

California District 35 Little League

Constitution

Including Bylaws

ARTICLE I – NAME

This organization shall be known as **California District 35 Little League**, hereinafter referred to as the "District".

ARTICLE II – OBJECTIVES

SECTION 1

The objective of the District 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, happier children and will grow to be good, decent, healthy and trustworthy citizens. Furthermore, the District is to provide direction and guidance to the Local Leagues during their regular season of play and to offer opportunities for advanced tournament play in different age groupings. These advanced tournaments start at a District level with District Champions advancing to Section, Division (State), Regional and ultimately to World Series play.

SECTION 2

To achieve this objective, the District 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 District 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 ensure 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: Local Leagues whose boundaries are within **California District 35 Little League** shall become a member.

SECTION 2

CLASSES: There shall be the following classes of Members:

- a. **Regular Members:** Local Leagues whose boundaries reside in those of **California District 35 Little League**, and who have paid all current assessment fees to the District, and have chartered and insured themselves with Little League Baseball, Inc., shall be Regular Members. The Local League President (or duly appointed representative) will represent their League and perform all duties and responsibilities that pertain to being a Regular Member.
- b. **Honorary Members:** Any person may be elected as an Honorary Member by the unanimous vote of all Regular Members present at any duly held meeting of the District, but shall have no rights, duties, or obligations in the management or in the property of the District.
- c. **Sustaining Members:** Any Local League that has let their Little League Charter lapse, or have an outstanding debt, may, with a vote of the District Staff, become Sustaining Members.
- d. As used hereinafter, the word "member" shall mean a Regular Member, unless otherwise stated.

SECTION 3

OTHER AFFILIATIONS: Members shall not be required to be affiliated with another organization or group to qualify as members of the District.

SECTION 4

SUSPENSION OR TERMINATION: Membership of the District Administrator may be terminated by resignation or action of the Board of Directors of Little League International. Appointed Staff may be removed by resignation or action of the District Administrator. The District Staff shall vote on any disciplinary actions taken against a Regular Member in the District for violation of District policies.

ARTICLE IV – DUES

SECTION 1

Members must pay yearly assessment fees which shall be set and voted on by the District Advisory Board prior to November 1 each year. Assessments shall be a set amount per team that has been chartered by the Members in the previous season.

SECTION 2

Members, who fail to pay their dues by April 1 of the current season, may, by vote of the District Staff, be restricted from District activities until such fees are paid.

ARTICLE V – GENERAL MEMBERSHIP MEETING

SECTION 1

ANNUAL MEETINGS: The Annual Meeting of the Members of the District shall be held the last Thursday of September at 7:00 P.M. every year for the purpose of receiving reports, and for the transaction of such business as may properly come before the meeting.

SECTION 2

ELECTION MEETINGS: The Members of the District shall hold a meeting the second Thursday of May at 7:00 P.M. every four years (starting with 2022) for the purpose of receiving reports, election of the District Administrator, and for the transaction of such business as may properly come before the meeting. The elected District Administrator shall be seated and assume control of District affairs on October 1 of that year.

SECTION 3

SPECIAL MEETINGS: Special meetings of the District Staff and/or the District Advisory Board may be called by the District Administrator or a majority of Members. A majority of Members must be present at any special meeting to consider specific subject(s). No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the District Staff and/or District Advisory Board.

In the event that actions are necessary with such time restrictions that a special meeting cannot be scheduled quickly enough to deal with an unexpected item of business, an electronic ballot may be called by the District Administrator.

- a. A discussion of the issue in question shall be held by electronic mail, conference call or other appropriate means prior to any vote. Members of the District Advisory Board and District Staff shall be given the opportunity to participate in this discussion. The District Administrator shall allow 24 hours, from the time of notification to the members, for this discussion to take place.
- b. All Members' messages concerning the issue in question shall be copied to all Members of the District Advisory Board and District Staff and held as part of the minutes. In the event that a conference call is used as a means of discussion, minutes of the call shall be taken.
- c. A simple majority vote of the District Advisory Board shall decide the issue in question. Members shall have a minimum of 72 hours, from the time of notification, to cast their votes.
- d. The vote must be recorded by the Secretary as part of the minutes. The results of the vote shall be posted for all Members to review.

SECTION 4

QUORUM: The presence in person of a majority of Members shall constitute a quorum for the Annual Meeting, and any other such meeting as when the vote of the Membership is necessary.

SECTION 5

RULES OF ORDER: Robert's Rules of Order shall govern the proceedings of all meetings, except where it conflicts with the Constitution or Bylaws of the District.

ARTICLE VI – DISTRICT ADVISORY BOARD

SECTION 1

STAFF & BOARD: The management of the property and affairs of the District shall be vested in the District Administrator. The District Administrator shall receive the advice and consent of two legislative bodies: The District Staff, which shall be composed of appointed individuals who will aid the District Administrator in the day-to-day operation of the District, and, the District Advisory Board, which shall be the Presidents (or their duly appointed representative) of each Member League, who will be responsible for establishing District policies and vote on matters concerning the District. Local League Presidents are elected by their Local Leagues. District Staff Members serve at the pleasure of the District Administrator.

SECTION 2

VACANCIES: If any vacancy occurs in an appointed position by death, resignation, or otherwise, the District Administrator shall appoint a replacement. Should a vacancy happen in the position of a League Member representative, said League shall appoint a replacement representative.

SECTION 3

MEETINGS & NOTICES: Regular meetings of the District Staff and District Advisory Board shall be held immediately following the annual election, and on such days thereafter, as shall be determined by the District governance. The District Administrator may, whenever they deem it advisable, issue a call for a special meeting of the District Staff and/or District Advisory Board. The Secretary shall give notice of each meeting to each Staff Member and Advisory Board Members by telephone, or electronic (e-mail, text messaging, etc.) notice forty-eight (48) hours preceding the meeting. In the case of special meetings, such notice shall include the purpose of the meeting, and any matters not "noticed" may not be acted upon at the meeting.

SECTION 4

DUTIES AND POWERS: The District Administrator shall have the power to appoint, with the District Advisory Board electing, such standing committees as it shall determine, and to delegate such powers to them as the District governance shall deem advisable and which it may properly delegate. The District Administrator may adopt such rules and regulations for the conduct of its meetings and the management of the District, as it may deem proper. The District Administrator shall have the power, by two-thirds vote of those Members of the District Advisory Board present at any regular or special meeting, to discipline, suspend, or remove any Committee Member of the District in accordance with the procedure set forth in Article III, Section 4. No member of the

District Staff will cast a vote on any motion brought before the District Advisory Board, except for the District Administrator, who shall cast the deciding vote in the case of a tie.

SECTION 5

TIES AND NO MAJORITY: If the vote for a Committee Member or appointment does not result in a majority, the candidate with the least amount of votes shall be removed from the ballot, and the District Advisory Board shall recast their ballots with the remaining nominees. If there is a tie, the membership shall recast their ballots until a candidate receives a majority.

SECTION 6

QUORUM: If a quorum is not present thirty (30) minutes after the scheduled start time of the meeting, the District Administrator (or Presiding Member in their absence) will call the meeting to order. If the District Administrator (or Presiding Member in their absence) believes there is no hope of getting a quorum for the meeting, they may announce there is no quorum and adjourn the meeting. If the District Advisory Board feels that a quorum is obtainable, they can motion to recess up to an additional thirty (30) minutes to try to establish a quorum. Under no circumstances will a meeting start later than one (1) hour after the scheduled start time.

ARTICLE VII – DISTRICT COMMITTEES

SECTION 1

CONSTITUTION COMMITTEE: The District Administrator may appoint a Constitution/By-Laws Committee consisting of three Advisory Board Members and two District Staff Members, one being the District Administrator. The Committee shall review the current Constitution and Bylaws and submit proposed changes to the District Advisory Board for approval.

SECTION 2

AUDIT COMMITTEE: The District Administrator may appoint an Audit Committee consisting of three Advisory Board members and two District Staff members, one being the District Treasurer. The Committee shall thoroughly review all financial information for the fiscal year. The Treasurer shall serve as Chairman.

SECTION 3

FALL BALL COMMITTEE: The District Administrator may appoint a Fall Ball Committee consisting of three Advisory Board Members (or their duly appointed representatives) and two District Staff members. The Committee shall help organize and prepare the District for the Fall Training and Development program.

SECTION 4

DISTRICT INTERLEAGUE COMMITTEE: The District Administrator may appoint a District Interleague Committee consisting of an Assistant District Administrator, District Umpire-in-Chief, and three Advisory Board Members (or their duly appointed representatives). The Committee shall review all protests and game issues arising during an interleague game, and any other duties that may be assigned to it by the District Administrator. The Assistant District Administrator

shall serve as Chairman.

ARTICLE VIII – DISTRICT STAFF: DUTIES AND POWERS

SECTION 1

DISTRICT STAFF: The District Staff shall consist of the District Administrator, one (1) or more Assistant District Administrator(s), Secretary, Treasurer, Umpire-in-Chief, Assistant Umpire-in-Chief, Safety Officer, Information Officer, and any other position(s) that the District Administrator feels will further the mission of the District.

Staff members may serve on the District Staff and a Local League Board concurrently.

The District Administrator may appoint such Officers or Agents as they may deem necessary or desirable, and may prescribe the powers and duties of each, and may fill any vacancy which may occur in any office.

The District Staff does not vote on any motion brought forth for action by the District, except as noted in Article IV, Section 2 and Article VI, Section 4.

SECTION 2

DISTRICT ADMINISTRATOR: The District Administrator shall:

- a. Acts as a delegate to the Little League International Congress once every four years, representing the District Membership.
- b. Present a report of the condition of the District at the annual meeting in September.
- c. Have sufficient free time, apart from a business or profession, to devote to Little League and the Local Leagues in the District.
- d. Attend a Little League Workshop during the first year in office.
- e. Be knowledgeable of and support the principles of the program as adopted by the Board of Directors of Little League International.
- f. Be thoroughly acquainted with policies, rules and regulations, and must have the capacity for good judgment and common sense to provide counsel and assistance to Member Leagues.
- g. Have an intimate knowledge of the social, geographic and community factors of the District.
- h. Make regular reports to Headquarters concerning Local Leagues, when needed.

- i. Delegate responsibilities as may be prudent and essential to the requirements of all Local Leagues.
- j. See to it that Local Leagues are acquainted with the latest information and techniques of the program; rules and regulations, and other facts of Local League operation which may provide better understanding and interpretation.
- k. Nominate umpires (those who volunteer their time to Local Leagues within the District) for upper level tournaments.
- l. Communicate to the District Staff and/or District Advisory Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the District.
- m. Be responsible for the conduct of the District in strict conformity to the policies, principles, Rules and Regulation of Little League Baseball, Incorporated.
- n. Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of the District such contracts and leases they may receive and which have had prior approval of the District Advisory Board.
- o. Investigate complaints, irregularities and conditions detrimental to the District and report thereon to the District Staff and/or District Advisory Board as circumstances warrant.
- p. Prepare and submit an annual budget to the District Advisory Board and be responsible for the execution thereof.

SECTION 3

ASSISTANT DISTRICT ADMINISTRATOR(S): In case of the absence or disability of the District Administrator, and provided he/she is authorized by the District Administrator or Little League Baseball, International to so act, an Assistant District Administrator shall perform the duties of the District Administrator, and shall have other such duties from time to time as may be assigned by the District Advisory Board or by the District Administrator. An Assistant District Administrator shall serve as an ex-officio member of all committees.

SECTION 4

SECRETARY: The Secretary shall:

- a. Be responsible for recording the activities of the District 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 District Advisory Board.

- c. **MAINTAIN A LIST OF ALL REGULAR MEMBERS, SUSTAINING MEMBERS AND HONORARY MEMBERS, STAFF, AND COMMITTEE MEMBERS AND GIVE NOTICE OF ALL MEETINGS OF THE DISTRICT AND DISTRICT COMMITTEES.**
- d. Keep the minutes of the meetings of the District Staff and District Advisory Board, 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 meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- f. Notify Advisory Board members, District Staff, and Committee Members of their election or appointment.

SECTION 5

TREASURER: The Treasurer shall:

- a. Receive all monies and securities and deposit same in a depository approved by the District Advisory Board.
- b. Keep records for the receipt and disbursement of all monies and securities of the District, approve all payments from allotted funds, and draw checks therefore in agreement with the policies established in advance of such actions by the District Advisory Board. **ALL DISBURSEMENTS BY CHECK MUST HAVE DUAL SIGNATURES.**
- c. Prepare an annual budget, under the direction of the District Administrator, for submission to the District Advisory Board at the meeting in September.
- d. Prepare a monthly financial report, under the direction of the District Administrator, for submission to the District Staff and District Advisory Board at meetings.

SECTION 5

UMPIRE-IN-CHIEF(S): The Umpire-in-Chief(s) shall:

- a. Establish and maintain a viable volunteer umpire program within the District.
- b. Hold training for rules and mechanics to any umpire wishing to receive training.
- c. Recommend to the District Administrator umpires for Regional and World Series tournaments.
- d. Schedule umpires for any District sponsored tournament

SECTION 6

SAFETY OFFICER: The District Safety Officer shall:

- a. Be responsible for the implementation of the A.S.A.P. (A Safety Awareness Program) at the District level.
- b. Be responsible to make all Members aware of all safety procedures found in the Little League Safety Code.
- c. Work with the District Administrator in making sure that fields selected for tournament play meet Little League specifications.
- d. Prior to the start of a District hosted tournament, walk the fields being used with the Tournament Director and Site Coordinator prior to the start of the tournament.
- e. Handle all accident claims promptly, and shall maintain all records pertaining to all injuries and to include any claims for liability.
- f. Collect and maintain, approved Safety Plans from the Member Leagues.

SECTION 7

INFORMATION OFFICER: The District Information Officer shall:

- a. Work with local media to promote the Little League Baseball and Softball programs in our District.
- b. Collect, post, and distribute important information on District activities.
- c. In conjunction with the District Administrator, issue Press Releases to local news agencies.
- d. Maintain an "active" up to date District website and social media presence.

ARTICLE X – AFFILIATION

SECTION 1

CHARTER: The District shall annually apply for a charter (if applicable) from Little League Baseball, Incorporated, and shall do all things necessary to obtain, and maintain, such charter (if applicable). The District 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 in Williamsport, PA shall be binding on this District.

ARTICLE XI – FINANCIAL AND ACCOUNTING

SECTION 1

The District Advisory Board shall decide all matters pertaining to the finances of the District, and it shall place all income in a common treasury directing the expenditure of same in such manner as will give no individual or team or Local League an advantage over those in competition with such individual or team or Local League.

SECTION 2

The District Advisory Board shall not permit the contribution of funds or property to individual Local Leagues, but shall solicit the same for the common treasury of the District, thereby discouraging favoritism among Local Leagues and to endeavor to equalize the benefits of the District.

SECTION 3

The District Advisory 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 District treasury.

SECTION 4

The District Advisory Board shall not permit the disbursement of District 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 District shall receive, directly or indirectly, any salary, compensation, or emolument from the Local Leagues for services rendered as Director, Officer, or Member.

SECTION 6

All monies received, including Auxiliary funds, shall be deposited to the credit of the District at Exchange Bank. All disbursement shall be made by check (or credit/debit card issued from said bank), and shall be signed and agreed to by the Treasurer and such other Officer/Officers as the District Advisory Board shall determine.

SECTION 7

The fiscal year of the District shall begin on the first day of October, and shall end on the last day of September each year.

ARTICLE XII – DISSOLUTION

DISTRIBUTION OF PROPERTY UPON DISSOLUTION: Upon dissolution of the District, and after all outstanding debts and claims have been satisfied, the District Advisory Board shall distribute the property of the District to such other Federally Incorporated entity maintaining an objective similar to that set forth herein, which are, or may be, entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code, or any future corresponding provision.

ARTICLE XIII – AMENDMENTS

This Constitution and Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of the **REGULAR MEMBERS** provided such 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.

Date ratified by Membership: **NOVEMBER 15, 2018**

SIGNED,



District Administrator



Date