

BYLAWS

OF THE

EASTLAKE LITTLE LEAGUE

CHULA VISTA, CALIFORNIA
(as approved February 24, 2024)

ARTICLE I - LEAGUE GOVERNANCE

Section 1 - Overview

- a. Nothing in the Bylaws of Eastlake Little League (hereinafter League) shall be in conflict with either the Little League Baseball, Inc. (hereinafter LLBI) Operating Manual, LLBI Official Regulations and Playing Rules, or any policies, procedures, or commands of District 42, Western Region, or LLBI. In the event of such a conflict, any of the above referenced conflicts shall supersede these Bylaws
- b. The discovery of any conflicts shall not render this entire document invalid

Section 2 - Amending the Bylaws

- c. These Bylaws may be amended by a vote of two-thirds (2/3) majority vote of the Directors present at any regular meeting of the Board of Directors (hereinafter Regular Meeting) or at a Special Board Meeting called for that purpose
- d. In emergency situations that could result in death or cause serious harm to a person or the League's facilities, the President or their appointed delegate may temporarily amend, suspend, or nullify these Bylaws with due cause until such an emergency ceases to exist by declaring a state of emergency to the Board of Directors
- e. In time-sensitive circumstances that directly affect the League's purpose or its facilities and when such circumstances require resolution before the Directors can properly convene, the Board of Directors may temporarily amend, nullify, suspend, and/or create a bylaw under the following conditions:
 - i. The proposed alteration must receive approval from the President or their appointed delegate or receive approval from a majority of the Directors
 - ii. If the proposed alteration directly affects a League player, then the proposed alteration must receive approval from at least one Player Agent

- iii. Any alteration must be addressed at the next Regular Meeting or at a Special Board Meeting called for that purpose

ARTICLE II - BOARD OF DIRECTORS

Section 1 - Overview

- a. The Board of Directors shall be governed by Articles V and VI of the League Constitution and these Bylaws

Section 2 - Positions

- a. The Board of Directors shall be comprised of the following nine (9) Director positions:
 - i. President
 - ii. Executive Vice President
 - iii. Vice President of Baseball Operations
 - iv. Vice President of Facilities
 - v. Secretary
 - vi. Treasurer
 - vii. Two (2) Player Agents
 - 1. The Player Agents shall be recognized based on their tenure as a Player Agent to the League (hereinafter Senior Player Agent and Junior Player Agent) with the Senior Player Agent having the most tenure
 - 2. When both Player Agents have equal tenure, the Board of Directors will appoint the titles by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose
 - viii. Safety Officer
- b. Director positions may be created or eliminated in compliance with the Constitution of the League
- c. No person may hold multiple positions on the Board of Directors

Section 3 - Eligibility Requirements

- a. To be eligible for service on the Board of Directors, all candidates must meet the following criteria:
 - i. Be a Member of the League as described in the League Constitution FROM ARTICLE 3b
 - ii. Be in good standing with the League
 - iii. Meet the following service experience requirements for each position:
 1. President - a Member must have successfully served on the Board of Directors for a minimum of two (2) years
 2. Executive Vice President - must have successfully served on the Board of Directors or a recognized League committee for a minimum of one (1) year and must have attended a minimum of three Regular Meetings
 3. Vice President of Baseball Operations - a Member must have successfully served on the Board of Directors or a recognized League committee for a minimum of one (1) season and must have attended a minimum of three Regular Meetings
 4. Vice President of Facilities - a Member must have successfully served on the Board of Directors or a recognized League committee for a minimum of one (1) season
 5. Secretary - a Member must have successfully served on the Board of Directors or a recognized League committee for a minimum of one (1) year and must have attended a minimum of three Regular Meetings
 6. Treasurer - a Member must have successfully served on the Board of Directors or a recognized League committee for a minimum of one (1) year
 7. Two (2) Player Agents - No experience is necessary to become a Player Agent
 8. Safety Officer - No experience is necessary to become the Safety Officer

Section 4 - Additional Duties

- a. The Board of Directors may assign additional duties to each Director in addition to the duties described in the Constitution
- b. All Directors shall:

- i. Certify that they have read and understand the League Constitution and Bylaws no later than the Regular Meeting scheduled for November of each year
- c. The President shall:
 - i. Oversee all League operations
 - ii. Steward the various committees commissioned by the Board of Directors
 - iii. Annually submit policies and procedures for the selection of All-Star and Tournament of Champion teams (hereinafter Postseason Player Selection Procedures) with the following requirements:
 - 1. The Postseason Player Selection Procedures shall be submitted to the Board of Directors for approval by majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose no later than March 1st of each year
 - 2. At a minimum, the procedures must articulate:
 - a. Manager selection process
 - b. Coach selection process
 - c. Player eligibility
 - d. Player selection process
 - e. Replacement player process
 - 3. Postseason Player Selection Procedures shall become void after each season
 - 4. The Postseason Procedures shall be appended to these Bylaws as Appendix D
 - iv. Observe or participate in any committee or subcommittee at their discretion
- d. The Executive Vice President shall:
 - i. When deemed necessary by the Board of Directors, chair a committee to oversee the corporate operation of the League (hereinafter the Corporate Operations Committee)
 - ii. When deemed necessary by the Board of Directors, chair a committee to oversee the fundraising efforts of the League (hereinafter Fundraising Committee)
 - iii. In the absence of a Fundraising Coordinator, the Executive Vice President shall also serve the League in that capacity

- iv. In the absence of an Information Coordinator, the Executive Vice President shall also serve the League in that capacity
 - v. In the absence of a Fundraising Coordinator, the Executive Vice President shall also serve the League in that capacity
 - vi. Ensure the League maintains its status as a non-profit corporation as defined by the Internal Revenue Service and the State of California
 - vii. Oversee the successful operation of the following League ventures, events, and systems when necessary:
 - 1. Ventures
 - a. Concessions
 - b. Merchandise
 - c. Fundraising
 - 2. Events
 - a. Coach Meet & Greet
 - b. Opening Day
 - c. Postseason Hosting
 - d. Field Rentals
 - 3. Systems
 - a. League Calendar
 - b. League Website
 - c. League communication system(s)
 - d. League registration system(s)
- e. The Vice President of Baseball Operations shall:
- i. When deemed necessary by the Board of Directors, chair a committee to oversee the baseball activities of the League (hereinafter Baseball Operations Committee)
 - ii. Annually submit a written set of supplemental baseball rules for the League's baseball divisions (hereinafter Supplement Rules) for approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose with the following requirements:

1. The Supplemental Rules shall be submitted to the Board of Directors for approval no later than the Regular Meeting for January of each year
 2. The Supplemental Rules shall be jointly created, reviewed, amended and/or submitted by the Baseball Operations Committee if such a committee is formed
 3. The Supplemental Rules shall remain in effect unless amended and formally approved by the Board of Directors
 4. The Supplemental Rules shall include:
 - a. A schedule structure to the League's games and practices to include the format of the playoffs
 - b. The amount of teams for each division
 - c. Mandatory playing requirements for each division
 - d. A schedule describing the applicable penalties for LLBI and League playing rule infractions (hereinafter Schedule of Penalties)
 - e. A list of pregame and postgame team responsibilities and duties
 - f. The League's ground rules
 - g. Proposed awards for each division
 5. The Supplemental Rules shall be appended to these Bylaws as Appendix A
- iii. Solicit for regular season coaches and managers for appointment by the President and approval by the Board of Directors
 - iv. Prepare and publish regular season game and practice schedules for the League with approval from the Board of Directors
 - v. Prepare and publish All Star and Tournament of Champion practice schedules with approval from the President
 - vi. Ensure umpire coverage for all games
 - vii. Impose penalties for playing rule infractions as outlined in the Schedule of Penalties under the following conditions:
 1. All imposed penalties must receive approval from the President
 2. The Player Agents must be notified prior to imposing any penalty against a player

3. All imposed penalties may be escalated to the Review Board at the request of the penalized person(s)
- viii. In the absence of an Equipment Manager, the Vice President of Baseball Operations shall also serve the League in that capacity
 - ix. In the absence of a Scorekeeper Coordinator, the Vice President of Baseball Operations shall also serve the League in that capacity
- f. The Vice President of Facilities shall:
- i. When deemed necessary by the Board of Directors, chair a committee to oversee the fields and facilities owned and operated by the League (hereinafter Facility Operations Committee)
 - ii. In the absence of a Head Groundskeeper, the Vice President of Facilities shall also serve the League in that capacity
 - iii. Annually submit a manual describing the preparation, care, maintenance, and use of League fields and facilities (hereinafter Facilities Manual) for approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose with the following requirements:
 1. The Facilities Manual shall be submitted to the Board of Directors for approval no later than the Regular Meeting for January of each year
 2. The Facilities Manual shall be appended to these Bylaws as Appendix B
 3. The Facilities Manual shall remain in effect unless amended and formally approved by the Board of Directors
- g. The Secretary shall:
- i. When deemed necessary by the Board of Directors, chair the Review Board
 - ii. Annually review and submit rules governing the Review Board (hereinafter Review Board Manual) for approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose with the following requirements:
 1. The Review Board Manual shall be submitted to the Board of Directors for approval no later than the Regular Meeting schedule for December of each year
 2. The Review Board Manual shall be appended to these Bylaws as Appendix C
 3. The Review Board Manual shall remain in effect unless otherwise amended

- h. The Treasurer shall:
 - i. Prepare monthly financial reports for review at each Regular Meeting
- i. The Player Agents shall:
 - i. When deemed necessary by the Board of Directors, chair a committee of Auxiliary Player Agents to assist in the administration of the various Player Agent functions (hereinafter Player Agent Committee)
 - ii. Annually submit a written set of rules articulating the League's player assessment process (hereinafter Player Assessment Procedures) for approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose with the following requirements:
 - 1. The Player Assessment Procedures shall be submitted to the Board of Directors for approval no later than the Regular Meeting scheduled for December of each year
 - 2. The Player Assessment Procedures shall be appended to these Bylaws as Appendix D
 - iii. Annually submit a written set of rules articulating the League's player selection draft policy (hereinafter Player Draft Procedures) for approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose with the following requirements:
 - 1. The Player Draft Procedures shall be submitted to the Board of Directors for approval no later than the Regular Meeting scheduled for December of each year
 - 2. The Player Draft Procedures shall be appended to these Bylaws as Appendix E
 - iv. Annually submit a written set of rules articulating the League's policy on using Pool Players as defined by LLBI (hereinafter Pool Player Policy) for approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose with the following requirements:
 - 1. The Pool Player Policy shall be submitted to the Board of Directors for approval no later than the Regular Meeting schedule for December of each year
 - 2. The Pool Player Procedures shall remain in effect unless otherwise amended
 - 3. The Pool Player Procedures shall be appended to these Bylaws as Appendix F

- v. Administer the League's residency and eligibility verification process
 - vi. Represent all players subject to penalties imposed by the Vice President of Baseball Operations or matters brought before the Review Board
- j. The Senior Player Agent shall:
- i. Be responsible for all documentation, activities, certifications, and attestations as required of a Player Agent by LLBI
- k. Junior Player Agent shall:
- i. Assist the Senior Player Agent as needed
 - ii. Perform the duties of the Senior Player Agent in the absence or disability of the Senior Player Agent, provided he or she is authorized by the President or Board of Directors. When so acting, the Junior Player Agent shall have all the powers and responsibilities of that office
 - iii. Administer the Pool Player program
- l. The Safety Officer shall:
- i. Prepare, submit, and publish a safety plan for the League (hereinafter Safety Plan) no later than the Regular Meeting for January of each year
 - ii. Coordinate the reporting and prevention of injuries for the League
 - iii. Administer the League's background check program to ensure all volunteers are in compliance with Little League policies and applicable California law(s)
 - iv. Ensure that the League is properly insured in accordance with Little League standards

Section 5 - Disciplinary Action

- a. A Director who fails to adequately participate as a Director may be subject to discipline by the Review Board. Such discipline may include, but not be limited to warning and/or removal from the Board of Directors
- b. A Director who has been subjected to formal disciplinary action brought before the Review Board resulting in the suspension or revocation of any League participation shall be removed from their positions and shall not be eligible to serve on the Board of Directors for a minimum of one (1) full year from the implementation of disciplinary action

Section 6 - Term Length

- a. The President, Vice Presidents, Secretary, Treasurer, and Player Agents shall serve a term of two (2) years
- b. The Safety Officer shall serve a term of one (1) year

Section 7 - Election of Directors

- a. The League shall hold annual elections for Director positions (hereinafter Election of Directors) in accordance with the League's Constitution
- b. Only League Members shall be eligible to run for Director positions and vote in the Election of Directors
- c. A member may only run for one position per election
- d. Prior to holding the Election of Directors, the League shall solicit the entire membership for Director candidates (hereinafter Candidate Solicitation) with the following requirements:
 - i. The Candidate Solicitation shall occur at least two (2) weeks before the commencement of the election
 - ii. The Candidate Solicitation shall remain open for a minimum of one (1) week
 - iii. The announcement must articulate the dates of the Candidate Solicitation and the Election of Directors, as well as instructions on how to declare candidacy
 - iv. Members may only nominate themselves to ensure that each candidate will accept to serve if elected
 - v. Members that declare their candidacy must include their name, their declared position, and a bio explaining their background and desire to serve the League
- e. There shall be at least one (1) week in between the closure of the Candidate Solicitation and the commencement of the Election of Directors
- f. At the conclusion of the Candidate Solicitation, the Board of Directors shall review the candidacy declarations to ensure that individual candidates have met the necessary eligibility requirements
- g. Only eligible candidates declaring their candidacies during the Candidate Solicitation period may be included on the ballot for the Election of Directors
- h. The Election of Directors shall remain open for one (1) week and must close at least one (1) week before the end of the League's fiscal year

- i. The Board of Directors must certify the results of the Election of Directors within one (1) week after the Election of Directors concludes
- j. Elections for specific Director positions shall be held on the following cycle:
 - i. Odd Years:
 - 1. President
 - 2. Vice President of Baseball Operations
 - 3. Secretary
 - 4. Player Agent
 - 5. Safety Officer
 - ii. Even Years:
 - 1. Executive Vice President
 - 2. Vice President of Facilities
 - 3. Treasurer
 - 4. Player Agent
 - 5. Safety Officer
- k. Special elections may be held as deemed necessary by the Board of Directors

Section 8 - Vacancies

- a. If any vacancy occurs by resignation, death, or otherwise, the President will have the right to nominate for appointment any Member to fill a vacant position on the Board of Directors
- b. The nominated Member must be confirmed by a majority vote of the remaining directors present at any Regular Meeting or at a Special Board Meeting called for that purpose
- c. If any vacancy occurs, the service requirements for each position shall be excepted to fill the vacancy
- d. An appointed Director will hold their appointed position for the remainder of the appointed term

ARTICLE III - COORDINATORS

Section 1 - Overview

- a. The Board of Directors may appoint individuals to assist in the administration of various League functions (hereinafter Coordinators)
- b. There is no limit to the amount of League Coordinator positions
- c. The League is not required to appoint any Coordinators

Section 2 - Positions & Duties

- a. Following are the recommended Coordinator positions and the major duties assigned to each position:
 - i. Auxiliary Player Agent(s)
 1. Auxiliary Player Agents shall:
 - a. Report to the Player Agents
 - b. Assist the Senior and Junior Player agents in their duties
 - c. Serve on the Player Agent Committee (if formed)
 2. The Auxiliary Player Agents may not make any certifications to LLBI or represent the League in any external capacities
 - ii. Camp/Clinic Coordinator(s)
 1. The Camp/Clinic Coordinator(s) shall
 - a. Report to the Vice President of Baseball Operations
 - b. Serve on the Baseball Operations Committee (if formed)
 - c. Create and/or manage the various camps and/or clinics hosted by the League.
 - iii. Concessions Coordinator
 1. The Concessions Coordinator shall:
 - a. Report to the Executive Vice President
 - b. Serve on the Corporate Operations Committee (if formed)

- c. Manage and publish a volunteer schedule to manage the League's concession stand
- iv. Equipment Coordinator
 - 1. The Equipment Coordinator shall:
 - a. Report to the Vice President of Baseball Operations
 - b. Serve on the Baseball Operations Committee (if formed)
 - c. Manage, procure, collect, and inventory the baseball equipment of the League
 - d. Order and distribute uniforms for the League
- v. Event Coordinator(s)
 - 1. The Event Coordinator(s) shall:
 - a. Report to the Executive Vice President
 - b. Serve on the Corporate Operations Committee (if formed)
 - c. Organize, manage, and host various events for the League
- vi. Fall Ball Commissioner
 - 1. The Fall Ball Commissioner shall
 - a. Report to the Vice President of Baseball Operations
 - b. Serve on the Baseball Operations Committee (if formed)
 - c. Administer the Fall Ball baseball program for the League
- vii. Fundraising Coordinator(s)
 - 1. The Fundraising Coordinator(s) shall:
 - a. Report to the Executive Vice President
 - b. Serve on the Fundraising Committee (if formed)
 - c. Organize, manage, and host fundraising activities for the League
 - d. Solicit businesses for sponsorship of the League
- viii. Head Groundskeeper
 - 1. The Head Groundskeeper shall:

- a. Report to the Vice President of Facilities
 - b. Shall maintain the League's playing fields
 - c. Shall lead additional volunteers in the maintenance of the League's playing fields
- ix. Information Coordinator
 - 1. The Information Coordinator shall:
 - a. Report to the Executive Vice President
 - b. Serve on the Corporate Operations Committee if formed
 - c. Manage League communication
 - d. Maintain and publish League calendars, schedules, and standings
 - e. Manage the League's website
- x. Merchandise Coordinator
 - 1. The Merchandise Coordinator shall:
 - a. Report to Executive Vice President
 - b. Serve on the Corporate Operations Committee (if formed)
 - c. Oversee the procurement and sale of League merchandise
- xi. Postseason Coordinator
 - 1. The Postseason Coordinator shall:
 - a. Report to the Vice President of Baseball Operations
 - b. Serve on the Baseball Operations Committee (if formed)
 - c. Organize, manage, and host any All Star or Tournament of Champion games hosted by the League
- xii. Scorekeeper Coordinator
 - 1. The Scorekeeper Coordinator shall:
 - a. Report to the Vice President of Baseball Operations
 - b. Serve on the Baseball Operations Committee (if formed)
 - c. Purchase, maintain, and replenish all League scorekeeping supplies

- d. Collect completed score sheets for all regular season games
 - e. Inspect and verify pitching logs as necessary
 - f. Assist in resolution of disputes regarding official game scores and participation
 - g. Certify games played for postseason eligibility
- xiii. Social Media Coordinator
- 1. The Social Media Coordinator shall:
 - a. Report to the Executive Vice President
 - b. Serve on the Corporate Operations Committee (if formed)
 - c. Manage the League's social media accounts
- xiv. Spring League Commissioners
- 1. The League should appoint commissioners to administer each division operated by the League during any given year
 - 2. The League Commissioners shall:
 - a. Report to the Vice President of Baseball Operations
 - b. Serve on the Baseball Operations Committee (if formed)
 - c. Recruit and assist coaches for the various divisions
 - d. Assist in the creation of League practice schedules
 - e. Assist in the maintenance of their respective fields
 - f. Escalates divisional issues to the Vice President of Baseball Operations

Section 3 - Appointment & Eligibility Requirements

- a. Any person is eligible to serve as a League Coordinator provided they are in good standing with the League unless otherwise prohibited by the Constitution or any other rule(s) within this document
- b. Any person subjected to formal disciplinary action brought before the Review Board resulting in the suspension or revocation of any League participation shall be removed from their positions and shall not be eligible to serve as a Coordinator for a minimum of one (1) full year from the implementation of disciplinary action

- c. Any Director may nominate a Coordinator to serve on a committee that chair
- d. All Coordinator nominees must be confirmed by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose

Section 4 - Term Length

- a. The term length of a Coordinator appointment is indefinite
- b. A Coordinator is subject to removal under the following conditions:
 - i. At any time with concurrence from the Coordinator's committee chair and the President (Note: Removal in this manner must be reported to the Board of Directors)
 - ii. By Majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose.
 - iii. After receiving discipline from the Review Board resulting in suspension or revocation of participation in any League activities
- c. Any removal must be recorded in the minutes of a Regular Meeting or or at a Special Board Meeting called for that purpose

ARTICLE IV - COMMITTEES

Section 1 - Overview

- a. Committees shall be created at the discretion of the Board of Directors to assist in the administration and operation of the League
- b. The formation of all committees requires the approval by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose
- c. All committees must be chaired by a League Director
- d. There is no limit to the amount of League committees
- e. The League is not required to form any committees
- f. Any person is eligible to serve on a League committee provided they are in good standing with the League unless otherwise prohibited by the Constitution or any other rule(s) within this document

- g. A committee member may be removed from their committee service by the committee chair with approval from the President or by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose
- h. Service on a subcommittee does not satisfy eligibility requirements for service on the Board of Directors

Section 2 - Review Board

- a. The Review Board shall be chaired by the League Secretary
- b. The Secretary shall nominate participants to serve on the Review Board
- c. All nominees must be confirmed by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose.
- d. The Secretary must ensure that at least five eligible participants serve on the Review Board per the League's Constitution
- e. A member of the Review Board must recuse themselves from any matters heard before the Review Board that involve any personal conflict of interest or the discipline of said member
- f. A Player Agent must recuse themselves from any matters heard before the Review Board in which a player is the direct subject due to their duty to represent the player(s) in such matters
- g. In the event that a recusal causes the Review Board to fall below the mandatory participant threshold, the Secretary may temporarily replace a member of the Review Board on a matter-by-matter basis with the approval of the President
- h. The Review Board is not required to review matters involving playing rule infractions unless requested by the defendant or deemed necessary by the President or a majority of the Directors

Section 3 - Postseason Manager Selection Committee

- a. The Postseason Manager Selection Committee shall be chaired by the President of the League unless the President or their family members are applying to become a postseason manager
- b. In the event the President is ineligible to chair the committee based on Section 3(a), the following line of succession shall be imposed to determine a chair:
 - i. Executive Vice President
 - ii. Vice President of Baseball Operations

- iii. Vice President of Facilities
 - iv. Senior Player Agent
 - v. Junior Player Agent
 - vi. Secretary
 - vii. Treasurer
- c. In the event that the President through Treasurer are ineligible to serve as the chair, the Safety Officer must chair the committee subsequently making themselves and their family members ineligible for postseason manager positions

Section 4 - Corporate Operation Committee

- a. The purpose of the Corporate Operations Committee is to assist in the administration of the League's corporate operations
- b. The Corporate Operation Committee shall be chaired by the Executive Vice President
- c. When applicable and feasible, the following positions should serve on the Baseball Operations Committee to fulfill a variety of baseball functions in the following capacities:
 - i. Directors
 - 1. Executive Vice President
 - 2. Senior Player Agent
 - 3. Treasurer
 - 4. Safety Officer
 - ii. Coordinators
 - 1. Event Coordinator
 - 2. Information Coordinator
 - 3. Snack Bar Coordinator
 - 4. Merchandise Coordinator

Section 5 - Baseball Operations Committee

- a. The purpose of the Corporate Operations Committee is to assist in the administration of the League's baseball operations

- b. The Baseball Operations Committee shall be chaired by the Vice President of Baseball Operations
- c. When applicable and feasible, the following positions should serve on the Baseball Operations Committee:
 - i. Directors:
 - 1. Vice President of Baseball Operations
 - 2. Junior Player Agent
 - ii. Coordinators:
 - 1. League Commissioners
 - 2. Scorekeeper Coordinator
 - 3. Umpire Coordinator
 - 4. Equipment Coordinator
 - 5. Postseason Coordinator

Section 6 - Facilities Committee

- a. The purpose of the Facilities Committee is to assist in the administration of the League's facilities
- b. The Facilities Committee shall be chaired by the Vice President of Facilities
- c. When applicable and feasible, the following positions should serve on the Facilities Committee:
 - i. Directors:
 - 1. Vice President of Facilities
 - ii. Coordinators:
 - 1. League Commissioners and/or their delegates
 - 2. Head Groundskeeper

Section 7 - Fundraising Committee

- a. The purpose of the Fundraising Committee is to assist in the fundraising efforts of the League
- b. The Fundraising Committee shall be chaired by the Executive Vice President
- c. When applicable and feasible, the following positions should serve on the Fundraising Committee:
 - i. Directors:
 1. Executive Vice President
 2. Treasurer
 - ii. Coordinators:
 1. Fundraising Coordinator(s)

ARTICLE V - SUBCOMMITTEES

Section 1 - Overview

- a. Subcommittees shall be created at the discretion of the chair of any parent committee
- b. The formation of a subcommittee does not require the approval of the Board of Directors
- c. All subcommittees must be chaired by a League Director or Coordinator
- d. There is no limit to the amount of League subcommittees
- e. The League is not required to form any subcommittees
- f. Any person is eligible to serve on a League subcommittee provided they are in good standing with the League unless otherwise prohibited by the Constitution or any other rule(s) within this document
- g. All subcommittee participants must be appointed by the parent committee's chair
- h. A subcommittee member may be removed from their subcommittee service by the parent committee's chair for any reason
- i. Service on a subcommittee does not satisfy eligibility requirements for service on the Board of Directors

ARTICLE VI - FINANCIAL & ACCOUNTING

Section 1 - Overview

- a. The League shall prepare an annual budget and financial report in accordance with the League Constitution and keep record of all financial transactions

Section 2 - Spending Regulations

- a. All League expenditures must receive one of the following approvals:
 - i. Approval in the annual budget
 - ii. Approval of the President for expenditures up to \$1,000 PREVIOUSLY APPROVED BY BOD
 - iii. Approval by a majority vote of the Directors present at any Regular Meeting, a Special Board Meeting called for that purpose, or via electronic vote
- b. Only the President and Treasurer shall have direct purchasing authority
- c. Receipts for all purchases must be provided to the Treasurer

Section 3 - Reporting Requirements

- a. The Treasurer shall prepare and distribute monthly financial reports for review at each Regular Meeting
- b. Monthly financial reports shall be made available to the League membership
- c. All League expenditures not approved within the annual budget must be reported to the Board of Directors during the next Regular Meeting

ARTICLE VII - LEAGUE RECORDS

Section 1 - System of Records and Retention

- a. The Secretary shall retain custody, whether physical or electronic, of all League records
- b. The League shall permanently maintain the following records:
 - i. A list of all Directors by position(s) and year(s) served

- ii. All minutes recorded by the Secretary
 - iii. Building and property plans
 - iv. Any other records deemed significant by the Board of Directors
- c. The League shall maintain for a period of no less than seven (7) years the following records:
- i. All League communications
 - ii. Financial records to include:
 - 1. Bank Statements
 - 2. Invoices
 - 3. Receipts
 - 4. Tax Records
 - 5. Other financial documents deemed significant by the Board of Directors
 - iii. Safety records
 - iv. Legal filings and documents
 - v. Other documents deemed appropriate by the Board of Directors

Section 2 - League Financial Records

- a. All financial records shall be provided to the League Secretary for retention

Section 3 - Safety Records

- a. The Safety Officer shall maintain the League's safety-related records that include but are not limited to Little League Medical Releases, background checks, and safety training
- b. The Safety Officer shall ensure through this system of records that all Little League-mandated forms, training, and clearances are received prior to any League participation for all players and volunteers to include the Director and Coordinator positions as required by Little League.
- c. All safety records should be provided to the League Secretary for retention

Section 4 - Disclosure Policy

- a. All League records are a matter of public record except certain records sealed and/or authorized to remain confidential by law, LLBI, Western Region, District 42, or if the League grants confidentiality by a majority vote of the Directors present at any Regular Meeting or at a Special Board Meeting called for that purpose
- b. All internal League communications shall be deemed confidential until or unless such communications are addressed in a public meeting, at which time such communications shall become a matter of public record
- c. All matters brought before a meeting of the Board of Directors are a matter of public record
- d. All Personal Identifying Information (PII) relating to League Members, players and their families, and agents of the League shall be held strictly confidential unless disclosure of such information becomes unavoidable by law or in furthering the objectives of the League

Section 5 - Mandated Review of League Records

- a. The Constitution of the League shall be reviewed bi-annually by the Board of Directors on odd-numbered years and occur prior to the Annual Meeting of the review cycle
- b. The Bylaws of the League shall be reviewed annually by the Board of Directors
- c. Documentation of any review must be recorded in the minutes of a Board of Directors meeting