

MAGNOLIA LITTLE LEAGUE,

INCORPORATED

Little League Constitution and By-Laws

League ID#: 02301416

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**ARTICLE I – Name**

This organization shall be known as Magnolia Little League Incorporated.

**ARTICLE II – Mission Statement**

***Section 1. Objective***

The objective of Magnolia Little League, Incorporated shall be to firmly implant 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 that they will grow to be good, decent and trustworthy citizens of the community.

***Section 2. Goals***

To achieve this objective Magnolia Little League, Incorporated, 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 the games is secondary, and the molding of future citizens is of prime importance.** In accordance with section 501(c)(3) of the Federal Internal Code, Magnolia Little League, Incorporated shall operate exclusively as a non-profit, educational organization, providing a supervised program of competitive baseball games. No part of the net earnings shall insure 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 of behalf of any candidate for public office.

**ARTICLE III – Membership**

***Section 1. Eligibility***

Any person sincerely interested in active participation to affect the objective of the League may apply to become a member. All interested Board members, managers, coaches, umpires and volunteers must complete a background check. Upon review by the Board of Directors, participation in the League can be suspended or revoked.

- A. The Board of Directors, by a two-thirds (2/3) majority vote of a quorum present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interest of Magnolia Little League Incorporated, and/or Little League Baseball. The member involved shall be notified of such meeting, informed of the nature of the charges and given the opportunity to appear at the meeting to answer such charges.
- B. The Board of Directors shall, in the case of a player member, give notice to the Manager of the team of which the player is assigned. Said Manager shall appear, in the capacity of an advisor with the player before a duly appointed committee of the Board of Directors, which shall have the full power to suspend or revoke such player's right to future participation.

***Section 2. Classes***

There shall be the following classes of members.

- A. **PLAYER MEMBERS.** Any player candidate meeting the requirement of the Little League Regulation IV and who resides within the physical boundaries of Magnolia Little League Incorporated, shall be eligible to compete for participation; but shall have no rights, duties or obligations in the management or in the property of Magnolia Little League, Incorporated.
  
- B. **GENERAL MEMBERS.** Any adult actively interested in furthering the objectives of Magnolia Little League Incorporated may become a member upon receipt of application. The Secretary shall maintain the role of membership to qualify voting members. Membership shall be maintained per the rules outlined in the Magnolia Little League Operating Manual. Only general members in good standing are eligible to vote at the annual meeting.
  
- C. As used hereinafter, the word “member,” shall refer to a General Member, unless otherwise notes.

**ARTICLE IV – BONDS & FEES**

***Section 1. Definition***

A reasonable participation fee or “Bond” may be assessed as a parent’s obligation to assure operational continuity and operability of Magnolia Little League, Incorporated. At no time shall payment of said fee be a prerequisite for participation in Little League Baseball as in accordance with Little League Regulation XII/(c).

**Section 2. Amount and Restitution**

Bond amounts and bond restitution requirements may be set as the Board of Directors shall determine prior to the beginning of any playing season or period.

**ARTICLE V – MEETINGS**

**Section 1. Annual Meeting**

The annual meeting of the membership of Magnolia Little League, Incorporated shall be no later than third week in October in each year for the purpose of electing a Board of Directors, receiving reports and for the transaction of business as may properly come before the meeting.

Notice of each meeting of the membership shall be given at least ten (10) days in advance thereof setting forth the place and time of the meeting. The Board of Directors may give notice to the membership in any form deemed appropriate.

**Section 2. Special Meetings**

- A. Special meetings of the membership shall be held: at the call of the President, Secretary, or member of the Board of Directors; or
- B. Upon written request of at least three (3) members, the President shall call a special meeting of the membership to consider a specific subject.; and
- C. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the membership.

**Section 3. Voting**

Only members in good standing shall be entitled to vote at any general meeting of Magnolia Little League, Incorporated. An absentee ballot may be requested, in person, by any member-in-good-standing, from the League Secretary. The sealed envelope must be returned to the League Secretary prior to election time and date. The League Secretary shall deliver the ballot to the election chairperson at the time and date of election. Any ballot not sealed or received after the election shall not be counted.

**ARTICLE VI – BOARD OF DIRECTORS****Section 1. Board and Number**

The management of the property and affairs of Magnolia Little League, Incorporated shall be vested in the Board of Directors. Elected Board members shall enter upon performance of their duties on the first day of January.

The Board of Directors shall consist of the following:

- President\*
- First Vice President\*
- Second Vice President\*
- Secretary\*
- Treasurer\*
- Safety Officer\*
- Umpire-In-Chief\*
- Player Agent(s)\*
- President of Softball\*
- President of Auxiliary\*

- Equipment Manager
- Field Manager(s)
- League Information Officer
- Web Master
- Charitable Contributions Officer
- Manager, Concession Operations
- Concession Purchasing Officer
- Commissioner Inter-League 27
- Fall Ball Commissioner

Auxiliary Positions:

- President\*
- Vice President
- Secretary

**\* = Voting Members of the Executive Board**

***Section 2. Limitations***

- A. Per Little League Rules, neither the President, Player Agent, may be a manager for the Little League Spring Tournament.

***Section 3. Required members***

The number of Managers elected to the Board of Directors shall not exceed a minority of the total number of Board Members.

**Section 4. Annual Election and Term of Office**

The Board of Directors shall be elected at the annual meeting of the membership to serve for a term of one (1) year, beginning November 1, by a majority vote of members present.

**Section 5. Vacancies**

If any vacancy occurs on the Board of Directors, it may be filled by the majority vote of the remaining Board Members at any regular meeting or any special meeting called for that purpose.

**Section 6. Meetings, Notice and Quorum**

Regular meetings of the Board of Directors shall be held on a regular weekly, biweekly or monthly basis as determined by the Board. The President may, when deemed advisable, and the Secretary shall, upon written request of three (3) Directors, issue a call for a special meeting of the Board. Notice of such special meetings shall be given at least 24 hours before the appointed time and day of the meeting. The President or Secretary shall give notice of such special meetings to each Director either in writing, by telephone or in person. The notice of a special meeting shall include the purpose of the meeting and no other business not so stated may be acted upon. A simple majority of members of the voting Board of Directors shall constitute a quorum for the transaction of business.

**Section 7. Duties and Powers**

The Board of Directors shall have the full power and the authority to manage the properties, affairs and activities of Magnolia Little League,

Incorporated. The Board may adopt such rules and regulations as it deems necessary for the operational continuity of the League.

The Board shall have the power, by a two-thirds (2/3) majority vote of those present at any regular or special meeting to discipline suspend or remove any Director, Officer, or Member of Magnolia Little League, Incorporated, in accordance with the procedure set forth in Article III Section 1(a)&(b) of these bylaws.

**Section 8. Attendance**

Any member of the Board of Directors that is not in attendance of more than three (3) scheduled meetings will be subject to discipline, suspension or removal by a two-thirds (2/3) majority vote of those present at any regular or special meeting in accordance with Article V Section 3 of these bylaws. The Secretary shall call the roll at each meeting and maintain a record and report on the list eligible voting members as directed by the President.

**Section 9. Maintenance of the Chain of Command**

The Magnolia Little League Board is responsible for the operation league and the adherence to Article II of these bylaws. The MLL Board reports to the District 14 Administrator. The DA reports to the Regional Administrator. The RA reports to Little League Headquarters in Williamsport, PA. In order to maintain an effective and efficient chain of command; any member of the Board of Directors, player member, player member parent or guardian, or general member that circumvents or bypasses the established chain of command with regard to a complaint, violation, concern or issue, whether real or imagined, shall be subject

to dismissal from further service in the League in accordance with Article V Section 3 of these bylaws. (Added 01-2008).

**ARTICLE VII – COMMITTEES**

The Board shall establish such committees as it deems necessary and shall determine the method of appointments to committees as per Little League guidelines.

Magnolia Little League, Incorporated has suggested the following committees: Registration, Open Day/Ceremonies, Rules, Player/Coach Development, and Tournaments. A board member appointment to the listed committees is attached (minutes).

**ARTICLE VIII – OFFICERS DUTIES AND POWERS**

***Section 1. President***

The President shall:

- A. Conduct the affairs of the League and execute the policies established by the Board of Directors.
- B. Present a report of the condition of the League at the annual meeting.
- C. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the League.
- D. Be responsible for the conduct of Magnolia Little League Incorporated in strict conformity to the policies, principles, Official Rules and Regulations of Little League Baseball as agreed to under the conditions of the charter issued the League by said organization.

- E. Investigate complaints, irregularities, and conditions detrimental to the League and report thereon to the Board of Directors or Executive Committee as circumstances warrant.
- F. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper executing thereof.
- G. With the assistance of the Player Agent(s), examine the application and proof of age documents of every player candidate and to certify residence and age eligibility before the player be accepted for tryouts and selection.
- H. Attend all Presidents' meetings conducted by District 14.
- I. Appoint Umpires, with approval of the Board.

**Section 2. Vice President(s)**

The Vice President shall:

- A. During the absence of the President perform the duties of the President (if so appointed by the Board of Directors to do so).
- B. Maintain and review, annually, the bylaws of this organization.
- C. Act as parliamentarian at all meetings of the Board of Directors.
- D. Procure practice fields and make up and distribute practice schedules.
- E. Will volunteer to participate on at least one committee.
- F. Will attend all board meetings.
- G. Perform such duties as assigned by the President or Board of Directors.

**Section 3. Secretary**

The Secretary shall:

- A. Be responsible for recording the activities of the League.
- B. Maintain a list of all members, Directors and committees.
- C. Give notice of all meetings of the League.
- D. Keep minutes of the meetings of the General Membership, Board of Directors and the Executive committee.
- E. Post a copy of the bylaws and minutes of each meeting for public display. The Secretary May utilize the Webmaster as a vehicle for display.
- F. Will volunteer to participate on at least one committee.
- G. Will attend all board meetings.
- H. Perform other duties as assigned by the President and Board of Directors.

**Section 4. Treasurer**

The Treasurer shall:

- A. Perform such duties as hereinafter specifically set forth and other such duties as are customarily incidental to the office of Treasurer or may be assigned by the Board of Directors.
- B. Receive all monies and securities, and deposit it in a depository approved by the Board of Directors.
- C. Keep records for the receipt and disbursement of all monies and securities of the League, including the Auxiliary. Record all payments

- from allotted funds and draw checks thereof and report at each regular meeting the status of finances including a report against the budget.
- D. Assist the President in preparing an annual budget for submission to the Board of Directors.
  - E. Prepare an annual financial report under the direction of the President for submission at the annual meeting.
  - F. The Treasurer, President, and Vice Presidents shall be authorized signatures on checks written on behalf of the League. Two signatures shall be required on all checks. One signature must be that of the Treasurer and no two signatures will be that of family members.
  - G. Coordinate with Safety Officer in regard to all insurance payments.
  - H. Will attend all board meetings.
  - I. Perform other duties as assigned by the President or Board of Directors.

**Section 5. Safety Officer**

The Safety Officer shall:

- A. Be responsible for the implementation of a safety awareness program at Magnolia Little League level.
- B. Offer safety clinics for all Managers and Coaches.
- C. Be responsible to make all members aware of all safety procedures found in the Little League Safety Code.
- D. Frequently inspect all playing areas for holes, damage, glass or other foreign objects.

- E. Make certain fences, screens and dugouts are in safe condition.
- F. Periodically inspect the stands or bleachers.
- G. Have procedures in place in advance of all games and practices in the event of an emergency.
- H. Handle all accident claims promptly and maintain all records pertaining to all injuries and to include any claims for liability.
- I. Acquire appropriate insurance and file all accident claims as required by Little League Baseball.
- J. Prepare a budget for Board approval.
- K. Will volunteer to participate on at least one committee.
- L. Will attend all board meetings.
- M. Perform other duties as assigned by the President or Board of Directors.

***Section 6. Umpire-In-Chief***

The Umpire-In-Chief Shall

- A. Be responsible for the recruitment, sign up and dismissal of umpires and for arranging training of the same.
- B. Be knowledgeable of the Rules and Regulation of Little League Baseball.
- C. Be responsible for the scheduling of umpires for regular season and makeup games as scheduled by the League and ensuring that qualified umpires are at each game.

- D. Be responsible for the inventory, storage and repair of all umpire equipment
- E. Prepare a budget for board approval.
- F. Will volunteer to participate on at least one committee.
- G. Will attend all board meetings.
- H. Perform other duties as assigned by the President or Board of Directors.

***Section 7. Player Agent***

The Player Agent shall:

- A. Record all player transactions and maintain up-to-date records thereof.
- B. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- C. Conduct the player evaluation or draft and all other player transactions or selection meetings.
- D. Work with Information Officer to prepare and maintain Player Agent's list showing name and age of each candidate.
- E. Work with Information Officer to prepare, for the President's signature, submissions to Little League Headquarters; team roster, including players' claims and tournament eligibility affidavit.
- F. Notify Little League headquarters of any subsequent player replacements or trades.
- G. Will volunteer to participate on at least one committee.
- H. Will attend all board meetings.

- I. Perform other duties as assigned by the President or Board of Directors.

**Section 8. Equipment Manager**

The Equipment Manager shall:

- A. Maintain an inventory of all equipment, **excluding umpire equipment.**
- B. Conduct collections and distribution of equipment and uniforms.
- C. Establish a system for replacement of equipment and uniforms.
- D. Prepare a budget for Board approval.
- E. Will volunteer to participate on at least one committee.
- F. Will attend all board meetings.
- G. Perform other duties as assigned by the President or Board of Directors.

**Section 9. Field Manager(s)**

The Field Manager shall:

- A. Be responsible for the care of the fields.
- B. Schedule and supervise all work parties and work with members and parents to schedule periodic clean up of fields.
- C. Be responsible for the care and inventory of all field equipment.
- D. Prepare a budget for Board approval.
- E. Will volunteer to participate on at least one committee.
- F. Will attend all board meetings.
- G. Perform other duties as assigned by the President or Board of Directors.

**Section 10. League Information Officer**

The League Information Officer shall:

- A. Be responsible for all League news releases.
- B. Keep the web site posted with all information regarding the League.
- C. Interface with all outside agencies to secure facilities and Borough schedule to support Little League activities.
- D. Assist the Secretary in Registration activities.
- E. Prepare a budget for Board approval.
- F. Will volunteer to participate on at least one committee.
- G. Will attend all board meetings.
- H. Perform other duties as assigned by the President or Board of Directors.

**Section 11. Webmaster.**

The Webmaster shall:

- A. Manage the League's Official home page.
- B. Manage the online registration process and ensure that League rosters are maintained on the site.
- C. Ensure that League news and scores are updated on a regular basis
- D. Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League Baseball, District, public, League members and media
- E. Serve 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.

***Section 12. Charitable Contributions Officer***

The Charitable Contributions Officer shall:

- A. Be responsible for the recruitment of sponsors.
- B. Be responsible for the procurement, hanging and storage of sponsor signs.
- C. Supervise the layout, printing or engraving of the League awards.
- D. Keep records of all business transactions pertaining to the office.
- E. Work with the Treasurer on collections of sponsor fees.
- F. Prepare a budget for Board approval.
- G. Will volunteer to participate on at least one committee.
- H. Will attend all board meetings.
- I. Perform other duties as assigned by the President or Board of Directors.

***Section 13. Manager, Concession Operations***

The Manager, Concession Operations shall:

- A. Prior to the spring season, provide a manual of operation procedures detailing the process and responsibility for the purchase all supplies for the concession stand.
- B. Prior to the spring season, provide a procedure and responsibility of the maintenance and reporting of all transactions which take place with the concession stand or for the operation thereof.
- C. Coordinate concession stand scheduling with the MLL Auxiliary
- D. Assist the Concession Purchaser in ordering all food and beverages for the concession stand

- E. Assist the MLL Auxiliary with organization of help for the concession stand.
- F. Monitor money and deposits.
- G. Assist in submitting bills to be paid.
- H. Provide for procedures and oversight to set-up, maintain and shut down concession stand as part of on-season and off season operation
- I. Routine maintenance of concession stand.
- J. Provide for the Stock, collection monies, and make deposits, in cooperation with the MLL Treasurer.
- K. All other duties as assigned by the Board of Directors.

***Section 14. Concession Purchasing Officer***

The Concession Purchasing Officer shall:

- A. Coordinate concessions manager in ordering all food and beverages for the concession stand.
- B. Monitor inventory, dispersions and profit margins.
- C. Assist in submitting bills to be paid to the League Treasurer.
- D. Provide for and assist the concessions manager in the maintenance of procedures and oversight to set-up, maintain and restock the concession stand as part of on-season and off season operation
- E. Conduct routine inventory counts.
- F. All other duties as assigned by the Board of Directors.

***Section 15. League Commissioners (Sr., Jr., 27 & Fall)***

The League Commissioners shall:

- A. Have the responsibility for managing the affairs of their respective division(s), and or Leagues.
- B. Represent the division(s) and/or Leagues in actions requiring Board review.
- C. Develop the game schedules, working with information officer and present to the Board for review, and reschedule rain out or incomplete games and report to the umpire-in-chief.
- D. Supervise Managers and Coaches, and aid them in promoting the effective operation of the divisions.
- E. Act at once upon any and all problems, which might occur within the division.
- F. Post League standings on a regular basis.
- G. Coordinate with Equipment Managers in regards to equipment and uniform handouts and returns.
- H. Coordinate with Groundskeeper on work parties and schedule clean up dates.
- I. Will volunteer to participate on at least one committee.
- J. Will attend all board meetings.
- K. Perform other duties as assigned by the President or Board of Directors.

***Section 16. The Auxiliary***

The Auxiliary President shall be responsible for:

- A. Coordination concession stands scheduling with the Manager of Concession Operations.
- B. Assist the Manager of Concession Operations preparing order inventories (food and beverages) for the concession stand.
- C. Assist the Manager of Concession Operations with organization of help for the concession stand.
- D. Chair any fund raising activity as directed by the Board of Directors
- E. Prepare an Auxiliary budget for Board approval.

**ARTICLE IX - OTHER OFFICIALS**

The President recommends all Managers and Coaches for Board approval. The Board of Directors shall have the authority to prescribe the scope of their duties and responsibilities. No Director, Officer or member of this corporation shall receive any salary, compensation or any emolument from the corporation for service rendered in that capacity.

The protect or rules committee shall be comprised of the President, Player Agent, and one or more Board Member(s) who are not a Manager, Coach or Umpire appointed by the President.

**ARTICLE X - AFFILIATION**

***Section 1. Charter***

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

**Section 2. Rules and Regulations**

The Official Rules and Regulations as published by Little League Baseball, Incorporated shall be binding on Magnolia Little League, Incorporated.

**Section 3. Local League Rules**

The local rules of this League shall be adopted by the Board of Directors at a meeting to be held not less than one (1) month previous to the first scheduled game of the season. Local rules will in no way conflict with the rules and regulations of Little League Baseball, Incorporated.

**ARTICLE XI - POST SEASON / ALL-STAR TOURNAMENT SELECTION**

Tournament team(s) will be announced at a General Membership meeting of the League. Tournament selection shall be determined by the League managers with Player Agents (of their respective divisions). The Board of Directors shall devise an appropriate evaluation program to aid in the selection of players, Managers and Coaches of tournament teams. A tournament roster shall not exceed the limit set by Little League Baseball. There shall be no alternates, announced or unannounced. If a replacement is needed, the manager shall contact the Player Agent of eligible candidates. To be considered an eligible candidate all players must try out and have a copy of their birth certificate on record.

Managers and coaches shall be selected in accordance with the eligibility rules of Little League baseball and by the Board.

## ARTICLE XII - ELIGIBLE CANDIDATES

Boys and girls of League age shall participate in League tryouts. If an eligible boy/girl of T-Ball, Coach Pitch, Minor, Major, Junior, or Senior age does not try out, he/she will not be eligible for their respective division All-Star Team for the remainder of the playing season. If a candidate is unable to attend the tryout sessions due to extenuating circumstances, they may petition the Board to be excused from tryouts. (Exceptions: returning players to Major, Junior, or Senior teams are not required to tryout).

## ARTICLE XIII - DRAFT SYSTEM

Magnolia Little League, Incorporated shall abide by the draft system (Plan A) as spelled out in the Little League Baseball Handbook and Manual.

### ***Section 1. Age Limits***

- A. The age limits of the respective divisions in accordance with the Official Rules of Little League Baseball.

### ***Section 2. Draft Options***

- A. Managers and 1<sup>st</sup> Coaches having sons or daughters eligible for the draft must state in writing their desire to draft them. Such written notice must be given to the Player Agent at least forty-eight (48) hours prior to tryouts. Players who have managers options exercised on them will remain on that team for the duration of the season. If the Manager or 1<sup>st</sup> Coach chooses the option may be waived. There shall be no options after the draft. When a vacancy occurs during the

playing season, the player selected becomes a permanent member of that team and is governed by the same regulations as all members of the team selected in the spring.

## **ARTICLE XIV - FINANCIAL AND ACCOUNTING**

### ***Section 1. Accounts***

The Board of Directors shall decide all matters pertaining to the finances of the League and it shall place all income in a common League treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team. Auxiliary funds may be placed in a separate treasury to facilitate auxiliary operations, but shall be deposited into the League account at time directed by the Board.

### ***Section 2. Contributions***

The Board shall not permit the contribution of funds or property to individual teams, but shall solicit it for the common Treasurer of the 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 funds so raised are placed in the League treasury.

***Section 4. Disbursements***

The Board shall not permit disbursement of funds for other than the conduct of the League activities in accordance with rules and policies of Little League Baseball.

***Section 5. Salary or Compensation***

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

***Section 6. Auxiliary Funds***

At the end of the season, all monies received including Auxiliary funds, shall be deposited to the credit of Magnolia Little League, Incorporated into an account with an institution approved by the Board.

***Section 7. Fiscal Year.***

The fiscal year of the League shall begin on the first day of January and end on the last day of December.

***Section 8. Dissolution***

Distribution of the property upon dissolution of the League and after all outstanding debts and claims have been satisfied, shall be to other such Federally Incorporated entities maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

**ARTCILE XV - AMENDMENTS**

This constitution and by-laws may be amended, repealed or altered in whole or in part, by a majority vote at any duly organized meeting of the members, provided such 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.

This Constitution and Bylaws were approved by the Magnolia Little League membership on January 22, 2008.

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**President**  
(Print)

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**Signature**

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**Date**