

League Name: _____
League ID #: _____
Date Received: _____

LOCAL LEAGUE CONSTITUTION CHECK LIST

Name

_____ The league name or association must include "Little League"

Objective

_____ Organization must operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games in accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code

Membership

_____ The local league must clearly define what is required to be considered a regular member of the league. All regular members will be eligible to vote in all local league elections.

_____ The local league should also clearly list what actions would result in a regular member losing membership rights

_____ Article III, Section 4 of the sample constitution should be intact in the document

General Membership Meetings

_____ The local league should clearly define when the annual meeting of the league will be held.

_____ It is also imperative that the local league define when and how each regular member will be notified of this meeting.

_____ The local league must define what constitutes a quorum for their local league in order to allow any business to take place.

Board of Directors

_____ The local league must clearly define how they will fill board of director's vacancies.

_____ The local league must clearly define length of term for board members.

Affiliation

_____ It is important that the local league reference their intention to follow the rule and regulation of the Little League charter, actual rules and regulation, and the procedure for which a local league can adopt local rules and what local rules are acceptable

Financial and Accounting

_____ All local league funds raised in the name of the local Little League program must be used only to support the local Little League program. If an athletic association raises money, it can be used to support the local Little League program in addition to other youth sports supported by the athletic association.

_____ No local league official is permitted to be compensated.

_____ Local leagues should clearly outline the procedure for deposits and payments made by the local league.

_____ Fiscal year is stated

_____ Inclusion of IRS provision if financial problems arise

_____ Distribution of Property upon Dissolution

Amendments

_____ The local league should clearly outline the procedure that must be used to amend the league's constitution and local rules/bylaws