

**CONSTITUTION**  
**Rancho Peñasquitos Little League**  
League ID Numbers 9-69-47 and 405-32-18

**THIS BOX FOR REGIONAL USE ONLY**

Date submitted: \_\_\_\_\_ Date accepted: \_\_\_\_\_ Not accepted: \_\_\_\_\_

**ARTICLE I - NAME**

This organization shall be known as the Rancho Peñasquitos 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. 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** - Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member. The secretary shall maintain the roll of membership to qualify voting members.

Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing.

**Note:** Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board, and any other person who is recognized by the Board as a volunteer in the Local League, including the following volunteers titles listed below: Team parent, Equipment Manager, Coaching Coordinator, Sponsorship/Fundraisers Manager, Information Officer, Groundskeepers, Concessions Manager, Umpire-In-Chief, and all members of the Board of Directors.

(c) **Honorary Members** - Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.

(d) **Sustaining Members** - Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.

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

### SECTION 3

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#### 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.

## SECTION 4

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

- (a) The Executive 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 Executive 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 may 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 - GENERAL MEMBERSHIP MEETINGS

### SECTION 1

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**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

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**Notice of Meeting:** Notice of each General Membership Meeting shall be delivered personally, electronically, by mail or by email to each Member at the last recorded address ten (10) days in advance of the meeting, setting forth the place, time and purpose of the meeting.

### SECTION 3

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**Quorum:** At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (1/5) of the 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

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**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.)

## SECTION 5

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**Absentee Ballot:** For the expressed purpose of accommodating a Regular Member in good standing who cannot attend 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. 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

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**Annual Meeting of the Members:** The Annual Meeting of the Members of the Local League shall be held in the month of September. for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, (Insert date/time 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 Meeting. A copy of such report shall be forwarded to Little League International.

(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 1st. 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 include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, a Safety Officer and a Coaching Coordinator Regulation I (b). The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

## SECTION 7

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**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 a minimum of five 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 five (5) days after the request is received by the President or Secretary.

## SECTION 8

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**Rules of Order for General Membership Meetings and Regular Meetings of the Board of Directors** - Robert's Rules of Order shall govern the proceedings of General Membership meetings, and all regular meetings of the Board of Directors, except where same conflicts with this Constitution of the Local League.

# ARTICLE V - BOARD OF DIRECTORS

## SECTION 1

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

## SECTION 2

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**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

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**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 4

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**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 twenty percent (20%) of 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 President or Secretary personally, electronically or by mail to each Director at least ten (10) day(s) before the time appointed for the meeting to the last recorded address of each Director.

- (c) Fifty-one percent (51%) of 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 5

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**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 (a, b).

## SECTION 6

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**Rules of Order for Board Meetings:** Robert's Rules of Order shall govern the proceedings of all league meetings, including Board of Directors meetings, except where same conflicts with this Constitution of the Local League.

# ARTICLE VI - DUTIES AND POWERS OF THE BOARD

## SECTION 1

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**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

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### **Duties of Officers -**

**President** - The duties of the **President** shall be:

- (a) To call and preside over all regular and special League meetings
- (b) May sign all approved disbursements, serve as a co-signer for all checks
- (c) To appoint replacements to the Board of Directors when an officer resigns
- (d) Deciding vote in the event of all ties
- (e) Develop operational plan prior to each season, which includes expected income and expenditures (This plan will be maintained by the President throughout each season)
- (f) Appoint board approved managers for regular and postseason teams
- (g) Directly address or delegate disciplinary actions or issues with managers and coaches
- (h) Responsible for all chartering and insurance with Little League International
- (i) Represent RPLL at District 32 meetings
- (j) Report to the District 32 Administrator on all league issues
- (k) Ability to approve up to \$600 per expense without Board of Directors or Executive Board prior approval.

**Vice-President** - The duties of the Vice President shall be:

- (a) To assist the President in presiding over meetings
- (b) To act as the President in the President's absence
- (c) To assist the President in duties he/she sees necessary

**Secretary** - The duties of the Secretary shall be:

- (a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists and necessary records, which are owned by Rancho Peñasquitos Little League
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors
- (c) Keep the minutes of the meetings of the members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for future purpose.
- (d) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, notes and resolutions not otherwise committed.
- (e) Perform background check duties on all volunteers
- (f) Keep record of the most up to date Bylaws

**Treasurer** - The duties of the Treasurer shall be:

- (a) To present monthly Ledger of Expenditures at all Board of Director meetings, this would display the usage of adequate control over the monies of the League
- (b) To prepare and pay all approved bills and disbursements
- (c) Serve as one of two authorized Board of Directors to approve disbursements, excluding disbursements to the Treasurer
- (d) To deposit all monies, including auxiliary funds, to the credit of the League designated bank
- (e) To ensure the filing of yearly tax returns
- (f) 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

**Safety Officer** - The duties of the Safety Officer shall be:

- (a) To coordinate all safety activities
- (b) To ensure safety in player training and playing conditions
- (c) To coordinate reporting and prevention of injuries
- (d) To solicit suggestions for making conditions safer and report suggestions to the Little League through the President
- (e) To our Rancho Peñasquitos fields, he/she has the authority to postpone a game due to the weather or unsafe conditions
- (f) To coordinate in setup of First Aid training for all coaches and umpires
- (g) To submit safety plan to Little League Headquarters in Williamsport, PA for approval.

Once approved, the final draft is to be submitted to the League secretary for filing

**Webmaster** - The duties of the Webmaster shall be:

- (a) To maintain website information
- (b) To post pertinent information on all relevant social media
- (c) To maintain registration of rpLL.org URL and other URLs that drives traffic to rpLL.org
- (d) To assist in any other online solutions needed by the league
- (e) To monitor game scores, standings and statistics posted on RPLL.org

**Sponsorship/Fundraising Manager** - The duties of Sponsorship/Fundraising Manager shall be:

- (a) To secure funds from local and corporate retail businesses. Funding programs can include direct monetary contributions or in-kind donations at various sponsorship levels
- (b) To seek other sources of funding by writing public sector grants such as city and county community enhancement programs
- (c) To get sponsorships from businesses in the community
- (d) To raise funds from various sources of grants and donations

**Player Agent** - The duties of the Player Agent shall be:

- (a) To set up registration and oversee the registration process
- (b) To verify player eligibility in accordance to Little League regulations
- (c) To conduct annual assessments
- (d) To manage the draft process and oversee player selection to teams
- (e) To add players to teams
- (f) To supervise and coordinate transfer of players to or from teams and divisions
- (g) To upload rosters to Little League in Williamsport
- (h) To address and manage player related issues
- (i) To oversee pool play in all divisions and assign players as needed

**Snack Bar Manager** - The duties of the Snack Bar Manager shall be:

- (a) To run and maintain snack bar, including but not limited to stocking the snack bar with products and maintaining the volunteer schedule
- (b) To transfer the money earned to the treasurer

**Team Parent Coordinator** - The duties of the Team Parent Coordinator shall be:

- (a) To act as the liaison between the League and the team parents through dissemination of necessary information
- (b) Schedule and run a pre-season meeting for the team parents

**Coaching Coordinator** - The duties of the Coaching Coordinator shall be:

- (a) To mentor managers/coaches in the League
- (b) To communicate and coordinate League activities with managers/coaches
- (c) To represent managers/coaches to the League



- (d) To ensure Little League guidelines and local playing rules are being implemented by the managers/coaches throughout the season

**Grounds/Fields Coordinator** - The duties of the Grounds / Field Coordinator shall be:

- (a) To be responsible for all improvements, maintenance of fields, and equipment use on the fields
- (b) To recommend new projects for the upcoming year to be divided equally among teams
- (c) To coordinate field days: All managers must have two (2) representatives from each team for each division to show up at scheduled field days
- (d) Obtain and submit project estimates to the board for review and approval

**Umpire-in-Chief** - The duties of the Umpire-in-Chief shall be:

- (a) To be responsible for coordination of all umpires for all regular season, tournament, and district play
- (b) To hold umpire clinics
- (c) To make sure all managers/coaches are aware of Little League rules
- (d) Recruit and mentor volunteer umpires
- (e) Provide experienced volunteer umpires for District 32 postseason
- (f) If no umpire coordinator can be found, this would become the responsibility of the President

**Equipment Coordinator** - The duties of the Equipment Coordinator shall be:

- (a) To inventory and distribute equipment at the beginning of the season and collect and inventory equipment at the end of the season
- (b) To submit a budget of expected equipment expenses to the League treasurer at the start of the fiscal year

**Scorekeeper** - The duties of the Head Scorekeeper shall be:

- (a) To plan and lead instructional sessions teaching proper scorekeeping techniques to new and existing scorekeepers, one for lower divisions and one for upper divisions
- (b) To see that the correct number of scorebooks are ordered
- (c) To place and monitor scorebooks at all fields to be used as “official scorebooks”
- (d) To “spot check” the official scorebooks throughout the season for play time infractions and correct record keeping
- (e) To maintain possession of completed official scorebooks until the postseason is complete for any necessary evidence of playtime
- (f) To distribute new official scorebooks as needed during the season
- (g) To answer any scorekeeping questions from each team's “official scorekeeper”

**Schedulers** - The duties of the Schedulers (Upper Division | Lower Division) shall be:

- (a) To schedule field times for team practices and games
- (b) To reschedule rainouts or any other games that need to be rescheduled

**Rules Coordinator** - The duties of the Rules Coordinator shall be:

- (a) To update the local rules yearly
- (b) Serve as main point of contact for any rules questions or interpretations

**Uniform Director** - The duties of the Uniform Director shall be:

- (a) To order uniforms and coordinate distributing them to the managers
- (b) To insure uniforms are in compliance with Little League International rules
- (c) To be the liaison for any uniform issues
- (d) To distribute and collect All-Star uniforms
- (e) To organize All-Star merchandise for players and parents

**Challenger Coordinator** - The duties of the Challenger Coordinator shall be:

- (a) To coordinate Challenger enrollment and schedule games with outside leagues

**Team Pictures Coordinator** - The duties of the Team Pictures Coordinator shall be:

- (a) To schedule a photographer for Picture Day
- (b) To schedule and organize the teams on Picture Day
- (c) To be the liaison for team parents to the photographer

**Information Officer** - The duties of the Information Officer shall be:

- (a) To maintain and respond to Hotline correspondence
- (b) To forward emails to the appropriate board member as necessary
- (c) To send out Email Blasts to the community via LeagueOne

## **ARTICLE VII - EXECUTIVE BOARD**

### **SECTION 1**

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The Executive Board of Directors shall consist of the President, two Vice-Presidents and two Player Agents.

### **SECTION 2**

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The Executive Board 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 Board have authority over the Board of Directors

### **SECTION 3**

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At any meeting of the Executive Board, 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 Board.

## ARTICLE VIII - OTHER COMMITTEES AND BOARD POSITIONS

### SECTION 1

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The Board of Directors may appoint a committee consisting of at least three (3) Directors. The subcommittee shall investigate, review and analyze the issue presented to it and make recommendations to the Board of Directors.

## ARTICLE IX - AFFILIATION

### SECTION 1

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**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

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**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

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**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 X - FINANCIAL AND ACCOUNTING

### SECTION 1

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**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

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**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

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**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

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**Disbursement of Funds:** The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations, and policies of Little League Baseball, Incorporated. All disbursements shall be made by check, or

league credit or debit card. All checks shall be signed by the Local League Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

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### SECTION 5

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**Financial Transparency:** No Board member authorized to disburse funds may be the spouse or family relative of the League President or Treasurer or have direct access to league funds without the written permission of the chairman of the league's Audit Committee. The use of a league credit or debit card is permitted, given that the card is returned to the League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

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### SECTION 6

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**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.

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### SECTION 7

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

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### SECTION 8

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**Fiscal year:** The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

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### SECTION 9

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**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 XI - 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 January 17, 2018.

President's Name Mark Scelfo

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Little League ID Nos. 9-69-47 and 405-32-18

Federal ID No. (if available) \_\_\_\_\_

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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.