

**MILTON LITTLE LEAGUE
CONSTITUTION AND BY-LAWS**

ARTICLE I – NAME

This organization shall be known as Milton Little League, hereinafter referred to as “Local League.”

ARTICLE II – OBJECTIVE

SECTION 1

The objective of Milton little League shall be to implant firmly in the children of the community the ideas 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 Milton Little League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of the exceptional athletic skills or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with the Section 501-(c)-(3) of the Federal Internal Revenue Code, the Milton Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder of 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 affect the objective of the Milton Little League may apply to become a member.

SECTION 2

Classes. There shall be the following classes of members:

- (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV and who reside within the authorized boundaries of the Milton Little League *or meet the Residency and School Attendance Eligibility, per Little League,* shall be eligible to compete for participation but shall have no right, duties or obligations in the management or in the property of the Milton Little League.
- (b) **Regular Members.** Regular members shall include those that volunteer as board members, managers, coaches, umpires, team moms/dads, maintenance workers. Milton Little League requires those who wish to be regular members to pay an annual fee. MLL may choose to waive the member fee for any volunteer mentioned above. MLL is required to have all board members, managers, coaches and volunteers who provide regular service to the League and/or who have repetitive access to or contact with players or teams annually fill out the Little League volunteer application. MLL is required to conduct a background check on each of these individuals. Once the background check has been deemed acceptable, the Board shall confirm or deny this individuals membership. An individual who chooses not to volunteer but wishes to have voting rights may in fact pay an annual fee and that member shall also be confirmed by the MLL Board.
- (c) **Honorary Members (optional).** 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 Milton Little League.
- (d) **Sustaining Members (optional).** Any person not a Regular Member who makes financial or other contributions to the Milton Little League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of Milton Little League.

- (e) As used in 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 Milton Little League.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program unless approved by the Board of Directors. (Revised: 1/18/14)

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

ARTICLE IV – DUES

SECTION 1

Dues to Regular Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period.

SECTION 2

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

SECTION 3

A reasonable Little League participation fee may be assessed as a parent's and/or guardian's obligation to assure the operational continuity of the Milton Little League. At no time should payment of any fee be a prerequisite for participation in the Milton Little League Baseball Program. [Little League Regulation XII (c)]

ARTICLE V – MEETINGS

SECTION 1

Annual Meeting. During the August Board of Directors meeting, the current board members shall determine the number of Directors to be elected for the ensuing year. The Annual Meeting of the Members of the Milton Little League shall be held in September of each year for the purpose of electing a Board of Directors, receiving reports and for the transaction of such business as may properly come before the meeting. After the Board of Directors is elected, the Board shall meet to elect the officers.

SECTION 2

Notice of Meeting. Notice of each meeting of the Members shall be contacted by one of the following forms of communication: phone, email, text or regular mail otherwise delivered to, each Member at the last recorded 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 Board, from time to time, at a regular convened meeting.

SECTION 3

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

SECTION 4

Quorum. The presence in person or representation by the absentee ballot of one-third (1/3) of the members, or a number or percentage acceptable to the Local League regular membership in advance of the Annual Meeting, shall be necessary to constitute a quorum.

SECTION 5

Voting. Only Regular Members in good standing shall be entitled to vote at the annual meeting.

SECTION 6

Absentee Ballot. For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, an absentee ballot may be requested by mail or email and obtained directly from the Secretary of the League. Only one absentee ballot shall be issued and returned to the Secretary per email account. The paper absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the Annual Meeting and the election of the members to the Board of Directors. Emailed ballots, which constitute as a legal document must be emailed directly to the Secretary from the member and kept confidential by said Secretary. The Secretary shall present all the absentee ballots to the Election Chairman on the date of the Annual Meeting prior to the conduct of the election process.

SECTION 7

Rules of Order. Robert's rule of Order shall govern the proceedings of all meetings, except where the same conflicts with the Constitution or By-Laws of the Milton Little League. One third (1/3) of the members, or a number or percentage acceptable to the Milton Little League regular membership in advance of the Annual Meeting, shall be necessary to constitute a quorum.

ARTICLE VI – THE BOARD OF DIRECTORS

SECTION 1

Board and Number. The management of the property and affairs of the Milton Little League shall be vested in the Board of Directors. The number of Directors shall not be less than five (5) nor more than fifteen (15). The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

SECTION 2

Required Members. The Board Membership shall include the Officers, including the Player Agent, and a minimum of one manager and volunteer umpire.

SECTION 3

Annual Election and Term of Office. At each Annual Meeting, the members shall vote on the Directors to be elected for the ensuing. The number of Directors so fixed may, within the limits prescribed by the foregoing Section 1, may be increased at any regular or special meeting of the Members, and 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 members present or represented by a properly executed ballot filed with the Secretary prior to the election meeting. Nominations for the ensuing year will be closed at the end of August. The Board of Directors will allow members to nominate members in good standing from the July Board of Directors meeting to the end of August. No write-ins will be accepted after this date. The Secretary will send out two emails to the membership. The first email will be sent after the July board meeting and the second, two weeks after.

SECTION 4

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 Meeting or at any Special Meeting called for that purpose.

SECTION 5

Meetings, Notice and Quorum. The first regular meetings of the Board of Directors shall be held within October after the annual election as determined by

the Board. The President or the Secretary may, whenever they deemed it advisable or the Secretary shall at the request of five (5) Directors issue a call for a Special Meeting of the Board. Past President, Secretary and Treasurer shall be present for the October meeting to transition from the current board to the new board.

Notice of each meeting shall be given by the Secretary to each Director either by mail, email, and/or text at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or personal notice twenty-four (24) hours preceding the meeting.

In case of special meetings, such notice shall include an agenda and no matters not on the agenda may be acted upon at the meeting.

Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 6

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 Milton Little League as it may deem proper.

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 or Officer or Committee Member of the Milton Little League in accordance with the procedure set forth in Article III, Section 4 (a).

The Membership shall receive at the Annual Meeting of the Members of the Milton Little League, 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 Milton Little League, 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 extended 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 of residence of the persons who have been admitted to membership in the Milton Little League during such year, which report shall be filed with the records of the Milton Little League and an abstract whereof entered in the minutes of the proceedings of the Annual Meeting.

A copy of such report shall be forwarded to the Milton Little League Headquarters.

ARTICLE VII – EXECUTIVE COMMITTEE

THIS SECTION SHALL BE RESERVED FOR THE EXECUTIVE COMMITTEE SHOULD IT BE APPOINTED BY THE BOARD OF DIRECTORS.

ARTICLE VIII – 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 Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors.

The committee shall also submit for consideration by the Board of Directors a slate of officers and Committee Members.

SECTION 2

Membership Committee. The Board of Directors may appoint a Membership Committee consisting of three (3) Directors 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, regular or any special meeting of the Members of the Board of Directors as the case may be.

SECTION 3

Fundraising Committee. The Board of Directors may appoint a Fundraising Committee consisting of not less than three (3) not more than five (5) Directors.

The Treasurer shall be an ex-officio member of the Committee.

The Committee shall investigate ways and mean of financing the Milton Little League including team sponsorships and submit recommendations.

It shall be responsible for taking up collections at games, if such collections are authorized by Milton Little League, and shall turn over said collections to the Treasurer immediately after each game.

SECTION 4

Building and Grounds Committee. The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members.

The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Fundraising Committee.

It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

The Board of Directors may appoint a Building and 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 5

Playing Equipment Committee. The Board of Directors may appoint a Playing Equipment Committee which shall secure all bids on needed supplies and equipment and make recommendations for their purchases to the Board.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

SECTION 6

Managers Committee. The board of Directors may appoint a Managers Committee consisting of three (3) Directors.

The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors.

It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of Milton Little League.

It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches make a report thereof to the President or Board of Directors as the case may be.

SECTION 7

Umpire Committee. The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors and other appointed Regular Members.

The Milton Little League President shall be Chairman of any such committee.

The committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including the Chief Umpire and replacements.

When appointed, the staff of umpires shall be under the personal direction and responsibilities of Milton Little League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

SECTION 8

District Committee. The Board of Directors may appoint a District Committee consisting of the Milton Little League President as Chairman and two (2) other Directors.

The Committee shall assist the District Administrator in interleague district functions, including selection of members of the District Administrator's Advisory Committee and the selection of the tournament site and area tournament directors.

SECTION 9

Auxiliary Committee (Reserved)

SECTION 10

Auditing Committee. The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Milton Little League's books and records annually prior to the Annual Meeting and attach a statement to 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 11

Minor League Committee. The Board of Directors may appoint a Minor League Committee consisting of three (3) Directors.

The Chairman of the Committee shall be the Minor League Vice President and be responsible to the Local League President for the proper conduct of the Minor League operations.

ARTICLE – IX OFFICERS, DUTIES AND POWERS

SECTION 1

Election. Immediately following the Annual Election/Meeting, the current Directors present, provided there be a quorum, shall meet for the purpose of electing officers and appointing committees for the ensuing year.

SECTION 2

Officers. The officers of the Milton Little League shall consist of a President, Vice President, Secretary, a Treasurer and a Player Agent or Agents, all of whom shall hold office for the ensuing year or until their successors are duly elected. [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 a 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 membership or have been elected to fill a vacancy on the Board.

SECTION 3

President. The President Shall:

- (a) Conduct the affairs of the Milton Little League and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of the Milton Little 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 Milton Little League.
- (d) Be responsible for the conduct of the Milton Little League in strict conformity to the policies, principals, Rules and Regulations of the Little League Baseball, Incorporated, as agreed to under the conditions Of charter issued to the Milton Little League that organization.
- (e) Designate in writing, other offices if necessary, to have power to make and execute for/and in the name of the Milton Little 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 Milton Little League and report thereon to the Board as circumstances warrant.
- (g) Prepare and submit, in junction with the Treasurer, 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.

SECTION 4

Vice President. In case of the absence or disability of the President, and provided he is authorized by the President of Board so to act, the Vice President shall perform the duties of the President, and so when 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.

SECTION 5

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Milton Little League and maintain proper 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) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members, and give notice of all meetings of the Milton Little League, the Board of Directors and Committees.
- (d) Shall issue Membership cards to Regular Members.
- (e) Keep the minutes of the meeting of the Members, the Board of Directors and Executive Committee, and cause them to be recorded in a book kept for that purpose.
- (f) Shall conduct all correspondence not otherwise specifically delegated on 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 the monies and securities of the Milton Little League, including all committees, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advanced of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, balance sheet and profit and loss report, 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 meetings.
- (d) Prepare the Presidents signature and submission to the Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (e) Notify Little League Headquarters of any subsequent player replacements or trades.

ARTICLE X – MANAGERS, COACHES AND UMPIRES

SECTION 1

Team Managers and Coaches shall be appointed by the President and approved by the Board of Directors. Managers shall be responsible for the selection of their teams and for their actions on the field.

SECTION 2

Umpires may be assigned by the Chief Umpire, with the approval of the Board of Directors. Umpires, shall be responsible for their assignments and their actions on/off the field.

SECTION 3

President, Vice President, Player Agent shall not manage, coach or umpire in their respective divisions unless approved by the Board of Directors.
(Revised: 1/18/14)

ARTICLE XI – AFFILIATION

SECTION 1

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

Milton Little League shall devote it 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 Milton Little League.

SECTION 3

Local League Rules. The Milton Little League shall adopt by the Board of Directors the local rules at a meeting to be held not less than on month previous

to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated.

ARTICLE XII – FINANCIAL AND ACCOUNTING

SECTION 1

Authority. The Board of Directors shall decide all matters pertaining to the finances of the Milton Little League and it shall place all income, in common league treasury, directing the expenditure of the same in such manners 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 contributions of funds or property to individual teams but shall solicit some for the common treasurer of the Milton Little League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Milton Little League.

SECTION 3

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

SECTION 4

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

SECTION 5

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

SECTION 6

Deposits. All monies received shall be deposited to the credit of Milton Little League in an approved bank by the Board of Directors and all disbursements shall be made by check or check card. All checks shall be signed by the Milton Little League Treasurer and other officer or officers or persons as the Board of Directors shall determine.

SECTION 7

Fiscal Year. The fiscal year of the Milton Little League shall begin on the first day of October and shall end on the last day of September.

SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of the Milton Little League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Milton Little League 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 XIII – AMENDMENTS

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by the Board of Directors provided notice of the proposed change is included in the notice of such meeting. Voting by the Board of Directors on any amendments, repealed or altered in whole or in part shall be governed by Robert's Rule of Order.

DRAFT CHANGES

Draft of all proposed amendments shall be submitted to Little League Baseball Incorporated, for approval.

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| Adopted | 01/31/95 |
| Amended | 01/18/14 |
| Amended | 12/16/14 |