

2023

HENDERSON COUNTY LITTLE LEAGUE



Constitution

**A Division of
Little League Baseball, Inc.**

**For online information:
www.hcyb.org**

Henderson County Little League Constitution

Table of Contents

Part A---General

Article I	Objective/Mission Statement
Article II	Board Members and General Duties
Article III	Election of Officers
Article IV	Specific Duties of Board Members
Article V	Financial Review and Purchases
Article VI	Quorum
Article VII	Boundaries
Article VIII	Facilities
Article IX	Sportsmanship
Article X	Registration Fee
Article XI	Sponsorship Fee
Article XII	Umpires
Article XIII	Official Scorekeeper
Article XIV	Trophies
Article XV	Protest Committee
Article XVI	Emergency Board Meeting

Henderson County Little League Constitution

Article I: Objective/Mission Statement

Henderson County Little League (HCLL) is a volunteer-driven, 501 (c) 3 non-profit organization affiliated with Little League International. HCLL strives to provide a safe, fair, fun, first class environment for children ages 4-16, regardless of skill level, to learn the game of baseball and softball. Our volunteers, including board members, managers, coaches, and parents, strive to provide proper guidance to shape the foundations of Henderson County's youth. These foundational principles include integrity, respect, sportsmanship, discipline, teamwork, competition, skill development, physical fitness, and friendship. We want the memories made, the friendships created, and the lessons learned to last a lifetime. Our core goal is to develop stronger individuals and thus a stronger community centered around a love for America's pastime, Baseball and Softball.

Article II: Board Members and General Duties

Article 2.01 Current Board Members

At a minimum the following officers will make up the Board, and will have authority to handle all League matters, and vote on any changes that they deem necessary. The Board will have the authority to rule on anything not covered in the following bylaws, and to penalize any violations of the bylaws, or any action by the coaches, parents, or players, that they deem detrimental to the League.

Board - Executive Committee

President	Adam Arrowood
Vice President - Baseball	Chris Pappas
Vice President - Softball	Amy Evans
Secretary	Brad Butterfield
Treasurer	Rudy Chacon
Safety Officer	Dakota Wolfe

Board - Committee

Player Agent - Baseball	Steven Shillinglaw
Player Agent - Softball	Jonathan Wiener
Sponsor Representative	Brittany Carriker
Social Media Director	Dustin Whitaker
Equipment Manager	Chris Pappas
Uniform Manager	Amanda Arrowood
Tee Ball VP	John Lively
6U Baseball VP	Brian Holloway
8U Baseball VP	Kiah Robertson
10U Baseball VP	John Downey
12U Baseball VP	Brooks Owenby
14U/16U Baseball VP	Jeff Harvey
6U Softball VP	Lynn Brown
8U Softball VP	Daniel Peninger
10U/12U Softball VP	Heather Delaney
Concession Manager	Rudy Chacon

Article 2.02 General Duties of Board Members:

- Control general account funds.
- Control purchases and expenses pertaining to HCLL from the general account fund. Make vendor choice decisions on major purchases. (Ex. Uniforms, machines, etc.)
- Schedule & coordinate team pictures.
- Coordinate sponsors.
- Media for league events.
- Concession concerns.
- Liaison to Little League and HCPRD.
- Coordinate maintenance and building issues for the league.
- Schedule field usage and coordinate times for baseball accordingly.
- Make the final decisions on all bylaws based on legality purposes, ethical reasons and safety matters.
- Set league event dates. (Ex. Opening & Closing ceremonies, Picture Day, Registration and Evaluation Day)
- Set sponsor and registration fees for the league.
- Full control of Part “A” General Bylaws.
- Shall make all major and final decisions.
- Duties include all prior but are not limited to only preceding duties.

NOTE: Any change to the responsibilities of the Board will require written notification to the Board of proposed change at least seven (7) days prior to the meeting where the change will be voted on. A change will require a 2/3 majority vote. Absentee votes will be accepted.

Article III: Election of Officers

All officers of the HCLL Board will be elected yearly and perform duties in accordance with the HCLL Little League constitution on file with District Administrators. All members will be voted on after the Fall Season and will serve through for one (1) calendar year.

Article IV: Duties of HCLL Board Officers

Article 4.01 President

The President shall:

- Conduct the affairs of The League and execute the policies established by HCLL constitution
- Present a report of the condition of The League at the Board Meetings.
- Be responsible for the conduct of The League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to The League by that organization.
- Designate in writing other officers, if necessary, to have power to make and execute decisions for/and in the name of HCLL.
- Investigate complaints, irregularities and conditions detrimental to HCLL and report to the Board as circumstances warrant.
- With the assistance of the Player Agent, examine the application and support proof-of-age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.

Article 4.02 Vice President (s)

The Vice President(s) shall:

- Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board so to act. When acting, the Vice President shall have all the powers of that office.
- Perform such duties as from time to time may be assigned by the Board or by the President.

Article 4.03 Secretary

The Secretary shall:

- Be responsible for recording the activities of HCLL and maintain appropriate files, mailing lists and necessary records.
- 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.
- Keep the minutes of the meetings of the Board and cause them to be recorded in a book kept for that purpose.
- Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

Article 4.04 Treasurer

The Treasurer shall:

- Perform such duties as are herein set forth and such other duties as are customarily to the Office of Treasurer or may be assigned by the Board.
- Receive all moneys and securities, and deposit same in a depository approved by the Board
- Keep records for the receipt and disbursement of all monies and securities of HCLL, approve all payments from allotted funds and draw checks in agreement with policies established in advance of such actions by the Board.
- Prepare an annual budget, under the direction of the President, for submission to the Board at the Annual Meeting.
- Prepare an annual financial report, under the direction of the President, for submission to the Board at the Annual Meeting, and to Little League International.

Article 4.05 Safety Officer

The Safety Officer shall:

- Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.
- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.

NOTE: In order to implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Officer:

- (1) Education – Should facilitate meetings and distribute information among participants including players, coaches, umpires, league officials, parents, guardians and other volunteers.
- (2) Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
- (3) Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

Article 4.06 Player Agent

The Player Agent shall:

- Record all player transactions and maintain an accurate and up-to-date record.
- Receive and review applications for player candidates and assist the President in verifying residence and age eligibility.
- Conduct the evaluations (with assistance of age group (AG) VPs), the player draft and all other player transaction or selection meetings. Put in evaluation ratings for all age groups with assistance of AG VP's.
- Prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit.

Article 4.07 Sponsor Representative

The Sponsors Representative shall:

- Solicit and secure local sponsorships to support league operations.
- Collect and review sponsorship opportunities;
- Maintain records of monies secured through sponsorship initiatives

Article 4.08 Equipment Manager

The Baseball Equipment Manager shall:

- Assist with registration and evaluation for both Spring and fall seasons.
- Order all equipment, and supplies purchased for the league.
- Distribute and collect with assistance by Division VP's all equipment after Spring, All-Star and fall seasons.
- Keep a spare set of keys for facilities.
- Coordinate with the assistance of the 8u Baseball Age group VP the setting out and taking down of all pitching machines for all 8u baseball games.
- Keep Spring and Fall equipment hand-out and records or all equipment returned by managers.
- Report to the Board by February 1st the estimated cost of necessary equipment for Spring and Fall seasons.
- Inform all Division VP's of equipment hand-out and turn-in dates for their Managers for Spring and Fall seasons.
- Inform all Division VP's of their managers that have not turned in equipment at the end of team play in Spring and Fall.
- Inform Board of team awards to be held due to equipment not turned in prior to awards presentations.

Article 4.09 Uniform Manager

The Uniform Manager shall:

- Gain quotes from two separate sources per year for league uniforms.
- Order all uniforms for the league, spring, all-star and fall seasons.
- Distribute and collect with assistance by Division VP's all uniforms for Spring, All-Star and fall seasons.
- Keep inventory of all extra uniform items.

- Present uniform quotes to board for vote before February 1st.
- Inform all Division VP's of uniform hand-out dates for their Managers for Spring and Fall seasons.

Article 4.10 Age Group Vice-President(s)

The Age Group VP shall:

- Assist with registration for both Spring and fall seasons.
- Organize and conduct player evaluations for respective divisions including providing evaluation sheets for coaches and organizing player check-in for both Spring and fall seasons.
- Promote baseball within your age division.
- Be responsible for all players, coaches, and parents within the division.
- Attend and assist as needed with player draft within your division.
- In coordination with the player agent, assist with preparation of team rosters for each team within the division for Spring, All-Star and fall seasons.
- Review and approve regular season and tournament schedules. (Any conflicts with the schedule after the start of the season must be resolved within the division and approved by the President or Vice-President.)
- Work closely with division coaches throughout the Spring and Fall seasons.
- Division Vice Presidents will handle all disciplinary problems within the age division whenever possible. Parents and Coaches should be notified of the rules at the beginning of the season, and to contact the Division Vice Presidents before contacting the President. Any player, manager or coach disciplined will be noted in the official score book and signed by both managers. The Division Vice Presidents will report all disciplinary actions to the President.
- Responsible for communicating ALL information to coaches from the Board such as equipment issues, team picture dates, award dates, uniform information, etc.
- Responsible for distribution of all awards to their respective division coaches for Spring and Fall seasons.
- Responsible for running any Post-Season Tournament hosted by Henderson County Youth Baseball in their respective division.
- Inform Board at end of Fall season of any needed changes in local or Little League rules, or relative problems, comments, for their respective division.

Article 4.11 Other responsibilities of Board Members

- Required to attend all scheduled meetings
- All board members are required to assist with league events highlighted below:
 - Opening/Closing day
 - Banner hang-up and take down
 - Shed cleanout
 - Coaches meeting/draft
 - Picture day
 - Evaluations
 - All-Star/State Tournaments
 - ETC...
- When given at least 7 calendar days notice: missing two of these scheduled events will result in not being allowed to participate on the board the following year. Missing three will be grounds for removal from the board for the current year.

- All board members will sign a board member agreement stating they know these rules and will abide by them.

Article V: Financial Review and Purchases

- Any purchase of \$500 or more must have Board approval.
- All purchases will require the President's, or if unavailable, the Vice President's, prior approval.
- The Board must be presented with original expense receipts and deposit slips upon request.
- All checks must be signed by the President or Vice-President and Treasurer.

Article VI: Quorum

- All HCLL actions require a majority vote of members present at a Board meeting.
- A Quorum is defined as 5 Board members.
- Every effort will be made to vote only when a quorum is present. However, at the President's discretion a vote may be held with only the members present at a previously scheduled meeting and also votes received by proxy/email so that League business may proceed.

Article VII: Boundaries

The charter boundaries are all of Henderson County.

Article VIII: Facilities

The League will assign Fields and schedules. The Division VP and/or player Agent must approve changes in fields and/or schedules for baseball.

Article IX: Sportsmanship

- Unsportsmanlike behavior by a manager, coach, player or fan may lead to ejection from the game. The umpire must give a warning for the first offense on minor infractions. Flagrant or major infractions do not require a warning.
- If a manager, coach, or fan is ejected from the game, they must leave the park.
- Any ejected manager or coach must meet with the Division VP and President to explain their actions and will be suspended for one game.
- If a manager or coach is ejected for a second time, based upon a Board decision, they will be suspended for two games.
- No manager, coach, player, or fan can harass or intimidate a player on any team by making direct or indirect verbal remarks. "Chatter" intended to distract an opposing player is not allowed.
- No one, other than a scorekeeper, will be allowed to view a ballgame from directly behind the backstop; this will be enforced by the field umpire.
- Each team must complete official time or inning as established by the head umpire, unless weather does not allow completion of time/innings. Any indiscretion of early removal of a team shall result in a forfeit and suspension to team manager as decided by age VP.
- Any player involved in a fight will be suspended for two games and the VP will resolve the issue.
- Chatter is not allowed.

Article X: Registration Fee

- The registration fee for all players in the HCLL program will be set by a Board vote before every season. This fee must be paid at the time of registration. A fee will also be charged for returned checks.
- If the registration fee is not paid, that player cannot play. If they do play, the affected games will be forfeited.

Article XI: Sponsorship Fees

- A sponsorship fee set by Board vote will be charged for each team every season.
- Any manager or team member may not contact sponsors for additional equipment, uniforms, etc. The Board must make this type of contact.

Article XII: Umpires

- Umpires will be paid by HCLL League.
- The game is under the complete jurisdiction of the umpires.
- All umpires will meet at field #2 concessions to have the final authority as to whether a game should be played or discontinued because of weather, or other similar interruptions, once a game begins. A game may be cancelled by the HCLL.
- Neither umpire can overrule a JUDGEMENT call by the other umpire unless the calling umpire asks for help.
- Only the manager can consult with the umpire about a rule interpretation. Another umpire, if appealed by a manager, can overrule an interpretation.
- Managers and coaches assaulting an umpire will be removed from their position, with officials urged to follow due course of legal action.
- All umpires must wear official uniforms as per the Board.

Article XIII: Official Scorekeeper

- The home team is designated the official scorekeeper, unless one has been appointed by the league.
- In case there is a difference in the score of the two teams' score books, and the difference cannot be resolved with the umpires, the official score book will be used.
- Visiting team shall be responsible for or coordinate the scoreboard volunteer, if applicable. Scoreboards are for informational purposes only and not official, except for time-keeping purposes. See A and B above.
- The Umpire and managers will verify pitching records for each player that pitched in the game, by signing both teams' score books in ink.
- The scorekeeper/coach must notify the umpire and the opposing team's score keeper of all substitutions and lineup order changes. This includes all pitching changes.

Article XIV: Trophies

The Board, dependent upon the League's financial status, will determine the size and number of trophies for every season.

Article XV: Protest Committee

- The Board, excluding coaches of involved teams, shall decide all disputes and protests. The decision shall not violate the official HCLL Rules or Little League Rules and Regulations.
- A written protest must be filed with the Board within 48 hours of the game being protested. The game must have been protested before the next pitch is thrown, and noted in the score books.
- A protest fee of \$250 must accompany the typed protest. The protest must include a detailed description of what happened, along with the page number of the rule in question. The protest fee will be refunded if the protest is upheld.

Article XVI: Emergency Board Meetings

- An Emergency Board Meeting can ONLY be called by members of the Executive Board.
- If conduct of a Board Member is in question, the issue must be presented to the Executive Board. If a member of the Executive Board is the person of the complaint, then the issue must be presented to the next highest level Executive officer.
- The Executive Board will NOT call meetings where decisions are made without the rest of the Board notified or present.