



Pinecrest Little League

Constitution and By-laws

ARTICLE I - NAME

This organization shall be known as the Pinecrest Little League, hereinafter referred to as "Local League."

ARTICLE II - OBJECTIVE

SECTION 1

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

SECTION 2

To achieve this objective the Pinecrest Little 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 primary importance. The Pinecrest Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball. No part of the earnings shall inure to the benefit of any private shareholder of 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 effect 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 and who reside within the authorized boundaries of the Local League shall have no rights, duties or obligations in the management or in the property of the Local League.

(b) *Regular Members;*

Any person actively interested in furthering the objectives of the Local League may become a regular member. Only regular members in good standing are eligible to vote at the annual meeting.

All Officers, Board Members, Committee Members, Managers, Volunteers Umpires and other elected or appointed officials must be active members in good standing.

(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 Member* (Optional);

Any person not a Regular Member who make 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 program.

SECTION 4

Suspension or Termination;

Membership may be terminated by resignation or by action of the Board of Directors.

- (a) The Board of Directors, by a two-thirds vote of those present, at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the participation of any Member of any class where the conduct of such person is considered detrimental to the best interest 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 the opportunity to appear at the meeting to answer such charges.
- (b) The Board of Directors shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. The said manager shall appear, in the capacity of an adviser, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation.

ARTICLE IV - REGISTRATION FEES

SECTION 1

Annually the Local League will approve a player registration fee structure intended to cover the anticipated costs of league operation. The allocation of fees may or may not represent a genuine estimate of the costs for any specific age group, but should reflect an equitable distribution of anticipated expenses.

SECTION 2

At no time should payment of any fee be a prerequisite for participation by a player in the Local League.

ARTICLE V - MEETINGS

SECTION 1

Annual Meeting;

The annual meeting of the Members of the Local League shall be held in October after Thanksgiving each year for the purpose of nominating and electing a Board of Directors, receiving reports and for the transaction of such business as may properly come before the meeting.

SECTION 2

Notice of Meeting;

Notice of each meeting of the Board of Directors and/or Officers shall be mailed to otherwise delivered to each member at the last recorded address at least ten (10) days in advance thereof setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such a form as may be authorized by the Board, from time to time, at a regularly convened meeting.

SECTION 3

Special Meetings;

The Board of Directors, the Secretary or the President at their discretion may call special meetings of the members. Upon the written request of five (5) Members, The President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

SECTION 4

Voting;

Only Regular Members shall be entitled to vote at any meeting of the local league.

SECTION 5

Rules of Order. Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of the local League.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Board and Number;

The management of the property and affairs of the local league shall be vested in the Board of Directors. The number of Directors shall be not less than five (5) nor more than fifteen (15). The newly elected Directors shall assume their duties and responsibilities on January 01st, and shall continue in office until their successors have been duly elected and qualified or completion of their specified term.

SECTION 2

Required Members;

The Board membership shall include the President, Vice- President(s), Past President, Secretary, Treasurer, Umpire in Chief and Registrar.

SECTION 3

Annual Election and Term of Office;

At each 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 so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any regular or special meeting of the Members, and if the number is increased, and additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All election of Directors shall be by majority vote of all Officers present.

SECTION 4

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 meeting or any special meeting called for that purpose.

SECTION 5

Meetings, Notice and Quorum;

Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board, The President or the Secretary may, whenever they deem it advisable or the Secretary shall at the request in writing of five (5) Directors issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone or telegraphic or personal notice twenty-four hours preceding the meeting

In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business.

SECTION 6

Duties and Powers;

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

The Board may adopt such rules and regulations for the conduct of its meetings and the management of 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 or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (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 the whole amount of real and personal property owned by the Local League, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of acquisition, the amount applied, appropriated or expended during the year immediately preceding the date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made; and the names and places of residences of the persons who have been admitted to the membership of the Little League during such year, which report shall be filed with the records of the Local League and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

A copy of such report shall be forwarded to Little League Headquarters.

ARTICLE VII - OTHER COMMITTEES

SECTION 1

Nominating Committee or Nominations Officer;

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.

This task may be assigned to an individual Officer.

SECTION 2

Finance Committee or Fund Raising Officer;

The Board of Directors may appoint a Finance 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.

This task may be assigned to an individual Officer.

SECTION 3

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 the repair and improvement, recommendations, other than normal maintenance, and supervise the performance of approved projects.

SECTION 4

Grounds Committee or Grounds Officer. (May be combined with the 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 including, if required liasing with the City of Ottawa. It shall operate within the amount appropriated in the approved budget for that purpose.

This task may be assigned to an individual Officer.

SECTION 5

Playing Equipment Committee or Equipment Officer;

The Board of Directors may appoint a Playing Equipment Committee, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board.

The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the end of the season.

This task may be assigned to an individual Officer,

SECTION 6

Umpire Committee;

The Board of Directors may appoint an 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.

When appointed, the staff of the umpires shall be under the personal direction and responsibilities of the Local League President, assisted by the Chief Umpire who shall train observe staff.

SECTION 7

Auditing Committee;

The Board of Directors shall appoint an Auditing Committee consisting of three (3) Directors. The President, Treasurer or signatures of checks are not eligible.

The Committee will review the Local League's books and records annually prior to the annual meeting and attach a statement to their findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

SECTION 8

Public Relations Committee or Public Relations Officer;

The Board of Directors shall appoint a Public Relations Committee consisting of three (3) Directors.

The Committee shall be responsible for promoting the activities of the Local League and undertaking efforts to have regular reports, articles and standings published in the local community newspaper. The Committee will also be responsible for the design and layout of any advertisements required for regular business of the Local League.

This task may be assigned to an individual Officer.

ARTICLE VIII - OFFICERS & CONVENORS, DUTIES AND POWERS

SECTION 1

Election;

Immediately following the annual meeting, the Directors present, provided there is a quorum, shall meet for the purpose of electing Officers and appointing committees for the ensuing year.

SECTION 2

Officers;

The Officers of the Local League shall consist of a President, a Past President, one or more Vice-Presidents, a Secretary, a Treasurer, a Umpire in Chief and a Registrar, all of whom shall hold office for the ensuing year or until their successors are duly elected. Regulation 1(b).

The Board of Directors may appoint such other Officers or agents as may be deemed necessary or desirable, and may prescribe the powers and the duties of each and may fill any vacancy which may occur in any office. Appointed Officers or agents shall have no vote on action 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 3

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 on the condition of the Local League at the annual general 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 terms and conditions of charter issued to the Local League by that organization.
- (e) Designate in writing, other officers if necessary, to have powers 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.

- (f) Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- (g) Prepare and submit the annual budget to the Board of Directors and be responsible for the proper execution thereof.
- (h) With the assistance of the Registrar, examine the application and support proof-of-age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for tryouts and selection.
- (i) Act as the final decision maker for all Pinecrest Little League business.

SECTION 4

Past President,

The Pass President shall:

- (a) share his knowledge and guidance in the general operation of the Local League as requested by the President or the Board of Directors.
- (b) In the case of the absence or disability of the President, and provided he is authorized by the President or Board so to act, the Pass-President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors or the President.

SECTION 5

Vice-President,

The Vice-President shall:

- (a) In the case of the absence or disability of the President or Pass President, and provided he/she is authorized by the President, Pass President or Board so to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board of Directors, Pass President or the President.
- (b) It is expected that the Vice President elected at the annual meeting will take on the role of President in the subsequent year or when the President steps aside.

SECTION 6

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 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.
- (e) Shall 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 responsible for ensuring the status of the Pinecrest is kept up to date and in good standing with the Companies Branch, Ministry of Consumer and Commercial Relations. Annual fees or charges will be paid by the Local League as a regular annual operating expense of the league.

SECTION 7

Umpire-in-Chief;

The Umpire-in-Chief shall:

- (a) Obtain and maintain a list of interested parties.
- (b) Arrange for training sessions (Level 1, Level 11, etc. including official Little League training In Williamsport).
- (c) Monitor on-field performance.
- (d) Participate on protest resolution committee. (Handle any complaints from coaches/managers).

SECTION 8

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 same in a depository approved by the Board of Directors.
- (c) Keep records for 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 action by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission the Board of Directors at the annual meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the annual meeting.

SECTION 9

Vice-Presidents of Baseball

The Vice-Presidents of Baseball:

- (a) Identify, recruit, orient and monitor convenors;
- (b) Liaise with Convenors in the selection of summer team managers and coaches;
- (c) Arrange development and training of managers and coaches;
- (d) Monitor on field performance of Managers/Coaches and take corrective action where necessary;
- (e) Arrange development and skills training of players

- (f) Provide liaison for parents, convenors, managers/coaches when problems arise which cannot be resolved at an earlier stage;
- (g) Provide liaison and support for activities in addition to play-down games in summer league

SECTION 10

Registrar;

The Registrar shall:

- (a) Record all player transactions and maintain an up to date record thereof.
- (b) Receive and review application for player candidates and assist the President in checking residence and age eligibility.
- (c) Prepare a players list of all registered players for each of the Convenors.
- (d) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players' claimed, and the tournament team eligibility affidavit.
- (e) Notify Little League Headquarters of any subsequent player replacements or trades.

SECTION 11

Convenors;

Convenors shall:

- (a) Be responsible for the organization and running of the house league season for specific age groups.
- (b) Make recommendations to the Board of Directors for summer team managers and coaches
- (c) Remain eligible to be summer team manager or coach in the league they convene.

ARTICLE IX - MANAGERS, AND COACHES

SECTION 1

Having considered the recommendation of the Convenor, team managers and coaches shall be appointed annually by the President, and be approved by the Board of Directors. Managers shall be responsible for the actions on the field. Regulation 1(b).

SECTION 2

With holding such office, The President and Registrar shall not manage or coach. The President shall not umpire. Regulation 1(b). Vice-Presidents shall not manage, coach or umpire in their respective divisions.

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 charter.

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

SECTION 2

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 League Rules.

The local rules of this Local League shall be adopted by the Board of Directors at a meeting to be held prior to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated.

ARTICLE XI - FINANCIAL AND ACCOUNTING

SECTION 1

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 same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 2

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

SECTION 3

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

SECTION 4

The Board shall not permit the distribution of Local League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

SECTION 5

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. As required, the Local League may elect to pay for umpires on a per game basis to be reviewed annually.

SECTION 6

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League, and all disbursements shall be made by cheque. The Local League Treasurer and such other officer shall sign all checks or officers or person or persons as the Board of Directors shall determine.

SECTION 7

The fiscal year of the Local League shall begin on the first day of October and shall end on the last day of September.

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 entity which maintains the same objectives as set forth herein.

ARTICLE XII - AMENDMENTS

The Constitution and By-Laws 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.

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