



MOON TOWNSHIP LITTLE LEAGUE BASEBALL, INC.

P. O. Box 1042, Moon Township, PA 15108

# **Constitution And Bylaws**

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# **PREAMBLE**

The Moon Township Little League Baseball, Inc. Association is an organization of volunteer community-minded people dedicated to providing programs of recreational baseball in which any person, of league age, residing in the Moon Area School District can participate. The Association operates administratively year-round. Recreational baseball is the main product of our program but, through tournaments and special teams, we do promote competitive baseball as well.

The Association is controlled and operated under a Constitution and Bylaws using the democratic process to select its Officers and Board of Directors. The officers of the Association are President, Vice-President, Secretary and Treasurer. The Board of Directors consists of nine members who serve as Commissioners for our various leagues and activities.

# CONSTITUTION

## ARTICLE I: NAME AND PURPOSES

### SECTION 1: NAME

The name of this organization shall be the MOON TOWNSHIP LITTLE LEAGUE BASEBALL, INCORPORATED hereinafter referred to as the "ASSOCIATION".

### SECTION 2: LOCATION

The principal office of this organization shall be located in Moon Township, Allegheny County, Pennsylvania.

### SECTION 3: OBJECTIVES

- A. The purpose of this organization shall be to organize, sponsor, direct and conduct athletic, educational, cultural and social activities for the youth of our community.
- B. To purchase, take, lease or hold real and personal property to effectuate the aforesaid purpose.
- C. The Association shall be non-political, nonpartisan, and nonsectarian.

### SECTION 4: FISCAL YEAR

The fiscal year of the Association shall begin January 1 of each year and end on December 31.

### SECTION 5: INCORPORATION

- A. The Association is incorporated as a non-profit organization under the laws of the Commonwealth of Pennsylvania.
- B. In the event Moon Township Little League Baseball, Inc. shall permanently terminate its operation and dissolve, all remaining property owned by the organization will be dedicated to another 501(c) (3)-type organization or to the local municipality after all outstanding debts and claims have been satisfied.

### SECTION 6: AFFILIATION

The Association shall annually apply for a charter from Little League Baseball, Incorporated, and PONY Baseball.

### SECTION 7: BYLAWS

The Bylaws of the Association shall be the governing laws subject to this Constitution.

## ARTICLE II: MEMBERSHIP

### SECTION 1: ELIGIBILITY

- A. Any adult person in good character in the Moon Area school District who is interested in developing the welfare of our community is eligible for membership in this Association. Exceptions to this rule must be approved by the Board of Directors. (ex: Player resides in Moon Area School District, but interested family member resides outside district.)
- B. The Board of Directors shall have the final authority to determine the eligibility of an individual for membership.

## **SECTION 2: DISCIPLINARY ACTION**

- A. The Board of Directors, by a two-thirds majority, shall have the authority to discipline or suspend any manager, coach, player, or Association member whose conduct is considered detrimental to the best interests of the Association.
- B. Upon evidence of the misconduct of any Association member, participating manager, coach, or player, the Board of Directors shall notify the member or the manager of the team of which the Association member, manager, coach, or player is a member as to the general nature of the charges. Said member, or manager shall be given the opportunity to appear with the coach or player before a duly appointed committee of the Board for a hearing on the matter. This committee shall make a recommendation to the Board who by two-thirds majority vote have the full power to suspend or revoke such Association member, manager, coach or player's eligibility for future participation in the Association program.

## **ARTICLE III: MANAGEMENT**

### **SECTION 1: MANAGEMENT**

The affairs of the Association shall be directed by the Officers and the Board of Directors who shall be the governing body of the Association.

### **SECTION 2: OFFICERS**

There shall be four officers of the Association. They shall be President, Vice President, Secretary, and Treasurer. The officers will be elected by the active membership as provided for in the Bylaws to serve a one-year term.

### **SECTION 3: BOARD OF DIRECTORS**

- A. The Board of Directors consists of four elected officers and nine elected and qualified members. Four directors shall be elected each year for a two year term and one director shall be elected to a one year term. Elections will be done by secret ballot of the active members at the Annual meeting as provided for in the Bylaws. The immediate past President is a member of the Board of Directors for the following fiscal year. Should the president be either re-elected, or elected to another officer position, then one member shall be elected to the Board for a one-year term.
- B. The Directors may be eligible for re-election.
- C. The powers and duties of the Officers and the Board of Directors shall be defined in the Bylaws.
- D. The Board, by two thirds majority vote of the remaining Board members, will have grounds to dismiss any Board member who misses two consecutive meetings without contacting the President or an Officer prior to those meetings and explaining the reason for his absence, or who has exhibited conduct detrimental to the best interests of the Association.

### **SECTION 4: PERSONAL LIABILITY OF OFFICERS AND DIRECTORS**

An Officer or Director of the Association shall not be personally liable to the Association or its members for monetary damages as such including without limitation, any judgment, amount paid in settlement, penalty, punitive damages or expense of any nature (including without limitation, attorney's fees and disbursements) for any action taken, or any

Failure to take action unless the Officer or Director has breached or failed to perform the duties of his or her office under this Constitution, the Bylaws of the Association, or applicable provisions of law and the breach or failure to perform constitutes self-dealing willful misconduct or recklessness.

## **ARTICLE IV: AMENDMENTS**

### **SECTION 1: CONSTITUTION**

The Board of Directors shall determine if a proposed change or amendment to this Constitution shall be submitted to the membership for a vote. This Constitution may be amended by a majority vote to the members present at any regular or special membership meeting, provide that no such amendments shall be voted upon unless it has been read and announced at the two previous consecutive regular meetings.

Submitted for adoption by the Constitution Revision Committee.....January 2, 1963  
John Polet, Charles Ferrell, Robert Hersh, Richard Nussbaum and adopted on June 7, 1963, at the regular meeting of the Moon Township Community Baseball Association, Inc.

Re-typed February 22, 1990, with amendments of September 1, 1972; march 7, 1975; June 27, 1975; February 28, 1985 and February 2, 1990.

Submitted for revisions by the By-Laws-Constitution Committee January 16, 1997.  
Rich Krane, Dom Santeufemio and adopted on June 5, 1997, at the regular meeting of the Moon Township Little League Baseball, Inc. Retyped January, 1998 with all prior amendments and amendments of June 5, 1997.

Submitted to the Board for adoption by the Constitution and Bylaws Committee on February 17, 2000. John Levine, Donald Liskay, Marvin Eicher, and adopted on May 4, 2000 by the membership at the regular meeting of the Moon Township Little League Baseball, Inc.

Submitted to the Board for adoption by the Constitution and Bylaws Committee, Sam McMakin and Dave Homol on November 3, 2005 and adopted on April 6, 2006 by the membership at the regular meeting of the Moon Township Little League Baseball, Inc.

Submitted to Board for adoption by President, Luis Ponce and Kevin Richart on December 18, 2014. Adopted on March 5<sup>th</sup> by membership at General Meeting of Moon Township Little League Baseball, Inc.

Submitted to Board for adoption by President Luis Ponce on November 19, 2015. Adopted on March 3, 2016 by membership at General Meeting of Moon Township Little League Baseball, Inc.

# **BYLAWS**

## **ARTICLE I: ELECTIONS**

### **SECTION 1: OFFICERS**

The officers shall be elected by a secret ballot by the active members at the Annual Meeting of the Association and shall serve for one year or until their successors have been elected. The Officers may be eligible for re-election.

### **SECTION 2: NOMINATIONS**

- A. The officers and Board members shall be nominated as follows: two months prior to Annual Meeting in September, the president shall appoint a Nominating Committee to propose names of candidates for the various offices for the Association. These names shall be presented to the members of the Association at the Annual Meeting. At the annual September meeting, nominations may also be made from the floor prior to the election.
- B. If, after the annual elections, some person cannot be seated in the office to which he has been elected or must vacate before his term expires, the President shall fill this office of the unexpired or unfilled term by appointment. This appointment must be confirmed by the Board of Directors.

### **SECTION 3: TERM OF OFFICE**

All elected Officers and Board members shall take office on the date of the August Board Meeting, and their terms of office, as outlined in Article III, Section 3 of the Constitution, commences thereon.

### **SECTION 4: ELIGIBILITY**

- A. Only active members are eligible to vote during the election of Officers and Directors of the Association. Active members are those members who have attended and signed the register for at least fifty percent of the regular membership meetings prior to the annual election meeting held in September.
- B. Active members must be present to vote.
- C. Vote by proxies will not be permitted.

## **ARTICLE II: MEETINGS**

### **SECTION 1: MEMBERSHIP MEETINGS**

Membership meetings shall be held on the first Thursday of each of the months from January through June at a time and place to be determined by the Board of Directors.

### **SECTION 2: ANNUAL MEETING**

The annual meeting of the Association shall be in August prior to the August Board Meeting for the purpose of electing new Officers and Directors. Notice shall be sent to the general membership at least one week before the meeting.

### **SECTION 3: BOARD MEETINGS**

The Board of Directors shall meet as scheduled or at the call of the President, in order to hear reports, recommend new procedure or new policy, and to conduct the general business of the Association.

#### **SECTION 4: MEETING NOTICE**

Notice of the regularly scheduled meeting shall be given to all members of the Board of Directors seven (7) days prior to the meeting.

#### **SECTION 5: QUORUM:**

A majority of the members of the Board shall be required to convene a meeting of the Board.

#### **SECTION 6: PROCEEDINGS**

Robert's Rules of Order shall govern the proceedings of all meetings, except where inconsistent with the Constitution or Bylaws of the Association.

#### **SECTION 7: MAJORITY**

All matters except as otherwise specified in this Constitution and Bylaws shall require a simple majority of those voting.

#### **SECTION 8: VOTING**

Proxies shall not be recognized at any regular or special meeting of the Board or membership.

### **ARTICLE III: MANAGERS AND COACHES**

#### **SECTION 1: SELECTION**

All managers of competing teams shall be selected and approved by the Board of Directors. The manager of each competing team may select coaches to assist him in the training and direction of the participating players. The managers shall be responsible for the conduct of the coaches, and the team. All prospective managers and coaches must complete a volunteer application form provided by the league. A background check must be completed in accordance with guidelines set forth by Little League Baseball, Inc.

#### **SECTION 2: OBLIGATIONS**

All managers and coaches, including tournament managers and coaches, are required to conduct *themselves in a sportsmanship-like manner at all times*. All managers and coaches are obligated to comply with the Association policies, rules, and determinations established by the various appointed committees within the Board of Directors. In addition, managers and coaches will attend membership meetings, coaching clinics, assist with field maintenance, and participate in Association sanctioned fundraising activities.

#### **SECTION 3: EQUIPMENT TURN-IN**

Managers shall be responsible for all equipment and uniforms issued to their team by the Association. Managers shall be responsible for the return of all equipment and uniforms at season's conclusion. Equipment turn-in dates will be determined by the Board and posted in the calendar of events. If any manager does not comply within the designated time frame, the Board shall have the right to suspend the manager from the Association. Said suspension shall apply to managing, coaching, umpiring, or any activity related to the Association.

#### **SECTION 4: CONCESSION STAND STAFFING**

Managers shall be responsible for furnishing adult volunteers to work the concession stand on his team's scheduled days. Any manager, who does not comply with the above, shall be

ineligible to manage a team for the following season. A manager in violation shall have the right to a hearing before the Board prior to such penalty being imposed by a two-thirds majority vote.

## **ARTICLE IV: FINANCES**

### **SECTION 1: FISCAL AFFAIRS**

The Association's fiscal affairs shall be administered by the President, Vice President, Secretary, and Treasurer. Withdrawal of funds from any of the Association's depositories shall require signatures of any two Officers with the approval of the Board of Directors. The Board's approval must be noted in the minutes by the Secretary.

### **SECTION 2: FUNDS**

The Board of Directors shall make all decisions relative to the Association's finances, and it shall place all income in an Association's treasury, directing the expenditure of same in such manner that no individual or team will be given any advantage over another.

### **SECTION 3: SOLICITATIONS AND CONTRIBUTIONS**

The contributions of funds to individuals or teams or the solicitation of funds by individuals or teams shall not be permitted without specific Board approval. Contributions and/or solicitation of funds for or by the Association must be Board approved as well and placed in the Association's treasury.

## **ARTICLE V: PLAYING RULES**

### **SECTION 1: OFFICIAL RULES AND LEAGUE RULES OF PLAY**

The Official Regulations and Playing Rules of Little League Baseball, Inc., PONY Baseball, Inc., the Pennsylvania American Legion Baseball Guide, and the Association's League Rules shall govern the playing of games in the T-Ball through Little League divisions, PONY and Colt divisions, and the American Legion division, respectively. In case of conflict between the Rules, the Association's League Rules supersede.

### **SECTION 2: PLAYER PARTICIPATION**

- A. Players may only play in their age-designated league (Article V, Section 3), subject to eligibility for further participation in the next higher division pursuant to league call-up procedures. The Board, by two-thirds majority vote of those voting, may approve special circumstance exceptions for player participation outside the regular age-designated league.
- B. During the regular season play in the Pony League division and below, the Association required that every player shall participate in each game both offensively and defensively pursuant to league rules.

### **SECTION 3: LEAGUES**

The league will be structured into 7 divisions as indicated below in accordance with the age eligibility requirements outlined in the Official Rules and Regulations in Article V, Section 1 of the Bylaws:

T-Ball League	4 & 5 year olds
Modified T-Ball League	6 year olds
Midget League	7 & 8 year olds
Minor League	9 & 10 year olds
Little League	11 & 12 year olds
Pony League	13 & 14 year olds
Colt League	14, 15 and 16 year olds

**SECTION 4: OUTSIDE PLAY RESTRICTION AND TOURNAMENT TEAM ELIGIBILITY**

- A. No team will be permitted to play ball outside of the Association during the regular or playoff seasons without prior approval of the Board. The manager or coach of any team playing without prior approval will be subject to disciplinary action by the Board.
  
- B. Players for the Association’s Tournament teams shall be selected from eligible participants of the Association in-house leagues.
  
- C. To be eligible for participation on an Association Tournament team, a player must participate in a 60% of regular-season games. The number of regular-season games scheduled or rescheduled and completed by a player’s team prior to June 15<sup>th</sup> will be used to establish the minimum eligibility requirements. Only participation in games for a player’s rostered team will be used to determine eligibility under this rule. Games participated in by a player for any league team other than their originally rostered team will not be counted toward the totals of either games scheduled or games participated in by a player. *The minimum numbers of games needed to meet these eligibility requirements are listed below in Table 1.*

<b>Games Completed Prior to June 15th</b>	14	13	12	11	10	9	8	7	6	5	4	3	2	1
<b>Minimum # of Games Participated in to be Eligible for Tournament Teams</b>	8	8	7	7	6	5	5	4	4	3	2	2	1	1

Table 1.

**ARTICLE VI**

**SECTION 1: FORFEITURE**

*Any member leaving the Association for any cause, forfeits his right to property, equipment, and finances relative to the Moon Township Little League Baseball, Inc.*

**ARTICLE VII: LEAGUE OFFICIALS**

**SECTION 1: PRESIDENT**

The President shall preside at all meetings of the Association and together with the Board of Directors shall be responsible for the operation of the Association. He shall appoint all standing committees and special committees. He shall execute all written contracts as authorized by the Board of Directors. He shall brief all Association personnel on all phases of rules, regulations and policies. He shall be ex-officio member on all committees.

**SECTION 2: VICE PRESIDENT**

The Vice President shall, in the absence of the President, perform all the duties of the President. He shall work with other officers and committees and carry out such other duties and assignments that may be delegated to him by the President.

**SECTION 3: SECRETARY:**

The secretary shall give notice of regular and special meetings and shall keep a permanent record of minutes of such meetings. The Secretary shall give each Board member a copy of the minutes. He shall also keep a roster of all members.

**SECTION 4: TREASURER**

The Treasurer shall be the custodian of all official records to the organization, receive the Association mail and all other communications, be responsible for all monies of the Association and for all income and disbursements of these monies due and payable to and/or by the Association. The treasurer shall cause to be deposited all funds in a depository (or depositories) approved by the Board of Directors. The treasurer shall assist in budget development and be responsible for financial reporting including the submission to the Board of Directors and to the general membership at each of their regular meetings a current balance sheet. The Treasurer shall furnish all financial records necessary for the performance of the annual audit.

**SECTION 5: COMMISSIONERS**

Commissioners for the various leagues will be appointed by the President to oversee the operation of the individual leagues including the end-of-season championship series. League commissioners will be responsible for organizing and conducting tryouts, executing and presiding over the draft, registering and assigning late registrants to teams, collection and distribution of call-up information, developing and distribution of a pre-season practice schedule, and informing managers of league policies and rules.

The President can appoint up to two additional commissioners as voting board members for one year per league needs. These positions are not elected board members and would have to run for an open position on an annual basis.

**SECTION 6: EQUIPMENT COMMISSIONER**

The President shall appoint an Equipment Commissioner to be responsible for the storage, inventorying, repairing, and ordering of baseball equipment and uniforms for the Association's baseball program.

**SECTION 7: GROUNDS CREW COMMISSIONER**

The President shall appoint a Grounds Crew Commissioner to maintain the playing conditions of the Association's owned fields and to monitor the condition of the other fields routinely used but not owned by the Association.

**SECTION 8: SAFETY OFFICER / RISK MANAGER**

The President shall appoint a Safety Officer to develop and oversee implementation of a Safety Program, to include the development of a Safety manual containing league safety policies and procedures. The Safety Officer will register each year the Safety Plan with Little League Baseball, Inc. The Safety Officer will also function as a Risk Manager and be responsible for overseeing that insurance coverage(s) are up to date and in place relative to Association Activities.

**SECTION 9: WAYS AND MEANS COMMISSIONER**

The President shall appoint a Ways and Means Commissioner who shall be responsible for matters relating to the development of the Association including income and expenditures needed relative to maintaining operations of the Association.

**SECTION 10: INFORMATION OFFICER**

The President shall appoint an Information Officer who shall be responsible for matters relating to the development, distribution, and maintenance of the Association communications, including registrations entries, volunteer applications, and the Association’s website.

**SECTION 11: CONCESSION STAND PRESIDENT**

The President shall appoint a Concession Stand President who will be responsible for picking a Concession Stand Board to verse the Association’s Concession Stand operation.

**SECTION 12: OTHER APPOINTMENTS**

The President shall have the authority to make other appointments as appropriate in furtherance of the objectives of the Association.

**ARTICLE VIII: AUDIT**

**SECTION 1: FINANCIAL RECORDS**

An examination of all financial records of the Association shall be made after the close of each fiscal year. A written confirmation of such audit shall be submitted to the Board of Directors.

**ARTICLE IX: AMENDMENTS**

**SECTION 1: BYLAWS**

The Board of Directors shall determine if a proposed change or amendment to these Bylaws shall be submitted to the membership for a vote. The Bylaws of the Association may be amended by a majority vote of the members present at a regular or special meeting provided that no such amendment shall be voted upon unless it has been read and announced at the two previous consecutive regular meetings.

**ARTICLE X: MISCELLANEOUS**

**SECTION 1: MATTERS NOT COVERED**

The Board of Directors has the authority to rule on any matter not specifically covered by these Constitution and By-Laws.

Submitted for adoption by the Constitution Revision Committee.....January 2, 1963  
John Polet, Charles Ferrell, Robert Hersh, Richard Nussbaum and adopted on June 7, 1963, at the regular meeting of the Moon Township Community Baseball Association, Inc.

Submitted for revisions by the By-Laws-Constitution Committee January 16, 1997.  
Rich Krane, Dom Santeufemio and adopted on June 5, 1997, at the regular meeting of the Moon Township Little League Baseball, Inc.

Retyped January, 1998 with all prior amendments and amendments of June 5, 1997.

AMENDED: February 7, 1985, February 2, 1990, June 5, 1997, June 1, 2000

Submitted to the Board for adoption by the Constitution and Bylaws Committee on February 17, 2000. John Levine, Donald Liskay, Marvin Eicher, and adopted on May 4, 2000 by the membership at the regular meeting of the Moon Township Little League Baseball, Inc.

Amended as approved by the Board of Directors, November 23, 2003 and adopted by the membership, April 1, 2004.

Submitted to the Board for adoption by the Constitution and Bylaws Committee, Sam McMakin and Dave Homol on November 3, 2005 and adopted on April 6, 2006 by the membership at the regular meeting of the Moon Township Little League Baseball, Inc.

Submitted to the Board for adoption by the Rules Committee, Jon Hower, Eric D'Antonio, Kevin Whartenby on December 20, 2012 and adopted on March 7, 2013.

Submitted to Board for adoption by President, Luis Ponce and Kevin Richart on December 18, 2014. Adopted on March 5<sup>th</sup> by membership at General Meeting of Moon Township Little League Baseball, Inc.

Submitted to the Board for adoption by President, Luis Ponce on November 19, 2015. Adopted on March 3, 2016 by membership at General Meeting of Moon Township Little League Baseball, Inc.