

# MARTINSBURG LITTLE LEAGUE

## CONSTITUTION

League ID #348-06-04

### ARTICLE I - NAME

This organization shall be known as the "Martinsburg Little League", hereinafter referred to as the "MLL".

### ARTICLE II - OBJECTIVE

#### Section 1.

The object of the MLL shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so 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 MLL 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 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 Internal Revenue Code, the MLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### ARTICLE III - MEMBERSHIP

#### Section 1. ELIGIBILITY.

Any person sincerely interested in active participation to effect the objective of this MLL may apply to become a member.

- a. Regular Member \*Applications must be received by August 31<sup>st</sup> and approved by the MLL Board of Directors prior to the Annual General Membership Meeting held in accordance with Article V, Section 2.

\*A MLL Volunteer Application shall be completed by applicants for Regular Member status. All applicants are subject to a background check prior to receiving Board approval.

#### Section 2. CLASSES.

There shall be the following classes of Members.

- a. **PLAYER MEMBERS.** Any player candidate meeting the requirements of Little League Regulation IV and who reside within the authorized boundaries of the MLL shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the MLL.
- b. **REGULAR MEMBERS.** Any adult person actively interested in furthering the objectives of the MLL may become a Regular Member upon receiving board approval, payment of dues as hereinafter provided, and being elected by the membership. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

**Note:** Regular Members of the league automatically include All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials.

- c. **HONORARY MEMBERS.** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or property of the MLL.
- d. **SUSTAINING MEMBERS.** Any person not a Regular Member who makes a financial or other contribution to the MLL may by a majority vote of the Board of Directors become a Sustaining Member, but such a person shall have no rights, duties or obligations in the management of the MLL.
- e. As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

**Section 3. OTHER AFFILIATIONS.**

- a. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of the MLL.
- b. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball program.

**Section 4. SUSPENSION OR TERMINATION.**

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

- a. The Board of Directors, by a two-thirds (2/3) vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of the MLL and/or Little League Baseball. The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- b. The Board of Directors shall, in case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

**ARTICLE IV - DUES**

**Section 1.**

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

- (a) All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials and any other person who is recognized by the Board as a volunteer in the MLL are exempt from paying dues.
- (b) All other Regular Member dues are set at \$5.00 per year.

**Section 2.**

Members who fail to pay their dues within thirty (30) days of application to become a member, may by a vote of the Board of Directors, be dropped from the rolls and shall forfeit all rights and privileges of membership.

## ARTICLE V - GENERAL MEMBERSHIP MEETINGS

### **Section 1. DEFINITION.**

A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 4). A minimum of one per year (Annual Meeting, see Section 2) is required.

### **Section 2. ANNUAL MEETING.**

An annual meeting of the Members of the MLL will be held in the month of September each year for the purpose of electing new members, electing the Board of Directors, receiving reports, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the MLL a \*verbal report, verified by the President and Treasurer, or by a majority of the Directors stating:

- (1) The condition of the MLL, to be presented by the President or his/her designate;
- (2) A general summary of funds received and expended by the MLL for the previous year, the amount of funds currently in possession of the MLL, 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 MLL, 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 MLL during such year. This report shall be filed with the records of the MLL and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

(b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall not be less than twelve (12).

(c) After the Board of Directors is elected, the Board shall meet to elect the officers to Board positions. After the election, the Board of Directors shall assume the performance of its duties immediately. The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall include, President, Vice President, Secretary, Treasurer, Player Agent, Safety Officer, Facilities Manager, Equipment Manager, Information Officer, Coaching Coordinator, Vice President Jr/Sr/Big League, Vice President Major League, Vice President Minor League, Vice President Rookie League, Vice President Tee Ball. Board Appointed Officers include, Umpire-in-Chief Jr/Sr League, Umpire-in-Chief Major League, Concessions Manager, Assistant Facilities Manager(s), \*\*Honorary Board Members.

\*Any Regular Member may request a written copy of any verbal reports provided at the meeting through the Secretary.

\*\*Any person may be elected as Honorary Board Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or property of the MLL nor any voting rights.

### **Section 3. NOTICE OF MEETING.**

Notice of each meeting of the Members shall be published in the Martinsburg Journal, Placed on the MLL webpage and or otherwise delivered to each Member at their last recorded e-mail address at least ten (10) days in advance thereof setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened meeting.

**Section 4. SPECIAL MEETINGS.**

Special meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10) Members, the President shall call a special meeting within 20 days of receiving the written request, to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

**Section 5. QUORUM.**

The presence in person or representation by absentee ballot of one fifth of the Members in advance of the annual meeting shall be necessary to constitute a quorum of Members.

**Section 6. VOTING.**

Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

**Section 7. ABSENTEE BALLOT.**

For the expressed purpose of accommodating a regular member in good standing who cannot be in attendance at the annual meeting, or any general Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League by any individual who is a member, as defined in Article III - Membership. 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 Chairperson (appointed at the meeting) prior to the voting portion of the election process.

**Section 8. RULES OF ORDER.**

Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or Bylaws of the MLL.

**ARTICLE VI - BOARD OF DIRECTORS**

**Section 1. AUTHORITY.**

The management of the property and affairs of the MLL shall be vested in the Board of Directors.

**Section 2. INCREASE IN NUMBER.**

At each annual meeting the membership shall determine the number of Directors to be elected for the ensuing year and shall elect such a number of Directors. The number so fixed (generally to be twelve) may be increased at any regular or special meeting of the membership. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be by majority vote of all membership present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting. The number of managers including minor league representation elected to the Board shall not exceed a minority of the total board Members.

**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 any special meeting called for that purpose.

**Section 4. MEETINGS, NOTICE AND QUORUM.**

Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of five (5) Directors issue a call for a special meeting of the Board.

- (a) Notice of each meeting shall be given by the Secretary to each Director by e-mail or by telephone notice twenty-four (24) hours preceding the meeting. In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the special meeting.
- (b) Seven (7) Members of the Board of Directors shall constitute a quorum for the transaction of business, unless otherwise noted within this Constitution and Bylaws.

**Section 5. 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 MLL as it may deem proper.

- (a) The Board shall have the power by a two-thirds (2/3) vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Officer or Committee Member of the MLL in accordance with the procedure herein set forth in Article III, Section 4(a).
- (b) The Membership shall receive at an annual meeting of the Members of the MLL called by the Board of Directors a report verified by the President and Treasurer, or by a majority of the Directors, showing the whole amount of real and personal property owned by the MLL, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places and residence of the persons who have been admitted to membership in the MLL during the year, which report shall be filed with the records of the MLL and an abstract thereof entered in the minutes of the proceedings of the annual meeting. A copy of such report shall be forwarded to Little League Headquarters.

**Section 6. OTHER AFFILIATIONS.**

Board Members shall not be on the Board of Directors of any other competing (i.e. non-Little League) baseball program.

**Section 7. RULES OF ORDER.**

Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or Bylaws of the MLL.

**ARTICLE VII – DUTIES AND POWERS OF THE BOARD**

**Section 1. ELECTION.**

Immediately following the annual meeting, the Directors present, provided there is a quorum, shall meet for the purpose of electing Officers and appointing committees for the ensuing year. The Board of Directors may appoint such other 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 selected to fill a vacancy on the Board.

**Section 2. OFFICERS.**

The Officers of the MLL shall consist of a President, Executive Vice-President, Secretary, Treasurer, Player Agent, Safety Officer, Information Officer, Coaching Coordinator, Facilities Manager, two (2) Assistant Facilities Managers, Equipment Manager, Vice President of Jr/Sr/Big League, Vice President of Major League, Vice President of Minor League, Vice President of Rookie League, and Vice President of Tee Ball. The Board of Directors may elect to combine the Information Officer and Coaching Coordinator into one elected position. All Officers shall hold office for the ensuing year or until their successors are duly elected (see Regulation 1 (b)). 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 and may fill any vacancy which may occur in any office. 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.

- (a) Board Appointed Officers shall consist of an Umpire-in-Chief Jr/Sr League, Umpire-in-Chief Major League, Concessions Manager, and Fund Raiser/Parent Volunteer Coordinator.
- (b) All Board Appointed Officers shall hold office for the ensuing year or until their successors are duly elected (see Regulation 1 (b)).

### **Section 3. PRESIDENT.**

The President shall:

- (a) Conduct the affairs of the MLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the MLL 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 MLL.
- (d) Be responsible for the conduct of the MLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued by the MLL by that organization.
- (e) Designate in writing, other officers, if necessary, to have power to make and execute for/and in the name of the MLL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the MLL and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Player Agent or Director of Baseball, examine the proof-of-age documents of every All Star player candidate and certify to residence and age eligibility before the player may be accepted for team selection.

### **Section 4. EXECUTIVE VICE-PRESIDENT.**

The Executive Vice-President shall:

- (a) In case of the absence or disability of the President, and provided he is authorized by the President or Board to so act, the Executive Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President. In addition, other Vice Presidents may be elected or appointed by the Board to fulfill any additional responsibilities designated by the Board.

### **Section 5. SECRETARY.**

The Secretary shall:

- (a) Be responsible for recording the activities of the MLL and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) Maintain a list of all regular, sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the MLL, the Board of Directors and Committees.
- (d) Issue membership and voter registration cards to Regular Members.
- (e) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (g) Notify Members, Directors, Officers and Committee Members of their election or appointment.

## **Section 6. TREASURER.**

The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the MLL, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the membership and Board of Directors at the annual meeting.

## **Section 7. PLAYER AGENT.**

The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- (c) Conduct the player draft and all other player transaction or selection events and meetings.
- (d) Prepare the "Player Agent's list" of players eligible for the draft.
- (e) Prepare for the Presidents signature and submission to the Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trades.

## **Section 8. SAFETY OFFICER.**

The Safety Officer shall:

- (a) Be responsible for the implementation of the A.S.A.P. (A Safety Awareness Program) at the local league level.
- (b) Be responsible to make all members aware of all safety procedures found in the Little League Safety Code.
- (c) Annually, with the President, prior to the start of the season, audit the field lighting system(s) to insure it meets Little League minimum standards, The lighting audit to be performed by a qualified technician.
- (d) Frequently inspect all playing areas for holes, damage, glass and other foreign objects.
- (e) Make certain all fences, screens and dugouts are in safe condition.
- (f) Periodically inspect the stands or bleachers,
- (g) Have arrangements in place in advance of all games and practices for emergency medical services.
- (h) Arrange first aid training and CPR for all managers and coaches.
- (i) Arrange with the President an annual training meeting for managers and coaches by implementing Little League's "Prevention and Emergency Management Program."
- (j) Handle all accident claims promptly and shall maintain all records pertaining to all injuries and to include any claims for liability.

## **Section 8. LEAGUE INFORMATION OFFICER.**

The League Information Officer shall:

- (a) Manage the league's home page (site authorized by Little League International);
- (b) Manage the online registration process and ensure that league rosters are maintained on the site;
- (c) Assign administrative rights to league volunteers and teams;
- (d) Ensure that league news and scores are updated on a regular basis;
- (e) Collect, post and distribute important information on League activities including direct dissemination of fund-raising and sponsor activities to Little League International, district, public, league members and media;
- (f) Serves a primary contact person for Little League and Active team Sports regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated;

- (g) Develop and post Concessions schedule in a timely manner;
- (h) Develop and post Board Member Concessions closing schedule in a timely manner.

**Section 9. COACHING COORDINATOR.**

The Coaching Coordinator shall:

- (a) Represent coaches/managers in league;
- (b) Order and distribute training materials to players, coaches and managers;
- (c) Coordinate mini-clinics as necessary;
- (d) Serve as the contact person for Little League International.

**Section 9. VICE PRESIDENT’S OF JR/SR/BIG/MAJOR/MINOR/ROOKIE LEAGUES AND TEE BALL.**

The Vice President’s of Jr/Sr/Big/Major/Minor/Rookie Leagues and Tee Ball shall:

- (a) Assist Player Agent in assigning Managers and Coaches to Teams. Note: Player Agent has final say.
- (b) Serve as primary contact person for Managers and Coaches in their League, to the Board of Directors.
- (c) Develop League specific ground rules and submit for Board approval prior to the season start.
- (d) Disseminate Special training dates and times, local rules, team rosters, and other pertinent information to their League Managers and Coaches
- (e) Assist Safety Officer by ensuring Managers and Coaches in their League meet Safety Training requirements prior to season start.
- (f) Work with Facilities Manager to ensure their League’s Field is in Safe Playing order prior to season start.
- (g) Conduct Manger and Coach meetings as necessary to ensure League runs smoothly.
- (h) Serve as primary contact person for Parents of Players participating in their League who have concerns.
- (i) Perform other duties as assigned by the President.

**Section 10. UMPIRE-IN-CHIEF JR/SR AND MAJOR LEAGUE.**

The Umpire-in-Chief Jr/Sr and Major Leagues shall:

- (a) Ensure all volunteer Umpires have filled out a Little League Volunteer Form and been approved by the Board of Directors.
- (b) Arrange and provide necessary training for volunteer Umpires as approved by the Board of Directors.
- (c) Work with appropriate League Vice Presidents to ensure proper Umpire coverage for games.
- (d) Serve as the primary contact person for League Umpires to the Board of Directors.
- (e) Perform other duties as assigned by the President

**Section 11. FACILITIES MANAGER / ASSISTANT FACILITIES MANAGER(S)**

The Facilities Manager shall:

- (a) Be responsible for the management of MLL Facilities at Oatesdale Park.
- (b) Coordinate necessary repairs and maintenance as approved by the President and or Board of Directors.
- (c) Ensure Facility Keys are provided to persons authorized by the President and or Board of Directors.
- (d) Work with League Vice Presidents to ensure fields are ready for play prior to the start of the season.
- (e) Assist Safety Officer in completing the Annual Little League Facilities Survey.
- (f) Ensure League field maintenance equipment is serviced and in proper operating condition.
- (g) Perform other duties as assigned by the President.

The Assistant Facilities Manger(s) shall assist the Facilities Manager in carrying out his/her duties.

**Section 12. EQUIPMENT MANAGER**

- (a) Ensure all baseball equipment owned by MLL is in safe and serviceable condition prior to being assigned to teams.
- (b) Pass out equipment to Team Managers at the beginning of season and collect same equipment at the end of season.
- (c) Coordinate the purchase of new equipment as approved by the President and or Board of Directors.



- (d) Order Team Jerseys and All Star uniforms as approved by the President and or Board of Directors.
- (e) Perform other duties as assigned by the President.

**Section 13. CONCESSIONS MANAGER**

- (a) Ensure the concession stand building is clean and serviceable and meets Health Department Standards.
- (b) Coordinate the purchase of supplies as approved by the President, to keep the concession stand properly stocked.
- (c) Create a schedule to ensure volunteers are available to staff the Concession Stand during games.
- (d) Perform other duties as assigned by the President.

**Section 14. FUND RAISER/PARENT VOLUNTEER COORDINATOR**

- (a) Present fund raising opportunities to the Board of Directors for approval.
- (b) Coordinate and oversee all fund raising activities approved by the Board of Directors.
- (c) Coordinate Parent Volunteer activities, i.e. concession stand schedules, parent work days etc.
- (d) Perform other duties as assigned by the President.

**ARTICLE VIII – EXECUTIVE COMMITTEE**

**SECTION 1.**

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than eight (8) Directors, one of whom shall be the President of the MLL.

- (a) The MLL Executive Committee consists of the President, Vice President, Secretary, Treasurer, Player Agent, Safety Officer, Facilities Manager and the Information Officer.

**SECTION 2.**

The Executive Committee shall advise with and assist the Officers of the MLL 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 IX – OTHER COMMITTEES**

**Section 1. NOMINATING COMMITTEE.**

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

**Section 2. MEMBERSHIP COMMITTEE.**

The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Membership Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Members of the Board of Directors as the case may be.

### **Section 3. FINANCE COMMITTEE.**

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

### **Section 4. BUILDING AND PROPERTY COMMITTEE.**

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

### **Section 5. GROUNDS COMMITTEE.**

The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

### **Section 6. PLAYING EQUIPMENT COMMITTEE.**

The Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and Davis equipment and make recommendations for their purchase to the Board. The Playing Equipment 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 7. MANAGERS COMMITTEE.**

The Board of Directors may appoint a Managers Committee consisting of three (3) Directors. The Managers Committee shall interview and investigate prospective managers and coaches, for every playing level, and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. The Managers Committee shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the MLL. The Managers Committee shall, at the request of the President or the 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 8. UMPIRE COMMITTEE.**

The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The MLL President shall be Chairperson of the Umpire Committee. The Umpire 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 and responsibilities of the MLL President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

### **Section 9. DISTRICT COMMITTEE.**

The Board of Directors may appoint a District Committee consisting of the MLL President as Chairperson and two (2) other Directors. The District Committee shall assist the District Administrator in interleague 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 10. AUXILIARY COMMITTEE.**

The Board of Directors may appoint an Auxiliary Committee consisting of the MLL Treasurer and two (2) other Directors and other appointed Regular Members. The Auxiliary 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 Committee.

**Section 11. AUDITING COMMITTEE.**

The Board of Directors shall appoint an Auditing Committee consisting of three (3) members in good standing, preferably Directors. The President, Treasurer and other authorized signers are not eligible. The Auditing Committee will review the MLL's books and records annually prior to the Annual Meeting and attach a statement of their 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 12. TEE-BALL LEAGUE COMMITTEE.**

The Board of Directors may appoint a Tee-Ball League Committee consisting of not more than three (3) Directors. The Chairperson of this Committee shall be the Tee-Ball Coordinator and be responsible to the MLL President for the proper conduct of the Tee-Ball League operation.

**Section 13. MINOR LEAGUE COMMITTEE.**

The Board of Directors may appoint a Minor League Committee consisting of not more than three (3) Directors. The Chairperson of this Committee shall be the Minor League Vice President and be responsible to the MLL President for the proper conduct of the Minor League operation.

**Section 15. PROTEST COMMITTEE.**

The Protest Committee shall consist of three (3) Directors, the President, Umpire Director and Player Agent or Director of Baseball. The Protest Committee shall be responsible to determine the proper application of the rules and other sanctions in the event of protest or other rule violation by managers, coaches, players or other affected parties.

**ARTICLE X - AFFILIATION**

**Section 1. CHARTER.**

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

**Section 3. MLL LOCAL RULES, GROUND RULES AND/OR BYLAWS.**

The local rules, 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 game of the season, but shall in no way conflict with the Rules, regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section for fiscal year of this league.)

## ARTICLE XI - FINANCIAL AND ACCOUNTING

### **Section 1. AUTHORITY**

The Board of Directors shall decide all matters pertaining to the finances of the MLL and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of same 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 some for common treasury of the MLL, thereby discouraging favoritism among teams and to endeavor to equalize the benefits of the MLL.

### **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 MLL treasury.

### **Section 4. DISBURSEMENT OF FUNDS**

The Board shall not permit the disbursement of MLL funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board of directors shall determine.

### **Section 5. COMPENSATION**

No Director, Officer or Member of the MLL shall receive, directly or indirectly, any salary, compensation or emolument from the MLL 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 MLL in BB&T Bank Martinsburg, WV and all disbursements shall be made by check. All checks shall be signed by the MLL Treasurer and such other or officers or person or persons as the Board of Directors shall determine.

### **Section 7. FISCAL YEAR**

The fiscal year of the MLL shall begin on the first day of October and shall end on the last day of September (October 1st to September 30th).

### **Section 8. DISTRIBUTION OF PROPERTY UPON DISSOLUTION**

Upon dissolution of the MLL and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the MLL to another Federally Incorporated entity which maintains the same objectives as 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.

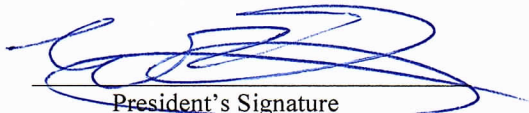
ARTICLE XII - AMENDMENTS

This Constitution and Bylaws 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 Martinsburg Little League Membership at a General Membership Meeting on September 27, 2015.

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

Dr. William Queen  
President's Name (Print)

  
President's Signature

September 27, 2015  
Date

348-06-04  
Little League ID No.

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

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

**Make one copy for the District Administrator and copies for the 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, Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.***