

Little League Baseball, Inc.
United States Eastern Region

State of Pennsylvania

Association of

District Administrators

**Mission Statement,
By-Laws
and
Organizational Structure**

Prepared by
Little League Baseball, Inc.
United States Eastern Region
State of Pennsylvania
Association of
District Administrators

Mission Statement

The mission of the State of Pennsylvania, Association of District Administrators is:

- To be the unifying element between all Little League Districts within the State of Pennsylvania.
- To provide the forum for a free exchange of ideas.
- To be the vehicle for assignment/award of State and Division Level Tournaments and in conjunction with Little League Baseball, Inc. set the Regulations and Guidelines for same.
- To assist the United States Eastern Region Headquarters in assessing the effects of Little League policy on the Little Leagues within The State of Pennsylvania.
- To assist in formulating policy and the direction of Little League Baseball, Inc. by its active Participation in search of new ideas which if enacted would enhance the foundation on which Little League Baseball / Softball were founded.
- To work together in a cooperative effort with the realization that our commitment must be such that it is beneficial to all Little League participants throughout the State of Pennsylvania.

BY-LAWS

Article I. Membership

Section 1.01 Eligibility

Any person residing within the State of Pennsylvania who is duly elected by local Little Leagues within a District for the purpose of representing the local Little Leagues and to function as a District Administrator.

Any other persons elected by the Association regular membership. These individuals so elected are here-in-after referred to as Honorary Members.

Section 1.02 Classes

There shall be the following classes of members;

- (a) **REGULAR MEMBERS** - Any person actively serving in the capacity of District Administrator within the State of Pennsylvania. Only Regular Members in good standing are eligible to vote at meetings of the Association.
- (b) **HONORARY MEMBERS** - Any person may be elected as an Honorary Member by the unanimous vote of all Regular Members present at any duly held meeting of the Association, such elected members shall have no rights, duties or obligations in the Association except as expressly authorized by the Association Regular Members.

Section 1.03 Member in Good Standing

A member in good standing shall be defined as a Regular Member that is not in arrears in dues and has attended or been represented for at least 50% of association meetings for the past 12 months.

Article II. Dues

Section 2.01 Dues for Regular Members may be fixed at such amounts as agreed to by the Association Regular Members.

Article III. Meetings

Section 3.01 Regular Meetings

Regular meetings of the Association shall be held twice yearly for the primary purpose of establishing State and Division Tournament sites and for distribution of data related to same. Regular meetings shall be held in the spring and fall of each year, with the exact date, time and place to be determined by the Association Coordinator.

Section 3.02 Special Meetings

Special meetings of the Association may be called only by the Association Coordinator at his/her discretion. The Association Coordinator shall call for a special meeting to consider a specific subject upon receipt of a written request by a minimum of ten (10) Regular Members. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Association.

Section 3.03 Notice of Meetings

Notice of each meeting of the Association shall be mailed or otherwise delivered to each Association member at the last recorded address at least 15 days in advance thereof, setting the place, date, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Association Regular Membership, from time to time, at a regularly convened meeting.

Section 3.04 Quorum

The presence in person or representation by absentee ballot of fifty-one percent (51%) of the Regular Members, or a number or percentage acceptable to the Association Regular Membership in advance of the meeting, shall be necessary to constitute a quorum.

Section 3.05 Voting

Only Regular Members shall be entitled to vote at any meeting of the Association except as here-in-after stated.

Section 3.06 Absentee Ballot

For the expressed purpose of accommodating a Regular Member in good standing who cannot be in attendance at a meeting, an absentee ballot may be requested and obtained from the Associations Administrative Assistant. The absentee ballot shall be properly completed and signed by the Regular member authorizing a named individual from within their district to act in their behalf. The completed absentee ballot shall be presented to the Association Coordinator upon the named individual's arrival at the meeting. Any vote cast by this representative shall be as though the Regular Member was present.

Article IV. Pennsylvania State Coordinator

Section 4.01 Eligibility

Only Regular Members in good standing of the State of Pennsylvania Association of District Administrators may be nominated for election to the position of Pennsylvania State Coordinator.

Section 4.02 Nominations

Nominations shall be solicited by a committee of three District Administrators, voted on by the State District Administrators as a Nominating Committee, who will send and receive communication from each Regular Member of the Association six months prior

to the sitting State Coordinator's expiration of term of office or immediately upon a sitting State Coordinator's resignation, dismissal or when the sitting State Coordinator ceases to maintain their status as a regular member. A regular member may not nominate him/herself.

Section 4.03 Election Procedure

A committee selected by the State Coordinator shall provide ballots to each Regular Member in good standing. The ballots shall list the individual(s) nominated for election. Nominations shall be accepted at the election meeting. Absentee ballots shall be accepted. A vote of fifty-one percent (51%) of the ballots is required to elect. The preference of individual Regular Members shall be kept secret. The results of the election shall be announced by the Election Committee.

If the nominated individual(s) fail to receive the required number of votes, the position of Pennsylvania State Coordinator shall be filled by the Election Committee by holding a second election of the two highest candidates.

Section 4.04 Term of Office

Any elected person serving in the capacity of Pennsylvania State Coordinator shall have a term of office which shall expire upon resignation, dismissal, ceases to maintain their status as a Regular Member in good standing or after having served for four (4) years, whichever occurs first. A past Pennsylvania State Coordinator may be elected to successive terms in office following the procedures as here-in-before described under "Nominations" and "Election Procedures."

Elections are to be held at the August meeting with the new term to begin in October of the same year.

Section 4.05 Mission Statement

The mission of the Pennsylvania State Coordinator is to coordinate the efforts of the State of Pennsylvania, Association of District Administrators in the successful completion of all levels of play which comprise the Little League Baseball, Inc., Baseball and Softball Pennsylvania State Tournaments.

Section 4.06 Execution Plan

The Pennsylvania State Coordinator shall:

- Initiate the direction and organizational structure necessary to accomplish the mission statement.
- Schedule and chair periodic meeting as deemed necessary to accomplish the mission statement.
- Solicit from Association Members, items/topics for meeting agenda or presentation.
- Record and cause to be distributed, meeting schedules and agenda/presentations.
- Record and cause to be distributed meeting minutes and Association Policy Statements.

- Facilitate an action plan to enhance communication between Association Members.
- Solicit from Members "Requests to Host State Tournaments", publish said requests and cause to be distributed to Association Members for disposition.
- Receive all correspondence (via Administrative Assistant) critiquing State Tournaments and cause same to be distributed to Association Members for the purpose of Host evaluation and to assist in award of future Tournaments.
- Act as the liaison between the Association and the Eastern Regional Headquarters on topics associated with the Associations purpose.
- With the Associations approval, create committees, organization structure as necessary to accomplish the Mission Statement.
- To accept additional duties/tasks as mutually agreed between the Association Members and the State Coordinator.
- Perform all tasks necessary within the framework of the Mission Statement and Execution plan until such time as the Association Membership by majority vote seek change through the Eastern Regional Headquarters, or as described under ARTICLE IV, SECTION 4, TERM OF OFFICE.

Section 4.07 Accountability

The State Coordinator will accept responsibility commensurate with the Mission Statement and Execution Plan as stated here-in-before.

Article V. Section Coordinator

Section 5.01 Eligibility

Any Regular Member of the State of Pennsylvania Association of District Administrators may be nominated for election to the position of Section Tournament Coordinator.

Section 5.02 Nominations

Nominations shall be solicited by mail from each Regular Member of the Association within each Section of the State of Pennsylvania, within one (1) month of the Associations adoption of this article and thereafter prior to a sitting Section Tournament Coordinators expiration of term of office or immediately upon a sitting Section Tournament Coordinators resignation, dismissal or when the sitting Section Tournament Coordinator ceases to maintain their status as a Regular member. The Pennsylvania State Coordinator shall conduct the solicitation process. A Regular Member may not nominate him/herself.

Section 5.03 Election Procedure

Only Regular Members of the Association are eligible to vote. The Pennsylvania State Coordinator shall mail ballots to each Regular Member of the Association within the Section of Pennsylvania in question. The ballots shall list that individual(s) nominated for election. The Regular Members shall return their ballot, indicating their choice, to the Pennsylvania State Coordinator by the date specified on the ballot. Ballots received after the date specified shall not be counted. A vote of fifty-one percent (51%) of the Districts

within the Section is required to elect. The preference of individual Regular Members shall be kept secret. The results of the election shall be announced by the Pennsylvania State Coordinator.

If the nominated individual(s) fail to receive the required votes, the position of Section Tournament Coordinator shall be filled by the Director of the United States Eastern Regional Director by appointment.

Section 5.04 Term of Office

Any elected or appointed person serving in the capacity of Section Coordinator shall have a term of office which shall expire upon resignation, dismissal, ceases to maintain their status as a Regular Member or after having served for four (4) years, whichever occurs first. A Past Section Tournament Coordinator may be elected or appointed to successive terms in office following the procedures as here-in-before described.

Section 5.05 Mission Statement

The mission of the Section Coordinator is to coordinate the efforts of the District Administrators within the Section in the successful completion of all levels of play which comprise the Little League Baseball, Inc., Baseball and Softball Section Tournaments.

Section 5.06 Execution Plan

The Section Tournament Coordinator shall:

- Initiate the direction and organizational structure necessary to accomplish the mission statement.
- Schedule and chair periodic meetings as deemed necessary to accomplish the mission statement.
- Solicit from District Administrators within the Section, items/topics for meeting agenda or presentation.
- Record and cause to be distributed, meeting schedules and agenda/presentations.
- Record and cause to be distributed meeting minutes and Section Policy Statements.
- Facilitate an action plan to enhance communication between District Administrators within the Section.
- Act as the liaison between the Section and the Pennsylvania State Coordinator on topics associated with the Section's purpose.
- With the District Administrator's approval, create committees and organization structure as necessary to accomplish the Mission Statement.
- To accept additional duties/tasks as mutually agreed between the District Administrators of the Section and the Section Coordinator.
- Perform all tasks necessary within the framework of the Mission Statement and Execution plan until such time as the District Administrators within the Section, by majority vote seek change through the Pennsylvania State Coordinator, or as here-in-before described.

Section 5.07 Accountability

The Section Coordinator will accept responsibility commensurate with the Mission Statement and Execution Plan as stated here-in-before.

Article VI. Challenger Division Coordinator

Section 6.01 Eligibility

Any person having been nominated by a regular member of the State of Pennsylvania Association of District Administrators may be eligible for election to the position of Pennsylvania Challenger Division Coordinator.

Section 6.02 Nominations

The Pennsylvania State Coordinator shall conduct the solicitation process for nominations in accordance with ARTICLE VI, SECTION 4 "TERM OF OFFICE".

Section 6.03 Election Procedure

Only Regular Members of the Association are eligible to vote. The Pennsylvania State Coordinator shall mail ballots to each Regular Member of the Association. The ballots shall list the individual(s) nominated for election. The Regular Members shall return their ballot, indicating their choice, to the Pennsylvania State Coordinator by the date specified on the ballot. Ballots received after the date specified shall not be counted. A vote of fifty-one percent (51%) of the eligible ballots is required to elect. The preference of individual Regular Members shall be kept secret. The results of the election shall be announced by the Pennsylvania State Coordinator.

If the nominated individual(s) fail to receive the required votes, the position of Pennsylvania Challenger Division Coordinator shall be filled by the Director of the United States Eastern Regional Headquarters by appointment.

Section 6.04 Term of Office

Any elected or appointed person serving in the capacity of Pennsylvania Challenger Division Coordinator shall have a term of office which shall expire upon resignation, dismissal or after serving four (4) years, whichever occurs first. A past Challenger Division Coordinator may be elected or appointed to successive terms in office following the procedures as here-in-before described.

Section 6.05 Mission Statement

The mission of the Pennsylvania Challenger Division Coordinator is to coordinate the efforts of all Leagues, Districts and Sections within Pennsylvania with the goal of the enhancement and expansion of the Challenger Division Program throughout the State of Pennsylvania.

Section 6.06 Execution Plan

The Pennsylvania Challenger Division Coordinator shall;

- Initiate the direction and organizational structure necessary to accomplish the mission statement. Schedule and chair periodic meetings as deemed necessary to accomplish the mission statement.
- Solicit from Challenger Division personnel, items/topics for meeting agenda/presentation.
- Record and cause to be distributed, meeting schedules and agenda/presentations.
- Record and cause to be distributed meeting minutes and Challenger Division Policy Statements.
- Facilitate an action plan to enhance communication between the all Challenger Division personnel through out the State.
- Act as the liaison between the Association and the Eastern Regional and International Headquarters on all matters dealing with the Challenger Division.
- To accept additional duties I tasks as mutually agreed between the Association Members and the Challenger Division Coordinator.
- Perform all tasks necessary within the framework of the Mission Statement and Execution Plan until such time as the Association Membership by majority vote seek change through the Pennsylvania State Coordinator, or as described herein.

Section 6.07 Accountability

The Pennsylvania Challenger Division Coordinator will accept responsibility commensurate with the Mission Statement and Execution Plan as stated here-in-before.

Article VII. Administrative Assistant

Section 7.01 Mission Statement

Ensure the highest level of communication between all members of the State of Pennsylvania Association of District Administrators.

Section 7.02 Execution Plan

The Administrative Assistant shall:

- Act as the central receiving, archive, library and distribution center for all communication of association business.
- Act as the intermediary for correspondence between District Administrators, the Eastern Regional Headquarters and the State Coordinator.
- Receive and distribute all information in accordance with the flow chart as here-in-after illustrated.
- Maintain a master library/archive of the following:
 - Meeting schedules, agenda and minutes
 - Association policy statements
 - State tournament request forms
 - State tournament host report forms
 - State tournament information packets
 - State tournament program books
 - Other, as deemed necessary, to ensure successful completion of mission statement

- Distribute to association members on request, archived items and ensure return of same.
- Distribute meeting minutes and association policy statements.
- To accept additional duties/tasks as mutually agreed between the State Coordinator and the Administrative Assistant.
- Perform all tasks necessary within the framework of the Mission Statement and Execution Plan until such time as the association membership by majority vote seek change through the association State Coordinator.

Section 7.03 Accountability

The Administrative Assistant will accept responsibility commensurate with the mission statement and execution plan as stated here-in-before.

Communication Flow Chart

