

# **GREENCASTLE-ANTRIM BASEBALL SOFTBALL ASSOCIATION CONSTITUTION**

## **ARTICLE I - NAME**

This organization shall be known as Greencastle-Antrim Baseball Softball Association (GABSA), hereinafter referred to as “Local League” or “GABSA”

## **ARTICLE II - OBJECTIVE**

### **SECTION 1**

The objective of the Local League shall be to provide recreation for the children of the community while fostering the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority. Further objectives shall be to teach fair achievement of success and to take disappointment gracefully. Other objectives of the Local League are to promote well-adjusted, stronger, and happier youth who are influenced to grow into good, decent, healthy, and trustworthy citizens.

### **SECTION 2**

To achieve 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 skills 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.

Membership is open to anyone who meets eligibility criteria without regard to race, religion, social or economic status who remains in good standing with the Local League.

## SECTION 2

**Classes.** There shall be the following classes of Members:

**Player Members.** Any player candidate meeting the requirements of the Sanctioning body 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, nor be permitted to vote in any Local League election.

**Regular Members.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election. 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.

**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, nor be permitted to vote in any Local League election.

**Sustaining Members (Optional).** Any person who is not a Regular Member who makes financial or other contribution to the Local League may by a 2/3 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.

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

## SECTION 3

**Other Affiliations.**

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.

## SECTION 4

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

The Board of Directors, by a 2/3 vote at any duly constituted Board meeting, shall have the authority to discipline, 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.

## **ARTICLE IV – BOARD OF DIRECTORS**

### **SECTION 1**

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

### **SECTION 2**

**Increase in number.** The number of Board of Directors so fixed at the Annual Meeting may be increased or decreased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. If the number is decreased, it may only be decreased if there are vacant seats and may only be decreased by a number up to the number of vacant seats. All changes to the number of the Board of Directors shall be by majority vote of all members present where a quorum is met.

### **SECTION 3**

**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 specific purpose.

### **SECTION 4**

**Board Meetings, Notice and Quorum.** Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and, on the Second Sunday of each month thereafter, or as determined by the Board.

- a) The President may, whenever they deem it advisable, or the Secretary shall at the request in writing of three (3) Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting, and no other matters shall be conducted or acted upon during the special meeting.
- b) Notice of each Board meeting shall be given by the Board Designee personally, telephone, electronically or by mail to each Director at least seven (7) days before the time appointed for the meeting to the last recorded address of each Director. Notice may be given at a regularly convened General Membership Meeting.

- c) More than 50% of the total active members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no official decisions, votes, or actions can be conducted. Vacant seats on the Board of Directors are not to be included in this count.
- d) Two thirds (2/3) of the Executive Committee must be present to vote on any business concerning the Local League.
- e) 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.
- f) Board meetings are closed to the public. Any person not a current member of the Board of Directors wishing to speak at a meeting must request a 15-minute agenda slot at least forty-eight (48) hours in advance and receive approval from an Executive Officer.

## **SECTION 5**

**Duties and Powers.** The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the 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.

## **SECTION 6**

**Notice of Meeting.** Notice of each General Membership Meeting, Members shall be notified personally, electronically, or through public notice to each Member at least ten (10) days 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 7**

**Quorum.** At any Board of Directors Meeting, the presence in person by more than 50% of the current number of members shall be necessary to constitute a quorum. If a quorum is not present, no official decisions, votes, or actions can be conducted. Vacant seats on the Board of Directors are not to be included in this count.

## **SECTION 8**

**Voting.** Only members of the Board of Directors shall be entitled to make motions and vote at General Membership Meetings.

## **SECTION 9**

**Annual Meeting of the Members.** The Annual Meeting of the Members of the Local League will be held in October each year.

- a) The Membership shall receive at the Annual Meeting of the Members of the Local League a written or oral report, verified by the President and Treasurer, or by 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, including the amount of funds currently in possession of the local league, and the name of the financial institutions 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 applied, appropriated, or expended, and the purposes, objects, or persons to or for which such applications, appropriations or expenditures have been made.
  5. The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting.
- b) The current Board Members shall determine the number of new Directors to be elected for the ensuing year. (Article V Section 2).
- c) After the current Board of Directors is elected, the Board shall meet to elect the officers for the upcoming year. After the election, the Board of Directors shall assume the performance of its duties immediately. 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 the President, Vice-President, Treasurer, Assistant Treasurer, Secretary, Vice-President of Baseball, and Vice-President of Softball. The forementioned officers are elected by a majority vote by active members of the Board of Directors in good standing.

## **SECTION 10**

**Special General Membership Meetings.** Special General Membership Meetings of the Members may be called by the Board of Directors or by the President at their discretion. Upon the written request of three (3) Directors, 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 conducted at any Special General Membership Meeting. Such Special General Membership Meetings must be held within seventy-two (72) hours of receiving the request.

## **SECTION 11**

**Rules of Order.** The Local League shall do its best to ensure that Roberts Rules of Order govern the proceedings of all General Membership Meetings, except where the same conflicts with this Constitution of the Local League.

# **ARTICLE VI - 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 on the condition of the Local League at the Annual Meeting.
- c) Communicate with the Board of Directors regarding 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) 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.

- 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 an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- h) With the assistance of the Player Agent(s), examine the application and support proof-of age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.

### **SECTION 3**

**Vice President.** The Vice President shall:

- a) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to do so. When so acting, the Vice President shall have all the powers of that office.
- b) Perform such duties as from time to time 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 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) Track and keep a record of the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee.
- 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.

## **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 same 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 and present the current financial report to be reviewed and approved at all Regular Meetings of the Members.
- e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.

## **SECTION 6**

**Assistant Treasurer.** The Treasurer shall:

- a) Perform the duties of the Treasurer in the absence or disability of the Treasurer, provided he or she is authorized by the Treasurer or Board to do so.
- b) Perform such duties as from time to time may be assigned by the Board of Directors, President, or Treasurer.
- c) Work in conjunction with the Treasurer to ensure coverage is met for managing monetary collections and distribution during special events, tournaments, or fundraising activities as approved by the board of directors.

## **SECTION 7**

**Vice President of Baseball.** The Vice President of Baseball Shall:

- a) Serve as Local League primary contact person in matters related to Little League Baseball.
- b) Investigate complaints, irregularities, and conditions detrimental to the league and reports thereof to Board of Directors

- c) Coordinates all the responsibilities of the Player Agent, Coaching Coordinator, Facilities and Grounds Manager, Umpire-in-Chief, and the Scheduling committee manager to ensure all responsibilities and needs are met for a safe and successful season.
- d) Work with the chairperson of each division and consult as needed.
- e) Act in part with the District Committee and assist the League President in representing GABSA
- f) Perform other duties as set forth and assigned by the President or Board of Directors.

## **SECTION 8**

**Vice President of Softball.** The Vice President of Softball Shall:

- a) Serve as Local League primary contact person in matters related to softball.
- b) Investigate complaints, irregularities, and conditions detrimental to the league and reports thereof to Board of
- c) Coordinates all the responsibilities of the Player Agent, Coaching Coordinator, Facilities and Grounds Manager, Umpire-in-Chief, and the Scheduling committee manager to ensure all responsibilities and needs are met for a safe and successful season.
- d) Work with the chairperson of each division and consult as needed.
- e) Act in part with the sanctioned organization and assist the President in representing GABSA.
- f) Perform other duties as set forth and assigned by the President or Board of Directors.

## **SECTION 9**

**Information Officer.** The Information Officer shall:

- a) Manage the Local League's official home page, manage the online registration processes, and ensure that league rosters are maintained on the site. Ensure team managers have proper access and able to update league scores on a regular basis.
- b) Collects, posts, and distributes important information on League activities using the League approved methods.
- c) Serves as primary contact person for Little League and Dicks's Team Sports HQ regarding the use of the Internet for league administration and for distributing information to league members and to Little League International.

- d) Works with Coaching Coordinator to ensure coaches are informed and versed to be able to use the Local League approved team communications tool

## **SECTION 10**

**Player Agent(s).** The Player Agents 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) Conduct the tryouts, the player draft and all other player transactions or selection meetings.
- d) Prepare the Player Agent's list.
- e) Prepare for the President's signature and submission to Little League Headquarters, team rosters, including players claimed, and the tournament team eligibility affidavit.
- f) Notify Little League Headquarters of any subsequent player replacements or trades.

## **SECTION 11**

**Safety Officer.** The Safety Officer shall:

- a) Be responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- b) Develop and implement a 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 amount participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
2. Compliance – Should promote safety compliance leadership by increasing awareness of safety opportunities that arise from these responsibilities.
3. Reporting – Define a process to assure that incidents are recorded. Information is sent to the league, district, and national offices as necessary, and follow-up information on medical and other data is forwarded as available.

## ARTICLE VI - 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 eight (8) Directors, one of whom shall be the President of the Local League.

- a) The Executive Committee will include the President, Vice President, Secretary, Treasurer, Assistant Treasurer, Vice President of Baseball, and Vice President of Softball.
- b) Election of the officers will be the first Regularly board meeting of October. All Officers must be voted on as such; President every (3) years, Vice President every (2) years, Secretary every (2) years, Treasurer every (3) years, Assistant Treasurer every (2) years, Vice President of Baseball and Vice President of Softball every (3) years.

### 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 and 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 VIII - AFFILIATION

### SECTION 1

**Charter.** The Local League shall annually apply for a charter from Little League Incorporated and shall do all the things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter.

### SECTION 2

**Rules and Regulations.** The Official Playing Rules and Regulations published by Little League Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League, unless otherwise stated in the Local League bylaws.

## SECTION 3

**Local Rules, Ground Rules and/or Bylaws.** The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month before the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League are not considered part of this Constitution. The Bylaws must be reviewed and approved annually and any changes to the Bylaws must be approved by a majority vote of all members present where a quorum is met.

# ARTICLE X - 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 a manner as will give no individual or team an 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 Incorporated unless all the funds raised be 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 the League. All disbursements shall be made by check, payable only to a person or business. No checks are to be made payable to "CASH." All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons 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, with the exception of umpiring, unless approved by the Executive Committee.

## SECTION 6

**Deposits.** All monies received shall be deposited to the credit of the Local League in/at the home bank of the League.

## SECTION 7

Fiscal year. The fiscal year of the Local League shall begin on 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 of any future corresponding provision.

## ARTICLE XI - AMENDMENTS

This Constitution may be amended, repealed, or altered in whole or in part by a 2/3 majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting.

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President's Name (Print)

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President's Signature

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Little League ID No.

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Federal ID No.

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State ID No. (if available)