

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

ARTICLE I - ORGANIZATION

- 1.1. This organization shall be known as the Clark Little League, Inc.
- 1.2. The league shall consist of a major and minor league division for children between the ages of (9) and (12) years old.
- 1.3. The league shall also consist of an Instructional program, Pee Wee and 8 Yrs. old as required by registration counts for children between the ages of (5) and (8) years old.
- 1.4. Yearly playing schedules will comply with little league requirements and will be voted upon yearly by the executive board.

ARTICLE II - OBJECTIVES

- 2.1. The objectives of the Clark Little League are: to provide an outlet of healthful activity and training under good leadership in an atmosphere of whole community participation and to help the children of Clark become good and decent citizens by establishing the values of honesty, loyalty, courage and reverence through teamwork, sportsmanship and fair play.
- 2.2. The objective of the league will also try to develop all children for major league play.
- 2.3. The objectives will be achieved by providing supervised competitive baseball games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of future adults is of prime importance.

ARTICLE III - ENROLLMENT

- 3.1. Any child meeting the requirements as to age and residency as set forth in the rules of little league baseball inc. shall be eligible for participation in the Clark Little League.
- 3.2. Any child that has reached the age of (10) years old by May 1st of the current season must register and can try out for the Majors set up by the player agent.
- 3.3. Children are eligible for major league play from the ages of 10 through 12 years old.
- 3.4. The Major League division will consist of a number of teams as determined by registration count.
- 3.5. Major League teams will consist of an (11) member roster.
- 3.6. Major League teams will only allow up to (6) players in any age group to be a part of any team.
- 3.7. There shall never be less than (6) Major League teams and no more than 10.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- 3.8. When the registration counts for 10-12 year olds is in excess of 154 players, the majors will add another team. For every 33 players in excess of 154 eligible players one additional major league team will be added. The league cannot add or subtract more than one team per year
- 3.9. In the event the registration count determines that another major league team is required then the current executive board should consider the registration numbers for the next several years to ensure that the league warrants an additional team and it is not a one year requirement.
- 3.10. All children in this age group who do not make the Majors will play in the minor league program.
- 3.11. All Minor Division players, having participated in the current season, are eligible to compete in the tryouts for the major league division.
- 3.12. If a child does not try out for the majors, then they not are eligible for major league play that season. A child may get drafted if he or she missed the tryout due to sickness or injury.

ARTICLE IV - MEMBERSHIP

- 4.1. Any adult having an active interest in the Clark Little League may be invited to become a member. For the purpose of defining adult, 16 years of age or older.
- 4.2. Any adult who has attended 3 consecutive meetings will become a member at their 4th meeting.
- 4.3. Members will be considered active so long as they attend at least 7 meetings per year.
- 4.4. The membership will meet the first Thursday of each month; excluding August. In the event of a holiday the membership will meet the 2nd Thursday of the month, i.e. Sept. meeting will be held the Thurs. after Labor Day.
- 4.5. All members are expected to support and attend all little league functions.
- 4.6. All active members will be allowed to vote during executive board elections or for any issue that may be the subject at hand.
- 4.7. Voting franchise will be lost to those members missing 5 meetings in the year (Oct-Sept).
- 4.8. Any member may challenge the voting privilege of any member.
- 4.9. Active members shall perform any reasonable service required and are requested to devote a minimum of four hours per season from September to August for little league activities, excluding coaching and attend meetings.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- 4.10. The Executive Board will appoint a grievance committee which will review grievances by players, members or any circumstances which is deemed a misconduct of any child or member. The committee shall have the full power to suspend or revoke such player or member's right to future participation. Upon evidence of a misconduct of any player, member or coach, the grievance committee will then notify the individual or individuals within 48 hours of said act. In the event that the individual is a team player, then the team manager of that individual will appear with the player.
- 4.11. The Executive Board, by a two-thirds vote at any duly constituted meeting, shall have the authority to suspend any adult member whose conduct is considered detrimental to the best interests of the Clark Little League.

ARTICLE V - GOVERNMENT

- 5.1. At the June, July and September meetings, any member may nominate another member to any executive board position.
- 5.2. Members may accept nominations after duly being seconded.
- 5.3. Such nominations will be voted on at the September meeting.
- 5.4. The new Executive Board will be installed immediately following September elections.
- 5.5. The executive board of the Clark Little League will consist of the following positions: President, Vice-President, Treasurer, Secretary, Player Agent, Field Chairman, Kitchen Chairman, Publicity/Assistant Kitchen Chairman-Bosze, Assistant Kitchen Chairman-Muchmore, Facilities Chairman, Building Chairman and Equipment/League Director.
- 5.6. The Executive Board positions will serve one-year terms, September-September.
- 5.7. Each officer may be re-elected.
- 5.8. The Executive Board will also appoint the following positions:
 - Umpire In Chief ▪ Rules Committee Chairman ▪ Insurance Chairman
 - Grievance Chairman ▪ Safety Chairman ▪ Tournament Director
 - Picnic Chairman ▪ Parade Chairman ▪ Assistant
Tournament
Director(s)
- 5.9. Other events may require a designated chairperson and will be decided by the current administration.
- 5.10. The Executive Board shall appoint committees, necessary to promote the objectives of the league. Committees shall be appointed at the Executive Board's discretion but as

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

early as possible to enable them to complete their assignment.

5.11. All appointments for any position shall be one-year terms and may be reappointed at the end of the term.

5.12. Duties of Executive Board Members

President

- Shall assume full responsibility for the league operations,
- Shall sign checks on behalf of the league in the Treasurers absence.
- Shall receive mail and other communications from Little League Headquarters and keep the league informed about rule changes, regulations and new policies of Little League Baseball,
- Shall organize and run manager's meetings and executive board meetings,
- Shall appoint committees as required to help keep the operations of the league running smoothly.

Vice-President

- Shall assume full responsibility of the league when the president is not present,
- Shall accept the role of the fund raising chairman,
- Shall collect all sponsorship money,
- Shall collect all billboard money,
- Shall organize and run the coin-collection or raffle as designated by the Board,

Secretary

- Will organize and keep minutes of all Executive Board meetings,
- Will organize and keep minutes of all membership meetings,
- Will report minutes in "a" and "b" above to the Executive Board and General membership.
- Will set up a monthly history file which includes the minutes of all meetings and any memorandum, rule changes, monthly treasury report, etc.,
- Will work as membership chairman having the following responsibility:
- Keep an organized membership roster of all active members.
- Have sign up sheets available at all membership meetings and file in the monthly history file.
- Sends outs monthly meeting notices.
- Will rule on the voting eligibility of any member.
- Shall obtain permits for gyms and fields at our local schools and Township Recreation Department for the winter and spring practice season.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

Treasurer

- Shall be responsible for all funds of the league.
- Shall track expenses to see how the annual operating budget is working against actual expenses.
- Shall submit a monthly treasury report for review by all members.
- Shall maintain all books for accounting purposes.
- Shall prepare and sign all checks issued by the league from the General budget, which excludes the Kitchen budget.

Player Agent

- Shall conduct annual registrations of all applicants for all divisions,
- Shall check birth certificates and eligibility of all players,
- Shall collect registration income and turn it over to the league treasurer,
- Shall organize and conduct try-outs for the major league division,
- Shall organize evaluation meetings and distribute the results at the try-outs and the drafts of each division,
- Shall organize and supervise the draft selection process for all divisions,
- Shall co-ordinate the transfer of players between divisions,
- Shall keep and maintain all applications for registrations of all applicants in the league,
- Shall issue player rosters to all members of the executive board of every registered player in the league,
- Shall put together rosters for any division that does not require a draft selection process,
- Shall keep record of all players' Birth Certificates.
- Send in Rosters to Williamsport.
- Conduct tryouts for Travel Teams with the Executive Board and travel committee.

Field Chairman

- Shall supervise the Facilities Chairman, Building Chairman.
- Shall be responsible for the up-keep and maintenance of all buildings, and grounds,
- Shall either hire contractors or do by him/herself as authorized by the board for the following: Landscaper, Lawn application contractor, Lawn sprinkling maintenance, Others as may be required,
- Shall be responsible for the up-keep of all fields and order materials as follows: in-field mix, top-soil, spray paint for the base lines, home-plates, bases, pitching mounds, tarps and flags as required, tools, paint, etc., Others as may be required,
- Shall be responsible for fence maintenance,
- Shall be responsible for the batting cage maintenance,
- Shall be responsible for score boards and public address system at each field,

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- Shall be responsible for building exterior,
- Shall install billboards and maintain same,
- Shall organize, schedule, and supervise work details for field related work as required during the year,
- Shall appoint a committee as required to help with the workload if so desired,

Kitchen Chairman

- Shall be responsible for the inventory, sale goods and working supplies as required by both kitchens,
- Shall appoint a kitchen committee to open, close and stock the kitchens for the duration of the season, including the tournament if one exists,
- Shall be responsible for kitchen maintenance,
- Shall hire purveyor's as required for the supply of our kitchens,
- Shall close down and winterize the kitchens and kitchen equipment as required,

Publicity / Assistant Kitchen Chairman- Bosze

- Shall be responsible for the implementation and collection of articles for input into the weekly edition of "Base Hits."
- Shall be responsible for the up keep of the Clark Little League Internet Web Site.
- Shall hire a photographer for Picture Day and shall actively solicit photographers in the best interest of the League.
- Shall report to the Kitchen Chairman.
- Shall be responsible for all ongoing activities in the Bosze Kitchen.
- Shall maintain kitchen checkbook and pay all invoices for kitchen deliveries.
- Shall maintain inventory in Bosze Kitchen.
- Shall maintain a daily income and expense log in the Bosze Kitchen.
- Shall be responsible for obtaining and posting, in the kitchen, a parent work schedule for kitchen and announcing duties these shall be provided by the Team Mom.
- Shall be responsible for educating Team Moms and parents of team members of kitchen operations and announcing booth controls.
- Shall inform Team Mom and parents of team members that it is the responsibility of the scheduled parent to fulfill their scheduled work obligations in the kitchen and announcing booth or to find a replacement in the event they cannot fulfill their obligation.
- Shall be responsible for submitting complaints to the E Board for any team member's parent not fulfilling their kitchen and/or announcing duties. Whereas, the E Board may suspend play for that team member until the team member's parent's work duties are fulfilled.
- Shall pay the umpires from the Kitchens' daily income and record those payments in the daily income and expense log.
- Shall close down and winterize the Bosze Kitchen and kitchen equipment as required.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

Assistant Kitchen Chairman, Muchmore

- Shall report to the Kitchen Chairman.
- Shall be responsible for all ongoing activities in the Muchmore Kitchen.
- Shall maintain kitchen checkbook and pay all invoices for kitchen deliveries.
- Shall maintain inventory in Muchmore Kitchen.
- Shall maintain a daily income and expense log in the Muchmore Kitchen.
- Shall be responsible for obtaining and posting, in the kitchen, a parent work schedule for kitchen and announcing duties these shall be provided by the Team Mom.
- Shall be responsible for educating Team Moms and parents of team members of kitchen operations and announcing booth controls.
- Shall inform Team Mom and parents of team members that it is the responsibility of the scheduled parent to fulfill their scheduled work obligations in the kitchen and announcing booth or to find a replacement in the event they cannot fulfill their obligation.
- Shall be responsible for submitting complaints to the E Board for any team member's parent not fulfilling their kitchen and/or announcing duties. Whereas, the E Board may suspend play for that team member until the team member's parent's work duties are fulfilled.
- Shall pay the umpires from the Kitchens' daily income and record those payments in the daily income and expense log.
- Shall close down and winterize the Bosze Kitchen and kitchen equipment as required.

Equipment / League Director

- Shall be responsible for reporting equipment and uniform inventory to the Executive Board,
- Shall order equipment and uniforms as required for the coming season,
- Shall distribute equipment and uniforms to all teams,
- Shall collect all uniforms and equipment at the end of the season and store away for the winter,
- Shall be responsible for the maintenance of the League equipment room.
- Shall organize team schedules and be there to see that the schedules are complied with.
- Shall be responsible for all game re-scheduling for all divisions,
- Shall maintain pitching records for the Major and Minor league divisions,
- Shall keep standings for divisions authorized by the Executive Board,
- Shall set up round robin play-off schedule for the Pee Wee division,
- Shall organize gym time practice schedules, as they become available to the league.

5.17. The Executive Board will establish local policy for the Little League, within the framework of the official playing rules and regulations as published by Little League Baseball, Inc.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

5.18. Duties Of Appointed Positions

Umpire in Chief

- Shall be responsible for the hiring and scheduling of umpires for all divisions,
- Shall organize and conduct umpire-training classes as required,
- Shall submit an umpire-paying schedule for the Executive Board approval.
- Shall appoint a committee to help be available to see that umpire's are there for all games scheduled and be consulted on when controversial issues are at hand,
- Shall be consulted on any rule modification or interpretations,
- Shall maintain umpire equipment and order through the equipment chairman replacement equipment as required,
- Shall submit a list of prospective umpires for Executive Board review,
- Shall recommend umpires to the tournament director For the Clark Invitational Tournament.

Grievance Committee

- The Executive Board will appoint a committee of four Members of the league.
- The committee will consist of the league president and one other Executive Board member and two team managers.
- The committee will meet and review any complaints filed by any parents, player, or coach and report to the Executive Board if disciplinary is required.

Rules Committee

- The executive board will appoint a chairman to head "The Committee".
- Shall assemble a committee of 2 team managers or coaches from each division,
- Shall prepare an annual rule summary sheet each season for distribution to the entire membership.
- Said committee shall review any rules in question and bring solutions to the problems before the Executive Board for approval.

Safety Chairman

- Shall be available to observe practice and game situations to ensure all managers are not allowing reckless or unsafe playing conditions,
- Shall prepare incident reports for the Executive Board an any occurrence whether its injury to a player or coach or an accident at the league complex,
- Shall review the circumstances that surround any incidents that occur.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

Insurance Chairman

- Shall review the following types of insurance for the league: Buildings and Grounds, Liability, Accident, Little league International, Directors and Officers Insurance,
- Shall keep up to date files and see that all policies are current,
- Shall obtain checks from the league treasurer and pay for all premiums due,
- Shall keep copies of all checks submitted,
- Shall handle any and all claims submitted to the League,
- Shall review policies on all claims made with the Executive Board.

Tournament Director

- Shall supervise 2 Assistants for Tournaments (2).
- Shall set up, organize and run an invitational Tournament after the in-town program has been completed including Play-offs and the World Series,
- Shall send out invitation notices to the surrounding communities,
- Shall prepare game schedules for all divisions,
- Shall order equipment and uniforms as required,
- Shall work with the kitchen chairmen to ensure proper kitchen coverage,
- Shall submit a budget of tournament expenses for Executive Board approval,
- Shall submit a financial summary to the Executive Board.

Parade Chairman

- Sets up the Parade Traffic Control with Local Police
- Invites Special Guests to Opening Day Ceremonies
- Arranges for Fire Dept., 1st Aide to be in the Parade

Picnic Chairman

- Organizes the Picnic
- Takes care of getting Prizes for the Picnic
- Orders Food for the Picnic
- Sets up Picnic Team Work Details

Assistant Tournament Chairmen

- Works with the Tournament Director in running the Tournament
- Fills team slots with teams
- Runs the tournament in the Tournament Directors absence
- Provides input to the Tournament director with any information they may have on Past Teams that were in our Tournament so invitations can be sent out.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

ARTICLE VI - MEETINGS

- 6.1. Membership meetings will be held the first Thursday of each month.
- 6.2. Executive Board meetings will be held on the Thursday prior to the membership meetings or as deemed necessary by the Board.
- 6.3. All active members will be notified at least two day's in advance before each meeting.
- 6.4. A majority of the members of the Executive Board shall constitute a quorum at any board meeting and a majority vote of those present shall govern.
- 6.5. Robert's rules of order shall govern the proceedings of all meetings except where same conflicts with the constitution and or by-laws of the league.
- 6.6. Attendance records will be kept to verify eligibility of any member for voting rights.

ARTICLE VII - MANAGERS

- 7.1. It is the Executive Board's decision to choose the managers for the season and for traveling teams by the how involved the person is in their attendance at meetings and work details. Their involvement and longevity with the league will strongly be considered in the decision making.
- 7.2. Any vacancies among the managers shall be filled as soon as possible after a meeting of the membership. Recommendations may be submitted to the President and approved by the Executive Board.
- 7.3. All managers must be members of CLL. If problems persist for attending meetings because of work or child care, a substitute may attend in his place. They must try to fulfill all other obligations. E board discretion and discipline may be enforced.
- 7.4. Managers that do not fulfill their obligation such as work details, Clinic, parade prep, getting fields ready, attending meetings, will be replaced or not given a team in the next season
- 7.5. All Managers must conduct themselves in an orderly fashion. Failure to so may result in suspension or dismissal from the team; this will be at the discretion of the E board.
- 7.6. Rules broken by a manager or coach may be reviewed by the E board and discipline may be warranted.(dismissal, suspension or probation)
- 7.7. All managers must sign that they have read the rules and fully understand them before season start and a list will be kept by the secretary for review by the board. Failure to do so can result discipline (suspension, removal, probation).

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- 7.8. If complaint against a manager or coach is submitted to the board, the E board must review and determine only by the proof given to them if discipline should be warranted.
- 7.9. Each team manager will accept the responsibility of the conduct of all players, coaches and parents.
 - 7.9.1. No manager, coach, or spectator shall attempt to distract any players during the game. Williamsport Rule 4:06 will apply.
 - 7.9.2. Shirts must be tucked into the pants and the baseball hats must be worn correctly while a player is on the field.
 - 7.9.3. No smoking or alcoholic beverages are permitted in the Little League Complex or on the field during the season or tournaments.
 - 7.9.4. If a player is ejected from a game by the umpire for unsportsmanlike conduct, as outlined in the Williamsport Official Regulations and Playing Rules, that player will be suspended for the next scheduled game that he/she attends.
 - 7.9.5. Complaints against a parent must be submitted in writing to the E board and be followed up to resolve the situation. Player changing teams may be warranted, discretion of the E board.
- 7.10. Team managers may select up to 3 coaches allowed in dugout at game time, for insurance purposes.
- 7.11. Each team must have at least one coach.
- 7.12. All Managers and Coaches must be Rutgers Certified.
- 7.13. Each coach must be registered on the roster of his team and may act as manager in his absence.
- 7.14. All league coaches will only be selected after the draft selection process has been completed.
- 7.15. Managers may not re-position a player once an inning has started with exception of an injury, pitching change or substitution.
- 7.16. A manager may not call more than 2 offensive time-outs per inning; injuries not included.
- 7.17. Two managers that have to cancel a game must present the problem to the E board and the board must see if the game is allowed to be canceled. The rescheduled game must be played at the next available date set by the league director. (weather permitting) Reasons must be presented to the board in a timely fashion.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- 7.18. Managers that do not play as per scheduled without the E board/League director approval will be disciplined and that team(s) will result in a forfeit.
- 7.19. Managers have to report to the field ahead of time to see if they can get the game in or wait to hear the Directors/E- board decision if the game will be played.
- 7.20. Managers are responsible for their team playing all Semi-Final and World Series games to completion. If a Semi-Final or World Series game is suspended for any reason it must be completed at the next scheduled date. The game is picked up where it is left off at the next available date set by the league director.
- 7.21. Each team manager has the responsibility of properly filling out the end of season evaluation forms supplied by the player agent. It is each manager's responsibility to get these forms turned in to the Player Agent no later than the June meeting.
- 7.22. Major league managers will be selected by the Executive Board. To qualify as a Major League Manager you must have the following qualifications:
 - a. You must be a committed member of the Clark Little League.
 - b. You must have at least 3 years experience in coaching in our Minor and PeeWee programs.
 - c. You may continue to be a Major League Manager after your child has graduated from the Clark Little League.
 - d. In the event more than one manager is eligible for Major League Management and only one position is available than the Executive Board will rule on seniority and dedication to the Clark Little League.

ARTICLE VIII - FINANCIAL POLICY

- 8.1. The membership shall decide all matters pertaining to the finances of the league. It shall place all income in a common league treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over the others to equipment, etc.
- 8.2. The membership shall not allow the contribution of funds to individuals or teams and shall not solicit same for the common treasury. This regulation is to discourage favoritism among teams and to endeavor to equalize the benefits of the league.
- 8.3. The president at his discretion may not spend more than \$500.00 between regular meetings without the approval of the Executive Board.
- 8.4. The fiscal year for the Clark Little League is October 1st through September 30th of the following year.
- 8.5. No officer, board member, director, chairperson or any member of the league shall receive directly or indirectly any salary, compensation or emolument from the league for services rendered as officer director or otherwise.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- 8.6. If for any reason this organization, known as Clark Little League is dissolved, the monies raised from player registration will be distributed and returned to the player's families. Raffle and unused fundraising monies will be returned to the purchasers. Remaining assets from Clark Little League will be allocated to the Township of Clark. All equipment, material and any other Little League possessions will also become property of the Township of Clark.

ARTICLE IX RULES

- 9.1. The Clark Little League shall be a member of Little League Baseball, Inc.
- 9.2. The league will play by the official playing rules and regulations as published by Little League Baseball.
- 9.3. The address of Little League Baseball, Inc. is:
Little League Baseball, Inc.
International Headquarters
P.O. Box 3485
Williamsport, Pennsylvania 17701
Phone (717) 326-01921 Fax (717) 326- 1074

ARTICLE X - AMENDMENTS

- 10.1. An amendment to the constitution may be submitted by any member in good standing at any regular meeting. The secretary at three successive meetings before being voted upon will read such amendments. A two-thirds vote of the members present will be necessary for adoption.
- 10.2. The Constitution and By-Laws of the Clark Little League shall be reviewed in January of each year by the Executive Board to ensure that it meets the needs of the Clark Little League and is consistent with all the rules, regulations and policies of Little League Baseball, Incorporated. After review and provided there are no amendments, the constitution shall be distributed to the coaches and managers at the March general membership meeting.

ARTICLE XI - TRAVELING TEAMS

- 11.1. New Traveling Team Managers will be appointed by the Executive Board each year.
- 11.2. Each Traveling Team Manager will select up to 3 coaches to work with him.
- 11.3. Existing Traveling Team Managers will stay with the team until the team graduates from Little League unless the Executive Board deems it necessary to remove that individual for disciplinary reasons.
- 11.4. Traveling Team Managers accept the responsibility of the conduct of all players, coaches, and parents.

CONSTITUTION AND BY-LAWS OF THE CLARK LITTLE LEAGUE

- 11.5. All traveling teams understand that they exemplify the Clark Little League and the Township of Clark and will conduct themselves with good sportsmanship, honor and pride.
- 11.6. All Traveling Team Managers will abide by the rules governing tryouts on a yearly basis.

ARTICLE XII - TROPHIES

- 12.1. Trophies will be awarded to the Division winners, World Series winners, and World Series runner-up teams in both the Minor and Major League Divisions. In the event that one team wins two titles, only one trophy will be awarded.
- 12.2. An annual President's Award shall be awarded to the sponsor of the Little League championship teams.
- 12.3. Plaques will be awarded to those approved by the Executive Board.
- 12.4. All PeeWee and Tee Ball Division players will be awarded with a participation trophy or Medal.

This document acts as the constitution and by-laws of the Clark Little League. It has been read at 2 successive meetings of the membership and is accepted by the current Executive Board and a majority of the league members.

Date Signed: _____

President: _____

Witnessed:

Secretary: _____

Revised:
February, 2006
Previous version:
Feb, 2005