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**Constitution Of The  
Sandwich West Turtle Club  
(Ontario Corporation # 000156202)**

As Passed at the September 2011 AGM



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## PRIVACY AND CONFIDENTIALITY

### \*\*\*Sandwich West Turtle Club Confidential\*\*\*

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Recipient also agrees not to use the information in any manner detrimental to the interests of Sandwich West Turtle Club.

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Sandwich West Turtle Club  
PO Box 37004  
LaSalle, Ont. N9H 2N8  
(519) 734-6702



**Article I - IDENTITY**

**SECTION 1 - Name**

This organization shall be known as Ontario # 00156202 operating as the Sandwich West Turtle Club, hereinafter referred to as "TC" or as "the LeagueLeague." The leagueLeague will also operate and be known as "LaSalle Baseball & Softball Academy", "LaSalle Titans", "Mickey Mantle Youth Baseball" and "LaSalle Athletics."

**SECTION 2 - Logos**

The official logos of The LeagueLeague shall be:



The official logo of the representative teams shall be:

An alternate representation of the LEAGUELeague shall be:





## Article II – MISSION AND OBJECTIVE

### SECTION 1 - Mission

The LeagueLeague is a community project operated by adult volunteers whose interest is the promotion of good, wholesome and well-supervised activities for young people. More specifically, this program is dedicated to the task of developing good citizens by providing both house leagueLeague as well as competitive baseball and softball programs for boys and girls under good leadership and in the wholesome atmosphere of community participation.

The members of The LeagueLeague give to the players within our boundaries a pledge of conformity to high standards of personal conduct, fair play, and good sportsmanship. The managers, umpires and personnel directly involved with the players in the program are the crucial factor as to whether this program is successful. At the -The heart of ourLittle-LeagueLeague League is what happens between the manager, umpire and player. It is these people more than any others who determine the success of the program. They control the situation in which the players may be benefited or harmed.

In the final analysis, what happens to the Little-LeagueLeagueour players is the major objective of this program, called Little-LeagueLeague. "Is the player a better person as a result of their experience in the program? Has the player learned some lessons and acquired some good habits and attitudes which will make them more effective in their future years as a parent and/or finer citizen?" Baseball is not automatically a desirable experience for boys and girls. It is our aim in -The-LeagueLeague to make it a desirable experience for boys and girls.

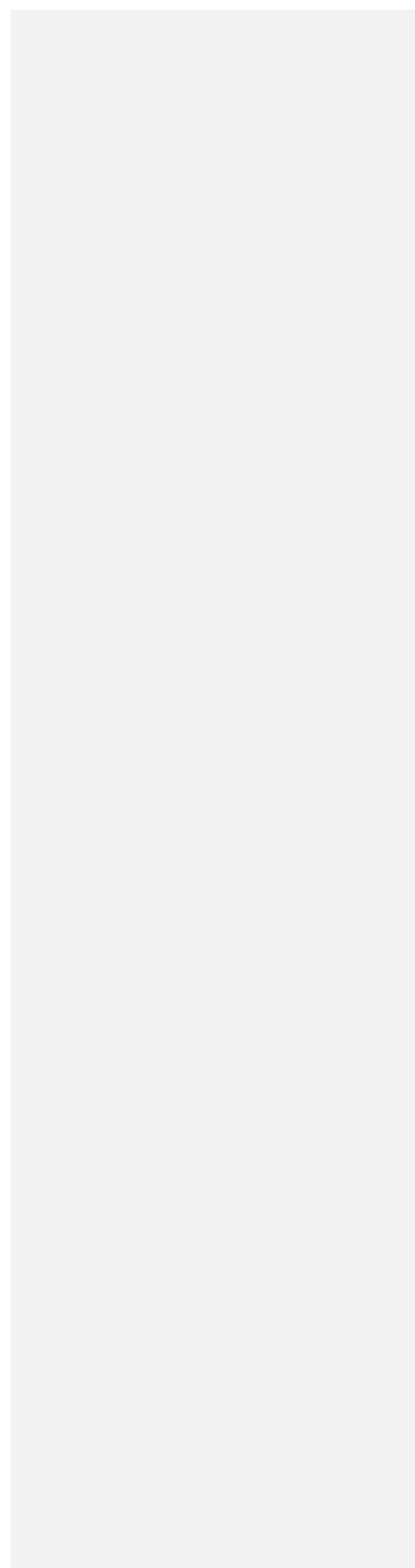
Therefore, it is imperative that the qualified people in this community step forward to do their share to support this cause.

### SECTION 2 - Objective

The objective of the LEAGUELeague 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.

To achieve this objective, the LEAGUELeague will provide a supervised program under the Rules and Regulations of Little the LeagueLeague Baseball, Incorporated as well as Baseball Canada and its affiliates. 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 the Province of Ontario not-for-profit regulations, the LEAGUELeague shall operate exclusively as a not-for-profit educational organization providing a supervised program of house leagueLeague and competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual.







## ARTICLE III - MEMBERSHIP

### SECTION 1 - Eligibility

Any person sincerely interested in active participation to further the objective of The ~~League~~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 ~~the Little League~~League Regulation IV and/or resides within the authorized boundaries of the Town of LaSalle shall be eligible to compete for participation ~~in the League's House or Representative team program.~~ Player Members shall have no rights, duties or obligations in the management or in the property of the ~~LEAGUE~~League.
- B. **Regular Members.** Regular Members of the ~~league~~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 ~~LEAGUE~~League. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing
- C. **Life Members.** Any person may be elected as a Life Member by a two third (2/3) 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 ~~LEAGUE~~League.

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

~~The Board of Directors, by a majority vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the League~~League and/or ~~Little League Baseball and~~ other affiliated organizations. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at a meeting to answer such charges.

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Dues for Player/Regular Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period. Members who fail to pay their dues within thirty (30) days from the time same become due, may by vote of the Board may be dropped by the membership rolls and shall forfeit all rights and privileges of membership.

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### SECTION 3 - Affiliations

- A. The ~~League~~League recognizes the following affiliations:
  - a. Little ~~League~~League Canada(LL)
  - b. Ontario Baseball Association(OBA)
  - c. Baseball Canada
  - d. United States Specialty Sports Association(USSSA)
  - e. Provincial Women's Softball Association(PWSA)
  - f. Softball Ontario
  - g. Softball Canada
- B. The ~~League~~League shall ~~may~~ annually apply for a charter, if required, from ~~Little League Incorporated, and/or~~ any ~~process other~~ organization ~~that requires such~~ and ~~shall~~ do all things necessary to ~~obtain and~~ maintain such charter.
- C. The ~~League~~League Board Members shall not be actively engaged in the promotion and/or operation of any other baseball and/or softball program ~~that has not been identified and approved as affiliated with The League.~~
- D. Directors or Officers of any other baseball and/or softball organization not affiliated with ~~t~~The ~~League~~League should not be actively engaged in the promotion and/or operation of ~~t~~The ~~League~~League as a Director or Officer.



#### **SECTION 4 - Resignation from the Organization**

- A. Membership in the LEAGUELeague shall not be transferable and shall terminate annually or upon a Member's resignation or death.
- B. Members may resign from the LEAGUELeague by submitting a resignation in writing addressed to the Secretary who in turn notifies the Board at the next meeting of the board.

#### **SECTION 5 - Suspension or Termination of Officers and Directors**

- A. Removal of Director by Membership - Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the LEAGUELeague, by a resolution passed by at least 2/3 of the votes cast at a General Meeting of Members or a Board Meeting may remove any Director before the expiration of his or her term of office.
- B. Absenteeism - Unless otherwise determined by the Board, the absence of a Director from three (3) consecutive Board Meetings or the absence of a Director from 40%5 or more out of any twelve~~the last 12~~ (~~12~~) consecutive Board Meetings shall be deemed to be a resignation of the said Director from the Board.
- C. Competency
  - 1) Failure to complete duties as stated in the By-law or the Rules of Operation;
  - 2) Failure to uphold the direction of the LEAGUELeague Board or violate confidentiality
  - 3) Failure to uphold objectives of the LEAGUELeague;
  - 4) Contravening any section(s) of the Abuse and Harassment Policy.
- D. Resignation – A Director of the Board may resign his or her Directorship by submitting a letter of resignation to the Secretary of the Board.



## ARTICLE IV – GENERAL MEETINGS

### **SECTION 1 - Definition**

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

### **SECTION 2 - Notice of Meeting**

Notice of each General Membership Meeting shall be delivered by any of the following; electronically on our web site, by email where possible at the last recorded address, monthly Turtle Club News Letter, or local newspaper announcement, to each Member at least seven (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 of fifteen (15) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### **SECTION 4 - Voting**

Only Regular Members 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 V, Section 4.)

### **SECTION 5 - Absentee Ballot / Proxy Votes**

~~As recommended by Little League,~~†The LEAGUELeague does not allow for the use of Proxy Votes. Furthermore, since the Annual General Meeting (AGM) is the only forum for nominating candidates for positions on the Board of Directors and such nominations are not known or accepted before said meeting, it is not possible to allow for absentee balloting.

Persons that cannot be present at the AGM and feel they will be nominated for a position on the Board of Directors shall submit in writing their acceptance for that specific position. The acceptance letter must be signed, sealed and received by the Secretary prior to the start of the AGM.



### SECTION 6 - Annual General Membership Meeting (AGM)

The Annual General Membership (AGM) Meeting of the LEAGUELeague shall be held prior to the end of the fiscal year of the corporation (September 30<sup>th</sup>) in the month of September as determined by the BOD, no later than June 30<sup>th</sup> of each year. This meeting is for the purpose of electing the Board of Directors, receiving reports, reviewing and voting on any Constitution changes and for the transaction of such business as may properly come before the meeting.

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B. The Membership shall receive at the AGM Meeting a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

- 1) The condition of the LEAGUELeague, to be presented by the President or his/her designate.
- 2) A general summary of funds received and expended by the LEAGUELeague for the previous year, the amount of funds currently in possession of the LEAGUELeague, 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 LEAGUELeague, 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.

C. This report shall be filed with the records of the LEAGUELeague and entered in the minutes of the proceedings of the AGM. A copy of such report shall be forwarded to Little League Headquarters parties that require such information.

D. At the AGM, the Members shall elect all open positions on the Board of Directors with exception to the Treasurer which shall be appointed by the newly elected Board after a job posting and interview process. The number of Directors elected shall be not less than five (5).

E. The open positions shall be elected in the following sequence:

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- 1) ~~President (Also Baseball Director)~~
- 1) ~~Officers~~
- 2) ~~Directors~~
- 2) ~~Vice President – Softball Director~~
- 3) ~~Secretary~~
- 4) ~~Safety Officer~~
- 5) ~~Player Agent~~
- 6) ~~Information Officer~~
- 7) ~~Umpire In Chief~~
- 8) ~~Director of Scheduling~~
- 9) ~~Director of Tournament and Events~~
- 10) ~~Director of Equipment~~
- 11) ~~Director of Building and Grounds~~
- 12) ~~Director of Building and Grounds (Assistant)~~
- 13) ~~Director of Fundraising~~
- 14) ~~Director of Sponsorships~~
- 15) ~~Division Directors (Baseball Big League down to Tee Ball)~~
- 16) ~~Division Directors (Softball Big League down to Tee Ball)~~

F. Immediately after the election, the Board of Directors shall assume the performance of its duties. The Board's term of office shall continue until its successors are elected and qualified under this section.



### ***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. It may also be called upon the written request of fifteen (15) Regular 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 seven (7) days after the request is received by the President or Secretary.

### ***SECTION 8 - Rules of Order for General Membership Meetings***

Robert's Rules of Order shall govern the proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the [LEAGUELeague](#).



## ARTICLE V - BOARD OF DIRECTORS

### SECTION 1 - Authority

The management of the property and affairs of the [LEAGUELeague](#) shall be vested in the Board of Directors.

### SECTION 2 - Increase in Number

The number of Board of Directors so fixed at the AGM 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.

### SECTION 3 - Vacancies

If any vacancy occurs in the Board of Directors, whether 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. A notice will be posted on the official the [LEAGUELeague](#) website advising the members of the vacancy inviting applicants to fill the position(s). The successful members filling the vacant director's position will have full voting rights and occupy that position for the remainder of the year until the next AGM where that position will be open for election.

### SECTION 4 - Board Meetings, Notice and Quorum

Regular meetings of the Board of Directors shall be held immediately following the AGM 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 three (3) 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 five (5) days before the time appointed for the meeting to the last recorded address of each Director.
- C. 50% attendance of the current 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 specific agenda items at a Board meeting.

### SECTION 5 - 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

[LEAGUELeague](#) 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 [LEAGUELeague](#) in accordance with the procedure set forth in Article III, Section 5.

- A. Execution of Documents - The Board may from time to time appoint any Director of the [LEAGUELeague](#) by resolution in writing, either to sign documents generally or to sign specific documents.
- B. Books and Records - The Board shall ensure that all necessary books and records of the [LEAGUELeague](#) required by the By-laws of the [LEAGUELeague](#) Constitution or by any applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.



- C. Method of Giving Notice - Whenever under the provisions of this Constitution of the [LEAGUELeague](#), notice is required to be given, such notice may be given either personally, by telephone, by email, web posting, Park posting or by depositing same in a post office or a public letter box, in a postage paid sealed envelope addressed to the Director or Member at his or her address as the same appears in the records of the [LEAGUELeague](#). Any notice or other documents so sent by mail shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. For the purposes of sending any notice, the address of any Member or Director shall be his or her last address in the records of the [LEAGUELeague](#).

### **SECTION 6 - Error in Notice**

No error or omission in giving notice for a Board and/or Membership Meeting shall invalidate such Meeting or invalidate or make void any proceedings taken at such Meeting, and any Director may at any time waive notice of any such Meeting and may ratify and approve of any or all proceedings taken or had there at.

### **SECTION 7 - Adjournment of Meeting**

Any Board Meeting may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required of any such adjournment.

### **SECTION 8 - Conflict of Interest**

Every member of the Board who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the [LEAGUELeague](#) shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting.

- A. The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration or, if the member of the Board is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the member of the Board assumes the office.
- B. After making such a declaration, no member of the Board shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.
- C. If a member of the Board has made a declaration of an interest in a contract or transaction or other matter in compliance with this Section, the member of the Board is not accountable to the [LEAGUELeague](#) for any profit realized from the contract or transaction or other matter.
- D. If a member of the Board fails to make a declaration of interest in a contract or transaction or other matter in compliance with this Section, the member of the Board shall account to and reimburse the [LEAGUELeague](#) for all profits realized, directly or indirectly, from such contract or transaction or other matter.
- E. A member of the Board shall be deemed to be in a conflict of interest situation when any matter comes before the Board which concerns the team for which his/her child is playing or is eligible to play, which his/her husband/wife son/daughter brother or sister is or has applied to be a member of the coaching staff; or with respect to any other matter (for instance, disciplinary) with which they or members of their immediate family are involved.
- F. In cases in which conflict of interest arises, the member of the Board in conflict shall absent him/herself from the meeting until the issue has been resolved.
- G. If that member of the Board has significant information relating to the specific issue to be discussed, he/she may provide that information before leaving.
- H. The President or designate shall have the final authority to decide when a conflict of interest exists.





### **SECTION 9 - Indemnification of Directors**

Every member of the Board of the LEAGUELeague and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the LEAGUELeague from and against:

- A. All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office;
- B. All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default; provided that, no board member of the LEAGUELeague shall be indemnified by the LEAGUELeague in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a board member, he or she has achieved complete or substantial success as a defendant.
- C. the LEAGUELeague shall purchase and maintain such insurance for the benefit of its board members as the Board may from time to time determine.



## ARTICLE VI - EXECUTIVE COMMITTEE

### ***SECTION 1 - Officers of the Board***

The Board of Directors shall appoint an Executive Committee to be the Officers of the Board. The Officers of the Board of Directors shall include, the President, Vice President, Treasurer, Secretary, Player Agent, Information Officer, Safety Officer, and Umpire In Chief.

### ***SECTION 2 - Executive Committee***

The Executive Committee shall advise with and assist the Board of the [LEAGUELeague](#) 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 shall the Executive Committee have authority over the Board of Directors.

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 VII – ROLES, DUTIES AND POWERS OF THE BOARD

### SECTION 1 - General Board Member Responsibilities

The Board shall:

- A. Surrender all books and property of the [LEAGUELeague](#) to the Board of Directors upon termination or resignation.
- B. Observe rules of confidentiality with regards to Player Information and In Camera sessions at Board Meetings.
- C. Attend all Board Meetings.
- D. Attend Special Board and Membership Meetings as required.
- E. Assist with Annual Player Registration and act as [LeagueLeague](#) Signing Officer.
- F. Participate in Opening Day Parade and Ceremonies.
- G. Attend and participate in Annual Awards Banquet.
- H. Participate on Committees as appointed or as your position dictates.
- I. Participate in decision making for the [LEAGUELeague](#) with one vote.
- J. Participate with honesty, character, integrity and respectful input in discussions, motions and votes.
- K. Promote all the [LEAGUELeague](#) programs and philosophies; act with respect, dignity and stature to maintain and cultivate the principles, values and policies of the [LEAGUELeague](#).
- L. Observe Roberts Rules of Order at all meetings.
- M. Personify the best public image of the [LEAGUELeague](#) program to the Community at large.
- N. Carry out the responsibilities of the Board position as documented with full commitment.

### SECTION 2 - Appointments

The Board of Directors may appoint by a 2/3 vote 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, with the exception of the Treasurer shall have no vote on actions taken by the Board of Directors.



### SECTION 3 - President

No person shall be nominated for the position of President unless having served on the previous year's Board of Directors.

The President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the [LEAGUELeague](#) Executive Committee.
- C. Assumes the position as Baseball Director.
- D. Will not be a Manager within any division unless deemed necessary and with Board approval.
- E. Preside at all the [LEAGUELeague](#) Meetings.
- F. Conduct the affairs of the [LEAGUELeague](#) and execute the policies established by the Board of Directors.
- G. Present a report of the condition of the [LEAGUELeague](#) at the AGM.
- H. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the [LEAGUELeague](#).
- I. Be responsible for the conduct of the [LEAGUELeague](#) in strict conformity to the policies, principles, Rules and Regulations of [the Little LeagueLeague Baseball, Incorporated](#), as agreed to under the conditions of charter issued to the [LEAGUELeague](#) by ~~that an affiliated~~ organization.
- J. Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the [LEAGUELeague](#) such contracts and leases they may receive and which have had prior approval of the Board.
- K. Investigate complaints, irregularities and conditions detrimental to the [LEAGUELeague](#) and report thereon to the Board, Policy and Conflict Resolution Committee or Executive Committee as circumstances warrant.
- L. Work in association with the Treasurer to prepare an annual budget to submit to the Board of Directors for approval and be responsible for the proper execution thereof.
- M. With the assistance of the Player Agent, 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.
- N. In conjunction with the Division Directors and the Director of Baseball or Softball create a diamond allotment schedule for each division of play.
- O. Delegate authority to any and all officers, directors, coaches and managers as is appropriate to their office and as hereinafter set out.
- P. During the absence or disability of the President, his/her duties and powers shall be exercised by the Vice President.
- Q. Perform such other duties as naturally fall within the duties of the office.

### SECTION 4 – Past President

This position shall be filled by the immediate the [LEAGUELeague](#) Board Past President as long as they have fulfilled the term of president for a minimum of 2 years. The term is dependent on the length of term of the currently elected President. The Past President will have full voting rights on the [LEAGUELeague](#) Board of Directors.

The Past President shall:

- A. Hold office after the completion of their full term as president until such time as the next new president is elected.
- B. Be a Member of the [LEAGUELeague](#) Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Attend at all the [LEAGUELeague](#) Meetings.
- E. Conduct the affairs of the [LEAGUELeague](#) and execute the policies established by the Board of Directors.
- F. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the [LEAGUELeague](#).
- ~~G. Be responsible for the conduct of the LEAGUE in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the LEAGUE by that organization.~~
- H.G. Work in President and with the Treasurer to prepare an annual budget to submit to the Board of Directors for approval and be responsible for the proper execution thereof.



- H.H. With the assistance of the Player Agent, 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.
- J.H. In conjunction with the Division Directors and the Director of Baseball or Softball create a diamond allotment schedule for each division of play.
- K.J. Perform such other duties as naturally fall within the duties of the office.
- L.K. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Past President shall have all the powers of that office.
- M.L. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.  
~~Perform such other duties as naturally fall within the duties of the office.~~

### **SECTION 5 – Vice President – ~~Softball~~Titans**

~~No person shall be nominated for the position of Vice President unless having served on the previous year's Board of Directors.~~

The Vice President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of ~~odd-even~~ numbered years.
- B. Be a Member of the LEAGUE~~League~~ Executive Committee.
- ~~C. Assumes the position of Softball Director~~
- ~~D. Will not be a Manager within any division unless deemed necessary and with Board approval.~~
- ~~E. Be responsible to the President for the smooth operation of the softball program, including the coordination of any interlocked programs with District 5.~~
- ~~F. Uphold the Constitution and Bylaws with respect to the divisions of the League~~
- ~~G. D. See that the Softball-Titan Program participates efficiently in the fund raising activity proposed by the Board.~~
- ~~H. E. Gain the support and funds necessary to implement a program-wide training program.~~
- ~~I. F. Assist with the coordination and operation of pre-season clinics as directed by the Board of Directors.~~
- ~~J. G. Work in conjunction with the Player Agent to run the spring draft as required by the division.~~
- ~~K. H. Order and distribute training materials to Softball Directors~~Managers~~.~~
- ~~L. L. See that the Softball-Titan Program is properly equipped and report and rectify any deficiencies in equipment.~~
- ~~M. J. Keep a reasonable watch over the games throughout the season.~~
- ~~N. In conjunction with the Division Directors and the Director of Baseball or Softball create a diamond allotment schedule for each division of play.~~
- ~~O. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.~~
- ~~P. K. Be responsible for the smooth operation of any all-star tournaments held by their division.~~
- ~~Q. L. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.~~
- ~~R. M. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~

~~Perform such other duties as naturally fall within the duties of the office.~~

### **SECTION 6 – Vice President – Athletics**

The Vice President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be a Member of the League Executive Committee.
- C. Uphold the Constitution and Bylaws of the League
- D. See that the Athletic Program participates efficiently in the fund raising activity proposed by the Board.
- E. Gain the support and funds necessary to implement a program-wide training program.
- F. Assist with the coordination and operation of pre-season clinics as directed by the Board of Directors.



- G. Work in conjunction with the Player Agent as required.
- H. Order and distribute training materials to Managers.
- I. See that the Athletic Program is properly equipped and report and rectify any deficiencies in equipment.
- J. Keep a reasonable watch over the games throughout the season.
- K. Be responsible for the smooth operation of any tournaments held by their division.
- L. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- M. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

**SECTION 7 –Vice President – House League**

The Vice President shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be a Member of the League Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Be responsible to the President for the smooth operation of the softball program.
- E. Uphold the Constitution and Bylaws with respect to the divisions.
- F. See that the House League Program participates efficiently in the fund raising activity proposed by the Board.
- G. Gain the support and funds necessary to implement a program-wide training program.
- H. Assist with the coordination and operation of pre-season clinics as directed by the Board of Directors.
- I. Work in conjunction with the Player Agent to run the spring draft as required by the division.
- J. Order and distribute training materials to Directors.
- K. See that the House LEague Program is properly equipped and report and rectify any deficiencies in equipment.
- L. Keep a reasonable watch over the games throughout the season.
- M. In conjunction with the Division Directors and the Scheduler create a diamond allotment schedule for each division of play.
- N. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.
- O. Be responsible for the smooth operation of any tournaments held by their division.
- P. Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When so acting, the Vice President shall have all the powers of that office.
- Q. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- R. Perform such other duties as naturally fall within the duties of the office.

**SECTION 8 –Policy and Conflict Resolution Officer**

The Policy and Conflict Resolution Officer shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the League Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Keep a reasonable watch over the Divisions throughout the season.
- E. Undertake special projects as assigned by the President;
- F. Assist and report to the President as required;
- G. Review and prepare By-law and Rules of Operations revisions for publication.
- H. Shall be responsible to sit on designated committees;
- I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- J. Perform such other duties as naturally fall within the duties of the office.

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**SECTION 96 - Secretary**

The Secretary shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the LEAGUELeague Executive Committee.
- C. Be responsible for recording the activities of the LEAGUELeague and maintain appropriate files, mailing lists and necessary records.
- D. 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.
- E. Maintain a list of all Officers, Directors and committee members and give notice of all meetings of the LEAGUELeague, the Board of Directors and Committees.
- F. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, in both hard copy and electronic format and have them filed in the LEAGUELeague office.
- G. 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.
- H. Notify Members, Directors, Officers and committee members of their election or appointment.
- I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- J. Perform such other duties as naturally fall within the duties of the office.

J.

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**SECTION 107 - Treasurer**

This shall be an appointed position for a two (2) year term following the Annual General Membership meeting of odd numbered years and may be terminated by a majority vote of the Board of Directors at any time or extended by mutual agreement at the discretion of the Board of Directors.

The Treasurer shall:

- A. Be a Member of the LEAGUELeague Executive Committee.
- B. Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- C. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- D. Keep records for the receipt and disbursement of all monies and securities of the LEAGUELeague, including the Auxiliary, 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. All disbursements by check must have dual signatures.
- E. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors for approval.
- F. Prepare a monthly financial report, for submission to the Board of Directors at the monthly Board Meeting.
- G. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the AGM, and to Little League Headquarters other necessary parties.
- H. Facilitate the submission of the annual financial statements to an independent accountant for review engagement.
- I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- J. Perform such other duties as naturally fall within the duties of the office.

**SECTION 8 - Safety Officer**

The Safety Officer shall:

- ~~A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.~~
- ~~B. Be a Member of the LEAGUE Executive Committee.~~
- ~~C. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of the LEAGUE~~
- ~~D. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. In order to implement a safety plan using education, compliance and reporting, the following shall be utilized by the Safety Officer:~~



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- ~~1) Education – Shall facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.~~
- ~~2) Compliance – Shall promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.~~
- ~~3) Reporting – Shall define a process to assure that incidents are recorded within a twenty four (24) hour period, information is sent to league/district and national offices, and follow up information on medical and other data is forwarded as available.~~
- ~~E. Establish and Chair the Safety Committee.~~
- ~~F. Shall work in conjunction with the Building and Grounds as well as Equipment Directors to support their roles.~~
- ~~G. Be completely familiar with the insurance benefits and shall purchase the required benefits with the approval of the Board.~~
  
- ~~H. Handle all claims if the injury warrants it.~~
- ~~I. Budget for and ensure first aid kits meet the LEAGUE standards and are available to all teams.~~
- ~~J. Determine before game time what diamonds are available and safe for play during inclement conditions in conjunction with the Building and Grounds Director.~~
- ~~K. Ensure the LEAGUE volunteers are screened pursuant to Little League Record Check policies.~~
- ~~L. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~M. Perform such other duties as naturally fall within the duties of the office.~~

### **SECTION 119 - LeagueLeague Information Officer**

The LeagueLeague Information Officer shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be a Member of the LEAGUELeague Executive Committee.
- C. Manage the leagueLeague's official web site and email services. Ensure that leagueLeague news and information are updated on a regular basis on the web site.
- D. Maintain the LEAGUELeague's Privacy Policy.
- E. Be responsible for the maintenance of the LEAGUELeague PRC/ODF file. Identify what volunteer needs a PRC or ODF before the commencement of their participation in any activity. Communicate process with volunteer, ensure collection of PRC/ODF, reimburse volunteer for cost of PRC and update the LEAGUELeague PRC/ODF file with most current information.
  - E. Should an issue be identified via a PRC, the matter will be discussed at the next Board meeting in an in camera session for resolution.
- F. Create, maintain and distribute the LEAGUELeague monthly News Letter and any other necessary means of communication with leagueLeague's parents.
- G. Establish and Chair the Special Events and Tournament Committee.
- H. Responsible for the organization and communication of the LEAGUELeague special events and tournaments including but not limited to Opening Day and Year End Banquet.
- I. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- J. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 120 - Player Agent**

The Player Agent shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be a Member of the LEAGUELeague Executive Committee.
- C. Will not be a Manager within any division unless deemed necessary and with Board approval.
- D. Record all player transactions and maintain an accurate and up-to-date record thereof.
- E. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- F. Coordinate the Player Evaluation Process and conduct the player draft and all other player transaction or selection meetings.
- G. Prepare the Player Agent's list.





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- H. Prepare for the President's signature and submission ~~to Little League Headquarters~~, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- I. ~~Notify Little League~~ Update rosters and notify appropriate parties ~~Headquarters~~ of any subsequent player replacements or trades.
- J. Submit a year-end report to the President in advance to the ~~LEAGUE~~ League AGM. The report shall be used in the preparation of the Presidents Report to the AGM and it shall be retained on file as a historical record.
- K. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- L. Perform such other duties as naturally fall within the duties of the office.



### **SECTION 131 - Umpire in Chief**

The Umpire in Chief shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be a Member of the [LEAGUELeague](#) Executive Committee.
- C. Under the direction of the President establish a list of umpires who are available for umpiring assignments and work in conjunction with the Director of Umpire Assignments to arrange for appropriate coverage of all scheduled games by at least one qualified umpire.
- D. Will not be a Manager within any division unless deemed necessary and with Board approval.
- E. Prepare and organize clinics for new and or experienced umpires within their division, to ensure the ongoing development and sharpness of the volunteer umpire group;
- F. Establish an annual budget for umpires.
- G. Work in conjunction with the Director of Umpire Assignments to define and implement a process to manage payment of umpires.
- H. Work closely with the Director of Umpire Assignments to assign and schedule all umpires in a fair and consistent manner.
- I. Check umpire efficiency by personal attendance at as many games as possible
- J. Inform the Board, disciplinary actions up to and including dismissal of inefficient umpires and acquire the services of new ones.
- K. Be the sole interpreter of the official [Little LeagueLeague](#) Rules and shall report any violations to the Board.
- L. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- M. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 142 – Scheduling Director**

The Scheduling Director shall:

- A. Hold office for a (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Annually, at the registration of membership in conjunction with the Umpire In Chief, establish a list of all individuals that are interested in umpiring for the coming season, be it new registrants or returning umpires.
- C. Take part in any and all training of the umpires as to ensure proper assignments.
- D. Discuss umpire requirements with division Directors and Umpire In Chief.
- E. Work with Umpire In Chief to establish an annual budget for Scheduling Director duties.
- F. Ensure fair and equitable distribution of games to all umpires based on their capability level and availability.
- G. Work in conjunction with the Umpire In Chief to define and implement a process to manage payment of umpires.
- H. Maintain proper records of all umpires and games done as to be able to pay them be it house [leagueLeague](#), [Districts](#) or Tournaments.
- I. Co-ordinate the payment of umpires with the Treasurer and ensure that umpires are all paid in a timely manner.
- J. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- K. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 153 – Equipment Director**

The Equipment Director shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be responsible for the distribution of all equipment to all baseball managers including all-star managers, such as bats, balls, helmets, uniforms, bases, catcher equipment and any other equipment necessary to play ball,
- C. Recommend to the Board of Directors replacement of any damaged or worn out baseball equipment and replace such with approval of the Board.
- D. Keep in a good state of repair all baseball equipment and order all new equipment as necessary.
- E. Maintain a proper inventory of baseball items available and ensure that the appropriate user groups return the materials at the end of the season.



- F. Establish an annual budget for baseball equipment requirements and work within that framework.
- G. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- H. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 146 - Building and Grounds Director**

The Buildings and Grounds Director shall:

- A. Hold office for a (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Ensure that the facilities, diamonds, buildings and structures and all related hardware and accessories, under their jurisdiction, are maintained in a safe and playable manner, in keeping with the standards established by the Board of Directors.
- C. Oversee any major construction activity directed by the Board of Directors to final completion and report regularly to the Board of Directors regarding the progress of such project;
- D. Determine before game time what diamonds are available and safe for play during inclement conditions in conjunction with the Safety Officer.
- E. Establish and supervise such grounds keeping help as is required to maintain the standards as outlined by the Board of Directors.
- F. Prepare an annual budget for Building and Grounds and work within that framework.
- G. Be responsible for the smooth operation of the concession stand during the house [leagueLeague](#) season and any all-star tournaments.
- H. Prepare an annual budget for approval for the operations of the concession stand.
- I. Establish and supervise such Concessions help as is required to maintain the standards as outlined by the Board of Directors.
- J. Adhere to financial reporting requirements and procedures/controls as established by the Board of Directors.
- K. Work in conjunction with the Master Scheduler to ensure that Concessions are operating when the Turtle Club Park is in use.
- L.
- M. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- N. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 175 – Assistant Building and Grounds Director**

The Buildings and Grounds Director shall:

- A. Hold office for a (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Ensure that the facilities, diamonds, buildings and structures and all related hardware and accessories, under their jurisdiction, are maintained in a safe and playable manner, in keeping with the standards established by the Board of Directors.
- C. Work with Building and Grounds Director to oversee any major construction activity directed by the Board of Directors to final completion and report regularly to the Board of Directors regarding the progress of such project;
- D. Work with Building and Grounds Director to determine before game time what diamonds are available and safe for play during inclement conditions in conjunction with the Safety Officer.
- E. Work with Building and Grounds Director to establish and supervise such grounds keeping help as is required to maintain the standards as outlined by the Board of Directors.
- F. Work with Building and Grounds Director to prepare an annual budget and work within that framework.
- G. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- H. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 186 – Tournament and Events Director**

The Tournament and Events Director shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Organize and direct all of the Baseball and Softball Tournaments that the LEAGUE Board approves, including but not limited to Silver Tee, Bronze Turtle, Diamond Turtle, etc.



- C. Understand the rules of Baseball and Softball as referenced in the Little League Rule Book for a given year. Work with the Umpire In Chief as necessary on any tournament rulings.
- D. Act as "Tournament Director" for all the LEAGUE tournaments and D5 tournaments as necessary.
- E. Organize and co-ordinate opening day activities and events.
- F. Keep a documented list of all leagues, teams, Managers/Coaches or other contacts that participate in the LEAGUE events.
- G. Develop and implement creative initiatives, activities or such that will draw leagues and teams to participate in the LEAGUE tournaments.
- H. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- I. Perform such other duties as naturally fall within the duties of the office.

**SECTION 1917 - Sponsorship Director**

The Sponsorship & Fundraising Director shall:

- A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Organize and direct all of the Board's sponsorship activities, including but not limited to seeking sponsors for all house league teams, all star teams, tournaments and events and advertising opportunities both at the park and on our website, etc.;
- C. Maintain existing list of league sponsors and actively solicit new sponsors for the League.
- D. Keep a documented list of all sponsors as well as a statement of funds received as sponsorships.
- ~~E. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~E. Perform such other duties as naturally fall within the duties of the office.~~
- ~~F. Organize and direct all of the Board's fundraising activities, including but not limited to Bingos, Nevada ticket sales, dances, sportswear sale items, 50/50 draws, raffles and other activities.;~~
- ~~G. Develop and implement creative fundraising initiatives for capital fund growth and capital projects.~~
- ~~H. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~I. Perform such other duties as naturally fall within the duties of the office.~~
- ~~F, J.~~

**SECTION 18 - Fundraising Director**

The Fundraising Director shall:

- ~~A. Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.~~
- ~~B. Organize and direct all of the Board's fundraising activities, including but not limited to Bingos, Nevada ticket sales, dances, sportswear sale items, 50/50 draws, raffles and other activities.;~~
- ~~C. Develop and implement creative fundraising initiatives for capital fund growth and capital projects.~~
- ~~D. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~E. Perform such other duties as naturally fall within the duties of the office.~~

**SECTION 2019 - Division Directors Jr. T-Ball Director**

- Squirt BB/SB Division Director (Ages 4-6)- Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- Junior BB Division Director (Ages 7-9)- Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- Intermediate BB Division Director (Ages 10-12) - Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- Senior BB Division Director (Ages 13-19)- Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- Junior SB Division Director(Ages 7-12)- Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- Senior SB Division Director(Ages 13-19)- Hold office for a two (2) year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- 

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## Sandwich West Turtle Club Constitution



The ~~Jr. T-Ball~~ Division Directors shall:

- ~~Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of even-numbered years.~~
  - Be responsible to the President for the smooth operation of the division.
  - Uphold the Constitution and Bylaws with respect to the division.
  - Will not be a Manager within their division unless deemed necessary and with Board approval.
  - See that the division participates efficiently in the fund raising activity proposed by the Board.
  - Represent coaches/managers in division.
  - Present a coach/manager training budget to the board.
  - Gain the support and funds necessary to implement a division-wide training program.
  - Coordinate and operate pre-season clinics as directed by the Board of Directors.
  - Work in conjunction with the Player Agent and Director of Baseball to fairly distribute players to teams.
  - Serve as the focal point for the LEAGUE manager/coach training programs for their division.
  - Order and distribute training materials to players, coaches and managers.
  - See that the division is properly equipped and report and rectify any deficiencies in equipment.
  - Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.
  - Keep a reasonable watch over the games throughout the season.
  - ~~Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.~~
- 
- Be responsible for the smooth operation of any all-star tournaments held by their division.
  - Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.
  - Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
  - Perform such other duties as naturally fall within the duties of the office.

### ***SECTION 20 — T-Ball Baseball Director***

The T-Ball Director shall:

- A. ~~Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of odd-numbered years.~~
- B. ~~Be responsible to the President for the smooth operation of the division.~~
- C. ~~Uphold the Constitution and Bylaws with respect to the division.~~
- D. ~~Will not be a Manager within their division unless deemed necessary and with Board approval.~~
- E. ~~See that the division participates efficiently in the fund raising activity proposed by the Board.~~
- F. ~~Represent coaches/managers in division.~~
- G. ~~Present a coach/manager training budget to the board.~~
- H. ~~Gain the support and funds necessary to implement a division-wide training program.~~
- I. ~~Coordinate and operate pre-season clinics as directed by the Board of Directors.~~
- J. ~~Work in conjunction with the Player Agent to run the spring draft as required by the division.~~
- K. ~~Serve as the focal point for the LEAGUE manager/coach training programs for their division.~~
- L. ~~Order and distribute training materials to players, coaches and managers.~~
- M. ~~See that the division is properly equipped and report and rectify any deficiencies in equipment.~~
- N. ~~Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.~~
- O. ~~Keep a reasonable watch over the games throughout the season.~~
- P. ~~Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.~~
- Q. ~~Be responsible for the smooth operation of any all-star tournaments held by their division.~~
- R. ~~Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.~~
- S. ~~—~~
- T. ~~Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- U. ~~Perform such other duties as naturally fall within the duties of the office.~~



**~~SECTION 21 – Minor Baseball Director~~**

The Minor Baseball Director shall:

- ~~A. Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of even numbered years.~~
- ~~B. Be responsible to the President for the smooth operation of the division.~~
- ~~C. Uphold the Constitution and Bylaws with respect to the division.~~
- ~~D. Will not be a Manager within their division unless deemed necessary and with Board approval.~~
- ~~E. See that the division participates efficiently in the fund raising activity proposed by the Board.~~
- ~~F. Represent coaches/managers in division.~~
- ~~G. Present a coach/manager training budget to the board.~~
- ~~H. Gain the support and funds necessary to implement a division-wide training program.~~
- ~~I. Coordinate and operate pre-season clinics as directed by the Board of Directors.~~
- ~~J. Work in conjunction with the Player Agent to run the spring draft as required by the division.~~
- ~~K. Serve as the focal point for the LEAGUE manager/coach training programs for their division.~~
- ~~L. Order and distribute training materials to players, coaches and managers.~~
- ~~M. See that the division is properly equipped and report and rectify any deficiencies in equipment.~~
- ~~N. Keep a reasonable watch over the games throughout the season.~~
- ~~O. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.~~
  
- ~~P. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.~~
- ~~Q. Be responsible for the smooth operation of any all-star tournaments held by their division.~~
- ~~R. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.~~
- ~~S. —~~
- ~~T. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~U. Perform such other duties as naturally fall within the duties of the office.~~

**~~SECTION 22 – Major Baseball Director~~**

The Major Baseball Director shall:

- ~~A. Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of odd numbered years.~~
- ~~B. Be responsible to the President for the smooth operation of the division.~~
- ~~C. Uphold the Constitution and Bylaws with respect to the division.~~
- ~~D. Will not be a Manager within their division unless deemed necessary and with Board approval.~~
- ~~E. See that the division participates efficiently in the fund raising activity proposed by the Board.~~
- ~~F. Represent coaches/managers in division.~~
- ~~G. Present a coach/manager training budget to the board.~~
- ~~H. Gain the support and funds necessary to implement a division-wide training program.~~
- ~~I. Coordinate and operate pre-season clinics as directed by the Board of Directors.~~
- ~~J. Work in conjunction with the Player Agent to run the spring draft as required by the division.~~
- ~~K. Serve as the focal point for the LEAGUE manager/coach training programs for their division.~~
- ~~L. Order and distribute training materials to players, coaches and managers.~~
- ~~M. See that the division is properly equipped and report and rectify any deficiencies in equipment.~~
- ~~N. Keep a reasonable watch over the games throughout the season.~~
- ~~O. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.~~
- ~~P. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season ending play-offs and/or Tournament.~~
- ~~Q. Be responsible for the smooth operation of any all-star tournaments held by their division.~~
- ~~R. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.~~
- ~~S. —~~
- ~~T. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.~~
- ~~U. Perform such other duties as naturally fall within the duties of the office.~~



### **SECTION 23 – Junior/Senior/Big League Baseball Director**

The Junior/Senior/Big League Director shall:

- A. Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of even numbered years.
- B. Be responsible to the President for the smooth operation of the division.
- C. Uphold the Constitution and Bylaws with respect to the division.
- D. Will not be a Manager within their division unless deemed necessary and with Board approval.
- E. See that the division participates efficiently in the fund raising activity proposed by the Board.
- F. Represent coaches/managers in division.
- G. Present a coach/manager training budget to the board.
- H. Gain the support and funds necessary to implement a division-wide training program.
- I. Coordinate and operate pre-season clinics as directed by the Board of Directors.
- J. Work in conjunction with the Player Agent to run the spring draft as required by the division.
- K. Serve as the focal point for the LEAGUE manager/coach training programs for their division.
- L. Order and distribute training materials to players, coaches and managers.
- M. See that the division is properly equipped and report and rectify any deficiencies in equipment.
- N. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.
  
- O. Keep a reasonable watch over the games throughout the season.
- P. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season-ending play-offs and/or Tournament.
- Q. Be responsible for the smooth operation of any all-star tournaments held by their division.
- R. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.
- S. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- T. Perform such other duties as naturally fall within the duties of the office.

### **SECTION 24 – T-Ball Softball Director**

The T-Ball Softball Director shall:

- A. Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of odd numbered years.
- B. Be responsible to the President for the smooth operation of the division.
- C. Uphold the Constitution and Bylaws with respect to the division.
- D. Will not be a Manager within their division unless deemed necessary and with Board approval.
- E. See that the division participates efficiently in the fund raising activity proposed by the Board.
- F. Represent coaches/managers in division.
- G. Present a coach/manager training budget to the board.
- H. Gain the support and funds necessary to implement a division-wide training program.
- I. Coordinate and operate pre-season clinics as directed by the Board of Directors.
- J. Work in conjunction with the Player Agent to run the spring draft as required by the division.
- K. Serve as the focal point for the LEAGUE manager/coach training programs for their division.
- L. Order and distribute training materials to players, coaches and managers.
- M. See that the division is properly equipped and report and rectify any deficiencies in equipment.
- N. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.
- O. Keep a reasonable watch over the games throughout the season.
- P. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season-ending play-offs and/or Tournament.
- Q. Be responsible for the smooth operation of any all-star tournaments held by their division.
- R. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.
- S. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- T. Perform such other duties as naturally fall within the duties of the office.



***SECTION 25 – Minor & Major Softball Director***

The Minor & Major Softball Director shall:

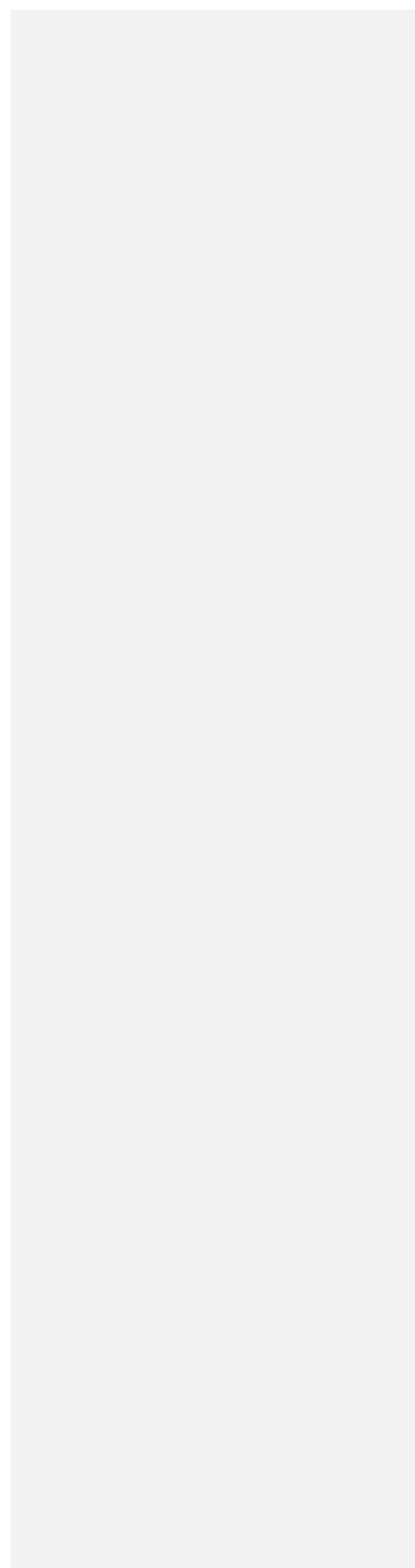
- A. Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of odd-numbered years.
- B. Be responsible to the President for the smooth operation of the division.
- C. Uphold the Constitution and Bylaws with respect to the division.
- D. Will not be a Manager within their division unless deemed necessary and with Board approval.
- E. See that the division participates efficiently in the fund raising activity proposed by the Board.
- F. Represent coaches/managers in division.
- G. Present a coach/manager training budget to the board.
- H. Gain the support and funds necessary to implement a division-wide training program.
- I. Coordinate and operate pre-season clinics as directed by the Board of Directors.
- J. Work in conjunction with the Player Agent to run the spring draft as required by the division.
- K. Serve as the focal point for the LEAGUE manager/coach training programs for their division.
- L. Order and distribute training materials to players, coaches and managers.
- M. See that the division is properly equipped and report and rectify any deficiencies in equipment.
- N. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.
  
- O. Keep a reasonable watch over the games throughout the season.
- P. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season-ending play-offs and/or Tournament.
- Q. Be responsible for the smooth operation of any all-star tournaments held by their division.
- R. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.
- S. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- T. Perform such other duties as naturally fall within the duties of the office.

***SECTION 26 – Junior/Senior/Big League Softball Director***

The Junior/Senior/Big League Softball Director shall:

- A. Hold office for a two (2)-year term. The election shall take place at the Annual General Membership meeting of even-numbered years.
- B. Be responsible to the President for the smooth operation of the division.
- C. Uphold the Constitution and Bylaws with respect to the division.
- D. Will not be a Manager within their division unless deemed necessary and with Board approval.
- E. See that the division participates efficiently in the fund raising activity proposed by the Board.
- F. Represent coaches/managers in division.
- G. Present a coach/manager training budget to the board.
- H. Gain the support and funds necessary to implement a division-wide training program.
- I. Coordinate and operate pre-season clinics as directed by the Board of Directors.
- J. Work in conjunction with the Player Agent to run the spring draft as required by the division.
- K. Serve as the focal point for the LEAGUE manager/coach training programs for their division.
- L. Order and distribute training materials to players, coaches and managers.
- M. See that the division is properly equipped and report and rectify any deficiencies in equipment.
- N. Define the rules of play for the division in the Rules of Operation, review with UIC and present to the Board for approval.
- O. Keep a reasonable watch over the games throughout the season.
- P. Ensure that all player evaluations are completed by all managers within the division and returned before the start of any season-ending play-offs and/or Tournament.
- Q. Be responsible for the smooth operation of any all-star tournaments held by their division.
- R. Be responsible for the collection of PRC/ODF from their Managers and Coaches. Work with Information officer to ensure every volunteer in the division has a valid PRC/ODF.
- S. Perform such duties as from time to time may be assigned by the Board of Directors or by the President. Perform such other duties as naturally fall within the duties of the office.







**ARTICLE VIII - COMMITTEES ~~\*\*UPDATE\*\*~~**

**SECTION 1 - Managers/Coaches Selection Committee**

The Board of Directors shall appoint a Managers/Coaches Selection Committee consisting of no less than five (5) and no more than thirteen (13) Directors. This committee is responsible for the recommendation of managers and coaches to the Board of directors utilizing the Managers/Coaches Selection Process for House League. The Committee shall report on all applicants to the Board as well as its recommendation for a given position. The Vice President – House League shall chair the Committee. The Board of Directors has final say in the Manager and Coach Selection process for House League by a two-third majority vote at any duly constituted Board meeting.

The House League Managers/Coaches Selection Committee may be made of:

- Vice President – House League
- President
- Past President
- Division Directors

The Titans & Athletics Managers/Coaches Selection Committee may be made of: will be appointed by:

- President
- Vice President – Titans
- Vice President - Athletics
- Vice President
- Past President
- Umpire in Chief
- Player Agent
- All Division Directors

~~Any member of the Selection Committee that is also applying to manage or coach a house league team cannot participate in that portion of the meeting in which his/her application is being reviewed. He/she must declare a conflict and leave the meeting room and not return until a final recommendation has been made on his/her application that will be submitted to the Board of Directors.~~

~~Any member of the Selection Committee that is also applying for a Manager position for All Star team cannot participate as a member of the Selection Committee for that Division. His/her position on the Selection Committee will be replaced by a member of the Board of Directors at the selection of the President.~~

~~For House League the Manager and Coach Selection Committee will review all applications and meet to determine the qualifications of each candidate and develop a recommendation to the Board for each Division.~~

~~For the All Star programs the Manager and Coach Selection Committee will post applications and then collect such applications and references or reference letters. The Manager/Coach Selection committee will develop a set of evaluation criteria that will be approved by the Board and use this criteria to formulate interview questions and an evaluation system that will be used with each candidate. A Player Evaluation Sheet (H.L & All Star) from the current and past year should be available for the Committee to review. All Star Managers shall apply and be interviewed by the Committee. The Committee will present their recommendation as well as specific ratings to the Board for each Manager interviewed.~~

**SECTION 2 – Policy and Conflict Resolution Committee**

The Board of Directors shall appoint a Policy and Conflict Resolution Committee consisting of no more than six (6) Directors. The committee is to recommend conflict resolution and/or disciplinary action for Directors, Managers,



## Sandwich West Turtle Club Constitution



Coaches, Umpires, Players, Parents, Spectators, etc. The Policy and Conflict Resolution Committee shall be responsible for investigating any discipline issues through a Board approved process. The Policy and Conflict Resolution Officer~~resident~~ shall chair the Committee.

The Policy and Conflict Resolution Committee shall be made of:

- Policy and Conduct Review Officer~~President~~
- ~~Vice President – Titans~~
- Vice President – Athletics
- Vice President – House League
- Past President
- ~~Umpire in Chief~~
- Player Agent
- ~~Information Officer~~
- Secretary

The Policy and Conflict Resolution Committee shall:

- Recommend conflict resolution and/or disciplinary action for coaches, players, managers, trainers, umpires, parents, spectators, etc.
- Make recommendations to the Board regarding policies, conflict resolution and discipline.
- Appoint outside members as required to this committee to deal with matters as they arise.

### **SECTION 3 - Fundraising Committee**

The Board of Directors shall appoint a Fundraising Committee consisting of not less than five (5) Directors and other appointed Regular Members as required. The Director of Fundraising shall chair the Fundraising Committee. The committee is to investigate and recommend additional initiatives and opportunities for Fundraising by the LEAGUE~~League~~. They shall present their recommendations to the Board for approval before execution.

The Fundraising Committee shall be made of:

- Sponsorship & Fundraising Director
- Past President
- Vice President – House League
- ~~Tournament and Events Director~~
- Player Agent
- Scheduling Director
- Information Director~~Officer~~
- Division Director(s) as required

### **SECTION 4 – Tournament and Special Events Committee**

~~The Board of Directors shall appoint a Tournament and Special Events Committee consisting of not less than eight (8) Directors and appointed Regular Member as required. The Tournament and Events Director shall chair the Tournament and Special Events Committee.~~

~~The Tournament and Special Events Committee shall be made of:~~

- ~~Tournament and Events Director~~
- ~~President~~
- ~~Past President~~
- ~~Vice President~~
- ~~Information Officer~~
- ~~Fundraising Director~~
- ~~Umpire In Chief~~
- ~~Scheduling Director~~
- ~~Building and Grounds~~
- ~~Concessions Director~~



• ~~Division Director as required~~

### **SECTION 5 - Auxiliary Committee**

The Board of Directors may approve the formation of Auxiliary Committee's consisting of the ~~LEAGUE~~League Members. The Committee shall coordinate the activities of the Auxiliary. It shall review and evaluate auxiliary projects for raising money and disposition of profits, and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of the Auxiliary.

### **SECTION 6 - Adhoc Committee**

The Board of Directors may approve the formation of an adhoc Committee's consisting of the ~~LEAGUE~~League Members. The Committee shall coordinate the activities as directed by the Board of Directors. It shall review and evaluate and make recommendations to the Board. The Board of Directors shall approve in advance all projects and actions of an Adhoc Committee.



## ARTICLE IX – AFFILIATION

### ***SECTION 1 – Charter***

~~The 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 LEAGUE shall devote its energies to the activities authorized by such charter.~~

### ***SECTION 2 – Rules and Regulations***

~~The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be used as a guideline and input by the LEAGUE for the creation of its Divisional rules.~~

### ***SECTION 3 – Local Rules, Ground Rules and/or Bylaws***

~~The local rules, ground rules and/or bylaws of this the LEAGUE shall be adopted by the Board of Directors at a meeting to be held not less than two (2) weeks previous to the first scheduled game of the season. These shall in no way conflict with this Constitution. The local rules, ground rules and/or bylaws of this the 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.)~~

### ***SECTION 4 – Charitable Donations and Support***

~~As a not for profit organization itself, the LEAGUE does not affiliate itself with any other charitable organization. In being fiscally responsible to its membership the LEAGUE policy is to generally not make donations to other groups or organizations whether charitable, not for profit or other. In extreme cases the LEAGUE may decide to support a particular cause at the discretion of the Board.~~



## ARTICLE X - FINANCIAL AND ACCOUNTING

### SECTION 1 - Authority

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

### SECTION 2 - Contributions

The Board shall require that all funds or property contributed to individual teams shall be turned over in their entirety to common treasury of the LEAGUELeague, thereby to discourage favoritism among teams and to endeavor to equalize the benefits to the LEAGUELeague.

### SECTION 3 - Solicitations

The Board shall not permit the solicitation of funds in the name of the Little LeagueLeague Baseball unless all of the funds so raised are placed in the common treasury of the LEAGUELeague, thereby to discourage favoritism among teams and to endeavor to equalize the benefits to the LEAGUELeague.

### SECTION 4 – Charitable Donations and Support

As a not for profit organization itself, the League does not affiliate itself with any other charitable organization. In being fiscally responsible to its membership the League policy is to generally not make donations to other groups or organizations whether charitable, not for profit or other. In extreme cases the League may decide to support a particular cause at the discretion of the Board.

### SECTION ~~54~~ - Disbursement of Funds

The funds of the LEAGUELeague are for the conducting of Little LeagueLeague activities in accordance with the rules, regulations and policies of Little the LeagueLeague-Baseball, Incorporated. The Board, however, may permit the disbursement of the LEAGUELeague funds for other reasons as an exception by a majority vote. All disbursements shall be made by cheque. All cheques shall be signed by any two of the following Officers of the LEAGUELeague: The President, Vice President, Secretary and / or the Treasurer.

### SECTION ~~56~~ - Compensation

Officers, Directors, Members and Volunteers shall serve without compensation and shall not directly or indirectly receive any compensation, salary or profit from their position on the Board of Directors.

An Officer, Director or Member may, however, receive compensation for providing a product or service to the LEAGUELeague under the circumstance that the opportunity to provide that product or service has been made public knowledge and afforded to all members of the LEAGUELeague and the general community. The position needs to be applied for and the Director of a specific role will make a recommendation to the Board of Directors for approval.

The Board of Directors shall establish policies relating to the reimbursement of reasonable expenses incurred in the performance of duties for the LEAGUELeague.

### SECTION ~~67~~ - Deposits

All monies received, including Auxiliary Funds, shall be deposited to the credit of the LEAGUELeague in/at the approved depository, in the appropriate accounts.



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**SECTION 87- Fiscal Year**

The fiscal year of the [LEAGUELeague](#) shall begin on November 1 and shall end on October 31.

**SECTION 98 - Distribution of Property upon Dissolution**

Upon dissolution of the [LEAGUELeague](#) and after all outstanding debts and claims have been satisfied, the current Board of Directors shall direct the remaining property of the [LEAGUELeague](#) to another Provincial Not For Profit entity which maintains the same objectives as set forth in Article II of this Constitution.



## ARTICLE XI - AMENDMENTS

The Board or a member in good standing may recommend amendments to the Constitution of the [LEAGUELeague](#) from time to time, by submitting such amendments to the Policy and Conflict Resolution Committee for consideration by the Committee and the Board to then be taken to the next General Meeting. The recommended amendment(s) must be received no less than thirty (30) days prior to the AGM to be considered.

If the Board intends to discuss a recommended amendment of the Constitution of the [LEAGUELeague](#) at a Board Meeting, written notice of such intention shall be sent by the Secretary to each Director not less than seven (7) days before such Meeting. Where such notice is not provided, any recommendation to amend the Constitution may nevertheless be moved at the Meeting and discussion and voting thereon adjourned to the next Meeting for which written notice of intention to pass or amend such Constitution shall be given.

All members in good standing shall have access to any proposed amendments to the Constitution, seven (7) days prior to the General Meeting at a place as stated in the original meeting notice. Any new By-law or an amendment to a By-law in the Constitution recommended by the Board shall be presented for adoption at the next General Meeting. The notice of such a General Meeting shall refer to, describe and explain the By-law or amendment(s) to the Constitution to be presented at the General Meeting. A motion to amend the Constitution as recommended by the Board at a General Meeting called for that purpose must be approved by a majority vote of the Members present at such General Meeting. The Members at the General Meeting of Members may confirm the proposed By-law or amended By-law as presented or amend or reject the proposed By-law or amended By-Law.





**ARTICLE XII – Effective Date**

The ~~League~~Membership approved this Constitution on this \_\_\_\_\_ day of \_\_\_\_\_ in the Town of LaSalle, County of Essex, Province of Ontario, Canada.

By:

\_\_\_\_\_  
Presidents Name

\_\_\_\_\_  
Presidents Signature

Witnessed By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature