

**ELGIN NATIONAL LITTLE LEAGUE
2015 REVISION**

CONSTITUTION AND BY-LAWS

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ARTICLE I - NAME AND ORGANIZATIONAL STATUS

This organization shall be known as the *Elgin National Little League, Incorporated*.

This organization is now, and shall remain:

- 1) A duly chartered Illinois non-profit organization. (Certificate #4716 dated January 5, 1981)
- 2) A properly chartered affiliate of Little League Baseball, Inc. (Charter #113 13 09 dated June 24, 1988).
- 3) It shall be the responsibility of the Executive Board to see that the proper filings are made so that the provisions of Article 1-2 remain in effect.
- 4) As used hereinafter, ENLL shall mean Elgin National Little League - Incorporated, unless otherwise stated.

ARTICLE II – LEAGUE OBJECTIVES

SECTION 1

The objective of ENLL shall be to teach children of the community the ideals of good sportsmanship, honesty, and loyalty so that they may become well adjusted and trustworthy citizens.

SECTION 2

To achieve this objective ENLL will provide a supervised program under the Rules and Regulations of Little League Baseball Incorporated. All Executive Board members and Members (Regular and Player) shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary relative to helping children become trustworthy citizens. In accordance with Section 501-©-(3) of the Federal Internal Revenue Code, ENLL shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall benefit any private shareholder or individual; no activities shall attempt to influence legislation or to be used to participate in or to intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III – LEAGUE MEMBERSHIP

SECTION 1

Eligibility – Any person interested in participation to affect the objective of ENLL may become a member.

SECTION 2

There shall be two classes of members:

- 1) *Player Member* – Any player candidate meeting the requirements of Little League Regulation IV and who reside within the authorized boundaries of ENLL shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of ENLL.
- 2) *Regular Members* – Any adult (18 and older) actively interested in furthering the objective of ENLL may become a regular member. Regular members are defined in item 3 below. The ENLL league registration database will contain the names for all parents and legal guardians. The Secretary will keep the list of names for all Managers, Coaches, Executive Board members and Committee members. The Secretary will also keep the names of all regular members not meeting the criteria as biological parent, legal guardian, executive board member, committee member, manager and coach. The Secretary shall advise any new meeting attendees that they are eligible for regular membership status by indicating their willingness to participate as a regular member.
- 3) Regular members in good standing are eligible to vote at any regular monthly meeting, including the annual election meeting. A regular member in good standing must meet ONE of the following criteria:
 - Be a biological parent or legal guardian of a player member.
 - Be an Executive Board Member, a Committee Member, a Manager or a rostered Coach
 - Attend three regular monthly meetings in the current season (October – September)AND
 - Cannot be under suspension or termination per Article 3 Section 4
 - Met all financial obligations for the current playing year
- 4) Final determination as to a member's class and/or status, not determined in the sections within this Article will be at the majority vote of the Executive Board.

SECTION 3

Other Affiliations –

- 1) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of ENLL. Regular members cannot be actively engaged in the promotion and/or operation of any conflicting program that is determined by the Executive Board to be detrimental to the operation of ENLL. In such cases, regular membership status can be revoked from said individuals.

SECTION 4

Suspension or Termination – Membership may be terminated by resignation or by action of the Executive Board.

- 1) The Executive Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member when such conduct is considered detrimental to the best interests of ENLL and/or Little League Baseball.
 - a) The member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at this meeting to answer such charges.
- 2) The Executive Board shall, in case of a player member, give notice to the manager of the team of which the player is a member. Said manager shall appear to inform and answer any questions put forward by the Executive Board. The Executive Board has full power to suspend or revoke a player's right to future participation.

ARTICLE IV – REGULAR LEAGUE MEETINGS

SECTION 1

Regular Meeting - Regular Monthly Meetings of the members of ENLL are held. Members shall receive committee reports as well as transact any ENLL business at this meeting.

Annual Meeting - The Annual Meeting of the members of ENLL shall be held the third Wednesday in September at 7:30 P.M. each year for the purpose of electing the Board of Directors.

For purposes of defining a 'baseball season', all meetings from October through September the following year will be considered one complete season.

SECTION 2

Notice of Regular Meeting – The Secretary shall make a 'best effort' to notify all regular members of up-coming meetings. Best effort is defined as using the website and email addresses stored in the official league website since this is the basis from which league emails are performed.

SECTION 3

Special Meetings - Special meetings of the members may be called by a majority of the Executive Board or by the President at their discretion. Upon written request of ten regular members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. A special meeting shall be scheduled no less than fourteen days after the request is received by the President.

SECTION 4

Quorum - The presence in person or by proxy of at least 20 regular members will constitute a quorum.

SECTION 5

Voting - Only regular members shall be entitled to vote at any meeting of ENLL. Regular members must be a member in good standing to vote on elections at the annual meeting.

SECTION 6

Absentee Ballots - For the expressed purpose of accommodating a regular member in good standing, who cannot be in attendance at the annual meeting, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary prior to the date

of the Annual Meeting. The Secretary shall present all absentee ballots to the election Chairman on the date of the Annual Meeting prior to the election process.

ARTICLE V – EXECUTIVE BOARD

SECTION 1

Executive Board and Number – The management of the property and affairs of ENLL shall be vested in the Executive Board. The Executive Board shall not number less than five members.

- 1) Executive Board members upon election shall immediately perform their duties and continue in office until their successors have been duly elected. The number of managers and coaches elected to the Executive Board shall not exceed a minority. The Executive Board may not contain more than one Manager or Coach per team. EXCEPTION: The restriction about number of managers/coaches on the Executive Board is NULL and VOID if lack of participation forces such a situation.
- 2) If you are a Manager, Coach, or your child is on the team in question, you exempt your right to vote on any relevant matters.
- 3) The number on the Executive Board may be increased at any regular or special meeting if so designated by a majority of the Executive Board.

SECTION 2

Annual Election and Term of Office – At the regular Annual Meeting, to be held in September, the regular members in good standing shall elect a President, a Vice President of Major-Intermediate/Junior/Senior/Big League Baseball, a Vice President of Softball, a Vice President of Minor Baseball, and a Vice President of Instructional T-ball , as well as a Secretary, Treasurer, Player Agent, Sargent-at-arms and Safety Director for the ensuing baseball season.

- 1) The election process shall be conducted in two phases. First a President shall be elected. All regular members in good standing wishing to run for President will be nominated. A vote will be taken and the President will be declared. This will complete the first phase of voting.
- 2) The second phase will be the election of the remaining NINE Executive Board positions. Regular members not elected as President are eligible to rerun for the remaining executive board positions. In this phase regular members will each be granted nine votes, one for each of the Executive Board positions being voted on. Voters are not allowed to vote for any individual more than once.
- 3) The names of the nine highest vote getters will be elected as the new members of the Executive Board.
- 4) The NINE new Executive Board members must then decide on who is to fill each Executive Board position. In the case of multiple individuals wanting the same Executive

Board position, the nine must conduct an election amongst themselves to determine final assignments. NOTE – This process should occur after all new business has been conducted for the September meeting and all other meeting attendees and player members have been dismissed.

- 5) All Executive Board positions must be filled the night of the annual election.

SECTION 3

Vacancies – If any vacancy occurs within the Executive Board, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Executive Board members at any regular meeting or at any special meeting called for that purpose.

SECTION 4

Meetings, Notice and Quorum –The dates and times of the Executive Board meetings shall be at the discretion of the Executive Board members. To-date the FIRST Wednesday of each month has been used for Executive Board meetings to allow board members to prepare for the up-coming monthly league meeting. The Secretary, whenever deemed advisable, shall at the request in writing of five Executive Board members issue a call for a special meeting of the Executive Board. Notice of each meeting by the Secretary to each Executive Board member either by email, phone, or mail will need to occur at least three days prior to the meeting.

- a) In the case of such special meetings, the notice shall include the purpose of the meeting, and no matters not so stated by notice may be acted upon at the meeting.
- b) Five members of the Executive Board shall constitute a quorum for the transaction of business.

SECTION 5

Duties and Powers – The Executive Board shall have the power to appoint standing committees and delegate such responsibilities as it deems necessary.

- 1) The Executive Board shall have the power by a two-thirds vote of those present at a special meeting to discipline, suspend or remove any Executive Board member or Committee Member of ENLL in accordance with the procedure set forth in Article III – Section 4.
- 2) At the September meeting, the Executive Board shall receive a report verified by the President and Treasurer, showing the financial status of the league. This report should document any real or personal property owned by it, and where said properties are located. All investments, acquisitions, and league expenditures should be acknowledged and made transparent in nature to the regular members of ENLL. This report shall be filed with the records of ENLL and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting.

- 3) All Executive Board members are expected to attend all meetings. If an Executive Board member misses three consecutive meetings, or does not attend eight meetings during their term in office, he/she shall be removed as an Executive Board member after approval by a majority of the other members of the Executive Board. Notification of this action will be sent by the Secretary.

SECTION -6

Rules of Order – Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of ENLL.

ARTICLE VI – STANDING COMMITTEES

Each year the Executive Board shall determine the number of committees to be formed for the up-coming ENLL season. The specific function, goals and on-going status should be defined and documented so that each committee has a complete understanding of their roles and responsibilities.

SECTION 1

Fund Raising Committee – The Executive Board may appoint a Fund Raising Committee consisting of the ENLL Treasurer and other Executive Board members.

- 1) The Fund Raising Committee shall coordinate fund raising activities including team sponsorships.
- 2) It shall review and evaluate projects for raising money and disposition of profits, and make recommendations to the Executive Board. The Executive Board shall approve in advance all projects and actions of this Committee.

SECTION 2

Building and Property Committee – The Executive Board may appoint a Building and Property Committee. This committee shall investigate and recommend suitable sites and plans for development, including ways and means, the later in cooperation with the Fund Raising Committee. It shall be responsible for repair and improvement recommendations other than normal maintenance, and to supervise approved projects.

- 1) *Grounds Committee* – (May be combined with Building and Property Committee). The Executive Board may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing fields, buildings and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

SECTION 3

Equipment and Uniform Committee – The Executive Board may appoint an Equipment and Uniform Committee, which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Executive Board. This Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.

SECTION 4

Concession Stand Committee – The Executive Board may appoint a Concession Stand Committee.

- 1) The Concession Stand Committee shall coordinate the activities of the ENLL concession stand.
- 2) The ENLL Executive Board shall approve in advance all projects and actions of the Concession Stand Committee.

SECTION 5

Temporary Committees -- The Executive Board may by a majority vote appoint any additional committees deemed necessary to facilitate the objectives of the ENLL.

ARTICLE VII – EXECUTIVE BOARD MEMBERS, DUTIES AND POWERS

SECTION 1

Executive Board – The Executive Board of the ENLL shall consist of a President, four Vice Presidents, a Secretary, a Treasurer, a Player Agent, a Sergeant at Arms and a Safety Director, all of whom shall hold office for the ensuing year or until their successors are duly elected.

- 1) The Executive Board may appoint a temporary member to the Executive Board if necessary to fill any vacancy which may occur at any office. This new executive board member will have the powers and duties of that office.

SECTION 2

President – The President shall:

- 1) Conduct the affairs of ENLL and execute the policies established by the Executive Board.
- 2) Present a report of ENLL at the Annual Meeting.
- 3) Communicate to the Executive Board important matters, and to make suggestions that promote the welfare of ENLL.
- 4) Be responsible for the conduct of ENLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued ENLL by that organization.
- 5) Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of ENLL such contracts and leases as may have received and prior approval of the Executive Board.
- 6) Investigate complaints, irregularities and conditions detrimental to ENLL and report thereon to the Executive Board.
- 7) Report news from the District Meetings to the Executive Board.
- 8) The President should not manage or coach an All Star team.
- 9) Ensure all duties and responsibilities are appropriately transitioned from one administration to the next. This includes the responsibilities of the President as well as all Executive Board positions.

SECTION 3

Vice Presidents – Vice Presidents shall be elected as specified in Article V Section 2. In case of the absence or disability of the President, and provided he/she is authorized by the President or the Executive Board to act, one Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the President or the Executive Board. Vice Presidents are responsible for:

- 1) Recruitment and training of managers and coaches (including field maintenance training).
- 2) Coordinating district and/or league scheduling.
- 3) Resolving problems and issues within their division.

In addition, the Vice President of Instructional and T-ball in conjunction with the player agent is responsible for the selection of player members for the ENLL teams in that division.

SECTION 4

Secretary – The Secretary shall:

- 1) Be responsible for recording the activities of ENLL and maintain appropriate files, mailing lists and necessary records.
- 2) Maintain a list of all Regular Members, Executive Board Members and Committee Members and give notice of all meetings of ENLL.
- 3) Keep the minutes of the ENLL meetings and cause them to be recorded in a book kept for that purpose.
- 4) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- 5) Notify Regular Members, Executive Board members, Officers and Committee Members of their election or appointment.
- 6) Coordinating picture days for the ENLL.

SECTION 5

Treasurer – The Treasurer shall:

- 1) Receive all monies and securities, and deposit same in a depository approved by the Executive Board.
- 2) Keep records for the receipt and disbursement of all monies and securities of ENLL, including Auxiliary, and approve all payments from allotted funds and draw checks therefore.
- 3) File annually ENLL forms for IRS-non-charitable, Illinois Secretary of State, and to the Attorney General.
- 4) At all monthly regular meetings, produce a current cash flow statement of income and expenses..

SECTION 6

Player Agent – The Player Agent shall:

- 1) Record all player transactions and maintain an accurate and up-to-date record thereof.
- 2) Receive and review applications for player candidates.
- 3) Conduct the player draft and all other player transaction or selection meetings.
- 4) Prepare for the President's signature and submission to Little League Headquarters (electronically uploaded), team rosters, including players claimed, and the tournament team eligibility affidavit.
- 5) Notify Little League Headquarters of any subsequent player replacements or trades.
- 6) While holding such office, the Player Agent shall not manage or coach.

SECTION 7

Sergeant At Arms – The Sergeant At Arms shall:

- 1) Maintain order during monthly General Board Meeting.
- 2) Supervise counting of ballots, show of hands and proxy votes.
- 3) If a Division Vice President is not available to handle a situation, the Sergeant At Arms, if available, shall assume responsibility for said division.

ARTICLE VIII – MANAGERS, COACHES AND UMPIRES

SECTION 1

- 1) Any individual interested in becoming or continuing as a Team Manager or Coach shall submit their application to an Executive Board member for consideration. Approval will be made by a majority vote of the Executive Board. . Managers/Coaches shall be responsible for the selection of their teams and for their actions on the field.
- 2) All returning Managers are suggested to attend a manager meeting before the start of the season. First year managers are expected to attend these meetings to help them with league operations and allow for the opportunity to ask questions.
- 3) Managers and coaches are responsible to maintain fields and dugouts before and after games.
- 4) Managers/Coaches cannot be actively engaged in the promotion and/or operation of any conflicting program to the detriment of ENLL for the season currently in progress (October – September).

SECTION 2

Umpires shall be arranged for by the President, with the approval of the Executive Board-

1. AA league -boys and minor league girls umpires will be handled in-house. A person will be assigned each season to handle the training, coordination and scheduling of all in-house umpires.
2. AAA league through Big league boys and Major league to Big League girls umpires will be handled through third party companies.

ARTICLE IX – AFFILIATION

SECTION 1

Charter – ENLL shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter.

- 1) ENLL shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

SECTION 2

Rules and Regulations – The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on ENLL.

SECTION 3

Local League Rules – The local rules of ENLL shall be adopted by the Executive Board at a meeting to be held not less than one month prior to the first scheduled game of the season. The local rules of ENLL shall be published and made available to all Managers, Coaches and Umpires. They shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated. The local rules of ENLL shall expire at the end of each baseball season, and are not considered part of this Constitution.

ARTICLE X – FINANCIAL AND ACCOUNTING

SECTION 1

The Executive Board shall decide all matters pertaining to the finances of ENLL and it shall place all income, including Auxiliary funds (excluding a minimum balance), in a common League Treasury, prior to the Annual Audit. No expenditure shall provide an individual or a team with an advantage over those they are in competition with.

SECTION 2

The Executive Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasury of ENLL, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of ENLL.

SECTION 3

The Executive 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 ENLL treasury.

SECTION 4

The Executive Board shall not permit the disbursement of ENLL funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

SECTION 5

No Executive Board member or Regular Member of ENLL shall receive, directly or indirectly, any salary, compensation or profit from ENLL for services rendered as an Executive Board member or Regular Member.

SECTION 6

Expenditures of up to and including \$500.00 may be made with the approval of three Executive Board members. Expenditures over \$500.00 may only be made with the majority approval of the Executive Board. Capital improvements must be accompanied by three written bids and approved by the Executive Board.

SECTION 7

Prior to the Annual Audit, all monies received, including the Auxiliary funds, shall be deposited to the credit of ENLL in a Bank in Elgin and all disbursements shall be made by check. All checks shall be signed by the ENLL Treasurer and such other officer or officers or person or persons as the Executive Board shall determine.

SECTION 8

The fiscal year of ENLL shall begin on the first day of October and shall end on the last day of September.

SECTION 9

Distribution of Property upon Dissolution – Upon dissolution of ENLL and after all outstanding debts and claims have been satisfied, the Executive Board shall distribute the property of ENLL to other Elgin Little Leagues which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE XI – AMENDMENTS

SECTION I

This Constitution or any section thereof may be amended or repealed by two-thirds vote of the Regular Members present at any duly constituted meeting; provided that written notice of such proposed changes shall be mailed to all Regular Members at least five days prior to the meeting at which such proposed changes shall be submitted to a vote. All Amendments and changes are subject to Little League Baseball Incorporated approval. They do not become affective until an Executive Board member has received the approval from Little League Baseball.

- 1) No playing rules may be added or deleted after the season has begun, unless current playing rules conflict with Little League Baseball Incorporated's policy.