

SERRA MESA LITTLE LEAGUE
BYLAWS (GOVERNANCE DOCUMENT)

Approved by the Board of Directors on: February 17, 2026

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ARTICLE I — NAME, PURPOSE, AND AUTHORITY

Section 1. Name

The name of this organization shall be Serra Mesa Little League (“SMLL”).

Section 2. Purpose

SMLL is organized exclusively for the purpose of operating a youth baseball program consistent with the objectives, principles, and rules of Little League Baseball, Incorporated (“Little League International”).

Section 3. Mission

SMLL strives to provide a safe, positive, and inclusive environment where young athletes develop baseball skills, sportsmanship, teamwork, courage, and respect.

Section 4. Authority

These Bylaws are adopted pursuant to the charter granted annually by Little League International and shall comply with the Little League Operating Manual, Regulations, and Official Playing Rules.

Section 5. Ethics & Spirit of Little League

SMLL, its Board, managers, coaches, volunteers, and members shall act in accordance with both the letter and the spirit of Little League rules and values. No individual shall manipulate, circumvent, or exploit any rule, placement, policy, or process for personal, competitive, or team advantage.

ARTICLE II — MEMBERSHIP

Section 1. Definition

Membership consists of parents or guardians of registered players, approved volunteers, managers, coaches, umpires, and individuals appointed to the Board.

Section 2. Eligibility

A person is recognized as a member when they have:

- A registered player and/or
- Approved volunteer status or Board appointment; and
- Maintained good standing with the League.

Section 3. Rights

Members in good standing may attend open Board meetings and participate in league activities.

Section 4. Responsibilities

Members must comply with all League rules, the Code of Conduct, safety protocols, and volunteer expectations.

Section 5. Loss of Membership

Membership may be suspended or revoked for conduct contrary to League rules, safety, or sportsmanship. Appeals follow Article XIII.

ARTICLE III — BOARD OF DIRECTORS

Section 1. Authority

The Board of Directors (“Board”) has full authority for managing League affairs in compliance with Little League policies.

Section 2. Composition

The Board shall include required Little League officers:

- President
- Vice President
- Secretary
- Treasurer
- Player Agent
- Safety Officer

Optional SMLL directors may include:

Umpire-in-Chief, Coach Coordinator, Concessions Director, Equipment Director, Fields Director, Information Officer, Division Directors, Sponsorship Director, Volunteer Coordinator, Parks & Recreation Liaison (Permits), and other roles deemed necessary by the Board.

Section 3. Elections

Board officers shall be elected annually using an election process determined by the Board and communicated to the membership in advance. The election may occur at a General Membership Meeting or through another Board-approved method.

Section 4. Term of Office

Terms run from October 1 through September 30 unless vacated sooner.

Section 5. Vacancies

Vacancies may be filled by presidential appointment, subject to Board approval.

Section 6. Removal

A Board member may be removed by a two-thirds vote of the Board for misconduct, failure to perform duties, or conduct detrimental to the League.

Section 7. Nonprofit Duty & Compliance

Board members acknowledge SMLL’s 501(c)(3) status and accept their fiduciary duties:

- Duty of Care
- Duty of Loyalty
- Duty of Obedience

ARTICLE IV — BOARD MEETINGS

Section 1. Regular Meetings

The Board shall meet monthly or as needed.

Section 2. Special Meetings

Special meetings may be called by the President or upon the written request of three Board members.

Section 3. Quorum

A quorum consists of 50 percent plus one of filled Board positions.

Section 4. Voting

A majority vote of the quorum is required unless otherwise specified.

Section 5. Notice

Regular meetings require at least 48 hours' notice. Special meetings may be called as needed.

Section 6. Remote Participation

Meetings may be held electronically. Electronic voting is valid. ARTICLE V — DUTIES OF OFFICERS

ARTICLE V — DUTIES OF OFFICERS

Section 1. President

Oversees league operations, liaises with District 33 and Little League International, presides over meetings, ensures compliance, and appoints committees.

Section 2. Vice President

Acts in the absence of the President and performs assigned duties.

Section 3. Secretary

Maintains records, minutes, and official correspondence.

Section 4. Treasurer

Handles financial management, reporting, budgeting, and compliance with financial controls.

Section 5. Player Agent

Oversees registration, evaluations, drafts, player placement, and ensures equitable treatment.

Section 6. Safety Officer

Implements and maintains the League Safety Plan, oversees safety compliance, and injury reporting.

Section 7. Umpire-in-Chief

Manages umpire scheduling, training, and rule enforcement support.

Section 8. Coach Coordinator

Supports the training and development of managers and coaches.

Section 9. Additional Officers

Other directors shall perform duties consistent with their role and Board direction.

Section 10. Parks & Recreation Liaison (Permits)

The Parks & Recreation Liaison serves as the primary contact between SMLL and the City of San Diego Parks & Recreation Department, securing and maintaining all required field and facility permits, coordinating field access and blackout dates in accordance with city rules, ensuring compliance with all facility-use and safety requirements, communicating any permit-related changes or issues to league leadership, and keeping organized records of all active permits for the President, Fields Director, and Safety Officer.

ARTICLE VI — COMMITTEES

Section 1. The President may appoint committees subject to Board approval.

Committees shall be appointed by the President or Vice President. Committee membership shall be based on experience, neutrality, and the needs of the league.

Certain committees, including the Draft Committee, shall be intentionally limited in size and composed of neutral members to protect competitive balance, maintain confidentiality, and prevent conflicts of interest, in accordance with Little League regulations.

Board members, managers, and other volunteers with a direct interest in draft outcomes shall not serve on the Draft Committee.

Committee appointments shall be reviewed annually. Standing Committees include:

- Safety Committee
Oversees implementation of safety standards and injury reporting.
- Appeals & Discipline Committee
Conducts hearings, reviews disciplinary matters, and issues final determinations.
- Registration & Eligibility Committee
Oversees documentation, eligibility review, and registration compliance.
- All-Star Selection Committee
Administers All-Star selection processes and ensures compliance with Little League rules.
- Player Draft Committee
Oversees evaluations and conducts drafts under the direction of the Player Agent.
- Field & Maintenance Committee

The Field & Maintenance Committee shall coordinate all field preparation, maintenance, repairs, and safety-related facility needs. The committee shall work under the Fields Director, ensure

compliance with city, league, and Little League field standards, and make recommendations to the Board regarding field improvements, equipment needs, and maintenance schedules.

- Coaching Standards & Development Committee
SMLL shall maintain a standardized practice progression to ensure consistency, player safety, and equitable development across all divisions.

All team managers and coaches are required to:

- Review the League’s official practice progression each season
- Incorporate the minimum required elements into team practices
- Maintain warm-up, throwing, and safety routines aligned with League standards
- Participate in preseason training/briefing on the practice progression
- Coaches retain flexibility in teaching style while adhering to the League’s developmental and safety standards.

ARTICLE VII — FINANCIAL MANAGEMENT

Section 1. Fiscal Year

The fiscal year runs from October 1 through September 30.

Section 2. Budget

The annual operating budget must be approved by the Board prior to the Spring season.

Section 3. Financial Controls

- The Treasurer must maintain accurate accounting records.
- At least two authorized individuals shall have access to view league bank accounts and regularly review financial activity to ensure oversight and transparency.
- All expenditures must comply with the approved budget or obtain Board approval.
- The League shall maintain all financial, contractual, insurance, and tax-related documentation for a minimum of seven (7) years, consistent with California non-profit governance standards and Little League International expectations.

Section 4. Executive Committee Spending Authority

The Executive Committee—consisting of the President, Vice President, Secretary, and Treasurer—is authorized to approve expenditures necessary for routine League operations without prior Board approval. Routine operating expenses include, but are not limited to, balls, chalk, team equipment, uniforms, concessions, and other standard supplies.

For larger or non-routine expenditures, including capital improvements or special projects such as snack bar renovations, field improvements, or major equipment purchases, prior Board approval is required.

All purchases approved by the Executive Committee must be communicated to the Board via email, with the President and Finance copied, to ensure transparency and awareness.

Section 5. Fundraising

All fundraising activities shall be Board-approved and comply with Little League policies.

Section 6. Scholarships and Hardship Support

Financial assistance may be provided to families. All documentation remains confidential.

Section 7. Refund Policy

Refunds shall be issued only in accordance with Board-approved League refund policies at our discretion.

ARTICLE VIII — VOLUNTEER REQUIREMENTS

Section 1. Volunteer Obligation

Members are required to support League operations through volunteer service, including snack bar, umpiring, field maintenance, and special events.

Section 2. Background Checks

Annual background checks are required for all volunteers as mandated by Little League International.

Section 3. Training Requirements

Managers, coaches, and designated volunteers must complete mandatory safety and training modules.

Section 4. Non-Compliance

Failure to meet volunteer expectations may result in loss of good standing, limits on participation, or All-Star eligibility restrictions.

Section 5. Non-Volunteer Fee

Parents and guardians are required to complete 10 volunteer hours each season to support League operations. In lieu of completing these hours or serving as a manager, coach, or team parent, families may choose to pay a non-volunteer fee at registration. This fee is non-refundable if the 10-hour requirement is not fulfilled.

Any volunteer hours completed will still count toward the team's Tournament of Champions (TOC) volunteer requirement. Hours must be logged in the League's digital system every two weeks. The TOC eligibility cutoff is firm. Falsification of hours may result in disciplinary action.

ARTICLE IX — PLAYER ELIGIBILITY & REGISTRATION

Section 1. Residency & Age Verification

Players must provide proof of age, residency, or school attendance per Little League regulations.

Section 2. Registration

Registration requires forms, medical release, payment, and eligibility verification.

Section 3. Divisions of Play

Divisions include Tee Ball, Rookies, Caps, Minors, Majors, Intermediate and Juniors, subject to enrollment.

Section 4. Player Replacement

Managers must notify the Player Agent immediately upon a roster vacancy. The replacement will occur in accordance with Little League rules.

Section 5. Player placement

Shall be based strictly on Little League age, safety considerations, and demonstrated developmental readiness as outlined in Little League Regulation IV.

ARTICLE X — MANAGERS AND COACHES

Section 1. Appointment

Managers and coaches shall be appointed annually by the President and approved by the Board based on qualifications, safety compliance, background clearance, required training, and alignment with League values. Appointment is based on meeting these criteria and is not automatically renewed each year.

Section 2. Requirements In Accordance with Little League International

- Annual Background check
- Mandatory trainings, including Abuse Awareness for Adults, Concussion Training, Sudden Cardiac Arrest Training (if required), and Coaching for Winning and Life Lessons. These trainings must be completed before participating in any practices or games.
- Code of Conduct agreement
- Familiarity with the current Little League Rulebook
- Commitment to safety and sportsmanship

Section 3. Conduct Review

The Board may review any past or current conduct, concerns, or documented issues involving an applicant. The purpose of this review is to ensure the safety, well-being, and positive development of all players. This process is applied consistently and is not intended to discourage volunteer participation. The Board reserves the right to deny or remove any manager or coach whose conduct is inconsistent with SMLL values

Section 4. Removal

The Board may remove a manager or coach for misconduct, safety violations, or failure to uphold League expectations.

ARTICLE XI — DRAFT SYSTEM

Section 1. Authority

The Player Agent oversees all drafts.

Section 2. Method

CAPS, Minors and Majors divisions shall use either a snake-style draft.

A snake-style draft is a draft format in which the draft order reverses each round. For example, the manager selecting last in Round 1 shall select first in Round 2, with the order continuing to alternate each round.

Draft positions for all divisions shall be determined at random by the Player Agent prior to the start of the draft.

Section 3. Options

Rules regarding manager options, sibling options, and player restrictions follow Little League guidelines.

Section 4. Trades

Trades must occur on draft night and be approved by the President and Player Agent.

Section 5. Confidentiality

Evaluations, draft notes, and deliberations are confidential. ARTICLE XII — ALL-STAR PROGRAM

Section 1. Manager and Coach Eligibility

All-Star managers and coaches must meet Little League training requirements and receive a two-thirds vote of the Board.

Section 2. Player Eligibility

Players must be in good financial standing, meet participation requirements, and submit acceptable residency and age documentation. Tournament eligibility shall reflect a player's participation throughout the regular season.

Section 3. Voting

Voting procedures shall follow division-specific rules established by the All-Star Selection Committee.

Section 4. Final Approval

Final roster approval rests with the All-Star Selection Committee and the Board. SMLL shall not approve or permit any actions intended to alter or influence tournament eligibility outside the intent of Little League Tournament Rules

ARTICLE XIII — SAFETY AND DISCIPLINE

Section 1. Safety Compliance

The Safety Officer shall maintain the League Safety Plan and ensure compliance with all safety procedures. SMLL will adopt Pitch Smart guidelines and enforce all Little League safety rules.

Section 2. Conduct

Members must comply with the League Code of Conduct and all Little League safety standards.

Section 3. Incident Reporting Timeline

- Immediate (within 1 hour): police involvement, violence, abuse concerns
- 24 hours: injuries, ejections, safety hazards
- 48–72 hours: administrative discrepancies

Section 4. Disciplinary Actions

Penalties may include warnings, suspensions, or removals, depending on the severity.

Section 5. Appeals

Individuals may appeal a decision to the Appeals & Discipline Committee within 48 hours. Appeals must be submitted in writing via email to the League Secretary and the Board of Directors and must clearly state the basis for the appeal. Decisions of the Appeals & Discipline Committee are final.

ARTICLE XIV — AMENDMENTS

Section 1. Amendments

These Bylaws may be amended by a two-thirds vote of a Board quorum.

Section 2. Effective Date

Amendments become effective immediately unless otherwise specified.

Section 3. Publication

Amended Bylaws shall be published on the League website.