



December 19, 2019

Yuri Bermudez
President
Biggs-Richvale LL, League ID #4054701

Dear Yuri,

We are pleased to inform you that the proposed Constitution of Biggs-Richvale Little League has been found to be in basic agreement with Little League Baseball and Softball Rules and Regulations.

The proposed Constitution indicates that the document was presented to the league membership on **11/14/2019**. We respectfully suggest that copies of this document be made available to any regular member upon request. Reference to this document should be included in the notice to members of the annual meeting for reports, election of Board Members, and any special membership meetings that may be scheduled.

This copy of the League's Constitution, including approved changes, will be placed in the league's permanent file at the Regional Center. As always, if we can help with any league problem at any time, please let us know.

Best regards to the Board of Directors and Membership of your league for a safe and successful 2020 season.

Sincerely,

Andrew Cortez
West Region Assistant Director
Little League Baseball and Softball

Cc: Nicky Trevino, DA of CA - 47

Date Submitted: 12/19/19

Approved: APPROVED

Not Approved: _____

Biggs-Richvale Little League Constitution (#4054701)

ARTICLE I -NAME

This organization shall be known as the Biggs-Richvale Little League, hereinafter referred to as "Local League."

ARTICLE II -OBJECTIVE

SECTION 1

The objective of the Local League 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 to be good, decent, healthy and trustworthy citizens.

SECTION 2

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. 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 Code, the Local league 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 inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is 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 III -MEMBERSHIP

SECTION 1

Eligibility: Any person sincerely interested in active participation to further the objective of this Local League may apply to become a Member.

SECTION 2

Classes: There shall be the following classes of Members:

- a) **Player Members:** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League.
- b) **Regular Members:** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon election.

Note: Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members, Officers of the Board and any other person who is recognized by the Board as a volunteer in the Local League, including those volunteers with the following titles listed below (Optional Examples: Team Parent, Field Maintenance, District Administrator, Assistant Administrators, etc.)

- c) **Honorary Members. (Optional):** Any person may be elected as 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 the local League obligations in the management or in the property of the Local League.

d) Sustaining Members (Optional): Any person not a Regular Member who makes financial or other contribution to the Local League may by a majority vote of the Board of Directors become a Sustaining Member, but such person shall have no rights, duties or

e) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

Other Affiliations:

a) 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.

OR

b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.

SECTION 4

Suspension or Termination: Membership may be terminated by resignation or action of the Board of Directors as follows.

a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball Incorporated. Depending on the situation, the Member(s) involved may be notified in advance and asked to appear before the Board of Directors to answer for their actions. The Board of Directors receive the right to discipline, suspend or terminate any membership without the member(s) involved appearing before the Board. **Termination of membership includes indefinite termination.**

b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

ARTICLE IV - GENERAL MEMBERSHIP MEETINGS

SECTION 1

Definition: A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings: Section 7). A minimum of one per year (Annual Meeting: see Section 6) is required.

SECTION 2

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 seven 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.

SECTION 3

Quorum: At any General Membership Meeting, a majority vote of the members (as defined in Article III Membership) present shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

SECTION 4

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 VI, Section 4.)

SECTION 5

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.

SECTION 6

Annual Meeting of the Members: The Annual Meeting of the Members of the Local League shall be held the third Tuesday in September at 6:30pm, each year for the purpose of electing new Members, electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- A. The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - 1) The condition of the Local League, to be presented by the President or his/her designate;
 - 2) A general summary of funds received and expended by the local league for the previous year, the amount of funds currently in possession of the local league, and the name of the financial institution in which such funds are maintained;
 - 3) The whole amount of real and personal property owned by the local League, where located, and where and how invested;
 - 4) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated or expended, and the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made;
 - 5) The names of the persons who have been admitted to regular membership in the Local League during such year. This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.
- B. At the Annual Meeting, the Member shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than seven (7).
- C. After the Board of Directors is elected, the Board shall meet to elect the officers. After the election, the Board of Directors shall assume the performance of its duties on October 1st. The Board's term of an office shall continue until its successors are elected and qualified under this section.
- D. The Officers of the Board of Directors shall include, at a minimum, the President, one or two Vice Presidents (one for baseball and one for softball), Treasurer, Secretary, one or two Player Agents (one for baseball and one for softball), League Information Officer, one or two Chief Umpires, a Safety Officer and an Equipment, Field Maintenance Manager, Coaching Coordinator, Sponsor Fundraising Manager and Marketing/Public Relations Manager. Only volunteer umpires may be elected to the Board.

SECTION 7

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 ten (10) 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.

SECTION 8

Rules of Order for General Membership Meetings: Robert's Rules of Order shall govern the proceedings of all General Membership Meeting, except where same conflicts with this Constitution of the Local League.

ARTICLE V BOARD OF DIRECTORS

SECTION 1

Authority: The management of the property and affairs of the Local League shall be vested in the Board of Directors.

SECTION 2

Increase in number: The number of Board of Directors so fixed at the Annual Meeting may be increased by the Board of Directors any time. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent Board of Directors Meeting. All elections of additional Directors shall be by majority vote of all Board of Directors present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election meeting.

SECTION 3

Vacancies: If the annual General Membership meeting fails to elect the number of board members and officers required by the constitution, the remaining board members and officers will be elected by majority vote of those board members elected at the General Membership Meeting. If any vacancy occurs in the Board of Directors at any regular Board meeting or at any Special Board Meeting called for that purpose.

SECTION 4

Board Meetings Notice and Quorum: Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and, on such days, thereafter as shall be determined by the Board.

- a) The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of Directors, issue a call for a Special Board meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and no matter not so stated may be acted upon at the meeting.
- b) Notice of each Board meeting shall be given by the Secretary or President personally, electronically or by mail to each Director at least five (5) days before the time appointed for the meeting to the last recorded address, phone number or email address of each Director.
- c) Five (5) members of the Board of Directors shall constitute a quorum for the transaction of business. If a quorum is not present, no business shall be conducted.
- d) Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

SECTION 5

Duties and Powers: The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Officer or Committee Member of the Local League in accordance with the procedure set forth in Article III, Section 4 (a, b). **Board members MAY be removed for missing two consecutive board meetings by two-thirds vote of those present at any regular board meeting.**

SECTION 6

Rules of Order for Board Meetings: Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of the local League.

ARTICLE VII DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments: 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. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board.

SECTION 2

President shall:

- A. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- B. Present a report of the condition of the local league at the Annual Meeting.
- C. Communicate to the Board of Directors such matters as deemed appropriate, and make such suggestions as may tend to promote
- D. Be responsible for the conduct of the Local 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 Local League by that organization.
- E. Designate in writing other officers, if necessary, to have power to make and execute for/end in the name of the Local League such contracts and leases they may receive, and which have had prior approval of the Board.
- F. Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- G. With the assistance of the Treasurer, prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof
- H. With assistance of the Player Agent, examine the application and support 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.

Vice-President shall:

- A. 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 so acting, the vice presidential shall have all the powers of that office.
- B. Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- C. Shall have the authority and responsibility of managing any situation at Little League functions when the president is absent or unavailable.

Secretary shall:

- A. Be responsible for recording the activities of the Local League and maintain appropriate files mailing list and necessary records. Be responsible for recording the activities of the local league and maintain appropriate files mailing list and necessary records.
- B. Perform such duties as are here in specifically set forth, in addition to other duties as our customarily incident to the office of Secretary or as may be assigned by the Board of Directors. Perform such duties as are here in specifically set forth, in addition to other duties as our customarily incident to the office of secretary or as may be a sign by the Board of Directors.
- C. Maintain a list of all Regular, Sustaining and Honorary members, Directors and Committee members and give notice of all meetings of the local league the Board of Directors and Committees.
- D. Keep the minutes of the meetings of the members, the Board of Directors and the Executive Committee and cause them to be recorded in the book kept for that purpose.
- E. 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.

Treasurer shall:

- A. Perform such duties as are here in set forth in such other duties as our customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- B. Receive all monies insecurities, and deposit some in the depository approved by the Board of Directors.
- C. Keep records for the receipt in disbursement of all monies and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. 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 at the Annual Meeting.
- E. Prepare an annual financial report, under the direction of the president, for submission to membership and Board of Directors at the Annual Meeting into Little League International.

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 candidates and assist the President in verifying residence and age eligibility.
- C. Conduct the tryouts, the player draft and all other player transaction or selection meetings.
- D. Prepare the Player Agent's list
- E. Prepare for the President's signature and submission to Little League International, team rosters, including players claimed and the tournament team eligibility affidavit.
- F. Notify the president of any subsequent player replacements or trades. President shall notify Little League International.
- G. Administer the divisional player pool.

Safety Officer shall:

- A. Be responsible to create awareness, through education and information, of the opportunities to provide a safe environment for children and all participants of Little League.
- B. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- C. Each year the implemented plan must be reviewed by the Safety Officer and is responsible to implement changes to increase safety.

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

1. Education - Should facilitate meetings and distribute information among participants including players, managers, 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.

League Information Officer shall:

- A. Set up and manage the league's official website (site authorized by Little League International).
- B. Set up online registration in sure the leagues rosters are uploaded to Little League by May 20 of each season.
- C. Ensure that league news and scores are updated online on a regular basis;
- D. Collect, post, and distribute important information on league activities including direct dissemination of fundraising and sponsor activities to Little League baseball Inc., the district, the public, league members in the media;
- E. Serves as primary contact person for Little League and Active Team Sports regarding optimizing use of the Internet for league administration and for distributing information for league members and to Little League Baseball Incorporated.

Equipment Manager shall:

- A. Be responsible for maintaining equipment and uniform inventory, research new uniforms and present bids to the Board of Directors for approval, each season.
- B. Inspect all equipment when taking inventory to ensure each piece of equipment meets or exceeds the safety standards set forth by the league and/or Little League international.
- C. Present recommendations for purchase of new equipment to the Board of Directors for purchase approval.
- D. Responsible for getting a list of equipment not returned to the league from year-to-year.

Concession Manager shall:

- A. Maintain the operation of concession facilities.
- B. Organize the purchase of concession products.
- C. Responsible for the management of the concession sales at league events.
- D. Schedules volunteers to work the concession booth during league events.
- E. Collects and reviews concessions related offers including coupons, discounts in bulk-purchasing opportunities.
- F. Organizes tallies and keeps records of concession sales and purchases.

Umpire in Chief shall:

- A. Be responsible for recruiting, training and assigning volunteer umpires for each game needed throughout the season.
- B. Communicate all rule changes to the Board of Directors, Managers, Coaches and Members of the league.

Field Maintenance Manager shall:

- A. Coordinate field maintenance schedule/crew
- B. Request funds from the Board of Directors for equipment and supplies
- C. Order and maintain field maintenance supplies and equipment
- D. Inspect and approve fields and facilities
- E. Schedule contractors for field maintenance

Coaching Coordinator shall:

- A. Represents coaches/managers in league
- B. Presents a coach/ manager training budget to the board
- C. Gains the support and funds necessary to implement a league-wide training program
- D. Orders and distributes training materials to players, coaches and managers
- E. Coordinates mini-clinics as necessary
- F. Serves as the contact person for Little League and its manager-coach education.
- G. Receives and distributes coaching information from Little League International and distributes to all coaches and managers.

Sponsor Fundraising Manager shall:

- A. Solicits and secures local sponsorships to support league operations
- B. Collects and reviews sponsorship and fundraising opportunities
- C. Organizes and implements approved league fundraising activities
- D. Coordinates participation in fundraising activities
- E. Maintains records of monies secured through sponsorship and fundraising initiatives.

Marketing/Public Relations Manager shall:

- A. Oversees new player recruitment efforts
- B. Develops and maintains a league marketing plan focused on player recruitment and retention
- C. Oversees efforts to market new divisions of play and initiatives offered by the league
- D. Works with local media to promote the interests of Little League, and coordinates efforts to make the local Little League visible in the community year round

ARTICLE VII - ANNUAL AUDIT

Auditing Committee: The Board of Directors me a point in auditing committee consisting of three(3) Directors. The President, Treasurer or signatories of checks are not eligible. The Committee will review the local League's books and records annually prior to the Annual meeting and attach a statement of its findings to the annual financial statement of be President and the Treasurer; or may, if directed by the Board of Directors or membership, secure the services of a Certified Public Accountant to accomplish such review.

ARTICLE VIII - AFFILIATION

SECTION 1

Charter: The local league shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League 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. The President shall ensure the charter is applied for by December 31 of each year.

SECTION 2

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

SECTION 3

Local Rules, Ground Rules and/ or Bylaws: The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall this conflict with this Constitution. The local rules, ground rules and or bylaws of this local league shall expire at the end of each fiscal year and are not considered part of this constitution. with the rules, regulations and policies of Little League baseball, Inc., nor shall the conflict with this Constitution. The local rules, ground rules and or bylaws of this local league shall expire at the end of each fiscal year and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

ARTICLE IX- FINANCIAL AND ACCOUNTING

SECTION 1

Authority: The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of funds in such a manner as will give no individual or team and advantage over those in competition with such individual or team.

SECTION 2

Contributions: The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams into endeavor to equalize the benefits of the Local League.

SECTION 3

Solicitations: The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all the funds so raised be placed in the Local League treasury.

SECTION 4

Disbursement of Funds: The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League President and/or Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine. Two signatures are required on each check

SECTION 5

Compensation: No Director, Officer or Member of the Local League shall receive, directly or indirectly any salary, compensation or emolument from the Local League for services rendered as Director, Officer or Member.

SECTION 6

Deposits: All monies received shall be deposited to the credit of the Local League in/at Butte Federal Credit Union, Biggs California.

SECTION 7

Fiscal year: The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

SECTION 8

Distribution of Property upon Dissolution: Upon dissolution of the Local League and after all outstanding debts in claims have been satisfied, the member shall direct the remaining property of the Local League to another federally incorporated entity which maintains the same objectives as set forth in Article II of this Constitution, which are or may be entitled to exemption under section 501-(c)-(3) of the Internal Revenue Code or any future corresponding provision.

ARTICLE X: AMENDMENTS

This Constitution 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 amendment shall be submitted to Little League Baseball, Incorporated, for approval before implementation.

This Constitution was approved by the Biggs/Richvale Little League Membership on 11/14/2019.


Federal ID No: 52-1234788

Little League ID No: 04054701

President's Name (Print): Yuri Bermudez

President's Signature: 

Date: 12/17/19

Witnessed by: 

Witness Signature: 

Witnessed Title: Secretary

Date: 12-17-19