

El Cajon National Little League
Constitution 2025
Little League International Headquarters (Williamsport PA), Western Region, Division 3, Section 7, District 41
ECNLL Board of Directors
LEAGUE ID#4054102

ARTICLE I - NAME

Section 1

The organization shall be known as El Cajon National Little League, hereinafter referred to as "ECNLL".

ARTICLE II – OBJECTIVE

Section 1

The mission of ECNLL is to inspire the children of our community, both in person and within digital spaces, by instilling the values of good sportsmanship, honesty, loyalty, courage, and respect for authority. By fostering these ideals, we aim to help children develop into well-rounded, confident, and joyful individuals who grow into responsible, ethical, and trustworthy members of society.

Section 2

To fulfill this mission, ECNLL will organize and oversee youth baseball activities, adhering to specialized rules and regulations, while ensuring access to suitable playing facilities and quality equipment. Members are reminded that while developing athletic skills and winning games is valuable, the primary focus is on shaping future citizens and fostering personal growth.

Section 3

In compliance with Section 501(c)(3) of the Federal Revenue Code, ECNLL operates exclusively as a non-profit organization dedicated to providing a supervised program of competitive youth baseball. All net earnings are reinvested into the organization and shall not benefit any private shareholder or individual. Additionally, no substantial portion of ECNLL's activities will be used to support or promote any political campaign or candidate for public office.

Section 4

In the event of ECNLL's dissolution, and after satisfying all outstanding debts and obligations, the remaining assets shall be distributed to one or more organizations with objectives aligned to those outlined herein. Such organizations must qualify for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code or any future equivalent provisions.

Section 5

No individual who is a member of, employed by, or otherwise affiliated with ECNLL shall receive any personal financial gain from the organization, other than fair compensation for services directly related to fulfilling the mission and purpose for which ECNLL was established.

Section 6

ECNLL maintains a strict policy prohibiting the promotion and use of alcoholic beverages, tobacco products, and abuse of any known substance in connection with the organization or any of its programs. Direct advertising of these substances is also strictly forbidden. If an individual is found to be in possession or under the influence of the above, refer to TBD Conduct.

ARTICLE III – MEMBERSHIP

Section 1

Any person sincerely interested in active participation to further the objective of ECNLL may apply to become a Member.

Section 2

CLASSES. There shall be the following classes of Members:

(a) Player Member. Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player members shall have no rights, duties, or obligations in the management or in the property of ECNLL.

(b) Regular Member. Any adult person actively committed to furthering the objectives of ECNLL may become a Regular Member by registering and securing the acceptance of an eligible Player Member (child or legal dependent) into the league. To be considered as a member in good standing, the individual must complete a membership application, pay an annual membership fee set by the ECNLL Board. Deadline to complete and secure a membership will be 30 days after Opening Day.

Adults without a dependent Player Member may also qualify as Regular Members if they actively serve ECNLL as an official, umpire, or elected board member, subject to approval by the Board of Directors. These members will be required to pay the annual membership fee set by the ECNLL Board.

Only Regular Members in good standing are eligible to vote at General Membership meetings. Additionally, all Officers, Board Members, and Managers are required to maintain active Regular Membership in good standing.

Section 3

Dues, if any, for Members may be fixed at such amounts as the ECNLL Board of Directors shall determine for a particular fiscal year. Dues for Members are separate from registration fees for Player Members, which are determined annually by the ECNLL Board of Directors in accordance with Little League Regulation XIII (c).

Section 4

Forfeiture Members who fail to pay their fixed dues within thirty (30) days of application to become a member may, by majority vote of the Board present at a Board Meeting, be dropped from the roles and shall forfeit all rights and privileges of membership.

Section 5

Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors as follows:

The Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have authority to suspend, remove, or otherwise discipline any Officer, Director, Committee Member, Member, Manager, Coach, Player, League Official, Umpire, or any other person whose conduct of is considered detrimental to the best interests of ECNLL and/or Little League Baseball or detrimental to the physical or moral welfare of any player. The person involved shall be notified of such a meeting, shall be informed of the general nature of the charges and given an opportunity to appear at the meeting to respond to such charges.

Section 6

Any adult person or player who has been suspended, removed, or otherwise disciplined by the ECNLL Board of Directors has the right to submit a written appeal of the decision. The written appeal must be submitted to ECNLL Disciplinary & Conduct Committee within 72 hours of the decision and may be presented during a regular meeting or a special meeting convened specifically for this purpose.

Section 7

Upon evidence of misconduct by a player, the ECNLL Disciplinary & Conduct Committee shall notify the player's team Manager and the player's parents and/or guardians. The Manager or a duly appointed committee of the ECNLL Board of Directors will then accompany the player, in an advisory role, before the ECNLL Disciplinary & Conduct Committee. The Committee has full authority to suspend or revoke the player's eligibility for future participation. The player's parents or guardians will be notified of the meeting and invited to attend.

ARTICLE IV – GENERAL MEMBERSHIP MEETINGS

Section 1

Definition. A General Membership Meeting is any meeting of the membership of the league (including Special General Membership Meetings, Section 3). A minimum of one per year (Annual Meeting, Section 6) is required.

Section 2

NOTICE OF MEETING. Notice of each General Membership Meeting shall be delivered personally, or posted on the ECNLL website, electronically via email, or by mail to each Regular Member at the last recorded address at least ten (10) days in advance of the meeting, setting forth the place, time, and purpose of the meeting. In lieu of the above methods, notice may be given in such form as may be authorized by the Members, from time to time, at a regularly convened General Membership Meeting.

Section 3

Special General Membership Meetings may be called by the Board of Directors, by the Secretary or President at their discretion. Additionally, upon the written request of a minimum of five (5) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the Special General Membership Meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than thirty (30) calendar days after the request is received by the President or Secretary.

Section 4

Only Regular Members shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings. Voting shall be done at official Board Meetings. Voting via email may only be permitted if the following conditions are met: A. Motion and second, 48 hour time window to reply (i.e. vote) and the vote is conducted via electronic survey only (Google Forms, or similar).

Section 5

The presence in person, of not less than 50 percent of the board members shall be necessary to constitute a quorum.

Section 6

The Annual Meeting of the Members of ECNLL shall be held within the last month of the regular season, up to or possibly including closing day at a time and place determined by the Board of Directors each year for the purpose of electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

- a. The Regular Members shall receive at the Annual Meeting of the Members of ECNLL a financial report, verified by the President and Treasurer, or by a majority of the Directors showing:
 1. The condition of ECNLL, to be presented by the President or his/her designates.

2. A general summary of funds received and expended by ECNLL for the previous year, the amount of funds currently in possession of ECNLL, and the name of the financial institution in which such funds are maintained.
 3. The whole amount of real and personal property owned by ECNLL, where located, and where and how invested
 4. For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated , or expended and the purposes, objects, or persons to or for which such applications, appropriations, or expenditures have been made
 5. The Regular Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than 17. Write-in candidates will be considered when the minimum number of director volunteers are not on the ballot.
- b. At the Annual Meeting, the Regular Members shall elect the Board of Directors. If the total number of Board candidates exceeds the number of available Board positions, then those Board candidates receiving the most votes will be considered elected to the Board. Regular Members may only cast a number of votes equal to or less than the board positions available. In the event of a tie in the number of votes received by two or more Board candidates for unfilled Board seats, a run-off election, in which all Members may vote, will be held for the tied Board candidates.
 - c. After the Board of Directors is elected, the Board shall meet to elect the Officers of the Board.
 - d. After the election, the Board of Directors shall assume the performance of its duties on August 1st or the end of the All-Star Season, whichever is later. The Board's term of office shall continue until its successors are elected and qualified under this section at the next annual meeting.
 - e. This report shall be filed with the records of ECNLL and a copy attached to the minutes of the annual meeting. A copy of such report shall be forwarded to Western Region Little League Headquarters and/or Little League International.

Section 7

Robert's Rules Order shall govern the proceedings of all meetings, except where it conflicts with the Constitution or by-laws of ECNLL.

ECNLL BOD Meetings will follow the Robert's Rules Typical Order of Business:

- A. Call to Order
- B. Opening Exercises, if applicable
- C. Roll Call/Determination of a Quorum
- D. Adoption of the Agenda
- E. Reading and Approval of the Minutes of the Previous Meeting
- F. Reports of Officers
- G. Reports of Standing Committees
- H. Reports of Special (Ad hoc) Committees
- I. Special Orders
- J. Unfinished Business and General Orders
- K. New Business
- L. Program, if applicable
- M. Announcements
- N. "Good of the Order"
- O. Adjournment

ARTICLE V – ELECTION OF OFFICERS

Section 1

Notice of the upcoming election shall be conspicuously posted at the playing field not less than fourteen (14) days before the annual meeting. The notice shall direct interested candidates to sign up in order to be added to the balloting for voting onto the ECNLL Board of Directors. Following the election by the members of the BOD, the current Board of Directors will meet and elect its Officers from within the membership of the board. Officers

required are: President, Vice President, Secretary, Treasurer, Player Agent, Coaching Coordinator and Safety Officer. Each individual may only run for and occupy one (1) position on the board. Sign-ups shall close approximately 48 hours before the annual meeting in order to print ballots. Nominations made from the floor at the annual meeting will be write-in votes on the ballot.

Section 2

After the election, the newly elected Board of Directors will officially assume their duties. Until then, the incumbent Board will continue serving through the scheduled August board meeting. During this transition period, newly elected board members are encouraged to shadow their current counterparts to ensure a smooth handover of responsibilities.

Section 3

If any vacancy occurs in the Board of Directors, by death, resignation, removal, or otherwise, a replacement may be selected who shall serve the remainder of that term, by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

ARTICLE VI – BOARD OF DIRECTORS

Section 1

The Board of Directors shall be elected by the members of ECNLL at the annual meeting. Following the annual meeting and Board of Directors election the new board shall meet and elect the following Officers (Required**):

1. President **
2. Vice-President **
3. Secretary **
4. Player Agent **
5. Treasurer **
6. Director of Safety
7. Director of Managers **
8. Director of Procurement **
9. Umpire in Chief
10. Director of Scorekeeping
11. Chief Information Officer
12. Director of Concessions
13. Team Parent Coordinator
14. Director of Sponsorships & Fundraising
15. Juniors Coordinator/Fall Ball Director **
16. Director of Field Maintenance/Facilities
17. Equipment Director

These positions may be increased or decreased and/or titles changed and/or combined.

Section 2

All rules governing the playing of baseball, the legality of players and related questions shall be in accordance with The Official Rules and Regulations as published by Little League Baseball Inc., Williamsport, PA. Additional rules and/or modifications may be adopted by the Board of Directors of ECNLL at a duly held meeting held not less than two (2) weeks previous to the first scheduled game of the season, but in no way shall conflict with The Official Rules and Regulations of Little League Baseball, Inc. Williamsport, PA.

Section 3

The Board of Directors shall have the power to:

- a. Purchase or otherwise acquire for ECNLL purpose, any property, right or privilege, at such price or consideration and upon such terms as the Board of Directors may deem expedient.
- b. Approve, remove or suspend subordinates agents or volunteers and to determine their duties.

- c. Determine who shall be authorized, on behalf of ECNLL, to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts, and other instruments.

Section 4

Regular meetings of the Board of Directors shall be held on a monthly basis at such time and place determined by the President. Special meetings of the Board may be called by the President, or by the Secretary at the written request of at least five (5) Directors. Notice of each meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, or by telephone, fax, e-mail, or personal notice twenty four (24) hours preceding the meeting. In case of special meetings, such notice shall include the purpose of the meeting and matters not so stated may not be acted upon at the meeting.

Section 5

Each Member of the Board of Directors is expected to attend every general and special meeting. Failure of any Member of the Board of Directors to attend two (2) consecutive meetings or missing three (3) total meetings within the operational year, without reasonable excuse shall constitute cause for removal.

Section 6

The Board shall approve all appointments to the Auxiliary Board made by the Auxiliary President. In addition to the Auxiliary President at least one other member of the Board of Directors shall be on the Auxiliary Board.

ARTICLE VII – COMMITTEES

Section 1

The Board of Directors may delegate any of the powers of the Board of Directors to any Standing Committee, Special Committee, or any Officer or agent of ECNLL, with any powers as the Board may see fit to grant; and generally do all such lawful acts and take such actions as may be necessary and proper.

Section 2

The Board of Directors shall appoint an Auditing committee of Three Directors. The President, Treasurer, or signatures of checks are not eligible. The committee will review ECNLL books and records annually prior to the annual meeting and attach a statement of their findings to the financial statement to the President and Treasurer; or may, if directed by the Board of Directors, secure the services of a certified public accountant to accomplish such review.

Section 3

The Board of Directors shall appoint a protest committee composed of the President, Vice President, Player Agent, Chief Umpire and one other Director who are not Managers or Umpires to hear and resolve any protests of games as outlined in the Official Regulations and Playing Rules, Section 4.19. This committee should be named before Opening Day.

Section 4

The President may appoint special Committees for such purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of appointment and incorporated in the Board minutes. Such committees shall be dissolved at the annual meeting following appointment, but may be reinstated at any time following the annual meeting. Suggested Committees that may be established would be:

- Membership
- Ways and Means Executive
- Telephone Tree
- By-Laws
- Public Relations
- Social Events

- District 41
- Nominating
- Budget & Finance
- Field
- Program
- Playing Equipment
- News Media
- Fund Raising
- Long Range Planning

ARTICLE VIII - OFFICERS, DUTIES, AND POWERS

Section 1

The President shall (but is not limited to):

- a. Conduct the affairs of ECNLL and execute the policies established by the Board of Directors.
- b. Present a report of the condition of the League at the annual meeting.
 1. During the Annual meeting and any subsequent BOD meetings:
 - i. Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
 - ii. Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
 - iii. Determine that a quorum is present before transacting business
 - iv. Introduce business in proper order
 - v. Recognize speakers
 - vi. Determine if a motion is in order
 - vii. Keep discussion germane to the pending motion
 - viii. Maintain order
 - ix. Put motions to a vote and announce results
 - x. Employ unanimous consent (general consent) when appropriate
- c. Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of ECNLL.
- d. Be responsible for the conduct of ECNLL in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Inc.
- e. Designate in writing, other Officers if necessary, to have power to make and execute for/and in the name of ECNLL such contracts and leases may have received prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to ECNLL and report thereon to the Board as circumstances warrant.
- g. With the assistance of the treasurer prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.
- h. With the assistance of the Player Agent, examine the application and supporting proof-of-age documents of every player candidate and certify residence and age eligibility before the player may be accepted for tryouts and selection.
- i. Lead the investigation of all protested game disputes via the formation of a Protest Committee per the guidelines prescribed in the Little League Operating Manual.
- j. Attend the monthly Rec Council meeting
- k. Attend the monthly District 41 President's meeting.

Section 2

The Vice- President of Operations shall (but is not limited to):

- a) In case of the absence or disability of the President, perform the duties of the President, and when so acting shall have all the powers of that office and shall have such other duties as assigned by the Board of Directors or by the President, provided he/she is not currently managing or coaching in any division.

- b) Vice-President of Operations shall have primary responsibility for (but is not limited to):
 - 1. Overseeing division coordinators.
 - 2. Field Operations (handles all field complaints and schedule change requests)
 - 3. Practice Schedules for all divisions
 - 4. Game Schedules for all divisions
 - 5. Verification that the Chief Umpires schedule for umpires coincides with game schedules

Section 3

The Secretary shall (but is not limited to):

- a. Be responsible for recording the activities of the Local League and maintaining appropriate files, mailing lists, email lists and necessary records.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c. Maintain a list of all Regular, Sustaining and Honorary Members, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
- d. Maintain a current list of all Regular Members in good standing and determine the number of Regular Members needed to constitute a quorum.
- e. Issue membership cards to Regular Members, if approved by the Board of Directors.
- f. Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- g. Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- h. Notify Members, Directors, Officers and Committee Members of their election or appointment. Provide each of these individuals with a copy of the Local League Constitution.
- i. Board Meeting minutes shall be sent to all Board Members within 5 business days after the monthly board meeting.
- j. Transfer or deliver said notebook and all related materials to the incoming Secretary at the end of the elected term.
- k. Conduct the League Board of Directors elections.
- l. Notify Members, Directors, Officers and Committee Members (if any) of their election or appointment.

Section 4

The Player Agent shall (but is not limited to):

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- c. Conduct the player draft and all other player transactions or selection meetings.
- d. Prepare for the President's signature and submission to Little League Headquarters team rosters, and tournament team eligibility affidavits.
- e. Supervises and conducts the transfer of players to or from the minor leagues according to the provisions of the Regulations of Little League Baseball.
- f. In case of the absence of the President and Vice President(s), perform the duties of the President, and when so acting shall have all the powers of that office and shall have such other duties as assigned by the Board of Directors or by the President.
- g. Be responsible for recording trades during the first fourteen (14) days of the season in the Majors Division.
- h. Notify Little League Headquarters of any subsequent player replacements. The Player Agent will be the guardian of all player records and waivers.
- i. Prepare all notices to parents and players for the All-Star selection process. The Player Agent, along with the President and 2nd Vice President/Equipment & Purchasing Agent, will handle the All-Star balloting process. The Player Agent will collect and verify all certified birth certificates from each All-Star player.

- j. Prepare for the President's signature, team rosters including players claimed and the tournament team eligibility affidavit. Team rosters and players claimed shall be sent by the Player Agent to Little League Headquarters in Williamsport.
- k. Prepare all notices to parents and players for the All-Star selection process. The Player Agent, along with the President and 2nd Vice President/Equipment & Purchasing Agent, will handle the All-Star balloting process. The Player Agent will collect and verify all certified birth certificates from each All-Star player.
- l. Identify on the League map of boundaries, the location of each registered playing member and confirm the address of that member as the actual residence.

Section 5

The Treasurer shall (but is not limited to):

- a. Perform such duties as are set forth herein and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all money and securities and deposit the same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- d. Prepare a projected budget at the Annual Meeting, under the direction of the President, for submission to the Board of Directors.
- e. Executed budget to be confirmed and presented to the President and Board of Directors by September of the current year.
- f. Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

Section 6

The Safety Office shall (but is not limited to):

- a. Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League.
- b. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting which may include:
 - 1. Education – Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - 2. Compliance – 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.
 - 4. Background Checks - If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9).
 - 5. Training – If the League President so designates, the Safety Officer shall ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training per Little League Regulation I(c)10 and as outlined in the Little League Child Protection Program.
 - 6. Child Protection Program – If the League President so designates, the Safety Officer will ensure the league is compliant with all aspects of the Little League Child Protection Program.
- c. Conduct an annual safety inspection and audit of all facilities along with the appropriate site director.
- d. Make certain all fences, screens and dugouts are in safe condition.
- e. Periodically inspect the stands or bleachers.
- f. Have arrangements in place in advance of all games and practices for emergency medical services.

Section 7

Director of Managers shall (but is not limited to):

- a. Act in an advisory capacity to the Board of Directors and keep the Board of Directors currently informed as to progress or any problems.
- b. Maintain records on all coaches for coaching clinic attendance, while coordinating with the Safety Officer in the collection/processing of all background checks and CPR status updates.
- c. Create and maintain the league's annual clinics, camps, and workout calendar that fosters the facilitation of all development programs. Utilize the established network of professionals for event staffing as needed.
- d. Serve as co-coordinator with the Player Agent for Fall Ball.

Section 8

The Director of Procurement (but is not limited to):

- a. Procure all baseball equipment for ECNLL, within the scope of the budget approved by the Board of Directors.
- b. Procure, store and inventory all uniforms for ECNL within the scope of the budget approved by the Board of Directors.
- c. Distribute and schedule pickup for all uniforms for ECNLL.
- d. Procure and store rings/awards for TOC winners.
- e. Procure, store, and inventory all little stars and all-stars uniforms, pins, and/or any other items. or equipment in regard to the all-star season.
- f. Research potential vendors for uniforms and baseball equipment and provide cost analysis with the President.

Section 9

The Umpire in Chief shall (but is not limited to):

- a. Creating and maintaining a trained and active volunteer umpire staff for all ECNLL games.
- b. Create and maintain an umpire schedule.
- c. Conducting regular training and classes, coordinating with the District staff. Provide a copy of the Official Little League Rules and Regulations and the Local League Policies to all Umpires, Managers, Coaches and Scorekeepers.
- d. Serve as the BOD point of contact for all umpires, regarding any problems, rules interpretations or changes that affect League play.
- e. Coordinate the leagues Junior Umpire program, including coordination with local high school teams to build the umpire staff.
- f. Recruit, review, and retain volunteer umpires.
- g. Conduct an annual inventory of all existing umpire equipment and submit a request for needed items to the Director of Procurement. Requisition any equipment and umpire uniforms during the season as needed.

Section 10

Director of Scorekeeping (but is not limited to):

- a. Oversee and direct all league volunteer scorekeeping positions to ensure scorekeeper training and consistency.
- b. Hold a scorekeeper meeting the first weeks of practice to go over expectations of other volunteer scorekeepers.
- c. Be responsible for the recruiting and training of official scorekeepers.
- d. Be responsible for understanding baseball rules and scorekeeping technique.
- e. Ensure there is an official scorekeeper for all League games.
- f. Ensure that an official scorebook/game changer is provided for each level (division) of play and shall review each scorebook/game changer to identify games that require rescheduling.

- g. Identify key player statistical information and develop collection and repository systems for purposes of evaluating all-star selection processes to be used as basis for next year's player formation.
- h. Assist Tournament Director with Tournament Scorekeeping duties.
- i. Ensure that official pitch count is maintained during each game (scorebook/game changer)
- j. If the assigned team scorekeeper doesn't not provide scorebox information, be sure you reach them to get this information.

Section 11

Chief Information Officer shall (but is not limited to):

- a. Make flyers to advertise for the spring season (flyers go to local schools, and local areas to be posted).
- b. Book team pictures and make-up pictures.
- c. Distribute pictures to team parents.
- d. Collect pictures for the yearbook all season long and make the yearbook for the spring season.
- e. Manage social media and use social media to promote the Little League publicity moments, special events and general league news.
- f. Create new social media posts on league social media accounts upon confirmation of sponsorships within 72 hours.
- g. Create a social media post with game results and highlight the Player of the Game, within the same day. Contact assigned team parent if no content has been submitted by team.

Section 12

The Director of Concessions shall (but is not limited to):

- a. Maintain the operation of concession facilities.
- b. Organize the purchase of concession products.
- c. Be responsible for the management of the concession sales at league events.
- d. Collects and reviews concession-related offers, including discounts and bulk-purchasing opportunities.
- e. Organize, tally, and keep records of concession sales and purchases.
- f. Schedules volunteers\hires teens to work at the concession booth during league events.

Section 13

Team Parent Coordinator shall (but is not limited to):

- a. Recruit team parents for all teams
- b. Facilitate the league's annual Team Parent meeting (one date for the entire season).
- c. Coordinate with the Director of Scorekeeping to schedule Scorekeeper Training.
- d. Create the team parent manuals for each team
- e. Conduct all league team parent activities including but not limited to team activities, website/app training, uniform auctions, uniform distributions, league events and fundraising participation.
- f. Serve as the BOD point of contact for all team parents
- g. Assist the Sponsorship Director with sponsorship banner activities and placement.

Section 14

Director of Sponsorships & Fundraising shall (but is not limited to):

- a. Solicit and secures local sponsorships to support league operations, including special events and All-Stars
- b. Collect and review sponsorship opportunities.
- c. Maintain records of monies secured through sponsorship initiatives.
- d. Ensure regulations and policies related to sponsorship are followed.
- e. Begin recruiting sponsors and planning fundraisers in October of each year.
- f. Manage and coordinate all ECNLL fundraisers approved by the Board of Directors.

Section 15

Juniors Coordinator/Fall Ball Director ** shall (but is not limited to):

- a. Be the primary contact between the Coaching Coordinator (or Board of Directors, as required) and the managers and coaches.
- b. Attempt to resolve any division issues between parents, players, coaches and managers prior to escalating to Vice President of Operations and President.
- c. Register players at the end of spring season picnic for the Fall season.
- d. Have weekly registration sign-ups for the months of July and August.
- e. Be the point of contact between the District and the league on all matters concerning the teen divisions (Intermediate, Juniors, and Seniors).
- f. Be the league point of contact with managers, coaches, parents, and players of each division.
- g. Coordinate with the District as well as team managers on field availability and scheduling for games and practices.
- h. Advertise the availability of teen divisions to potential players and their parents.
- i. Ensure UIC has a game schedule so he/she can schedule umpires for all home games.
- j. Distribute and collect all-star letters of intent from managers and players. Ensure these letters are submitted to the Player Agent.

Section 16

Director of Field Maintenance/Facilities shall (but is not limited to):

- a. Coordinate and submit field use permits with the City and School District.
- b. Apply for grants to improve fields and facilities.
- c. Liaison between school district and league for matters concerning league facilities, maintenance, and upgrades.
- d. Overseeing the planning and construction of new facilities or renovating existing ones
- e. Scheduling and managing routine maintenance on all building systems (electrical, plumbing, etc.)
- f. Ensuring the facility complies with relevant laws, regulations, and safety standards.
- g. Maintain all Field and turf surfaces.
- h. Maintain common areas.
- i. Purchase necessary field maintenance supplies
- j. Maintain a field maintenance budget

Section 17

Equipment Director shall (but is not limited to):

- a. Coordinate and organize all equipment/gear needed for on field play.
- b. Conduct an annual audit of all league playing equipment noting the condition of each item.
- c. Create a list, prepare a budget, and create a purchase plan to obtain all required items needed for play and submit to the BOD for approval.
- d. Be responsible for the procurement and proper issuance of all supplies and equipment as necessary for League operation and for the repair, cleaning, and storage thereof at the close of the season.
- e. Check the quality of the equipment and determine that the equipment meets Little League specifications.
- f. Periodically inspect all equipment and arrange for its repair and/or replacement.
- g. Develop an inventory of all League equipment and its return at the end of the season. All equipment and uniforms must be inventoried at the end of the season and a report given to the Board of Directors for review for the next year's season.

ARTICLE IV – AFFILIATION

SECTION 1

The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League 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

The Official Playing Rules and Regulations as published by Little League Baseball Incorporated shall be binding on the Local League.

SECTION 3

The local rules, ground rules and/or bylaws of the Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month before 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 playing season and are not considered part of this Constitution.

ARTICLE X – FINANCIAL AND ACCOUNTING

SECTION 1

The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including auxiliary funds, in a common league treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 2

The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

SECTION 3

The Board shall not permit the solicitation of funds in the name of Little League Baseball Incorporated unless all funds so raised be placed in the Local League treasury.

SECTION 4

The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the Rules, Regulations, and Policies of Little League Baseball, Incorporated. All disbursements shall be made by check, or league credit or debit card. All checks shall be signed by both the Local League Treasurer and such other officers or officers, or person or persons, as the Board of Directors shall determine.

SECTION 5

No Board member authorized to disburse funds may be the spouse or family relative of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

SECTION 6

No Director, Officer, or Member of the Local League shall receive, directly or indirectly any salary, compensation, or payment from the Local League for services rendered as Director, Officer, or Member.

SECTION 7

All monies received, including sponsorship and fundraising, shall be deposited into the financial account of the Local League which must be a federally insured bank or other certified financial institution as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

SECTION 8

The fiscal year of the Local League shall begin on October 1st and shall end on September 30th.

SECTION 9

Upon dissolution of the Local League program for any reason and after all outstanding debts and claims have been satisfied, the Regular Members may either direct the remaining property of the Local League to another chartered Little League program in good standing with Little League Baseball, Incorporated or may direct the funds to Little League Baseball, Incorporated.

ARTICLE XI - TOURNAMENT PLAY

SECTION 1

Intra-district Tournament

- a. The selection of the Intra-district Tournament teams in Majors and Minors shall be the First Place teams in each division as determined by ECNLL

SECTION 2

All-Star Tournament

- a. All-Star Tournament play shall be as prescribed in the Tournament Regulations of Little League Baseball Inc. All applications for All-Star Managers and Coaches shall be presented to the Board of Directors.

SECTION 3

All-Star Selection

- a. Process All-Star Manager and Player selection process shall follow the process outlined in the ECNLL Bylaws. The All-Star selection process will be part of the Bylaws and decided by the current Board of Directors.

ARTICLE XII – AMENDMENTS

This Constitution may only be amended, repealed, or altered in whole or in part by a majority vote of the Members at a duly organized meeting, provided notice of the proposed change is included in the notice of such meeting. A draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated for approval before a vote of the Membership is held.

**THE FORGOING CONSTITUTION AND BY-LAWS OF EL CAJON NATIONAL LITTLE LEAGUE
ADOPTED BY THE MAJORITY VOTE OF THE BOARD OF DIRECTORS AT A DULY HELD MEETING**



President

February 2025