



SINGHILLS LITTLE LEAGUE INC.

LEAGUE NUMBER 4054105

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Proposed November 4, 2025

**SINGING HILLS LITTLE LEAGUE  
CONSTITUTION**

**TABLE OF CONTENTS**

<b>ARTICLE I - NAME</b>	<b>4</b>
<b>ARTICLE II- MISSION</b>	<b>4</b>
<b>ARTICLE III - MEMBERSHIP</b>	<b>4</b>
<b>ARTICLE IV - SUSPENSION OR TERMINATION</b>	<b>6</b>
<b>ARTICLE V - GENERAL MEMBERSHIP MEETINGS</b>	<b>6</b>
<b>ARTICLE VI - BOARD OF DIRECTORS</b>	<b>9</b>
<b>ARTICLE VIII - DUTIES AND POWERS OF THE BOARD</b>	<b>10</b>
<b>ARTICLE IX - MANAGER, COACHES, AND UMPIRES</b>	<b>19</b>
<b>ARTICLE X - AFFILIATION</b>	<b>20</b>
<b>ARTICLE XI - SPONSORS</b>	<b>20</b>
<b>ARTICLE XII - FINANCIAL AND ACCOUNTING</b>	<b>21</b>
<b>ARTICLE XIII - APPOINTED OFFICIALS</b>	<b>22</b>
<b>ARTICLE XIV - TOURNAMENT PLAY</b>	<b>22</b>
<b>ARTICLE XV - AMENDMENTS</b>	<b>23</b>

## **ARTICLE I - NAME**

This organization shall be known as Singing Hills Little League Inc., Corporation, hereinafter referred to as "SHLL" or "League" and shall be a nonprofit organization.

## **ARTICLE II- MISSION**

### Section 1: Mission Statement

The objective of the Local League shall be to positively impact youth and communities using the power of youth baseball and/or softball to teach life lessons to build stronger individuals and communities.

### Section 2: Non Profit Organization

To achieve this objective, Singing Hills Little League will provide a supervised program of baseball and/or softball consistent with the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall consider and incorporate the values of Little League: Teamwork, Community, Inclusion, Fun, and Integrity. The molding of future citizens is of prime importance and the attainment of exceptional athletic skill or the winning of games is secondary. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball and/or softball games. No part of the net earnings shall benefit any individual or be used in any substantial part to influence legislation 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 the Local League may apply to become a Member.

### SECTION 2: Classes of Members

There shall be the following classes of Members:

- A. Player Members: Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have

no rights, duties or obligations in the management or in the property of Singing Hills Little League.

- B. Regular Members: Any adult person actively interested in furthering the mission of the Singing Hills Little League may become a Regular Member upon completion of an approved registration. The Secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at the General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.
- C. Honorary Members – 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 Singing Hills Little League.
- D. Sustaining Members – Any person not a Regular Member who makes financial or other contribution to the Local 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 of or in the property of the Singing Hills Little League.

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

### SECTION 3: Affiliations

Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League. Members shall not be actively engaged in the organization, operation and/or leadership of any other baseball and/or softball program.

### SECTION 4: Dues

Dues, if any, for Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors.

### Section 5: Forfeiture

Forfeiture Members who fail to pay their fixed dues within thirty (30) days of application to become a member may, by majority vote of the Board present at a Board Meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

### Section 6: No Prerequisite

A reasonable little league participation fee may be assessed as a parent's obligation to assure the operational continuity of the Singing Hills Little League. However, at no time should payment

of any fee be a prerequisite for participation in the Little League Baseball program (Little League Regulation XIII, Section C).

## **ARTICLE IV - SUSPENSION OR TERMINATION**

### Section 1: Suspension or Termination

Resignation or action of the Board of Directors may terminate membership.

- A. The Board of Directors, by a two-thirds 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 interests of Singing Hills Little League Inc. and/or Little League Baseball. The member involved shall be notified of such a meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges. (Quorum is required.)
- B. The Board of Directors shall, in the 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, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting. (Quorum is required.)
- C. Any Board Member shall have the authority to suspend any spectator for conduct detrimental to the League and from attending League sanctioned events until the next meeting of the full Board of Directors to decide what, if any, sanctions may be taken against said spectator. When suspending a spectator, the Board member shall identify their status as a Board Member and inform the spectator of his/her suspension and the reason for the suspension. The spectator involved shall be notified of the next full Board meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges. The Board of Directors shall ultimately have the full power to suspend a spectator's right to future participation by two-thirds vote of those present at any duly constituted meeting. (Quorum is required.)

## **ARTICLE V - GENERAL MEMBERSHIP MEETINGS**

### Section 1: Definition

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

## Section 2: Notice of Meetings

Notice of each General Membership Meeting shall be delivered personally, posted, sent electronically or mailed at least 10 days in advance of the meeting, which shall set forth the date, time, place and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Board of Directors with the clear intent to provide adequate notification.

## Section 3: Quorum

At any General Membership Meeting, the presence in person or representation by absentee ballot of one-third of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

## Section 4:

Voting Only Regular Members 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. Voting shall be done at official Board Meetings. Voting via email may only be permitted if the following conditions are met:

- A. Motion and second, 48 hour time window to reply (i.e. vote) and the vote is conducted via electronic survey only (Google Forms, or similar).

## Section 5: Absentee Ballot

For the purpose of accommodating a Regular Member in good standing who cannot be in attendance at 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. Only the candidates who have already submitted their names for the General Election at the time the absentee ballot is requested will appear on the ballot, however, a write-in option will be available under each position on the Board of Directors. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. Absentee ballots received on or after the date of the election or vote shall not be valid or counted. The Secretary shall be responsible for counting all votes and the President or his/her designee shall check or confirm the vote count, including absentee ballots. Voting by proxy and cumulative voting are expressly prohibited.

## Section 6: Annual Meeting & General Election

The Annual Meeting & General Election of the Members of Singing Hills Little League shall be held on the first Friday of June. The Annual Meeting & General Election shall be held for the

purpose of electing a Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and transacting such business as may properly come before the meeting.

- A. The Membership shall receive at the Annual Meeting of the Singing Hills Little League a report verified by the President and Treasurer showing:
  - a. The condition of the Local League, to be presented by the President or his/her designate;
  - b. A general summary of funds received and expended by the League for the current fiscal year, the amount of funds currently in possession of Singing Hills Little League, and the name of the financial institution in which such funds are maintained;
  - c. The names of the persons who have been admitted to regular membership in Singing Hills Little League during the current fiscal year. This report shall be filed with the records of Singing Hills Little League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League Headquarters.
- B. Prior to the Annual Meeting & General Election, the Board of Directors shall determine the number of Directors to be elected for the ensuing year. The Secretary shall prepare the General Election nomination forms and ballots for the Regular Members to nominate and elect such a number of Directors. The number of Directors elected shall not be less than seven (7). Any candidate who runs unopposed must receive a two-thirds majority of "yes" votes to "no" votes, or shall not be elected to hold the position. In lieu of that two-thirds majority, the Board of Directors shall appoint and approve by majority vote a member to fill that position.
- C. After the election, the Board of Directors for the ensuing year shall assume the performance of its duties on August 1. Board terms shall run from August 1 to July 31. The Board's term of office shall continue until its successors are qualified to assume their duties on August 1.
- D. The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents, and a Safety Officer. The Board shall also include a minimum of one manager and one volunteer umpire. Only volunteer umpires may be elected to the Board.

## Section 7: Special Meetings

Special General Membership Meetings of the Regular Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the presentation of a written notice signed by 10 Regular Members (excluding members of the Board of Directors), the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than 21 days after the request is received by the President or Secretary.

## Section 8: Rules of Order

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

## **ARTICLE VI - BOARD OF DIRECTORS**

### Section 1: Authority

The management of the property and affairs of Singing Hills Little League shall be vested in the Board of Directors. The number of Directors shall be not less than 7 or more than 19. However, Singing Hills Little League must abide by the following guideline: The number of managers and coaches including Minor League representation elected to the Board shall never be a majority of the total Board Members

### 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 and signed absentee ballot filed with the Secretary prior to the election meeting.

### Section 3: Vacancies & Leaves of Absence

- A. 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.
- B. Vacancies must be posted publicly at fields and via electronic notification for a minimum of 72 hours prior to filling the position.
- C. Presidential vacancies shall be filled by nomination and majority approval vote of the board. The Vice President is responsible to conduct a Special Board meeting to carry out this process. The position of the President may only be filled by a current Director. Until the Board of Directors reaches a decision, the Vice President will be acting League President.
- D. A Leave of Absence by any board member must be approved in advance by the Board of Directors. The request for the leave must be in writing or email to the Board of Directors and must have an expected start date and end date, for the leave period.

### Section 4: Board Meetings, Notices & Quorum

Regular meetings of the Board of Directors shall be held as determined by the Board.

- A. The President or Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of three 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 so stated may be acted upon at the meeting.
- B. Notice of each Board meeting shall be given by the Secretary personally, telephonically, electronically or by mail to each Director at least three (3) days before the time appointed for the meeting to the last recorded contact information of each Director.
- C. The presence of a majority of the elected Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- D. 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.

#### Section 5: Duties and Powers

The Board of Directors shall have the authority to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board of Directors shall deem advisable and which it may properly delegate. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the Singing Hills Little League, as it may deem proper, provided such rules and regulations do not conflict with this Constitution. Committees and task forces may only be established at an official board meeting.

#### Section 6: Rules of Order for Board Meetings

Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of Singing Hills Little League

### **ARTICLE XII - FINANCIAL AND ACCOUNTING**

#### Section 1: Authority

The Board of Directors shall decide all matters pertaining to the finances of Singing Hills Little League and it shall place all income, including Auxiliary funds, 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 Singing Hills Little League in an endeavor to equalize the benefits of the League and discourage favoritism among teams.

### Section 3: Solicitations

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in the Singing Hills Little League treasury.

### Section 4: Disbursement of Funds

The Board shall not permit the disbursement of League funds for any business other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball Inc. All disbursements shall be made by check. All checks should be signed by the President or Vice President and co-signed by the Treasurer. Except in the absence of the Treasurer, checks may be signed by the President and co-signed by the Vice President.

### Section 5: Compensation

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

### Section 6: Deposits

All monies received, including Auxiliary funds, shall be deposited to the credit of the Local League at the depository California Bank and Trust.

### Section 7: Fiscal Year

The fiscal year of Singing Hills Little League shall begin on Oct. 1 and shall end on Sept. 30.

### 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 Singing Hills Little League to another Federally Incorporated entity that 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 VIII - 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 be a Director and 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 Singing Hills Little League.
- D. Be responsible for the conduct of Singing Hills Little League in strict conformity to the policies, principles, Official Rules and Regulations of Little League Baseball Inc., as agreed to under the conditions of charter issued to Singing Hills Little 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 Singing Hills Little League such contracts and leases they may receive and that have had prior approval of the Board.
- F. Investigate complaints, irregularities and conditions detrimental to the League and report thereon to the Board or Executive Board as circumstances warrant.
- G. Lead the investigation of all protested game disputes via the formation of a Protest Committee per the guidelines prescribed in the Little League Operating Manual.
- H. Prepare with the Treasurer and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- I. With the assistance of the Player Agent, examine the application and supporting proof-of age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for tryouts and selection.
- J. Before Oct. 1, the newly elected President shall appoint an Audit Committee of at least three (3) members of the newly elected Board for the purpose of auditing the accounting books of the incumbent Treasurer. The Audit Committee may request the service of an outside firm to assist in the audit should it be deemed necessary. A written report of this committee shall be submitted to the Board within 90 days. Reasonable costs incurred by the Audit Committee shall be authorized at the time of the report.
- K. Shall provide Little League Operating Manuals for every board member as soon as the current seasons manuals are available.

## 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 of the Board so to act, when so acting, the Vice President shall have all the powers of that office.
- B. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- C. Be part of or Coordinate any and or all Committee's as appointed by President

## Section 4: Player Agent

The Player Agent shall:

- A. Record all player transactions and maintain an accurate and up-to-date record thereof.
- B. Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- C. Report to the board of directors the number of players that have registered, by age and division (played the prior year) that have registered for the current season of play after each league registration by email or at the board meeting following any registration within seven (7) days.
- D. Coordinate discussions regarding the number of teams planned for each division with the Board of Directors meetings at the December and January meeting before player tryouts and manager selections occur, so that the Board of Directors may approve the final number of teams in each drafted division.
- E. Announce registration dates, conduct the tryouts, the player draft, and all other player transaction or selection meetings. Be responsible for the draft system for Majors, Minors and Caps Divisions. Rookie and Tee-Ball players will be assigned by the Player Agent and Rookie/Tee-Ball Coordinator.
- F. Prepare the Player Agent's list, which is a master list of the names and league ages of all players who are participating in the League. The Player Agent shall be responsible for providing this list to Little League Inc. as required and shall ensure that it meets all of their standards and requirements.
- G. Notify Little League Headquarters of any subsequent player replacements or trades.
- H. Be responsible for recording trades during the first fourteen (14) days of the season in the Majors Division.
- I. Prepare for the President's signature, team rosters including players claimed and the tournament team eligibility affidavit. Team rosters and players claimed shall be sent by the Player Agent to Little League Headquarters in Williamsport.
- J. Notify Little League Headquarters of any subsequent player replacements. The Player Agent will be the guardian of all player records and waivers.
- K. Prepare the League playing schedules of the entire season, including winter ball and practice rounds of games. The Player Agent will work closely with the Division Coordinators and the Board of Directors to develop and publish the League's season playing schedule.
- L. Prepare all notices to parents and players for the All-Star selection process. The Player Agent, along with the President and 2nd Vice President/Equipment & Purchasing Agent, will handle the All-Star balloting process. The Player Agent will collect and verify all certified birth certificates from each All-Star player.
- M. Identify on the League map of boundaries, the location of each registered playing member and confirm the address of that member as the actual residence.
- N. Prior to pre-season play, chair a meeting with the Umpire-In-Chief, Division Coordinators, Managers and Coaches to discuss the Official Rules & Regulations and Local League Policies for each division.

## Section 5: Secretary

The Secretary shall be a Director and shall:

- A. Be responsible for recording the activities of the SingingHills Little League and maintaining appropriate files, mailing lists and necessary records.
- B. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- C. Maintain a list of all Regular Members, Honorary Members, Sustaining Members, Directors and Board of Directors' designated Committee Members. Secure or reserve meeting facilities and give notice of all meetings of the SingingHills Little League.
- D. Keep the minutes of the Members, the Board of Directors and the Executive Board, and cause them to be recorded in a notebook kept for that purpose. Transfer or deliver said notebook and all related materials to the incoming Secretary at the end of the elected term.
- E. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for documenting all orders, votes and resolutions of the League and Board of Directors.
- F. Conduct the League Board of Directors elections at the regular season closing ceremony.
- G. Notify Members, Directors, Officers and Committee Members (if any) of their election or appointment.

## Section 6: Treasurer

The Treasurer shall be a Director and shall:

- A. Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- B. Receive all monies and securities, and deposit the same in a depository approved by the Board of Directors.
- C. Keep records for the receipt and disbursements of all monies and securities of the SingingHills Little 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 by check must have dual signatures. All checks should be signed by the President or Vice President and co-signed by the Treasurer. Except in the absence of the Treasurer, checks may be signed by the President and co-signed by the Vice President.
- D. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the October Board of Directors meeting.

- E. Prepare an annual financial report, under the direction of the President, for submission to the Membership and the Board of Directors at the Annual Meeting and to Little League Headquarters.
- F. Ensure funds of the SingingHills Little League are not commingled with any person's personal funds or accounts.
- G. Ensure checks are pre-printed with the name of the SingingHills Little League and are pre-numbered.

#### Section 7: Safety Officer

The Safety Officer shall be a Director and 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. As such, be responsible for implementation of the A.S.A.P. (A Safety Awareness Program) at the local league level.
- B. Be responsible to make all members aware of all safety procedures found in the Little League Safety Code. The Safety Officer must also participate in the pre-season managers' meeting with other board members, managers and coaches to review league safety rules and regulations.
- C. Annually, with the President, prior to the start of the season, audit the field lighting system(s) to ensure it meets Little League minimum standards. The lighting audit shall be performed by a qualified technician.
- D. Frequently inspect all playing areas for holes, damage, glass and other foreign objects.
- E. Make certain all fences, screens and dugouts are in safe condition.
- F. Periodically inspect the stands or bleachers.
- G. Have arrangements in place in advance of all games and practices for emergency medical services.
- H. Arrange first aid training and CPR for all Managers and Coaches.
- I. Arrange with the President an annual training meeting for Managers and Coaches by implementing Little League's "Prevention and Emergency Management Program."
- J. Handle all accident claims promptly and maintain all records pertaining to any injuries, which shall include any claims for liability.
- K. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities.

#### Section 8: Coaching Coordinator

The Coaching Coordinator shall be a director and shall:

- A. Develop and seek out new ways to improve coaching and players skills through: clinics, classes, training, internet resources, etc. These methodologies can hopefully be put in practice during the winter ball season. Any cost for these activities should be included in the annual budget.
- B. Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems.
- C. Act as a liaison officer between the Board of Directors and Managers and be responsible for distribution of all correspondence from the Board of Directors to the managers and coaches.
- D. Be involved in the coordination and search for qualified coaches and managers in all divisions, along with the division coordinators for the regular season and winter ball season.
- E. Maintain records on all coaches for coaching clinic attendance, while coordinating with the Safety Officer in the collection/processing of all background checks and CPR status updates.
- F. Participate in the pre-season and post-season managers meeting with other Board members to review our league rules and regulations in regards to coaching.
- G. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.

#### Section 9: Umpire-In-Chief

The Umpire-In-Chief shall be a Director and shall:

- A. Maintain and schedule a working staff of Umpires for all divisions. Be responsible for ensuring that two or more Umpires work all Majors, Minors and Caps games.
- B. Conduct training sessions with Umpires, Managers and Coaches covering the current Official Little League Rules and Regulations and the Local League Policies. Provide a copy of the Official Little League Rules and Regulations and the Local League Policies to all Umpires, Managers, Coaches and Scorekeepers.
- C. Ensure that a father or mother (or any immediate family member) is not scheduled to umpire his/her own child's game. Unscheduled exceptions may occur only if approved in advance by both Managers of the game.
- D. Be a liaison to the Board of Directors regarding any problems, rule interpretations or changes that affect League play.
- E. Recommend to the Board of Directors for approval of all Umpires for the regular season and Local Little League playoff games.
- F. Provide Little League Rule Books for the current season for EVERY manager, coach and umpire in the league.
- G. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November

meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities.

#### Section 10: Equipment Manager

The Equipment Manager shall:

- A. Be responsible for determining the source of supply for equipment for the League by obtaining competitive prices from vendors, preferably within our boundaries.
- B. Be responsible for the procurement and proper issuance of all supplies and equipment as necessary for League operation and for the repair, cleaning, and storage thereof at the close of the season.
- C. Check the quality of the equipment and determine that the equipment meets Little League specifications.
- D. Periodically inspect all equipment and arrange for its repair and/or replacement.
- E. Develop an inventory of all League equipment and its return at the end of the season. All equipment and uniforms must be inventoried at the end of the season and a report given to the Board of Directors for review for the next year's season.
- F. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting.
- G. Present to the Board of Directors for approval of any requested, suggested and/or necessary uniform changes, tributes or significant alteration to the standard baseball uniforms from the previous season.

#### Section 11: Field Maintenance Manager

The Field Maintenance Manager shall be a Director and shall:

- A. Be responsible for coordinating and participating in the maintenance of all League fields and associated buildings, fences, etc., such that they are kept in good repair and are maintained in a safe playing condition and to Little League standards.
- B. Supervise all work projects and be responsible for ordering necessary supplies, chalk, fertilizer, irrigation fixtures, etc. as required and approved by the Board of Directors.
- C. Supervise and ensure that all contracted work is completed properly.
- D. Recommend to the Board of Directors for approval of a Field Maintenance Assistant.
- E. Shall participate in the pre-season managers meeting with other board members to review our league rules and regulations in regards to coaching.
- F. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any services and/or materials needed to carry out his/her duties and responsibilities.

## Section 12: Publicity/Information Officer

The Publicity/Information Officer shall:

- A. Make flyers to advertise for the spring season (flyers go to local schools, and local areas to be posted).
- B. Book team pictures and make-up pictures.
- C. Distribute pictures to team parents.
- D. Pull all loose/extra team pictures from any picture packets and give them to the Sponsorship Representative to be used for plaques for the end of the season. All plaques made by the photography company also need to be given to the Sponsorship Coordinator
- E. Order trophies for spring season
- F. Order medallions for TOC teams and All Star teams (to be given at the end of the season).
- G. Collect pictures for the yearbook all season long and make the yearbook for the spring season.
- H. Manage social media and use social media to promote the Little League publicity moments, special events and general league news.

## Section 13: Webmaster

The webmaster shall:

- A. Set up and manage the League's official website
- B. Set up online registration and ensure the league rosters are uploaded to Little League
- C. Assign online administrative rights to other local volunteers
- D. Encourage that league news and scores are updated online on a regular basis
- E. Collect, post, and distribute important ongoing league activities and game results.

## Section 14: Auxiliary

The Auxiliary shall:

- A. Communicate with the managers, coaches and team parent before the season begins and throughout the season to keep apprised of all upcoming events and schedule changes.
- B. Provide the calendar of events to the managers, coaches and team moms at the beginning of the season.
- C. Hold a "team parent meeting" at the beginning of the season to go over their role as team parent.
- D. Information to be provided:
  - a. League rules

- b. Manager/coach/parent conduct
- c. What the league provides for players jerseys
- d. Basic outline if upcoming events during the entire season
- E. Create/update Team Parent website and send emails with detailed information for the team parents and coaches to pass on to their team.
- F. Email reminders during the season for upcoming events

#### Section 15: Sponsorship Coordinator

The Sponsorship shall:

- A. Be responsible for soliciting sponsors for all teams in the League, including special events and All-Stars.
- B. Begin recruiting sponsors in November of each year.
- C. Be responsible for ordering of trophies and awards for all divisions of the League. d) Attend the team parent meeting.
- D. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities

#### Section 16: Fundraiser Coordinator

The Fundraiser Coordinator shall:

- A. Managing events to raise money for the benefit of Singing Hills Little League
- B. Identifying potential donors who can contribute significant amounts of money or have access to large networks of potential donors
- C. Maintaining contact with donor records to ensure that all donations are recorded accurately
- D. Managing the organization's database of donors, including contact information and gift histories
- E. Developing marketing strategies for events to ensure that the event is successful and meets its fundraising goals.
- F. Develop and submit a detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any activities and/or materials needed to carry out his/her duties and responsibilities

#### Section 17: Head Scorekeeper

The Head Scorekeeper Shall:

- A. Hold a scorekeeper meeting the first weeks of practice to go over expectations of other volunteer scorekeepers.
- B. Make a folder for each scorekeeper with the league rules and unofficial pitching logs.
- C. Tally the wins, losses and ties each night as coaches submit them via text or email. If they do not contact you, be sure you reach them to get this information.
- D. Submit the wins, losses and ties to the league president (or other designated Board Member) weekly to update the website.
- E. Check official scorekeeper books biweekly at both fields as well as pitch logs to ensure they are up to date and completed.
- F. At the end of the season double check all books/logs to be sure they are completed and ready to be submitted for TOC.

#### Section 18: Fall Ball Coordinator

The Fall Ball Coordinator shall:

- A. Register players at the end of spring season picnic for the Fall season.
- B. Have weekly registration sign-ups for the months of July and August.
- C. Give coaches their rosters.
- D. Meet with the other leagues in District 41 to let the Little League President know how many teams are in each division.
- E. Once The Little League President gets the season scheduled pass along that as well as any other information that comes up during the season to the coaches.
- F. If any issues arise during the season take it to the Little League President and the President of Singing Hills Little League.

#### Section 19: Snack Bar Coordinator

The Snack Bar Coordinator shall:

- A. Maintain adequate safeguards to protect concession and other fundraising inventory (i.e. candy) from improper disposition.
- B. Develop a schedule for teams to work snack bar shifts and hire teen workers as needed.
- C. Oversee and coordinate the opening and closing of the snack bars at all fields.
- D. Report status of all snack bar activities and plans to the Board of Directors.
- E. Develop and submit a snack bar detailed budget within the limits of the annual budget set forth from the treasurer for review to all Board members within seven (7) days prior to the November Board of Directors meeting, for review and action during the November meeting. This budget should include the cost of any services and/or materials needed to carry out his/her duties and responsibilities.

## **ARTICLE IX - MANAGER, COACHES, AND UMPIRES**

### Section 1: Managers and Coaches

Team Managers and Coaches shall be appointed annually by the President and approved by the Board of Directors. Managers shall be responsible for the selection of their teams and for their actions on the field. The President shall disclose all names of managers that have applied for a potential position regardless of their "appointment" status.

### Section 2: Umpires

The Umpire-In-Chief, with input from the Division Coordinators, will recommend to the Board of Directors for approval of all regular and playoff Umpires for the season. Umpires shall be trained and scheduled by the Umpire-In-Chief who shall be responsible for their assignments and actions on the field.

## **ARTICLE X - AFFILIATION**

### Section 1: Charter

Singing Hills Little League shall annually apply for a charter from Little League Baseball Inc. and shall do all things necessary to obtain and maintain such charter. Singing Hills Little 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 Rules and Regulations as published by Little League Baseball Inc. in Williamsport, Pennsylvania, shall be binding on this League.

### Section 3: Local Policies

The Local Policies of Singing Hills Little League shall be adopted by the Board of Directors at a meeting to be held not less than one month prior to the first scheduled game of the season, but shall in no way conflict with the Official Rules and Regulations of Little League Baseball Inc., nor shall they conflict with this Constitution. The Local Policies of Singing Hills Little League shall expire at the end of each fiscal year, and are not considered part of this Constitution.

The Player Agent and Umpire-In-Chief shall ensure that all Directors, Managers, Coaches, Umpires and Scorekeepers receive a current copy of the Official Little League Rules and Regulations and the Singing Hills Little League Local Policies at least two (2) weeks prior to the start of the season.

## **ARTICLE XI - SPONSORS**

- A. The Board of Directors shall determine the fee to be paid by each sponsor.
- B. All sponsor fees shall be paid into the League treasury.
- C. No sponsor shall contribute any funds, property, or equipment to any individual player or individual team or bestow upon any individual player or individual team any benefit or privilege not enjoyed by every other player under the jurisdiction of the Singing Hills Little League.
- D. No sponsor shall dictate to or demand any condition whatsoever from the League over the team that the sponsor is sponsoring.
- E. The Board of Directors shall select the team uniforms for each division. Sponsor names shall not appear on any uniform worn by a Singing Hills Little League player.
- F. A sponsor shall have the right to sponsor his/her team during the subsequent season, unless it is deemed unadvisable by the Board of Directors.
- G. A sponsor may manage or coach if he/she is a Regular Member of the Singing Hills Little League and is approved by the Board of Directors.

## **ARTICLE XIII - APPOINTED OFFICIALS**

### Section 1: Appointment

The President, with approval of the Board of Directors, may appoint such League officials as deemed necessary to assist in League operations.

### Section 2: Position

Appointed officials shall hold the position of Chairperson and be directly responsible to the Board of Directors but have no voting privileges.

### Section 3: Term of Office

The term of office of appointed officials shall be the same as for Board Members and the positions shall be reviewed annually

## **ARTICLE XIV - TOURNAMENT PLAY**

### Section 1: Intra-district Tournament

The selection of the Intra-district Tournament teams in Majors and Minors shall be the First Place teams in each division as determined by the Singing Hills Little League.

## Section 2: All-Star Tournament

All-Star Tournament play shall be as prescribed in the Tournament Regulations of Little League Baseball Inc. All applications for All-Star Managers and Coaches shall be presented to the Board of Directors.

## Section 3: All-Star Selection Process

All-Star Manager and Player selection process shall follow the process outlined in the Singing Hills Little League Bylaws. The All-Star selection process will be part of the Bylaws and decided by the current Board of Directors in December in order to renew or update the process prior to the approval of the Bylaws in January.

# **ARTICLE XV - AMENDMENTS**

## Section 1: 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 Regular Members provided notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball Inc. for approval before implementation.

## Section 2: Review

This Constitution shall be reviewed at least every two (2) years, but no more than once a year prior to the start of the regular season.

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THIS CONSTITUTION REPEALS ALL PREVIOUSLY ISSUED CONSTITUTIONS AND BYLAWS.

This Constitution was approved by the Singing Hills Little League on November 4, 2025 and will remain in effect until November 4, 2027.

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Alex Gonzales, President

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Kimberly Francis, Secretary

League ID# LEAGUE NUMBER 4054105, STATE ID # 424444, FEDERAL ID #51-0256173