

**CONSTITUTION and BYLAWS
of the
SWANZEY CAL RIPKEN ASSOCIATION**

Purpose and Goals

The purpose of the Swanzey Cal Ripken Association is to provide an opportunity for youngsters to learn the fundamentals of baseball and to facilitate their enjoyable participation in this activity.

Objectives include the development of positive social values and character traits, good citizenship, physical and mental wellbeing and a knowledge, appreciation and interest in baseball.

The primary goal of this program is that all boys and girls who sign up and tryout will be given the opportunity to participate in every game.

Additionally, that the welfare of all participants be kept free from all adult ambition or personal glory.

**ARTICLE I
Description and function of the Association**

SECTION I

The Association will be composed of four divisions known as follows:

Major League	Ages 11 & 12
Minor League	Ages 9 & 10
Rookie League	Ages 7 & 8
T-Ball League	Ages 5 & 6

NOTE: All ages as of March 30, year of play, except T-Ball age 5 before January 1

Movement of individual players within the divisions shall be allowed as follows:

Individuals in the Rookie, Minor, and Major leagues shall be allowed to compete in an age grouping one year higher or lower than their age. This participation is allowed only with the consent of the league commissioners involved and the individual's parent/guardian.

ARTICLE II

The Association shall be governed by a Board of Directors (known as the Board). The Board shall consist of the President, Vice President, Treasurer, Secretary, Equipment Manager, Concessions Manager, Fundraising Manager, Rules Manager/Umpire-in-Chief, Major League Commissioner, Minor League Commissioner, Rookie League Commissioner, T-Ball League Commissioner *and Area Representative (3) (to include NSS (Nelson, Sullivan and Stoddard). Marlborough/Harrisville, and Troy/Fitzwilliam).*

The Association shall meet annually, prior to the end of November, for the purpose of the election of the Board. The annual meeting shall require a 14 day notice in a publication of general circulation.

For the purpose of the election of the Board, the Association shall be defined as current board members, managers and rostered coaches, each to have one vote per office.

Voting shall be private ballot with the Vice President and Secretary charged with counting the ballots.

The Board shall be changed at the conclusion of the ballot count.

The Board shall be responsible for the operation of the Association.

Board meetings shall be held as determined by the President.

A quorum of the Board shall consist of seven members.

Board decisions shall be decided by a majority vote of Board members present at called meetings.

The Board may appoint any individual to a vacated or unfilled position.

CONFLICT OF INTEREST

Any possible conflict of interest on the part of any member of the Board, shall be disclosed, in writing, to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5000) in a fiscal year, then a two-thirds vote of the disinterested directors and a publication in the (required) newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office and shall sign a statement acknowledging, the understanding of and agreement to this policy. The Board will comply with all requirements of the New Hampshire law in this area and the New Hampshire requirements incorporated into and made a part of this policy statement.

GOVERNING BODY

The Governing Body shall consist of Board members and managers.

The Governing Body shall be responsible for:

- Any and all changes to the Constitution and Bylaws
- Overseeing the conduct of the Board
- Removal of a member of the Governing Body or a rostered coach from further participation in Association activities for the present year
- Selection of managers for the division and All Star teams: selection process to be decided by Governing Body members

The Governing Body members term shall be:

- The Board annual election
- Managers, resignation or replacement as manager

The Governing Body shall select managers by March 15 of the current year.

For vacant positions:

- Unfilled positions after March 15 shall be filled by the Board

All actions by the Governing Body shall require a 2/3 majority of those present.

A quorum for the Governing Body shall be 14.

Notice of all Governing Body meetings shall require a seven day notice in a publication of general circulation.

The Governing Body may suspend any Association member without notice pending a hearing to be held within seven days.

ARTICLE III Powers and Duties of the Board

SECTION I:

President

- Chair all meetings of the Board, Governing Body and the Association
- Direct and guide the Association
- Carry out the will of the Governing Body
- Represent and speak on behalf of the Association
- Carry out other such duties as requested by the Board
- Supervise/assist the division commissioners in the performance of their duties
- Be responsible for annual renewal of Charter

Vice President

- Assist the President in the performance of his/her duties
- Act for the President in his/her absence
- Carry out other such duties as requested by the Board
- Be the master scheduler of games, practices, make up games, playoff games and use of the batting cage and the cancellation of league games

Treasurer

- Receive all monies
- Keep an exact count of all receipts and expenditures of money and all money on hand
- Maintain an accurate and current Treasurer's report
- Pay all bills in a timely manner
- Undertake any such other duties as requested by the Board

Secretary

- Handle all correspondence for the Association
- Maintain a current list of Board members, managers, coaches and umpires
- Publish all meetings as required
- Keep a record (minutes) of all Board, Governing Body and Association meetings.
- Handle all activities related to the Association insurance policies
- Undertake any such other duties as requested by the Board

Equipment Manager

- Prepare specs for uniforms, bats, balls, and other equipment for league, playoff and tournament play and make recommendations to the Board. All equipment must conform to the Cal Ripken guidelines
- Handle the disbursement of equipment
- Handle the return of equipment
- Maintain accurate records of all equipment
- Forward all invoices to Treasurer for payment
- Submit a log to the Board for all equipment replacement purchases
- Undertake any other such duties as requested by the Board

Concessions Manager

- Responsible for effective operation of Cook shack
- Procure all supplies
- Maintain inventory of supplies for season
- Forward all invoices to Treasurer for payment
- Establish a system to distribute and collect “Pass the Hat” envelopes.
- Submit a log to the Board stating all purchases
- Undertake any such other duties as requested by the Board

Fund Raising Manager

- Responsible of all association fund raising activities as directed by the Board
- Activities may include, but not be limited to, sponsorship, sign fees, team photos and the Home Run derby
- Submit a log detailing activities to the Board
- Forward all invoices and monies to Treasurer
- Undertake any such other duties as requested by the Board

Rules Manager/Umpire in Chief

- Chair rules committee
- Bring all recommendations for rule changes to the Board for vote
- Provide interpretation of rules as requested
- Schedule all umpires for league, playoff and tournament play
- Keep an accurate account of all games worked by umpires and forward to Treasurer for payment
- Undertake any such other duties as requested by the Board

Commissioners

- Keep current standing of their divisions and forward then to the President or Media Coordinator (Website Manager)
- Call meetings of their team managers, as necessary, to resolve any questions and problems, make recommendations concerning program administration and bring unresolved problems to the Board
- Check player eligibility by reviewing the rosters of their respective divisions as age, team affiliation and participation
- Maintain roster for their division
- Conduct a player draft for their division
- Recommend managers to Governing Body
- Serve on Rules Committee

- Undertake any such other duties as requested by the Board

Area Representative

- Organize and carry out player sign ups
- Maintain a field budget as area Treasurer
- Select a Manager(s) for each division of play
- Handle the storage and disbursement of equipment
- Establish a system to distribute and collect "Pass the Hat" envelopes
- Assist the Fund Raiser with area contacts for sponsorship, league activities, etc.
- Collect sign ups
- Serve as a liaison between parents and the Board
- Assist the Vice President with scheduling Rookie and T-Ball League games

Team Manager

- Cooperate with the Board of Directors to see that the objectives of the division are fulfilled and implement the provisions and best intentions of the constitution and bylaws of Swanzey Cal Ripken Baseball
- Ensure that all players, Managers and Coaches exhibit GOOD SPORTSMANSHIP on and off the playing field, and participate in accordance with League rules
- Elect officers at the annual meeting
- Attend all managers meetings
- Conduct sufficient practice sessions to afford their players a reasonable opportunity to benefit from the baseball program and to attend games and practices
- Ensure that all players participate in accordance with League rules
- Return all team equipment, at the end of each season, to the Equipment Manager on the day designated for that purpose. Include an inventory of all equipment noting any that needs to be repaired or replaced.
- Properly maintain the field prior to each game and practice. Home team is responsible for raking and liming the field before EVERY game. At a minimum, the home plate and pitcher's mound must be raked before every practice.
- Keep accurate records of fund raising projects, to be transferred to the Fund Raising Chairperson at the completion of the project. Home team is responsible for "Pass the Hat" during each game. Managers are responsible to provide volunteers to run the Cook Shack on nights assigned to your team. Failure to provide personnel to man the Cook Shack on your designated night will leave your team subject to forfeiture. A team representative may be appointed to take care of these duties.
- Participate in yearly Spring work days to prepare the field for play. Participate in tournaments hosted by the League.

ARTICLE IV Rules Committee

Consists of Rules Manager, Division Commissioners, President and Vice President

Purpose to resolve any questions relating to rules or other on field (game) activity that cannot be resolved by the Commission of the division involved

Any games protest shall be decided by Cal Ripken guidelines and rules.

Meeting to be held as soon as possible after a request from the Division Commissioner but must be within five days.

Decision of Rules Committee is final.

A quorum shall consist of three members.

A decision is by majority vote.

ARTICLE V Amendments

This constitution may only be amended at a duly called Governing Body meeting, with a minimum of seven days notification in a publication of general circulation.

A two-thirds majority vote of the membership present is required to amend this Constitution.

A quorum is eleven members.

ARTICLE VI Arbitration

Arbitration functions will be handled by the Board of Directors members as follows:

- The President, the Commissioner of the Division involved and the Rules Chairperson of the league involved.
- No member of the Arbitration Board shall sit in judgment if their team or any member of their team is involved. The remaining members plus a member of the Association appointed by the President shall sit in judgment.
- The Arbitration Board shall settle all disputes concerned with protests and supervision of players, umpires, managers and/or any other members of a team.

ARTICLE VII Dismissal from the Association

Section 1: Any member of the Governing Body may be removed by a two thirds vote of the body membership (minimum of fifteen) upon notification.

Section 2: A meeting will be scheduled on a date agreeable to both parties, not to exceed five days from the date of notification. At said meeting, the individual will be presented the opportunity to show just cause why he/she should not be removed from his/her position.

ARTICLE VIII

All Star teams

Swanzy Cal Ripken provides:

- \$250 for each All Star team. Money will be deposited into All Star account.
- Entry fees for tournaments, totaling \$600 including District, State & Regional
- Two dozen practice balls for each team. No additional balls will be furnished.
- Fees for any player who needs financial assistance.
- \$30 per player for jackets for State Champions

All Star parents provide:

- \$30 for each player and manager to be used for uniforms. Uniforms ordered by League Equipment Manager.
- Entry fees for all Invitational tournaments chosen by teams, above \$500. No fee for Swanzy tournament.
- Each team will be required to do at least one fundraising to pay for tournament fees and other expenses.
- All fundraising events will be approved by the Board of Directors
- League sponsors will not be approached
- Funds raised will be deposited into All Star account
- Letters of appreciation and a letter to the Sentinel must go out in a timely manner.
- Parent admission into tournaments
- Team parties

All Star account:

- Will be administered by the All Star managers and Board of Directors
- Two signatures (President & Treasurer) are required for each check written
- All Star receipts and expenses are to be turned over to the Board of Directors at the next board meeting or team rep.

All Star selections:

- Selected managers will use League equipment