

CHLL

Citrus Heights Little League, Inc.

2024

CONSTITUTION



(District 5 - Sacramento, CA)

ARTICLE I: NAME

This organization shall be known as *Citrus Heights Little League, Incorporated* and will also be referred to as the “*Local League*” throughout the remainder of this document.

ARTICLE II: OBJECTIVE

Section 1: OBJECTIVE

The objective of the Local League is to firmly instill in the children of our community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority; so, they may grow to be good, decent, and trustworthy citizens.

Section 2: PURPOSE

To achieve this objective, the Local 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 exceptional athletic skills or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501(C)(3) of the Federal Internal Revenue Code, Citrus Heights Little League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball and/or softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III: MEMBERSHIP

Section 1: ELIGIBILITY

Any person sincerely interested in active participation to affect the objective of this Local League 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 the Little League Regulation IV and who resides or attends school within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of the Local League.
- **REGULAR MEMBERS:** Any person actively interested in furthering the objectives of the Local League may become a regular member as hereinafter provided. The Local

League Secretary shall maintain the role of membership to qualify voting Regular Members. Only Regular Members in good standing are eligible to vote. All officers, board members, committee members, managers, coaches, volunteer umpires, and other elected or appointed officials must be active members in good standing.

- **SUSTAINING MEMBERS:** Any person, not a regular member, who makes financial or other significant contributions to the Local League may, by a majority vote of the Board of Directors present a duly held meeting, become a sustaining member, but such person shall have no rights, duties, or obligations in the management or in the property of the Local League. Sustaining membership is an annual appointment for the current or ensuing membership period only.
- **HONORARY MEMBERS:** Any person may be elected as an honorary member by the unanimous vote of all directors present at any duly held meeting of the Board of but shall have no rights, duties, or obligations in the management or in the property of the Local League. Honorary membership is a lifetime appointment to the Local League.
- **“DIRECTOR”:** Any person appointed onto the Board of Directors for the current season. As used hereinafter, the word “Director” shall mean a Board of Director member of the Local League unless otherwise stated.
- **“MEMBER”:** As used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated.
- **“PLAYER”:** As used hereinafter, the word “Player” shall mean a Player Member unless otherwise stated.

Section 3: OTHER AFFILIATIONS

The following rules for affiliations shall apply.

- Members or Players of the Local League shall not be required to be affiliated with another organization or group to qualify for membership in the Local League.
- Members should not be actively engaged in the promotion and or operation of any other baseball program, unless approved by the Board of Directors.

Section 4: SUSPENSION OR TERMINATION

Any Membership may be terminated by resignation or by action of the Board of Directors on the 3rd warning (written or verbal). *The Board of Directors may terminate any membership sooner if deemed necessary and approved by a majority vote at a duly held meeting.*

- **MEMBERS:** The Board of Directors, by a two-thirds vote of those present at any duly held meeting, shall have the authority to discipline, suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the Local League and or Little League Baseball, Incorporated. The member involved shall be notified of such a meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges. The above-mentioned Meeting shall take place within 72 hours of notifying the Member.
- **PLAYERS:** The appropriate player agent shall, in the case of a player, give notice to the manager of the team of which the player is a member. Said manager should appear in the

capacity of advisor with the player before the Board of Directors, which shall have full power to suspend or revoke such player's rights to future participation.

- **TEMPORARY SUSPENSION:** The President of the Local League may temporarily suspend the membership of any member of any class for a period of not more than five (5) days or the participation in two (2) games to allow the Board of Directors time to meet and act on the matter in question. (A fast and fair response to matters of conduct is the intent of this clause.)

Section 5: MEMBERSHIP PERIOD

The membership period of the Local League shall be annual and run from the first day of October to the last day of September, coinciding with the fiscal year of the Local League.

ARTICLE IV: DUES

Section 1: MEMBERS

Dues for members may be fixed at such amounts, as the Board of Directors shall determine prior to the beginning of any membership period for a particular fiscal year.

***CHLL currently does not have any membership fees.*

Section 2: PARTICIPATION FEES

A reasonable Little League participation fee may be assessed as a parental obligation to assure the operational continuity of the Local League. Fees are based on division and playing age.

However, at NO TIME should payment of any fees be a prerequisite for participation in the Little League Baseball Program [Little League Regulation XII C.] The President must approve full or partial fee waivers and applications for waivers are available on the website and on request from a Board Member.

Section 3: NON-PAYMENT OF FEES

Regular Members who fail to pay their fixed dues within 30 days of application to become a member may, if needed, by a majority vote of the Board present at a Board meeting, be dropped from the rolls. Members/Players who continue to be rostered for the season but without payment of fees will be considered "NOT in Good Standing" and shall forfeit all rights and privileges of membership including voting.

Section 4: WAIVERS

Membership and/or participation fees may be waived by the President and approved by the Treasurer based on criteria determined prior to the membership period. Such criteria may include financial status or incentive programs to boost enrollment within specified playing divisions. The application for scholarship is listed on the website and available from the league Treasurer and written documentation must be submitted for auditing purposes.

ARTICLE V: MEETINGS

Section 1: ANNUAL MEETINGS

A General Membership Meeting is any meeting of the membership of the Local League. Two (2) annual meetings shall be held (*see Section 6 below*).

Section 2: NOTICE OF MEETING

Notice of each General Membership Meeting of the Local League shall be delivered personally, by mail or by e-mail to each Member at the last recorded address or via CHLL web site, 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 Members, from time to time, at a regularly convened meeting of the Local League.

Section 3: QUORUM

At any General Membership Meeting, the presence in person or representation by absentee ballot of one-fifth (20 percent) of the members shall be necessary to constitute a quorum. *If a quorum is not present, no business may be conducted.*

Section 4: VOTING

Only “*Members in Good Standing*” shall be entitled to make motions and vote for the election of officers or Constitution. Each family unit (parent/legal guardian) shall have two votes total, not per household and not per child.

On Closing Day, the election votes will be tallied and all members who are listed on the ballot and receive 50% of the vote (plus 1 – to constitute a majority) will then form the “Elected Committee”. This Committee will meet and be responsible to vote on the President role for next season. This Committee will also make suggestions for all the other roles that may be filled on the Board of Directors team. Then, the Election Committee and the entire Board of Director team will meet and officially elect and place remaining members in their roles by majority decision. A majority vote will decide on any members who are attempting to fill the same position.

Section 5: ABSENTEE BALLOT

For the expressed purpose of accommodating “*Members in Good Standing*” who cannot be present for the annual election, absentee ballots may be requested and obtained from the Secretary of the Local League. Absentee ballots shall be properly completed, signed, and returned in a sealed envelope to the Secretary, 3 (*three*) days prior to the date of the annual election of members to the Board of Directors. The Secretary shall present all absentee ballots to the Board of Directors prior to the conducting of the election process. Absentee ballots shall be accepted at any meetings of the Board of Directors and or its committees.

Section 6: ANNUAL MEETING OF THE MEMBERS

There are two (2) annual meetings of the Local League, that shall be held on the Opening Day and Closing Day each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, and appointing committees. Officers and Members may also receive reports and for the transaction if such business may properly come before the meeting.

- The Membership shall receive a report, verified by the President and Treasurer or by majority of the Directors. This report shall include:
 - ✓ The condition of the Local League.
 - ✓ A general summary of the funds received and expended by the Local League with a current accounting of available funds including the name(s) of the financial institutions where such funds are maintained, shall be posted on the Local League website, or made available upon request.
 - ✓ The whole amount of real and personal property is owned by the Local League. Inventory to be conducted to establish a base list then updated as necessary and made available upon request.
 - ✓ The amount and nature of property acquired during the fiscal year.
 - ✓ The names of persons who have been admitted to regular membership 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.
- At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect that number of Directors. ***The number of Directors elected shall not be less than six (6).***
- After elections, when the newly *ELECTED* Directors are named (***members that received 50% plus one votes***), the *ELECTED* Board shall meet to discuss and elect its Officers.
 - **The current Board shall resume performance of their duties until October 1st. This time is to be used to help transition its successors into their positions.**
 - **Effective October 1st, the newly elected Board shall start their term of office and are to continue until the next election day, their resignation, or their termination.**
- The officers of the Board of Directors shall include, ***at minimum***, the *President*, one or more *Vice Presidents*, *Treasurer*, *Secretary*, one or more *Player Agents* and a *Safety Officer*. The Board shall also include a minimum of *one Manager* and *one volunteer Umpire*.

Section 7: SPECIAL GENERAL MEMBERSHIP MEETINGS

Special General Membership Meetings may be called by the Board of Directors, the President or the Secretary at their discretion. 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. No business other than that specified in the request shall be

conducted. Such Special General Membership Meetings shall be scheduled to occur no later than thirty (30) days after such request is received by the President or Secretary.

Section 8: RULES OF ORDER

Robert’s Rules of Order shall govern the proceedings of all General Membership Meetings, except for those instances where such orders conflict with the Local League’s Constitution.

ARTICLE VI: 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. Upon election, Directors shall immediately familiarize themselves with and assist the current office holders with the duties and obligations of the office to which elected and assume office on ***October 1st of that year***. The Directors shall continue in office until their successors have been duly elected.

Section 2: INCREASE IN NUMBER

The number of Directors shall never be less than six (6), nor more than twenty-four (24). The number of the Board of Directors may be increased at any General Membership Meeting. All elections of additional Directors shall be by majority vote of all regular Members present or represented by an absentee ballot filed with the Secretary.

Section 3: REQUIRED DIRECTORS

The Board of Directors shall include, ***at minimum***, the *President*, one or more *Vice Presidents*, *Treasurer*, *Secretary*, one or more *Player Agents* and a *Safety Officer*. The Board shall also include ***a minimum*** of one *team Manager* and one *volunteer Umpire* (only volunteer umpires may be elected to the Board of Directors).

The number of managers and coaches, including Minor League representation, elected to the board shall not exceed the majority of the total board members.

Section 4: ANNUAL ELECTION AND TERM OF OFFICE

The Members shall annually determine the number of Directors to be elected for the ensuing year and shall subsequently elect such number of Directors to positions on the Board. The number so fixed may, within the limits prescribed by the foregoing *Section 2*, be increased at any regular or special meetings 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 meeting. The Election of Directors shall be by majority vote of all Regular Members present and voting or represented by a properly executed and signed absentee ballot filed with the League Secretary prior to the election meeting. Following the annual meeting and nominations for office, the ***annual*** election will be held on the day(s) of closing ceremonies at a specified location. Closing ceremonies are generally held on the day of the annual meeting.

Section 5: VACANCIES

If any vacancy occurs in the Board of Directors, by death, resignation, or otherwise, it shall be filled by a majority vote of the remaining Directors at any regular meeting or special meeting called for that purpose.

Section 6: MEETINGS, NOTICE AND QUORUM

Regular meetings of the Board of Directors shall be held on the *second (2nd) Tuesday of each month*. The President or the Secretary may, whenever they deem it advisable, or the Secretary shall, at the request in writing of five (5) Directors, issue a call for a special meeting of the Board of Directors. Notice of each meeting shall be given by the League Secretary to each Director at least three (3) days before the appointed day/time of the meeting. Notifications are to be mailed to the last recorded address of each Director, by telephone, text, email, or personal notice (at least twenty-four (24) hours before the meeting). In the case of a special meeting, such notice shall include the purpose of the meeting, and matters not stated may not be acted upon at the meeting. One-half plus one member of the Board of Directors shall constitute a quorum for the transaction of ordinary business.

Section 7: DUTIES AND POWERS

The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate, to delegate such powers to them as the Board of Directors shall deem advisable and may properly delegate. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Local League, as they may deem proper. The Board of Directors shall have the power by a two-thirds (2/3) vote of those present at any regular or special meetings to discipline, suspend or remove any Director, Officer, or Committee Member of the Local League in accordance with the procedure set forth in *Article III, Section 4*.

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 the whole amount of real and personal property owned by the 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 expended during the year immediately preceding such date; and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residence of the persons who shall be filed with the records of the Local League and an abstract thereof entered in the minutes of the proceedings of the annual meeting. A copy of such report shall be forwarded to Little League Baseball, Incorporated.

Section 8: RULES OF ORDER FOR BOARD MEETINGS

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except for those instances where such orders conflict with the Local League Constitution.

ARTICLE VII: EXECUTIVE COMMITTEE

No local league is required to appoint Board Members to any Committees or use this tool of operation to manage the local league. However, this Committee structure is highly recommended to engage the Board of Directors, assist with efficiently delegating responsibilities throughout the year and provide oversight in the operation of the local league.

The Executive Committee shall advise and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs. The committee shall have such other powers as may be delegated to it by the Board of Directors. This Committee will also conduct all discussions pertaining to discipline for any player in conjunction with the Rules Committee

SECTION 1:

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than seven (7). Directors: **one of whom shall be the President of the Local League.** Couples will act as one Director/vote. ***The President shall be the Chairperson of any such committee.***

SECTION 2:

The Executive Committee shall advise and assist the Directors of the Local League in all matters concerning its interests and the management of its affairs. This Committee shall have such powers delegated to it by the Board of Directors. **At no time, will the Executive Committee have authority over the Board of Directors.**

SECTION 3:

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

ARTICLE VIII: OTHER COMMITTEES

Section 1: NOMINATING COMMITTEE

The Board of Directors may appoint a Nominating Committee consisting of not less than three (3) Directors and other appointed members. The committee shall investigate and consider eligible candidates and submit, at the annual meeting, a slate of candidates for positions on the Board of Directors. The committee should also submit for consideration by the Board of Directors a slate of members and or Directors for appointment as committee members. ***The Secretary shall be the Chairperson of any such committee.***

Section 2: FINANCE COMMITTEE

The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors. The committee shall investigate ways and means of financing the Local League including team sponsorships and submit recommendations to the Board of Directors. *The Local League Treasurer shall be an ex-officio member of this committee. The Local League President shall be the Chairperson of any such committee.*

Section 3: BUILDING AND GROUNDS COMMITTEE

The Board of Directors may appoint a Building & Grounds Committee consisting of not less than three (3) Directors and other appointed members. The committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the late in cooperation with the Finance Committee. It shall be responsible for recommending repair and improvement, other than normal maintenance, of the building and property of the Local League and supervise the performance of such approved projects.

This committee shall also 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. *The Buildings & Grounds Directors and VP of Divisions shall be an ex-officio member of the committee. The Local League Vice President shall be the Chairperson of any such committee.*

Section 4: PLAYING EQUIPMENT COMMITTEE

The Board of Directors may appoint a Playing Equipment Committee consisting of not less than three (3) Directors and other appointed members. The committee shall secure bids on needed supplies and equipment and make recommendations for their purchase(s) to the Board of Directors. 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 playing season. *The Local League Equipment Manager shall be the Chairperson of any such committee.*

Section 5: COACHING COMMITTEE

The Board of Directors may appoint a Coaching Committee of not less than three (3) Directors and other appointed members. The committee shall interview and investigate prospective managers and coaches and recommend acceptable candidates to the President and Coaching Coordinator, for subsequent appointment and approval by the Board of Directors. Other suggested members include Player Agent from respective divisions. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the Coaching Coordinator of the Local League. It shall also, at the request of the Coaching Coordinator, President, or any other Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the Board of Directors as the case may be. This Committee may also include sub-committees assigned to assist/aid any specified division. *The Local League Vice President shall be an ex-officio member of this Committee, and the Local League Coaching Coordinator shall be the Chairperson of any such committee.*

Section 6: UMPIRE COMMITTEE

The Board of Directors may appoint an Umpire Committee consisting of not less than three (3) Directors and other appointed members. The committee shall recruit, interview, and recommend to the Umpire-in-Chief and President, a staff of umpires and replacement umpires. When appointed, the staff of umpires will be under the personal direction and responsibility of the Local League Umpire-In-Chief, and overseen by the Local League President, who shall train, observe, and schedule this staff. *The Local League Umpire-in-Chief shall be chairperson of any such committee.*

Section 7: DISTRICT COMMITTEE

The Board of Directors may appoint a District Committee consisting of the Local League President and two (2) other Directors. The committee shall assist the District Administrator with inter-league district functions, including the selection of members of the District Administrator's Advisory Committee, the selection of area tournament sites and the selection of area tournament directors. *The Local League President shall be the Chairperson of any such committee.*

Section 8: AUXILIARY COMMITTEE

The Board of Directors may appoint an Auxiliary Committee consisting of the Local League Treasurer, Auxiliary Manager(s), one (1) other Director and other appointed members. The committee shall coordinate all activities of the local league. It shall review and evaluate auxiliary projects for raising funds and the disposition of such profits and make recommendations regarding them to the Board of Directors. The Board of Directors shall approve in advance all projects and actions of the Auxiliary Committee. *The Treasurer and Auxiliary Manager(s) shall be Joint-Chairpersons of any such committee.*

Section 9: RULES COMMITTEE

The Board of Directors may appoint a Rules Committee consisting of not less than three (3) Directors and other appointed members, which should include the President, and Vice Presidents of the local league. If the Constitution, By-Laws, Rules of Order, or Standing Rules are being questioned or need interpretation, the committee shall investigate, research and issue orders or interpretations to the President, Board of Directors, or local league as requested or as it deems necessary. *The Vice President shall be the Chairperson of any such committee.*

Section 10: REGISTRATION COMMITTEE

The Board of Directors may appoint a Registration Committee consisting of not less than three (3) Directors and other appointed members. This committee shall assist the Player Agent and Volunteer/Outreach Coordinator with obtaining any/all registration and required documents and help with the registration process. *The Player Agent(s) shall be the Chairperson for any such committee.*

ARTICLE IX: OFFICERS, DUTIES AND POWERS

Section 1: ELECTION

Following the annual election, the *Elected* Committee (in accordance with the procedure set forth in *Article V, Section 4*) shall meet for the purpose of appointing positions and committees for the ensuing year.

Section 2: APPOINTED OFFICERS OR AGENTS

The Officers of the Local League, *at minimum*, shall consist of a *President*, a *Vice President*, a *Secretary*, a *Treasurer*, a *Player Agent*, and a *Safety Officer* (as stated in *Article VI, Section 3*). All of whom shall hold office for the ensuing year or until terminated, resign, or until their successors are duly elected [Little League Regulation I (b)].

The Board of Directors may appoint other Officers or Agents as they may deem necessary or desirable and may prescribe the powers and duties of each and may fill any vacancy that 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 of Directors by the Regular Membership or have been elected to fill a vacancy on the Board.**

Section 3: PRESIDENT

The President shall:

- Must have a minimum of one-year previous experience on the CHLL Board of Directors
- Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- Present a report on the condition of the Local League at the annual meeting.
- Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions to promote the welfare of the Local League.
- Be responsible for the Local League in strict conformity to the policies, principles, rules and regulations of Little League Baseball, Incorporated, as agreed to under conditions of charter issued to the Local League by that organization.
- Designate in writing other Officers, if necessary, to have the power to make and execute, in the name of the Local League, such contracts and leases they may receive having had prior approval of the Board of Directors.
- Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board of Directors of the Executive Committee as circumstances warrant.
- Prepare and submit an annual budget to the Board of Directors and be responsible for its execution.
- With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for try-outs and selection.

- As the chief administrator, the President selects and appoints **managers**, coaches, umpires, and committees.

If at any time, the President steps down from this position or is recalled/removed as President, the current Vice President shall act as President until a new President is voted in (in accordance with the procedure set forth in **Article V, Section 4**). A new President may be voted in at any duly held meeting, or at the next Election.

Section 4: VICE PRESIDENT

The Vice President shall:

- In case of the absence or disability of the President and provided he/she is authorized by the President or Board of Directors to so act, the Vice President shall perform the duties of the President and, when so acting, shall have all the powers of that office.
- Act as Ex-Officio for designated committees.

Section 5: SECRETARY

The Secretary shall:

- Perform such duties set forth herein, 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 and its committees.
- Maintain a list of all Regular, Honorary, and Sustaining Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors, and its committees.
- Issue membership cards, if requested by the Board of Directors.
- Keep the minutes of the meetings of the Members, Board of Directors and the Executive Committee and cause them to be recorded in a book for that purpose.
- 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.
- Notify Members, Directors, Officers and Committee members of their election and/or appointment to Local League office or committee.

Section 6: TREASURER

The Treasurer shall:

- Perform such duties set forth herein and such duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- Receive all money and securities, and deposit funds in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the auxiliary, approve all payments from the allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements must be made by check and must have dual signatures.

- Prepare an annual budget, under the direction of the President, for submission to the membership and Board of Directors at the September meeting of the Board of Directors

Section 7: UPPER DIVISION PLAYER AGENT(S)

The Division Player Agent(s) shall:

- Manage the online registration process.
- Monitor team records to assure minimum playing time is accrued for each eligible player.
- Act as an advocate in the interest of all players in the Local League.
- Record all player transactions and maintain an accurate and up-to-date record thereof.
- Receive and reviews applications for player candidates and assist the President in checking residence and age eligibility.
- Conduct the player and draft and all other player transaction or selection meetings.
- Prepare the Player Agent's list.
- Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- Notify Little League Headquarters of any subsequent replacements or trades.

Section 8: LOWER DIVISION PLAYER AGENT(S)

The Division Player Agent(s) shall:

- Manage the online registration process.
- Oversee creation of lower division teams (CP and Tee Ball).
- Monitor team records to assure minimum playing time is accrued for each eligible player.
- Act as an advocate in the interest of all players in the Local League.
- Record all player transactions and maintain an accurate and up-to-date record thereof.
- Receive and reviews applications for player candidates and assist the President in checking residence and age eligibility.

Section 9: VICE PRESIDENT(S) OF DIVISIONS

The Vice President(s) of Divisions shall:

- Assist the Player Agents in the player draft and all other player transaction or selection meetings.
- Develop game schedules in accordance with standing rule procedures.
- Be responsible for the conduct of their respective division's program and schedule.
- Assist the Umpire-In-Chief in the scheduling of umpires for their division and others as may become necessary.
- Maintain the playing and practice fields for their respective division, within the confines of the budget appropriated by the Board of Directors in conjunction with the Vice President, Buildings and Grounds.

Section 10: COACHING COORDINATOR

The Coaching Coordinator shall:

- Serve as the primary contact for Little League and its manager-coach education program for the league.
- Represent managers and coaches in the league.
- Implement League training programs for managers and coaches, and distribute materials to players, managers, and coaches.
- Conduct mini-clinics as necessary.

Section 11: UMPIRE-IN-CHIEF

The Umpire-in-Chief shall:

- Obtain from the community the services of a properly trained and equipped staff of volunteer umpires.
- Be responsible for the scheduling of umpires for games in the Senior, Junior, Major and Minor programs, and ensure that the Farm, Coach-Pitch, and Tee Ball programs are properly officiated.

Section 12: PUBLIC RELATIONS / LEAGUE INFORMATION OFFICER

The Public Relations/ League Information Officer shall:

- Help manage the League's website and social media accounts.
- Serve as the primary contact person for the Local League and website.
- Handle publicity, public relations, and announcements through the news media of all events pertaining to the Local League (e.g., sign-ups, try-outs, opening day, and closing day, etc.).
- Notify members of the Local League of the date, time, and place of the Annual Meeting of the Local League.

Section 13: SPONSORSHIP COORDINATOR

The Sponsorship Coordinator shall:

- Solicit sponsorships for each team in the Local Leagues Spring seasons and obtain additional sponsors for advertisements in the Local League Membership Book.
- Collect and organize information for the publishing of the Citrus Heights Little League Membership Book and cause said membership book to be printed and distributed to the Local League. If the BOD votes to distribute and funds are available.
- Keep a running contact list of Sponsors each season (Fall season does not need sponsors)

Section 14: EQUIPMENT MANAGER

The Equipment Manager shall:

- Oversee the purchasing and distribution of the equipment of the Local League, issue said equipment to the team managers of the Local League and collect such equipment at the close of League play.
- Be responsible for an inventory system of the equipment of the Local League.

Section 15: UNIFORM MANAGER

The Uniform Manager shall:

- Be responsible for the inventory and storage of said uniforms.
- Obtain a minimum of at least two (2) bids for the purchase of uniforms and, purchase uniforms for the teams of the Local League and distribute them to all teams.

Section 16: VOLUNTEER/OUTREACH COORDINATOR

The Volunteer/Outreach Coordinator shall:

- Solicit volunteers with special attention paid to high schools, local churches and other community programs with the intent of assisting CHLL with scheduling volunteers for CHLL events and snack bar duties.
- This position works directly with the Public Relations Coordinator and Head of Auxiliary.
- Organizes, informs, and instructs the Team Representatives of the Local League.
- Will be the main contact for Team Representatives.

Section 17: BUILDINGS AND GROUNDS

The Buildings and Grounds shall:

- Make himself/herself knowledgeable of the state of all playing fields prior to the start of the League season and provide a report of such conditions to the Board of Directors.
- Prepare estimates for the repairs and/or recommended improvements required for each playing field and provide them to the Board of Directors.
- Make himself/herself knowledgeable of the state of the Local League's maintenance and field equipment. Recommend repairs or replacement to the Board of Directors as needed.

Section 18: AUXILIARY MANAGER(S)

The Auxiliary Manager(s) shall:

- Be joint Chairpersons of the local league Auxiliary and oversee its operations, to include a liaison between the Board of Directors and the League Auxiliary.
- Supervise the operation of all concession stands solely operated by the Local League.
- Solicit volunteer help from the community in the operation of concession stands, and fund-raising projects, as approved by the Local League.
- Helps to organize, inform, and instruct the Team Representatives of the Local League.

Section 19: FUNDRAISING COORDINATOR:

The Fundraising Coordinator Shall:

- Assist the Auxiliary Committee with the planning of all league events/fundraisers.
- Lead the organization of events/fundraisers.
- Be the main point of contact during all league events/fundraisers to insure they run smoothly.
- Communicates fundraising plans/ideas to the Board of Directors
- Works closely with the Sponsorship Coordinator to invite sponsors to participate in league events.

Section 20: SAFETY OFFICER

The Safety Officer shall:

- Be responsible for the implementation of the A.S.A.P. (*A Safety Awareness Program*) at the Local League level. In addition to submitting all reports and requirements of such a plan to Little League Baseball, Inc.
- Be responsible for making all members aware of all safety procedures found in the Little League Code.
- Frequently inspect all playing areas for holes, damage, glass, and other foreign objects.
- Make certain all fences, screens and dugouts are in safe condition.
- Periodically inspects the stands or bleachers at field locations.
- Plan, in advance of all games and practices, for emergency medical services.
- Arranges first aid, CPR, Concussion training, and SafeSport Safety Training for all managers and coaches.
- Arranges with the President, an annual training meeting for managers and coaches by implementing Little League's "Prevention and Emergency Management Program."
- Handles all accident claims promptly and shall maintain all records pertaining to all injuries and to include any claims for liability.

ARTICLE X: MANAGERS, COACHES AND UMPIRES

Section 1: TEAM MANAGERS AND COACHES

Team managers and coaches shall be appointed annually by the President and be 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

Umpires shall be appointed annually by the President, with the approval of the Board of Directors, who shall be responsible for their actions on the field [Little League Regulation I (b)].

Section 3: RESTRICTIONS

While holding such office, the President may manage, coach or umpire provided he/she does not serve on a protest committee nor serve as a tournament team manager or coach [Little League Regulation I (b)].

ARTICLE XI: AFFILIATION

Section 1: CHARTER

The Local League shall annually apply for a charter from Little League Baseball Inc. 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 or operate any other program or organization.

Section 2: RULES AND REGULATIONS

The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, Pennsylvania, shall be binding on this Local League. Supplemental Rules may also be incorporated by the local league.

- **Rules and Regulations shall be followed in this order:**
 1. Local League Supplemental Rules
 2. Official Baseball Rule Book (AKA Green Book, Blue Book, etc.).

Section 3: LOCAL LEAGUE RULES

The rules of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than thirty (30) days prior 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: ACCOUNTING AND FINANCE

Section 1: COMMON LEAGUE TREASURY

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 in such manner that will give no individual or team an advantage over those in competition with such individual or team.

Section 2: CONTRIBUTION OF FUNDS

The Board of Directors shall not permit the contribution of funds or property to individual teams but shall solicit the same for each individual team, from the common treasury of the Local League. Thereby discouraging favoritism among teams and to endeavor to equalize the benefits of the Local League.

Section 3: SOLICITATION OF FUNDS

The Board of Directors shall not permit the solicitation of funds in the name of the Local League or Little League Baseball unless the entire proceeds of such funds raised are placed in the Local League's treasury.

Section 4: DISBURSEMENT OF FUNDS

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

Section 5: COMPENSATION

NO Director or Officer of the Local League shall receive, directly or indirectly, any salary or compensation from the Local League for services rendered as a Director or Officer.

Section 6: DEPOSITORY

All moneys received, including Auxiliary Funds, shall be deposited into the credit of the Local League at **SAFE Credit Union**; all disbursements shall be made by check. The Treasurer, and 2 appointed Directors shall be authorized on all the Local Leagues banking accounts.

*****Under no circumstance, shall there be less than 3 (three) Directors listed on the Local Leagues banking accounts.***

Section 7: FISCAL YEAR

The fiscal year of the Local 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 the dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another federally Incorporated entity which maintains the same objective as set forth herein, which is or may be entitled to exemption under Section 501(C)(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XIII: AMENDMENTS

Section 1: AMENDMENT BY MEMBERS

This Constitution may be amended, repealed, or altered in whole or in part by a majority vote of the members at any duly organized meeting of the Members provided notice of the proposed change(s) is included in the notice of the meeting.

Section 2: APPROVAL OF AMENDMENT

A draft of all proposed amendments shall be submitted to District 5 for review/approval, then submitted to Little League Baseball, Inc. for approval, ***before implementation.***

ARTICLE XIV: COVID-19 *(if applicable)*

SECTION 1:

The Local League will work in accordance with all guidelines and regulations directed by Sunrise Parks and Recreation, the City of Citrus Heights, Sacramento County Health, and the State of California Department of Health.

SECTION 2:

Our goal is to always provide a baseball program to the youth of Citrus Heights if we are legally permitted to do so. Regulations and mandates presented to the Local League will continuously change and adjust to adhere to all protocols that will allow us to offer a program.

To safely implement and conduct a baseball program during a pandemic, we must follow the Sacramento County Public Health COVID-19 Physical Distancing and Safety Plan if applicable. The following items must be complete before the start of the season until further notice:

- Develop, Implement and Maintain a Written Plan
- ASAP Plan will contain COVID-19 protocols. COVID-19 Waivers must be filled out by all participants, etc.
- Employee & Volunteer Health Protocols
- Annual Safety Meeting must contain COVID-19 safety discussion and training, screening measures before any game or practice, etc.
- Facility Health Protocols
- Follow Participant Protocols

This Constitution was approved by the Board of Directors on _____, 2023

President's Name: *Tahoe Arbogast*

President's Signature: _____ Date: _____

League ID No: 04050507
Federal ID No: 423 161 18