

CONSTITUTION: Ponderosa Little League
League ID Number 4055412

THIS BOX FOR REGIONAL USE ONLY

Date submitted: _____ Date accepted: _____ Not accepted:

ARTICLE I - NAME

This organization shall be known as the Ponderosa Little League, hereinafter referred to as "Local League."

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the community 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.

SECTION 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

SECTION 1

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

SECTION 2

Classes: There shall be the following classes of Members:

(a) **Player Members:** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.

(b) **Regular Members:** Regular members include Officers or other elected and/or appointed members of the Board of Directors. It also includes Managers, Coaches, Volunteers recognized by the Board, Umpires or Team Parents in the current season.

(c) **General Members:** A General Member is a person who is not a Player Member or Regular Member, as defined above. General Members shall have no voting rights for any Local League matters or issues or at the Annual Meeting. They may attend the Annual Meeting and all open portions of Board of Directors meetings.

(c) **Active Members:** Active members encompass Regular and/or General Members (as defined above) who attend at least one meeting within the defined fiscal year of the Local League. Officers and members of the Board of Directors must be Active Members in good standing.

(d) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations:

(a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.

(b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program that conflicts with the Little League Spring season, to include post-season play.

(c) Regular Members shall not use contact information received through Little League business to promote, recruit, solicit, and/or operate another program outside of Little League.

SECTION 4

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

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

Dues: Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for fiscal year of this league.)

Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition: A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

SECTION 2

Notice of Meeting: Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least 7 days in advance of the meeting, setting forth the place, time and purpose of the meeting.

SECTION 3

Quorum: At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20.0 percent) of the Active Members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

Voting: Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VI, Section 4 and voting procedures for the Board of Directors are described in Article VI, Section 9.)

SECTION 5

Absentee Ballot: For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League by any individual who is a member, as defined in Article III - Membership. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

SECTION 6

Annual Meeting of the Members: The Annual Meeting of the Members of the Local League shall be held the second Thursday of May at 7:00pm each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

(1) The condition of the Local League, to be presented by the President or his/her designate;

(2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;

(3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;

(4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;

(5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual

(b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).

(c) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on October 1, that calendar year. The Board's term of office shall continue until its successors are elected and qualified under this section.

(d) The Officers of the Board of Directors shall be required to include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, Information Officer and a Safety Officer. The Board shall also include a minimum of one manager and/or one volunteer umpire. Only volunteer umpires may be elected to the Board.

SECTION 7

Special General Membership Meetings: Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of five (5) members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than ten (10) days after the request is received by the President or Secretary.

SECTION 8

Rules of Order for General Membership Meetings : Meetings will be conducted in a fair and business-like manner.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

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

SECTION 2

Increase in number: The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

Eligibility: All board members must be active members and in good standing with the local league. Any candidate for the office of President or Vice President must have served at least one (1) full term as a member of the Board of Directors of the Local League. Under extenuating circumstances, and in keeping with the best interest of the Local League, the Board shall have the power by a two-thirds vote of those present at any Regular Board or Special Board meeting to otherwise appoint a President or Vice President who has not previously served a full term.

SECTION 4

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

SECTION 5

Removal of Directors: The Board of Directors shall have the sole power and authority to remove a director and declare his or her office vacant if he or she:

- (1) has been declared of unsound mind by a final order of the court;
- (2) has been convicted of a felony; or
- (3) fails to attend three (3) consecutive regular meetings of the Board of Directors, which have been duly noticed in accordance with this Constitution. In exercising its discretion to remove a director for failure to attend, the Board may consider in mitigation medical hardship, business travel/demands, or other factors the Board deems relevant.
- (4) is otherwise suspended or terminated from membership in accordance with the procedures set forth in Article III, Section 4.

SECTION 6

Term of Office: Board positions are held for a one (1) term with the President's tenure preferred (but not required) for a minimum of two (2) years. There shall be no limit to the number of consecutive terms that may be served by a Director or Officer of the board.

SECTION 7

Board Meetings, Notice and Quorum: Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and on such days thereafter as shall be determined by the Board.

(a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of five (5) Directors, issue a call for a Special Board Meeting. In the case

of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

(b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least three (3) days before the time appointed for the meeting to the last recorded email or physical address of each Director.

(c) One fifth (20.0 percent) of the Members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.

(d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 8

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 and/or Article VI, Section 5.

SECTION 9

Voting Procedures: The Board of Directors may adopt changes, additions, or deletions (collectively, "Amendments") to the Local League's Constitution and/or Bylaws, provided such Amendments do not conflict with the Rules and Regulations of Little League Baseball, Incorporated or Little League International, under the following voting procedures:

(a) Amendments to the Constitution or Local League's Bylaws or Local Rules will be adopted by a two-thirds vote of those present at any regular Board or Special Board meeting.

(b) Amendments to general league procedures (defined as any item not covered or defined in the Constitution or Local League's Bylaws or Local Rules) will be adopted by a simple majority vote of those present at any regular Board or Special Board meeting.

SECTION 10

Rules of Order for Board Meetings: Meetings will be conducted in a fair and business-like manner.

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments: The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable and may prescribe the powers and duties of each. Appointed officers or

agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

SECTION 2

President:

1. The following personnel will have a direct reporting relationship to this position:

Vice President League Operations	Vice President Field Operations
Information Officer	Treasurer
Secretary	Safety Officer
Event Coordinator	Assistant to the President

2. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
3. Present a report of the condition of the Local League at the annual meeting.
4. 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 League.
5. Conduct the Local League in 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.
6. 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.
7. With the assistance of the League Registrar, examine the application and support proof of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
8. Conduct the opening day Ceremonies.
9. Represents Ponderosa Little League at district level meetings.
10. Coordinate and develop Inter-League and Inter-District Schedules as necessary.
11. Chair all Board Meetings.
12. Update and maintain the Ponderosa Little League By-Laws and Local Rules.
13. Work with the League Secretary to maintain a running history of the Ponderosa Little League.
14. Assist Board of Director Officers in creating and maintaining an overall League budget. Shall be responsible for arranging for team and League Insurance coverage.
15. Responsible for updating Little League Data Center.
16. Oversee election of Officers to the new Board.
17. Authority to appoint committees and committee members.
18. Approve Managers and Coaches to the teams for Season Play.
19. Supervise the coordination of the All-Star activities.
20. Make All Star Manager and Coaches recommendations to the Board of Directors.
21. Responsible to oversee all investigations and background checks of League members.
22. Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the Local League's Safety Office, or other designated Board member.

23. Vote on Board matters in case of a tie

SECTION 3

Vice President – League Operations:

1. Reports directly to the President.
2. The following personnel will have a direct reporting relationship to this position:

Umpire in Chief	Uniform Coordinator
Tournament Coordinator	Division Coordinators

3. In case of the absence or disability of the President and provided he/she is authorized by the President or Board so to act; the Vice President shall perform the duties of the President. When so acting, shall have all the powers of that office, and such other duties, which may be assigned by the President or Board of Directors.
4. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
5. Responsible for overall execution of spring and fall ball seasons, including overseeing Division Coordinators, and League Timeline.
6. Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board of Directors as circumstances warrant.
7. Coordinate with Division Coordinators in all areas required to execute the execution of the season, including responding to player-related complaints, disputes, and concerns.
8. Primary contact point for any complaints or issues that arise with Players. Managers, Coaches, Parents, Scorekeepers or Umpires during a game or specific to the season or league structure.
9. Immediate authority for mediating, investigating or resolving game-related and/or local rules disputes in the best interest of the Local League and its members.
10. Provide a League Operations Report at each Board meeting.

SECTION 4

Vice President – Field Operations

1. Shall report directly to the President.
2. The following personnel will have a direct reporting relationship to this position:

Equipment Coordinator	Assistant to the VP Field Operations
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3. Shall develop and manage the Field Operations Budget.
4. Shall communicate and coordinate with all outside entities (i.e., Schools and CSD) as it relates to field rentals and schedules.
5. Shall obtain and execute all required field use permits/contracts for fields utilized by the League.
6. Shall be responsible for ensuring that the League Facilities are available and adhere to the

- Little League International regulations as they pertain to field dimensions and conditions.
7. Shall coordinate all League Field Improvement activities.
 8. Shall provide a Field Operations Report at each Board meeting.

SECTION 5

League Information Officer:

1. Shall report directly to the President
2. The following personnel will have a direct reporting relationship to this position:

League Registrar

3. Shall develop and manage the Budget for maintaining the League's Information resources including the procurement of Hardware and Software.
4. Shall set-up and maintain the League's website and social media accounts.
5. Shall monitor and respond or forward to the appropriate Board Member League received emails and social media inquiries.
6. Shall supervise League Registrar in set-up of registration processes as well as online disbursement of information,
7. Shall supervise League Registrar in maintenance of league's registration database.
8. Shall ensure that league registration rosters are uploaded to Little League.
9. Shall assign online administrative rights to the League's website and social media to other volunteers as necessary.
10. Shall assist with creation and encourage the development of team specific applications (for ex. Team Manager).
11. Shall ensure that League news and scores are updated online on a regular basis.
12. Shall ensure the proper distribution of information to League members and the public regarding League business, meetings, etc.
13. Collect, post, and distribute important information on league activities including direct dissemination of fund raising and sponsor activities to Little League Baseball, the President, the public, League members, and the media.
14. Shall provide a report at each Board meeting.

SECTION 6

Treasurer:

1. Shall report directly to the President.
2. The following personnel will have a direct reporting relationship to this position:

Sponsor Coordinator

3. Snack Bar Coordinator Shall receive and distribute all funds of the league as authorized by the Board.
4. Shall keep financial records of the League.
5. Shall be responsible for prompt payment of all the League's bills, Including Little League

International Bills, Vendors, Board Members reimbursements, and Umpire stipends (Monthly).

6. Shall file the League's Tax Returns.
7. Shall ensure that proper financial controls are in place and adhered to.
8. Shall maintain a running history of the League's financial records.
9. Shall assist the President in creating and maintain a budget for all League expenses.
10. Shall provide a Financial Status report at each Board meeting.

SECTION 7

League Secretary:

1. Shall report directly to the President
2. Shall maintain records of business transacted at each meeting and provide a copy of the minutes to the Board members prior to the next regularly scheduled Board meeting.
3. Prepare and coordinate the annual calendar and league timeline. Update the calendar and timeline as necessary and distribute. Coordinate upcoming events with the League Informational Officer.
4. Shall record and distribute minutes of all official Board proceedings (when applicable).
5. Shall document the running history of the league, including overseeing the proper maintenance of the leagues file sharing system (i.e., Google Drive).
6. Shall procure the League meeting locations.

SECTION 8

Division Coordinator:

1. Reports directly to the Vice President.
2. Responsible for all aspects of the Division including but not limited to:
3. Main contact for all issues regarding the Division, including communication to the Parents, Players, Managers and Coaches regarding Division Specific activities.
4. Coordinate the recruitment and selection of Manager and Coaches.
5. Facilitate the training of the Managers and Coaches of the Little League International Rules and Regulations and the Ponderosa Little League Local Rules.
6. Assist managers and Coaches with the development of practice knowledge and abilities of Little League Baseball.
7. Prepare and submit the Team Rosters to the League Registrar according to the League Timeline.
8. Facilitate and communicate to the League Registrar all team/player changes.
9. Provide recommendations to the League President for Manager and Coach Selection.
10. Develop and report Game and Practice Schedules to the Assistant to the VP of Fields in a timely manner.
11. Shall ensure all make-up games are scheduled in a timely manner.
12. Define and enforce Ponderosa Little League Local Rules.
13. Enforce Little League International Rules and Regulations.
14. Participate in League training for the Manager and Coaches (Coaches Clinics).
15. Conduct Parent Orientation Session to review Ponderosa Little League Code of Conduct

Policy

16. Prepare Team rosters, players claimed from upper Divisions, and All-Star tournament eligibility affidavits for the President's signature and submission to Little League.
17. Assist the Uniform Coordinator in the distribution of player, manager and coaches' uniforms.
18. Additional Division Specific Responsibilities (Minors AAA, Majors, 50/70, Juniors, and Seniors ONLY)
19. Responsible for conducting the Player Draft including Player Pools.
20. Maintain a "Pool Player" list and provide pool players to managers for individual games upon request, per Local League rules.
21. Responsible for creating & collecting All Star ballots from Players and Managers.
22. Make recommendations for All Star Managers and Coaches to the President of the League.
23. Assist the Umpire in Chief in scheduling Umpires for Games.
24. Provide scores for all games in their division weekly to the Information Officer for posting on the website (Minor AA, AAA, Majors, 50/70, Juniors only).
25. Division Specific Restrictions (Minors AA, Minors AAA, Majors, 50/70, Juniors, and Seniors ONLY)
26. Due to potential Conflict of Interest issues that might arise, Division Coordinators of these Divisions may not have their sons or daughters playing within that Division.
27. Also due to potential Conflict of Interest issues, Division Coordinators are restricted from being a Manager or Coach within the same Division.
28. 50/70, Juniors, and Seniors Division Coordinator will be appointed by the President prior to Try Outs.

SECTION 9

Events Coordinator:

1. Shall report directly to the President.
2. The following personnel will have a direct reporting relationship to this position:

Fundraising Coordinator

3. Shall plan and manage the League's events, which the Board will decide on annually, but could include Opening Day, Closing Ceremonies, End of Season Tournaments, banquet, picnic, and any other social functions.
4. Shall coordinate and supervise team pictures.
5. Shall oversee all Board approved fundraising activities.
6. Shall have responsibility for distributing fliers to public and private schools prior to registration to promote player registration.
7. Shall submit a budget to the Board for approval for these functions.

SECTION 10

Umpire-In-Chief:

1. Reports directly to the Vice President of League Operations.

2. Responsible for recruiting, evaluating, training and selection of all umpires.
3. Responsible for administrating the umpire organization including youth umpires and the direction of junior coordinators. Oversees all Umpire related content for the league website Umpire section to be sure information is accurate and useful.
4. Responsible for ascertaining and assuring that all playing operations are conducted in accordance with the rules and regulations of the Local League and Little League Baseball, Inc.
5. Represent the Local League at all District 54 umpire meetings and report back to the board.
6. Responsible for communicating new rulings to the Umpires, Managers and Coaches.
7. Coordinate with Equipment Manager to ensure that the proper uniform and safety equipment is provided to all umpires.
8. Schedule all Umpires for Local League prior to the beginning of the season.
9. In the case of Inter-League Play, will coordinate umpire schedule with VP of Field Operations.
10. Primary contact for all Umpires and Scorekeepers.
11. Supervise all league approved Scorekeepers and arrange for training of new/returning Scorekeepers.
12. Create a budget and maintain the finances and related records for the umpiring crew.
13. Responsible for the accuracy and approval of all umpire time cards and documentation prior to submittal to the Treasurer for payment.
14. Submit all paperwork to the Treasurer by the 5th of each month, with checks disbursed by the 10th of the month. The pay period for all umpires during the season shall be the thirtieth (30) of the month.
15. Primary contact point in addition to the Vice President of League Operations for any complaints or issues that arise with Scorekeepers or Umpires.
16. Immediate authority for mediating, investigating, or resolving game-related and/or local rules disputes with umpires in the best interest of the Local League and its members.

SECTION 11

Equipment Coordinator:

1. Shall report directly to the Vice President of Field Operations.
2. Shall review equipment vendors for price discounts and make recommendations to the Vice President of Field Operations on the preferred vendor of choice for procurement of equipment.
3. Shall develop and maintain an inventory of each team's equipment and league equipment including storage units.
4. Shall provide documentation of damaged equipment and submit costs related to the replacement of equipment.
5. Shall purchase necessary equipment to support the League.
6. Shall disburse and collect equipment from team managers with the assistance of the Division Coordinators
7. Shall create an Annual list of recommended equipment for procurement for review by and approval of the Board by June 30th.
8. Shall periodically check fields to ensure that safety equipment and proper supplies are

available to teams.

9. Shall work with Safety Officer to ensure that, at each game there is a first aid kit ample to cover the types of injuries that would be expected.

SECTION 12

Uniform Coordinator:

1. Shall report directly to the Vice President of League Operations.
2. Shall review uniform vendors for price discounts and make recommendations to the Vice President of League Operations on the preferred vendor of choice for procurement of uniforms.
3. Shall Procure Team Uniforms prior to Opening Day (Spring Season), prior to first Clinic / Game (Fall Season) and All-Stars.
4. Shall approve all vendor invoices prior to issuance to the Vice President of League Operations for payment.
5. Shall assist the Division Coordinators in ensuring the accuracy of the player, manager, coaches and sponsors names and sizes on uniforms.
6. Shall disburse uniforms to team managers with the assistance of the Division Coordinators.
7. Shall handle all requests for uniform replacements or special orders.
8. Shall oversee end of the year Trophy procurement and distribution to team managers with the assistance of the Division Coordinators.

SECTION 13

Assistant to the Vice President Field Operations:

1. Shall report directly to the Vice President of Field Operations.
2. Shall review vendors for price discounts and make recommendations to the Vice President of Field Operations on the preferred vendor of choice for procurement of field maintenance equipment.
3. Shall work with the Division Coordinators to ensure field availability for all games and practices.
4. Shall assist the Vice President of Field Operations in creating a budget and maintain the finances and related records for field maintenance.
5. Shall oversee that all fields are in safe condition and good repair in accordance with Little League International regulations
6. Shall develop and plan for field improvements and maintenance (including Field Improvement Day as required).
7. Shall coordinate fields for League playoffs and League tournaments (if applicable).
8. Shall maintain records on all field maintenance and field incidents.
9. Shall perform other duties as assigned as required.

SECTION 14

League Registrar:

1. Shall report directly to the Informational Officer.
2. Shall be responsible for registering all players, managers, coaches, and any other team volunteers for the league, and shall insure that all necessary registration documents are received (i.e.: certified birth certificate & medical release).
3. Shall be responsible for League registration platform (i.e., Sports Connect), including verifying all birth certificate documentation on all players and updating the leagues database with electronic copies of needed documents (i.e.: birth certificate).
4. Shall be responsible for updating League database with team rosters, coaches' information, etc.
5. As the keeper of the League database, shall distribute player and team information to board members as needed (i.e., uniform sizes to Uniform Coordinator).

SECTION 15

Sponsorship Coordinator:

1. Shall report directly to the League Treasurer
2. Coordinates, contacts, and solicits former business sponsors, new business and commercial/corporations and sponsors for Little League donations.
3. Shall coordinate and collect team sponsor information from all Division Coordinators and/or team managers.
4. Shall collect necessary Sponsor documentation for Ponderosa Little League Website and Player Uniforms.
5. Responsible for the purchase and distribution of Commercial sponsor's trophies and plaques.
6. Shall provide League Treasurer all financials collected from Sponsors.
7. Issuance of thank you letters and tax certificates (in coordination with Treasurer) to sponsors.
8. Shall assist Events Coordinator in procuring Sponsors for Opening Day, Closing Day, and other Fund-Raising Activities.

SECTION 16

Snack Bar Coordinator:

1. Shall report directly to the League Treasurer.
2. The following personnel will have a direct reporting relationship to this position:
 - a. Volunteer Coordinator
3. Shall submit a budget for including food menu and prices for Board approval.
4. Shall chair the Snack Bar Committee (if the board chooses to form this committee).
5. Shall coordinate with League Volunteer Coordinator and team parents for scheduling of volunteers to open, work, and close.
6. Shall oversee the operation of the snack bars.
7. Shall purchase and stock snack bars with food, ice, and necessary supplies.

8. Shall provide a financial report to the Treasurer.

SECTION 17

Safety Officer:

1. Shall report directly to the President.
2. Shall ensure the safety of all League members.
3. Shall be responsible to create a League wide safety and awareness program including creating a safe environment for children, the public, League members and all participants of Little League Baseball.
4. Shall notify the President immediately regarding injuries or safety issues/concerns.
5. Shall develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance, and reporting.
6. Shall define a process to assure that incidents are documented, and that information is sent to the League/District and national offices, and follow-up information on medical and other data is forwarded as available.
7. Shall assist the field coordinator to ensure that at each game that there is a first aid kit ample to cover the types of injuries that would be expected.
8. Coordinate First Aid and CPR training programs, which shall be required to be attended by all Managers and Coaches per District 54 requirements. Ponderosa Little League shall pay for the training programs.

SECTION 18

Fundraising Coordinator:

1. Shall report directly to the Events Coordinator.
2. Defines, organizes, and conducts the fundraiser(s) and merchandising for the year.
3. Reviews vendors for use with fundraising events and/or merchandising.
4. Coordinates methodology with Treasurer to effectively collect monies from fundraisers and merchandise sales.
5. Develops and maintains inventory for merchandise, including storage and organization.
6. Submit a budget to the Board for approval of these functions.

SECTION 19

Team Coordinator:

1. Shall report directly to the Vice President of League Operations.
2. Shall confirm that all teams acquire a team coordinator.
3. Organize and facilitate the Team Coordinator meeting for all team coordinator volunteers.
4. Disseminate information to all team coordinators during the season.
5. Work directly with the fundraising chair to organize and distribute information to team coordinators regarding fundraising events.
6. Assist team coordinators with any issues that may arise during the season.
7. Educate all team coordinators of their responsibilities.

SECTION 20

Tournament Coordinator:

1. Reports directly to the Vice President of League Operations
2. Oversee and manage all Post Season Play, including Tournaments sponsored by the Ponderosa Little League, (i.e., PLL TOCs) and Ponderosa Little League hosted tournaments (i.e., District 54 TOCs/All-Stars).
3. Assemble the All-Star binders for tournament play. Shall validate All-Star affidavits to confirm player is in Local League boundaries. Collect and assemble the appropriate proof of residency documents and birth certificates.
4. In conjunction with Uniform Coordinator, design and order apparel for Players and Coaches, in addition to apparel or merchandise for sale to the public.
5. Coordinate sale, distribution, and collection of monies for All-Star apparel or merchandise.
6. Coordinate with Uniform Coordinator all team roster information for procurement of player and coaches All-Star uniforms.
7. Organize volunteers needed to run Tournaments.
8. Attend meetings for district tournament directors, (as applicable).
9. Communicate with all Managers and Coaches necessary tournament information, rules, and deadlines.
10. Act as or assign an Official Scorekeeper for Local League end of season Tournaments.
11. Coordinate Ceremonial & Pre/Post Game Procedures.
12. Coordinate game and practice schedules with Assistant to Vice President of Field for all Post Season Play.
13. Confirm Players are properly equipped.

SECTION 21

Assistant to the President:

1. Shall report directly to the President.
2. Perform tasks as needed to support the President and League.

SECTION 22

Volunteer Coordinator:

1. Shall report directly to the Snack Bar Coordinator
2. To perform duties as assigned.

SECTION 23

Past President:

1. Shall report directly to the President.

2. Must have served as President of the Local League for at least one full term.
3. Act as the advisor to the President and other officers and members of the board of directors regarding past practices, general operations, and other matters to assist in the smooth operation of the League.
4. Perform assigned tasks as needed to support the President and Local League.

SECTION 24

Coaching Coordinator:

1. Shall report directly to the Vice President of League Operations.
2. Shall Represent coaches/managers in league;
3. Shall provide manager and coach training and education each year
4. Shall monitor managers and coaches throughout the year
5. Shall report any roster management issues to the registrar

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the Local League.

SECTION 2

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

SECTION 3

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

ARTICLE IX - DISCIPLINARY COMMITTEE

SECTION 1

The Disciplinary Committee will be composed of the President, Vice President of Operations, Division Coordinator for the division, League Safety officer, coaching coordinator, and the Umpire in Chief. If one of these positions is unavailable, another impartial Board member may be substituted by the President.

SECTION 2

This committee should avoid the appearance of impropriety, as such any committee member that could be deemed to have an interest shall recuse themselves, and ask that another Board member be appointed in their stead.

SECTION 3

All decisions rendered by this committee should be reported immediately to the Board of Directors. The Board, by a simple majority, can vote to overturn the decision of this committee.

SECTION 4

Decisions of this committee can be appealed by the disciplined party directly to the board of directors. When appealed decisions can be overturned by a simple majority.

ARTICLE X - PROTEST COMMITTEE

SECTION 1

The Protest Committee will be chaired by the Umpire in Chief, four additional members shall be appointed by the board of directors on a case by case basis. If the Umpire in Chief is unavailable, another impartial Board member may be substituted by the President.

SECTION 2

This committee should avoid the appearance of impropriety, as such any committee member that could be deemed to have an interest should recuse themselves and ask another Board member be appointed in their stead.

ARTICLE XI - OTHER COMMITTEES

SECTION 1

All Committees: The President shall make recommendations on any committee to be established for the purposes of carrying out any business related to the Local League. Any committee shall be approved by a majority of the Board of Directors.

ARTICLE XII - AFFILIATION

SECTION 1

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

SECTION 2

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

SECTION 3

Local Rules, Ground Rules and/or Bylaws: The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall

expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

ARTICLE XIII - FINANCIAL AND ACCOUNTING

SECTION 1

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

SECTION 2

Contributions: 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

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

SECTION 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 must have a dual signature and shall be signed by the Local League Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

SECTION 5

Compensation: 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.

SECTION 6

Deposits: All moneys received, including sponsorship and fundraising, shall be deposited to the credit of the Local League at Bank of America.

SECTION 7

Fiscal year: The fiscal year of the Local League shall begin on September 1 and shall end on August 31.

SECTION 8

Distribution of Property upon Dissolution: 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 XIV - 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 the proposed change is included in the notice of such meeting.

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

This Constitution was approved by the Little League Membership on _____(date)

_____Chuck Modzelewski_____President's Name (Print)

_____(date)
President's Signature

Little League ID No. __04055412_____

Federal ID No. (if available) __23-7067344_____

State ID No. (if available) _____N/A_____

Make one copy for the District Administrator and copies for the Local League. Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-accepted copy) is the official Constitution of this Local League.

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