

**Charter 447-10-08
Federal Way National Little League**

Constitution and By-Laws

Article 1. Name

This organization shall be known as the Federal Way National Little League, hereinafter referred to as “ FWNLL ” or Local Little League

Article 2. Objective

2.1 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. To achieve this objective, the Local League will provide a supervised program under the Rules, Regulations and Policies of Little League Baseball, Incorporated. All Directors, Officers, and volunteer members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the modeling of future citizens is of prime importance.

2.2 In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, FWNLL shall operate exclusively as a non-profit educational organization providing a supervised program of baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual.

Article 3. Membership

3.1 Eligibility.

Any child, regardless of race, creed, color, or sex, who meets the requirements as to age and residence set forth in the rules of Little League Baseball, Inc., shall be eligible to apply to be a player member.

Any person who is actively interested in furthering the objective of the Local League may become a member by submitting annually a qualifying volunteer application form.

3.2 Player Members.

Children who participate in FWNLL are considered Player Members. Such members have no rights, duties, or obligations in the management or in the property of FWNLL. All players must meet the requirements of Little League Regulation IV and reside within the authorized boundaries of the Local League

“League age” is defined by Little League Baseball, Inc. as that age attained prior to September 1 for baseball and Dec. 31 for Softball in any given season. No player may move to a higher classification except as noted below and in FWNLL Policies and Procedures.

Designated league age classifications for FWNLL are as defined as follows:

T-Ball: 4, 5 and 6 years old

Baseball

Minors: 5 to 12 years old (See FWNLL Policies and Procedures)
Majors: 9, 10, 11 and 12 years old
50-70: 12 and 13 years old (See FWNLL Policies and Procedures)
Juniors: 12, 13 and 14 years old
Seniors: 14, 15, and 16 years old
Big League: 16, 17, and 18 years old

Notes –

- Minors can have many divisions or as few as one. See FWNLL Policy and Procedures.
- Majors is a tryout league for 9-12 year olds, 9-11 year old players that do not get selected will play in the Minor leagues.
- The family of a Majors 12 year old candidate may request a waiver to the minor leagues if safety is a concern. This must be approved per LL rules.
- The family of a Majors or 50-70 12 year old candidate must declare their intention by midnight of the final Majors tryout.
- 14 year olds may play up to Seniors, if there is room for the player.
- 16 year olds may play up to Big League, if there is room for the player.

Softball

Minors: 5 to 12 years old (See FWNLL Policies and Procedures)
Majors: 9, 10, 11 and 12 year olds
Juniors: 13 and 14 year olds
Seniors: 15 and 16 year olds

Notes –

- Minors can have one or more divisions. See FWNLL Policies and Procedures.
- Majors is a tryout league for 9-12 year olds, players that do not get selected will play in the Minor league.
- 5 year olds with 2 years of TBall can play Machine Pitch
- 8 year olds with 3 years of Machine Pitch can play AAA
- 12 year olds can play Juniors
- 14 year olds can play Seniors
- 16 year olds can play Big League

Challenger 4 to 18 year olds

3.3 Volunteer Members.

(a) Any adult with a child playing the League or any adult actively interested in FWNLL is considered to be a volunteer member. Volunteer members are awarded voting

privileges and may vote on such issues as are brought by the Board to the membership. All officers, board members, committee members, managers, volunteer umpires, and other elected or appointed officials must be volunteer members in good standing. Volunteer members shall submit a completed Volunteer Form annually in accordance with the LL Child Protection Program.

All adult participants, by signing up shall agree to the most recent copy of the Little League Parent Code of Conduct.

Any volunteer member, in good standing, interested in working to further the objective of FWNLL is eligible to be nominated for a Board position. Only Board members are eligible to vote on business brought to the Board, including the election of managers and coaches.

3.4 Suspension or Termination.

Membership may be terminated by resignation or action of the Board of Directors.

(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, including expulsion from the League, the conduct of any member if such conduct is considered detrimental to the best interests of FWNLL and/or Little League Baseball.

The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors shall, in case of a Player Member, give notice of a hearing to the manager of the team of which the player is a member. The manager and the Players Agent shall appear, in the capacity of advisors, with the player before a duly appointed committee of the Board of Directors. This committee shall have full power to suspend or revoke such player's right to future participation.

Parents or guardians may appear at the hearing as moral support for their child or ward but may not participate in the proceedings.

(c) Those persons that in the opinion of the Board provide a risk as outlined by the Little League Background checks, and recommended by the Player Agent.

Article 4. Fees

Player Participation Fees.

Reasonable participation fees may be assessed as a parents' or guardians' obligation to assure the operational continuity of FWNLL. The fee schedule by program will be
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established by the Board of FWNLL. A maximum fee of \$300.00 per player per season may be assessed if deemed necessary. At no time should payment of any fee be a prerequisite for participation in any program offered by FWNLL [Little League Regulation XIII(c)]. However, parents or guardians whose children's participation fees are waived or reduced (i.e. they receive a "scholarship" to play) will be expected to contribute significant volunteer time.

Article 5. Meetings

5.1 Annual Meeting.

The annual meeting of the Members of FWNLL shall be held in September in each year for the purpose of electing a Board of Directors, receiving reports, and for the transaction of such business as may properly come before the meeting. Any adult with an active interest in the affairs and operation of the League may be nominated as a candidate for the Board of Directors.

The membership shall receive at the annual meeting of the members of FWNLL a report, verified by the President and Treasurer or by a majority of the Directors, showing:

- the date of report
- the monies applied, appropriated or expended during the year immediately preceding such date
- the purposes, objects or persons to or for which such applications, appropriations or expenditures have been made
- where and how the monies are invested
- the whole amount of real and personal property owned by FWNLL
- where it is located
- the amount and nature of any property acquired during the year immediately preceding
- the manner of the acquisition
- the names and places of residence of the persons who have been admitted to membership in FWNLL during such year (Board Member roster)

This report shall be filed with the records of FWNLL and an abstract thereof entered in the minutes of the proceedings of the annual meeting. A copy of such report shall be forwarded to Little League Headquarters.

5.2 Notice of Meeting.

Notice of the annual meeting of the Volunteer Members shall be posted on FWNLL website or e-mailed to the last recorded address, at least ten (10) days in advance thereof setting forth the place, time, and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Volunteer Members, from time to time, at a regularly convened meeting.

5.3 Special Meetings.

Special meetings of the Volunteer 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 shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Volunteer Members.

5.4 Voting.

Only Volunteer Members, in good standing, shall be entitled to vote at the annual meeting of FWNLL.

5.6 Nominations and Vote Tabulation.

Before opening the polls, opportunity shall be given for nominations from the floor. Add names to the slate after verification of availability, eligibility and willingness to serve. Voting will be for one office at a time beginning with the first office listed in Article 9. The President will appoint tellers to act as inspectors of the election.

5.7 Rules of Order.

Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution of Bylaws of FWNLL. Note: Proxy voting will be allowed. A statement of proxy needs to be submitted to the Secretary prior to the beginning of the meeting.

Article 6. Board of Directors

6.1 Board and Number.

The management of the property and affairs of FWNLL shall be vested in the Board of Directors. The number of Directors shall be not less than five (5). The Directors shall continue in office until their successors shall have been duly elected and qualified. The newly elected officers shall be installed in October following the election.

6.2 Required Members.

The Board members shall include the Officers, including the Player Agent, and a minimum of one manager and one umpire.

6.3 Annual Election and Term of Office.

At each annual meeting, the Volunteer Members shall determine the number of directors to be elected for the ensuing term and shall elect such number of Directors. The number so fixed may, within the limits prescribed by the foregoing Section 6.1, be increased
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at any regular or special meeting of the Volunteer Members, and if the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent meeting. All elections of Directors shall be by majority vote of all Volunteer Members present. Voting can be by ballot.

6.4 Vacancies.

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

6.5 Board Meetings, Notice and Quorum.

Regular meetings of the Board of Directors shall be held following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary shall, at the request in writing of ten (10) Directors, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, by telephone, by e-mail, or by personal notice twenty-four (24) hours preceding the meeting.

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.

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.

50% (including proxies) members of the Board of Directors shall constitute a quorum for the transaction of business.

6.6 Attendance of Board Meeting.

Members of the Board of Directors shall attend all meetings or shall send a report to the President in advance of the scheduled meeting. The Board of Directors shall meet at least once per month. A board member, who is absent and does not provide an update/report for two or more meetings or for more than 4 meetings in any annual year, may be voted out by the Board.

6.7 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 power 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 FWNLL, as it may deem proper.

The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of FWNLL in accordance with the procedure set forth in Article 3, Section 5 (a).

Article 7. Composition, Officers, Duties, and Powers of the Board of Directors

7.1 Officers, Board Members, and Other Agents.

Following the annual meeting the Board of Directors shall meet for the purpose of installing the newly elected Board members and Officers and appointing committees for the ensuing year.

The Board of Directors may appoint such other agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Appointed agents shall not 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.

The officers of FWNLL shall consist of a President, Vice-President(s), a Secretary, a Treasurer, and a Player Agent or Agents, all of whom shall hold office for the following two years or until their successors are duly elected. (Regulations 1b)

7.2 Election.

:The Board members shall be elected, in alternating years, for two-year terms as follows:

- | | |
|------------------------------|---------------------------------------|
| 1) Player Agent | 2) President |
| 3) Vice President of Leagues | 4) Secretary |
| 5) Sponsorship Director | 6) Treasurer |
| 7) Majors Baseball Director | 8) AA Baseball Director |
| 9) AAA Baseball Director | 10) A Baseball Director |
| 11) Softball Director | 12) T-Ball Director |
| 13) Challenger Director | 14) 50/70, Jr., Sr. Baseball Director |
| 15) Fall Ball Director | 16) Safety Director |

- | | |
|-------------------------------------|--------------------------|
| 17) Training Director | 18) Fields Director |
| 19) Facilities Director | 20) Equipment Director |
| 21) League Information Director | 22) Uniform Director |
| 23) Field/Facility Rental Scheduler | 24) Fields Scheduler |
| 25) Umpire in Chief | 26) Concessions Director |

Appointment Positions – One year term; appointed by the President as agreed to or directed by the Board, have no vote on the Board of Directors unless duly elected as noted above:

At Large Position(s)

7.3 Officers - Duties and Powers.

President: The President shall:

- (a) Conduct the affairs of FWNLL and execute the policies established by the Board of Directors.
- (b) Present a report of the condition of FWNLL 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 FWNLL.
- (d) Be responsible for the conduct of FWNLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Inc., as agreed to under the conditions of charter issued to FWNLL by that organization.
- (e) Designate in writing, other officers if necessary, to have power to make and execute for/and in the name of FWNLL such contracts and leases they may receive and which have had prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to FWNLL 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 the 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.
- (i) Submit all forms and certificates required by Little League, Inc., including applications for charter and insurance, accident forms, insurance claims, team rosters, etc.

Vice-President: The Vice-President shall:

In case of the absence or disability of the President, and provided he/she is authorized by the President or Board to so act, the Vice-President shall perform the duties of the

President and when so acting shall have all the powers of that office and shall have such other duties as from time to time may be assigned by the Board of Directors or by the President.

Secretary: The Secretary shall:

- (a) Be responsible for recording the activities of FWNLL and maintain proper files, mailing lists, and necessary records.
- (b) 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.
- (c) Maintain a list of all Volunteer Members, Directors, and committee members and give notice of all meetings of FWNLL, 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 a book kept for that purpose.
- (e) Shall 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) Notify Members, Directors, Officers and committee members of their election or appointment.

Treasurer: The Treasurer shall:

- (a) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all monies and securities of FWNLL, 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.
- (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 submissions to the Membership and Board of Directors at the annual meeting.
- (f)

Player Agent: The Player Agent shall:

- (a) Establish the dates of registration (online and in person).

- (b) Under the direction of the President, receive and review applications for player candidates and check residence and age eligibility.
- (c) Separate all players into the classifications of Article III, Section 3.2.
- (d) Determine the player selection methodology per Little League Operating Manual.
- (e) Work with President and Division Directors to arrange player try-outs or assessments.
- (f) Conduct the player drafts (AAA, Majors, 50-70, Juniors, and Seniors) according to a fair and impartial process. Facilitate trades to be completed before Managers leave the draft room the time of draft.
- (g) Form non-drafted teams attempting to balance teams within each Division as much as possible according to age and experience while maintaining school affiliation.
- (h) Report to the President any suspected potential conflicts of interest or attempts by managers, coaches, or parents to manipulate teams.
- (i) Oversee and record all player transactions and maintain an accurate and up-to-date record thereof.
- (j) Prepare the Player Agent's list. Once the initial team rosters have filled no additions may be made except by prioritized "Waiting List". Each vacancy filled shall be coordinated with the appropriate Division Directors.
- (k) Notify Little League Headquarters of any subsequent player replacements.
- (l) Prepare for the President's signature and submission player names under per LL Regulations and the tournament teams eligibility affidavits.
- (m) Administer the Child Protection Program in accordance with Little League Policy (including the volunteer application process).

Safety Director: The Safety Director shall:

- (a) Be responsive to create general awareness in the League of the opportunities to provide a safe environment for all the participants of Little League Baseball.
- (b) Develop and implement a Safety Plan for the League and submit completed plan to District 10 in compliance with the deadlines as set forth by District 10 to ensure that FWNLL is eligible for an accident insurance discount.
- (c) Promote safe playing practices and awareness by meeting with Directors and their managers at least once per season.
- (d) Establish first aid requirements and verify they are being complied with.
- (e) Establish a reporting system to ensure that non-trivial incidents are recorded and reported to the President whether injury is sustained or not, and that follow-up information on medical and other data is forwarded as available.
- (f)
- (g) Attend District 10 safety seminars and advise FWNLL officials, managers and coaches of pertinent information.
- (h) Obtain first aid supplies and make up first aid kits for each team. Make sure that there are replacement supplies.

7.4 Directors – Duties and Powers

Sponsorship Director: The Sponsorship Director shall:

- (a) Contact sponsors through letters, phone calls, and/or personal visits by January 1st.
- (b) Organize Sponsor Appreciation by:
 - (ii) inviting sponsors to Jamboree
 - (iii) making sure each Sponsor gets a plaque
- (c) Contact billboard advertisers as assigned by sponsorship coordinator.
- (d) Collect and turn over to the Treasurer for deposit all sponsorship funds.
- (e) Require all sponsors to sign and agree to the Little League Sponsorship Agreement.

Field & Facility Maintenance Director: The Field & Facility Maintenance Director shall:

- (a) Carry out preparation of the assigned fields by:
 - (i) Organize Seniors, Juniors, Majors and AAA Division work parties as necessary to prepare and maintain the Complex fields and all FWNLL assigned fields.
 - (ii) Assist T Ball, A, and AA Directors in organizing the improvement and maintenance of school baseball fields.
- (b) Prior to work parties beginning work at all fields:
 - (i) Prepare schedule that has the work distributed evenly among the teams in each division.
 - (ii) List all work to be accomplished on each field.
 - (iii) List the equipment required to accomplish the work.
 - (iv) Arrange for any rental equipment.
- (e) At the November Board meeting, present a list of work to be accomplished during the next season and a budget for Board approval.
- (f) Purchase all agricultural gypsum (lime) for all fields for the season.
- (g) Provide enough field preparation equipment (rakes, chalkers, strings, shovels, drags, etc.) for each field at the complex.
- (h) Adjust the frequency of garbage pickup as appropriate for the season.
- (i) Maintain the Complex fields throughout the year by fertilizing, watering, and general cleanup.
- (j) Turn the water off or on at the main as appropriate for the season.
- (k) Maintain FWNLL building and all structures on site in working order.
- (l) Maintain all FWNLL Field and Maintenance equipment in working order.

Equipment Director: The Equipment Director shall:

- (a) Annually inventory all League equipment, listing repairs required and replacement or additional equipment.

- (b) Present to the Board of Directors by the October meeting a proposed equipment budget for the coming season.
- (c) Order on direction of the Board necessary repairs and new or replacement equipment
- (d) Organize and direct all equipment issue with Division Directors.
- (e) Select and present for Board approval a candidate for Assistant Equipment Manager.
- (f) Shall ensure equipment meets current Little League standards for Approved Equipment.

Majors Director: The Majors Director shall:

- (a) Contact all Majors managers to see if they plan to apply for the next season. Solicit sufficient qualified managerial candidates for Majors teams and submit names to the Board of Directors.
- (b) Hold two (2) or more “Coaches Meetings” in a season depending on the need.
- (c) Encourage team support for parent volunteerism in Concessions.
- (d) Maintain a record of team standings.
- (e) Handle all issues, situations, complaints, and compliments pertaining to the Majors Division.
- (f) Assist managers in obtaining coaches for each team.
- (g) Encourage “Parents Meetings” for each team in the Division.
- (f) Assist Player Agent in organization and implementation of sign-ups, tryouts, and draft for the division.
- (g) Distribute to and review with all Managers the Little League Rule Book.
- (h) Coordinate with Field Scheduler and assign pre-season practice times for each team in the Division.

AAA Director: The AAA Director shall:

- (a) Contact all AAA managers to see if they plan to apply for the next season. Solicit sufficient qualified managerial candidates for AAA teams and submit names to the Board of Directors.
- (b) Hold two (2) or more “Coaches Meetings” in a season depending on need.
- (c) Encourage team support of parent volunteerism in Concessions.
- (d) Maintain a record of team standings.
- (e) Handle all issues, situations, complaints, and compliments pertaining to the AAA Division.
- (f) Assist managers in obtaining coaches for each team.
- (g) Encourage “Parents Meetings” for each team in the Division.
- (h) Assist Player Agent in organization and implementation of sign-ups, assessments and team make up for the division.
- (i) Distribute to and review with all Managers the Little League Rule Book.
- (j) Coordinate with Field Scheduler and assign pre-season practice times for

each team in the Division.

AA, A, and TBall Directors: The AA, A and TBall Directors shall:

- (a) Obtain managers for each team.
- (b) Hold two (2) or more "Coaches Meetings" in a season depending on the need.
- (c) Encourage team support of parent volunteerism in Concessions.
- (d)
- (e) Handle all issues, situations, complaints and compliments pertaining to the Divisions.
- (f) Schedule fields assigned to each Division, by the Field Scheduler, for practice and assist in scheduling make-up games.
- (g) Assist Player Agent in organization and implementation of sign-ups.
- (h) Be responsible for maintenance, with the assistance of the Fields Maintenance Director, of the school fields which their teams use. This includes conducting work parties and insuring that agricultural gypsum (lime) is available for games.
- (i) Distribute to and review with all Managers the Little League Rule Book.
- (j) Coordinate with Field Scheduler and assign pre-season practice times for each team in the Division.

Seniors/Juniors/50-70 Director: The Seniors/Juniors/50-70 Director shall:

- (a) Contact all seniors, juniors and 50-70 managers to see if they plan to apply for the next season. Solicit sufficient qualified managerial candidates for 50-70, Junior and Senior teams and submit names to the Board of Directors.
- (b) Hold two (2) or more "Coaches Meetings" in a season depending on the need.
- (c) Encourage team support of parent volunteerism in Concessions.
- (d) Handle all issues, situations, complaints and compliments pertaining to Junior and Seniors Divisions.
- (e) Assist Player Agent in organization and implementation of sign-ups, tryouts, and draft for the division.
- (f) Distribute to and review with all Managers the Little League Rule Book.
- (g) Coordinate with Field Scheduler and assign pre-season practice times for each team in the Division.

Softball Director: The Softball Director shall:

- (a) Contact all managers to see if they plan to apply for the next season. Solicit sufficient qualified managerial candidates for all teams and submit names to the Board of Directors.
- (b) Hold two (2) or more "Coaches Meetings" in a season depending on the need.
- (c) Encourage team support for parent volunteerism in Concessions.
- (d) Maintain Majors and AAA standings.
- (e) Handle all issues, situations, complaints, and compliments pertaining to the Softball Division.

- (f) Assist managers in obtaining coaches for each team.
- (h) Encourage "Parents Meetings" for each team in each Division.
- (i) Assist Player Agent in organization and implementation of sign-ups, tryouts, and draft for the division.
- (j) Distribute to and review with all Managers the Little League Rule Book.
- (k) Coordinate with Field Scheduler and assign pre-season practice times for each team in the Division.

Challenger Director: The Challenger Director shall:

- (a) Form team with Player Agent.
- (b) Work with Uniform Director to order hats and tees shirts to accommodate players.
- (c) Work with Scheduler for games and practices.

Grants and Donations: The Grants and Donations officer shall:

- (a) Be appointed by the President with the approval of the Board of Directors.
- (b) Obtain from the President letters of introduction or other instruments necessary successful application for grants or donations.
- (c) Solicit and obtain grant monies and monetary donations on behalf of the League.
- (d) Collect and turn over to the treasurer all funds raised by this effort.

Umpire-in-Chief: The Umpire-in-Chief shall:

- (a) Organize volunteer umpire sign-ups at player sign-ups.
- (b) Assist in holding at least two (2) clinics for umpires.
 - (i) one clinic to cover all the rules for Little League.
 - (ii) one clinic on the mechanics of umpiring
- (c) Report to the Board of Directors all problems relating to game situations involving coaches, spectators, or players within the given twenty-four (24) hour period.
- (d) Be responsible for scheduling umpires for AAA, Majors, Junior and Senior divisions for Baseball and Softball. At least one umpire will be eighteen (18) years of age or older.
- (e) With the assistance of the Equipment Director maintain and inventory all umpire equipment.
- (f) Serve as member of all protest committees, unless involved as umpire in protested game.

League Information Director/Publicity: The League Information Director shall:

Organize and direct publicity for all Little League activities, including announcing registration dates both online and in person.

Webmaster

- (a) Maintain and administer the FWNLL Website.
- (b) Encourage managers (coaches or representative) to maintain team web pages within the FWNLL League website.
- (c) Assign online administrative rights as needed to volunteer members.
- (d) Administer on-line registration with the support of the Player Agent and Treasurer.
- (f) Collect from all Division Directors and publish all game results and team standings on the web page.
- (e) As directed by the President or Board of Directors oversee the publishing of pertinent Board and League information for the membership either by newsletter, web page or local newspaper.

Uniform Director: The Uniform Director shall:

- (a) Annually inventory all League uniforms, listing repairs and replacements required.
- (b) Present to the Board of Directors a proposed Uniform budget for the coming season during preparation of the Annual Budget.
- (c) Order, on the direction of the Board, necessary repairs needed
- (d) Recruit and present for Board approval, a candidate for Assistant Uniform Director.

Training Director: The Training Director shall:

- (a) Comply with the Washington State Concussion Law training requirements
- (b) Plan and conduct Manager and Coach training sessions
- (c) Plan and conduct player training sessions

Concessions Director: The Concessions Director shall:

- (a) Purchase all inventory and equipment necessary for Concessions Operation.
- (b) Train and Schedule Concessions Coordinators responsible for opening and closing Concessions and for overseeing the daily Concessions operations.
- (c) Coordinate scheduling Teams for Concessions Volunteer Duty with the Fields & Facilities Scheduling Director.
- (d) Keep records for the receipt and disbursement of all Concessions monies therefore in agreement with policies established in advance of such actions by the Board of Directors.
- (e) Be responsible for all Concessions monies and deposits of same in Concessions depository approved by the Board of Directors.
- (f) Obtain Health Permit

(a) .

Field Scheduler: The Field Scheduling Director shall:

- (a) Attend the annual Field Meeting of the City of Federal Way and the Federal Way School District. At this meeting the City and School District assign the City Fields and the Elementary School Fields to youth sports users.
- (b) Obtain baseball/softball fields and/or facilities for conduction preseason tryouts and assessments.
- (c) Maintain contact with interlocking Little League Charters and FWNLL Division Directors for game scheduling. The Board of Directors will be notified of all inquiries for interlock play.
- (d) Coordinate with Division Directors and assign fields and times for pre-season practices. Each Director will assign practice times for their Division teams.
- (e) Prepare and maintain throughout the FWNLL season the master Field Schedule for FWNLL teams including practices and games on FWNLL Complex Fields, FW School District fields and City of FW fields assigned to FWNLL use.

Fields and Facilities Rental Scheduler: The Rental Scheduler shall:

- (a) Be the contact person for Field and Facility Rental, including the Parking Lot.
- (b) Prepare and maintain a Master Rental Schedule for the FWNLL fields and facilities. All rentals will be reported to the Board of Directors.
- (c) Coordinate with the FWNLL Fields Scheduler for appropriate field, date and time availability.
- (d) Prepare and execute the FWNLL Rental Agreement with the renting User Group, including obtaining a copy of current insurance coverage for their group.
- (e) Maintain a list of renting User Groups and contact groups each season for potential rental opportunities.
- (f) Report all Rental Fees due FWNLL to the Treasurer for proper classification.
- (g) Prepare the Rental Income budget and submit to Treasurer in September.
- (h) Field and Facility rentals are typically not available from March through June, except on Sundays (when available), during Spring Break and Memorial Day Weekend or when the Board determines a rental is beneficial to FWNLL.

Fall Ball Director: The Fall Ball Director shall:

- (a) Coordinate with the League Information Officer the inclusion of Fall Ball information on the website and in newsletters.
- (b) Prepare and coordinate distribution of Fall Ball applications and information.
- (c) Receive completed application and submit all revenue to the Treasurer in a timely manner.
- (d) Work with the Scheduler to determine number of teams and fields needed to submit to District 10 for game schedules.
- (e) Recruit and qualify Fall Ball managers and submit names to the President for approval by the Board.

Article 8. Committees

8.1 Executive Committee. The Board of Directors may appoint an Executive Committee, which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of FWNLL.

8.2 The Executive Committee shall advise with the and assist the Officers of FWNLL in all matters concerning its interests and the management of its affairs, and shall have other such powers as may be delegated to it by the Board.

8.3 At any meeting of the Executive Committee a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

Article 9 Other Committees

9.1 Nominating Committee.

The Board of Directors may appoint a Nominating Committee consisting of three (3) Directors and other appointment Regular Members.

The Committee shall investigate and consider eligible candidates and submit at the annual meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of officers and Committee Members.

9.2 Finance Committee.

The Board of Directors may appoint a Finance Committee consisting of not less than three (3) nor more than five (5) Directors.

The Treasurer shall be an ex-officio member of the committee.

The committee shall investigate ways and means of financing FWNLL, including team sponsorships, grants, and donations. The committee shall submit recommendations to the Board of Directors.

The committee shall be responsible for taking up collections at games, if such collections are authorized by FWNLL and shall turn over said collections to the Treasurer immediately after each game.

9.3 Building, Property, and Grounds Committee.

The Board of Director may appoint a Building, Property, and Grounds Committee, consisting of three (3) Directors.

The committee shall investigate and recommend available suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance or approved projects. The Grounds Committee shall be responsible for the care and maintenance of the playing field(s), buildings, and grounds. It shall operate within the amount appropriated in the approved budget for the purpose.

9.4. Umpire Committee.

The Board of Directors may appoint an Umpire Committee consisting of three (3) Directors. The FWNLL President shall chair any such committee.

The committee shall recruit, interview and recommend to the Board for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction and responsibility of the FWNLL President, assisted by the Chief Umpire who shall train, observe, and schedule the staff.

9.5 District Committee.

The Board of Directors may appoint a District Committee consisting of the FWNLL President as chair and two (2) other Directors. The committee shall assist the District Administrator in inter-league functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament directors.

9.6 Auditing Committee.

The Board of Directors may appoint an Auditing Committee consisting of not less than three (3) Directors. The President, Treasurer, or signatories of checks are not eligible to serve on this committee.

The committee will annually review the books and records prior to the Annual Meeting and attach a statement of their findings to the annual financial statement of the President and Treasurer. The committee may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

9.7 Disciplinary Committee

- (a) The Board of Directors may appoint a Disciplinary Committee consisting of not less than three (3) and not more than five (5) Directors. The President shall chair the Committee. As directed by the LL Rule book for Protest Committees, the Player Agent and League's UIC shall be members of the Disciplinary Committee also. Two other Directors may be appointed, as required. Managers may serve on the committee provided the infraction in question did not occur in the Division of play in which they manage.
- (b) The Disciplinary Committee will investigate and interview any reported charge of infraction of LL regulations such as field decorum or actions of League Personnel, spectators or players. On field/game rule infractions are resolved by the Protest Committee per LL Rule Book.
- (c) The final resolution of the Disciplinary Committee's findings will be determined by the Board of Directors. Prior to the Disciplinary hearing, the Board of Directors may choose to defer resolution of the infraction to the Disciplinary Committee, thus only requiring a report of the action taken to the Board.

Article 10. Managers, Coaches, and Umpires

- 10.1 Team Managers and Coaches shall be appointed annually by the President, with the approval of the Board of Directors. Drafted teams' managers alone shall be responsible for the selection of their players in accordance with the rules and regulations surrounding the draft and under the direction of the Player Agent. All managers shall be responsible for the actions of their team and coaches on the playing field, including all actions outlined in the Code of Conduct. Regulation 1(b).

AAA, Majors, 50-70, Juniors and Seniors team managers shall be appointed prior to player tryouts and draft. Team managers for AA, A, Machine Pitch and T-Ball and all team coaches shall be appointed at the first Board meeting following the respective team formations or draft, as the case may be. Once appointed, managers and coaches shall retain such title and status until the next annual reappointment of managers and coaches or until: (1) otherwise dismissed in accordance with LL Rules; or (2) submits written resignation as

manager or coach to the President, such resignation containing an implied agreement that the resigning manager or coach will not manage or coach in the baseball/softball year subsequent to the baseball/softball year of resignation.

- 10.2 A sponsor will not be responsible for, nor take part in the selection of a team or the choosing of the manager and coaches. Deviations from this section shall require the specific approval of the Charter's Board of Directors.
- 10.3 Nominees for Senior, Junior, 50-70, Majors, and lower Division managers and coaches shall be submitted annually by Division Directors for approval by the Board. Managers and coaches from previous years are eligible to return as candidates unless deemed unqualified. All managers' nominees (new or previous) shall be voted on and must receive majority approval of the Board. When the number of managers is in excess of the number of positions to be filled, those nominees receiving a majority approval and the greatest number of votes shall be approved. In cases of a tie, the Board shall re-vote after no more than 30 minutes of discussion. If a successful nominee is a returning manager, he/she shall have first option to return to their respective team at the Major level and above. Appointment of Managers shall follow the Little League Policy for Appointment of Manager.
- 10.4 To qualify as a candidate for the position of Majors Division Manager, an applicant must have participated for no less than one (1) year and be currently active in the League. Deviations from this section shall require a majority vote of the Charter's Board of Directors.
- 10.5 Managers or coaches in lower Divisions may move up no more than two (2) division levels from one season to the next (i.e. A to AAA or AA to Majors). This policy applies to candidates vying for a position as Manager of a Majors team. This policy is intended to protect the integrity of the Majors program.
- 10.6 Umpires shall be appointed annually by the President, with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field. Regulation 1(b)
- 10.7 While holding such office, the Player Agent shall not manage or coach. Directors shall not manage nor coach in their respective divisions. Regulation 1(b)

Article 11. Financial and Accounting.

11.1 Responsibility Authority.

The Board of Directors shall decide all matters pertaining to the finances of FWNLL and it shall place all income in a common league treasury, directing the expenditure of same

in such manner as will give no individual or team an advantage over those in competition with such individual or team.

11.2 Contributions of Funds or Property to Individual Teams.

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

11.3 Solicitation of Funds.

The Board shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised are placed in FWNLL treasury.

11.4 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 and policies of Little League Baseball, Incorporated.

11.5 Financial Compensation.

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

11.6 Deposits of League Funds.

All monies received, including auxiliary funds, shall be deposited to the credit of FWNLL in the Twin Lakes Bank of America and all disbursement shall be made by check or debit card. All checks shall be signed by FWNLL Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine. Debit card purchases shall be made by person or persons authorized by the FWNLL Treasurer and Board to make such transactions.

11.7 Fiscal Year.

The fiscal year of FWNLL shall begin on the first day of October and shall end on the last day of September.

11.8 Distribution of Property upon Dissolution.

Upon dissolution of FWNLL, and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of FWNLL to such other Federally incorporated entity maintaining an objective similar to that set forth herein, which are or may

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be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.

Article 12. Amendments.

This Constitution and Bylaws may be amended, repeated, or altered in whole or 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. Drafts of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval and placement in permanent file.

Article 13. Boundaries.

Boundary statement of Federal Way National Little League, Charter 4-47-10-08:

FWNLL CHARTER BOUNDARY AS OF OCTOBER 1, 2010

The Federal Way National Little League Charter boundaries shall be as follows:
From Pacific Highway South and the King/Pierce County line Northwest along the King/Pierce County line to the Puget Sound Coastline, North to South 2520d St., East on South 2520d St., North on 320d Ave South, East on South 232od, South on 45th Place South, Southwest on Reith Road under I 5 and continue West as road turns into South 260th, South on Pacific Highway South, East on South 264th, South along the Western side of I-5, Southwest on Military Road, West on South 288th St., South on Pacific Highway South, East on South 312th St., South along the Western side of I-5, East on South 320th St., South on Pacific Highway South to the King/Pierce County line.

I HEREBY CERTIFY that the foregoing is the Constitution and By-Laws adopted by the Board of Directors on the 2nd day of January 2013.

K.C. MacLaren, President FWNLL

Revised 9-26-2016

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