



Baldwin Park East Side LL

*League ID: 04051904*

## **Constitution**

Adopted October 28, 2025

## **ARTICLE I – NAME**

This organization shall be known as the Baldwin Park East Side LL hereinafter referred to as “Local League.”

## **ARTICLE II – OBJECTIVE**

### **SECTION 1**

The objective of the Local League shall be to positively impact youth and communities using the power of youth baseball and softball to teach life lessons to build stronger individuals and communities.

### **SECTION 2**

To achieve this objective, the Local League will provide a supervised program of baseball and softball consistent with the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall consider and incorporate the values of Little League: Teamwork, Community, Inclusion, Fun, and Integrity. The molding of future citizens is of prime importance and the attainment of exceptional athletic skill or the winning of games is secondary. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall benefit any individual or be used in any substantial part to influence legislation or intervene in any political campaign on behalf of any candidate for public office.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1**

Any person sincerely interested in active participation to further the objective of the Local League may apply to become a member.

### **SECTION 2**

There shall be the following classes of Members:

#### **1. Regular Members (“Members”) shall include: –**

- a.** Current year Managers, Coaches, Board Members, Local League Officers, and any registered volunteer, who have completed a background check.
- b.** One Parent or one Legal Guardian of each registered player. Parents or Guardians of multiple registered players are limited to a maximum of two memberships.
- c.** Any adult person actively interested in furthering the objectives of the Local League may become a Regular Member upon approval by the Board and payment if applicable. Upon receipt of a written request to become a member, the Board of Directors shall vote upon the request at the next scheduled Board of Directors meeting.

- d. All Board members and Volunteers must annually complete the Little League Official Application, submit to a background check pursuant to Regulation I(8) and (9), and complete abuse awareness training pursuant to Regulation I(10) before the commencement of the season.
  - e. The Secretary shall maintain the roll of membership to qualify voting Members. Only Members in good standing are eligible to vote at General Membership Meetings. Each Member is entitled to one vote.
- 2. **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.
- 3. **Honorary Members** – 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.

### SECTION 3

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.

### SECTION 4

Dues, if any, for Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Volunteer members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Little League Regulation XIII © (e.g. background check fee, badge fee, etc.).

### SECTION 5

**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 majority vote of those present at any duly constituted Board meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class, including managers, coaches, and other volunteers when the conduct of such person is inconsistent with the values of Little League Baseball, Incorporated and is considered detrimental to the best interests of the players, Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such a meeting, informed of the general nature of the charges, and be 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 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) must also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation in the Local League by a majority vote of those present at any duly constituted Board meeting.

(c) If membership dues are collected, Members who fail to pay their fixed dues may, by a majority vote of the Board present at any duly constituted Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership. The Board of Directors will establish the number of days within which applicants have to pay membership dues as part of the annual Policies and Procedures which shall be voted on at the first Board meeting of each fiscal year.

## **ARTICLE IV – BOARD OF DIRECTORS**

### **SECTION 1**

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

### **SECTION 2**

The Executive Board of Directors shall be no fewer than five (5) Members in good standing. The Officers of the Board of Directors shall include, at a minimum: President, Vice President, Treasurer, Secretary, and Player Agent. Other possible Board of Directors/positions are outlined in the Local League ByLaws.

### **SECTION 3**

If any vacancy occurs on the Board of Directors, by death, resignation or otherwise, it may be filled, for the balance of the absent Board Member's term of office, by a majority vote of the remaining Directors at any duly constituted Board meeting or Special Board Meeting called for that purpose.

### **SECTION 4**

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 Secretary shall at the request in writing of three (3) Directors, issue the call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and only matters so stated in such notice may be acted upon at the Special meeting. Meetings of the Board of Directors may be held in-person and/or by telephonic or electronic means and such means shall be clearly stated in any meeting notice.
- (b) Notice of every Board meeting shall be given by the Secretary personally, electronically or by mail to each Director at a minimum five (5) calendar day(s) before the time appointed for the meeting to the last recorded address of each Director.
- (c) At any meeting of the Board of Directors, the presence of a majority of the Board of Directors shall constitute a quorum for the transaction of regular 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.

(e) A simple majority vote of the Directors present during a duly constituted Board of Directors meeting is necessary to approve any action relating to the general business of the Local league.

(f) No Director shall be allowed to vote by proxy at any meeting of the Board of Directors.

## **SECTION 5**

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 or the Rules and Regulations of Little League Baseball, Incorporated.

The Board shall have the power by a majority vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director, Officer, Committee Member, or Member of the Local League in accordance with the procedure set forth in Article III, Section 5.

## **SECTION 6**

Robert's Rules of Order shall govern the proceedings of all Local League meetings, including Board of Directors meetings. Any action taken by the Board of Directors at a meeting at which a quorum is present will be deemed the action of the Board of Directors, except where the same conflicts with this Constitution. Minutes of all meetings will be recorded and will accurately reflect the action(s) taken.

# **ARTICLE V – DUTIES AND POWERS OF THE BOARD**

## **SECTION 1**

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**

### **The President shall:**

- A. Conduct the affairs of the Local League and execute the policies established by the Board of Directors.
- B. Present a report on 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 the welfare of the Local League.

- 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 the charter issued to the Local League by that organization.
- E. Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.
- F. Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof by December 31st of the calendar year.
- G. With the assistance of the Player Agent, examine the application and support proof of age documents of every player candidate and
- H. Certify residence and age eligibility before the player may be accepted for tryouts and selection.
- I. Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or other designated Board member.
- J. Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.
- K. Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.
- L. Help coordinate with Player Agent all scheduling of games for the league, including regular season, playoff and Fall-ball (if BPESLL hosts).
- M. Help coordinate with Player Agent rescheduling of all rained out games in all Divisions.
  - a. No game can be rescheduled without the advice of the League President, Player Agent, the Division Director, and the Umpire-in-Chief.
- N. Participate in assigned "Board Member of the Day" shifts and/or snack bar shifts
- O. Participate in assigned attendance for all levels of Tournament play BPESLL is participating in (especially if hosted by another league)
  - a. Including but not limited to:
    - i. District's T.O.C. Tournament
    - ii. Little League All-Star Tournament (all levels)

### SECTION 3

The Vice President shall:

- A. Perform such duties as may from time to time be assigned by the Board of Directors or by the President.
- B. In the absence or disability of the President, and when so authorized by the President or the Board of Directors, perform the duties and exercise the powers of the President. When acting, the Vice President shall have all powers of that office.
- C. Oversee and provide support to the following positions: **Safety Officer, Equipment Manager and Sponsorship Coordinator.**
  - a) Ensure that these officers are performing their duties in accordance with league policies and Little League guidelines.
  - b) Serve as liaison between these officers and the Board of Directors.
  - c) In the event that any of these positions are unfilled, the Vice President shall assume

and conduct the duties of that office until a replacement is appointed and approved by the Board.

- D. Assist in the overall operation and coordination of the Snackbar in collaboration with the Snackbar Coordinator.
- E. Participate in assigned “Board Member of the Day” shifts and/or snack bar shifts.
- F. Participate in assigned attendance for all levels of tournament play BPESLL is participating in (especially if hosted by another league), including but not limited to:
  - a) District’s T.O.C. Tournament
  - b) Little League All-Star Tournament (all levels)

## **SECTION 4**

The Secretary shall:

- A. Be responsible for recording the activities of the Local League and maintain appropriate 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 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. Maintain a current list of all Regular Members in good standing and determine the number of Regular Members needed to constitute a quorum.
- E. Issue membership cards to Regular Members, if approved by the Board of Directors.
- F. 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.
- G. 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.
- H. Notify Members, Directors, Officers and Committee Members of their election or appointment. Provide each of these individuals with a copy of the Local League Constitution.
- I. Participate in ALL local league drafts and assist the Player Agent in keeping accurate records of teams.
- J. Maintain Manager/Coach Applications, All-Star Manager Applications, and Member Applications.
- K. Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Committee
- L. Keep a copy on file of the charter document
- M. Assist the Safety Officer with practice field locations.
- N. Be responsible for seeing that the Bylaws and Constitution are reviewed and approved annually.
- O. Responsible for securing facilities for meetings as needed.
- P. Participate in assigned “Board Member of the Day” shifts and/or snack bar shifts
- Q. Participate in assigned attendance for all levels of Tournament play BPESLL is participating in (especially if hosted by another league)

- a. Including but not limited to:
  - i. District's T.O.C. Tournament
  - ii. Little League All-Star Tournament (all levels)

## SECTION 5

The Treasurer shall:

- A. Perform such duties as are herein 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 money and securities and deposit the same in a depository approved by the Board of Directors.
- C. Keep records for the receipt and disbursement of all moneys and securities of the Local League.
- D. Approve all payments from allotted funds and draw checks/debit card transactions therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have an authorized signer's signature.
- E. Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- F. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.
- G. Prepare monthly ledger of accounts payable and receivable to the Board of Directors.
- H. Ensure that no payment is made unless the invoice has been approved by and contains the signature of the President and/or Treasurer.
- I. Be responsible for obtaining a Certified Public Accountant (CPA) to prepare and file the annual tax return with the Internal Revenue Service (IRS). The specific Certified Public Accountant to be used must be approved by the Executive Board of Directors.
- J. Be listed as the primary contact with the IRS, Franchise Tax Board and banking institutions.
- K. Be listed as the primary contact with the State of California Secretary of State Office. J. The 990 Tax Returns are to be filed within 60-days of each fiscal year end.
- L. Participate in assigned "Board Member of the Day" shifts and/or snack bar shifts
- M. Participate in assigned attendance for all levels of Tournament play BPESLL is participating in (especially if hosted by another league)
  - a. Including but not limited to:
    - i. District's T.O.C. Tournament
    - ii. Little League All-Star Tournament (all levels)

## SECTION 6

The Player Agent shall:

- A. Coordinate, organize and lead the draft with assistance from the President and other designated board members.
- B. Record all player transactions (draft, trades and rosters) and maintain an accurate and up-to-date record thereof.



- C. Receive and review applications for player candidates and assist the President in verifying residence and/or school enrollment and age eligibility.
- D. Conduct tryouts, player drafts, All-Star selection, and all other player transactions or selection meetings.
- E. Prepare the Player Agent's list.
- F. Prepare for the President's signature and submission to Little League Baseball, Incorporated team rosters, including players claimed, and the tournament team eligibility affidavit.
- G. Be responsible for the All-Star selection process (keeping all results secret and sharing only with the League President).
- H. Be allowed, with the approval of the board, to coach in any division.
- I. Assist the Safety Officer with practice field locations.
- J. Be responsible for all scheduling of games for the league, including regular season, playoff and Fall-ball (if BPESLL hosts)
- K. Be responsible for rescheduling all rained-out games in all Divisions.
  - a. No game can be rescheduled without the advice of the League President, Player Agent, the Division Director, and the Umpire-in-Chief.
- L. Participate in assigned "Board Member of the Day" shifts and/or snack bar shifts
- M. Participate in assigned attendance for all levels of Tournament play BPESLL is participating in (especially if hosted by another league)
  - a. Including but not limited to:
    - i. District's T.O.C. Tournament
    - ii. Little League All-Star Tournament (all levels)

## **SECTION 9**

Additional Managers and Committees may be established by the Board of Directors and may be filled by persons who do not serve on the Board of Directors but report to such. The need for and responsibilities of those positions will be reviewed annually and included in the Local League's Policies and Procedures.

## **ARTICLE VI – COMMITTEES**

### **SECTION 1**

#### **Executive Committee**

- (a) The Board of Directors may appoint an Executive Committee which shall consist of not less than five (5) nor more than seven (7) Directors, one of whom shall be the President of the Local League.
- (b) The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.
- (c) 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.

## **SECTION 2**

The Board of Directors may appoint such Committees as it may deem necessary or desirable and may prescribe the powers and duties of each Committee in Policies and Procedures. Committee Chairs and members of the Committees 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.

(a) Committees such as, but not limited to, Disciplinary, Election and Ethics Committees.

## **ARTICLE VII – GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1**

**Annual General Membership Meeting** – The Annual General Membership Meeting is a meeting of the league's membership called in accordance with this Constitution. At least one General Membership Meeting shall be held each year. These meetings may be conducted in person or through electronic means that allow full participation by all Members.

At the Annual General Membership Meeting, the following business may be conducted:

- Receiving reports on the league's operations, finances, and other matters.
- Reviewing the league's Constitution and policies.
- Conducting any other business that may properly come before the meeting.

**Biannual Elections** – Elections for the Executive Board of Directors shall take place during the Annual General Membership Meeting held on the first (1st) weekend of June in election years (odd years). The process for elections is as follows:

1. Regular Members shall vote to elect the Executive Board of Directors. If the number of candidates exceeds the available positions, those receiving the most votes shall be elected. Members may cast votes equal to or fewer than the number of available positions.
2. In the event of a tie for unfilled positions, a run-off election will be conducted among the tied candidates, with all Members eligible to vote.
3. After the election, the newly elected Executive Board shall convene to select Officers.

The newly elected Executive Board shall assume its duties starting October 1 of the election year. Their term of office shall continue until the next biannual election and the qualification of their successors.

## **SECTION 2**

**Quorum** – At the Annual General Membership Meeting, the presence in person or representation by absentee ballot of twenty (20) percent of the Regular Members or forty (40) Regular Members, whichever is less, shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. The Secretary shall be responsible for providing a list of all Regular Members in good standing.

### **SECTION 3**

**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 10 calendar days in advance of the meeting, setting forth the place, time, and purpose of the meeting.

### **SECTION 4**

**Voting** – Only Regular Members (“Members”) in good standing, as defined in **Section 1**, are eligible to attend and vote at the Biannual General Membership Meeting.

Each Member is entitled to cast **one (1) ballot** per vote, regardless of their roles or number of affiliations within the organization.

1. **Example:** A Member who is both a registered volunteer and the parent or legal guardian of a player is entitled to one vote.
2. Parents or Guardians of multiple registered players are limited to a maximum of two memberships (one per Parent or Legal Guardian), as outlined in **Section 1(b)**.

Dual memberships for voting purposes are not permitted. A single individual cannot cast multiple ballots under any circumstance.

The Secretary shall maintain the official roll of membership to qualify voting Members, ensuring compliance with all membership and voting requirements.

### **SECTION 5**

**Absentee Ballot** – For the expressed purpose of accommodating a Regular Member in good standing who cannot attend a Biannual General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the Local 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 on the date of the meeting, prior to the voting portion of the election process.

### **SECTION 6**

**Special General Membership Meetings** – Special General Membership Meetings may be called by the Board of Directors, by the Secretary or President at their discretion. Additionally, upon the written request of a minimum of five (5) 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 Special General Membership 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) calendar days after the request is received by the President or Secretary.

## **SECTION 7**

Any vote by the Regular Members at a meeting at which a quorum is present will be deemed the action of the Regular Members, except where the same conflicts with this Constitution. Minutes of all meetings will be kept and will accurately reflect the action(s) taken.

## **ARTICLE VIII – AFFILIATION**

### **SECTION 1**

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.

### **SECTION 2**

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

### **SECTION 3**

The local rules, ground rules and/or bylaws of the Local League shall be adopted by the Executive Board of Directors at a meeting to be held not less than one month before 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 they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each playing season and are not considered part of this Constitution.

## **ARTICLE IX – FINANCIAL AND ACCOUNTING**

### **SECTION 1**

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

### **SECTION 2**

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

### **SECTION 3**

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, or league credit or debit card.

All checks shall be signed by the Local League Treasurer or by the President or Vice President (after approval of the Treasurer).

#### **SECTION 4**

No Board member authorized to disburse funds may be the spouse of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League Treasurer with receipt for all purchases made within two (2) days of the purchase date.

#### **SECTION 6**

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

#### **SECTION 7**

All monies received, including sponsorship and fundraising, shall be deposited into the **RIZE Credit Union** account of the Local League as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

#### **SECTION 8**

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

#### **SECTION 9**

Upon dissolution of the Local League program for any reason and after all outstanding debts and claims have been satisfied, the Regular Members may either direct the remaining property of the Local League to another chartered Little League program in good standing with Little League Baseball, Incorporated, or may direct the funds to Little League Baseball, Incorporated.

### **ARTICLE X – AMENDMENTS**

This Constitution may only be amended, repealed, or altered in whole or in part by a majority vote of the Board of Directors (with suggestions from Regular Members) at a duly organized meeting, provided notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval before a vote of the Membership is held.

This Constitution was approved by the Local League Board of Directors on November 24, 2024.



\_\_\_\_\_  
President's Signature

**Cecelia D. Bernal**

**10/28/2025**

\_\_\_\_\_  
President's Name (Printed)

\_\_\_\_\_  
Date

Little League ID No. 4051904

Federal ID No. 47-1572457

*Little League Baseball, Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.*