



Constitution of The Plainfield Athletic Club, Inc.

Incorporated in 1953 under State of Illinois statute for corporations, Associations, and Societies not for Pecuniary profit.

CONSTITUTION

Article I – Name

This league organization shall be known as the Plainfield Athletic Club Little League, Inc. hereinafter referred to as P.A.C., a non-profit Illinois Corporation.

Article II – Statement

Section 1. It shall be the policy of P.A.C. so to conduct its activities that the physical and moral welfare of young people for whose benefit it is organized shall remain paramount, and all matters of policy shall be determined on that basis.

Section 2. No person who is a member of or who is employed by or who is in any way connected to the P.A.C. shall receive personal financial benefit therefore beyond the reasonable value of the services in carrying out the purpose for which the P.A.C. has been organized.

Section 3. In order to secure suitable and adequate financial backing to carry out the purpose of the P.A.C., it shall be the policy of the P.A.C. to permit only such sponsorship as is consistent with the purpose for which the P.A.C. is organized and to select sponsors who are interested in the P.A.C. solely or principally as a means of contributing to the welfare of young people.

Section 4. It shall be the policy of the P.A.C. to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with the P.A.C. or any of its programs. For advertising purposes, verbiage of advertising shall be subject to approval by the P.A.C. Board of Directors.

Article III – Objectives

Section 1. The objective of the P.A.C. 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.

Section 2. To achieve this objective, P.A.C. will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c)-(3) of the Federal Internal Revenue Code, the Local League shall

operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article IV – Membership

Section 1. Volunteer adult leaders, parents or guardians of players, team sponsors or other contributors, managers, coaches, PIU umpires and other interested adults shall be eligible for membership.

Section 2. Adult Membership in P.A.C., including the ability to vote at the Annual Meeting of the P.A.C.

Membership or any Special Meeting of the P.A.C. Membership, is obtained by meeting one of the below criteria:

- A parent or legal guardian having a child registered in P.A.C Spring or Fall season within the current fiscal year.
- Current P.A.C. Board member
- Having volunteered as a Manager or coach within the current fiscal year.
- A member in good standing of the Plainfield Independent Umpires (PIU) organization
- Any adult, who does not meet one of the bullet points above, who registers an account on the current P.A.C. website and makes a \$25 donation to the fund covering fees allowing for less fortunate families to participate.

Membership inquiries can be directed towards registration@pacsports.org prior to August 31st to ensure validation prior to the annual meeting.

Section 3. Application for Membership in the P.A.C. is open at any time during the calendar year except 14 days prior to the Annual or any Special Meeting of the P.A.C. Membership, at which time applications for membership in the P.A.C. will not be accepted. Applications for Membership in the P.A.C. will open on the day following the Annual Meeting or any Special Meeting of the P.A.C. Membership.

Section 4. Membership may be terminated by resignation or action of the Board of Directors as follows.

- a. The Board of Directors by a two-thirds vote of those present at any duly constituted Board Meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the P.A.C. and/or Little League Baseball, Incorporated. The member involved shall be notified of such meeting, informed of the general nature of the charges, and given the 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 player is a Player Member. Said manager shall appear, in the capacity of an advisor, with the player before the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

Section 5. The Membership of the P.A.C. shall hold an Annual Meeting in October at such date, time and place as determined by the P.A.C. Board of Directors. Notice of the date, time and place of such Annual Meeting shall be made known to the Membership of the P.A.C. through various publications (i.e. newspaper, website, Facebook and Twitter notification), not less than 10 days prior to the date of the meeting.

Section 6. Special Meeting of the P.A.C. Membership may be called by the President, or by a majority vote of the Board of Directors at the prior monthly meeting, of the P.A.C. Notice of date, time, place and purpose of Special Meeting of the P.A.C. Membership shall be made known to the membership of the P.A.C. through

various publications (i.e. newspaper, website, Facebook and Twitter notification), not less than 10 days prior to the date of the meeting.

Section 7. At each Annual or Special Meeting of the P.A.C. Membership every eligible member present shall be entitled to vote. A majority of those present and eligible to vote shall be required for election and questions brought to a vote.

Section 8. The presence of not less than 20 members eligible to vote shall be required to constitute a quorum for voting purposes at any Special or Annual Meeting of the P.A.C. membership.

Section 9. Proxy or absentee voting at the Annual or any Special Meeting of the P.A.C. Membership will be allowed. The member must request a proxy via email that is currently in the system when they registered their player.

Article V – Board of Directors

Section 1. The Board of Directors shall be those persons elected by the members of the P.A.C. at the annual meeting for the terms and/or in the manner provided for by the Constitution of the P.A.C.

Section 2. In recognition of the general powers of the Board of Directors exercised by the virtue of their office, they shall have the power to purchase or otherwise acquire for the P.A.C. any property, right or privilege which the P.A.C. is authorized to acquire by the P.A.C. Membership at such price or consideration and upon such terms as the Board of Directors may deem expedient and is approved by vote of the league membership; to appoint or remove or suspend subordinate agents or volunteers; to determine who shall be authorized on behalf of the P.A.C. to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts, and any other instruments to delegate any powers of the Board of Directors may see fit to grant, and to generally do all such lawful acts and take actions as may be necessary and proper.

Section 3. The term of office for all members of the Board of Directors shall be one year, beginning the day following their respective elected date.

Section 4. All members of the Board of Directors shall be eligible for re-election. No person shall serve in the same elected position for more than four consecutive terms.

Section 5. Any P.A.C. member in good standing may be considered a candidate for any of the positions on the P.A.C. Board of Directors except the office of President. Candidates for President must have previously served a minimum of one full term as a member of the P.A.C. Board of Directors in the past year. If no eligible candidates present themselves, this requirement may be waived by a two-thirds vote of the P.A.C. Board of Directors.

Section 6. In the event of the death, resignation, or inability to perform the duties of office for any reason, of any member of the Board of Directors, the Board of Directors, by majority vote of the entire Board, shall be empowered to select a replacement for such officer, who shall serve until the respective term is complete.

Section 7. Any member of the Board of Directors, either elected or appointed, who misses three or more meetings of the Board Directors, may be subject to removal by the P.A.C. Board of Directors. Any vacancy, if applicable, will be filled in accordance with Article V Section 6 of the PAC Constitution.

Section 8. The Board of Directors shall include the Executive Committee, as defined below and Directors of the P.A.C. Standing Committees. No person, either elected or appointed, shall serve in more than one capacity as a member of the Board of Directors of the P.A.C.

Section 9. Executive Committee is defined as all Officers of the P.A.C. Board of Directors as defined in the Constitution. These positions include the following: President, Executive Vice President, Vice President of Baseball, Vice President of Softball, Vice President of Fall Ball, Vice President of Travel, Secretary and Treasurer. All members of the Executive Committee shall serve as ex-officio members of the P.A.C. Standing Committees.

Section 10. The Executive Committee shall have the authority, by majority vote at a meeting for which no less than half its members are present, to suspend, discharge or otherwise discipline any member, manager, coach, player, league official, umpire or other person whose conduct is considered detrimental to the best interests of the P.A.C.

Section 11. Any adult (persons 18 years of age or older) who is suspended, removed or otherwise disciplined by the Executive Committee shall have the right to appeal such action before a majority of the members of the Board of Directors at a Regular or other meeting of the Board of Directors called for that purpose.

Section 12. The Division Commissioner or any member of the Board of Directors, shall upon evidence of misconduct of any player, notify the manager of the team of which the player is a member and the parents of any such player who is less than 18 years of age, within 48 hours of the act. The manager shall appear with the player before the Division Commissioner and at least three other members of the Executive Committee of the Board of Directors, which will include Vice President of applicable league, for consideration of appropriate action. The player's parents or guardian shall be advised of and invited to attend such meeting.

Section 13. A Nominating Committee of at least 3 members will be appointed by the President at least 90 days preceding the Annual Meeting of the P.A.C. Membership. None of the members of the Committee shall be seeking election. Its purpose shall be to seek out members interested in running for office, advertise the election procedures and publicize the qualifications of all members interested in seeking a Board seat. The Nominating Committee shall not endorse or otherwise favor any one candidate.

Section 14. At the Board of Directors meeting prior to the Annual Meeting of the P.A.C. Membership, the Nominating Committee will present a list of candidates for the Board of Directors for the following year to be voted at the Annual Meeting of the P.A.C. Membership.

Article VI – Duties of Officers

Section 1. The President shall preside at all meetings of the P.A.C. membership and at all meetings of the P.A.C. Board of Directors, shall serve as the Chief Executive Officer of the P.A.C., shall appoint members to oversee elections of members to the Nominating, and all other standing P.A.C. Committees, shall be an ex-officio member of all committees, shall countersign all checks drawn upon the Money Market account of P.A.C., shall be the representative to the Plainfield Park District, and shall perform such other duties as are normally associated with the office of President.

Section 2. The Executive Vice President shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, shall preside at meetings in the absence of the President, shall be an ex-officio member of all Committees, and serve as the permanent Chairman of the Conduct Review Committee.

Section 3. The Secretary shall have custody of the Constitution and By-Laws, and all other records of the P.A.C., shall keep an accurate record of the meetings and other activities of the P.A.C. and Board of Directors, shall be responsible for maintenance and upkeep of the P.A.C. website, shall serve as the parliamentarian for all P.A.C. meetings, shall serve as a member of the Travel Committee, shall perform such duties as may be assigned by the President, and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

Section 4. The Treasurer shall receive and disburse all funds with the approval of the Board of Directors, shall keep an accurate account of all funds received and disbursed for the P.A.C., shall provide the primary signature on all checks drawn upon the funds of the P.A.C. Treasury, shall provide a bond, paid for by the P.A.C., for the amount of money of which he/she is accountable, shall submit a financial report at all regular meetings and at such other times as may be requested by the President, shall compile an annual report for the P.A.C. finances, shall provide the books of P.A.C. and such other documentation as requested for the annual audit, shall serve as a member of the Travel Committee, and shall transmit all financial records to any person elected to succeed him or her in that office.

Section 5. The Vice President of Baseball/Player Agent shall assist in the registration of players, shall nominate managers, coaches and commissioners, shall supervise the evaluation tryout sessions, and distribution of players among P.A.C. teams for the Spring baseball season, shall be the P.A.C. representative to Little League District or Regional directors and other area teams, shall schedule field use to ensure the equitable availability of playing locations, shall inform the President and Field Maintenance Director of any required field repairs, and shall work with the Equipment Director to secure all uniforms and equipment for said teams. Review applications for player candidates and assist the President in verifying residence and age eligibility, prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit, notify Little League International of any subsequent player replacements or trades.

Section 6. The Vice President of Softball/Player Agent shall assist in the registration of players, shall nominate managers, coaches and commissioners, shall supervise the evaluation tryout sessions, and distribution of players among P.A.C. teams for the Spring baseball season, shall be the P.A.C. representative to Little League District or Regional directors and other area teams, shall schedule field use to ensure the equitable availability of playing locations, shall inform the President and Field Maintenance Director of any required field repairs, and shall work with the Equipment Director to secure all uniforms and equipment for said teams. Review applications for player candidates and assist the President in verifying residence and age eligibility, prepare for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit, notify Little League International of any subsequent player replacements or trades.

Section 7. The Vice President of Fall Ball shall assist in the registration of players, shall nominate managers, coaches and commissioners, shall supervise the evaluation tryout sessions, and distribution of players among P.A.C. teams for the Spring baseball season, shall schedule field use to ensure the equitable availability of playing locations, shall inform the President and Field Maintenance Director of any required field repairs, and shall work with the Equipment Director to secure all uniforms and equipment for said teams.

Section 8. The Vice President of Travel shall assist in the registration of Travel players for both baseball & softball, shall be chairman of the Travel Committee, shall be the P.A.C. representative to other area teams participating in Travel, shall organize and supervise the annual tryouts for all traveling teams, shall coordinate playing schedules with the appropriate VP (Baseball, Softball and Fall Ball) for field usage, shall nominate managers, coaches, and commissioners, shall inform the President and Field Maintenance Director of any necessary field repairs.

Article VII – Standing Committees

Section 1. There shall be nine Standing Committees of the P.A.C., with the Director of each Committee being elected at the Annual Meeting of the P.A.C. at a date, time and place designated by the P.A.C. Board of Directors. All other members of each respective Committee shall be nominated by the President and/or Director with approval of the P.A.C. Board of Directors. The Committee Directors shall not serve simultaneously as an Officer of the P.A.C.

Section 2. The Sponsorship Committee shall secure sponsors on behalf of the P.A.C., and at the request of the Treasurer, shall assist with the collection of monies due to P.A.C. in conjunction with those sponsors, shall perform all duties associated with sponsorship activities, and shall perform such duties as may be assigned by the President.

Section 3. The Equipment Committee shall be charged with the responsibility of acquiring bids, ordering and purchasing, distribution, collecting, and storing uniforms, playing equipment, and trophies for the P.A.C. and the preparation of reports for budgetary action as requested by the P.A.C. Board of Directors.

Section 4. The Rule Committee shall be charged with the development and revision of the P.A.C. Handbook which contains player, manager, coach and spectator conduct rules and baseball and softball playing rules for each respective Division, shall serve as liaison between P.A.C. and any umpire association or group, and shall perform such duties as may be assigned by the President.

Section 5. The Concessions Committee shall be charged with the operation and fiscal responsibilities of all concession stands. They will handle all financial reports with the Treasurer of the P.A.C.

Section 6. The Registration Committee shall supervise the registration of players, shall maintain the database of all active players, shall provide a list by age level to respective commissioners of all eligible players for draft, shall maintain a listing of eligible players not assigned to teams who may be available as replacement players, shall print and distribute, in a manner to be determined by P.A.C. Board of Directors, all notices of registration, try-outs, player evaluations, meetings, and other notices required.

Section 7. The Special Events Committee shall be charged with the operation of fundraisers, P.A.C. Pictures, Opening Day, Tournament Events, and any other special events as approved by the P.A.C. Board of Directors.

Section 8. Field Maintenance Committee shall be responsible for all activities related to field playing conditions including, without limitation, field repairs, field improvements, coordination of field preparation, purchase and distribution of field drying material and chalk, field equipment operations and maintenance. This Committee shall act as a liaison between the Park District maintenance department and the P.A.C. Board of Directors.

Section 9. The Communications Committee shall be charged with all forms of communication and/or correspondence to the P.A.C. Members and general media, regarding P.A.C. activities, such as, tryouts, clinics, player evaluations, meetings and other notices required. In addition, Committee shall be charged with ensuring that all managers and coaches in the P.A.C. have the opportunity to secure appropriate training to allow them to better serve as team leaders and teachers of the games of baseball and softball, shall organize and coordinate the NYSCA Certification program as specified by the Plainfield Park District, and shall perform such duties as may be assigned by the President.

Section 10. Safety Committee shall be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for children and all participants of Little League.

- Create a First Aid/CPR/AED Clinic
- Create an Emergency Evacuation Plan and Procedures.

Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance, and reporting.

Note: To implement a safety plan using education, compliance and reporting, the following suggestions may be utilized by the Safety Committee:

1. Education – Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
2. Compliance – Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.

3. Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

Article VII – Special Committees

Section 1. Special Committees of the P.A.C. are designated and defined to address specific and crucial organizational issues under the direction of an Officer of the P.A.C. Board of Directors.

Section 2. The Travel Committee shall be responsible for the development and annual revision of the travel section of the P.A.C. Handbook which contains player, manager, coach and spectator conduct rules and baseball and softball playing rules for each respective Division, shall coordinate with the Director of Training to insure all Travel Managers and coaches have the opportunity to attend all training sessions, shall insure that all Travel managers receive their Certification as required by the Plainfield Park District. The Vice President of Travel will be the permanent chairman of the Travel Committee.

Section 3. The Conduct Review Committee shall be formed by the Committee Chairman, The P.A.C. Executive Vice President, to investigate all adult conduct related issues occurring at P.A.C. activities, shall consist of the appropriate: Division Commissioner, Division Umpire Assigner, Vice President (Baseball, Softball, Travel or Fall Ball), and a member of the Executive Committee of the P.A.C. not already involved in the review, shall interview individuals involved or witness to the incident and present a report to the Executive Committee of the P.A.C. with the facts of the incident and a recommended course of action for the Executive Committee to vote on as prescribed in Article V, Section 5 of this constitution.

Article VIII – Regular Meetings

Section 1. All meetings of the P.A.C. will be conducted using the rules in the current edition of Robert’s Rule of Order Newly Revised. These rules shall govern all meetings held by the P.A.C. in all cases in which they are applicable and not inconsistent with these By-Laws and any special rules of order P.A.C. shall adopt.

Section 2. The P.A.C. Board of Directors shall be allowed to perform E-Mail voting in the following circumstances:

- For items previously discussed in a Regular Meeting.
- Approval of In-House Team Managers and Commissioners.
- Financing approvals of \$5,000 and under, provided the bid process has been followed for expenditures over \$1,000.
- Urgent matters as deemed by the P.A.C. President. These items may be approved on an interim basis until the next Regular Meeting.

Voting Procedures

- Motion and Second put forth via e-mail to Board of Directors.
- Discussion period to be open for not less than 24 hours.
- Secretary will announce when the vote will commence.
- Secretary will record all votes and publish result.

Section 3. The P.A.C. Board of Directors shall hold Regular Meetings monthly, at a date, time and place as determined by the P.A.C. Board of Directors, with a minimum of 10 monthly meetings per calendar year.

Section 4. Fifty percent of the members of the P.A.C. Board of Directors, including four officers, shall constitute a quorum.

Article IX – Affiliation

Section 1. **Charter:** P.A.C. shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. P.A.C. 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.–**Rules and Regulations:** The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

Section 3. **Local Rules, Ground Rules and/or Bylaws:** The local rules, ground rules and/or bylaws of the P.A.C. shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to 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 fiscal year and are not considered part of this Constitution. (See Article X, Section 1 for fiscal year of this league.)

Article X – Financial Policy

Section 1. The fiscal year of the P.A.C. shall be November 1 to October 31.

Section 2. The Board of Directors shall decide all matters pertaining to the finances of the P.A.C. bearing the responsibility to conduct the financial affairs of the P.A.C. in sound, business-like manner.

Section 3. To equalize the benefits of the P.A.C. for all participating teams, solicitation of funds shall be for the treasury of the P.A.C. and contributions to individuals or teams shall be discouraged, unless specified by the P.A.C. Board of Directors.

Section 4. The Board of Directors shall institute policy relative to the preparation and acceptance of an annual budget, periodic and annual presentation of financial reports, an annual audit of the books of the P.A.C., and securing appropriate insurance coverage for all P.A.C. activities.

Section 5. The Board of Directors shall serve without compensation but may be reimbursed all reasonable and necessary costs and expenses incurred on behalf of P.A.C.

Section 6. Title to all property (both real and personal) shall be held by the P.A.C. In the event the P.A.C. should disband, all its property (both real and personal) after all outstanding debts are paid, shall be put in trust pending reorganization. If not reorganized within two years, the trustees shall disburse the remaining assets to the Plainfield Township Park District.

Section 7. Any special funds shall be used only for the purpose for which said fund was originated. A Two-thirds vote of the membership present and voting at a special meeting of the membership called for that purpose, shall be required to change the designated purpose or to place special funds in the general treasury.

Section 8. Special assessments on the membership of the P.A.C. may be levied by a two-thirds vote of the membership present and voting at a special meeting of membership called for that purpose.

Section 9. All equipment, supplies, trophies, or other expenditures over \$1,000 must have three closed bids (Written and signed refusal to bid may be counted as a bid). The three bid requirements may be waived in extreme circumstances but only with approval of two-thirds of the P.A.C. Board of Directors. A separate approval of the actual expenditure will still need to be obtained. All bids will be made available for review upon request of the Board of Directors.

Article XI – By-Laws

Section 1. Any By-Laws, not consistent with this Constitution, embodying additional provisions for the government of the P.A.C., shall be adopted and may be amended by the Membership of the P.A.C. in attendance at the Annual Meeting of the P.A.C. or a Special Meeting of the P.A.C. the Membership of the P.A.C.

Article XII – Amendments

Section 1. This Constitution may be amended only by a majority vote of the P.A.C. Membership in attendance at the Annual Meeting of the P.A.C., or a Special Meeting of the P.A.C. called for that purpose.

Section 2. Amendments to this Constitution must be submitted in writing to the Board of Directors at least one monthly meeting prior to the Annual Meeting of the P.A.C. or a Special Meeting of the P.A.C. Membership as to act on said amendments.

Adopted 1953

Amended in its entirety July 10, 2006

Amended in its entirety October 15, 2020