**Hancock Little League, Inc. Constitution**

**Rev: 1/8/23**

**Article I Name**

This organization shall be known as The Hancock Little League, Inc.

**Article II Objective**

The objective of The Hancock Little League, Inc. shall be to instill in the children of this community the high ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that through their youth and adulthood they will be better citizens and greater assets to our community and country.

1. The achievement of this objective will be attained through the medium of supervised athletic games; bearing in mind that the molding of adults in much more important than the display of exceptional athletic skill or the winning of games.
2. In accordance with Section 501(C) (3) of the Federal Internal Revenue Code, The Hancock Little League, Inc. shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games.
3. No part of the earnings shall do to the benefit of any private shareholder or individual: no substantial part of the activities is for carrying on propaganda, or otherwise attempting to influence legislation, and does not participate in or intervene in any political campaign of behalf of any candidate for public office.

**Article III** **Membership**

1. 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 the Local League.
   2. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.
2. Eligibility- Any person sincerely interested in active participation to affect the objective of The Hancock Little League; Inc. may apply to become a member.
3. Classes- There shall be the following classes of members.
   1. Player Members- Any child, regardless of race, creed, or religious belief, meeting the requirements as to age and residence as set forth in the Rules of Little League Baseball, Inc. shall be eligible for this membership in The Hancock Little League, Inc.
   2. Regular Members-
      1. Only Regular Members in good standing are eligible to vote at any meeting.
      2. To be in good standing, a member cannot miss 3 or more consecutive meetings
      3. Any member, including members of the League Council, not in good standings can have membership terminated by the Executive Board.
   3. All officers, league council members, managers, and other elected officials must be active Regular Members in good standing.
   4. Suspension or Termination- Membership may be terminated by resignation or action of The League Council.
      1. The League Council, buy 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 of any class when the conduct of such person is considered detrimental to the best interests of The Hancock Little League, Inc.

* + 1. The member involved shall be notified of such meeting, informed of the general nature of the changes, and given an opportunity to appear at the meeting to answer such charges.
    2. The League Council shall, in the case of a Player Member, give notice to the manager of the team of which the player is a member. Said manager shall appear, in the capacity of an advisor, the player before a duly appointed committee of the League Council, which shall have full power to suspend or revoke such player's right to future participation.
    3. Any complaint against any member shall be submitted in writing with a signature to the League President.

**Article IV The League Council**

1. The governing body of The Hancock Little League, Inc. shall be known as The League Council.
2. The League Council shall consist of not less than six (6) nor more than Fifteen {15) members.
   1. This membership should include the four elected officers, the player agent, the safety officer and the vice president from each division.
   2. The president, vice president, secretary, treasurer, player agent and safety officer must be elected by the membership within the League Council.
   3. These members once elected shall immediately begin the performance of their duties.
3. At the annual meeting, The League Council shall elect from its regular membership a President, a Vice-President, a Secretary, a Treasurer, a Player Agent, and a Vice President for each division for the new year.
4. The aforementioned officers shall hold office for one (1) year but are eligible for re-election.
5. All matters pertaining to the policy of The Hancock Little League, Inc. shall be decided by the vote of The League Council.
   1. Five (5) members of the Council shall constitute a quorum for the transaction of business.
   2. No motion shall be carried without a favorable vote from the majority of those members present at a meeting.
6. If any vacancy occurs in The League Council, it may be filled by majority vote of the remaining members at any regular or specially called meeting.
7. The League Council and the President shall have the power to appoint committees and to delegate powers of them.
8. The League Council may adopt such rules and regulations for the conduct of its meetings and the management of The Hancock Little League, Inc. as it may deem necessary.

**Article V Meetings**

1. Monthly meetings will be held on the First Sunday of each month. (unless special reasons)
2. During Months of February thru June, at least 1 manager, coach, or team mom from each team within league should/must be in attendance to each of those monthly meetings.
3. A majority of the members present shall constitute a quorum and a majority vote of those present shall govern.
4. Upon a written request of ten (10) Regular Members, the President shall call a special meeting to consider a special subject.
   1. No decision must be made at this meeting.
   2. No business other than that specified in the written request shall be discussed.
5. Notice of Meeting. Notice of each General Membership Meeting shall be delivered personally, electronically or by mail to each Member at the last recorded address at least ten (10) days

days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

1. 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. (Those eligible to take part at meetings of the Board of Directors are described in Article III.)
2. Special General Membership Meetings. Special General Membership Meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of seven (7) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than ten (10) days after the request is received by the President or Secretary.
3. Robert's Rules of Order shall govern the proceedings of all meetings, except where some conflict with the Constitution or By-Lays of The Hancock Little League, Inc. may occur.

**Article VI Officers**

1. Elections
   1. In September, all Regular Members (anyone in attendance for this meeting only) regardless of standing shall elect a new League Council for the upcoming year. This Council will consist of no more than fifteen (15) members.
   2. Immediately following election of the new League Council, the Council shall meet for the purpose for electing officers within the Council.
   3. **Absentee Ballot.** For the expressed purpose of accommodating a Regular Member in good standing who cannot attend the Annual Meeting, or any General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the League. The absentee ballot shall be properly completed, signed and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.
2. The officers of The Hancock Little League, Inc. shall consist of a President, one or more Vice Presidents, a Secretary, a Treasurer, a Player Agent or Agents, and a Safety Officer all of whom shall hold office for the ensuing year or until their successors are duly elected.
3. The League Council may appoint such other Officers or Agents as is may deem necessary or desirable, may prescribe the powers and duties of each and may fill any vacancy which may occur in any office or position.
4. The President shall:
   1. Conduct all affairs of The Hancock Little League, Inc. and execute the policies established by the League Council.
   2. Present a report of the condition of The Hancock Little League, Inc. the annual meeting.
   3. Investigate complaints, irregularities, and conditions detrimental to The Hancock Little League, Inc. and report to the League Council as circumstances warrant.
   4. Prepare and submit an annual budget to The League Council and be responsible for the proper execution thereof.
   5. With the assistance of the League Council, examine the application and proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.
5. In case of the absence of the President and provided he or she is authorized by the President or Council to do so, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers and responsibilities of that office.
6. The Secretary shall:
   1. Be responsible for recording the activities of The Hancock Little League, Inc. and maintain appropriate files, mailing lists, and necessary records.
   2. Keep the minutes of all the meetings of The Hancock Little League, Inc. and cause them to be recorded in the book kept for that purpose.
   3. Conduct all correspondence.
   4. Notify all Members, Council Members, Officers, Managers, and Committee Members of their election or appointment.
   5. Publicize notices for all meetings.
   6. Perform other duties that may be assigned by The League Council.
7. The Treasurer shall:
   1. Receive all monies and securities, and deposit same in a depository approved by The League Council.
   2. Keep records for the receipt and disbursement of all monies and securities of The Hancock Little League, Inc. (including the Women's Auxiliary), approve all payments from allotted funds, and draw checks thereof.
   3. Prepare an annual budget, under the direction of the President, for submission to The League Council.
   4. Prepare an annual financial report, under the direction of the President, for the submission to The League Council.
   5. Perform other duties that may be assigned by The League Council.
8. The Player Agent shall:
   1. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
   2. Conduct the player draft and all other player transactions.
   3. Prepare the Player Agent's list.
   4. Prepare for the President's signature and submission to Little League Headquarters the team rosters, including players claimed and Tournament Teams and All-Star Teams eligibility affidavits.
   5. Record all player transaction and maintain an accurate and up-to-date record thereof.
   6. Notify the Hancock League Council and Little League Headquarters of any subsequent player replacements or trades.
   7. Perform any other duties that may be assigned by The League Council.

**Article VII Managers, Coaches, and Umpires**

1. Managers of competitive teams shall be selected and approved annually by The League Council.
   1. Managers shall be responsible for the selection of their teams and for their actions on the field.
   2. Managers of each team shall appoint at least one (1) but not more than two (2) coaches to assist the manager in his or her team duties.
   3. Appointed coaches shall be approved by The League Council.
   4. The manager of the home team shall be responsible for the raising the flags, opening the restrooms, and lining the ball field prior to the start of that game.
   5. The manager of the home team shall be responsible for lowering the flags and locking the restrooms after the game and prior to leaving the field area.
   6. Both managers and coaches are responsible for maintenance and cleanness of dugouts and storage area.
   7. Coaches and Managers will be required to attend meetings in months of February, March. April, August, and September.
2. Umpires shall be appointed annually by The League Council, who shall be responsible for their assignment and for their actions on the field.

**Article VIII Afflation**

1. The Hancock Little League, Inc. shall annually apply for the charter from Little League Baseball, Inc. and shall do all things necessary to obtain and maintain such charter.
2. The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, PA, shall be binding The Hancock Little League, Inc.
3. The local rules and by-laws for this league shall be adopted by The League Council at a meeting to be held not less than one (1) month previous to the first scheduled games of the season but shall no way conflict with the Rules of Little League Baseball, Inc.

**Article IX Financial Policy**

1. The League Council shall decide all matters pertaining to the finances of The Hancock Little League, Inc. and shall place all income (including Auxiliary fund) in a common league treasury, under the custody of the league treasurer.
2. The League Council shall direct all expenditures of finances in such a manner as will show no bias or partiality to any individual, group of individuals, or teams.
3. The League Council shall discourage the contribution of funds to individuals or teams but may solicit contributions for the common League Treasury.
4. The League Council shall not permit the disbursement of The Hancock Little League, Inc. funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Inc.
5. No Council member, officer, or other member of The Hancock Little League, Inc. shall receive (directly or indirectly) any salary, compensation, or emolument from the league for services rendered as council member, officer, or other member.
6. All monies received, including Auxiliary funds, shall be deposited to the credit of The Hancock Little League, Inc. in the Citizen's National Bank.
   1. All disbursements of funds shall be made by check.
   2. All checks shall be signed by The Hancock Little League Treasurer and/or such other officer or officers as The League Council shall determine.
   3. No purchase should be made without prior approval of the Executive Committee if greater $400. All cash transactions require a receipt (i.e. Umpire Fees)
7. The fiscal year of The Hancock Little League, Inc. shall begin on the first day of October and shall end on the last day of September.
   1. All treasury books must be audited once a year by the Executive Board.
   2. The audit should be done during the month of September.
8. Upon dissolution of The Hancock Little League, Inc. and after all outstanding debts and claims have been satisfied, the regular members shall distribute the property of The Hancock Little League, Inc. to such other organization or organizations maintain an objective similar to that set forth herein, which are may be entitled to exemption under Section 501 ©93) of the Internal Revenue Code or any future corresponding provision.

**Article X** **Other Committees**

1. The League Council or President may appoint a nominating committee consisting of three (3) Council Members and other appointed regular members.
   1. This committee shall investigate and consider candidates and submit at the annual meeting a slate of candidates for next year's League Council.
   2. The committee shall then submit for consideration by The League Council a slate of officers.
2. The League Council or President may appoint a Finance Committee consisting of not less than three (3) not more than five (5) council Members.
   1. The Treasurer shall be an ex-officer member of this committee.
   2. This committee shall investigate ways and means of financing The Hancock Little League, Inc. including team sponsorships and submit recommendations.
   3. This committee shall be responsible for taking up collections at all games and immediately turning the money over to the Treasurer.
3. The League Council or President may appoint a building, grounds, and property committee consisting of the Player Agent and up to two (2) other Regular Members.
   1. The committee shall be responsible for repairs and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.
   2. This committee shall investigate and recommend suitable playing sites and plans for development when needed.
4. The League Council or President may appoint an Auxiliary Committee consisting of the Treasurer, two (2) other Council Members and other Regular Members.
   1. This committee shall coordinate the activities of the Auxiliary.
   2. This committee shall be responsible for the running of the concession stands at each ballgame.
   3. The League Council shall approve in advance all projects and actions of the Auxiliary.
5. The League Council or President should appoint a Minor League Committee consisting of three
6. Regular Members.
   1. The Chairperson of this committee shall be the Minor League Vice-President.
   2. This Vice-President shall be responsible to The Hancock Little League President for the proper conduct of the Minor League operations.
7. The League Council or President may appoint other committees as the need arises.

**Article XI Amendments**

1. The Constitution or any section thereof may be amended or repealed by two-thirds vote of The League Council present at any stipulated meetings.
2. The wording of these changes must have been read by the President and placed in the minutes by the Secretary at the previous regular meeting.