

**Constitution & Bylaws
Burlington Little League, Inc
Little League Charters 0149-06-01 and 0149-06-02
A Not for Profit Corporation of the State of Wisconsin
Burlington, Wisconsin 53105
Revised 2010**

BURLINGTON LITTLE LEAGUE CONSTITUTION

ARTICLE I - NAME

This Association shall be known as the "Burlington Little League, Incorporated", also referred to as "BLL"

ARTICLE II – OBJECTIVE

2.01: The objective of the Local League shall be to foster an environment that supports the children of the community and mentors the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens.

2.02: To achieve this objective, the Local League will provide a supervised program under the rules and regulations of Little League, Inc. 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.

2.03: In accordance with section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball. No part of the net earnings shall inure to the benefit of any private shareholder or individual, nor be connected with any person or organization in which a 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 - ELIGIBILITY FOR MEMBERSHIP

3.01: Any player candidates meeting the requirements of Little League, Inc Regulation IV shall be eligible to compete for participation. Players Members shall have no rights, duties, or obligations in the management or in the property of the Local League.

3.02: Members of the Association are those individuals who meet the requirements listed below, who subscribe to the purpose of the Association, and who meet the requirements for membership as determined by the Board of Directors.

- 1.** Any parents or guardians of a child participating in the BLL program.
- 2.** Any person, eighteen (18) years of age or older who is serving the Association in any elected office or appointed capacity for the current year.
- 3.** Membership may be extended to others by action of the Board of Directors.
- 4.** Membership may be suspended, terminated, or reinstated by action of the Board of Directors.

3.03: Members conforming with the above and those who meet the financial obligations of dues and fees established by the Board of Directors are considered members in good standing and shall be entitled to all the rights and privileges of membership in the Association. The rights of membership are:

- 1.** The right to vote in elections.
- 2.** The right to nominate members to run for the Board of Directors.

3.04: Disputes concerning player and / or membership eligibility shall be referred to the President of BLL for resolution. The party(s) involved or any member of the Association has the right of appealing the President's decision to a panel of review consisting of the VP's of

Operations, Secretary, and the Director of the Baseball program involved. The panel's decision on the matter is final and binding.

3.05: Other Affiliations

1. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
2. Regular Members and the Board of Directors should not be actively engaged in the promotion and/or operation of any other baseball/softball program.
3. The President shall not be actively engaged in the promotion and/or operation of any other baseball/softball program.

3.06: No Director, Officer or member of the Local League shall receive, directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Director, Officer, or Member

ARTICLE IV – DUES FOR REGULAR MEMBERS (NOT PLAYERS)

4.01: Dues for regular members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. See Article X for the fiscal year of the league.

4.02: Regular Members who fail to pay their fixed dues within thirty (30) days of application to become a member may, by majority vote of the board present at a board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

ARTICLE V - DUTIES & POWERS OF THE BOARD

5.01: The Local League Board of Directors, elected from and by the adult members of the league or otherwise duly appointed, is responsible for the day-to-day operations of the league within the rules, regulations, and policies of Little League, Inc. This Board does not have the authority to alter, suspend, or change any of the rules, regulations, or policies of Little League, Inc except as expressly permitted and stated by Little League, Inc in writing. The Executive Board of Directors has the authority to amend the by-laws and constitution, and shall be renewed yearly no later than 60 days after the commencement of the fiscal year. No part of the by-laws, local rules, or ground rules can or will conflict with or supersede any Little League, Inc rule, regulation or policy.

5.02: The President shall:

1. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
2. Present a report of the condition of the Local League at the annual meeting

ARTICLE VI – EXECUTIVE BOARD - BOARD OF DIRECTORS

The management of the property and affairs of the Local League shall be vested in the Executive Board of Directors. The Local League shall have an Executive Board of Directors consisting of not be less than five (5) and not more than eight (8) members. The number of managers and coaches elected to the board shall not exceed a minority of the total board members. The Executive Board of Directors shall be elected to conduct the business of the Association, and shall consist of the following positions:

6.01: A President, whose duties shall be to call and preside at the Executive and Board of Directors Meetings and General Meetings and to supervise the administration of BLL, to implement rules and policies established by the Executive Board of Directors, and to coordinate the activities of the officers and directors and assign duties not otherwise established by the bylaws or the Board of Directors.

- a) The President, with a majority vote of the Board, shall fill vacant and appointed positions for the remainder of the term, and shall declare positions vacant for reasons of resignation, disability, nonfeasance, or malfeasance.
- b) Present a report of the condition of the Local League at the Annual Meeting. Communicate to the Board of Directors on such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- c) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, rules and regulations of Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued to the Local League by that organization.
- d) Designate in writing other officers, if necessary, to have power to make and execute for and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- e) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof and assumes the responsibility for all local league finances.
- g) With the assistance of the Player Agents, examine the application and support proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selections.
- h) A person eligible to hold this office must have been a member of BLL for at least one (1) of the past three years and for one (1) of these years must have been elected to the Board of Directors.

6.02: A Vice President of League Operations, whose duties shall be to attend the Executive Board of Directors and General Meetings, to assume the responsibilities of the President in his or her absence, and to succeed the President in the event of resignation, disability, or vacancy declared by the Board of Directors.

- a) The Vice President of League Operations carries out the duties and assignments as may be delegated by the President and shall be the Chairman of the Baseball Committee, overseeing the league directors, scheduling & equipment Coordinators, and make recommendations to the President.
- b) Submit to the President a budget for the upcoming year for all expected expenditures needed for the committees this position chairs.
- c) A person eligible to hold this office must have been a member of BLL for at least one (1) year and for one (1) of these years must have been a member of the Board of Directors. They should also have coaching experience for at least one (1) year as a manager in the Majors division.

6.03: A Vice President of Baseball Operations, whose duties shall be to attend the Executive Board of Directors and General Meetings, who carries out the duties and assignments as may be delegated by the President and is responsible for all baseball programs sponsored by BLL.

- a) The Vice President of Baseball Operations shall be the Chairman of the Field and Grounds Committee, oversees field equipment, ensures proper implementation of the safety and training program and makes recommendations to the President.
- b) A person eligible to hold this office must have been a member of BLL for at least one (1) year and for one (1) of these years must have been a member of the Board of Directors. They should also have coaching experience for at least one (1) year as a manager in the Majors division.

6.04: A Treasurer/Purchasing Agent, whose duties shall be to attend the Board of Directors and General Meetings, and maintain financial records for the BLL.

- i) The Treasurer accepts and disburses funds subject to Board approval, Signs checks co signed by the President, or by another officer or director appointed by the President, prepares budgets and assumes the responsibility for recording all local league finances.
- j) The treasurer shall be responsible for all deposits, and shall be a bonded agent of the Burlington Little League. 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.
- k) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- l) Keep records for the receipt and disbursement of all monies and securities of the Local League, including the Auxiliary.
- m) Approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance in such actions by the Board of Directors.
- n) All disbursements by check must have dual signatures.
- o) Assist President in preparing an annual budget to be submitted to the Board of Directors for approval.
- p) 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 Headquarters.
- q) Compare budget to actual and inform the President as to budget fulfillment and possible overruns.
- r) Pay all bills in full and by league check on time when funds are available for disbursement.
- s) If funds are available, oversee the deposit of \$10,000.00 into Savings Account for assistance in maintaining league during the off-season and to start the following year.
- t) Prepare Treasurer's report to be presented at each Executive Board Meeting. Report shall include beginning bank balances, all receipts, all expenditures, closing balances and all outstanding debts.

6.05: A Safety Officer, coordinates all safety activities, ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer and reports suggestions to the President. A safety officer is also responsible for submitting the ASAP manual to the President.

6.06: A Player Agent – Major Division whose duties shall be to attend the Executive Board of Directors, General Meetings and as called by the Vice President of League Operations as a subcommittee member.

- u) Who reports to the Vice President of League operations and carries out duties and needs of the program.
- v) The Player Agent - Majors shall be responsible for conducting annual tryouts, is in charge of player selection, and assists the President in checking birth records and eligibility of players.
- w) Player Agents and their representatives are required to be present at registration, and conduct a player distribution plan (draft).
- x) Before approving a registration form, the player agent is responsible to report to and provide a Waiver Form to the President, any player that does not meet the Little League's Eligibility Requirements.
- y) Ensures managers are aware of the expectations of the Board (playing time, taking care of equipment, concession involvement, etc.); tracks and

communicates win/loss records; monitors books to ensure players are getting equitable playing time; cannot manage or coach in this division.

- z) A person eligible to hold this office should have been a member of BLL for at least one (1) year and for one (1) of these years should have been a member of the Board of Directors. They should also have coaching experience for at least one (1) year as a manager in the Majors division.

6.07: A Secretary, whose duties shall be to attend the Executive Board of Directors and General Meetings, And record formal minutes of all meetings and will report the action taken at such meetings, and maintains a record of league activities. The secretary will notify all members of upcoming meetings and may call special meetings as directed by the President.

ARTICLE VII – BOARD OF DIRECTORS

- 7.01** The Executive Board of Directors shall have the power to appoint standing and special committees as it shall determine by the constitution and to delegate such powers to them as the Executive Board shall deem advisable and which it may properly delegate. The Local League shall have a Board of Directors consisting of not be less than seven (7) and not more than eighteen (18) members.
- 7.02** The Executive Board and the Board of Directors shall constitute a Full Board and shall have the power by 2/3 vote of those present at any regular or special meeting to discipline, suspend or remove any director, officer or committee member of the league, subject to provisions of the constitution.
- 7.03** The number of managers and coaches including Minor League representation elected to the board shall not exceed a minority of the total board members.
- 7.04** The directors shall, upon election or appointment, immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected or appointed and qualified.
- 7.05** The Board of Directors shall meet, at a minimum, as a full board with the Executive Board in the months of September (season debrief and nominations meeting), October (annual election meeting), January (registration preparations) and April (season start up), and as duly called by the President or Secretary.
- 7.06** The Board of Directors shall provide a report of status, action plan and needs for each of their duties set forth herein, to the President at least one week prior to their monthly meeting to allow for proper preparation of an agenda addressing the needs of the League. Failure to report or uphold the duties so appointed can result in disciplinary action according to and in accordance with the procedure set forth in Article III, Section 04
- 7.07** The Board of Directors should consist of the following positions, allowing for proper implementation of the program needs:
 - 1. An **Umpire in Chief**, whose duties shall be to attend the Board of Directors and General Meetings, who shall report to the Executive Board as called, and have the responsibility of the umpiring aspects for all Baseball programs sponsored by BLL. The director can appoint staff as necessary; these appointments will be brought to the President for approval. Only volunteer umpires may serve on the board or be appointed to committees. A person eligible for Umpire in Chief should have at least one (1) year membership in BLL.
 - 2. A **Director of Bldg & Grounds**, whose duties shall be to attend the Board of Directors and General Meetings as called, who shall report to the Executive Board as called, and directly to the VP of Baseball Operations, and have the responsibility for maintenance and condition of fields, buildings and grounds. The Director will coordinate all field services and serve as liaison with the Burlington Park District & City of Burlington Public Works.

3. A **Director of Equipment**, whose duties shall be to attend the Board of Directors and General Meetings, who shall report to the Executive Board as called, and directly to VP of League Operations, and shall have the responsibility for the ordering and maintenance of equipment, with the approval of the Purchasing Agent or President.
4. An **Information Officer**, whose duties shall be to attend the Board of Directors and General Meetings, who shall report to the Executive Board as called, who shall maintain the website www.blbaseball.com and all communications, sets up and maintains online registration, ensures league rosters are uploaded to Little League, Inc, creation of team pages, communication, league news updated to website regularly, collects, posts and distributes important information on league activities, serves as the primary contact person, optimizes use of the internet for league administration and for distributing information to league members and Little League, Inc.
5. A **Director of Tournament Teams**, who shall report to the Executive Board as called, who shall be responsible for coordinating the selection and operation of BLL Tournament Baseball teams. A person eligible to hold this office should have been a BLL member for at least two (2) years, and have served on the Baseball Committee for one (1) year, or on the Board of Directors for one (1) year.
6. A **Director of District 6 Tournaments** who shall carry out the duties as directed by the District Administrator overseeing the District Tournaments hosted by BLL and is responsible for coordinating the selection and operation of District 6 Tournament Baseball teams. A person eligible to hold this office should have been a BLL member for at least two (2) years, and have served on the Baseball Committee for one (1) year, or on the Board of Directors for one (1) year.
7. A **Director of Scheduling**, who shall report to the Executive Board as called, and is in charge of generating game, field and practice pavilion schedules. It is recommended that a subcommittee of 2 or 3 members take on each task, but the Director should coordinate the schedules and ensure they do not conflict. The schedules will be forwarded to the Information Officer for distribution.
8. A **Team Parent/Parent Relations/PAP Director** plays a very important role to ensure that information is distributed to the league. Serves as the main interface between the League and the teams. This position has the responsibility of communicating the team picture schedule to the team parents and works with the Team Parents to best assist the coaches and ensure concession volunteers are acquired.
9. A **Minor Division Director**, who shall report to the Executive Board as called, and is in charge of player selection, assists the President in checking birth records and eligibility of players. Division Directors and their delegates are required to be present at registration, conduct a player distribution plan. Before approving a registration form, the Division Director is responsible to report to and provide a Waiver Form to the President, any player that does not meet the Little League's Eligibility Requirements. Represents coaches/managers in the league, orders and distributes training materials to players, coaches, and managers; coordinates mini-clinics and any other training or education related opportunities. Ensures managers are aware of the expectations of the Board (playing time, taking care of equipment, concession involvement, etc.); tracks and communicates win/loss records; monitors books to ensure kids are getting equitable playing time; cannot manage or coach in this division.
10. A **Rookie Division Director**, who shall report to the Executive Board as called, and is in charge of player selection, assists the President in checking birth records and eligibility of players. Division Directors and their delegates are required to be present at registration, conduct a player distribution plan. Before approving a registration form, the Division Director is responsible to report to and provide a Waiver Form to

the President, any player that does not meet the Little League's Eligibility Requirements. Represents coaches/managers in the league, orders and distributes training materials to players, coaches, and managers; coordinates mini-clinics and any other training or education related opportunities. Represents coaches/managers in the league, orders and distributes training materials to players, coaches, and managers; coordinates mini-clinics and any other training or education related opportunities. Ensures managers are aware of the expectations of the Board (playing time, taking care of equipment, concession involvement, etc.); tracks and communicates win/loss records; monitors books to ensure kids are getting equitable playing time; cannot manage or coach in this division.

11. A **T Ball Division Director**, who shall report to the Executive Board as called, and is in charge of player selection, assists the President in checking birth records and eligibility of players. Division Directors and their delegates are required to be present at registration, conduct a player distribution plan. Before approving a registration form, the Division Director is responsible to report to and provide a Waiver Form to the President, any player that does not meet the Little League's Eligibility Requirements. Represents coaches/managers in the league, and takes ownership of all aspects of the T-Ball program; establishes the teams; ensures managers are aware of rules; ensures managers are aware of the expectations of the Board (playing time, taking care of equipment, concession involvement, etc.).
12. A **Director of Concessions**, who shall report to the Executive Board as called. Whose duties include monitoring inventory and purchasing of, apparel, supplies, and items to be sold from concessions, appoints and assists daily supervisors in scheduling coverage for regular season and All Stars, and any hosted tournament games
13. A **Director of Uniforms**, who shall report to the Executive Board as called, whose duties include ordering and monitoring inventory, check-out, and check-in of uniforms for all levels, orders jerseys, shirts, pants and other requirements of uniforms for regular season, tournament teams, and All Stars, receives and distributes uniforms.
14. A **Director of Awards**, who shall report to the Executive Board as called, whose duties include ordering awards throughout the season as needed.
15. A **Coaching/Training Coordinator**, Represents coaches and managers in the league, who shall report to the Executive Board as called, who presents a manager/coaching training budget, coordinates mini clinics as necessary, contact person for the manager-coach education program for the league
16. A **Press Coordinator**, who shall report to the Executive Board as called, will collect news and prepare it for presentation by news and sports editors of the local newspaper and radio or television news programs. It should be Press Coordinators further responsibility to encourage community interest in the program by whatever means are available. a Press coordinator should be sensitive to the reactions of the community to Little League.
17. A **Picture Day Coordinator**, who shall report to the Executive Board as called, organizes and coordinates Team and Individual Pictures, receives and distributes orders, and serves as a liaison between the team parent coordinators and the company providing the services.
18. A **Team Sponsor Acquisitions Coordinator** is responsible for sending sponsorship renewal letters to previous sponsors. Who shall report to the Executive Board as called, and will attempt to solicit new sponsors. Is responsible for collecting all sponsorship fees and distributing plaques to sponsors.
19. A **Field Sign Acquisitions Coordinator**, who shall report to the Executive Board as called, is responsible for sending sponsorship renewal letters to previous sign

- sponsors. Attempt to solicit new sign sponsors. Is responsible for collecting all sponsorship fees and distributing plaques to sponsors.
20. An **Advertising/Marketing Director**, who shall report to the Executive Board as called, works with the Information Officer, Registration Coordinator and Press Coordinator to ensure public relations is carried out in an avenue that reaches all members of the league, discussing all phases of the league program. Prepares brochures, flyers, posters, and other media for promoting the program.
 21. A **Golf Outing Coordinator**, who shall report to the Executive Board as called, and is the chairperson of the golf outing committee, is responsible for organizing the subcommittee members and directing their duties, organizing sponsors, silent auction items, raffle (door prize) items, work with the host site organizing the golf venue, catering, celebrity coordinator, and all facets of the golf outing event.
 22. A **Fund Raiser Coordinator**, who shall report to the Executive Board as called is responsible for finding ways to raise money for the operation of the league, mainly the registration raffle.
 23. A **Registration Coordinator**, who shall report to the Executive Board as called, prepares an information packet, materials such as signs, flyers, brochures, applications and organizes the administration of receiving applications from candidates. The Registration Coordinator is responsible for ensuring a boundary map is on display showing precise boundaries which has been approved by the District Administrator and confirmed by the Little League regional Director. The registration coordinator shall announce the dates and place where registration will be conducted for the coming season. The local league shall provide ample opportunity for parents and children to register. Such notice may be conveyed through radio, schools, television, religious organizations, newspapers, and other public agencies.
 24. A **Hall of Fame Committee**, shall be comprised of the Executive Board and will oversee the selection process of BLL Hall of Fame members and shall ensure the history is preserved in an appropriate program.
 25. A **Disciplinary Committee**, shall be comprised of the Full Board and a quorum shall be no less than the Executive Board Members. The Disciplinary Committee shall conduct hearings and rule on all disciplinary proceedings that arise under the BLL Local Playing Rules, Constitution or By-Laws. The Disciplinary Committee is empowered to place such conditions as it deems necessary for the reinstatement or continued participation of any person with respect to whom disciplinary proceedings have been initiated.
- 7.08** The term of each Director shall be for one year. Such term shall begin immediately upon election. All officers shall hold office until their successors shall have been elected.
- 7.09** All members of the Board of Directors shall have an equal vote of one (1), except that the current President shall not vote, unless it is to break a tie vote. This shall also apply to the Vice President of League Operations when serving as the acting President.
- 7.10** The Board of Directors shall have the duty and authority to determine all aspects of the BLL program. Such duties and authority include, but are not limited to, establishing dues, fees and other financial obligations, budget, expenditures, fund raising activities, promotional activities, rules, the type of field supervision, age levels of league play and such other matters that are necessary to fulfill the purpose of the BLL.
- 7.11** The Board of Directors may appoint committees and Chairpersons thereof to assist the BLL in various matters. Such committees shall study assigned problems of the Association, recommend solutions, and at the direction of the Board of Directors, initiate actions.

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

ARTICLE VIII - MEETINGS

8.01: The President shall call meetings of the Board of Directors to fulfill his or her duties and the purpose of the BLL. Prior to each meeting, the President shall submit an agenda for review by the Board of Directors and others who may be invited to attend such called meetings prior to the meeting. The regular members will meet for the purpose of reviewing monthly operations, receiving reports, and for the transaction of such business as may properly come up before the meeting. The nomination of officers and the election of officers will occur during the October meeting each year.

8.02: The Executive Board of Directors will have regularly scheduled monthly meetings to be held on the Second Tuesday of each month at 6:30pm at a location to be announced in advance. The Full Board meets as required or called as outlined in Article 8 Section 13. The day and time of the meeting may be changed by the President with at least 3 days notice to the Board. There will be no regularly scheduled Board meetings for the months of June and July. The President or the Secretary may, whenever deemed advisable, issue a call for a meeting of the Board outside of the regularly scheduled monthly meetings. This is especially encouraged after the election of new officers to meet and get plans laid out for the upcoming season. In addition, the Secretary may issue a call for a special meeting at the request (in writing to the Secretary) of at least 1/3 the total number of directors.

8.08: Meeting notices are not required for the pre-established monthly meetings (as outlined in Article 6.02). However, in the event of any change in the aforementioned preset meeting schedule, or if a meeting is called outside of the preset schedule, the Secretary or President will be required to notify all Board members of such meeting. Such notice is to be given in writing at least three (3) days before the appointed time of the meeting to the last recorded email address of each director or via telephone, or personal notice at least twenty-four (24) hours preceding the meeting start time.

1. In the case of special meetings of the Board, such notice shall include the purpose of the meeting, and no matters not so stated may be acted upon at the meeting, unless the full Board is present and accounted for, and a motion is adopted to discuss such alternate matters not previously stated.

8.09: A quorum is defined as the number of regular members that must be present at a membership meeting for business to be legally transacted. A quorum refers to the number of regular members present at the meeting, not necessarily the number voting (although they can be the same)

1. For the purposes of the Local League, a quorum at regular meetings shall consist of not less than one half of the then in place Board of Directors.

2. No business can be officially conducted at any regular membership meeting if the quorum is not met.

8.10: It is emphasized that the Board members act in a professional manner with respect to Board members, regular members, committee members, and visitors.

8.11: Proxies and absentee ballots are not permitted at the Board of Directors' meetings.

8.12: Attendance. Board members are expected to attend all Board meetings and regular membership meetings. However, from time to time, circumstances may prevent attendance. Three (3) consecutive un-excused absences will result in disciplinary action by the Board of Directors, which may include termination of that Board member.

8.13: The Board shall have the power by a two-thirds vote of all directors then serving at any regular or special meeting to discipline, suspend or remove any director, officer, or committee member of the Local League.

ARTICLE IX – COMMITTEES

9.01: The board of Directors shall have the power to appoint such standing and special committees as it shall determine by the constitution and to delegate such powers to them as the board shall deem advisable and which it may properly delegate. Members of the committee shall be appointed by the President through recommendation of the Executive Board of Directors. At a minimum, Committees should consist of the following:

1. A Finance Committee. The Board of Directors may appoint a finance committee consisting of not less than three (3) members. It is recommended that the majority of the finance committee consist of non-Board members, and that such members be selected from the regular membership. The Chairman of the committee shall be appointed by the President.

- A.** The treasurer shall be a member of the committee.
- B.** The committee shall investigate ways and means of financing the Local League, including team sponsorships, and submit recommendations to the Board of Directors.
- C.** The committee shall have the authority to create a sponsorship committee, consisting of regular members, for the purpose of soliciting sponsorships from local businesses. The sponsorship committee will actively seek sponsorships for signs on the baseball fields, website advertising on www.blbaseball.com, sponsoring team uniforms, and any other form of sponsorship that the committee(s) and the Board of Directors deem appropriate.
- D.** The committee shall be responsible for collecting donations at Local League events, such as raffles, fundraisers, and similar, provided that such actions are approved by the Board of Directors, and all required licenses, permits, and filings have been properly obtained. Any funds collected during these activities shall be immediately turned over to the treasurer for proper accounting and handling.
- E.** The treasurer or the committee chairperson, having been selected by the President, may seek the authority to represent the Local League before any governmental, philanthropic, or business organization which impacts the league finances. The Board of Directors should be notified in advance of such interaction whenever practical, and should approve in advance any planned activity for soliciting such financial support.
- F.** Any and all funds raised by the committee shall be submitted to the treasurer in a timely fashion for proper handling and accounting.

2. A Building and Grounds Committee. The Board of Directors may appoint a building and grounds committee consisting of not less than three (3) members, chosen from the regular membership.

- A.** The chairperson of building and grounds shall be the VP of Baseball Operations and shall further consist of the Director of Bldg and Grounds and Local League managers / coaches and such other members as are appointed to the committee by the Board of Directors. The committee shall be responsible for the maintenance, repair and upkeep of all grounds and facilities regularly owned, leased, or utilized by the Local League for regular season play, tournament play, second

season play (summer/fall), and any other training and development activities sponsored by the Local League.

- B.** The chairperson will be responsible for the establishment and supervision of field maintenance days, including fall clean-up, winterization, and spring clean-up / start-up of the facilities under the direction of the Board of Directors.
- C.** The committee shall be responsible for initial development, construction and readying of all grounds and facilities at such additional sites as the Local League may acquire for its use by purchase, lease, or other means.
- D.** The committee will establish communications with the City of Burlington and the Park District regarding the field complexes. The committee chairperson will coordinate with the City of Burlington, including but not limited to the Department of Public Works (DPW) and the Parks and Recreation Department, regarding the maintenance, upkeep, and repairs to any and all grounds, buildings, and facilities. It will be the responsibility of the chairperson to act as the liaison between the Board of Directors and the City.

3. An Equipment and Uniform Committee. The Board of Directors may appoint an equipment and uniform committee consisting of not less than two (2) members, chosen from the regular membership. The Chairperson for the Equipment and Uniform Committee shall be the VP of League Operations.

- A.** The committee shall secure bids on supplies, equipment, uniforms, and safety materials as needed, and make recommendations for their purchase to the Board of Directors.
- B.** The committee shall be responsible for the proper issuance of such supplies and equipment, and for the repair, cleaning and storage thereof at the close of the season.
- C.** The committee will create an inventory of all equipment issued to team managers at the start of each season, including tournament play and summer/fall baseball seasons. The managers will sign for such equipment upon issuance, and will be responsible for returning such equipment upon conclusion of that season for which the equipment was issued. Any equipment that cannot be accounted for by the manager(s) may need to be reimbursed to the Local League, at the discretion of the Board of Directors
- D.** The committee shall make every reasonable effort to seek bids and give preference to Little League sponsors and local business; first and foremost the good of the BLL and working within the budgeted expenses shall be considered. In the case where the team sponsors responsible for the expense, it shall be the responsibility of the sponsor to acquire the uniforms for the team, working with the manager and under the guidelines of the Board of Directors set forth.

4. A Managers Committee. The President may appoint a managers committee consisting of not less than three (3) members, or the Board may act as the managers committee, with input from the regular membership as necessary. Chairperson for the Managers Committee shall be the VP of League Operations.

- A.** The committee shall interview and investigate prospective managers and coaches for positions within the league, and recommend acceptable candidates for appointment and subsequent approval by the President

- B.** The committee shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President.
- C.** The committee shall, at the request of the President, investigate complaints concerning managers and coaches and make a report thereof to the President.
- D.** The committee shall have the authority to develop systems to objectively evaluate managers and coaches, such as coach's evaluation forms and surveys.
- E.** The committee shall implement programs to train and develop its managers and coaches as it deems necessary.

5. An Umpire and Rules Committee. The Board of Directors may appoint an umpire and rules committee consisting of not less than three (3) regular members. Members of the Board may serve on this committee, provided that they remain in the minority for voting purposes.

- A.** The Local League President, or a Vice President assigned by the Local League President, shall be chairperson of any such committee.
- B.** The committee shall recruit, interview and recommend to the Board of Directors a staff of umpires, with the direction of the Umpire in Chief. The managers and coaches within the Local League will comprise the majority of the staff of umpires.
- C.** Umpires shall be under the personal direction and responsibility of the Local League President, assisted by the chief umpire who shall train, observe, and schedule the staff of umpires.
- D.** The committee will have the responsibility to review the rules and regulations on at least an annual basis, including both the Rules and Regulations of Little League Baseball and any Local League rules. This committee does not have the authority to alter, suspend, or change any of the rules, regulations, or policies of Little League except as expressly permitted and stated by Little League in writing.
- E.** This committee will be responsible for handling any protests that may be filed by any manager as provided in the Little League rulebook.
- F.** This committee will be responsible to review any and all complaints that arise as the result of disagreement about the interpretation of any rule, regulation, or policy enforced by the Local League, and report such findings to the Board of Directors for handling as deemed necessary.

6. A Press Committee, which shall be responsible for all public communications.

- A.** All public notices and communications shall be reviewed by the Press Coordinator and Information officer, subject to approval from the Board of Directors.
- B.** The Press Committee will be responsible for working with local newspapers as necessary, and providing information about the league to newspapers in a timely manner.
- C.** The Press Committee will be responsible to coordinate with the Local League Information Officer for providing information and content to the Local League website.

7. A Concessions Committee. It is the recommendation of the Burlington Little League that the Concessions Committee should have a strong and committed membership of no less than six (6) regular or board members. The Chairman of the committee shall be the Concessions Director.

- A.** The committee shall act as daily supervisors of the BLL Concessions.

- B. The Concession Committee shall work under the direction of the Concessions Director and will oversee and train volunteers working in the concessions.

8. Registration Committee. The Board of Directors shall establish a registration committee comprised of a Registration coordinator, and the full board, along with any regular members to assist at registration. The League Directors are required to register players and must be present, or have present a qualified delegate of their league at each registration date.

9. Golf Outing Fund Raising Committee The board of Directors may appoint board members or regular members to assist the Golf Outing Coordinator.

9.02: The board may assign other committees as necessary to carry out the duties and goals of the BLL.

ARTICLE X – ELECTIONS

10.01: The nomination of officers and the election of officers will occur during the October meeting each year.

10.02: The Board shall form a nominating committee of five (5) members. This committee shall consist of the President, Vice President of League Operations and three (3) appointed members. The President shall serve as chairperson of the committee.

1. The Nominating Committee shall present a slate of nominees at the September Board meeting a slate of members who have expressed a willingness to serve as officers. The Nominating Committee shall make its best effort to select nominees who fulfill the requirements of the positions as set forth in these bylaws.

2. Nominations of other members, with evidence of their consent to serve, and who meet the requirements of the position as set forth in these bylaws, will be permitted by any members of the BLL during the period from 30 days prior to the Annual Election Meeting until 7 days prior to the Election Meeting. Such nominations must be presented to the President, who will then publicize the modified slate including the additional nominees.

10.03: For the nomination and election of officers, the quorum shall consist of not less than one half of the then in place Board of Directors. No nominations and/or elections of officers can take place if the quorum is not met (this does not apply to Article 5.06 which provides for the Board of Directors to fill a Board vacancy).

10.04: Voting at any regular membership meeting, election of officers, and any special meetings of the membership, shall only be entitled to those regular members who are in current good standing and have paid their annual dues. Current good standing means that a regular member is not under suspension, terminated, or under any other disciplinary action with the Local League and/or the Board of Directors as outlined in Article 3.05.

10.05: Election Procedures

- 1.** Determine if a quorum is present (as outlined in 10.03);
- 2.** Appoint an election chairperson (may or may not be the current President);
- 3.** Present the nominations (nominations are not by position);
- 4.** Nominations are opened to the floor. Any member in good standing is eligible for nomination
- 5.** Nominations are closed by vote of membership;
- 6.** Regular members vote for eligible candidates;
- 7.** Nominees must receive at least 51% of the vote to be elected;
- 8.** Election results are announced (new Board announced);
- 9.** Membership votes to accept the result of the election (qualified);
- 10.** New Board elects officers from among its number.

10.06: Proxy votes are not permitted at any time. Absentee ballots are not permitted, except that they may be exercised for the election of officers. Absentee ballots for the

election of officers must be presented in person to the Secretary in a sealed envelope prior to the election. Failure to provide the absentee ballot in person to the Secretary in a sealed envelope prior to the election will render said ballot null and void.

10.07: Robert's Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the constitution and/or by laws of the Local League. It is emphasized that the Board members act in a professional manner with respect to Board members, regular members, and visitors.

10.08: The majority vote of members present shall elect all directors. If two or more candidates are nominated for any office, the candidate receiving the majority of total votes cast shall be elected. If a majority is not reached, the two candidates receiving the highest number of votes shall enter another election, decided by a majority of votes cast by members present.

ARTICLE XI - FISCAL YEAR

The Fiscal Year and membership year of the Association shall commence on the first day of October and end on the last day of September.

ARTICLE XII - BUDGET

12.01: The Board of Directors shall, within 60 days of the beginning of the fiscal year, prepare a proposed budget for the current fiscal year. Such budget shall list proposed total expenditures, on a line item basis, according to accepted accounting practices, for the fiscal year.

12.02: At the end of each fiscal year, an independent Financial Review of the Association's records, books and transactions, relating to financial matters shall be conducted and a report made by the independent accountant. The Board shall approve the selection of the accountant and approve the report.

12.03: All expenditures for the Association shall be approved by a member of the Board of Directors. Amounts in excess of \$300 must be approved by two Board members and shall be reported to the Treasurer prior to the expenditure.

12.04: The Board of Directors shall enact a Conflict of Interest policy that conforms to the requirements set forth in applicable laws of the State of Wisconsin.

ARTICLE XIII - SUSPENSION OR TERMINATION

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

13.01: The Board of Directors, by 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 and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and or Little League, Inc. The member involved shall be notified of such meeting, informed in writing of the general nature of the charges and given the opportunity to appear before the board to answer such charges.

13.02: The board of directors shall, in the case involving a player member, give notice to the manager of the team for which the player is a member. Said manager shall appear, in the capacity of an advisor, with the player before the board of directors or a duly appointed committee of the board of directors. The player's parent(s) or legal guardian(s) may also be present. The board of directors shall have full power to suspend or revoke such player's rights to future participation by two-thirds vote of those present at any duly constituted meeting.

13.03: A quorum of all meetings must be met in order to take any action under Article 13.

ARTICLE XIV - FINANCES AND ACCOUNTING

14.01: 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 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.

14.02: The board shall not permit the contribution of funds or property, including uniforms to an individual team 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.

14.03: The Board shall not permit the solicitation of funds in the name of the Local League unless all of the funds so raised are placed in the Local League treasury.

14.04: The Board shall not permit the distribution of Local League funds for other than the conduct of the Little League activities in accordance with the rules, regulations and policies of Little League, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and one other board member, usually the President.

14.05: All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at Fox River State Bank, Burlington, Wisconsin.

14.06: Upon 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 objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision,

ARTICLE XV - AFFILIATION

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

15.02: Rules and Regulations. The Official playing rules and regulations as published by Little League, incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

15.03: The Local Rules, Ground Rules, and/or By Laws shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the rules, Regulations and Policies of Little League, Incorporated, nor shall they conflict with this constitution. The local rules, ground rules and/or by laws of this Local League shall expire at the end of each fiscal year, and are not considered part of this constitution.

ARTICLE XVI - PARLIAMENTARY PROCEDURE

The Association shall recognize only "Roberts Rules of Order" in the conduct of meetings, except as otherwise specifically excepted in these bylaws.

ARTICLE XVII - INSURANCE

Appropriate insurance shall be purchased by the BLL protecting its officers and membership against suit for damages or loss of property. The coverage limitations shall be reviewed by the Board within 60 days of the beginning of the fiscal year.

ARTICLE XVIII – AMENDMENTS

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

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

This constitution was approved by the Burlington Little League Membership on October 1, 2009.

Kelley D. Albrecht		
_____ President (print)	_____ President’s Signature	_____ Date

149-06-01
Little League, Inc Charter

Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.

Rev-2010