

North Penn Baseball Association

Constitution

Article I: Name

The league shall be known as North Penn Baseball Association and is comprised of the following entities:

- North Penn Little League, a member of Little League International Inc.
- North Penn Raiders Baseball, a travel team entity for Little League players 12 years old and under
- North Penn Cannoneers Baseball, a Jr./ Sr. Little League and travel baseball program for youth who have completed their Little League careers and are under 19 years old. This program is managed by a separate sub-Board.

Unless specified, all entities are hereinafter referred to as the “League”.

Article II: Objective

Section 1: Guiding Principle

The objective of the 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: Execution

To achieve this objective, the League will provide a supervised baseball program. 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 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 insure 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.

Rules of Play

- North Penn Little League shall follow the Rules and Regulations of Little League Baseball, Incorporated.
- North Penn Raiders Baseball shall follow the Rules and Regulations according to each tournament and/ or league in which teams participate.
- North Penn Cannoneers Baseball shall follow AAU age regulations, which establishes teams based on graduation year, and shall follow the rules of play based on the tournament/ organization in which teams play.

Article III: Membership

Section 1: Eligibility

The term “member” may be used more generally when discussing participants in the League. Any individual who actively participates in the League objective may apply to become an official “Regular

Member” of the League. The League shall not discriminate based upon age, sex, gender, national origin, race or religion.

Section 2: Classes

- a) **Player Member:** Any player meeting the requirements of the Rules of Play..
- b) **Regular Member:** Any active adult volunteer may apply to be a Regular Member of the League. Only Regular Members “in Good Standing” are eligible to vote at General Membership Meetings. To qualify as “in Good Standing”, one must 1) complete a volunteer application, (2) attend a minimum of three (3) League meetings each year, (3) volunteer a minimum of five (5) hours per season, and (4) not be actively suspended or previously terminated. **Note:** Regular Members of the league automatically includes:
 - a. **Board Member:** Any active Regular Member may volunteer and/ or be nominated to serve as a fiduciary of the League. Board Members are accountable for ensuring the future of the League by adhering to sound governance and financial management policies, including but not limited to making sure the League has adequate resources to advance its objective. See Article IX.
 - b. **Committee Member:** Any active, Regular Member may volunteer and/ or be nominated to serve in a position that supports the betterment of the League. Committee position roles contribute to the enhancement of the experience when participating in the League but are not accountable for ensuring the future of the League. See Article IX.
 - c. **Current Managers, Coaches, and Volunteer Umpires** in the League: Any active, Regular Member who provides instruction to Players in the League.
- 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 League.
- d) **Sustaining Members (Optional):** Any person not a Regular Member who makes financial or other contribution to the 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 League.

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 League.
- b) Regular Members shall not be actively engaged in the promotions or operations of any other baseball league.

Section 4: Suspension or Termination

All Members are expected to uphold respectable conduct in alignment with the League objective. Membership may be terminated by resignation or action of the Board of Directors as follows:

- a) **Resignation:** A Player or Member is no longer able to participate or wishes to terminate their participation in the League.
- b) **Vote:** The Board of Directors, by two-thirds vote of those present at any fully constituted Board meeting, shall have the authority to suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of the person is considered detrimental to the best interests of the League.

- i. The Member involved shall be notified of any Board Meeting in which disciplinary voting may occur. Notification will include a description of the offense and an invitation to appear at the meeting to make a statement, and/ or respond to any questions or claims.
- ii. In the event of a Player Member's vote on disciplinary action, the Player's Manager/ Coach will also be provided notice and asked to attend the vote. The Player's parent(s)/ guardian(s) should also be present.

Article IV: League Operations

Section 1: Code of Conduct

- a) All Board Members, Staff Members, Players, Coaches, and Parents and/ or Guardians are required to sign the Code of Conduct each year.
- b) The loan, sale, or any commercial use of League records, including lists of players, coaches, umpires, or volunteers and/ or their addresses by any officer or director of the League is considered highly inappropriate, and is strictly prohibited.

Section 2: Coaches Code

- a) Coaches shall comply with the Little League Code of Ethics for coaches and parents and any additional League rules established by the Board.
- b) Coaches shall be 21 years of age unless permission is granted by the Executive Committee of the Board.
- c) All travel coaches will be reviewed and approved by the Board of Directors annually in September.

Section 3: Background Check Guidelines

North Penn Baseball Association (NPBA) requires all League Members, Coaches, and Volunteers who have Direct Volunteer Contact* with any individual under the age of 18 to complete a league-administered background check through our league vendor, JDP, or provide all the following information:

- Criminal History check from the Pennsylvania State Police (PSP),
- Child Abuse History certification from the Department of Human Services (Child Abuse).
- Federal Bureau Background Check (FBBC) for any Member, Coach, Volunteer who has not lived in the Commonwealth of Pennsylvania longer than 10 years.

These guidelines are to be recognized for all regular season, off season, and special event activities that are deemed league sponsored. Failure to comply will result in the inability to act in a capacity that involves Direct Volunteer Contact.

All required background checks will be required to be renewed every five years in the PHB 1276 Act 52015.

*Direct Volunteer is defined as having care of, Supervision, guidance or control of children and routine interaction with children.

Article V: Discipline

All players, parents, and coaches shall treat each other, League officials, and umpires with courtesy and respect at all times.

Section 1: Disagreements

Any disagreements shall be approached in a thoughtful and organized manner, starting with the individuals involved. If escalation is needed, the Player Agent may be consulted. If needed, the matter may be presented to the Executive Board.

Section 2: Disciplinary Action

- a) Enforcement of playing rules at League games shall be the responsibility of the umpire(s) who have been assigned to the game and the Managers/ Coaches of each team.
- b) Enforcement of additional League conduct rules shall be the joint responsibility of the Division Commissioners, Managers/ Coaches, umpires assigned to that game, any Board Members present at the game.
- c) For any incidents regarding a player, the Division Commissioner shall inform and consult with the Player Agent.
- d) Violations of conduct rules for coaches and players include ,but are not limited to, the following:
 - i. Fighting
 - ii. Foul language
 - iii. Derogatory remarks made to umpires, coaches, or League officials
 - iv. Improper decorum in the dugouts or on the fields
 - v. Cheating or fraud of any kind
 - vi. Destruction of league, school district or Borough property
 - vii. Continued use of improper equipment or wearing of an improper uniform after being warned
 - viii. Malicious conduct of any kind
 - ix. For North Penn Little League, violation of Little League International guidelines of General Conduct

Section 3: Incident Reporting

North Penn Little League will not tolerate anyone (child or adult) putting their hands on another (child or adult) in an aggressive or argumentative manner. If this were to occur an incident should be reported and an incident report completed.

Incident Reporting:

- 1) Any behavior on Little League grounds that is inappropriate or puts another party (child or adult) in an unsafe position shall result in a thorough investigation.
- 2) The incident must be reported to a member of the Executive Board and the League Safety Officer, and an [incident report](#) completed.
- 3) Both parties involved in the incident must be interviewed and the conversation must be documented in the incident report.
- 4) Both parties must have access to the completed incident report with the ability to rebut details.
- 5) Both parties, the Safety Officer, and a member of the Executive Board must sign the incident report. The signed report must be kept confidential and stored safely in the League's files.

- 6) Depending on the outcome of the incident investigation, the Executive Board via a $\frac{2}{3}$ vote may decide to follow the documented ejection and suspension offense protocol or expel a child or family from the league if the incident is severe enough to justify expulsion.

Section 4: Ejection and Suspensions

If a coach, player, parent, or fan is ejected from a game for any violations, he/ she must leave the playing field immediately and the park within ten (10) minutes of the ejection. Failure to act accordingly will result in the forfeiture of the game and suspension from the league for the rest of the season. Additionally, the League may pursue criminal trespass charges if the police are required to remove someone from the park. A coach or fan may return to the park to pick up a player once the game is completed.

In addition to ejection from the game, the coach, player, parent, and/ or fan will receive the following suspension and penalties:

- a) 1st offense: Verbal and/ or written warning from a Board Member
- b) 2nd offense: Suspension for the next team game for the offender
- c) 3rd offense: Suspension for the remainder of the season for the offender

If the offense occurs at the end of a season, the proscribed suspension will be applied at the start of the next season.

The ruling is automatic and does not require a vote by the Board.

Section 5: Disciplinary Objection

The coach, player, parent, or fan may appeal to the League President. After investigating the facts and circumstances surrounding the misconduct, the League President may overrule the proscribed suspension or continue with the necessary penalty. The President's decision can then be appealed to the Board where a majority vote must be obtained to alter the ruling.

Article VI: Financial Policies

Section 1: Authority

The Board shall decide all matters pertaining to the finances of the League, bearing the responsibility to conduct the financial affairs of the League in a prudent business-like manner.

The Board shall have full authority and discretion to make all policy, set budgets, and implement the ongoing business of the League consistent with the Constitution. Without limiting the generality of the foregoing, the Board shall have the power to:

- a) Purchase or otherwise acquire for the League any property, right or privilege which the League is authorized to acquire, by the price of consideration and upon such terms as the Board may deem appropriate
- b) Set registration fees
- c) Award scholarships

Section 2: Process

The Board shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and an annual audit of the books of the League.

North Penn Baseball Association Constitution

Annual Budget

The President, with assistance from the Executive Committee (see Article X), shall prepare an annual budget, which shall be presented to the Board of Directors for approval in January.

Periodic Financial Reports

The Treasurer, with assistance from the Financial Secretaries, shall prepare a monthly revenue and expense report. See [sample](#).

Annual Financial Reports

The Treasurer shall prepare an annual statement of the League's financial position, including revenues, expenses, and long-term liabilities. This report shall be presented at the Annual Membership Meeting (see Article XII, Section 6).

Annual Audit

The Treasurer shall prepare annual financial paperwork and reports for review by a qualified accountant, preferably a certified public accountant (CPA), and not the League Treasurer. This clause shall not put a financial burden on the League if the review by a financial accountant cannot be done on a volunteer basis.

Section 3: Fiscal Year

The fiscal year shall begin on October 1 and end on September 30th.

Section 4: Disbursements

Checks

League checks greater than \$500 will require dual signatures from Board Directors with signing authority. The Treasurer shall prepare checks and another Board member with appropriate authority shall approve.

Card

Directors with League-issued debit cards or credit cards must seek approval for purchases greater than \$1,000 that were not approved in the annual budget.

North Penn Little League

The Board shall not permit the disbursement of North Penn Little League funds other than to conduct Little League activities in accordance with the rules, regulations, and policies of *Little League Baseball, Inc.*

North Penn Raiders

The North Penn Raiders financial processes shall be managed in the Raiders by-laws. Raiders team's ledgers shall be reported in Board Meetings for transparency.

North Penn Cannoneers

The North Penn Raiders financial processes shall be managed in the Cannoneers by-laws. Cannoneers' financial statements shall be reported in Board Meetings for transparency.

Section 5: Deposits

All money received, including sponsorship and fundraising, shall be deposited to the credit of the League, respective Travel ledgers, and/ or Jr./ Sr. Baseball at the League's designated bank.

Section 6: Sponsors and Advertising

Fundraising

To secure suitable and adequate financial backing to carry out the purpose of the League, it shall be the policy of the League to permit only such sponsorship as is consistent with the purpose for which the League is organized.

North Penn Raiders and North Penn Cannoneers Jr./ Sr. Baseball may fundraise to support team activities, including but not limited to tournament participation. See the respective By-Laws for more details.

Restrictions

It shall be the policy of the League to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the League or any of its programs. It shall further be the policy of the League to prohibit the use or consumption of alcoholic, tobacco or any prohibited substances during any League function on League premises including, without limitation, games.

Section 7: Transfer of Funds between Entities

North Penn Raiders may transfer any surplus greater than \$1,000 in the 12U team's ledger at the completion of the 12U season to the 13U Cannoneers team. The amount transferred to Cannoneers shall be a percentage based on the number of players on the team playing 13U for the Cannoneers. The remaining amount will be transferred to North Penn Little League. For example, if the 12U team had ten (10) players with \$2,000 left in their ledger at the end of their season and eight (8) of them play Cannoneers, the League would transfer \$1,600 to Cannoneers. The remaining \$400 would be transferred to North Penn Little League.

Section 8: Compensation

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

Section 9: Distribution of Property and 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.

Section 10: Policy

The Board shall adhere to the Financial Policy and Practices of the League. See the Financial Policy and Practices document for more details.

Article VII: General Membership Meetings

Section 1: Definition

A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 7). A minimum of one per year (Annual Meeting, see Section 6) is required.

Section 2: Notice of Meeting

Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address ten days (10), in advance of the meeting, setting forth the place, time and purpose of the meeting.

Section 3: Quorum

At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the members (as defined in Article III - Membership) shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

Section 4: Voting

Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. (Those eligible to take part at meetings of the Board of Directors are described in Article VIII, Section 4.)

Section 5: Absentee Ballot:

For the expressed purpose of accommodating a Regular Member in good standing who cannot attend the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed and returned to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

Section 6: Annual Meeting of the Members

The Annual Meeting of the Members of the Local League shall be held the second Tuesday of October each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:

- (1) The condition of the 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, the amount of funds currently in possession of the league, and the name of the financial institution in which such funds are maintained;
- (3) The whole amount of real and personal property owned by the League, where located, and where and how invested;
- (4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;

North Penn Baseball Association Constitution

(5) The names of the persons who have been admitted to regular membership in the Local League during such years. This report shall be filed with the records of the League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

(b) At the 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 of Directors elected shall be not less than seven (7), including at minimum:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Player Agent
- f. Safety Officer
- g. Director Jr./Sr. Baseball

Note: At the annual meeting, voting is to confirm a Board position, not which position on the Board. After people are elected to the Board, those Board members vote on roles on the Board.

(c) The Board of Directors of the League shall be drawn from existing members of the league and elected by the membership at the Annual Meeting or Special Meeting.

(d) After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on January 1 and continue through December 31. Adequate transition and knowledge-sharing activities should occur between election and assumption of the role in January. The Board's term of office shall continue until its successors are elected and qualified under this section. The expectation for the term for each Board member elected at the annual meeting is as follows:

- a) New members – one (1) year
- b) Reelected – three (3) years.

All current members of the Board shall be eligible for reelection.

Section 7: Special General Membership Meetings

Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of a minimum of five members, 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 transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than five (5) days after the request is received by the President or Secretary.

Section 8: Rules of Order for General Membership and Regular Meetings of the Board of Directors

Robert's Rules of Order shall govern the proceedings of General Membership meetings, and all regular meetings of the Board of Directors, except where same conflicts with this Constitution of the Local League.

Article VIII: Board of Directors

Section 1: Authority

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

Section 2: Increase in Number

The number of Board of Directors so fixed at the Annual Meeting may be increased 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. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed absentee ballot filed with the Secretary prior to the election meeting.

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 purpose.

Section 4: Board Meetings, Notice, and Quorum

- a) Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and, on such days, thereafter, as shall be determined by the Board. The Board shall meet at least quarterly, or as often as deemed necessary to conduct the business of the League.
- b) The President or the Secretary 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 matters not stated may be acted upon at the meeting.
- c) Notice of each Board meeting shall be given by the President or Secretary personally, 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.
- d) Three (3) Members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- 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) If a director is absent from two consecutive board meetings without good cause, that director may be removed from the board upon motion, with a majority approval of the board.

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 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 League in accordance with the procedure set forth in Article III, Section 4.

Section 6: Rules of Order for Board Meetings

Robert's Rules of Order shall govern the proceedings of all league meetings, including Board of Directors meetings.

Article IX: 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 League and execute the policies established by the Board of Directors.
- b) Present a report of the condition of the League at the Annual 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) With respect to North Penn Little League, 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 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) With the assistance of the Treasurer, 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, examine the application and support proof-of-age documents of every player candidate and certify residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.

North Penn Baseball Association Constitution

- i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member.
- j) With assistance from the Secretary, schedule General Membership Meeting and Annual Membership Meetings.
- k) Attend coaches' meetings, as scheduled, and/ or deemed necessary.
- l) Represent the League at District 22 meetings.
- m) Have signing authority to execute League documents, letters, and checks.
- n) Have purchasing authority or right to delegate purchasing rights for items needed by the League
- o) Oversee new player recruitment efforts.
- p) Work with local media to promote the interest of the League.
- q) Coordinate efforts to make the League visible in the community year-round
- r) Serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.
- s) Prepare for and lead Board Meetings

Prerequisite:

- a) Participated in a Board of Directors capacity prior to being elected

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 so to act. When 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.
- c) Have signing authority to execute League documents and letters on behalf of the League.
- d) Have purchasing authority or right to delegate purchasing rights for items needed by the League
- e) Serve as coordinator of the league umpire program, including recruiting, reviewing, and retaining volunteer umpires
- f) Act as the Liaison between the Little League, North Penn Raiders, and North Penn Cannoneers Jr./ Sr. Baseball.

Prerequisite:

- a) Participated in a Board of Directors capacity prior to being elected

Section 4: Secretary

The Secretary shall:

- a) Be responsible for recording the activities of the 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.

North Penn Baseball Association Constitution

- 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) As delegated by the President, administer required background checks per Little League Regulation I (b) and I (c) 8 & 9.
- f) Be responsible for all correspondence on behalf of the League, including but not limited to the annual tax letter for donations larger than \$250, league-wide emails, and monitor/ lead social media account(s) communications.
- g) Have signing authority to execute league documents, letters on behalf of the league.
- h) Check PO Box (Hatfield Post Office) regularly and provide documents needing attention to the President, Vice President, Treasurer, Financial Secretary.
- i) Coordinate with the Concessions Manager, Fundraising Managers, and Team Parents, as needed.
- j) Collect, post, and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members, and the media
- k) Manage content on the League's website.
- l) Transfer all records and correspondence to any person elected to succeed him/her in that office

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 moneys and securities, and coordinate or deposit directly in a depository approved by the Board of Directors.
- c) Keep records for the receipt and disbursement of all moneys 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. All disbursements greater than \$500 by check must have dual approval.
- d) Prepare an annual budget, under the direction of the President, for submission to 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, and to Little League International.
- f) Keep an accurate account of all funds received and disbursed for the League and reconcile bank accounts at the end of each month. Properly classify each transaction.
- g) Submit a financial report at all regular meetings and at such other times as may be requested by the President.
- h) Prepare year-end financial statements to be forwarded to CPA. NPBA has a fiscal year end of September 30.
- i) Have signing authority to execute league documents, letters, and checks on behalf of the league.
- j) Complete and submit forms to PA State, which will maintain our ability to fundraise.
- k) Maintain travel ledgers or delegate, as needed, to Raiders Secretary and Cannoneers Secretary.

North Penn Baseball Association Constitution

- l) Transfer all records and correspondence to any person elected to succeed him/her in that office.
- m) Maintain NPLL Venmo and coordinate transfers from Venmo to bank accounts.
- n) Attend Board meetings.

Section 6: Player Agent

The Player Agent shall:

- a) Record all player transactions and maintain an accurate and up-to-date record thereof, including registrations and team assignments.
- b) Receive and review applications for player candidates wishing to participate in Districts and assist the President in verifying residence or school enrollment and age eligibility.
- c) Conduct the tryouts, the player draft/ team assignment, and all other player transaction or selection meetings.
- d) Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.
- e) Notify Little League International of any subsequent player replacements or trades.
- f) Be accessible to players and parents to answer questions and provide information about the League or evaluations
- g) Prepare fair evaluation criteria for travel team try-outs.
- h) Set up online registration and ensure player, manager, and coach data is uploaded to the Little League Data Center
- i) Ensure that league news and scores are updated online on a regular basis.
- j) Attend Board Meetings.

Section 7: 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 children and all participants of Little League.
- b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance, and reporting.
- c) 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.
- d) Assist with the scheduling of CPR training for the Board, coaches, and staff.
- e) Assist with the procurement of safety equipment, such as an AED.
- f) Update Covid-19 league protocols, as needed
- g) Attend Board meetings

Section 8: Director of Travel Baseball

The Director of Travel Baseball shall:

- a) Hold Travel Coaches meetings at least twice per year (Feb/March and Aug/Sept)
- b) Coordinate with travel coaches monthly to ensure ledgers are provided to Financial Secretary
- c) Represent travel coaches in Board Meetings.

North Penn Baseball Association Constitution

- d) Work with coaches to help develop younger travel teams, including keeping track of and sharing recommended tournament lists, providing information about travel baseball Leagues to aid in Coaches' decision-making process when determining participation, etc.
- e) Encourage collaboration between younger and older travel coaches and players
- f) With assistance from the Player Agent, coordinate travel tryouts each year. Must invite the Raiders coaches from older/ younger Raiders teams to evaluate possible swing players, and also act as a neutral party.
- g) Represent the league at Suburban meetings (or at least have it covered by another coach)
- h) Help organize hosting tournaments
- i) Coordinate communication with township, pursuing permits (as needed), coordinate with softball program (as it relates to Schweiker field), etc., for hosted tournaments.

Prerequisite:

- a) At least one season coaching (Manager or Assistant) on a Raiders team

Section 9: Director of Equipment

- a) Empty and clean all equipment bags, and take an inventory of the equipment during the off-season
- b) Obtain any required new equipment as directed by the Board
- c) Provide equipment as required for the player tryout sessions
- d) Fill and distribute equipment in t bags for each division to the division coordinators
- e) Distribute balls as required for all League games to the division coordinators
- f) Collect all equipment from division coordinators at the end of the season
- g) Coordinate with Player Agent and Vice President to purchase uniforms in Spring and Fall
- h) Coordinate with Board to determine trophies, medals etc. for Skills Competition, All Star Games, End of Season Awards
- i) Coordinate with Bucks Mont Awards & Engraving Service for ordering/purchasing trophies and medals
- j) Attend Sub-Board meetings

Section 10: Director of Facilities

The Director of Facilities shall:

- a) Maintain all League buildings
- b) Coordinate any required installations, repairs, and upgrades
- c) Maintain league equipment (i.e., mowers, York Rake etc.)
- d) Report needed repairs and facilities expenses to the Board
- e) Direct and coordinate with Field Coordinator on his/her responsibilities
- f) Attend Sub-Board Meetings

Recommendations for Position:

- a) Mechanical experience

Section 11: Raiders Financial Secretary (optional at Treasurer's discretion)

The Raiders Financial Secretary shall:

- a) Receive and disburse all funds of the Travel bank account with the approval of applicable travel teams and their representatives.
- b) Keep an accurate account of all funds received and disbursed for the League/maintain ledgers and reconcile the bank account at the end of each month. Properly classify each transaction.
- c) Reconcile above ledgers to the ledgers that the travel coaches maintain.
- d) Forward monthly bank reconciliations and corresponding ledgers to the Treasurer upon completion.
- e) Have signing authority of checks for the travel bank account.
- f) Submit a financial report at all regular meetings and at such other times as may be requested by the President or Treasurer.
- g) Transfer all records and correspondence to any person elected to succeed him/her in that office.
- h) Attend Board meetings

Section 12: Concessions Manager(s)

The Concessions Manager(s) shall:

- a) Create concessions schedule for during games
- b) Create concessions and coordinate with team parents as needed to ensure the snack bar has workers during games
- c) Organize and make purchases for items to sell (can request league bank card or request reimbursement for items purchased)
- d) Coordinate with donors for snack bar items
- e) Ensure bathroom is stocked with soap/toilet paper/paper towels
- f) Keep log of sales/purchases, including proceeds collected through Square
- g) Coordinate with Treasurer to ensure proper transfer of money
- h) Attend Board meetings

Requirements/Recommendations for position:

- i) Able to shop for items to sell at snack bar
- j) Able to maintain documentation for financials related to snack bar

Section 13: Sponsorship/ Fundraising Manager

The Sponsorship/Fundraising Manager shall:

- a) Solicit and secures local sponsorships to support league operations
- b) Collect and reviews sponsorship and fundraising opportunities
- c) Organize and implements approved league fundraising activities
- d) Coordinate participation in fundraising activities via the Fundraising Committee
- e) Maintain records of monies secured through sponsorship and fundraising initiatives
- f) Ensure regulation and policies related to sponsorships and fundraising are followed
- g) Establish and maintain working relationships within the community
- h) Coordinate/ enlist the help of volunteers to seek league sponsors and community donors
- i) Coordinate with the Secretary to maintain records of sponsor's name, address, phone numbers, etc.

North Penn Baseball Association Constitution

- j) Work with secretary to maintain records of sponsor logos, teams or divisions they sponsored and any other special needs;
- k) Execute completed sponsorship agreement including:
 - a) Coordinate with AMI Graphics for creation of sponsorship banners;
 - b) Coordinating uniform sponsors with our vendor for printing
 - c) Make sure web sponsor digital ads are clear and posted on the site
 - d) Maintain digital record of executed sponsorships
- l) Follow up with previous sponsors/advertisers to enlist their sponsorship/advertisement renewal
- m) Provide donor list to President and Secretary for year end letters to be distributed;
- n) Attend Board meetings

Suggested Requirements/Recommendations for position:

- Good social and public relation skills
- Being motivated and able to take initiative to seek community connections

Section 14: Coaching Coordinator

The Coaching Coordinator shall:

Represent coaches/managers in league

Lead the Commissioners and Coaches Committee

Present a coach/manager training budget to the board

Gain the support and funds necessary to implement a league-wide training program

Order and distribute training materials to players, coaches and managers

Coordinate mini-clinics as necessary

Section 15: Field Coordinator

The Field Coordinator shall (may be combined with Director of Facilities):

- a) Maintain and work on field conditions as directed by the Board
- b) Coordinate any required installations of fences or equipment sheds at the fields
- c) Arrange for the field preparations for Fall (closing fields)
- d) Arrange for the field preparations for Spring (opening fields)
- e) Arrange for the field preparation for all League games
- f) Inform President and board members of potential repairs/improvements needed
- g) Coordinate with Landscaping service as needed
- h) Attend Board meetings

Section 16: Volunteer Coordinator

The Volunteer Coordinator shall:

- 1) Manage volunteer applications and the background check process via the website and JDP to ensure timely validation of the League volunteers for the safety of the children and League members.
- 2) Implement and manage a process to track volunteer time and ensure fulfillment of commitment (volunteer role selected) when registering.

- 3) Recruit volunteers to assist with field preps/ closure and maintenance as well as special events (e.g., MLB Hit, Pitch & Run, Home Run Derby, etc.).

Section X: Cannoneer's Jr./ Sr. Baseball Board

The Cannoneers Jr./ Sr. Baseball program has unique needs and different field locations than the Little League and Raiders programs. As such, it requires unique attention.

The NPBA Board of Directors may appoint a Jr./ Sr. Board which shall be responsible for the day-to-day operations of the program, including but not limited to player recruitment, coach recruitment, field maintenance, finances, umpires, and collaborative events with North Penn Little League (i.e., clinics). The Cannoneers Jr./ Sr. Baseball Board shall be led by the Director of Jr./ Sr. Baseball and include, at minimum, the League Vice President and the Jr./ Sr. Financial Secretary. The League will support the Cannoneers program and goals that align with the League objective.

The Board shall consist of the following roles:

Section 1: Director of Jr./ Sr. Baseball

The Director of Jr./Sr. Baseball (Cannoneers) shall:

- a) Hold coaches' meetings
- b) Work with 12u Raiders coaches at a minimum to help transition from 12u to 13u+
- c) Coordinate with coaches as needed to ensure ledgers are provided to Financial Secretary
- d) Encourage collaboration between younger and older travel coaches and players
- e) Organize/Coordinate tryouts or team structuring each year (these should always include outside coaches or experienced parents with neutral eyes).
- f) Help organize hosting tournaments
- g) Coordinate communication with township, pursuing permits (as needed), as it relates to Memorial Park field, Reed Park field etc.
- h) Coordinate with other organizations for scheduling of games
- i) Attend Board meetings semi-annually

Section 2: Jr./ Sr. Financial Secretary

The Jr./ Sr. Financial Secretary shall:

- a) Receive and disburse all funds of the Travel bank account with the approval of the Executive Board and applicable Jr./ Sr. teams and their representatives.
- b) Keep an accurate account of all funds received and disbursed for the League/maintain ledgers and reconcile the bank account at the end of each month. Properly classify each transaction.
- c) Reconcile above ledgers to the ledgers that the coaches maintain.
- d) Forward monthly bank reconciliations and corresponding ledgers to the Treasurer upon completion.
- e) Have signing authority of checks for Jr./ Sr. bank account.
- f) Submit a financial report at all regular meetings and at such other times as may be requested by the President or Treasurer.
- g) Transfer all records and correspondence to any person elected to succeed him/her in that office.
- h) Attend Board meetings

Section 3: Director of Fundraising and Uniforms

The Fundraising and Uniforms Manager shall:

- a) Solicit and secures local sponsorships to support league operations
- b) Collect and reviews sponsorship and fundraising opportunities
- c) Organize and implements approved league fundraising activities
- d) Coordinate participation in fundraising activities via the Fundraising Committee
- e) Maintain records of monies secured through sponsorship and fundraising initiatives
- f) Ensure regulation and policies related to sponsorships and fundraising are followed
- g) Establish and maintain working relationships within the community
- h) Coordinate/ enlist the help of volunteers to seek league sponsors and community donors
- i) Coordinate with the Secretary to maintain records of sponsor's name, address, phone numbers, etc.
- j) Work with secretary to maintain records of sponsor logos, teams or divisions they sponsored and any other special needs;
- k) Execute completed sponsorship agreement including:
 - a) Coordinate with AMI Graphics for creation of sponsorship banners;
 - b) Coordinating uniform sponsors with our vendor for printing
 - c) Make sure web sponsor digital ads are clear and posted on the site
 - d) Maintain digital record of executed sponsorships
- l) Follow up with previous sponsors/advertisers to enlist their sponsorship/advertisement renewal
- m) Provide donor list to President and Secretary for year end letters to be distributed
- n) Order and distribute uniforms
- o) Attend Board meetings

Suggested Requirements/Recommendations for position:

- Good social and public relation skills
- Being motivated and able to take initiative to seek community connections

Section 4: Director of Player Development

The Coaching Coordinator shall:

- a) Represent coaches/managers in league
- b) Lead the Commissioners and Coaches Committee
- c) Present a coach/manager training budget to the Sub-Board
- d) Gain the support and funds necessary to implement a league-wide training program
- e) Order and distribute training materials to players, coaches and managers
- f) Coordinate mini-clinics as necessary

Section 5: Director of Facilities

The Director of Facilities shall:

- a) Maintain all League buildings
- b) Coordinate any required installations, repairs, and upgrades

North Penn Baseball Association Constitution

- c) Maintain league equipment (i.e., mowers, York Rake etc.)
- d) Report needed repairs and facilities expenses to the Board
- e) Direct and coordinate with Field Coordinator on his/her responsibilities
- f) Attend Sub-Board Meetings

Recommendations for Position:

- a) Mechanical experience

Section 6: NPBA Vice President

The NPBA Vice President shall:

- a) Act as a liaison between the NPBA Board and Cannconeers Sub-Board

Section XI: NPBA Executive Committee/ Officers

The committee structure is recommended to engage the Board of Directors, assist with efficiently delegating responsibilities throughout the year, and provide oversight in the operation of the local league.

Section 1: Appointment

The Board of Directors shall appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the League. NPBA Executive Committee consists of the following roles:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Player Agent

Section 2: Role

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: Quorum

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 XII: Other Committees and Board Positions

Section 1: Fundraising Committee

The Committee shall support the responsibilities of the Sponsorship and Fundraising Manager and proactively solicit sponsorships to support League operations and grounds enhancements goals. It shall recruit and direct volunteers in fundraising activities, including but not limited to events, drives, and other online/ offline solicitations.

Section 2: Grounds 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. It shall operate within the amount appropriated in the approved budget for that purpose.

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

Section 3: Commissioners and Managers Committee

The Committee shall recruit and manage prospective managers, coaches, and at least one (1) Commissioner for the following divisions: Pee-Wee, T-Ball, AA (Minors), AAA (Minors), and Intermediates (Majors), travel baseball (Raiders), Jr./ Sr. Baseball (Cannoneers). It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be. It shall coordinate mini-clinics as necessary, but not less than once per year.

Section 4: District Committee (North Penn Little League)

The Board of Directors may appoint a District Committee consisting of the League President as chairman and two (2) other Directors. The Committee shall assist the District Administrator in inter league district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

Article XIII: Indemnity

- a) Any person made a party to any action, suit, or proceeding, by reason of the fact that he/ she, his/ her testator or intestate representative is or was a Director, Governing Board member, or Officer, of the Corporation, or of any corporation in which he/ she served as such at the request of the Corporation, shall be indemnified by the Corporation against reasonable expenses, including such attorney's fees actually and necessarily incurred by him/ her in connection with the defense of such action, suit, or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding, or in connection with any appeal therein that such officer, Director, or Governing Board member is liable for negligence or misconduct in the performance of his duties.
- b) The foregoing right of indemnification shall not be deemed exclusive of any other rights to which any officer or Director, Governing Board member, or employee may be entitled apart from the very provisions of this section.
- c) The amount of indemnity to which any officer, Director, or Governing Board member may be entitled shall be fixed by the Board of Directors, except that in any case where there is no such disinterested majority of the Board available, the amount shall be fixed by arbitration pursuant to the then existing rules of the American Arbitration Association.

North Penn Baseball Association Constitution

Article XIV: 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 was approved by the Little League Membership on (date)

President's Name (Print) _____

President's Signature _____

Date _____

Little League ID No. _____ Federal ID No. (if available)

State ID No. (if available) _____