

Mechanicsburg Little League By-Laws

Section 1: President - The President's duties will be as follows:

- A. Call meetings of the Association as necessary.
- B. Conduct the meetings and affairs of the Association and execute the policies established by the Board of Directors.
- C. Direct Opening Day Ceremonies.
- D. Direct registration and player evaluation session.
- E. Arrange for all special activities.
- F. Communicate to the Board of Directors, such matters as deemed appropriate, and make suggestions that promote the welfare of the Association.
- G. Be responsible for the enforcement of the policies, principles, and rules and regulations of the Association.
- H. Establish committees and appoint committee members.
- I. Designate, in writing, power to officers to make and execute any contracts, agreements, or leases for/and in the name of the Association. Such contracts, agreements, or leases must have prior approval by the Board of Directors.
- J. Assure sponsors are acquired for each team and in good standing by March 1.
- K. Attend meetings where players are drafted and all-stars are selected.
- L. Secure field and concession permits in time for the start of the season.

Section 2: Vice President - The duties of the Vice President will be as follows:

In the absence or disability of the President the Vice-President shall perform the duties of the President.

- A. Arrange for insurance coverage necessary for the Association to administer its programs to include:
 1. General liability.
 2. Property Coverage for Fire and Theft.
 3. Sports accident coverage for players, managers, coaches and umpires.
 4. Directors and Officer's Liability.
 5. Crime.

Section 3: Secretary - the duties of the Secretary will be as follows:

- A. Record minutes of all Association meetings.
- B. Send out notices of events and meetings.
- C. Handle normal correspondence of the Association.
- D. Maintain file of team rosters, registered players and their proof of age, managers and Board members, committees and committee members, accident/injury reports, and player evaluation forms and rating lists.
- E. Maintain current by-laws and amendments.

Section 4: Treasurer - The duties of the Treasurer will be as follows:

- A. Receive all monies and securities, and deposit same in a depository approved by the Board of Directors.
- B. Keep records for the receipt and disbursement of all moneys and securities of the Association, approve all payments from allotted funds and draw checks in agreement with policies established in advance of such actions by the Board of Directors.

- C. Prepare a monthly Treasurer's Report to be submitted at the regular Association monthly meeting that identifies the fiscal activities and financial condition of the Association for the preceding month and the year to date to include the reconciled monthly bank statement as well as a comparison to the monthly and annual budgets.
- D. Maintain a record of deeds and titles to all property held by the Association.
- E. Prepare an annual budget and financial reports for presentation at the annual meeting.
- F. Prepare and submit annually, the PA Registration Statement of Charitable organizations.
- G. Submit Association books annually to a certified public accounting firm approved by the Board of Directors for preparation of a certified financial report required in support of the Registration Statement for Charitable organizations.
- H. Prepare and submit annually, the appropriate Federal Tax Return form for a charitable organization.
- I. Keep PA Sales Tax Exemption Status up to date.
- J. Prepare applications and obtain Small Games of Chance license.

Section 5: Commissioners, All Divisions- the duties of the commissioners shall be as follows:

- A. Shall be responsible for the overall operation of their respective program.
- B. Assist the President in planning, scheduling and directing player evaluation session relevant to their program.
- C. Plan and direct the player selection process for their respective program.
- D. Schedule all games for their respective program. In the case of the All Star Commissioner, select and arrange for all star team participation in local and Little League sponsored tournaments.
- E. Schedule and arrange for player and coach/manager training/instruction.
- F. Reschedule postponed games for their respective program in conjunction with the scheduling and field use directives of the Board of Directors.
- G. Annually review regulations and playing rules with all managers.
- H. Enforce rules and regulations pertinent to their program.
- I. Promote safety throughout the Association and provide suggestions to the Safety Officer.
- J. Monitor condition of Association equipment, fields, and buildings, with regard to safety and report findings at regular Board of Directors meetings or directly to the Safety Officer if problem poses an immediate threat to welfare of players or fans.
- K. Monitor and observe teams and fans at Association activities, with regard to safety, and reports findings at regular Board of Directors meetings or directly to the Safety Officer if the problem poses an immediate threat to welfare of players or fans.
- L. At the conclusion of each season, ensure player evaluations are completed by each team manager and received by the Board of Directors for all potentially returning players.

Section 6: Safety Officer - the duties of the Safety Officer shall be as follows:

- A. Maintain the MLLA Safety Manual.
- B. Implement the Little League Safety Awareness Program.
- C. Investigate any complaints of safety hazards that are reported to the Association.
- D. Submit final Little League Accident/Incident/Injury Report to MLLA insurance carrier.

- E. Provide properly supplied first aid kits at all Association fields.
- F. Ensure all MLLA playing fields comply with Little League safety requirements.
- G. Ensure that criminal and sexual offender background checks are completed for MLLA Volunteers.
- H. Maintain data base and records of completed background checks.

Section 7: Community Liaison – the duties of the Community Liaison shall be as follows:

- A. Maintain contact with local government and other sports organization officials to ensure MLLA's interests are heard.
- B. Ensure proper communication and field availability is achieved.
- C. Perform oversight/coordination of all Association fund raising activities.