needs and inventory to the equipment director for action
4. Ensure delivery of equipment, uniforms and supplies as needed
5. Ensure pickup, cleaning and storage of equipment before winter
6. Develop elements of the program for all age divisions, including player and coach development, interleague play, and postseason play
7. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
8. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
9. Attend Player registration to help out and field questions pertaining to the respective division.
10. Coordinate tryouts and oversees the draft.
11. Be present at draft and provides managers with player registration forms.
12. Coordinate with managers the responsibilities of field prep, trash pick up, etc after games.
13. Visit and observes games within the division. Reports any problems to the President.
14. Communicate pertinent information to parents, managers and directors.
15. Prepare and pass out All Star availability sheets to the managers.
16. Coordinate with managers to have a meeting vote for All Star team.

Girls Softball Division 1 Director shall:

1. Be the liaison between the Board of Directors and the managers.
2. Ensure delivery of uniforms and supplies as needed; trains managers for proper care of equipment and fields
3. Supports elements of the program for their age division, including player and coach development, interleague play, and postseason play
4. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
5. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
6. Coordinate tryouts and oversees the draft.
7. Be present at draft and provides managers with player registration forms.
8. Coordinate preseason directors meetings to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
9. Visit and observes games within the division. Reports any problems to the Commissioner.
10. Communicate pertinent information to parents, players and managers.
11. Prepare and pass out All Star availability sheets to the managers.
12. Coordinate with managers to have a meeting vote for All Star team.

Girls Softball Division 2 Director shall:

1. Be the liaison between the Board of Directors and the managers.
2. Ensure delivery of uniforms and supplies as needed; trains managers for proper care of equipment and fields
3. Supports elements of the program for their age division, including player and coach development, interleague play, and postseason play
4. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
5. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.

6. Coordinate tryouts and oversees the draft.
7. Be present at draft and provides managers with player registration forms.
8. Coordinate preseason directors meetings to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
9. Visit and observes games within the division. Reports any problems to the President.
10. Communicate pertinent information to parents, players and managers in the division
11. Prepare and pass out All Star availability sheets to the managers.
12. Coordinate with managers to have a meeting vote for All Star team.

Girls Softball Division 3 Director shall:

1. Be the liaison between the Board of Directors and the managers.
2. Ensure delivery of uniforms and supplies as needed; trains managers for proper care of equipment and fields
3. Supports elements of the program for their age division, including player and coach development, interleague play, and postseason play
4. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
5. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
6. Coordinate tryouts and oversees the draft.
7. Be present at draft and provides managers with player registration forms.
8. Coordinate preseason directors meetings to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
9. Visit and observes games within the division. Reports any problems to the Commissioner.
10. Communicate pertinent information to parents, players and managers.
11. Prepare and pass out All Star availability sheets to the managers.
12. Coordinate with managers to have a meeting vote for All Star team.

Girls Softball Rookie/Girl's Tee Director shall:

1. Be the liaison between the Board of Directors and the managers.
2. Ensure delivery of uniforms and supplies as needed; trains managers for proper care of equipment and fields
3. Supports elements of the program for their age division, including player and coach development
4. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
5. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
6. Coordinate tryouts and oversees the draft.
7. Be present at draft and provides managers with player registration forms.
8. Coordinate preseason directors meetings to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
9. Visit and observes games within the division. Reports any problems to the Commissioner.
10. Communicate pertinent information to parents, players and managers.

Junior and Major Umpire Directors Shall:

1. Coordinate qualified umpires for League games within their respective division.
2. Monitor Umpire performance.
3. Work with Clinics to conduct Mandatory Clinic for all umpires.

Minor League Commissioner shall:

1. Attend all District meetings pertaining to Minors.
2. Be the liaison between the Board of Directors and the managers.
3. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
4. Submit list of qualified managers and coaches who are in good standing with the league to the President for approval.
5. Distribute medical info/ release, CORI, Volunteer and Code of Conduct sign- off forms to all managers. Collects all completed forms and return to league president.
6. Attend Player registration to help out and field questions pertaining to the respective division.
7. Coordinate tryouts and oversees the draft.
8. Be present at draft and provide managers with player registration forms.
9. Coordinate preseason managers meeting to go over rules and procedures and pass down any other information that might have come up at winter board meetings.
10. Coordinate with managers the responsibilities of field prep, trash pick up, etc after games.
11. Visit and observes games within the division. Reports any problems to the President.
12. Communicate pertinent information to managers.
13. Prepare and pass out All Star availability sheets to the managers.
14. Coordinate with managers to have a meeting vote for All Star team.

U7 Baseball Commissioner:

1. Coordinate and oversee the operations of the U7 Baseball division.
2. Be the liaison between the Board of Directors and the managers.
3. Submits list of qualified managers and coaches who are in good standing with the league to the President for approval.
4. Mediate player/parent/manager/coach issues that have been brought to his/her attention.
5. Review applicable registration information and create team rosters for pending season.
6. Make calls, as needed, to parents to confirm eligibility. Also, confirm specific requests for player to be placed on certain manager's team or with other players.
7. Enlist managers/coaches, as needed based on number of teams established.
8. Distribute medical info/release, CORI, Volunteer and Code of Conduct sign-off forms to all managers. Collects all completed forms and return to league president.

Tournament Director shall:

1. Work with a tournament committee to develop a plan that includes suggested tournaments for the league to hold or participate in. (U10 Burkett/Williams, Holden Summer Tournament, Fall Ball, Shrewsbury LL Minors, etc.)
2. Present tournament plans to board for approval.
3. Communicate tournaments to other leagues, players, managers, and coaches.
4. Coordinate the collection/payment of tournament fees from leagues and team managers and forwards them to VP Finance and Capital Funds.
5. Coordinate all tournament activities related to Shrewsbury's hosted tournaments / ALL-Star games such as field preparation, umpires, concessions, etc.
6. Work with purchasing Director to order shirts, hats and equipment for tournaments.

Sponsorship Director shall:

1. Work with the VP Finance and Capital Funds to establish pricing for sponsorships and submit to board for approval.
2. Work with Registration and Publicity Director to determine number of teams requiring Sponsors.
3. Work with Registration and Publicity Director and all Board members to obtain sponsors for all teams.
4. Send letters, applications and coordinate the collection/payments from sponsors.
5. Provide updates on Sponsorship activities at board meetings.
6. Ensures sponsors receive recognition for their support i.e plaques/shirts/letters etc.

Schedule Director shall:

1. Create practice, regular season and playoff schedule for all divisions with input/approval from Commissioners.
2. Nov/Dec: completes and submit Field Permit Applications to the town of Shrewsbury.

Information Director:

1. Sets up and manages the League Website.
2. Sets up Electronic Registration.
3. Communicates League events via mass email and publishes important news to be posted on the website.
4. Assign's online administrative rights to volunteers and encourages the use of team web pages.

Registration and Publicity Director shall:

1. Update LL Data Center with Officer Contact information immediately following elections.
2. Works with Website Administrator to set up On-line Registration.
3. Be the back-up for the Information Director in regards to communicating League events via mass email and or publishing important news on the website.
4. Maintain the league's player information database and ensures the league rosters are submitted to Little League Headquarters by May 28th (Critical for All Star Eligibility)
5. Responsible for all communication to the local newspaper in regards to league announcements (Registration, Tournaments, submitting ALL-Star photos for tournament champions, etc.)
6. Obtains permission from local businesses and schools for distribution/display of flyers announcing league events.
7. Coordinates the distribution of flyers to all schools and local businesses announcing league events.
8. Coordinates and ensures mailings are sent out announcing league events such as registrations, tryouts, Field Day, etc.
9. Works with the Sponsorship Director in determining the number of sponsors required for the season and helps recruit local sponsors.

Operations Field Maintenance Director shall:

1. Plan, schedule, and execute all field maintenance and improvement activities.
2. Work with President, town officials, and/or outside contractors to seek new developments of playing fields & the renovations of existing field
3. Work with VP Finance and Capital Funds and Committee heads to budget and coordinate payments for all field-related expenses.
4. Ensure adequate security is in place to protect equipment from theft and ensures the maintenance of applicable league field equipment (mowers, line machines, rakes etc.)
5. Issue Field Policies and Procedure documents to commissioners to educate managers on clean-up duties before and after games and practices.
6. Coordinate with local businesses such as dumpsters, porta potty for pick up and drop offs, etc.

Concessions Director shall:

1. Plan, schedule, and executes all concessions maintenance and improvement activities.
2. Work with VP Finance and Capital Funds and Committee heads to budget and coordinate payments for all concessions related expenses.
3. Plan, schedule, and execute all purchasing for concessions food, beverage, and cleaning supplies.
4. Be the primary contact for the Towns Health Department on day of health inspection so that SLL achieves approval and permit each season.
5. Work with the Safety Director to update and post the concessions Safety Manual each season.
6. Be responsible for developing and communicating documented food-handling and operations procedures and for posting in all applicable Concession areas.
7. Work with the VP Finance and Capital Funds and Field Director to ensure routine maintenance and repair of concession equipment (refrigerators, slush machines etc.)
8. Work with Operations Field Maintenance Director to ensure proper “winterization” of the concession houses and donates or disposes of any perishable items.

Clinics Director shall:

1. Work with VP Finance and Capital Funds and Committee heads to budget all clinics and related expenses.
2. Develop an Education and Training plan for Managers / Coaches / Players and submit to Board for approval.
3. Plan, schedule, and execute one mandatory clinic for all Managers/Coaches.
4. Research all available clinics for players.
5. Work with Registration and Publicity Director to communicate via the website, emails, mailings etc. all clinic information.

Safety Director shall:

1. MARCH: Completes and submits L.L.'s ASAP Safety Program and SLLL Safety Manual to President for submittal to D5 Administrator. Result is substantial insurance credit for league.
2. Coordinates Safety Training Meetings for all Managers and Coaches prior to season starting.
3. Polices league activities to ensure safety is maintained in all areas.
4. Ensures safe playing conditions at all fields for all games and practices.
5. Coordinates prevention and reporting of injuries.
6. Updates board on safety related activities.

Fundraising Director shall:

1. Research effective fundraising programs and prepares proposal for board for approval.
2. Create fundraising marketing material that highlights what we have accomplished so far and what we are fundraising for in the future.
3. Carry out fundraising activity.
4. Work with the VP Finance and Capital Funds to identify capital expense projects that require fundraising.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) or more than five (5) Directors, one of whom shall be the President of the Local League.

SECTION 2

The Executive Committee shall advise with and assist the Officers of the Local League 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 - OTHER COMMITTEES

SECTION I

Nominating Committee. The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

SECTION 2

Finance Committee. The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, and shall turn over said collections to the Treasurer immediately after each game.

SECTION 3

Building and Property Committee: (May be combined with Grounds Committee) The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

SECTION 4

Grounds Committee: (May be combined with Building and Property Committee) The Board of Directors may appoint a Grounds Committee, which shall be responsible for the care and maintenance of the playing field(s), buildings, and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 5

Playing Equipment Committee: The Board of Directors may appoint a Playing Equipment Committee that shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

SECTION 6

Managers Committee: The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the Board, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the Board of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

SECTION 7

Umpire Committee. The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

SECTION 8

District Committee: The Board of Directors may appoint a District Committee consisting of the Local League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in inter-league district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

SECTION 9

Auxiliary Committee: The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer and two (2) other Directors and other appointed Regular Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

SECTION 10

Auditing Committee: The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League'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 Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 11

Minor League Committee: The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors. The Chairman of the Committee shall be the Minor League Commissioner and be responsible to the Local League President for the proper conduct of the Minor League operation.

ARTICLE IX - AFFILIATION

SECTION 1

Charter. The Local 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 Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

SECTION 3

Local Rules, Ground Rules and/or Bylaws. The local rules, draft / ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled League 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. (i.e. can not change LL Pitching rules etc. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. Local rules will add supplemental information such as the drafting of certain number of specific age group players etc. (See Article X, Section 7 for fiscal year of this league.)

ARTICLE X - FINANCIAL AND ACCOUNTING

SECTION 1

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

SECTION 2

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

SECTION 3

Solicitations: The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the Local League treasury.

SECTION 4

Disbursement of Funds: The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. The Local League Treasurer and/or President shall sign all checks and such other officer or officers or person or persons, as the Board of Directors shall determine. Two signatures shall be required for any disbursement of \$5,000 or more.

SECTION 5

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

SECTION 6

Deposits: All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League, Flagship Savings or Local Bank.

SECTION 7

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

SECTION 8

Distribution of Property upon Dissolution: Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity 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 XI - 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 Shrewsbury Little League Membership on _____ (date).

President's Name (Print)

President's Signature

Date

Little League ID No's.

Federal ID No. (if available)

State ID No. (If available)

Make one copy for the District Administrator and copies for the Local League. ***Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-approved copy) is the official Constitution of this Local League. Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.***