

HOWELL TOWNSHIP SOUTHERN LITTLE LEAGUE

CONSTITUTION AND BY-LAWS

(Amended 2007)

Howell Township Southern Little League Constitution and By-Laws

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Article 1: General

Section – Name of Organization

This organization shall be known as the Howell Township Southern Little League, hereinafter referred to as "Howell South Little League", "Howell South", "HTSLL", "HSLL" or the league.

Section 2: League Objectives

A. The objectives of HSLL are to:

1. 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.
 2. Provide a supervised program under the Rules and Regulations of Little League Baseball, Inc. 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.
 3. Promote interest in and provide equal opportunity to play baseball for youths of the league, regardless of sex, race, creed, or national origin.
 4. Promote an understanding and acceptance that stressing exceptional skills or winning of games is secondary, and thus the type of leadership of prime importance. The league will strive to provide the highest quality coaching staffs in order to teach and develop the skills of all youths to the best of their ability.
5. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, HTSLL shall operate exclusively as a non-profit. No part of 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 II Organizational Structure

Section 1: Divisional Format

A. The league will offer and support the following divisions to accomplish its objectives listed in Article 1, Section 2A pursuant to league rules.

a. Tee Ball Division

- a. This division will be for five (5) and six (6) year olds with little to no Little League experience to develop a beginning knowledge and skills required for older divisions.
- b. There will no competitive aspects to this division, the children will learn about the game, game strategy, playing techniques, and good sportsmanship.

b. Pee Wee Division

- c. This division will be for seven (7) and eight (8) year olds as selected by a draft system to play competitively against other teams within this division, with the emphasis on maximum participation.
- d. Rules for this division will be consistent with Little League Baseball and supplemented by HSSL.

c. Minor Division

- a. This division will be for nine (9) and ten (10) year olds as selected by a yearly draft system to play competitively against other teams within this division with an emphasis on maximum participation. Some eleven (11) year olds will also be in this division. A twelve (12) year old will be permitted in this division upon parental request and board approval.
- b. Eight (8) year old may play in this division only with parental and Board of Directors approval.
- c. Rules for this division will be consistent with Little League Baseball and supplemented by HSSL.

d. Major Division

- a. This division will be for eleven (11) and twelve (12) year olds as selected by a draft system when moved up to this division. This division will play competitively against other teams within this

division. The drafted players will remain on their drafted team in this division.

- b. Ten (10) year olds are eligible with parental and Board of Directors approval.
- c. Rules for this division will be consistent with Little League Baseball and supplemented by HSSL.

e. Junior Division

- a. This division will be for thirteen (13) and fourteen (14) year olds as selected by a yearly draft system to play competitively against other teams within this division or other Howell Township Little Leagues referred to as Howell Central Little League (HCLL), or Howell North Little League (HNLL).
- b. Rules for this division will be consistent with Little Baseball and supplemented by HSSL.

f. Senior Division

- a. This division will be for fourteen (14), fifteen (15) and sixteen (16) year olds as selected by a draft system to play competitively against other teams within this division or other Howell Township Little Leagues referred to as Howell Central Little League (HCLL), or Howell North Little League (HNLL).
- b. Rules for this division will be consistent with Little League Baseball and supplemented by HSSL.
- c. The formation of this division will be dependent each year upon the approval of the Board of Directors after the registration and prior to the draft.

Section II: Board Review

A. The Board of Directors shall review and where appropriate, amend the rules governing divisional play and at a meeting to be held not less than one month prior to the first game of the season to vote for the adoption of such rules.

Article III – Membership

Section 1 - Eligibility

A. Any person sincerely interested in active participation to affect the objective of HTSLL may apply to become a member.

Section 2 Members

There shall be the following classes of members:

- (a) **Player Participant.** Any player candidate meeting the requirements of Little League Regulations IV and who resides within the authorized boundaries of the League shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of Howell South Little League.
- (b) **Regular Members.** Any adult at least 18 years of age and a resident of Howell, NJ and actively interested in furthering the objectives of the League, may become a regular member upon election or by a majority vote of the Directors present at any duly held meeting of the Board of Directors. The secretary shall maintain the roll of membership to qualify voting members. Only regular members in good standing are eligible to vote at the annual meeting. All Officers, Board Members, Committee Members, managers, Coaches, Volunteer Umpires and other elected or appointed officials must be Regular Members in good standing.
- (c) **Honorary Members.** Any person may be elected Honorary Member by a unanimous vote of the Directors present at any duly held meeting of the Board of Directors. The purpose of this status shall be to assure that the league can avail itself services of volunteers who do not meet the above age or residency requirement, but still wish to contribute to the programs offered by the League. An Honorary Member may not hold elected office and shall not vote. They are free to participate in all league activities and, for liability insurance purposes, shall be covered as a regular member.
- (d) All members of the League are expected to adhere to the highest moral principals and must be bound by the rules of Little League Baseball, Inc., and the bylaws and policies of Howell South Little League.
- (e) As used hereinafter, the word "Member" shall mean a Regular and/or Honorary Member unless otherwise stated.
- (f) A "Member in Good Standing" as referred to throughout this document shall refer to:
 - i. Membership approved by the Board of Directors
 - ii. Dues are paid in full.

Section 3 Other Affiliations

- (a) Members shall not be required to be affiliated with another organization or group to qualify as members of the League

Sections 4 Suspension or Termination

- (a) Member Conduct. Conduct of a member, which is in violation of the rules and regulations of Little League Baseball Inc., or the by-laws of HTSLL, may be cause for disciplinary action. Any complaint against any member (regular, honorary or player participant) submitted in writing to the President or Board of Directors will be acted on immediately. Any complaint filed by one member against another must be filed within 10 days of the occurrence in question; otherwise it will be at the discretion of the Board as to the relevance of the matter. The Board of Directors may ask the Review Committee to investigate and make recommendations on any matter involving a complaint or grievance. It shall be the responsibility of the Board of Directors to impose any and all disciplinary actions against a member.
- (b) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member, of any class, when the conduct of such person is considered detrimental to the best interest of the League and/or Little League Baseball Inc. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and given the opportunity to appear at the meeting to answer such charges.
- (c) The Board of Directors Shall, in the case of a Player Participant, give notice to the manager of the team which the player is a member. Said manager shall act in the capacity of an advisor to the player whenever the player appears before the review committee or the Board of Directors.
- (d) **Temporary Suspension.** The President, Vice President, Player Agent or Commissioner responsible for the level of play in question, may under certain circumstances suspend a member temporarily, pending a hearing, based upon the actions of the member. Those circumstances may include the following:
- i. Any Member ejected from a game by an umpire will serve a mandatory one-game suspension imposed by the Player Agent or Commissioner responsible for that level of play.
 - ii. Any Member may be suspended, pending a hearing, for conduct deemed to be detrimental to the League.
- (e) A member suspended or expelled from membership for any reason may ask for and be granted an immediate (within 48 hours) hearing before the Board of Directors to resolve the matter.
- (f) A suspended or expelled member has 7 days in which to ask for a hearing to answer the charges and/or appeal the decision. After the 7th day, the right to an appeal is lost.

Article IV – Dues

Section 1

Dues for Registration may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of the membership year.

Section 2

The membership year begins Oct. 1 and ends Sept. 30 of the following year. Membership dues become due at registration and will be considered late if not paid by the February General Membership / Parents meeting. Members who fail to pay their fixed dues within this period of time may, by majority vote of the Board of Directors, be dropped from the rolls and shall forfeit all rights and privileges of membership. No member shall be eligible to participate in a player draft, direct practice, manage or coach in a game if their current year's membership dues are not paid.

Section 3

A reasonable Little League participation fee may be assessed as a parents' obligation to assure the operational continuity of the League.

Article V – General Membership Meetings

Section 1

- (a) The annual elections shall be held prior to September of each year. Said meeting is for the purpose of electing Directors.
- (b) The annual elections shall be held at a place and time arranged by the League Secretary after conferring with the President. The nominating committee shall notify the Regular Members at least ten (10) calendar days prior to the scheduled elections.
- (c) Only Regular Members shall be entitled to one (1) vote in person or written proxy at the Annual Elections.
- (d) The Annual Parents Meeting will be held for Regular Members to gear reports as to the status of the budget and operations for the current League season, and for the transaction of such other business as may be warranted.
- (e) Special 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 ten (10) Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

Section 2 – Voting

Only Regular Members in good standing shall be entitled to vote on general league business at any general membership meeting.

Section 3 – Absentee Ballot

For the expressed purpose of accommodating a regular member in good standing who, for good reason, cannot be in attendance at the annual meeting, 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 annual meeting and the election of members to the Board of Directors. The Secretary shall present all absentee ballots to the Election Chairman on the date of the annual meeting prior to the conduct of the election process.

Section 4 – Rules of Order

Roberts Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the Constitution or bylaws of the League.

Section 5 – Conduct at Meetings

The normal conduct of meetings shall be:

1. Call to Order
2. Roll Call
3. Reading of the minutes of the previous Board of Directors meeting
4. Reading of Correspondence
5. Treasurer's Report
6. Old Business
7. New Business
8. Officer's Report
9. Commissioner's Reports
10. Miscellaneous Business
11. Adjournment

Section 6 – Quorum

A quorum of the Board of Directors (at least one half of the directors being present) will be necessary for an official meeting to take place. Meetings may be held with less than a quorum, but such meetings will be considered for informational purposes only. Attendees of such meetings will be given credit for attending the meeting.

Article VI: The Board of Directors

Section 1 – Board and Number of Directors

- a. The management of the property and affairs of the League shall be vested in the Board of Directors. The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified. The Board shall provide the vehicle by which requiring policy can be formulated to meet the conditions of League Charter as filed

with Little League Baseball, Inc., Williamsport, PA.

- b. The number of Directors shall not be less than eleven (11) nor more than seventeen(17). Appropriate action shall be taken by the directors if there are less then eleven (11) individuals comprising the Board of Directors, in order to fulfill the responsibilities of operating the league.

Section 2 – Required Members

- a. The Board membership shall include the Officers and a minimum of one manager or coach. The number of managers elected to the Board shall not constitute a majority of the total Board members.

Section 3 – Annual Election and Term of Office

A. At each annual meeting, or anytime where the Board of Directors see fit, may recommend to the Members any increase or decrease in the number of directors for the following year. The number of directors may, within limits prescribed by the foregoing Section 1, be changed at any regular 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 meeting. All elections of Directors shall be by majority vote of all Regular Members in good standing who are present, or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting. Each director will be elected to a two-year term. Positions on the Board of Directors will be as follows:

President	Umpire-in-Chief / Uniforms
Vice President – Baseball	T-Ball/Pee Wee Commissioner
Vice President – Business	Major/Junior Commission
Minor / Senior Commissioner	Concessions Manager
Secretary	Signs & Sponsors Manager
Treasurer	Field Maintenance Manager
Player Agent	
Safety Officer/PR	

B. Committees

- a. Many positions are difficult to be entirely owned by only one (1) person. In this case it is recommended that a committee be formed to handle all responsibilities associated with said position. These positions include, but may not necessarily be limited to: Snack Stand Coordinator, Building and Grounds Coordinator, Signs and sponsor Coordinator
- b. Coordinators are responsible for committee members and their completion of tasks.
- c. Committee members are invited to regularly scheduled Board Meetings, but do not vote at said meetings.

Section 4 – Vacancies

If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, the President shall nominate a candidate to complete the term. The candidate must be confirmed by a majority vote of the remaining Directors at any regular meeting or any special meeting called for that purpose. If a candidate does not win a majority vote of the remaining directors, the President shall withdraw the nomination. All candidates elected in this fashion shall have an equal vote on all matters that come before the Board.

Section 5 – Impeachment

- a. Should an impeachment of a current member of the Board of Directors become necessary, the following procedures will be followed:
 - I. The issue in question shall be brought to the attention of the Executive Board who shall hold a meeting to decide whether or not impeachment proceedings should be considered.
 - II. If the Executive Board decides the reason for impeachment may be warranted, a meeting with the Board of Directors shall be held for said purpose. The person in question will be invited to meeting.
 - III. A seventy-five percent (75%) "Yes" vote by the remaining Board Members present and or by written proxy shall be required to impeach a current member of the Board of Directors.
 - IV. The party in question does have the opportunity to vote on his/her own behalf unless the right is lost based on Article VI Section 6 B.

Section 6 – Meetings, Notice and Quorum

- a. Regular meetings of the Board of Directors shall be held within ten (10) days of the annual election and on such days thereafter as shall be determined by the Board. The President, at his discretion, may, or the Secretary shall, at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Notice of each meeting shall be given to the Secretary and to each Director at least 24 hours prior to the meeting. In the case of special meetings, such notice shall include the purpose of the meeting and no matters outside of those so stated may be acted upon at the meeting. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.
- b. Any Board member missing three (3) consecutive meetings will lose the right to vote on all League matters. Voting privileges are reinstated on the second consecutive meeting attended.
 - I. Reasonable excuses for missing meetings can be accepted such as illness or conflict with work. These must be made to the

President or Secretary prior to the meeting either by E-mail, or telephone.

- II. Every effort should be made to allow members to attend meetings. Such as – If Board members work night shifts then a suitable percentage of meetings should be scheduled so as to not conflict.
- c. Any Board Member missing four (4) consecutive meetings may, at the discretion of the remaining Board Members, be replaced by vote of the remaining Board Members present and/or by written proxy at a following Board meeting.- refer to Article VI Section 5 for procedures.

Section 7: Voting Procedures updated only for clarification

- a. Except where otherwise specified in these By-Laws, motions voted upon by the Board of Directors shall require a simple majority of the Board Members present for passage.
- b. All Board Members, excluding the President, shall have one vote. In the event of a tie, the President shall cast the deciding vote.
- c. All personnel actions requiring the approval of the Board of Directors shall be cast by closed, written ballot, or written by proxy.
 - I. Personnel actions are those related to electing, nominating or removing persons from positions such as electing/ removing a Director, Manager, or Coach for disciplinary actions.
- d. Most other non-personnel related actions requiring a vote by the Board can be done simply with a 'Show of Hands'

Section 6 – 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 Howell South Little League as it may deem proper. The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of Howell South Little League in accordance with the procedure set forth in Article III, Sections 4(a). The Membership shall receive at the Annual Parents Meeting a report verified by the President and Treasurer, or by the majority of the Directors, showing the complete financial state of the league. This report shall include a statement of Financial Condition and Income Statement for the prior fiscal year end and where and how all funds were invested.

Article VII – Committees

The President shall have the right to nominate candidates for various committee assignments. The candidate must be confirmed by a majority vote of the Board of Directors at any regular meeting or any special meeting called for that purpose. If a candidate does not win a majority vote of the Board, the President shall withdraw the nomination.

Section 1 – Nominating Committee

The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors, and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit prior to the election a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board for Directors a slate of Committee Members.

Section 2 – Review Committee

The Board of Directors may appoint a Review Committee consisting of at least one Director and have no less than three (3) and no more than seven (7) regular members appointed by the President and confirmed by a majority vote of the Board of Directors. The Board of Directors may ask the Review Committee to investigate and make recommendations on any matter involving a complaint or grievance. The Review Committee shall have the responsibility to investigate the allegations, determine the facts, document their proceedings, and make a recommendation resolving the matter to the Board of Directors. It shall be the responsibility of the Board of Directors to impose any and all disciplinary actions against a member.

Section 3 – Finance Committee

The Board of Directors may appoint a Finance Committee consisting of not less than three (3) and not more than five (5) Directors. The Treasurer shall be an ex-officio member of the committee. The committee shall investigate ways and means of financing Howell South Little League, including team sponsorships, and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the Board of Directors, and shall turn over said collections to the Treasurer immediately after each game.

Section 4 – Audit Committee

The Board of Directors may appoint an Audit Committee consisting of not less than three (3) and not more than five (5) Directors. The President, Treasurer, or anyone with legal authority over league funds, are not eligible to sit on the Audit Committee. The Committee will review the League's books and records annually, prior to the Annual Meeting, and attach a statement of their findings to the annual financial statement of the President and Treasurer. The committee may, if

directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review, including an audit.

Section 5 – Umpire Committee

The Board of Directors may appoint an Umpire Committee consisting of not less than three (3) and not more than five (5) Directors. The Umpire-in-Chief shall be the chairman of the Committee. The Committee shall recruit, interview, and recommend to the President for appointment a staff of umpires and replacements. When appointed, the staff of umpires shall be under the personal direction and responsibility of the League President, assisted by the Umpire-in-Chief, who shall train, observe and schedule the staff.

Section 6 – Protest Committee

The Board of Directors may appoint a Protest Committee, in accordance with Little League Rule 4.19(f), consisting of the President, Player Agent, Umpire-in-Chief, the commissioner responsible for that level of play, and one or more Directors who are not managers or umpires. The Committee shall review the facts, hear oral arguments from both sides and render a decision with respect to any game under which a protest had been lodged.

Article VIII – Officers, Duties and Powers

Section 1 – Officers

The Officers of the League shall consist of a President, a Vice President, a Secretary, a Treasurer, a Safety Officer, a Concessions Officer, and a Player Agent, all of whom shall hold office for the term as described in Article VI – Section 3, or until the successors are duly elected. The Board of Directors may appoint such other Officers, agents or committee members as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.

Section 2 – President

The President shall:

- (a) Preside at all meetings of the League and Board of Directors and shall have a vote in the case of a tie.
- (b) Conduct the affairs of Howell South Little League and execute the policies established by the Board of Directors.
- (c) Report on the condition of the League at the Annual Meeting.
- (d) Communicate to the Board of Directors and the Membership, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of Howell South Little League.
- (e) Be responsible for the conduct of the League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Inc., as agreed to under the conditions of Charter issued to Howell South Little League by that organization.

- (f) Designate other officers, if necessary, to have power to make and execute for/and in the name of the League such contracts and leases they may receive and which have prior approval of the Board.
- (g) Investigate complaints, irregularities, and conditions detrimental to the League and report them to the Board as circumstances warrant.
- (h) With the assistance of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

Section 3 – Vice Presidents

The Vice President of Baseball Operations shall:

- (a) In the absence or disability of the President, and providing he/she is authorized by the President or the Board of Directors to so act, perform the duties of the President, and when so acting, shall have the same powers of that office.
- (b) The Vice President of Baseball Operations shall be responsible to the League President for the proper conduct of the baseball operations of the league.
- (c) The Commissioners of Tee Ball/Pee Wee, Minor, Major, Junior and Senior leagues, and the Umpire-in-Chief will report to the Vice President of Baseball Operations

The Vice President of Business Operations shall:

- (a) In the absence or disability of the President, and providing he/she is authorized by the President or the Board of Directors to so act, perform the duties of the President, and when so acting, shall have the same powers of that office.
- (b) The Vice President of Business Operations shall be responsible to the League President for the proper conduct of the baseball operations of the league.
- (c) The Directors responsible for Concessions, Fund Raising and Signs and Sponsors will report to the Vice President of Business Operations.

Section 4 – Secretary

The Secretary shall:

- (a) Record the activities of the League and maintain appropriate files, mailing lists and necessary records.
- (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) Give notice of all meetings of the League, the Board of Directors and committees.
- (d) Keep the minutes of the meetings and record all votes of the Board of Directors, and cause them to be recorded in a book kept for that purpose.
- (e) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.

Section 5 – Treasurer

The Treasurer shall:

- (a) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the Office of Treasurer or as may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of Howell South Little League, approve all payments from allotted funds and draw checks therefore, in agreement with policies established in advance of such actions by the Board of Directors.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors, and to Little League headquarters.
- (f) Prepare the annual tax return with the assistance of a designated accountant as approved by the Board of Directors.
- (g) Submit financial reports at all membership meetings.

Section 6 – Player Agent

The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up to date record thereof. Receive and review applications for player candidates and assist the President and/or Secretary in checking residence and age eligibility.
- (b) Assist with tryouts, the player draft, and all other player transaction or selection meetings.
- (c) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (d) Notify Little League Headquarters of any subsequent player replacements or trades.
- (e) Responsible for all other duties defined in the Little League Baseball rule book.

Section 7 – Safety Officer

The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all members and participants of Howell South Little League.
- (b) Develop and implement a safety plan for increasing safety activities, equipment, and facilities through education, compliance and reporting.
- (c) Schedule and coordinate all required safety classes (NYSCA) and required background checks for coaches and managers.

Section 8 – Umpire-in-Chief

The Umpire-in-Chief shall:

- (a) Be responsible for ensuring that all umpires are properly educated and trained, and that they conduct themselves properly on the field.
- (b) Be responsible for seeing to the further education and development of the skills of the leagues umpires.
- (c) Be responsible for scheduling all umpires.
- (d) Be the chairman of the Umpire Committee.
- (e) Be responsible for ordering equipment and uniforms for the entire League.

Section 9 – League Commissioners

Tee Ball/ Pee Wee Commissioner

Major/Minor Commissioner

Junior/Senior Commissioner

The League Commissioners shall:

- (a) Be responsible for coordinating league drafts, schedules, rescheduling rainouts, playoffs, and house rules for their respective divisions.
- (b) Be responsible for handling and resolving issues with managers and coaches in their respective divisions.

Section 10 – Concession Manager

The Concession Manager shall:

- (a) Run the day to day operations of the snack stand.
- (b) Be responsible for ordering supplies, scheduling volunteers, and the daily reconciliation of funds.

Section 11 – Signs and Sponsors Manager

The Signs and Sponsors Manager shall:

- (a) Be responsible for all fund raising for the League.

Section 12 – Field Maintenance Manager

The Field Maintenance Manager shall:

- (a) Be responsible for all field maintenance activities.

Article IX – Managers and Coaches

Section 1 – Managers and Coaches

- (a) Team Managers and Coaches shall be appointed annually by the President, and be approved by the Board of Directors in accordance with the Rules and Regulations of Little League Baseball, Inc. and the policies of the League. A Coach or Manager is not guaranteed to be selected every year. Also, It is not a rule for a coach to take over a team when a manager moves up in a division.

- (b) Managers shall be responsible for the selection of their teams and for their actions on the field.
- (c) Managers and Coaches shall be responsible to the Player Agent and to the League in general, to attend to the needs of the fields, grounds, equipment and uniforms.
- (d) Managers and Coaches must support League fund-raising activities.
- (e) Managers and Coaches must attend and complete an approved Coach's Certification Clinic.
- (f) All new Managers and Coaches must undergo and bear the cost of a criminal background check of the League's choosing.
- (g) Failure to comply with any rules this section will result in the forfeiture of an individual's right to manage or coach a team.

Section 2 – Umpires

Umpires shall be appointed annually by the President, with the approval of the Board of Directors, and shall serve under the Umpire-in-Chief, who shall be responsible for their assignments and for their actions on the field.

Article X – Affiliation

Section 1 – Charter

The League shall annually apply for a charter from Little League Baseball, Inc., and shall do all things necessary to obtain and maintain such Charter. The 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 Rules and Regulations as published by Little League Baseball Inc., Williamsport Pennsylvania shall be binding on the League.

Section 3 – Local League Rules

The local rules of this 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 and Regulations of Little League Baseball Inc.

Article XI – Finance and Accounting

Section 1

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

Section 2

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasurer of the League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the League.

Section 3

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

Section 4

The Board shall not permit the disbursement of Howell Southern Little League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball Inc.

Section 5

No Director, Officer or Member of Howell South Little League shall receive, directly or indirectly, any salary, compensation or employment from Howell Township Southern Little League for services rendered as Director, Officer or Member

Section 6

All monies received, including Auxiliary Funds, shall be deposited to the credit of the League in an insured bank or financial institution and all disbursements shall be properly recorded. All checks shall be signed by the League Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine. With the exception of snack stand and equipment purchases, any league expenditures in excess of \$300.00 (three hundred dollars) will require approval of the Board of Directors, prior to any such expenditure being made.

Section 7

The fiscal year of Howell South Little League shall begin on October 1 and shall end on September 30.

Section 8 – Distribution of Property upon Dissolution

Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the Board of Directors shall direct the remaining property of HTSLL to another federally incorporated entity which maintains the same objectives set forth herein, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

Article XII – Amendments

Section 1: Revisions

A. This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meetings of the Membership provided notice of the proposed change(s) is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to Little League Baseball Inc., for approval.

B. Any amendment to any part of these By-Laws must be approved by the Board of Directors prior to January 1st of each year.

C. The league, through its' Board of Directors, shall review and when necessary, revise, its' By-Laws after a period of not longer than two (2) years.

D. Individual By-Laws, once adopted shall remain in place for a period of not less than two (2) years.

Article XIII -Nomination and Election Procedures

Howell Township Southern Little League

1) **Nominating Committee -**

The Board of Directors will appoint a Nominating Committee consistent with Article V – Section 1 of these By-Laws. The Nominating Committee's purpose is to ensure that there will be enough persons interested in being on the Board of Directors to fill all the possible positions. Its purpose is NOT to limit the potential number of nominees. It should also attempt to ensure that there are enough persons in individual positions as officers on the Board.

2) **Eligibility to Hold Elected Office**

All Regular Members seeking elected office shall be in good standing, have completed one year of service, and have attended two meetings during the past year. If no eligible candidates seek an open position on the Board of Directors, the sitting Board of Directors, by a majority vote, may exempt a member candidate from this prerequisite.

3) **Nominations**

(a) In July of each year, the Nominating Committee shall determine the eligibility of the Membership to hold elected office.

(b) Members may only hold one position on the Board of Directors at any time.

4) **Elections**

(a) Proper written notice stating the date, place and time shall be give to all regular members in good standing ten (10) days in advance of the date the election is to be held.

(b) The Nominating Committee shall prepare an Election Ballot to be used.

- (c) Absentee Ballots may be obtained in person from the Secretary. The Ballot should then be returned in person to the Secretary in a sealed envelope to be delivered to the Election Chairman at the meeting, still in a sealed envelope.
- (d) The President shall appoint the Vice President of Business Operations as the Election Chairman, who may not be part of the Nominating Committee. It is the Election Chairman's duty to distribute the ballots to the Members. He will collect the completed ballots, tabulate the votes and report the results to the membership. He will then turn over the ballots to the Secretary of the League.
- (e) The election of Members to the Board of Directors shall be made by majority vote of eligible members. In the event of a tie, there shall be a runoff election between the candidates, at a time determined by the Board of Directors. Notice of the runoff elections will be in accordance with Article V, Section 1 of these bylaws.