

Ankeny Little League Baseball Constitution

Adopted -

Amended - 02/28/2010

Amended - 02/27/2011

Amended - 06/11/2011

Amended - 03/04/2012

League ID No. - 01150328 and 01150324

Article I – Name

This organization shall be known as the Ankeny Little League Baseball, hereinafter referred to as “Local League.”

Article II – Objective

Section 1

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

Section 2

To 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 skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-3 of the Federal Internal Revenue Code, the Local League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article III – Membership

Section 1

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

Section 2- Membership

2-A - Regular Members – All Parents of a participating player and in good standing with the Local League are classified as Regular Members.

2-B – Regular Members – Non-Parents of extended Family of a participating player and in good standing with the Local League can be classified as Regular Members.

2-C – Regular Members – Individuals that do not currently have a relationship with a participating player but have sincere interest in furthering the objectives of the Local League and are in good standing with the Local League can be classified as Regular Members.

2-D – Player Members – Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player members have no rights, duties or obligations in the management or in the property of the Local League.

2-E – All Regular Members are eligible to vote in the election of Officers of the Executive Board.

2-F - Regular Members are eligible to serve as Officers of the League, Board Members, Committee Members, Managers, Coaches, or other functions required for good operations of the Local League and will be eligible to vote for the election of Officers to the Executive Board.

Section 3 – Other Affiliations

3-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.

3-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 action of the Board as follows:

4-A – The Board, by 2/3 majority vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers, and coaches, when the conduct of such person is considered detrimental to the best interest of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

4-B – The Board shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said Manager shall appear, in the capacity of an advisor, before the Board or an appointed committee of the Board. The player's parents or legal guardian may also be present. The Board shall have full power to suspend or revoke such player's right to future participation by 2/3 vote of those present at any duly constituted meeting.

Article IV – General Membership Meetings

Section 1 – Definition

A General Membership Meeting is any meeting of the membership of the league. A minimum of one per year is required.

Section 2 – Notice of Meeting

The General Membership meeting shall be posted on the Local League's web site, currently at www.ankenyllb.com. The planned meeting shall be posted at least one week prior to the meeting with the date, time, and place listed on the notice.

Section 3 – Quorum

At any General Membership Meeting, the presence of 21 members or greater in attendance shall constitute a quorum for the purpose of conducting Local League business.

Section 4 – Voting

Only Regular Members shall be entitled to make motions, provide comments, ask questions, and vote at General Membership Meetings.

Section 5 – Absentee Ballots

Absentee ballots will not be recognized as acceptable vote for any election of officers or vote for any Local League business.

Section 6 – Annual Meeting of the Members

The Annual Meeting of the Members of the Local League shall be held on the **First or Second Saturday of June of each year** for the purpose of electing the Officers of the Executive Board for the following year and for the transactions of such business that may properly come before the meeting. The Board will set the Annual meeting for the First or Second Saturday of June, not later than June 1st of each year

Section 7 – Special Meetings

Special General Membership Meetings may be called by the Board or by the President or by the Secretary. Notification of a Special General Membership Meeting must be posted on the Ankeny Little League web site continuously for a minimum of two weeks prior to the meeting.

Section 8 – Rules of Order

Robert's Rules of Order shall govern the meeting proceedings of all General Membership Meetings, except where same conflicts with this Constitution of the Local League.

Article V – Executive Board and Board

Section 1 – Authority

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

Section 2 – Executive Board

The Executive Board shall be comprised of the President, Past President, V.P.- Junior/Senior League, V.P.- Little League 10 yr., 11 yr., & Majors, V.P.- Little League 8 yr. & 9 yr., V.P.- Pre-Little League (TB & MP), V.P. District -3 & LL Representative, Treasurer, Secretary, Player Agent I ('A' to Sr.), Player Agent II (TB to CP), and Safety Director. **The President and all V.P.s will be elected for two year terms.** The **other** Officers of the Executive Board will be elected for a one year term. **The President and V.P.s** shall serve in their elected capacity from the First day of September until **two years after** the last day of August of the year following their election. **The other Officers of the Executive Board shall serve from the first day of September to the last day of August of the year following their election.**

Section 3 – Nominations for Election of Officers to Executive Board

The Past President or current President's designee shall serve as the Nomination Chairman and Election Officer for providing a list of candidates for each office prior to Election Day and overseeing the election process. All members should participate in the nomination process by providing names of individuals that are interested in improving the Local League. It is required that a candidate, for the Executive Board positions, previously serve at least one year on the Board prior to being nominated for an Executive Board office. Each nominated candidate for Office must approve of their listing on the ballot for election to the Office being considered. The Regular Members on the Election Date will select a candidate for each respective Office by vote, utilizing paper ballots. **The V.P. of the Junior/Senior League shall be committed to serve as President for one or more terms after their V.P. term has expired and will be considered the President-elect.**

Section 4 – Election of Officers to the Executive Board

The election of Officers to the Executive Board will be during the designated Election Day on the First or Second Saturday of June of each year. A list of candidates for each office will be posted on the Ankeny LLB web site and at the Voting Place on day of the election. Only Regular members of the Local League will be eligible to vote. Absentee ballots will not be recognized as acceptable ballots. The Past President or the current President's Board member designee shall be the Election Officer and will supervise the counting of the ballots and announce the names of the elected Executive Officers for the following year.

Section 5 – Board

5-A – The Board will be comprised of the Executive Board (Elected members), Board Committee Chairpersons (Appointed members) and Operational Board Members (also appointed members).

The following are the Board Committee Chairpersons: Finance, Policy and Ethics, Concession, Fundraising and Sponsorship, Facilities Maintenance and Planning, Equipment, Uniforms, Events, Tournaments, IT and Web site, Coaching Director, Player registration and Skill Evaluation, Media Communications, Game Schedule Coordinator, Umpire Coordinator, Safety Coordinator, Information Service, and Second Season Coordinator. The Operational Board members will be League Administrators, and Team Parent Advisors, for each league. Each Operational Board member will work with their assigned Vice President for implementing the operation of their league.

All appointed board members will have the option to participate as Voting members of the Board or as an Ex-Officio member (non-voting) for voting and meeting quorum considerations. Board members will decide and state, at the start of their appointment to be a voting member or Ex-Officio member (non-voting) on the Board. Voting members are encouraged to attend all Board meetings and be available to cast their requested vote. All Committee Chairpersons and Operational Board members shall be appointed by the President and approved at a duly constituted Executive Board meeting by a majority vote of the Executive Board. The vote can be completed via e-mail by Members that were absent from the meeting. All Executive board members must receive an e-mail copy of the absent Member's approval or disapproval vote.

5-B – Additional Committees may be added as the Executive Board determines the need. The Committee Chairperson or Operational Board member for the committee or position will be appointed by the President and approved by the majority of the Executive Board.

Section 6 – Vacancies

If any vacancy occurs on the Executive Board, or on the Full Board, by death, resignation or otherwise, it may be filled by a President appointed member from the Board to fill the Executive Board position or from the General membership to fill a position for a non-Executive Board member and approved by a majority vote of the remaining Board at any regular Board meeting or at any Special Board meeting called for that purpose.

Section 7 – Board Meetings, Notice and Quorum

Regular meetings of the Executive Board or Full Board shall be scheduled for each month of the year and more often as needed. Notice of any Executive Board meeting or Full Board meeting must be communicated via e-mail at least one week in-advance of the meeting by the President or Secretary of the League. The majority of the Executive Board for Executive Board meetings or the majority of the voting members of the Full Board must be present to provide a Quorum.

Section 8 – Duties and Power of Executive Board

The Executive Board shall have the power to establish and appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Executive Board deems advisable and which it may properly delegate. The Executive 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 Executive Board shall have the power by a 2/3 vote of this Board to discipline, suspend or remove any Officer or Committee Chairperson of the Local League in accordance with the procedure set forth in Article III 4-A.

Section 9 – Rules of Order for Board Meetings

Roberts Rules of Order shall govern the proceedings of all Executive Board Meetings or Board Meetings, except where same conflict with this constitution of the Local League.

Article VI - Duties and Powers of the Board

Section 1 - Appointments

The Board may vote to 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 unless such individuals have been appointed to the Board and approved by the membership or have been elected to fill a vacancy on the Executive Board.

Section 2 – Duties and Procedures Handbook

The following sections provide a brief description of the officer's duties, responsibilities and procedures for each officer to follow. Detailed information is provided in the Procedures Handbook that is available for each officer.

Section 3 - President

The President shall:

- (a) Conduct the affairs of the Local League and execute the policies established by the Board
- (b) Present a report of the condition of the Local League at the Annual Meeting, the first or second Saturday of June each year.
- (c) Communicate to the Board 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 Board as circumstances warrant.
- (g) The President and Treasurer should work together to prepare and submit an annual budget to the Board for approval and be responsible for the proper execution thereof.

Section 4 – Past President

The Past 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 so to act. When acting as the President, the Past President shall have all the powers of that office.
- (b) Perform such duties as from time to time may be assigned by the Board or by the President.

Section 5 - VP of Jr/Sr League, VP of Little League, & VP of Pre-Little LL

The Vice Presidents shall:

- a) Be responsible for the performance required for the successful operation of their respective leagues.
- b) Vice Presidents should meet with their respective administrators and Managers on a monthly basis to discuss plans and operations of the league.
- c) The VP of the Jr/Sr/ League shall serve as Chairman of any meeting or other responsibility when the President is absence.

Section 6 – VP District 3 / Little League Representative

The Vice President shall:

- a) Attend all Ankeny LLB and District 3 Board meetings
- b) Present District 3 information and action items needed from Ankeny LLB to meet directives from District 3 and Little League requirements.
- c) Ensure that submittals from Ankeny LLB meet Little League requirements and are provided to District 3 or Little League in a timely manner.
- d) Complete and submit charter information each year.
- e) Maintain a record of all documents provide to District 3 and Little League
- f) Help with scheduling Little league TOC and All-Star games that Ankeny LLB will host at Ankeny fields

Section 7 - 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
- (c) Maintain a list of all committee members and give notice of all meetings of the Local League, the Board and Committees.
- (d) Be responsible for developing and maintaining the Officer of the Day (OD) schedule and provide reminders for all assignments.
- (e) Keep the minutes of the meetings of the Members, the Board and the Executive Board, and cause them to be recorded in a book kept for that purpose.
- (f) 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.
- (g) Notify Members, Directors, Officers and committee members of their election or appointment.

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.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board.
- (c) Keep records for the receipt and disbursement of all monies and securities of the Local League approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board at the Annual Meeting, and to Little League International.

Section 9 - Player Agent I

The Player Agent I – Single ‘A’ to Senior Leagues shall:

- (a) Receive and review applications for player resignation and assist in verifying residence and age eligibility.
- (b) Record all player transactions and maintain an accurate and up-to-date record thereof for Single ‘A’ to Senior Leagues.
- (c) Prepare the Player Agent’s list.
- (d) Prepare and submit the team rosters, for all Single ‘A’ to Senior teams to Little League International.
- (e) Notify Little League International of any subsequent player replacements or trades.

Section 10 – Player Agent II

The Player Agent II Tee Ball to Coach Pitch Leagues shall:

- (a) Receive and review applications for player resignation and assist in verifying residence and age eligibility.
- (b) Record all player transactions and maintain an accurate and up-to-date record thereof for Tee Ball to Coach Pitch Leagues.
- (c) Prepare the Player’s Agent’s List
- (d) Prepare and submit the team rosters, for all Tee Ball to Coach Pitch teams to Little League International,

Section 11 - Safety Officer

The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- (b) 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 among participants including players, managers, coaches, umpires, league officials, parents, guardians and other volunteers.
 - (2) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - (3) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
- c) Collect all Volunteer forms and submit Volunteer’s information to criminal record research firm to investigate that any and all volunteers meet Local League’s expectation for character and non-criminal record.
- d) Maintain records to ensure that each volunteer prepare and submit completed volunteer form for investigation.
- e) Maintain results from investigation in confidential manner and only discuss critical concerns with the Executive Board.

Article VII - Committees

Section 1 – Committees Information

The following sections provide a brief description of the responsibilities, duties and procedures for each committee to follow. Detailed information is provided in the Procedures Handbook for each committee to utilize for committee duties.

Section 2 - Finance Committee

The Board may appoint a Finance Committee consisting of not less than three(3) members or more than five(5). 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. The finance committee will be responsible for providing audit procedures on all revenue operations.

Section 3 - Policy and Ethics Committee

This committee will be responsible for providing the Procedures Handbook and developing an Ethics Policy for the League, Board and Members

Section 4 - Concessions

This committee is responsible for the successful operations of the concession sales by maintaining a safe working environment and for the handling all foodstuff in a healthy manner. All wearing apparel sales are the responsibility of the concession committee as well as the food concessions.

Section 5 – Fundraising and Sponsorships

This committee is the Local League's primary fundraising group and responsible for contacting local businesses to encourage them to advertise their business at our fields.

Section 6 – Facilities Planning and Maintenance

This committee will advise the City maintenance of any field problems or safety issues that need repairing. Also, the committee will provide the planning and recommendations for capital required facility improvements. This plan should include short term/low cost improvements as well as long term/high cost improvements.

Section 7 - Equipment

The Board will appoint an Equipment Chairperson, who shall secure bids on needed supplies and equipment, then make recommendations to the Board, for their purchase. The Chairperson shall be responsible for the proper issuance of such equipment. Also, the Chairperson shall be responsible for the repair, cleaning, and storage of equipment at the close of the season.

Section 8 – Events and Tournaments

This committee will be responsible for the planning of the opening and closing day events as well as the running of the TOC and All-Star tournament events.

Section 9 – IT & Web Site

Manage the league's web site, on-line registration, manage the on-line playing schedule and update the web site as needed. Work to improve the capabilities of the Local League's web site.

Section 10 – Coaching Director

Provide a league-wide training program to develop and improve fundamentals for proper baseball playing techniques. Place special emphasize on player safety, player conditioning, and proper care of the player's throwing arm.

Section 11 – Player Registration and Skill Evaluation

This committee is responsible for developing the process for registration of players and the implementation of the process in a timely manner. Also, this committee is responsible for set-up and overseeing the player drafting.

Section 12 – Media Communication

The media committee will establish a relationship with the news media to attain Local League publicity for the players and the league.

Section 13 – Umpire

The committee will be responsible for planning for the umpires needed for all Little League, Junior, and Senior League games. Also, to ensure that umpires are prepared to adequately perform the umpiring duties to the satisfaction of the Local League.

Section 14 – Pictures

Plan for photo day and performs the necessary tasks to complete the photo taken of the entire Local League players.

Section 15 – Safety

Be responsible to create awareness, through education and information, of opportunities to provide a safer environment for the players and all participants of Little League Baseball.

Section 16 – Second Season

Investigate the potential for establishing a second season league to be operated during the month of July. Plan and organize the league if it is determined that the league population will be high enough to support acceptable competition.

Section 17 - Uniforms

The Board will appoint a Uniform Chairperson, who shall determine the League Uniform needs for the year and secure bids for the supply of the required Uniforms, then recommend the supplier and cost to the Board for purchasing approval. The Chairperson shall be responsible for the proper issuance of the Uniforms to the players. Also, the Chairperson shall be responsible for the repair, cleaning, and storage of supplies remaining at the close of the season.

Section 18 - Information Services

Information Services Chairperson shall be responsible for communicating League Information to all Little League members and to help the President/other officers answer questions from League membership. Information Services will develop presentations to provide information to league members when necessary.

Article VIII - 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 Rules, Ground Rules and/or Bylaws

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

Article IX – Financial and Accounting

Section 1 - Authority

The Board shall decide all matters pertaining to the finances of the Local League and it shall place all income including concessions, sponsorships, and fundraising in a common league treasury, directing the expenditure of funds in such 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 Baseball, Incorporated unless all of the funds so 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 Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board shall determine.

Section 5 - Compensation

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

Section 6 - Deposits

All monies received, including Auxiliary Funds, shall be deposited to the credit of the Local League in/at Community State Bank – Ankeny, Iowa
(name of financial institution)

Section 7 - Fiscal year

The fiscal year of the Local League shall begin on October 1 and shall end on September 30 of each year.

Section 8 - Distribution of Property upon Dissolution

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

Article X - Amendments

This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution and Amendments were approved by the Ankeny Little League Membership

Steve P. Selzer V.P.

John H. V.P.

Bruce L. Linn V.P.

Bob T. G. V.P.

M. C. C. V.P.

Little League Membership Meeting on MARCH 4, 2012

This constitution **is not** identical to the model constitution provided by Little League International.

President's Name (Print) Robert Van Corder

President's (Signature) Robert Van Corder Date 6-2-2012

Little League ID No. – 01150328 & 01150324

Federal ID No.

State ID No.

Make one copy for the District Administrator and copies for the Local League. Send original to Regional Headquarters. This Local League's Constitution on file at Regional Headquarters (most recently-approved copy) is the official Constitution of this Local League.

Little League Baseball, Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.