



## **Murrayhill Little League Constitution & By-Laws Amended and Restated**

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### **Article 1 – Name**

This organization shall be known as Murrayhill Little League, hereinafter referred to as "MHLL"

### **Article 2 – Objective**

Section 1. The objective of MHLL shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow up to be good, descent, healthy and trustworthy citizens.

Section 2. To achieve this objective MHLL will provide a supervised program under the Rules and Regulations of Little League Inc. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Service Code, MHLL will operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball for boys and girls. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

### **Article 3 – Membership**

Section 1. Eligibility – Any person sincerely interested in active participation to affect the objectives of MHLL may apply to become a member.

Section 2. Classes – There shall be three classes of membership.

Player Members. Any player candidate meeting the eligibility requirements of Little League Inc. regulation IV and who reside within the authorized boundaries of MHLL, shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of MHLL.



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Regular Members. Any person actively interested in furthering the objectives of MHLL may become a regular member. All Board Members, Committee Members, Managers, Umpires and other elected or appointed officials must be active Regular Members in good standing.

Honorary Members. Any person may be elected as an 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 MHLL.

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

Section 3. Other Affiliations. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group in order to qualify for membership in MHLL. Regular Members should not be actively engaged in the promotion and/or operation of any other baseball or softball program running concurrently with the MHLL program.

Section 4. Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors, by a two-thirds vote of those present at a 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 detrimental to the best interest of MHLL or Little League Baseball Inc. The member notified of such meeting, informed of the general nature of the detrimental conduct and given the opportunity to appear and answer such allegations of detrimental conduct.

The Board of Directors, in the case of a Player Member, shall 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, with the player before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke the player's right to future participation.

### **Article 4 – Dues**

Section 1. Dues – Dues for Regular Members may be fixed at amounts, as the Board of Directors shall determine prior to the beginning of any membership period.



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Section 2. Members who fail to pay their fixed dues within 30 days from the time they become due, may by vote of the Board, be dropped from membership and forfeit all rights and privileges of membership.

Section 3. PAYMENT OF ANY FEE SHALL NOT BE A PREREQUISITE FOR PARTICIPATION IN THE MHLL PROGRAM.

### **Article 5 – Meetings**

Section 1. Annual Meeting - Shall be held each year for the purpose of electing a Board of Directors and providing members with reports on condition of the league. The annual meeting shall be held the first Thursday in October. After the Board of Directors is elected, the Board shall then meet to elect the President.

Section 2. Notice of Meeting - The President shall post a written notice on the official MHLL web site at least 10 days in advance of the Annual Meeting. The President shall also notify all of the past seasons Managers, Division Coordinators and current board members via email or in writing of the meeting and request they notify their player's parents, managers and/or any other members not mentioned.

Section 3. Special Meetings - The President may call special meetings from time to time without the need for written notice, so long as a good faith effort is made to notify the membership.

Section 4. Quorum – The presence in person 25 of the members, or a number or percentage acceptable to MHLL Regular Membership in advance of the annual meeting, shall be necessary to constitute a quorum.

Section 5. Voting - Each member shall be entitled to one vote, in person and no proxy votes shall be allowed.

### **Article 6 – Board of Directors**

Section 1. Board and Number – The management of the property and affairs of MHLL shall be vested in the Board of Directors. The number of Directors shall be not less than four (4) and no more than twelve (12). The Directors shall be elected by a majority vote at the annual meeting. The Directors upon election shall immediately enter upon their duties and shall continue in office until their successors are elected and qualified.



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Section 2. Director Removal - Directors shall be removed with or without cause, at a special meeting called for that purpose by a two thirds (2/3) vote of the members present at such meeting.

Section 3. Vacancies - If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at a meeting called for that purpose.

Section 4. Annual Election and Term of Office – At each annual meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. All elections of Directors shall be by majority vote of all members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

Section 5. Duties and Powers – The Board of Directors shall have the power to appoint such committees as it shall determine, and delegate such powers as the Board deems advisable. The Board shall have the power by a two- thirds (2/3) vote at any regular or special meeting to discipline, suspend or remove any Director, officer, or member of the league. The membership shall receive at the annual meeting of the members, a report verified by the President and Treasurer, showing the whole amount of real and personal property owned by MHLL, where located and where and how invested, the amount and nature of the property acquired during the year immediately preceding; the amount applied, appropriated or expended during the year preceding such date, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made, that report shall be made a part of the records of the league. A copy of such report shall be forwarded to Little League Inc. headquarters.

Section 6. Meetings, Notice and Quorum - Regular meetings of the Board of Directors shall be held immediately after the annual election and on such days thereafter as shall be determined by the Board.

Section 7. Conflicts on the Board – If a Board member, or the spouse or child of a Board member, is the subject of any action by the Board of Directors, (either disciplinary or as a candidate for any position within the league), the affected Board member shall excuse themselves from the meeting room during discussion of the subject person. Upon completion of discussion, the Board member may re-enter and will be allowed to speak on behalf of the subject person. Any vote taken in these circumstances will be conducted by secret ballot. The affected Board member may vote for themselves, their spouse, or their child as a duly elected Board member.



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The President or the Secretary may, whenever any of them deem it advisable, and the Secretary shall, at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Notice of the meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by other means or personal notice twenty four hours (24) preceding the meeting. In the case of a special meeting, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting. Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business.

### **Article 7 - Officers, Duties and Powers**

Section 1. Election - Immediately following the annual meeting, the Directors present provided there be a quorum, shall meet for the purpose of electing Officers and appointing committees for the ensuing year.

Section 2. Officers (12) - The Officers of MHLL shall consist of the President, Vice-President/Secretary, Treasurer, Player Agent, Vice-President/Baseball, Vice-President/Softball, Vice President/Sponsorship, Vice President/Equipment, Vice President/Uniforms, Vice President/Volunteer Coordinator, Vice President/Safety Officer and Vice President/THPRD Representative all of whom shall hold office until their successors are duly elected. (Regulation 1.b.)

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 and may fill any vacancy which may occur in any office. Appointed Officers or agents shall have no vote on actions taken by the Board of Directors, unless such individuals have been elected to fill a vacancy on the Board. The President may appoint other Officers or agents as deemed necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any officer or agent. The Directors or President may remove officers with or without cause.

Section 3. President – The President shall:

- A. Conduct the affairs of MHLL and execute the policies established by the Board.
- B. Present a report on the condition of MHLL at the annual meeting.
- C. Communicate to the Board, such matters as deemed appropriate, and to make such suggestions as may tend to promote the welfare of MHLL.



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- D. Be responsible for the conduct of MHLL in strict conformity with the policies, principles, rules and regulations of Little League Baseball Inc., as agreed under the terms and conditions of the charter issued MHLL by that organization.
- E. Designate in writing, other officers if necessary, to have the power to make and execute for and in the name of MHLL such contracts or leases he/she may receive and which have not had prior approval of the Board.
- F. Investigate complaints, irregularities and conditions detrimental to MHLL and report there onto the Board as circumstances warrant.
- G. Prepare and submit an annual budget to the Board and be responsible for the proper execution thereof.
- H. With the assistance of the Player Agent, examine the application and support proof of age documents of every player candidate and certify to residency and age eligibility before the player may be accepted for evaluation and selection to a team.
- I. Additional duties as described in the annual Little League Official Rules, By-Laws and Operations Manual.

### Section 4. Vice-President/Secretary –

- A. In case of the absence or disability of the President, and provided he/she is authorized by the President or the Board to so act, the Vice-President shall perform the duties of the President, and when so acting, shall have the powers of that office, and shall have such other duties as from time to time may be assigned by the Board or by the President.
- B. Be responsible for recording the activities of MHLL and maintain appropriate files, mailing lists and necessary records.
- C. Perform such duties as 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.
- D. Maintain a list of all Regular Members, Directors and Committee Members and give notice of all meetings of MHLL, the Board of Directors and Committees.
- E. Keep the minutes of the meetings of the Members and the Board of Directors and cause them to be recorded in a manner consistent with maintaining a permanent factual record of the proceedings.
- F. 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.



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- G. Notify Members, Directors, Officers and Committee Members of their election or appointment.

### Section 5. Treasurer – The Treasurer shall:

- A. Perform such duties as 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 same in a depository approved by the Board of Directors.
- C. Keep records for the receipt and disbursement of all monies and securities of MHLL, approve all payments from allotted funds and draw checks therefore in agreement with the policies established by the Board. All disbursements by check must have dual signatures.
- D. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors.
- 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.

### Section 6. 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 membership and assist the President in checking the residency and age eligibility.
- C. Conduct the player draft and all other player transaction or selection meetings.
- D. Prepare the Player Agent's list of player members for the Division Coordinators.
- E. Prepare for the Presidents signature and submission to Little League Inc., team rosters, including players claimed and the tournament team eligibility affidavit.
- F. Notify Little League Inc. of any subsequent replacements or trades.

### Section 7. Vice President/Baseball – The Vice President/Baseball shall:

- A. Organize and help out with the baseball clinics.
- B. Organize and run the baseball tryouts.
- C. Help with the Minor and Major draft.
- D. Along with the President, field and respond to upset/irate Parents.
- E. Along with the President, interview and select the Minor and Major Managers.



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- F. Schedule all the Minor and Major games.
- G. Responsible for scheduling the practices for Minors and Majors.
- H. Conduct manager meetings for the Minors and Majors.
- I. Provide the T-Ball, Coast and Farm coordinators with fields to play on. Help schedule if necessary.
- J. Help the Umpire coordinator find umpires for the games.
- K. Help the equipment coordinator with distribution and return of uniforms/equipment.
- L. Organize summer/fall ball.
- M. Participate in the selection of postseason teams.

### Section 8. Vice-President/Softball – The Vice President/Softball shall:

- A. Organize and help out with the Softball clinics.
- B. Organize and run the Softball tryouts.
- C. Help with the Minor and Major draft.
- D. Along with the President, field and respond to upset/irate Parents.
- E. Along with the President, interview and select the Minor and Major Managers.
- F. Schedule all the Minor and Major games.
- G. Responsible for scheduling the practices for Minors and Majors.
- H. Conduct manager meetings for the Minors and Majors.
- I. Provide the Coast and Farm Managers with fields to play on. Help schedule if necessary.
- J. Help the Umpire coordinator find umpires for the games.
- K. Help the equipment coordinator with distribution and return of uniforms/equipment.
- L. Participate in the selection of postseason teams.

### Section 9. Vice President/Sponsorship – The Vice President/Sponsorship shall:

Organize letters and send to solicit past sponsors.

- A. Search for new sponsors.
- B. Print and distribute sponsor banners to teams.
- C. Recognize sponsors via thank you letters, web acknowledgement.
- D. Pick up and distribute team picture plaques to each sponsor.

Section 10. Vice President/Equipment – The Vice President/Equipment is responsible for the procurement, receiving and distribution of the leagues equipment to the applicable level of Baseball or Softball.



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Section 11. Vice President/Uniforms – The Vice President/Uniforms is responsible for the procurement, receiving and distribution of the leagues uniforms to the applicable level of Baseball or Softball.

Section 12. Vice President/Volunteer Coordinator – The Vice President/Volunteer Coordinator shall:

- A. Picture Day set up. Organize all teams and assign picture time. Work with photographer on picture day or find a volunteer. Distribute pictures to appropriate teams.
- B. Coordinate volunteers to run t-ball, coast and farm. Make sure all players and coaches are properly assigned to correct level. Help with or do game schedules for t-ball and coast. Help t-ball and coast coordinators throughout season.
- C. Attend Coaches meeting and explain t-ball and coast rules and guidelines
- D. Help with farm tryouts and distribution of players.
- E. MHLL yearbook. Compile all information, format and complete. Distribute to appropriate teams. (Or find a volunteer to do!)

Section 13. Vice President/Safety Officer – The Vice President/Safety Officer shall:

- A. Prepare annual safety plan for Williamsport (8hr project).
- B. Submit safety report to Williamsport for approval and insurance savings.
- C. Sort old first aid kits.
- D. Order and pick up necessary first aid supplies to complete kits.
- E. Complete and finish enough first aid kits for all MHLL teams.
- F. Prepare first aid handbook for coaches.
- G. Prepare necessary coaches class to meet Little League requirements.
- H. Run coach's safety and first aid course.
- I. Document all injuries.
- J. If necessary, prepare proper paper work to submit for injury claims.

Section 14. Vice President/THPRD Representative – The Vice President/ THPRD Representative shall:

- A. Attend monthly THPRD fields meeting representing MHLL.
- B. Report all information regarding fields to MHLL Board.
- C. Make recommendations on field improvements.
- D. Coordinate surface distribution to MHLL fields.



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### **Article 8 - Managers, Coaches and Umpires**

Section 1. Team Managers and Coaches. Shall be appointed annually by the President, and be approved by the Board of Directors. Managers shall be responsible for the selection of their teams (when applicable) and for their actions on the field. (Regulation 1 (b))

### **Article 9 – Affiliation**

Section 1. Charter – MHLL shall annually apply for a charter from the Little League Baseball Inc. and shall do all things necessary to obtain and maintain such charter. MHLL 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 the Little League Baseball Inc., Williamsport, Pa., shall be binding on MHLL.

Section 3. Local League Rules – The local rules of MHLL shall be adopted by the Board of Directors at a meeting at least one month prior to the beginning of the first game, but shall in no way conflict with the rules and regulation of Little league Inc.

### **Article 10 – Financial and Accounting**

Section 1. The Board of Directors shall decide all matters pertaining to the finances of MHLL and it shall place all income in a common league treasury, directing the expenditure of same in such manner as will give no individual or team and advantage over those in competition with such individual or team.

Section 2. The Board shall not permit the contribution of funds or property to individual teams, but shall solicit same for the common treasury of the league, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the league.

Section 3. The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised be placed in the league treasury.



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Section 4. The Board shall not permit the disbursement of funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball Inc.

Section 5. No Director, Officer or Member of MHLL shall receive, directly or indirectly any salary compensation or emolument from MHLL for services rendered as a Director, Officer or Member.

Section 6. The fiscal year of MHLL shall begin on the first day of October and end on the last day of September of each year.

Section 7. Distribution of Property Upon Dissolution – Upon dissolution of MHLL and after all outstanding claims have been satisfied, the Members shall direct the remaining property of MHLL to another federally incorporated entity which maintains the same objectives as set forth herein, which are or may be entitled to exemption under internal revenue code provisions.

### Article 11 - Amendments

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the members provided notice of the proposed change is included in the notice of such meeting. Draft of all proposed amendments shall be submitted to Little League Baseball, Inc. for approval.

### Article 12 – Conduct of Meetings

All meetings shall be conducted in accordance with Robert’s Rules of Order, revised

\_\_\_\_\_ Date \_\_\_\_\_  
President

\_\_\_\_\_ Date \_\_\_\_\_  
Secretary