

CONEJO VALLEY LITTLE LEAGUE, INC. (CVLL)

RULES OF THE BOARD OF DIRECTORS

Revised October 2000

I. MEETINGS

1. A majority of Directors present at a Regular meeting of the Board of Directors is necessary to constitute a quorum.
2. In the absence thereof, the presiding officer shall adjourn the meeting until such time as there is a quorum.
3. The meeting shall be conducted in an orderly manner and in accordance with Robert's Rules of Order.

II. AGENDA

1. The agenda of Regular meetings shall be as follows:
 - a) **Membership concerns.** At his/her discretion, the presiding officer may allow any person, other than a Director, to address the Board on any matter of concern to CVLL prior to a reading of the Minutes or immediately prior to consideration of the President's agenda.
 - b) **Addition to/Approval of the Agenda.** Any Director may, before the meeting, request priority on the President's agenda.
 - c) **Minutes.** Reading of the minutes of previous Regular meeting and any intervening Special meetings;
 - d) **Treasurer's Report.** Once per month, reading of the Treasurer's report which shall include a statement of cash assets and current liabilities;
 - e) **Player Agent's Report.** At each Board meeting, the Player Agent shall give the status of all players in the league, the need to replace players and the status of any players on a waiting list. The Player Agent shall also provide any such other information to the Board the Player Agent believes to be pertinent
 - f) **Safety Officer's Report.** At each Board meeting, the Safety Officer shall make a report on any safety issues related to the League, and the status of any injuries or incidents that have occurred or been reported.
 - g) **Committee Reports.** Reading of any Committee reports and consideration of any amendments by the Board;
 - h) **Disciplinary Action.** Consideration of any matters referred to the Board by the Disciplinary Action Committee
 - g) **Previous Matters.** Consideration of any matters continued from any previous meeting
 - h) **President's Agenda.** The President shall, prior to each meeting, prepare a written agenda of new business; and
 - i) **Director's reports.**

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2. The agenda of a Special meeting shall be the same as for a Regular meeting except that the presiding officer may, at his/her discretion, suspend Rule II.1.

III. VOTING

1. Actions and Reconsideration:

- a) *Except as otherwise provided herein*, action shall be taken by a majority of votes cast by Directors present at Regular meetings of the Board.
- b) Voting shall be in person by a show of hands unless otherwise directed by the presiding officer.
- c) An action taken by the Board of Directors during the current elective year *shall not* be reconsidered unless a two-thirds majority of the Directors present is in favor thereof.
- d) The presiding officer shall, prior to entertaining discussion of any motion, rule on the question of whether that motion constitutes reconsideration of a previous action of the Board. If the presiding officer rules that it does, he/she shall allow five minutes for argument in favor of and five minutes for argument in opposition to reconsideration.
- e) For any motion made and seconded, the presiding officer shall, before the discussion, inquire of the Treasurer and such other Directors, as the presiding officer deems discerning, whether the passage of that motion will result in a change in either the income or the expenditure budgets.

2. Suspension of Rules of the Board:

- a) The Board at the first opportunity shall adopt rules of the Board of Directors after presentation of proposed rules by the Executive Committee.
- b) A Rule may be suspended by a written declaration submitted to the President by three-fourths of the Board of Directors.

3. Presiding Officer and Tie Votes:

- a) Except where the vote of other Directors results in a tie, or regarding matters of reconsideration (Rule III.1.), or suspension of Rules (Rule III.2.), the presiding officer shall not vote.
- b) Where such a tie vote occurs, or on matters regarding reconsideration or suspension, the presiding officer shall vote immediately.

IV. MANAGER SELECTION AND RESPONSIBILITY

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1. An Adult manager shall be appointed for each team by the President, subject to approval by the Board, and will be expected to answer to the Board for the conduct of themselves, their appointed coaches, and team members at practices and games. Managerial appointments are subject to immediate termination, without cause, by the President, subject to approval the Board.
2. Managers may delegate managerial authority to adult coaches, as the manager deems appropriate; however, the appointment of persons less than eighteen (18) years of age as coaches shall be only with the consent of the Division Vice-President.
3. Managers shall report within twenty-four (24) hours to the Division Vice-President issues regarding a players absence to games and/or practice as listed below. The Division Vice president will instruct the manager or coach to contact the Player Agent and/or the Director of Safety (as appropriate).

Any of the following regarding a player member of that team must be reported:

- a) Announced or probable player resignations.
- b) Suspensions of players from participation in games or practices.
- c) Unexplained absences of players from two (2) consecutive games, practices, or combinations of games and practices.
- d) Injury or illness reasonably expected to prevent participation in games and/or practices for a period of more than one week or requiring a doctor's supervision or treatment.

V. PLAYER SELECTION AND ASSIGNMENT

1. Player selection for the various teams except the Peanut League, International Division and Big League activities shall be in accordance with Little League Regulation V, Draft Selection System.
2. The Board shall adopt CVLL Rules for the Administration of the Draft Selection System, which shall be available to Division Vice-Presidents, the Player Agent, and appointed Managers prior to tryouts.
3. Player members shall be expected to participate in practices and games on the team to which they are assigned by the Player Agent.

VI. COMMITTEES

1. Committees shall operate under the following rules and guidelines:

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- a) A Committee Chair shall be appointed by the President;
- b) The Committee shall meet as required to accomplish the assignments made to it;
- c) Committees shall maintain minutes and a record of attendance;
- d) The Committee shall report back to the Board its findings and recommendations. Recommendations of the Committee shall be presented in their whole. The Board without a 2/3 vote of the Board members present to suspend the rules and become a committee of the whole may not change the recommendations of the committee. Upon approval of the Board by a 2/3 vote, the Board may consider the items brought forth by the specific committee in question.
- e) All members of the committee shall make all attempts to make the Committee meetings. If members are unavailable for a meeting, they shall transmit their thoughts and input to the Committee Chair prior to the convening of the Committee meeting. The inability of a Committee member to make a meeting shall forfeit the right of that member to discuss or modify the findings of the Committee when presented to the Board for consideration.
- f) The Board shall have the right to approve or reject the findings and recommendations of the Committee. Should the Board reject or wish to modify the findings or recommendations of the Committee, the matter shall be referred back to the Committee for consideration.
- g) The President, may at his/her discretion, provide the Board the opportunity to modify the committee recommendations without referral back to the Committee should he/she decide the time is of the essence or that other serious concerns warrant a decision on the matter(s) being considered.

2. Standing Committees

(Appointed by the President at the regular September meeting.)

a) The Audit Committee shall:

- i. Consist of three members of the newly elected Board of Directors appointed by the President.
- ii. Conduct an audit on the League's books and submit an audit report to the Board of Directors within 60 days of appointment.

b) The Budget Committee shall:

- i. Consist of the Treasurer and appropriate Directors, as described in the position descriptions for Officers and Directors.

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- ii. At the regular October meeting, present the proposed operation budgets (income and expenditures) for the current fiscal year for approval by the Board of Directors.

c) The Calendar Committee shall:

- i. Consist of the Secretary and appropriate Directors, as described in the position descriptions for Officers and Directors.
- ii. At the regular October meeting, present the proposed calendar for the current fiscal year for approval by the Board of Directors.

d) The Executive Committee shall:

- i) Consist of not less than seven (7) nor more than nine (9) Board Members, including the President, Major Division Vice President, Junior Division Vice President, American Division Vice President, Treasurer, Chief Umpire, Player Agent and up to two (2) other Board members appointed by the Board. The Secretary shall be an ex officio member of the Executive Committee.
- ii) At any meeting of the Executive Committee, a least five (5) members of the Executive Committee shall constitute a quorum for the transaction of business.
- iii) Maintain a record of its actions and proceedings and provide a copy of such to the full Board at the monthly Board meeting.
- iv) The Executive Committee shall have authority to:
 - 1. Manage the operations of CVLL as outlined in the rules and approved operating budget;
 - 2. Authorize expenditures of up to \$500.00 not provided for in the annual operating budget;
 - 3. Approve all disciplinary actions; and act and conduct on all other matters not expressly provided for the full Board.
 - 4. Update and revise the Rules of the Board as needed and submit recommended changes to the Board for approval.
 - 5. Update and recommend changes to the By-laws and Articles of Incorporation and By-Laws, as appropriate, and submit to the general membership for approval.

e) The Registration Committee shall:

- i. Consist of the Player Agent and appropriate Directors, as described in the position descriptions for Officers and Directors.
- ii. Organize walk-up registrations, flyers, advertising, etc. as required to conduct regular season registration.

f) The Rules Committee shall:

- i. At the November meeting, present proposed amendments to the Rules of the Draft Selection System.

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- ii. At the December meeting, present proposed amendments to the Supplemental Playing Rules for each division.
- iii. At the April meeting, present proposed amendments to the Tournament Team Selection Rules.

3. SPECIAL COMMITTEES

(Appointed by the President as needed during the regular season.)

a) The Construction Committee shall:

Consist of the Director of Special Projects and appropriate Directors, as provided in the position descriptions for Officers and Directors . Implement and coordinate construction projects as directed by the Board.

b) The Disciplinary Action Committee shall:

- i. Consist of the President, Chief Umpire, the appropriate League VP, and the Player Agent. In the event that the committee cannot be convened in a timely fashion, the President shall appoint other members from the Board of Directors as needed.
- ii. Meet, hear and take action on such disciplinary matters regarding players, managers, coaches and umpires as are referred to it by any member of the Board of Directors as soon as possible, but not later than six days after referral.
- iii. On hearing and considering evidence of improper conduct, the Disciplinary Action Committee shall:
 - 1. Find that there was no misconduct warranting disciplinary action;
or
 - 2. Find that the person charged should be reprimanded; or
 - 3. Implement a one-game suspension; or
 - 4. Implement other disciplinary action.
- iv. In all cases, the Committee at the next meeting shall submit a report for any actions taken to the Board of Directors.

c) The Fall Ball Committee shall:

- i. Consist of a Committee Chairperson appointed by the President and appropriate Directors, as described in the position descriptions for Officers and Directors.
- ii. At the June meeting, present proposed rules and Fall Ball League structure for Board approval.

d) The Fundraising Committee shall:

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- i. Consist of the Director of Fundraising and appropriate Directors, as described in the position descriptions for Officers and Directors.
 - ii. Coordinate all fundraising and support activities as directed by the Board.
 - iii. Maintain a record of receipts for all expenses incurred for fundraising activities for presentation to the Board.
- e) **The Protest Committee shall:**
 - i. Consist of the Chief Umpire and at least two other members of the Board of Directors, selected by the Chief Umpire.
 - ii. Hear and decide all protests according to the Rules of Little League Baseball, Inc. and Conejo Valley Little League.
 - iii. Render a decision on all protests no later than one week after the protest is lodged, unless specifically excepted by the President.
- f) **The Roster Book Committee shall:**
 - i. Consist of the Director of Publicity & Publication and appropriate Directors, as described in the position descriptions for Officers and Directors.
 - ii. Coordinate and oversee the publication and distribution of the Roster Book as directed by the Board.
- g) **The Scholarship Committee shall:**
 - i. Consist of the President and five other members of the Board of Directors appointed by the President.
 - ii. Interview and evaluate Scholarship Candidates and present their recommendations to the Board for approval.
- h) **The Tournament Committee shall:**
 - i. Consist of a Committee Chairperson appointed by the President and appropriate Directors, as described in the position descriptions for Officers and Directors
 - ii. Coordinate and oversee all aspects of post season Tournaments sponsored by CVLL as approved by the Board.
 - iii. Maintain a record of receipts for all expenses incurred to conduct tournament activities for presentation to the Board.
- i) **The Tournament Team Manager Selection Committee shall:**
 - i. Consist of the President, Chief Umpire, and an appropriate Division Vice President(s) and Board members as established in the Tournament Team manager Selection guidelines.

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- ii. Consider each applicant under review using the guidelines set forth in the Tournament Team Manager Selection Rules and present their recommendations to the Board for approval.

j) Nominating Committee Shall:

- i. Identify prospect members of CVLL who are interested in serving on the Board, meet with those prospective members and discuss the positions that they may be interested in and present the position descriptions for Officers and Directors detailing the work involved.
- ii. Prepare a slate of officers to meet the needs of CVLL and present such slate to the General Membership meeting in July to accommodate election of officers.

VI. POLICIES OF THE BOARD

The following are policies of the Board of Directors:

1. CVLL Policy on Use of Snack Shacks by Other Groups

Any Conejo Valley based youth group may request access to use the snack shack facilities at either Fiore Playfields or Dover Hendrix. Approval of such use is subject to the following conditions:

- a) The requesting organization must obtain and provide a copy of a valid use permit from the Conejo Recreation & Park District.
- b) The requesting organization must provide CVLL with a certificate of insurance naming CVLL as an additional insured for period of equipment/material use. Copy of said certificate shall be provided before use of any equipment/material.
- c) The requesting organization must obtain approval from the CVLL President.
- d) The requesting organization must provide a \$250 CASH deposit.
- e) Use of the facilities shall be subject to a \$25 per day use fee, payable in advance.
- f) Requesting organizations must clean facilities and replace any used property prior to return of deposit.
- g) The Point of contact for this activity shall be the President of CVLL or his or her designee.

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2. Policy for Use of CVLL Equipment/Materials by Other Organizations

The following policy is for organizations/individuals (both for profit and non-profit) who wish to use equipment owned or purchased by CVLL but are not being used for CVLL functions or events.

- a) The organization must request in writing specifically what equipment/material they wish to use, schedule of use, and frequency.
- b) The requesting organization must have permits from CRPD, CVUSD or other landowner for use of fields where equipment/materials will be used. Copy of said permit(s) shall be furnished to CVLL along with written request.
- c) The requesting organization must provide CVLL with a certificate of insurance naming CVLL as an additional insured for period of equipment/material use. Copy of said certificate shall be provided before use of any equipment/material.
- d) CVLL may require a cash deposit or fee for use of equipment/material. A list of specific items to be used and returned in good order shall be provided.
- e) CVLL may impose restrictions on use of any equipment/materials.
- f) CVLL will provide written authorization to requesting organization. Use of equipment/materials may not occur until such written authorization is provided.
- g) In the event of theft, loss or breakage, the organization utilizing CVLL equipment/materials under this agreement shall be responsible for replacement or repair.
- h) All authorizations are subject to review and approval by CVLL Board of Directors and may be cancelled at any time by the Board.
- i) The Point of contact for this activity shall be the President of CVLL or his or her designee.

3. CVLL Tournament Team Travel and Expense Policy

- a) CVLL will pay the entry fees for District level Little League sanctioned tournaments. The Board of Directors may elect to pay for the entry fees

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for non-Little League sanctioned tournaments if the annual budget provides sufficient income from the operating account.

- b) CVLL will provide uniforms for Little League sanctioned tournament teams. CVLL may elect to provide hats for non-Little League sanctioned teams coaches if the annual budget provides sufficient income from the operating account.
- c) CVLL will provide playing equipment to tournament teams.
- d) CVLL will provide one dozen baseballs to each tournament team for playing purposes. New practices balls will not be provided.
- e) CVLL will not reimburse travel costs for any tournament team until such team advances out of the southern California area (i.e. advances to Regionals). Parents and families will be responsible for all travel and other team expenses until the Regional level of competition. CVLL may receive reimbursement from Little League to compensate for travel at the Section, Division or Regional levels; the obligation of CVLL to reimburse travel expenses will be limited to the amount received from Little League.
- f) Tournament teams will be responsible for equipment and uniforms issued and will return such in good condition to CVLL at the completion of play.