

CITRUS HEIGHTS LITTLE LEAGUE

2025 CONSTITUTION



**(DISTRICT 5 - SACRAMENTO, CA)
LEAGUE ID# 04050507**

ARTICLE I: NAME

This organization shall be known as *Citrus Heights Little League*, hereinafter may also be referred to as the “*Local League*” throughout this document.

ARTICLE II: OBJECTIVE

SECTION 1: OBJECTIVE

The objective of the Local League shall be to positively impact youth and communities using the power of youth baseball and/or softball to teach life lessons to build stronger individuals and communities.

SECTION 2: PURPOSE

To achieve this objective, the Local League will provide a supervised baseball program consistent with the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall consider and incorporate the values of Little League: Teamwork, Community, Inclusion, Fun, and Integrity. The molding of future citizens is of prime importance and the attainment of exceptional athletic skill and/or the winning of games is secondary. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall benefit any individual or be used in any substantial part to influence legislation 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:

- A. **REGULAR MEMBERS:** (as used hereinafter, the word “Member” shall mean a Regular Member unless otherwise stated). **shall include:** –
- Current year Managers, Coaches, Board Members, Local League Officers, and any registered volunteer, who have completed a background check.

- One Parent or one Legal Guardian of each registered player. Parents or Guardians of multiple registered players are limited to a maximum of two memberships.
 - Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon approval by the Board and payment if applicable. Upon receipt of a written request to become a member, the Board of Directors shall vote upon the request at the next scheduled Board of Directors meeting.
 - All Members must annually complete the Little League Official Application, submit to a background check pursuant to Regulation I(8) and (9), and complete abuse awareness training pursuant to Regulation I(10) before the commencement of the season.
 - The Secretary shall maintain a list of membership to qualify voting Members. Only Members in good standing.
- B. PLAYER MEMBERS:** (As used hereinafter, the word “Player” shall mean a Player Member unless otherwise stated): 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.
- C. SUSTAINING MEMBERS (optional):** 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 a 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.
- D. HONORARY MEMBERS (optional):** 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.
- E. BOARD MEMBER (AKA DIRECTOR):** Any person appointed onto the Board of Directors for the current season. As used hereinafter, the words “Director and/or Board Member” shall mean a Board of Director member of the Local League unless otherwise stated.

SECTION 3: OTHER AFFILIATIONS

The following rules for affiliations shall apply.

- Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify for membership of the Local League.
- Members shall not be actively engaged in the organization, promotion, operation and/or leadership of any other baseball program, unless approved by the Board of Directors **with written stipulations.**

SECTION 4: SUSPENSION OR TERMINATION

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

Any Membership may be terminated by resignation or by action of the Board of Directors on the 3rd warning (written or verbal - all warnings must be documented, and a record must be kept by the league Secretary.

**THE BOARD OF DIRECTORS MAY TERMINATE ANY MEMBERSHIP SOONER IF DEEMED NECESSARY AND
APPROVED BY A MAJORITY VOTE AT A DULY HELD MEETING.**

- A. **MEMBERS**: The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including managers, coaches, and other volunteers when the conduct of such person is inconsistent with the values of Little League Baseball, Incorporated and is considered detrimental to the best interests of the players, 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 be given an opportunity to appear at the meeting to answer such charges.
- B. **PLAYERS**: In the event of disciplinary action for a Player, the Board of Directors shall give notice to the team Manager and parent/legal guardian of the said player. 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 a player's right to future participation in the Local League by two-thirds votes of those present at any duly constituted Board meeting.
- C. **TEMPORARY SUSPENSION**: The President of the Local League may temporarily suspend any member, of any class, for a period of not more than five (5) days, **or** the participation of two (2) **consecutive** 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.)
- D. **MEMBERSHIP DUES (if applicable)**: If membership dues are collected, Members who fail to pay their fixed dues may, by a two-thirds vote of the Board present at any duly constituted Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership. The Board of Directors will establish the number of days within which applicants have to pay membership dues as part of the annual Policies and Procedures which shall be voted on at the first Board meeting of each fiscal year.

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 **the following year**; coinciding with the fiscal year of the Local League.

ARTICLE IV: DUES

SECTION 1: MEMBERS

Dues, if any, for Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Little League Regulation XIII (c).

*****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 shall payment of any fees be a prerequisite for participation in the Little League Baseball Program [Little League Regulation XII C.]** The President must approve all full or partial fee waivers.

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 be dropped from their roles (by a majority vote of the Board present at any regularly scheduled Board meeting).

Members 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

There shall be two (2) annual meetings held each season (***see Section 6 below***). A General Membership Meeting is any meeting held for all memberships of the Local League.

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

- A. **BOARD OF DIRECTORS (MAJORITY VOTE):** The Board of Directors shall have the power by a two-thirds (2/3) votes of those present at any regular and/or special meeting.
- B. **ELECTION:** 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.**
 - 1. **ELECTED COMMITTEE:** On Closing Day, the votes will be counted, and those candidates on the ballot who receive a majority, defined as 50% plus one vote, will be appointed to the newly elected Board of Directors and will constitute the "Elected Committee."
 - 2. The Elected Committee will convene to assume their new roles, officially beginning their terms on October 1st. Additionally, the Committee has the authority to vote in new Directors from among the candidates who were on the ballot but not elected to the Board by the general membership.
 - 3. 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. The first shall be held on the Opening Day and the second shall be held on Closing Day. The purpose of this is for 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: where property is located, where and how its invested, and the amount and nature of the 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.
 - ✓ ***A copy of such a report shall be forwarded to Little League Baseball, Incorporated.***
- 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 (1) votes***), the *ELECTED* Board shall meet to discuss and elect its Officers.
 - **The current Board shall resume their duties until September 30th. 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.**

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. Also, 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: DUTIES & POWERS OF THE 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 their current role in office until their successors have been duly elected.

SECTION 2: INCREASE IN NUMBER

The number of Directors shall never be less than seven (7), and never more twenty-one (21). The number of the Board of Directors may be adjusted at any General Membership Meeting and will go into effect the following season.

SECTION 3: REQUIRED DIRECTORS

The Board of Directors shall include, ***at minimum*** of a *President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer and Coaching Coordinator*. 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 elected to the board ***must*** be a minority as stated in the Little League Rules ***Regulation I (b)***.

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 on the Board of Directors, by death, resignation or otherwise, it may be filled, for the balance of the absent Board Member's term of office, by a majority vote of the remaining Directors at any duly constituted Board meeting or Special Board Meeting called for that purpose.

SECTION 6: MEETINGS, NOTICE AND QUORUM

- A. **REGULAR MEETINGS:** The Board of Directors shall be held on the ***second (2nd) Tuesday of each month.***
- B. **NOTICE OF BOARD MEETINGS:** Shall be given to each Board Member by the Secretary via regular mail (to a director's last recorded address), in person, or electronically **at a minimum of five (5) 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).
- C. **SPECIAL MEETINGS:** The President (and/or the Secretary at the request in writing of five (5) Directors) may call for a ***special meeting*** of the Board of Directors. The notice shall include the purpose of the meeting and only matters stated in such notice may be discussed and acted upon at the Special meeting.
- D. **QUORUM:** One-half plus one member of the Board of Directors shall constitute a quorum for the transaction of ordinary business. ***If a quorum is not present, no business may be conducted.***
- E. **VOTING DURING BOARD MEETINGS:** Only members of the Board of Directors may make speak, motion and vote at Board Meetings. However, Directors may invite, admit, and recognize guests for presentations or comments during such meetings.

SECTION 7: 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: DUTIES AND POWERS OF THE BOARD

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 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: APPOINTED DIRECTORS

The Directors 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)].

SECTION 4: PRESIDENT

The President shall:

- Have a minimum of one (1) consecutive year of 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.
- Has the power to make and execute contracts and leases, once approved by the Board of Directors. Or designate other Officers to make and execute such contracts and leases, if necessary.
- Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board of Directors (and Executive Committee, in the event such a committee is established) as circumstances permit.
- Prepare and submit an annual budget to the Board of Directors and be responsible for its execution.
- With the assistance of the local league Player Agent(s), will examine all registration documents, including but not limited to waivers, applications, proof-of-age eligibility, residence or school enrollment documents, and birth certificates of each player candidate – before they are accepted to participate in evaluations (try-outs).
- Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or another designated Board member.
- Ensure that all individuals who submit the Volunteer Application also complete all required training outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or another designated Board member.
- As the chief administrator, the President makes the final selection and appoints all managers, coaches, umpires, and committees.

A. *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 5: VICE PRESIDENT

The Vice President shall:

- 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 to so act. When so acting, the Vice President shall have all the powers of that office.
- Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- Act as Ex-Officio for designated committees.

SECTION 6: SECRETARY

The Secretary shall:

- Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, email lists and necessary records.
- Keep the Board of Directors' information current on the league website, Little League Data Center, and all other platforms (including league documents)
- 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.
- Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
- Maintain a current list of all Regular Members in good standing and determine the number of Regular Little League® Constitution | Page 5 Members needed to constitute a quorum.
- Issue membership cards to Regular Members, if approved by the Board of Directors.
- 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.
- 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 or appointment. Provide each of these individuals with a copy of the Local League Constitution.

SECTION 7: TREASURER

The Treasurer shall:

- 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.
- Receive all money/securities and deposit into a league account, approved by the Board of Directors.
- Keep records for the receipt and disbursement of all money and securities of the Local League.

- Approve any/all payments made from the league account. Payments must be made in agreement with established policies prior to such actions by the Board of Directors. All disbursements must be made by credit card or check.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

SECTION 8: PLAYER AGENT(S)

The Player Agent(s) shall:

- Manage the online registration process.
- Monitor team records to ensure 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 review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
- Conduct player evaluations (tryouts), player draft, and all other player transactions or selection meetings.
- Prepare the player evaluation report and provide a current list of eligible players, for each division (players league age 7 and above)
- Prepare for the President's signature and submission to Little League Baseball, Incorporated team rosters, including players claimed, and the tournament team eligibility affidavit.
- Notify Little League Baseball, Incorporated of any subsequent player replacements or trades
- It is recommended that the Player Agent position be divided into two (2) roles: "Upper and Lower". Each Player Agent should oversee the division(s) opposite to those their own players are in.

SECTION 9: SAFETY OFFICER

The Safety Officer shall:

- Be responsible for updated and implementing the A.S.A.P. (*A Safety Awareness Program*) to all members at the Local League level.
- Once the A.S.A.P Plan has been approved at the District level; the Safety Officer is responsible for submitting the plan (along with all other reports/requirements) to Little League Baseball, Inc.
- Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
- Arrange all mandatory training courses/classes, such as First Aid, CPR, "Heads-up" Concussion training, Abuse Awareness, SafeSport Safety Training for all Coaching Staff

- 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.
- Define a process to ensure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
- If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9) and Live Scan verification per the State of California.

SECTION 10: VICE PRESIDENT(S) OF DIVISIONS

The Vice President(s) of Divisions shall:

- Assist the Player Agents with the player draft and all other player transactions 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.

SECTION 11: COACHING COORDINATOR

The Coaching Coordinator shall:

- Serve as the primary contact and representative for all Coaching Staff within the league.
- Implement League training and education programs for all Coaching Staff, and distribute materials as needed.
- Ensure all Coaching Staff complete the mandatory training, certificates and background checks.
- Responsible for making certain all Coaching Staff receive written game rules (supplemental, inter-league, spring, fall, etc.).
- Conduct Coaching Clinics, as necessary (*highly recommended*).

SECTION 12: UMPIRE-IN-CHIEF

The Umpire-in-Chief shall:

- Obtain the services of properly trained and equipped staff of Umpires (volunteer or paid).
- Responsible for the scheduling of umpires for the Local Leagues sanctioned games, unless handled by District-5 or another Local League. In the event an official umpire is not needed (i.e. lower-level divisions), the Umpire-in-Chief shall ensure games are properly officiated.

SECTION 13: 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.
- Notify members of the Local League of any/all additional information needed throughout the season.

SECTION 14: SPONSORSHIP COORDINATOR

The Sponsorship Coordinator shall:

- Solicit sponsorships for the Local Leagues Spring seasons.
- Maintain a contact list of Sponsors each season (the fall season does not need sponsors).
- Responsible for creating and maintaining all sponsor banners (depending on the sponsorship package purchased).
- Work closely with the Public Relationship Officer to ensure sponsor logos and acknowledgements are posted on the Local Leagues website and social media platforms (depending on the chosen sponsorship package)
- Responsible for the delivery of all sponsor plaques at the end of each season (depending on the chosen sponsorship package)

SECTION 15: 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.
- Responsible for an inventory system of the equipment of the Local League.
- Responsible for providing equipment to each Manager at the beginning of each season and collecting it at the end of each season.

SECTION 16: UNIFORM MANAGER

The Uniform Manager shall:

- Responsible for the inventory and storage of league fanfare and uniforms.
- Obtain a minimum of at least two (2) bids for the purchase of uniforms each season
- Purchase uniforms for the teams of the Local League.
- Responsible for the distribution of uniforms to all teams.

SECTION 17: 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 Officer and Auxiliary Managers.
- Be the main contact for Team Representatives.
- Organizes meetings and provides information needed to all Team Representative through each season.

SECTION 18: BUILDINGS & GROUNDS KEEPERS

The Buildings and Grounds shall:

- Make themselves aware of the state of all playing fields prior to the start of each 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 themselves aware of the state of the Local League's maintenance and field equipment.
- Recommend repairs or replacement to the Board of Directors as needed.

SECTION 19: AUXILIARY MANAGER(S)

The Auxiliary Manager(s) shall:

- Assists with the operations on league events, and to be a liaison between the Board of Directors and the Auxiliary Committee.
- Supervise the operation of all concession stands solely operated by the Local League.
- Works closely with the Volunteer/Outreach Coordinator to solicit volunteer help from the community in the operation of concession stands, and fund-raising projects, as approved by the Local League.
- It is recommended that there are 2 Auxiliary Managers for each snack bar location.

SECTION 20: FUNDRAISING COORDINATOR:

The Fundraising Coordinator Shall:

- Assist the Auxiliary Committee with the planning of all league events/fundraisers.
- Be the main point of contact during all league events/fundraisers to ensure they run smoothly.
- Communicates fundraising plans/ideas to the Board of Directors
- Works closely with the Volunteer/Outreach Coordinator to solicit volunteer help from the community.
- Works closely with the Sponsorship Coordinator to ensure sponsors are invited to participate in league events.

ARTICLE VIII: DUTIES & POWERS OF COMMITTEES

The Board of Directors shall have the power to form standing committees and appoint members as it deems appropriate. The purpose of utilizing such committees is to delegate league business, to be done faster and more efficiently. Such committees will adopt the rules and regulations for the conduct and voting process of their meetings as stated in **Article V, Section 4** of this Constitution.

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.

ARTICLE IX: COMMITTEES

SECTION 1: 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

- A. The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than seven (7) Directors (this committee must have an odd number of members, for voting purposes). **One of whom shall be the President of the Local League.** Couples will act as one Director/vote.
The Local League President shall be the Chairperson of any such committee.
- B. 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 shall the Executive Committee have authority over the Board of Directors.**

- C. 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.

SECTION 2: CALENDAR COMMITTEE

This committee collaborates with the Auxiliary Committee to ensure that each season is thoroughly organized and well-planned. After the season calendar is approved by the Board of Directors, the committee is responsible for distributing and posting the approved calendar for all league members to view. ***The Local League Secretary will serve as the Chairperson of this committee.***

SECTION 3: 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 donations and sponsorships, and submit recommendations to the Board of Directors. This committee shall also set a budget for the Local League at the beginning of each season. ***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 4: AUDITING COMMITTEE

The committee will review the League's books and records annually and attach a statement of their findings to the annual financial statement of the President and Treasurer or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review. ***This review must be done by an outside vender. The Local League President and Treasurer are NOT eligible to be the Chairpersons of any such committee.***

SECTION 5: 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 Local League Buildings & Grounds Directors and Local League VP of Divisions shall be ex-officio members of the committee. The Local League Vice President shall be the Chairperson of any such committee.***

SECTION 6: 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 7: COACHING COMMITTEE

The Board of Directors may appoint a Coaching Committee of not less than three (3) Directors and other members appointed. 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 8: 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 9: 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 10: 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 Local League Treasurer shall be the Chairperson of any such committee.***

SECTION 11: 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 12: 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 Local League Player Agent(s) shall be the Chairperson(s) for any such committee.***

SECTION 13: 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, a slate of members and or Directors for appointment as committee members. ***The Secretary shall be the Chairperson of any such committee.***

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 everything 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, but shall be followed in said order:

- A. Official Little League Baseball Playing Rules and Regulations
- B. Local League Supplemental Rules

SECTION 3: LOCAL LEAGUE RULES

The local rules, ground rules and/or bylaws of the Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month before 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 playing season and are not considered part of this Constitution.

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

All funds received, including sponsorship and fundraising, shall be deposited into the financial account of the Local League which must be a federally insured bank or other certified financial institution as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

SECTION 2: CONTRIBUTION OF FUNDS

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.

SECTION 3: SOLICITATION OF FUNDS

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

SECTION 4: DISBURSEMENT OF FUNDS

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, or league credit or debit card. All checks shall be signed by the Local League Treasurer and/or other such officer(s), as the Board of Directors shall determine.

SECTION 5: AUTHORIZATION TO DISBURSE OF FUNDS

No Board member authorized to disburse funds may be the spouse or family relative of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

SECTION 6: COMPENSATION

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

SECTION 8: DEPOSITORY

All funds 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 circumstances 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 October 1st and shall end on September 30th.

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 amendments may be implemented.***

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 completed 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
- The 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 Citrus Heights Little League Board of Directors on ____
December 1, 2024

President's Name: *Daniel Gomez*

President's Signature: *Daniel Gomez* Date: *December 1, 2024*

League ID No: 04050507

Federal ID No: 423 161 18