

High Plains Little League (HPLL) Constitution

League ID # 183247

Revised February 2013

As approved at the meeting March 5, 2013

CONSTITUTION STRUCTURE

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ARTICLE 1 - NAME

This organization shall be known as the High Plains Little League, hereinafter referred to as HPLL.

ARTICLE 2 - OBJECTIVE

SECTION 1

The objective of the HPLL 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 HPLL will provide a supervised program using the Rules and Regulations of Little League Baseball, Incorporated as a model, except as modified by the HPLL bylaws. 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-©-(3) of the Federal Internal Revenue Code, the HPLL 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 or public office.

ARTICLE 3 - MEMBERSHIP

SECTION 1

Eligibility

Any person sincerely interested in active participation to further the objective of the HPLL may apply to become a Member.

SECTION 2

Classes

There shall be the following classes of Members:

Player Members. Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the HPLL, and shall be administered by the respective town organizations.

Regular Members. Any adult person actively interested in furthering the objectives of the HPLL may become a Regular Member upon election or appointment. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain a 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 current managers, coaches, volunteer umpires, board members, officers of the board and any other person who is recognized by the Board as a volunteer in the HPLL.

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 in the property of the HPLL.

Sustaining Members. Any person who makes financial or other contributions to the HPLL may, by a majority vote of the Board of Directors, become a Sustaining Member, but shall have no rights, duties or obligations in the management or in the property of the HPLL.

SECTION 3

Other Affiliations

Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the HPLL. Regular Members should not be actively engaged in the promotion and/or operation of

any other baseball organization, in positions such as officer or director. Regular Members who participate in other programs as managers or coaches, or in similar capacities, shall only do so such that their obligations and duties as a Regular Member of HPLL are not hindered, compromised or present a conflict of interest.

The Board of Directors, if active as managers or coaches in another organization, shall make the HPLL their highest priority. Involvement in another organization may present certain conflicts of interest, limiting the Directors ability to be effective, provide active participation or give the HPLL the attention it deserves. Active participation on the part of a Director requires:

- (1) Attending General Membership Meetings, Board Meetings, and other Special Meetings as called by the Secretary or President in accordance with Article 4, Section 7;
- (2) Attending scheduled workdays, special workdays, and rallying managers, coaches and parents to participate in these workdays, as well as to serve on various committees;
- (3) Attending Opening Day and scheduled weekend tournaments, as well as assisting other Directors with their tournaments.

SECTION 4

Suspension or Termination

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

The Board of Directors, by two-thirds vote of those present at any duly constituted Board Meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interest of the HPLL.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given opportunity to appear at the meeting to answer such charges.

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) may also be present. The Board of Directors shall have full power to suspend or revoke such right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE 4 - MEMBERSHIP DUES

HPLL shall charge no fees for membership.

ARTICLE 5 - MEMBERSHIP MEETINGS

SECTION 1

Definition

A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

SECTION 2

Notice of Meeting

Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least seven (7) 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 General Membership Meeting.

SECTION 3

Quorum

At any General Membership Meeting, the presence in person or representation by absentee ballot of two times the number of elected Board Members, plus one, shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

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. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4.)

SECTION 5

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. 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

The Annual Meeting of the Members of the HPLL shall be held the second Wednesday of September at 7 p.m., each year, for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the HPLL a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

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

(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 shall be not less than six (6).

(c) After the Board of Directors is elected, the Board shall meet, provided a quorum is present, to elect the Officers. The Board of Directors, including the

Officers, shall assume the performance of its duties directly thereafter. 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, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, League Information Officer, Player Agent(s), Safety Officer, Director of Umpires, Coaching Coordinator, Registrar, Equipment Officer and Sponsorship/Fundraising Officer.

SECTION 7

Special General Membership Meetings

- (a) Special General Membership meetings of the members may be called by the Board of Directors or by the Secretary or President at their discretion.
- (b) Upon the written request of twenty (20) members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request.
- (c) No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting.
- (d) Such Special General Membership meeting shall be scheduled to take place not less than ten (10) days after the President or Secretary receives the request.

SECTION 8

Rules of Order for General Membership Meetings

Roberts Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the HPLL.

ARTICLE 6 - BOARD OF DIRECTORS

SECTION 1

Authority

The management of the property and affairs of the HPLL 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 General Membership Meeting or Special Meeting of the members. If the number is increased, the additional Director may be elected at the meeting at which the increase is voted, or at any subsequent General

Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

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.

SECTION 4

Board Meetings. Notice and Quorum

Regular Meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

- (a) The President or the Secretary may, whenever they deem advisable, or the Secretary shall at the request in writing of three (3) Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of each Board Meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 10 days before the time appointed for the meeting to the last recorded address of each Director.
- (c) Five members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during the Board meetings. Regular Members may attend the Board Meetings and may be recognized by the Board, but will not be allowed to make motions or vote at such meetings.

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 HPLL 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 HPLL in accordance with the procedure set forth in Article III, Section 4 (a,b).

Section 6

Rules of Order for Board Meetings.

Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the HPLL.

ARTICLE 7 - DUTIES AND POWERS OF THE BOARD OF DIRECTORS

SECTION 1

Appointments

The Board of Directors may appoint such 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

The President shall:

- (a) Conduct the affairs of the HPLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the HPLL 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 HPLL.
- (d) Be responsible for the conduct of the HPLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the HPLL.
- (e) Designate in writing other Officers, if necessary, to have power to make and execute for/and in the name of the HPLL 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 HPLL 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, examine the applications and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

SECTION 3

Vice President(s)

The Vice President(s) shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President(s) shall have the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

SECTION 4

Secretary

The Secretary shall:

- (a) Be responsible for recording the activities of the HPLL.
- (b) Perform such duties as are herein specifically set forth, in addition to such duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (c) 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.
- (d) 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.
- (e) Notify Members, Directors, Officers and committee members of their election or appointment.

SECTION 5

Treasurer

The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records of the receipt and disbursement of all monies and securities of the HPLL, including the committees, 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 membership and Board of Directors at the Annual Meeting.

SECTION 6

League Information Officer

The League Information Officer shall:

- (a) Assist the Board of Directors with administration of the HPLL web site.
- (b) Correspond with local media at the discretion of the Board of Directors.
- (c) Maintain and update the HPLL information phone line.

SECTION 7

Safety Officer

The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of HPLL Baseball.
- (b) Develop and implement a plan increasing safety of activities, equipment and facilities through education, compliance and reporting. NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, and league officials, parents, guardians and other volunteers.

Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

SECTION 8

Registrar

The Registrar shall:

- (a) Maintain appropriate files, mailing lists and necessary records.
- (b) Maintain a list of all Regular, Sustaining and Honorary Members, Directors, and committee members and give notice of all meetings of the HPLL, the Board of Directors and Committees.
- (c) Act as chairperson for the Auditing Committee.

SECTION 9

Player Agent

The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Conduct the tryouts, the player draft and all other player transactions or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.

SECTION 10

Fundraising and Sponsorship Officer

The Fundraising and Sponsorship Officer shall:

- (a) Investigate ways and means of raising funds to support the HPLL agenda and report these findings with recommendations to the Board for approval.
- (b) Act as chairperson for the Finance Committee, which shall assist in the duties of this position.
- (c) Coordinate fundraising activities and submit recommendations for their implementation to the Board for approval.

SECTION 11

Equipment Officer

The Equipment Officer shall:

- (a) Inventory all HPLL playing equipment prior to the start of the regular season, noting any equipment that needs replaced.
- (b) Secure bids on needed supplies and equipment and make recommendations for their purchase to the Board.
- (c) Act as Chairperson for the Equipment Maintenance Committee and be responsible for the proper issuance of supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

SECTION 12

Director of Umpires

The Director of Umpires shall:

- (a) Be responsible for the screening and training of prospective volunteer umpires.
- (b) Observe the umpire staff, periodically, during games to ensure the integrity of the game for players and spectators.
- (c) Be knowledgeable of Little League Baseball, Incorporated rules and regulations governing play.

Section 13

Coaching Coordinator

The Coaching Coordinator shall:

- (a) Represents coaches/managers in league.
- (b) Presents coach/manager training budget to board.
- (c) Coordinates and implements coach/manager league wide training of Little Leagues regulation and playing rules as well as the bylaws of HPLL, to include Mini clinics for players, coaches, and managers.
- (d) Serves as the contact person for Little League and its manager-coach education program for HPLL.

ARTICLE 8 - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee that shall consist of not less than three (3), nor more than (6), Directors.

SECTION 2

The Executive Committee shall advise with and assist the Officers of the HPLL in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated it by the Board, but in no event will the Executive Committee have authority over the Board of Directors. Members of an Executive Committee will be appointed, alternating Officers of the Board, to meet the unique needs of any given situation.

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 9 - OTHER COMMITTEES

SECTION 1

Nominating and Volunteer Committee

The Board of Directors shall appoint a Nominating Committee consisting of a Chairperson and other appointed Regular Members. The 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 shall appoint a Membership Committee consisting of the Secretary as the chairperson and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the Annual Meeting, Regular or any Special Meeting of the Members or the Board of Directors as the case may be.

SECTION 3

Finance Committee

The Board of Directors shall appoint a Finance Committee consisting of not less than three (3) or more than five (5) Directors. The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means financing the HPLL including preparing an annual budget, setting registration fees, team sponsorships and submit recommendations. It shall be responsible for taking up collections or conducting raffles at games, if such collections/and or raffles are authorized by the HPLL, and shall turn over said collections and/or raffles proceeds to the Treasurer immediately after the game, or deposit said collections and/or raffle proceeds at a local bank in accordance with instructions from the Treasurer. Sub-Committees may include a Sponsorship Sub-Committee and a Fundraising Sub-Committee.

SECTION 4

Building and Property Committee

The Board of Directors may appoint a Building and Property Committee consisting of (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 5

Auditing Committee

The Board of Directors shall appoint an Auditing Committee consisting of at least (3) Directors and appointed Regular Members. The President, Treasurer, or other signatories of checks are not eligible for appointment to the Committee. The Committee will review the financial books and records annually prior to the Annual Meeting and attach a statement of its findings to the annual financial statement of the President or Treasurer and may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 6

Umpire Committee

The Board of Directors may appoint an Umpire Committee consisting of the Director of Umpires and other appointed Regular Members. The Committee shall recruit, interview and recommend to the Board for appointment a staff of umpires, including the Chief of Umpires. When appointed, the staff of umpires shall be under personal direction of the Player Agent, assisted by the Director of Umpires and Chief Umpire who will train, observe and schedule staff, in accordance with the Bylaws.

ARTICLE 10 - AFFILIATION

SECTION 1

Charter

The HPLL will not be affiliated with any other organization, but will be chartered from Little League Baseball, and shall do all things necessary to obtain such charter. The HPLL shall devote its entire energies to preparation and qualification for this charter, and shall conduct itself in preparation for that award.

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 HPLL, with modification by the bylaws or local league rules.

SECTION 3

Local Rules, Ground Rules and/or Bylaws

The local rules, ground rules and/or Bylaws of the HPLL 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. Each community shall submit its local ground rules not less than two months before the first schedule game. The local rules, ground rules and/or Bylaws of this HPLL shall expire at the end of each fiscal year, and are not considered part of this Constitution.

ARTICLE 11 - FINANCIAL & ACCOUNTING

SECTION 1

Authority

The Board of Directors shall decide all matters pertaining to the finances of the HPLL, and it shall place all income, including concession and other committee generated funds, at Farmers State Bank located in Falcon, directing the expenditure of funds in such a 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 HPLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the HPLL.

SECTION 3

Solicitations

The Board shall not permit the solicitation of funds in the name of HPLL unless all funds raised are placed in the HPLL treasury.

SECTION 4

Disbursement of Funds

The Board shall not permit the disbursement of HPLL funds for other than the conduct of HPLL activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. The HPLL Treasurer shall sign all checks, and such other Officer or Officers or person or persons as the Board of Directors shall determine. The President and Vice President will be recognized as the other authorized signers of Checks. Two signatures are required.

SECTION 5

Compensation

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

SECTION 6

Deposits

All monies received, including Concession or other Committee Funds, shall be deposited to the credit of the HPLL at Farmers State Bank located in Falcon.

SECTION 7

Fiscal year

The fiscal year of the HPLL shall begin on October 1 and shall end on September 30.

SECTION 8

Distribution of Property upon Dissolution

Upon dissolution of the HPLL, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the HPLL to another Federally Incorporated entity which maintains the same objective as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-©-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE 12 - 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 revised Constitution was approved by the Little League Membership on *March 5, 2013* (date).

President's Name *Scot Raffelson* (Print)

A handwritten signature in black ink, appearing to read 'Scot Raffelson', with a long horizontal flourish extending to the right.

President's Signature

March 5, 2013 (date).

Little League ID No. *183247*

Federal ID No. *75-3206323* (if available)

State ID No. *20051071830* (if available)

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.