

**Exton Little League  
Constitution  
and  
By-Laws**

## Constitution

### Article I-- Name

This organization shall be known as the Exton Little League (ELL) and may also be referred to as the "Local League" for purposes of this document.

### Article II—Objective

Exton Little League will provide a supervised program of competitive baseball/softball games under the Rules and Policies of Little League Baseball, Incorporated (Williamsport). The objective of the league is to teach the players the fundamentals of baseball and softball and to improve their skills. We will impress upon the players, managers, coaches and parents the need for good sportsmanship, honesty, courage, teamwork and a sense of fair play.

### Article III—Membership

Section 1. Eligibility. Any individual interested in active participation to affect the objectives of this Local League may apply to Board of Directors to become a member.

Section 2. Classes There shall be the following classes of Members:

- A. Regular Members-- Any person actively interested in furthering the objective of the Local League may become a regular member. All Board Members, Directors, Parents, Managers and Coaches must be active Regular Members in good standing within the league.
- B. Player Members-- Any boy or girl meeting the requirements of Little League Regulation IId or IVh and who resides within the boundaries of the Local League shall be eligible to compete/participate, but shall have no rights, duties or obligations in the management or the property of the Local League. See Boundary Map (Exhibit 1).

Section 3. Suspension or Termination Membership may be terminated by resignation or action of the Board of Directors.

- A. The Board of Directors, by a simple majority vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball. Such conduct can be determined at any time by the Board of Directors and the Board's decision regarding detrimental conduct will be final. The Member involved will be notified of such meeting, informed of the general

nature of the charges and given an opportunity to appear at a subsequent meeting to answer said charges.

- B. The Board of Directors shall in the case of a Player Member, give notice to the parents of the player. The player and/or his/her parents will be told of the wrongdoing either by a meeting, phone call or email correspondence of said incident. Whichever type of notice is used is solely at the discretion of the Board of Directors. The Board of Directors shall have full power to suspend or revoke the player's right of future participation.
- C. Members must be in good standing within the league to be on the Board of Directors. No party deemed in poor standing will be permitted to run for the position of President. Any candidate of question regarding this will be brought before the current Board of Directors at that time to determine whether said individual is eligible. This will solely be up to the Board of Directors.

#### Article IV-- Meetings

Section 1 Pre-Election Meeting A meeting of the Board of Directors will be held during the first two weeks of September to accept nominations for the position of President. Notice of the meeting will be communicated via email to all Exton Little League Parent Members one week or more prior to the meeting as well as having this information posted on the Exton LL website. Nominations will be submitted to the Board of Directors and the Board will subsequently distribute the names of submitted candidates via email to the membership for the Election Meeting.

Section 2 Election Meeting The Election Meeting will be held the last week of September every 2 years for the purpose of electing a new President. Notice of the meeting will be communicated via email to all Exton Little League Parent Members one week or more prior to the meeting. The meeting information will also be posted on the Exton LL website. At the Election Meeting, each candidate will be given up to 15 minutes to address the Members present as to why he/she is running for the position. Once all candidates have addressed the members present, there will be an immediate vote with the winner being announced after the vote. A simple majority is required to win the election.

Section 3 Special Meeting A Special Meeting may be called by the Board of Directors or President at any time.

Section 4 Quorum The presence in person or by proxy of one-third of the Members shall be necessary to constitute a quorum.

Section 5 Voting Only Regular Members shall be entitled to vote at any meeting of the Local League and there may be times that policies and procedures will only be voted on by the Board of Directors rather than the Regular Members. This will be decided by the President and/or Board of Directors.

Section 6 Proxies Each Member shall be entitled to one vote in person or by proxy. All proxies must be in written form and may be withdrawn at any time.

Section 7 Rules of Order Roberts Rules of Order shall govern the proceedings of all meeting, except where same conflicts with the Constitution or By-Laws of the Local League.

## Article V-- Board of Directors

Section 1 Board and Number-- All affairs pertaining to the Local League shall be vested in the Board of Directors. The number of Directors must be 5 or more and shall not exceed 13. These numbers include the President as an active Board member. All Board of Director positions are appointed by the President of the organization. Any vacancy which results will be filled by the President with a new viable Member.

Section 2 Meetings of the Board-- The Board shall meet once per month unless this is deemed not possible due to the schedules and pressures of the Little League season. Notice of all Board Meetings will be emailed to the Membership of the league unless it is deemed as a "Board only" meeting. Two-thirds of the Members of the Board shall constitute a quorum for the transaction of business.

Section 3 Annual Election and Term of Office -- Once the President is elected, the President will appoint the Board of Directors within two weeks of being named the President. Each member appointed to the Board of Directors will serve the same like term as the President.

Section 4 Vacancies-- If any vacancy in the Board of Directors occurs, the President will be responsible at the President's discretion to replace the person who vacated the position. The position must be filled within 2 weeks if the number of Directors becomes less than what is outlined in Section 1 above.

Section 5 Duties and Powers -- The Board of Directors shall have the power to appoint special committees as it sees needs and delegate powers to them as the Board deems advisable.

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.

The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Officer or Committee Member of the Local League in accordance with the procedures set forth in Article III, Section 3.

## Article VI-- Officers, Duties and Powers

Section 1 The President-- The President shall be responsible for conducting the affairs of the Local League and for administering and executing the policies established by the Board of Directors. He shall present a "state of the union" report regarding the condition and direction of the Local League after the conclusion of the fall ball season either at an annual meeting or via an email to the membership. The President shall make suggestions and determine ways to promote the welfare of the Local League. He shall be responsible for the conduct of the Local League in strict conformity to the policies, principles, rules and regulations of Little League Baseball, Inc. as agreed to under the conditions of charter issued to the Local League by Little League Baseball.

The President shall preside at all meetings of the Local League. The President or such other officers as he may designate in writing shall have the power to make and execute for and in the name of the Local League such contracts and leases.

He/She shall investigate complaints, irregularities and conditions that he/she would deem detrimental to the Local League and report this to the Board of Directors.

The President will work with the Director of Finance to project costs and revenues to ensure fiscal health to the organization.

The President, with the assistance of the Vice Presidents of Baseball and Softball and Player Agent(s) (if there is one) shall examine the applications and supporting proof-of-age document of every player to certify residency and age eligibility before the player may be accepted for tryouts.

The President shall have the power at any regular or special meeting to discipline, suspend or remove any member from the Board of Directors. The President must notify the Board of any such decision and the reason for this termination.

The President will work along with the Vice President of Field Operations to make sure that proper agreements are in place with the West Whiteland Parks and Recreation Department to allow Exton Little League the right to continue to use such facilities and fields.

Section 2 The Vice-President of Baseball-- The Vice President of Baseball is responsible for setting up all divisions appropriately under the baseball organization.

As registration begins, the Vice President will be notified of interested manager candidates for the appropriate teams by the Chief Information Officer. The Vice President will then put together a committee of at least 3 interested members (who do not have a player in the respective division) to interview the Manager candidates. All Manager candidates must complete the Little League volunteer application form which affords the League the ability to do required background checks as recommended by Little League Inc. Williamsport. The committee will notify the Vice President of Baseball of their choices as soon as possible to facilitate the process.

The Vice President shall make sure this process is followed at all levels of play within the Baseball program. At his/her discretion, the VP of Baseball may choose a more informal type of process for Teeball, but all Manager candidates should go through some type of interview process as well as fill out the LL Volunteer Application as stated above.

The Vice President of Baseball is responsible for all divisions of Baseball which shall include Big League, Seniors, Juniors, Ashburn, Roberts, Carlton, Schmidt and Boy's Teeball.

The Vice President of Baseball will name Directors for each of the aforementioned divisions and shall have the discretion to use a Director for more than one Division if an appropriate person cannot be found (Directors if at all possible should not have a player in that division).

The Director and the Vice President will work together to make sure all established rules are followed within the individual divisions. The VP and the Director will go over the rules to make sure by division that they are age appropriate and make sense for that division.

The Vice President of Baseball will be responsible for facilitating evaluations for levels of play from 8 year olds and above. Evaluations may be changed by the Vice President of Baseball to cover more or less ages as deemed necessary by the Vice President of Baseball.

The Vice President of Baseball will work closely with the Directors to make sure that tournament selection process is explained clearly to all Managers in the beginning of the season and that the process put into place is adhered to.

Section 3 The Vice-President of Softball-- The Vice President of Softball is responsible for setting up all divisions appropriately under the softball organization.

As registration begins, the Vice President will be notified of interested manager candidates for the appropriate teams by the Chief Information Officer. The Vice President will then put together a committee of at least 3 interested members (who do not have a player in the respective division) to interview the Manager candidates. All Manager candidates must complete the Little League volunteer application form which affords the League the ability to do required background checks as recommended by Little League Inc. Williamsport. The committee will then notify the Vice President of Softball of their choices as soon as possible to facilitate the process.

The Vice President shall make sure this process is followed at all levels of play in the Softball program. At his/her discretion, the VP of Baseball may choose a more informal type of process for Teeball, but all Manager candidates should go through some type of interview process as well as fill out the LL Volunteer Application as stated above.

The Vice President of Softball is responsible for all divisions of Softball which shall include Big League, Seniors, Juniors, Majors, Minor A, Minor B and Girl's Teeball.

The Vice President of Softball will name Directors for each of the aforementioned divisions and shall have the discretion to use a Director for more than one Division if an appropriate person cannot be found (Directors if at all possible should not have a player in that division).

The Director and the Vice President will work together to make sure all established rules are followed within the individual divisions. The VP and the Director will go over the rules to make sure by division that they are age appropriate and make sense for that division.

The Vice President of Softball will be responsible for facilitating evaluations for levels of play from 9 year olds and above. Evaluations may be changed by the Vice President of Softball to cover more or less ages as deemed necessary by the Vice President of Softball.

The Vice President of Softball will work closely with the Directors to make sure that tournament selection process is explained clearly to all Managers in the beginning of the season and that the process put into place is adhered to.

Section 4 Vice-President of Field Operations (VPFO)-- The VPFO is responsible for the maintenance and well being of all fields which Exton Little League plays on with the exception of any fields provided by West Chester Area School District (WCASD) or those maintained by West Whiteland Township.

The VPFO will be responsible for creating a budget each year to be presented to the Director of Finance with respect to field improvements and field maintenance that is desired. The VPFO will work in conjunction with any outside suppliers/providers to seek the best pricing possible without sacrificing quality.

The VPFO will work in conjunction with the person in charge of equipment/uniforms to ensure that the Ship Road facility can be used to store all necessary equipment and uniforms.

The VPFO will work with the West Whiteland Parks and Recreation staff to ensure the fields are properly cut and maintained. The VPFO is authorized to work with the Director of Finance to secure additional services including grass cutting if it is felt that the provided service(s) from the Township is not adequate.

The VPFO will work in tandem with an appropriate person from the Baseball and Softball programs to secure any necessary fields available for WCASD each season.

Any issues or concerns with respect to any of the fields in which the League plays on, should be reported to the VPFO immediately.

The VPFO should also be responsible for formal communication with Exton Station each season to secure adequate playing time for that field.

The VPFO shall also hold routine instructional meetings on an "as-needed basis" to make sure managers and coaches properly work to maintain the fields when opening, using and closing said premises.

The VPFO will also make sure batting cages are properly cared for along with maintaining all storage sheds. Lock combinations for any of these areas will be kept and can be changed whenever necessary by the VPFO.

The VPFO will also make sure all water is properly shut off at the end of each season and that the Ship Road facility is properly "winterized" (this also includes all in-ground sprinkler systems).



Section 5 Director of Finance-- The Director of Finance must prepare a report semi-annually (February meeting and September meeting) to show the state of affairs for the Local League. The Director of Finance will outline expenditures and revenues and give an overall forecast to the financial position of the league. This report shall be kept by the Director of Finance with a copy of all reports given to the President.

The Director of Finance must keep all financial records available for the Board of Directors to review at any other requested times.

The Director of Finance will be responsible for all Financial reports including the filing of an annual tax return with the IRS.

The Director of Finance shall make sure all monies received from registrations, fund raising, donations and the snack bar are deposited in the Local League's bank account in a timely manner and that all expenses are paid in the same timely fashion to avoid any late charges from being incurred.

The Director of Finance will work with the individual(s) purchasing equipment and uniforms to make sure ordering is done in a proper manner so that the bills will be handled expeditiously as aforementioned.

Section 6 Director of Communications-- The Director of Communications is responsible for taking minutes in all monthly meetings of the League. The minutes shall be sent to the President for final approval. The President upon making any changes to the minutes will forward them to the Chief Information Officer(CIO) so that they may be posted on the league website.

The Director of Communications will work in conjunction with the Chief Information Officer to ensure that pertinent information will be given to the CIO and posted by the CIO on to the League's website. Information that individuals would like posted should be sent to the Director of Communications and/or CIO.

The Director of Communications will work with the rest of the Board to make sure league signups are properly communicated to the Community. This will be done through various notifications to the local schools, signs posted and notice to local publications.

Section 7 Chief Information Officer-- The Chief Information Officer is responsible for maintaining the Local League's website. All information to be posted on the website will be done so by the CIO.

The CIO is also responsible for working with Active.com or another approved Little League site for on-line registration. The CIO will open registration for the Spring season by December 1<sup>st</sup> of the previous year (i.e.)—the 2008 season opens around April 1<sup>st</sup> of 2008 so registration would open on-line December 1, 2007. The Board would work in conjunction with the CIO to determine the other dates for registration to end and any late fee period to be put into place.

The CIO will prepare proper reports in a timely fashion to the Vice President of Baseball and the Vice President of Softball to have them properly set up the appropriate tryouts and facilitate the various drafts. The CIO will also communicate which individuals may be interested in managing or coaching to the aforementioned VP's to help them facilitate manager interviews.

The CIO will also be responsible for uploading roster information from the registration data to Little League in Williamsport by required dates from Little League corporate.

The CIO will also work with the Vice President of Field Operations to make sure daily information is posted on the website regarding availability of the fields.

Section 8 Player Agent or Agents-- The Board of Directors may or may not have a Player Agent(s). If this position is not filled, the President, VP of Baseball, VP of Softball and CIO shall work together to maintain all player records. The same officers will work together to make sure the player is within ELL's boundary (see Exhibit 1) and age eligible for the appropriate division.

The Player Agent will work with the VP of Baseball and VP of Softball to help facilitate player drafts and assignments.

The Player Agent shall make sure all waivers are filed properly with the District Administrator and Little League in Williamsport.

The Player Agent will schedule all games. If there is no Player Agent, games may be scheduled by an ELL designated individual.

## Article VII-- Managers, Umpires, Coaches

Section 1-- Team Managers will be interviewed per the process described in Article VI b and VI c. Once Managers have been approved by interviewing panel, the panel will notify VP of Baseball and VP of Softball of choices and have the VPs send an email or call selected individuals. All parties not selected who interviewed should be notified at the same time in the same manner by the VPs.

Section 2-- Team Managers may select one assistant coach prior to draft. Draft process will include Division Director working with Managers to have the Managers' children as well as the Assistants' children properly slotted in the Draft. Final slotting of players will be at sole discretion of the Division Director who may seek guidance and assistance from any Board member who does not have a child in that particular division.

Section 3-- Team Managers are responsible for selecting players at the draft. Team Manager may be represented by Assistant Coach at the draft if Team Manager cannot be at the draft. Prior notice must be conveyed to Division Director of this. Team Managers are responsible for their own actions on the field as well as their players, coaches and parents from said team. A Team Manager may be suspended or removed at any time for actions or behavior(s) deemed to be inappropriate or detrimental to the League by the Board of Directors. The Manager will be notified immediately by the appropriate VP, but may no longer manage or coach said team or any other team in the Local League if he/she is removed for the season.

The Board of Directors may suspend or remove a Manager or Assistant Coach at any time and does not have to prove said cause.

Section 4-- Umpires will be appointed to work various games by the Director of Umpires. The Director of Umpires shall try to recruit and maintain an "in-house" group of Umpires and is authorized to work with the Director of Finance to hire outside umpires from various services on an "as-needed" basis. "In-house" umpires must be at least 12 years old to be an umpire.

Section 5-- The Director of Umpires will work with all Umpires to enhance umpire performance and to ensure knowledge of the rules. The Director of Umpires will work with the Director of Finance and President to establish any umpire pay program.

Section 6-- The Umpires are responsible for adhering to all Little League rules. If a Manager wants to appeal something with the Umpire, it must be done in accordance with following the appropriate appeal process in the Little League rule book. The Umpire may stop play and call either the Director of Umpires, the Division Director, the appropriate VP or the President. The Manager may appeal in the aforementioned order and the President's decision will be deemed final and may not be appealed further.

Section 7-- The Umpire has the right to stop play at any time and has the right if necessary to remove any player, Manager, Assistant Coach or spectator from the field. If asked to leave the field, it is deemed that removed party must go to his/her vehicle and sit in the vehicle for the remainder of the game. If removed

party did not drive to facility, they must vacate premises in order for game to resume.

#### Article VIII-- Amendments

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any organized Board of Directors meeting provided notice of the proposed change is included in the notice of such meeting.

Once new amendments are put into place, a new copy of the By Laws and Constitution should be submitted to the District Administrator who should forward to Little League in Williamsport.

## BY-LAWS

### Article 1-- Playing Rules—

The playing rules of Exton Little League shall be those rules set forth in the Official Rules of Little League Baseball Incorporated Booklet. There are certain local rules which may be used which would be agreed to and voted on by the Board of Directors and kept on file as “Local Playing Rules”.

### Article 2-- Pitchers—

The pitching rules by division and age are incorporated into the Little League Rule Book and will be referred to with any questions with respect to number of pitches.

### Article 3-- The Teams—

As aforementioned, number of teams and size of Division will be determined by the Vice President of Baseball or Softball. The Board of Directors may be consulted for advice on this matter.

All Teams should carry a similar number of Players. In the event that a player becomes unable to participate due to illness, injury, disciplinary action, or moving, the Player Agent or VP of Baseball or Softball may assign a new player moving up from a lower division to assume that player’s spot.

### Article 4-- The Players—

All player ages are defined in the Little League rule book. Exton Little League has appropriate divisions set forth by the Vice President of Baseball and Softball for the various ages of the players. All players must play in the division corresponding to their age level unless there is prior consent from the President of the League to move a player upward or downward based on ability.

All players must have parental approval or legal guardian approval to play in the Local League and parents may be asked to submit the player’s birth certificate copy at time of registration or during tournament selection.

### Article 5-- Insurance—

Insurance must be carried by the league in compliance with guidelines set forth by Little League Incorporated.

### Article 6-- Waivers—

As aforementioned, all Managers and Assistant Coaches must sign the volunteer waiver prior to any practices or games involving the Local League.

All Umpires are also required to sign the Volunteer Waiver.

Article 7-- Code of Conduct—

The Board of Directors has the right to institute a code of conduct at any level for both parents, players, Managers and Assistant Coaches. These forms must be signed as deemed required by the Board of Directors.

Article 8-- Field Decorum—

The actions of players, managers, assistant coaches, umpires and Little League officials must be beyond reproach.

Article 9-- Donations—

The Exton Little League shall not make any donations, grants or loans of monies to any individuals or organizations.

Exhibit 1 (Exton Little League Approved Boundaries)

Exhibit 1 Continued Map of Exton Little League Boundaries



By-Laws-- Appendix No. 1

Exceptions to Playing Rules

Exton Little League Exceptions to the playing rules will be approved and documented by the 2008 Board of Directors

This Constitution and By-Laws is respectfully submitted on this 21<sup>st</sup> day of January, 2009, by Bob Herman, President, Exton Little League!

Adopted and signed on this 21<sup>st</sup> day of January, 2009.

President \_\_\_\_\_  
Vice President Baseball \_\_\_\_\_  
Vice President Softball \_\_\_\_\_  
Vice President Field Operations \_\_\_\_\_  
Chief Information Officer \_\_\_\_\_  
Acting Director of Finance \_\_\_\_\_

Ratified on this 21<sup>st</sup> day of January, 2009 by majority vote of the Exton Little League Board of Directors

President \_\_\_\_\_  
Vice President Baseball \_\_\_\_\_  
Vice President Softball \_\_\_\_\_  
Vice President Field Operations \_\_\_\_\_  
Chief Information Officer \_\_\_\_\_  
Acting Director of Finance \_\_\_\_\_