

# San Carlos Little League Bylaws

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These Bylaws are based on the San Carlos Little League bylaws adopted October 8, 2024, and have been revised to focus on governance and durable structures. Operational matters including divisions, registration, assessments, drafts, local playing rules, All-Star selection, fields, awards, and other seasonal procedures are moved to the League Operating Manual, which shall be reviewed and approved annually by the Board of Directors.

## **Article I — General Responsibilities of the Board**

A. Nominating. The Secretary solicits a list of eligible nominees from the regular membership no later than the Friday before the May board election.

B. Board Meetings. The Board shall meet on a designated day/time selected at the start of each term. Time and location are set by the President and communicated by the Secretary to the Board and Membership. Meetings may be held in person or by verified electronic means (teleconference or videoconference).

C. Duty to Uphold Rules and Safety. Every Board member shall correct, if possible, and promptly report any act or conduct at variance with Little League rules, including unsafe acts or conditions.

D. Attendance Requirement: Board members are expected to attend all regularly scheduled Board meetings. Attendance may be in-person or remote (via video or phone) once per year, provided arrangements are made in advance with the President or Secretary, and equipment is available to facilitate effective electronic participation. A Board member who misses three (3) meetings in a fiscal year may be replaced at the discretion of the Board of Directors. Any removal requires a two-thirds ( $\frac{2}{3}$ ) vote of the Board at a duly called meeting.

E. Misconduct. Any misconduct by a Board member may lead to removal from the Board of Directors. "Misconduct" includes, but is not limited to: violation of the Code of Conduct; breach of confidentiality; harassment or discrimination; financial impropriety; or disclosure of closed-session Board discussions or communications to non-Board members. Any removal requires a two-thirds ( $\frac{2}{3}$ ) vote of the Board at a duly called meeting.

F. Vacancy - If a vacancy occurs on the Board of Directors the vacancy may be filled by a majority vote of the remaining Directors at any regular Board meeting or at a Special Board meeting called for that purpose.

Candidate Window - the Secretary shall issue a Call for Candidates to all Regular Members in good standing (email ). The Call shall remain open for no fewer than seven (7) and no more than fourteen (14) calendar days before the meeting.

Candidate Materials. Interested Regular Members may submit a brief statement of interest and relevant qualifications by the deadline. Candidates may address the Board at the appointment meeting (in person or remotely, if remote attendance is permitted for Board meetings).

G. Membership Certification and Expiration. Regular Membership is certified by Board vote following each registration period (Fall and Spring). Regular Membership expires at the conclusion of the August Annual Board Meeting, at which time the new Board is elected and the membership roll is re-certified.

## **Article II — Board Positions and Coordinators**

Required Officers (per Little League International):

- President – Chief executive of the League; presides at meetings; primary contact with District/LLI; ensures compliance with rules; ex-officio member of all committees.
- Vice President – Assists President; presides in President’s absence; chairs ad hoc projects/committees as assigned; supervises League operations as delegated.
- Secretary – Records and distributes minutes; maintains membership roll; issues meeting notices; manages correspondence and records.
- Treasurer – Manages League finances; collects/disburses funds as approved; maintains accurate books; prepares annual budget; coordinates annual audit; responsible for tax preparation and filing.
- Player Agents (3) – Oversee registration, age/eligibility, assessments, draft, and player assignments for Majors, Minors, and Lower Divisions. Ensure compliance with Reg. III(d) on replacements and Reg. IV on eligibility. Responsible for All-Star certifications.
- Safety Officer – Prepares annual ASAP Safety Plan; oversees injury/incident reporting; ensures safety compliance at fields/events; ensures all required background checks are completed; trains managers on safety protocols.
- Coaching Coordinator – Organizes training clinics for managers/coaches; disseminates educational resources; ensures coaching staff meet District/LLI requirements; responsible for coordinating game scheduling.

Additional Coordinators (non-officers):

- Umpire-in-Chief (UIC) – Recruits, trains, schedules, and evaluates umpires; coordinates District clinics; maintains umpire training/tracking records.
- Fields & Facilities Coordinators (3) – Manage scheduling, field prep, maintenance, and improvement projects; organize field days.
- Auxiliary Coordinators (2) – Coordinate team parents, volunteers, and social/auxiliary events; support Opening Day, Closing Ceremonies, photo day, etc.
- Information Coordinator – Maintains website, registration system, league communications; coordinates social media as authorized.
- Sponsorship Coordinator – Solicits and maintains sponsor relationships; manages sponsor signage and fundraising programs.
- Equipment Coordinator – Procures, inventories, distributes, and collects equipment; ensures safety and quality standards.
- Uniform Coordinator – Orders and distributes uniforms for players/managers; tracks sizing and vendor deadlines.
- Snack Bar Coordinators (2) – Manage snack bar operations, scheduling, volunteers, and supplies; ensure compliance with health/safety regulations.

Vacancies & Removal. The Board may fill any vacancy by majority vote for the unexpired term. Officers and Coordinators may be removed by majority vote for cause.

## **Article III — Committees**

### **A. Standing Committees and Compositions:**

- Executive Committee — Members: President, Vice President, Secretary, Treasurer, and one Player Agent. Authority: may address urgent League business, financial approvals within the adopted budget, and personnel matters between Board meetings; all actions are subject to Board review at the next regular meeting. The Executive Committee may not amend bylaws, approve annual budgets, or take final action on player selection or tournament eligibility.
- Managers Selection Committee — Members: President (chair), Vice President, Secretary, Coaching Coordinator, UIC, and the Player Agent for the applicable division. Purpose: interview and recommend managers/coaches for Board approval.
- All-Star Selection Committee — Members: President, Vice President, Secretary, Player Agents (Division Specific), Coaching Coordinator. Purpose: oversee All-Star manager/coach selection and roster recommendations in accordance with Little League tournament rules; recommendations are subject to final Board approval.

- Disciplinary Committee — Members: President, UIC, Safety Officer, and two Directors/Coordinators appointed by the Board. Purpose: address code of conduct violations and recommend discipline for Board approval; the committee provides a written report to the Board.

- Finance & Audit; Sponsorship/Fundraising; Auxiliary/Social Events; Fields & Facilities Work Days — formed by the Board annually with defined scope and membership.

B. Ad Hoc Committees. The Board may establish additional committees as necessary and appropriate. The membership, duties, and authority of such committees shall be defined at the time of creation and are subject to Board oversight.

C. Conflict of Interest & Substitution. A committee member with a conflict of interest on a particular matter shall be substituted for that matter by the Executive Committee or by the Board, as appropriate. The substitution applies only for the duration of the conflict.

## **Article IV — Finance & Audit**

A. Audit. At the September Board meeting, the President appoints a committee of at least two (2) Board members to serve with the newly-elected Treasurer and the former Treasurer (if applicable) to audit the League accounts. The audit is completed by October 1.

B. Check Signing. Three directors are authorized signers: President, Treasurer, and one additional Director/Coordinator with board approval. One-time expenses >\$2,500 must be listed in budget and/or approved by the board at a duly called meeting (or approved by Executive Committee in time critical situations).

C. Budget. The Treasurer presents a draft budget at the October meeting for Board approval.

## **Article V — Safety & Conduct**

A. SCLL's Safety Plan shall be submitted annually to the District for approval. The Safety Officer prepares and reviews the Plan.

B. Volunteer Applications. Little League volunteer procedures and background checks are required for all volunteers.

C. Board Identification. Directors/Coordinators shall wear League-issued identification shirts at official events.

D. Age. Volunteers must be 18+; Junior Umpires may serve with UIC approval.

E. Conduct. No smoking, vaping or alcoholic beverages are allowed anywhere in League Facilities as prohibited by city ordinance and Little League International policy - use of such may result in discipline from the league.

## **Article VI — Meetings & Procedures**

A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern all Board and committee meetings.

B. Quorum. A majority of the Board of Directors constitutes a quorum for Board meetings. Membership meeting quorum and election procedures are set forth in the Constitution.

C. Electronic Participation. Meetings and voting may be conducted electronically provided that participation is verified and recorded.

D. Committee Reports. Standing committees must report to the Board at the next regular meeting.

## **Article VII — Amendments & Review**

A. These Bylaws, or any section, may be amended by a two-thirds vote of the Board of Directors or of the General Membership present at any duly constituted meeting, with at least fourteen (14) days' notice of the proposed amendment.

B. Annual Review. These Bylaws shall be reviewed and either amended or approved annually, at least one month prior to the first game of the spring season. Operational matters including division structures, registration procedures, team roster sizes, assessment and draft procedures, playing rules, All-Star selection processes, field use, and awards shall be set forth in the League Operating Manual, which shall be reviewed and approved annually by the Board of Directors.

C. Authority Hierarchy. In the event of a conflict: Little League International rules control rules of play and tournament eligibility; the Constitution controls governance; these Bylaws control Board and committee operations; and the Operating Manual governs seasonal procedures adopted by the Board.

## CERTIFICATION

These Bylaws were approved by vote of the San Carlos Little League Board on October 8th, 2025.

DocuSigned by:

Jeff Rosa

5/13/2026 | 5:54 AM PDT

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Jeff Rosa

Date

President, San Carlos Little League

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San Carlos Little League of San Diego, Inc.  
Federal ID No.

***Little League Baseball does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.***