



March 13, 2020

David Brown
President
Highlands LL, League ID #4470406

Dear David,

We are pleased to inform you that the proposed Constitution of Highlands Little League has been found to be in basic agreement with Little League Baseball and Softball Rules and Regulations.

The proposed Constitution indicates that the document was presented to the league membership on **11/18/2018**. We respectfully suggest that copies of this document be made available to any regular member upon request. Reference to this document should be included in the notice to members of the annual meeting for reports, election of Board Members, and any special membership meetings that may be scheduled.

This copy of the League's Constitution, including approved changes, will be placed in the league's permanent file at the Regional Center. As always, if we can help with any league problem at any time, please let us know.

Best regards to the Board of Directors and Membership of your league for a safe and successful 2020 season.

Sincerely,

Andrew Cortez
West Region Assistant Director
Little League Baseball and Softball

Cc: Don Hester, DA of WA -06

Highlands LL Constitution

League I.D. Number: 447-04-06

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|---------------------------------------|-----------------|
| THIS BOX FOR REGIONAL USE ONLY | |
| Date submitted: 3/10/2020 | APPROVED |
| Approved: 3/10/2020 | |
| Not Approved: | |

ARTICLE I - NAME

- a) This organization shall be known as the Highlands Little League, hereinafter referred to as "Local League".
- b) This Constitution is adopted as the formal Constitution of the Highlands Little League which has been incorporated under the laws of the State of Washington as a non-stock, non-profit corporation.
- c) The registered office of this corporation shall be located at 7701 NE 182nd Ave, Vancouver, WA 98682.
- d) This corporation and its activities shall conform in all respects to the Rules and Regulations of Little League Baseball, Inc.

ARTICLE II - OBJECTIVE

SECTION 1

The objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

SECTION 2

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

ARTICLE III - MEMBERSHIP

SECTION 1

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

SECTION 2

Classes. There shall be the following classes of Members:

- (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- (b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election and payment of dues as hereinafter provided. Regular Members may be issued a card numbered in sequential order annually. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing. **Note:** Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers with the following titles:
 - Team Parent
 - Scorekeeper
 - Committee members
- (c) **Honorary Members (Optional).** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management or in the property of the Local League.
- (d) **Sustaining Members (Optional).** Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or obligations in the management or in the property of the Local League.
- (e) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations.

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.
- (b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

SECTION 4

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

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - DUES FOR REGULAR MEMBERS (NOT PLAYERS)

SECTION 1

Dues for Regular Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. (See Article XI, Section 7 for fiscal year of this league.) Note: Dues for Regular Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Regulation XIII (c).

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

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

SECTION 2

Notice of Meeting. Notice of each General Membership Meeting shall be delivered electronically to each Member at the last recorded address at least ten (10) day(s) in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

SECTION 3

Quorum. At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) 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 VI, Section 4.)

SECTION 5

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

SECTION 6

Annual meeting of the Members. The Annual Meeting of the Members of the Local League shall be held each Spring for the purpose of receiving reports, reviewing the Constitution and for the transaction of such business as may properly come before the meeting. Election of the Board of Directors will take place two weeks prior to the end of the regular playing season.

- (a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - (1) The condition of the Local League, to be presented by the President or his/her designate;
 - (2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
 - (3) The whole amount of real and personal property owned by the Local League, where located, and where and how invested;
 - (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes objects or persons to or for which such application, appropriations or expenditures have been made;
- (b) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall not be less than six (6).

- (c) After the election, the Board of Directors shall assume the performance of its duties on October 1st. The Board's term of office shall continue until its successors are elected and qualified under this section.
- (d) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents and a Safety Officer. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

SECTION 7

Special General Membership Meetings. Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of eleven (11) 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 fourteen (14) day(s) after the President or Secretary receives the request.

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 it conflicts with this Constitution of the Local League.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Members. The number of elected Board Members shall consist of a minimum of 10 voting members. They shall serve for a term of one (1) year commencing October 1st and/or until their successors are elected and qualified. Newly elected Board of Directors Members will meet with the outgoing board at all regular and special meetings during August and September for orientation and training. The list of voting Board of Directors is as follows:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Chief Player Agent
- 6) Safety Officer
- 7) Divisional Player Agent
- 8) Umpire-in Chief
- 9) Information Officer
- 10) Official Scorekeeper
- 11) Field Maintenance
- 12) Equipment Manager
- 13) Scheduler/Interleague Office

Along with or in lieu of a Divisional Player agent, player agents for each division represented for Baseball (T-ball, Peewee, Minor, Major, 50/70, Junior) and Softball can be added as voting board members.

SECTION 2

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

SECTION 3

Increase in number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any Board of Directors 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 Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or by Board of

Directors quorum in the case of a Board of Directors meeting or represented by a properly executed and signed absentee ballot filled with the Secretary prior to the election meeting.

SECTION 4

Resignation. Any member of this Board of Directors may resign his/her membership in this corporation at any time by notice in writing to the Board of Directors.

SECTION 5

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

SECTION 6

Board Meetings, Notice and Quorum. Regular meetings of the Board of Directors shall be held within the first week of October 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 5 Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.
- (b) Notice of each Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at least 3 days before the time appointed for the meeting to the last recorded address of each Director.
- (c) Five (5) of the voting members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- (d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 7

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

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

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

SECTION 8

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

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

SECTION 2

President. The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.

- (b) Present a report of the condition of the Local League at the Annual Meeting
- (c) Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the Local League.
- (d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.
- (e) The President shall have the responsibility to maintain contact between this corporation, and the local area officials and Little League Baseball, Inc., and to make provisions for advising and informing the members, officers, and committees of this corporation concerning all phases of the rules, regulations and policies of Little League Baseball, Inc.
- (f) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive and which have had prior approval of the Board.
- (g) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee 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.
- (i) With the assistance of the Chief 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) Appoint Managers and Coaches, subject to board approval.
- (k) Ensure that all corporate affairs (For example, Bylaws, Articles of Incorporation) are updated as required

SECTION 3

Vice President. The Vice President shall:

- (a) Perform the duties of the President in the absence or disability of the President, provided the President authorizes him or her or Board so to act. When so acting, the Executive Vice President shall have all the powers of that office.
- (b) Shall secure facility use permits with the schools when we need to use the schools or school property. Shall also secure use of other playing fields as needed for games.
- (c) Shall ensure the Washington State Patrol certification program is accomplished on all Board Members, Managers, Coaches, and other dedicated volunteers.
- (d) Shall serve as liaison with the establishment responsible for leasing the property to the League
- (e) Organize various committees from the general membership for the purpose of conducting money raising programs and shall oversee these programs to insure that they are handled in a manner that is acceptable with Little League Baseball, Inc.
- (f) Organize the annual picture day for the league. Ensure that each team receives the pictures. Organize the all-star picture day and ensure each team receives the pictures.
- (g) All monies collected will be turned over immediately to the Treasurer for deposit in an authorized banking institution.
- (h) Perform such duties as may be assigned by the Board of Directors or by the President.

SECTION 4

Secretary. The Secretary shall:

- (a) Be responsible for recording the activities of the Local 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 President or Board of Directors.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- (d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in a book kept for that purpose. This book should be

- made available for inspection upon request by any member in good standing. He/She shall provide copies of these minutes to the Board of Directors within ten (10) days following each meeting
- (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.
 - (f) Notify Members, Directors, Officers and committee members of their election or appointment.
 - (g) Be the authorized election officer whose duty will be to post a sign-up sheet to register candidates ten (10) days prior to election and with the aid of the Board of Directors tabulate all votes of regular members.
 - (h) See that each officer and committee person has a copy of the Constitution of this corporation.
 - (i) Maintain a list of all Managers and Coaches for future reference and provide the list of Managers and Coaches and their contact information for the current season to the Information Officer to post online.

SECTION 5

Treasurer. The Treasurer shall:

- (a) 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.
- (b) Receive all monies and securities, and deposit it in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League, 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.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting, and to Little League Headquarters.
- (e) Ensure the preparation of the 990 IRS Non-Profit Form is done on time.
- (f) Review prior year records with the President and Executive Vice President.
- (g) He/she shall be prepared to make a detailed financial report at all monthly scheduled Board of Director meetings.

SECTION 6

Chief Player Agent (also known as Registrar). The Chief Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- (c) Prepare and maintain the membership roster of player members and keep such a roster updated throughout the year.
- (d) Work with the Divisional Player Agent, providing registration information necessary in forming teams (t-ball and pee-wee only).
- (e) Work with the President to prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (f) Work with President to notify Little League Headquarters of any subsequent player replacements or trades.
- (g) Maintain league player member software database.

SECTION 7

Safety Director. The Safety Director shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- (b) Be responsible for the approval of all equipment and playing facilities, procedures to minimize, in every way, the incident of injury to all player members.
- (c) Conduct periodic walk-throughs of the playing fields to verify continued safety.
- (d) Develop and implement a safety plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. **NOTE:** In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
 - (2) Compliance - Should promote safety leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - (3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
- (e) He/she must complete accident policy forms for all injuries to any league personnel or players. He/she must follow up with all concerned parties in any and all injuries no matter how minimal.
- (f) Ensure that all coaches and managers know that they are responsible for maintaining First-Aid supplies that they bring and ensure they are replenished when needed.

SECTION 8

Divisional Player Agent. The Divisional Player Agent(s) shall:

- (a) The T-Ball/Pee Wee baseball division, Intermediate, Jr./Sr. baseball division, Pee Wee – Sr softball division Player agents shall assist the Chief Player agent in the duties of all registration, sign-ups, tryouts, and drafts where applicable.
- (b) Assign the player members to specific teams for these levels of play and assign those teams to the best of his/her ability with regards to area, equal distribution of age and try to achieve equality amongst the teams for the fairness to all. (T-Ball and Pee Wee only.)
- (c) Keep and maintain the rosters and registrations and supply all necessary rosters to the Chief Player Agent with regards to his/her player members.
- (d) Disperse information to coaches and managers to impart information, rule changes/clarifications, instructions, procedures, etc., including rainouts and scheduling changes.
- (e) Make sure the coaches, managers and players of their level of play conduct themselves in a sportsmanlike way so that the image of the league is upheld at each level. Report issues to the Vice President or President.
- (f) Work with the scheduler to reschedule games cancelled due to rainouts or other circumstances.
- (g) Obtain scores from coaches or managers from their assigned division to provide to the Information Officer for posting to the website.
- (h) If there are additional player agents at division levels (T-Ball/Pee Wee baseball, Minor baseball, Major baseball, Intermediate, Jr./Sr. baseball, Pee Wee – Sr softball) coordinate duties among player agents.
- (i) Perform such other duties as may be assigned to him/her by the President, Chief Player Agent or Board of Directors.

SECTION 9

Equipment Manager. The Equipment Manager shall:

- (a) Prepare the equipment budget to be submitted at the regular meeting in November or before all equipment, uniforms, supplies, etc. that he/she feels will be needed for the upcoming year including but not limited to prices for those items, sizes to be ordered and vendors of those items. Those purchase orders will then be board approved prior to any orders being placed.
- (b) He/she shall prepare a purchase order/budget to be submitted by the regular meeting in January for trophies, pins, hats, and other misc. supplies that need to be ordered for the upcoming season. These purchase orders will then be board approved prior to placing any orders. The Equipment Manager can then submit bills for equipment directly to the Treasurer for payment.
- (c) He/she shall work with the Safety Director and Umpire in Chief(s) to make sure that all equipment and uniforms are in compliance with the safety codes and regulations of Little League Baseball, Inc.
- (d) He/she shall keep track of inventory of uniforms and supplies and be in charge of the checking out and in of such uniforms and supplies with coaches and managers of the teams at each level of play.
- (e) He/she shall perform such other duties as may be assigned to him/her by the President or the Board of Directors.
- (f) He/she may not be employed by or in the business of buying/selling sports equipment or attire.

SECTION 10

Umpire in Chief. The Umpire in Chief shall:

- (a) Work with the Divisional Player Agents to assign umpires to each game.
- (b) Be responsible for recruiting and maintaining an umpire pool.
- (c) Inform all Umpires of the various divisions of any changes in rules and regulations.
- (d) Hold Umpire Clinics prior to the beginning of the season to instruct any and all volunteer umpires operating under the various divisions within this corporation.
- (e) Be responsible for reporting progress, problems, complaints, any game protest, etc. to the President or the Board of Directors.
- (f) Be sure that any emergencies or injuries are reported to the Safety Director as soon as possible.
- (g) Perform such other duties as may be assigned to him/her by the President or the Board of Directors.

SECTION 12

Official Scorekeeper. The Official Scorekeeper shall:

- (a) Hold Scorekeeper Clinics prior to the beginning of the season to instruct any and all volunteer scorekeepers operating under the various divisions within this corporation.
- (b) Be prepared to check the official scorebooks and be responsible for reporting progress, problems, complaints, any violations, etc. to the Player Agents.
- (c) Perform such other duties as may be assigned to him/her by the President or Board of Directors.

SECTION 13

Information Officer. The information officer shall:

- (a) Manage the leagues official website and all social media accounts
- (b) With the Chief Player Agent, manages the online registration process and ensures that league rosters are maintained on the site.
- (c) Ensure that league news and scores on the site are updated on a regular basis
- (d) Collect, post and distribute important information on league activities including direct dissemination of fundraising and sponsor activities to LL Baseball Inc., District 6, public, league members, and media.
- (e) Be responsible for the duties of obtaining sponsorships for the teams of the Corporation, with regards to all Leagues and levels, and to keep annual listings of said sponsors. At the end of the season the Sponsorship Director shall acknowledge all sponsors.
- (f) Obtain sign sponsorships and/or advertisements
- (g) All monies collected by the Sponsorship Director will be turned over immediately to the Treasurer of this Corporation for deposit in an authorized banking institution.
- (h) Make sure that all signs that are put out on the field annually are kept up and maintained so that those businesses represented have signboards that are in good condition being displayed.
- (i) Perform such other duties as may be assigned to him/her by the President or Board of Directors

SECTION 14

Manager of Maintenance. The manager of maintenance shall:

- (a) Establish list of priorities for general facility maintenance and enlist workers to accomplish these tasks. (For example: putting more tar on the clubhouse roof, putting in new water lines, infield improvements, and care of the other outbuildings that are within the League Boundaries.)
- (b) He/she shall work with the Safety Director to correct any and all unsafe conditions that might exist on the facility.
- (c) He/she shall work with the Players Agent of each division to schedule workdays and all equipment and materials necessary to do the work.
- (d) Work with the Board of Directors for the necessary purchase of all materials, including lime, paint, gasoline, etc. and keep an accurate record of what is used and what it costs.
- (e) He/she shall be responsible to keep the fields mowed and area clean so that the fields are presentable at all times.
- (f) To coordinate all repairs, maintenance and improvements with the Safety Director, or Finance Director, whichever the situation necessitates.

SECTION 15

Interleague Officer and Scheduler. The Interleague Officer and Scheduler shall:

- (a) Be responsible for representing HLL at interleague meetings, as well as communicating information, issues and actions back to HLL Board members in a timely manner.
- (b) Be responsible for working with other leagues to schedule all games and working with Divisional Player Agents to reschedule rainouts and other cancellations.

Field Management Positions. The Field Management Positions may be compensated for services rendered to the Corporation. These positions involve work for the maintenance and general tasks for the welfare of the League and due to the amount of time necessitated by the positions may be eligible for compensation. If compensated, these positions are not voting Board of Directors positions, however they are still under the jurisdiction of the Board of Directors and will be governed with the best interests of the League and Corporation.

Compensation.

No Director, Officer or Member of this Corporation shall receive directly or indirectly, any salary, compensation, gratuity, or denouement from this Corporation for services rendered as Director, Officer or Member

ARTICLE VIII - EXECUTIVE COMMITTEE

SECTION 1

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

SECTION 2

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

SECTION 3

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

ARTICLE IX - OTHER COMMITTEES

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 at the annual meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.

SECTION 2

Membership Committee. The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meeting of the Members or the Board of Directors as the case may be.

SECTION 3

Fundraising Committee. The Board of Directors may appoint a Fundraising Committee consisting of not less than three (3) nor 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 the Local League including team sponsorships and submit recommendations.

It shall be responsible for taking up collections at games; if such collections are authorized by the Local League, and shall turnover said collections to the Treasurer immediately after each game.

SECTION 4

Building and Property Committee. (May be combined with the Grounds Committee) The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

SECTION 5

Grounds Committee. (May be combined with Building and Property Committee) The Board of Directors may appoint a Grounds Committee, which shall be responsible for the care and maintenance of the playing field(s), buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 6

Managers Committee. The Board of Directors may appoint a Managers Committee consisting of three (3) Directors.

The Committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

SECTION 7

Umpire Committee. The Board of Directors may appoint a Umpire Committee consisting of three (3) Directors and other appointed Regular Members. The Local League President shall be chairman of any such Committee. The Committee shall recruit, interview and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe and schedule the staff.

SECTION 8

Auditing Committee. The Board of Directors may appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer, and signatories of checks are not eligible. The Committee will review the Local League's books and records quarterly and prior to the Annual Meeting. A statement of its findings to the financial statement shall be submitted to the President and Treasurer. They may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

The Board of Directors has will have the authority to establish additional committees not mentioned above as it sees fit based on the needs of the league.

ARTICLE X - AFFILIATION

SECTION 1

Charter. The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such a charter. The Local League shall

devote its entire energies to the activities authorized by such a charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

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

SECTION 3

Local Rules and Policies. The local rules and policies of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules and policies of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

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

SECTION 2

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

SECTION 3

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

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check or by authorized Debit Card. All checks shall be signed by the Local League Treasurer or such other officer as the Board of Directors shall determine.

SECTION 5

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

SECTION 6

Deposits. All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League at Umpqua Bank.

SECTION 7

Fiscal Year. The fiscal year of the Local League shall begin October 1 and shall end on September 30. (Note: The above fiscal year must be chosen if the Local League intends to qualify under the Little League Baseball, Incorporated, Group Tax ID Number.)

SECTION 8

Distribution of Property upon Dissolution. Upon dissolution of the Local League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Local League to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under Section 501 -(c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XII - AMENDMENTS

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

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

This Constitution was approved by Highlands Little League Membership on

11/18/2018 (date)

President's Name (Print) David Brown

President's Signature David Brown date 11/18/2018

Little League ID No. 447-04-06

Federal ID No. (if available) _____

State ID No. (if available) _____