

## TIGARD DIAMOND SPORTS CONSTITUTION

### ARTICLE I – NAME

This organization shall be known as the Tigard Diamond Sports

### ARTICLE II – OBJECTIVE

#### SECTION 1

The objective of Tigard Diamond Sports 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, Tigard Diamond Sports will provide a supervised program. The program will function under the Rules and Regulations of Little League Baseball, Incorporated, for the Little League programs. For Junior Baseball Organization program, it will function under the Official Rules and Regulations for JBO. 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, Tigard Diamond Sports shall operate exclusively as a non-profit educational organization providing a supervised program of recreational and 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 Tigard Diamond Sports 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.

Any player candidate meeting the requirements of Junior Baseball Organization shall be eligible to compete for participation.

Player Members shall have no rights, duties or obligations in the management or in the property of Tigard Diamond Sports

- (b) **Regular Members.** Any adult person actively interested in furthering the objectives of the Tigard Diamond Sports may become a Regular Member upon election as hereinafter provided. The roll of membership to qualify voting members shall be maintained in Sports Engine. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires and others elected or appointed officials must be active Regular Members in good standing.

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 Tigard Diamond Sports.

- (c) **Honorary Members.** Any person may be elected as an Honorary Member by the unanimous vote of all Board Members 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 Tigard Diamond Sports.
- (d) **Sponsoring Members.** Any person, corporation, or firm who sponsors a baseball or softball team as provided by the Board of Directors may become a sponsoring member of the Tigard Diamond Sports upon being elected by such membership by the board.
- (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 Tigard Diamond Sports.
- (b) Regular Members shall not be actively engaged in the promotion and/or administration of any other baseball/softball program within the same age group as the Little League program or Junior Baseball Organization. Tigard Diamond Sports.

### **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 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 conduct of such person is considered detrimental to the best interests of the Tigard Diamond Sports and/or charges and given an opportunity to appear at the meeting to answer to such charges.
- (b) The Board of Directors shall, in the 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 discipline 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.

## **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 electronically to each Board Member at the last recorded email address at least seven (7) days in advance of the meeting, setting forth the place, time and purpose of the meeting. In lieu of the above method 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 Annual Membership meeting, the presence in person or representation by absentee ballot ten (10) regular members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.

### SECTION 4

**Voting.** Only Board Members with voting rights 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 5

**Absentee Ballot.** For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at the Annual 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 Members of Tigard Diamond Sports shall be held in September or October of 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 Tigard Diamond Sports a report, verified by the President and Treasurer, or by a majority of the Board of Directors, showing:
  1. The condition of the Tigard Diamond Sports, 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 Tigard Diamond Sports, and the name of the financial institution in which such funds are maintained;
  3. The names of the persons who have been admitted to regular membership in Tigard Diamond Sports during each year. This report shall be filed with the records of the Tigard Diamond Sports and entered in the minutes of the proceedings of the Annual Meeting.
- (b) At the Annual Meeting, the Members shall determine the number of Directors and Officers to be elected for the ensuing year and shall elect such number of Directors and Officers. The number of Directors and officers elected shall not be less than seven (7). All Directors and Officers shall be elected by the regular members. The President with the approval of the BOD, shall appoint persons to fill vacancies. After the election, the Board of Directors shall assume the performance of its duties immediately following the Annual Meeting. The Board's term of office shall be one year or continue until its successors are elected and qualified under this section. The outgoing Board Member shall meet with their successor and turn over all records and materials pertaining to the league.
- (c) Candidates for any contested Tigard Diamond Sports position must declare their intentions to run for a position by the Board Meeting prior to the Annual Meeting.
- (d) Any open Tigard Diamond Sports position at the time of the Annual Meeting will accept nominees to be voted on in the first regular meeting the following season by the League Directors.
- (e) The Officers of the Board of Directors shall include, at a minimum, the President, one or more Vice Presidents, Treasurer, Secretary, one or more Player Agents and a Safety

Officer. The Board shall also include a minimum of one manager and one volunteer umpire. 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 President or at the request of any two Directors at their discretion. No business other than that specified in the notice of the meeting shall be transacted at any Special General Membership Meeting. Such Special Membership shall be scheduled to take place not less than seven (7) days after the request by the President or Secretary.

#### **SECTION 8**

**Rules of Order for General Membership Meetings.** Robert's Rules of Order shall govern proceedings of all General Membership Meetings, 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 Tigard Diamond Sports shall be vested in the Board of Directors. The Board of Directors shall have full power and authority to perform the functions, business and affairs and other matters prescribed by this constitution.

#### **SECTION 2**

**Increase in number.** The number of Board of Directors so fixed at the Annual Meeting may be increased at any General Membership Meeting or Special Meeting of the Members. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Membership Meeting. All elections of additional Directors shall be by majority vote of all Regular Members present or represented by a properly executed and signed absentee ballot filed with the Secretary prior to the election 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 any regular Board meeting or at any Special Board meeting called for that purpose.

#### **SECTION 4**

**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).

Article VI - Board Meetings, Notice and Quorum

Section 1

Board meetings will occur monthly using an agreed upon schedule. No separate Board notice is required if regularly scheduled meeting. League website calendar and social media

announcements will be used to communicate upcoming meetings to all members.

Four (4) 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.

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 2

The President or the Secretary may, whenever they deem it advisable, or the Secretary shall at the request in writing of two (2) 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 matters not so stated may be acted upon at the meeting.

## ARTICLE VI – 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.** The President shall:

- (a) Be principal executive officer of the Tigard Diamond Sports and shall be responsible for executing the policies established by members of the Board of Directors.
- (b) Present a report on the condition of the 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 the welfare of the league.
- (d) Preside at all membership and Board meetings.
- (e) Supervise the Little League Baseball, Softball and Pee Wee Programs and the Junior Baseball Organization Program, all administrative and support services, and the acquisition, management and disposal of all funds and property of the Tigard Diamond Sports.
  - (i) Ensure any funds specific to Little League or Junior Baseball Organization are only spent for that program.
- (f) Select and appoint managers, coaches, umpires and committees. All appointments are subject to the approval of the league's Board of Directors.
- (g) Evaluate managers and coaches.
- (h) Promote special programs introduced through National Little League or Junior Baseball Organization.
- (i) Ensure compliance with National and Local Little League Rules and Regulations or Junior Baseball Organization Rules and Regulations.
- (j) Designate in writing with any other officers, if necessary, to have the power to make and execute for/and in the name of Tigard Diamond Sports such contracts and leases they may receive and which have had prior board approval.
- (k) Perform all duties as may be prescribed by this Constitution or delegated to by resolution enacted by the board from time to time.
- (l) Be a non-voting Director except in the case of a tie vote.
- (m) Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.

- (n) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof. President must forward Final Budget to the District Administrator by November 30<sup>th</sup> of the current fiscal year.
- (o) For Little League Programs, annually apply for current year's charter with NLL by December 1 of the current fiscal year. Upon completion of rosters, must also amend the charter to show any differences in team numbers for the current year.
- (p) For Junior Baseball Organization, annually apply for current year's application with Westside JBO by January meeting.
- (q) Order materials and supplies from NLL that can only be ordered by the President.
- (r) Represent Tigard Diamond Sports at all District President's Meetings or appoint a representative in the President's absence.
- (s) Represent Tigard Diamond Sports at all Westside Youth Baseball President's Meetings or appoint a representative in the President's absence.
- (t) In the absence of the President, the following directors shall assume chairmanship in order as indicated; Vice President Baseball, Vice President Softball, Vice President JBO, Player Agent Baseball, Player Agent Softball, Secretary, Treasurer.
- (u) Attend various meetings with the City of Tigard and/or Tigard Tualatin School District, regarding field use, field scheduling, and others.
- (v) With the assistance of the Player Agent, examine Little League applications 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.
- (w) With the assistance of the VP of JBO, examine JBO applications and supporting school boundary documents of every player candidate and certify to residence and school eligibility before the player may be accepted for tryouts and selection.

### **SECTION 3**

**Vice President.** The Vice President shall:

- (a) There shall be one Vice President to administer the Little League Baseball program, a separate Vice President to administer the Softball program and one Vice President to administer the Junior Baseball Organization program.
- (b) 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 President shall have all the powers of the office.
- (c) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.
- (d) Have general knowledge of Little League or Junior Baseball Organization policy, philosophy, constitution and Tigard Diamond Sports guidelines and regulations.
- (e) Develop an open and effective means of communication with the President.
- (f) Assist the President with Manager/Coach selections, regular and tournament.
- (g) Assist the Player Agent with registration, tryouts, the draft and tournament team selection.
- (i) Work with managers and coaches and act as liaison between managers and board of directors.
- (j) Prepare information for the Managers/Coaches Handbook.
- (k) Create practice, game and tournament schedules, assign field use, re-schedule rain-out games.
- (l) Keep President fully advised and make regular reports to the Board concerning all aspects of their programs.
- (m) Order and distribute training materials to players, coaches and managers.
- (n) Conduct tryouts for all levels of play requiring a tryout.
- (o) Relay information to managers and coaches as necessary.

### **SECTION 4**

**Secretary.** The Secretary shall:

- (a) 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 of Directors.
- (b) Be responsible for recording the activities of the Tigard Diamond Sports and maintain appropriate files, mailing lists and necessary records.
- (c) Maintain a list of all Regular, Sustaining and Honorary Members, Directors and committee members.
- (d) Keep minutes of the meetings of the Members, the Board of Directors and the Executive Committee, and cause them to be recorded in the Tigard Diamond Sports designated shared storage location, for that purpose. Distribute via electronically, Meeting Minutes to the Board of Directors within ten (10) days of the last meeting date.
- (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.
- (f) Schedule meeting dates, rooms, gym space and fields as necessary with the school district, city and church facilities.
- (g) Cause all required notices be given in accordance with the provisions of this constitution or as required by law.
- (h) Develop and maintain the Tigard Diamond Sports Calendar with the assistance of the Board of Directors.
- (i) Attend the City of Tigard field users meeting with the President.
- (j) Make preliminary reservations via email with the School District for next season's use. These must be sent to School District by June 1, at the end of the current season.
- (k) Follow up electronic reservations requests with appropriate paperwork to confirm reservations with the School District by September 30<sup>th</sup>.
- (l) Submit for publication in local paper pertinent information regarding upcoming events for the Tigard Diamond Sports.

## **SECTION 5**

**Treasurer.** The Treasurer shall:

- (a) Perform such duties as are herein set forth and other such 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 the Tigard Diamond Sports, approve all payments from allotted funds and draw checks therefor in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Ensure monies directed to Little League programs specifically are maintained as separate funds and only spent on those programs.
- (e) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors and to the District Administrator at the October Budget Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for the submission to the Board of Directors at the Annual Meeting
- (f) Review all accounting and/or records from the previous year, especially if there is a new President and/or Treasurer.
- (h) Set a certain time each month when the President and Treasurer review past financial activity. Use this time to pay bills and review upcoming income and expenses. Keep your President informed.
- (i) Obtain a checking and savings account at a bank where:
  - 1. No service fees are assessed against non-profit organizations.
  - 2. Accounts are interest bearing.

- 3. During the off-season, or if your League has money to invest, purchase CDs.
- (j) Obtain from the appropriate Board Member an inventory of all equipment, uniforms, concessions equipment, field equipment, etc. annually. This is important for insurance and accountability.
- (k) Actively participate in purchasing priority discussions at Tigard Diamond Sports Meetings.
- (l) Prepare and submit necessary forms to maintain corporate and non-profit status with the IRS.

## **SECTION 6**

**Player Agent.** The Player Agent shall:

- (a) There shall be a Player Agent to administer the Little League Baseball Program and a Player Agent to administer the Little League Softball Program.
- (b) Administer their duties under the direction of the Vice President for their respective program.
- (c) Develop registration information flyers, update materials used at registration, compile and print Manager/Coaches handbook.
- (e) Coordinate mass emails, mailings and other notices regarding registration, evaluations and tournament team selection.
- (f) Supervise and coordinate the transfer of all players according to the NLL regulation.
- (g) Organize and facilitate tryouts, drafts and all other player transactions or selection meetings, player replacement, player certification for regular and tournament teams, and tournament team selection and eligibility.
- (h) General maintenance of records and history for each player.
- (i) Prepare tournament team eligibility affidavits.
- (j) Notify the President of any subsequent player replacements or trades
- (l) Assist the President with proof of age and residency at registration, tryouts, and tournament team selection.
- (n) Schedule and conduct Manager/Coach Meetings. Attend all other Manager and coaches meetings as necessary or as requested by the Vice President.

## **SECTION 7**

**Safety Officer.** The Safety officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Tigard Diamond Sports.
- (b) 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, 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 are the duty and responsibility of those managers, coaches and volunteers.
  - (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.
- (c) Create and submit before the NLL deadline, an annual Safety Report for Tigard Diamond Sports
- (d) Conduct background checks on all Tigard Diamond Sports League volunteers that have contact with players as per the Tigard Diamond Sports Child Protection Plan.
- (e) Update the Tigard Diamond Sports Child Protection Plan as needed.

- (f) Assist the President with activity involved in operating the Child Protection Plan.
- (g) Attend all registration dates and receive all Volunteer Applications for their submission to the chosen service for complete background checks.
- (h) Order materials, assemble and restock all first-aid kits, which are checked out to each team. Develop and implement a check out and return process for each kit.

## **SECTION 8**

**League Information Officer.** The League Information Officer shall:

- (a) Manage the league's official home website and the annual renewal of its operation.
- (b) Manage the online registration process and ensure that league rosters are maintained on the site (powered by Sports Engine).
- (c) Assign administrative rights to league volunteers and teams.
- (d) Collect, post and distribute important information on league activities including direct dissemination of fundraising and sponsor activities to Tigard Diamond Sports district, public, league members and media.
- (e) Ensure that league news and scores are updated on a regular basis.
- (f) Serve as primary contact person for Tigard Diamond Sports' website regarding optimizing use of the Internet for league administration and for distributing information to league members.

## **SECTION 9**

**Pee Wee Player agent.** The Pee Wee Player Agent shall:

- (a) The Pee Wee Player Agent shall administer their duties under the direction of Baseball Player Agent.
- (b) Recruit players age 6-8 years of age for the levels of Tee Ball, Coach Pitch and Single A
- (c) Maintain records of players and all persons relating to this age group including names and addresses.
- (d) Supervise and coordinate player transfer and replacement.
- (e) Create teams from player pool based on age and ability and school and/or carpool, if reasonably possible.
- (f) Act as Coaching Coordinator for Tee Ball, Pitch Ball and Single A teams, including a list of Manager/Coach candidates for appointment by the President to present slate to the Board of Directors for approval.
- (g) Recruit Managers for teams as needed.
- (h) Create practice and game schedules.
- (i) Assist the President with proof of age and residency at registration.
- (j) Perform other such duties as may be assigned from time to time by the Board of Directors.

## **SECTION 11**

**Umpire In Chief.** The Umpire In Chief (UIC) shall

- (a) Recruit, interview and recommend to the President for appointment a staff of umpires. When appointed, the staff of umpires shall be under the direction of the Umpire in Chief.
- (b) Provide training, observe staff, and schedule umpires for all games.
- (c) Provide rulebooks to each umpire to assure each has proper knowledge of rules governing Little League Baseball, Inc.
- (d) Provide all umpires with a copy of Tigard Little League local rules.
- (e) Periodically evaluate the performance of all umpires.
- (f) Thoroughly investigate all complaints relating to umpires.
- (g) Communicate with the various Managers and Coaches to assure proper etiquette is followed when dealing with disputes in a game situation.
- (h) Maintain and operate the "green card" system for travel reimbursement to each umpire.
- (i) Arrange with umpire association for Junior Baseball Organization games where Tigard Diamond Sports is the home team.

## **SECTION 12**

**Equipment Coordinator.** The Equipment Coordinator shall

- (a) Be responsible to acquire and distribute all playing equipment as approved by the Board of Directors.
- (b) Maintain the quality of the equipment and purchase new equipment as approved in the budget for that purpose.
- (c) Be responsible for the proper issuance of such supplies and equipment and for repair, cleaning, and storage thereof at the close of the season.
- (d) Keep a written or computerized inventory of said equipment, complete with serial numbers when applicable.
- (e) Work with VPs and Safety Officer to ensure each team is properly and safely outfitted.

## **SECTION 13**

**Field Maintenance Coordinator (FMC).** The Field Maintenance Coordinator shall:

- (a) There may be one FMC for the baseball program and one FMC for the softball program.
- (b) Ensure that each field being used by Tigard Diamond Sports is prepared for use by the players within a week of the league season starting for that field.
- (c) Form committees, designate representatives, and/or assemble volunteers for each level of play or delegate any other duties to accepting individuals as deemed necessary by the FMC with the approval of the Board of Directors.
- (d) Provide adequate field preparation equipment and materials to each field or equipment shed.
- (e) Check supplies of equipment sheds weekly.
- (f) See that backstops and fences are in good and safe repair. Dugouts must be clean and in good condition.
- (g) Ensure all fields are in generally safe condition for use
- (i) Operate within the amount appropriated in the approved budget for maintenance purposes.
- (j) Obtain bids for work to be done on fields.
- (k) Work with the City of Tigard and the Tigard Tualatin School District to achieve maximum support for field development and maintenance.
- (l) Set up delivery, maintenance and removal of Port-a-toilets.

## **SECTION 14**

**Sponsorship Coordinator.** The Sponsorship Coordinator shall:

- (a) Solicit sponsor support.
- (b) Collect sponsor fees.
- (c) Follow up with sponsors to maintain good relations with Tigard Diamond Sports.
- (d) Arrange for appropriate representation of sponsors.
- (e) Deliver sponsor plaques.

## **SECTION 15**

**Team Parent Coordinator.** The Team Parent Coordinator shall:

- (a) Manage team parents of each team.
- (b) Create a method for distributing information to each team parent.
- (c) Schedule league pictures, help photographer on photo day, and distribute team photos.
- (e) Schedule and facilitate a team parent meeting.
- (f) Assist Uniform Coordinator as necessary.
- (g) Assist Local League in other areas as needed.

## **SECTION 16**

**President-Elect.** The President-Elect shall be a non-voting member of the Board and will participate on the Board in an advisory position as well as:

- (a) Collaborate with the President to learn the role of the President, to become familiar with the programs of the League and its governance, and to develop and facilitate officer transition.
- (b) Assist and support the President as needed and plans for the Presidential year.

- (c) The President-Elect shall become League President at the end of the term as President-Elect only following a proper nomination and confirmed by member vote at the annual meeting.

#### **Section 17**

**Player/Coach Development Coordinator.** The Player/Coach Development Coordinator shall:

- (a) Present a Manager/Coach training budget to the board.
- (b) Gain support and funds necessary to implement a league-wide training program.
- (c) Coordinate player and coaches clinics.
- (d) Serve as the contact person for Little League and its manager-coach education program for the league.

### **ARTICLE VII – OFFICIALS AND OTHER OFFICERS**

Officials required to be appointed: The President, with the approval of the Board of Directors, shall annually appoint and may remove the following officials from their respective programs.

#### **SECTION 1**

**Managers.** Managers shall:

- (a) Be appointed by the President and approved by the Board of Directors for each team in the league.
- (b) Be responsible for promoting and developing the objectives of the Tigard Diamond Sports in all players on the team.
- (c) Administer and supervise the Baseball or Softball programs and the property assigned team in the manner prescribed by the Board of Directors.
- (d) Abide by the duties and responsibilities set forth on the Manager/Coaches application and uphold all National and local league rules.
- (e) Not manage or coach in any other youth baseball or softball program, at the same time, without an approved waiver granted by District 4 and National Little League.

#### **SECTION 2**

**Coaches.** Coaches shall:

- (a) Be selected prior to the draft for Little League and after formation of teams for JBO and shall be approved by the Board of Directors..
- (b) Perform all duties incident to the position of Coach.
- (c) Assist the Manager in performing their duties.
- (d) Perform other such duties regarding the team as may be prescribed by the Board of Directors, the Manager, or the President.
- (e) Abide by the duties and responsibilities set forth on the Manager/Coaches application and uphold all National and local league rules.
- (f) Not manage or coach in any other youth baseball program without an approval waiver granted by District 4 and National Little League.

#### **SECTION 3**

**Uniform Coordinator.** The Uniform Coordinator (UC) shall:

- (a) Shop 2-3 local vendors for bids on uniforms for the upcoming season if the BOD has voted to change vendors.
- (b) Prepare a Uniform Proposal for the November or December meeting.
- (c) Obtain samples of uniforms from vendors and bring them to the October meeting. Upon review of the samples and pricing, the Board will vote on a selection for the upcoming season.
- (d) Using a budget figure based on any cost changes from the annual meeting, make a budget projection for the current year. (Note-\$6.00-8.00 is subtracted from the actual per uniform charge to project the figure used for the budget).
- (e) Make requests for and increases in uniform charges at the November or December meeting.
- (f) When UC feels it necessary, may form committee support for help with sizing, order, distribution and collection of uniforms.

- (g) Speak at the Team Parent Meeting regarding uniform distribution and collection, post-season uniform information, problem resolution, etc.
- (h) Maintains a stock of "re-issue" uniforms in the league storage facility.
- (i) Be responsible for organization and cleaning of the league storage facility and is also responsible for a key to the unit.
- (j) Provide an estimate of the number of Little League baseball and softball patches that need to be ordered for the upcoming season and give information to the President. Levels of play that receive patches are baseball, AA through majors; and softball, AAA, majors and JV, plus post-season teams for both programs.
- (k) At post-season tournament time, schedule with both softball and baseball a uniform distribution meeting. A \$75.00 deposit is collected by the Treasurer before a uniform can be issued in addition to the 75.00 charge to play post-season.
- (l) Collect all post-season uniforms within one week of the completion of their teams' use. All uniforms must be collected by August 1, no excuses, or deposit checks will be cashed. Any damaged uniforms should be charged for and repairs made.
- (m) Order uniforms for all teams and make sure a contract is signed with the vendor securing a delivery date before any money is exchanged. Uniforms should be delivered on or before Opening Day.
- (n) Order and maintain a stock of post-season tournament uniforms.

## **ARTICLE VIII – COMMITTEES AND COMMITTEE MEMBERS**

### **SECTION 1**

All committees shall be subordinate to the Board of Directors and may be either standing or special committees. Standing committees shall continue until dissolved by the Board of Directors, but special committees shall be automatically dissolved by the expiration of their prescribed term or by the Board. After October 1, the newly elected President may, with the approval of the Board, similarly continue the existence of any special committee. All committee members shall be regular members or honorary members of the league. The committee chairperson shall make regular reports to the President concerning the activities of their committees.

### **SECTION 2**

#### **Committee Members. Term of office.**

The President may, with the approval of the Board, appoint or remove such committee members as the President shall deem necessary or appropriate for the work of the committee except as otherwise provided in this constitution.

The appointment of committee members to standing or special committees shall automatically expire on October 31, unless the prescribed term of their appointment shall conclude earlier. Committee members may be reappointed for any number of successive terms.

## **ARTICLE IX – AFFILIATION**

### **SECTION 1**

**Charter.** Tigard Diamond Sports shall annually apply for a charter from Little League Baseball, Inc., and shall do all things necessary to obtain and maintain such charter for the Little League Programs. Tigard Diamond Sports shall apply annually to participate in the Westside Junior Baseball Organization for the JBO Program.

### **SECTION 2**

**Rules and Regulations.** The Official Playing Rules and Regulations as published by Little League Baseball, Inc., Williamsport, Pennsylvania, shall be binding on Tigard Diamond Sports Little League programs. The Junior Baseball Organization Rules and Regulations as published by Junior Baseball Organization, Inc shall be binding on Tigard Diamond Sports JBO programs.

### **SECTION 3**

**Local Rules, Ground Rules and/or Bylaws.** Tigard Diamond Sports ground rules and/or bylaws shall be

adopted by the Board of Directors at the Annual Meeting in June of each year, but in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Inc. or Junior Baseball Organization, nor shall they with this Constitution. The local rules, ground rules and/or bylaws of Tigard Diamond Sports are not considered part of this Constitution.

## **ARTICLE X – FINANCIAL AND ACCOUNTING**

### **SECTION 1**

**Authority.** The Board of Directors shall decide all matters pertaining to the finances of Tigard Diamond Sports and it shall place all income, including fundraising, in a common treasury. Directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

### **SECTION 2**

#### **Sponsorship.**

The Board shall not permit the solicitation of funds in the name of Tigard Diamond Sports unless all of the funds so raised be placed in the Tigard Diamond Sports treasury.

### **SECTION 3**

**Disbursement of Funds.** The Board shall not permit the disbursement of Tigard Diamond Sports Little League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Inc.

The Board shall not permit the disbursement of Tigard Diamond Sports funds for other than the conduct of Tigard Diamond Sports. All disbursements shall be made by check. All checks shall be signed by the Tigard Diamond Sports Treasurer and other officer(s) as the Board of Directors shall determine.

### **SECTION 4**

**Compensation.** No Director, Officer or Member of Local League shall receive, directly or Indirectly, any salary, compensation or emolument from Tigard Diamond Sports for services rendered as Director, Officer or Member.

### **SECTION 5**

**Deposits.** All monies received shall be deposited to credit Tigard Diamond Sports at Key Bank, Tigard, Oregon.

### **SECTION 6**

**Fiscal Year.** The fiscal year of Tigard Diamond Sports shall begin on October 1 and end on September 30.

### **SECTION 7**

**Distribution of Property upon Dissolution.** Upon dissolution of Tigard Diamond Sports and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of Tigard Diamond Sports 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 XI – 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.

This Constitution was approved by Tigard Diamond Sports Membership on

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(President's Name)

(President's signature)

(Date)

437-04-11

23-735533

Little League ID No.

Federal ID No. (if available)

State ID No. (if available)