

LYNNFIELD
LITTLE
LEAGUE

CONSTITUTION & BY LAWS

As reviewed and approved by the LLL BOD on **October 29, 2019**

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Article 1: Name

This organization shall be known as **Lynnfield Little League** referred to herein as the Local League or LLL.

Article 2: Lynnfield Little League Mission Statement

The Goal

To use the sport of baseball to help all the young players develop positive character traits and values that will aid success in the rest of their lives through commitment to the following mission statement.

The Mission Statement

Lynnfield Little League aspires to be an outstanding educational-athletic organization that provides a high-quality experience, in which every athlete:

- Has fun playing the game
- Feels like an important part of the team regardless of performance
- Learns "life lessons" that have value beyond the playing field
- Learns the skills, tactics and strategies of the game and improves as a player.

Lynnfield Little League recognizes coaches most directly make this possible, so they will be provided with the tools to succeed as Little League Coaches. We are committed to creating a culture in which coaches, parents, fans, umpires and athletes work together to achieve this goal.

Non-profit status

In accordance with section 501-(c)-(3) of the Federal Internal Revenue Code, the Lynnfield Little League shall operate exclusively as a non-profit educational organization providing Little League brand of baseball to the town’s youth ages 5-16. 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 3: Membership

SECTION 1 - ELIGIBILITY

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

SECTION 2 - CLASSES

- (a) 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 Local League.
 - **Regular Members.** Any Lynnfield resident who has a player member and or unless qualified as stated in this article in section 2 part c. who is actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. The secretary shall maintain the roll of membership to qualify voting members.
- (b) Only Regular Members in good standing are eligible to vote at General Membership Meetings. "Good Standing" will be defined as an individual who has attended at least 50% of the regularly scheduled LLL meetings and is a member under Article 3 Section 2 of the LLL Constitution. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.
- (c) 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 Local League, including those volunteers with the following titles listed below (Optional examples: Team Parent, Field Maintenance, District Administrator, Assistant Administrators, etc.):
- (d) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3 – PARTICIPATION FEE/PLAYER MEMBER FEE

A reasonable fee per player may be assessed by the Board of Directors as a parent's obligation to assure the operational continuity of Lynnfield Little League. Although Little League views this as optional LLL reserves the right to request a parent who is financially constrained volunteer in lieu of payment in any ancillary capacity deemed acceptable by the said Board.

SECTION 4 - SUSPENSION OR TERMINATION

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

- (a) The Board of Directors, by a 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 interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) 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 player's right to future participation by 20% of the vote of those present at any duly constituted meeting (quorum is required).

Article 4 – 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 7). A minimum of one per year (Annual Meeting, see Section 5) 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

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the members (as defined in Article III - Membership) 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.

Absentee Ballot For the expressed purpose of accommodating a Regular Member in good standing as stated in Article 3 section 2 part c 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.

SECTION 5 – ANNUAL MEETING OF THE MEMBERS

The Annual Meeting of the Members of the Local League shall be held on a day of the week, Monday through Sunday, as selected by the acting Board by September 30th 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 Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - (1) The condition of **LLL**, to be presented by the President or his/her designate;
 - (2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
 - (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
 - (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;

- (5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League 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 be not less than seven (7).
- (c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on (Specify date). 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, one or more Player Agents, a Safety Officer and a Coaching Coordinator.

SECTION 6 - SPECIAL GENERAL MEMBERSHIP MEETINGS

Special General Membership 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 or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request.

No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than thirty (30) days after the request is received by the President or Secretary.

Article 5 – Governance/LLL Board of Directors

SECTION 1 - AUTHORITY

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

SECTION 2 - INCREASE IN NUMBERS

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 Directors 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. The number of Directors shall be not less than five (5).

SECTION 3 – VACANCIES

If any vacancy occurs in the LLL BOD, 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 whenever deemed necessary shall at the request in writing or electronically of 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 President or Secretary personally, electronically, or by mail to each Director at least 3 day(s) before the time appointed for the meeting
- (c) Five (5) 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 Board meetings.
- (e) If Executive board deems necessary to open meetings to the General Board Members at large requires 7 day notice posted on the League Website

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 Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution. The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b).

SECTION 6 - RULES OF ORDER

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of Lynnfield Little League.

SECTION 7 - CONSTITUTION

The Constitution is meant to be a living document, providing the overall governance for the LLL. As such, its bylaws and amendments are subject to updates, deletions and modifications as required. Any such changes or updates shall be set forth at the discretion of the board from members in good standing and shall be ratified through an appropriate vote consistent with LLL process.

Article 6 – Duties and Powers of the LLL Board of Directors

SECTION 1 - APPOINTMENTS

The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

The Governance of the League shall be under the Board of Directors. The elected Directors may consist of nine (9) executive positions, six (6) league specific positions and eleven (11) functional positions for a total of up to twenty-six (26) elected positions as follows:

<u>Executive Level</u>	<u>League Operations</u>	<u>Functional</u>
President	Big Diamond Director	Concessions Manager
Vice President	Major Director	Fundraising Director
Treasurer	Triple A Director	Equipment Director
Secretary	Double A Director	Schedule Coordinator
Player Agent	Single A Director	Apparel Manager
Coaching Director	T-Ball Director	Field Maintenance Director
Safety Officer		Jamboree Director
Information Officer		Clinic Coordinator
Umpire in Chief		CORI Coordinator
		Summer Baseball Director
		Fall Baseball Director

The Board of Directors shall meet as needed, determined by the Board of Directors. A quorum shall consist of at least two thirds of the current members of the Board. If a quorum is not in attendance at the meeting, an informal work session shall be convened if desired by any Director present; however, no matters of policy or expenditure may be decided, and no written requests for decision submitted by members of the League organization shall be considered.

SECTION 2 - PRESIDENT

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Local 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 Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated.
- (e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League 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 Local League 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 application 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.
- (i) The President appoints all the managers and coaches for the league, subject to approval by the BOD

SECTION 3 - VICE PRESIDENT

- (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 shall have all 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

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically 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) Keep the minutes of the meetings of the Local League, the Board of Directors and Committees.
- (d) Maintain a list of all Regular members, Directors, and committee members and give notice of all meetings, if President does not do so
- (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) Assist with 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 5 - TREASURER

- (a) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (b) Keep records for the receipt and disbursement of all moneys and securities of the Local League, 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.
- (c) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting and to Little League International.
- (d) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors

SECTION 6 - PLAYER AGENT

- (a) Assist the President in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from the Minor Leagues according to the provisions of the regulations of Little League Baseball.
- (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 transaction or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League International of any subsequent player replacements or trades.
- (g) Administer the divisional player pool.
- (h) The player agent must not manage, coach, or umpire in a division over which he/she has authority, unless the local league has received explicit written permission to allow this in the form of a waiver from Little League International.

SECTION 7 - COACHING DIRECTOR

- (a) Represent coaches/managers in league;
- (b) present a coach/manager training budget to the board;
- (c) gain the support and funds necessary to implement a league-wide training program;
- (d) order and distribute training materials to players, coaches and managers;
- (e) coordinate mini-clinics as necessary;

- (f) Helps implement www.littleleaguecoach.org as the manager-coach education program for the league.

SECTION 8 – SAFETY DIRECTOR

- (a) With the assistance of the BOD the safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program)
- (b) Ensures safety in player training
- (c) Ensures safe playing conditions
- (d) Coordinates reporting and prevention of injuries
- (e) Solicits suggestions for making conditions safer
- (f) Reports suggestions to the BOD for reporting to LLL International through the ASAP

SECTION 9 – INFORMATION OFFICER

- (a) Improve the LLL brand through consistent, positive communication with current and prospective members of the league
- (b) Develop player and family enthusiasm, and participation in LLL throughout the year.
- (c) Educate LLL players and families on topics related to skills, healthy habits and knowledge of baseball.
- (d) Increase awareness of LLL activities year round
- (e) Maintain key areas of LLL website to provide up to date information on all league activities.
- (f) Regular cadence of email communication to all league members offering high value content based on themes
- (g) Create appropriate social media sites for LLL and maintain active involvement by league members
- (h) Engage appropriate town and league resources to improve LLL participation in local events
- (i) Teach and encourage league officials / managers to improve the methods and quality of their communications (ex. Welcome emails to new team, post-game communications, leveraging social media, etc...)
- (j) Communicate non-LLL opportunities for players during off-season

SECTION 10 – UMPIRE IN CHIEF

- (a) Provides umpire training, where applicable,
- (b) Schedules umpires for all games in each division for the all seasons played during a league year.
- (c) Set up coaches in Arbiter.com system
- (d) Maintain procedures to cancel umpires when bad weather necessitates cancellation
- (e) Communicates local or Little League rule changes to the league.
- (f) Assists in any issues managers, coaches or parents have with understanding local and Little League rules.

SECTION 11 – LEAGUE DIRECTORS

- (a) Assume the direction of their respective coaching staffs.
- (b) Ensure that all their team managers are given copies of all official League policy, code and rule documents.
- (c) Ensure the proper execution of policy and decisions mandated by the Board of Directors. Policy includes rules and conduct mandated by the official Little League Rule book, LLL Constitution & Bylaws, LLL Operating Rules, and other documents deemed appropriate by the board of directors.

- (d) Convene meetings of their respective league personnel before, and periodically through the playing season.
- (e) Assist in the coordination of tryouts in conjunction with the Player Agent and Coaching Coordinator.
- (f) Attend tryouts and assume the responsibility for the conduct of adult and player personnel.
- (g) Monitor their respective league practice and game schedules and provide facilitation of any disputes
- (h) Ensure that pre-season team/parent meetings have been conducted.
- (i) Be responsible for monitoring team representation at player drafts and tryouts.
- (j) Be responsible to verify that players at their level are eligible to try out and play at that level; as well as participate on tournament teams from that level.
- (k) Be responsible for gathering in-season player evaluations and submit evaluations to the player agent.
- (l) All League coordinators are to work under the leadership of the President and assist the player agent with his/her responsibilities and are responsible for reporting ALL code and league violations to the President, Vice President and Secretary who will act as a disciplinary committee.

SECTION 12 – FUNCTIONAL DIRECTORS

Fundraising Director

- (a) Provide overall structure to the sponsorship opportunities within the league (i.e. Gold, Platinum, Silver, Hat Sponsors, Scoreboard, and other special equipment sponsors)
- (b) Solicits and secures local sponsorships to support league operations
- (c) Collects and reviews sponsorship and fundraising opportunities
- (d) Assist fundraising committee with Organizes and implements approved league fundraising activities
- (e) Maintains records of monies secured through sponsorship and fundraising initiatives.

Equipment Director

- (a) Oversees all equipment used by LLL. Will manage said equipment's purchasing, distribution, maintenance, collection and storage.
- (b) Decisions on all monetary sales, purchases and fees assessed will be governed by a board review
- (c) Equipment will range from anything LLL supplies to the player for seasonal play of baseball including the procurement and distribution of player uniforms throughout the spring, summer and fall

Apparel Manager

- (a) Oversees the purchase and sale of League Official attire (NOT UNIFORMS) through the dealings of a professional apparel supplier. All monetary sales, purchases and fees assessed will be governed by a board review.

Field Maintenance Manager

- (a) Review and prepare for the Executive Board any service in keeping with field maintenance specialized for baseball fields including: infield clay, water repellent products, fence repair or replacement, home plate and pitchers rubber, automated sprinkler system, goose repellent products, etc.
- (b) Work with local DPW and Rec Department on any field upgrades or maintenance issues.
- (c) Obtain a minimum of three quotes for any outside work to be done on fields to be funded by the League.

Concessions Manager

- (a) Maintains operations of concession facilities
- (b) Organizes the purchase of concession products, if needed
- (c) Responsible for the management of concession sales at league events
- (d) Schedule volunteers to work the concession booth during league events or the hiring and managing of a 3rd party to run the concessions.
- (e) Collects and reviews concession related offers including coupons, discounts and bulk purchasing opportunities
- (f) Organizes tallies and keeps records of concession sales and purchases.

Schedule Coordinator

Creates, maintains and manages the schedules for all divisions of play. Is also responsible to ensure all scores, records and standings are maintained as well as pitch counts where applicable.

Jamboree Director

This person is responsible for coordinating and organizing the open day jamboree as well as the season ending graduation game for the 12 year old players.

Clinic Coordinator

This person is responsible for organizing and coordinating any clinics or training sessions hosted by the League.

CORI Coordinator

This person is responsible for running all necessary background checks for the league for all volunteers.

Summer Baseball Directors

This person is responsible for coordinating and organizing all summer baseball activities. This includes registration but also managing the summer district team process and all other summer baseball programs.

Fall Baseball Directors

This person is responsible for coordinating and organizing all fall baseball activities. This includes registration of the fall programs and coordination with in town or out of town baseball leagues.

Article 7: Executive Committee

SECTION 1

The Lynnfield Little League Board of Directors (LLL BOD) may appoint an Executive Committee which shall consist of not less than three (3) nor more than nine (9) Directors, one of whom shall be the President of Lynnfield Little League.

SECTION 2

The Executive Committee shall advise with and assist the Officers of Lynnfield Little League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

SECTION 3

At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

Article 8: Affiliation

SECTION 1 - CHARTER

The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2 - RULES AND REGULATIONS

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

SECTION 3 - LOCAL RULES, GROUND RULES AND/OR BYLAWS

The local rules, 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.

ARTICLE 9: Financial & Accounting

SECTION 1 - AUTHORITY

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

SECTION 2 – CONTRIBUTIONS & SOLICITATIONS

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

The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all of the funds so raised be placed in the Local League treasury

SECTION 3 - DISBURSEMENT OF FUNDS & DEPOSITS

The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. 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.

All moneys received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at Eastern Bank.

