

2026 Constitution & By-Laws

REV - 02/2026



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ARTICLE I: Name

The name of this organization shall be called “Chair City Baseball and Softball, Inc.”, abbreviated as “CCBS” and referred to as “Chair City”. Chair City is a youth sports organization operating in the city of Gardner, located within the Commonwealth of Massachusetts.

ARTICLE II: Objective

Chair City Baseball and Softball (CCBS) is a youth baseball and softball program located in Gardner, Massachusetts. CCBS has been organized to develop and operate a baseball and softball program for youth in the city of Gardner, MA and its surrounding areas. The objective of this league, through the medium of supervised and competitive baseball & softball programs, is to instill a sense of honesty, integrity, teamwork, sportsmanship, respect, commitment, and athleticism in our young participants. CCBS considers these values and virtues important to each participant’s growth, and to becoming active members of our community and society. Chair City Baseball and Softball was organized to allow the youth of the community the chance to learn and play the games of baseball and softball when they may not have had another opportunity.

ARTICLE III: Statement of Affiliation

Chair City Baseball and Softball shall be affiliated with Cal Ripken Baseball for ages 4–12, Babe Ruth Baseball for ages 13–16, Babe Ruth Softball for ages 4–16 and thereby become subject to the powers and jurisdiction of these organizations. The Cal Ripken Baseball Minor and Major Divisions of Cal Ripken Baseball will be affiliated with the Districts Inter-League and are subject to the powers and jurisdiction of its Board of Presidents. The softball program and all its divisions will be affiliated with the North Central Mass Softball League and will be subject to the powers and jurisdiction of its Board. This includes coaches, players, parents, and spectators abiding by each organization’s own Constitution, By Laws and League Rules and subject to those penalties for violations contained in said documents. Documentation for all affiliated leagues will be available for review at player registrations. It is the responsibility of coaches, players, parents, and spectators to educate themselves on the organization’s rules and responsibilities. Chair City will support and enforce any disciplinary actions set forth by any affiliated organization based on the decision of the designated Director for each organization. Additionally, Chair City will abide by and enforce all applicable playing rules set forth by an affiliated organization with regards to player eligibility, game play, equipment (including the use of approved bats, metal spikes, and heart protectors), length of game, mercy rules and pitching limitations.

ARTICLE IV: Sites of Principal Operations

The principal operations of Chair City Baseball and Softball shall be in and about the city of Gardner, and the state of Massachusetts, but may extend into such areas as provided for by the State, Regional, and National Headquarter rules and regulations.

ARTICLE V: Powers

Chair City Baseball and Softball shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.

1. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated Cal Ripken Baseball and Babe Ruth Softball, Divisions of Babe Ruth League, Inc., or by the Regional, or State elections of said League, to which the League is subject.

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- Chair City Baseball and Softball shall have the power to solicit contributions and enter into contracts and own property.

ARTICLE VI: Membership and Dues

- Membership is made up of the parents or legal guardians whose children are registered players of CCBS. Chair City officers will conduct registration. Any person chosen by the board as an Officer, Director, Manager or Coach will also be considered a member.
- Membership and registration fees shall be assessed for any youth who participates in CCBS. The registration fee will cover Chair City's financial expense of uniforms, umpires, equipment, field maintenance, insurance and league membership to the Babe Ruth League, Inc. (including Cal Ripken Baseball and Babe Ruth Softball, Divisions of Babe Ruth League, Inc.)
- Chair City may assess a different registration fee for each playing level depending on its specific requirements while keeping the cost affordable to the general community.
- All membership and registration fees are payable at the time of registration unless designated otherwise by the Board.
- A 100% refund will be issued if a player voluntarily withdraws prior to the draft or is injured prior to the beginning of regular season play. No refunds will be provided if a player voluntarily withdraws after the draft or is removed from the league for a violation of the code of conduct. A prorated refund will be issued if a player becomes injured after regular season play begins.

ARTICLE VII: League Organization and Team Composition

- Chair City Baseball and Softball may consist of the following divisions:

-----Baseball-----	League Age ¹
Junior Babe Ruth	Ages 13-16
Cal Ripken Major League	Ages 11-12
Cal Ripken Minor League	Ages 8-11
Cal Ripken Rookie League	Ages 6-8
Cal Ripken T-Ball League	Ages 4-6 ²
-----Softball-----	League Age ³
16U Babe Ruth Softball	Ages 16 & Under
12U Babe Ruth Softball	Ages 12 & Under
10U Babe Ruth Softball	Ages 10 & Under
8U Babe Ruth Softball	Ages 8 & Under

Please note that all baseball and softball divisions are subject to change.

Note 1: Baseball League age is determined on April 30th year of play.

Note 2: T-Ball League age is determined on August 31st year of play.

Note 3: Softball League age is determined by age on August 31st of previous year.

- Movement of individual players within 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

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only with the consent of the Board of Directors, League Directors involved and the individual's parent/guardian.

ARTICLE VIII: Officers and Their Elections

1. The officers of Chair City Baseball and Softball shall consist of the President, Vice President of Baseball, Vice President of Softball, Treasurer and Secretary. These officers will form the Executive Board.
2. The Executive Board is responsible for overseeing the conduct of the Board of Directors.
3. If necessary, the Executive Board may recommend the removal or suspension of a Board Member, coach or assistant coach.
4. Individuals seeking nomination, as a Candidate, by the Board, must petition the Board or its individual members prior to August 31st in order to be considered.
5. Candidates for election will be nominated by the Board. Nominations must be made prior to the September meeting and can be done electronically by individual Board members by copying all current board members.
6. Chair City shall meet prior to October 1st, for the purpose of the election of the Board. Nominees will be voted on and accepted by the Board.
7. Voting shall be simple up/down with the Vice President of Baseball and Vice President of Softball charged with counting of the vote or ballots if needed.
8. Newly appointed Board Members will take their positions starting October 1st.
9. All Board members shall assume their positions for a term of one year (Oct 1st – Sept 30th).
10. If a Board member fails to attend three consecutive meetings without adequate excuse or fails to perform the duties of his/her office, the Board shall declare that office vacant.
11. The Board may appoint or nominate any individual to a vacated or unfilled position and will be voted upon.
12. Candidates for the Executive Board positions must have a minimum of one (1) year position on the Board of Directors Board (for all years beyond the 2020 season).
13. Any resignations by Officers or Directors must be made prior to the election of the Board meeting in September.

ARTICLE IX: Board of Directors

1. The government of Chair City Baseball and Softball shall be under the supervision of the President of the Board of Directors and Cal Ripken Baseball, a Division of Babe Ruth League, Inc.
2. Chair City shall be governed by a Board of Directors (known as "the Board"). The Board shall consist of the President, Vice President of Baseball, Vice President of Softball, Treasurer, Secretary, Fields/Equipment Director, Sponsorship Director, Rookie/Tball Director, and the Directors-at-Large.
3. The Board shall be responsible for the operation of Chair City Baseball and Softball.
4. The Board shall have the authority to control the collection and expenditure of money, adopt rules and regulations for its own conduct, and for conducting the affairs of Chair City Baseball and Softball not in conflict with the Constitution.
5. No officer, group of officers, or any member shall have the authority to make any purchase on behalf of Chair City Baseball and Softball without the approval of the Board of Directors.
6. The Directors of each division must select and approve all coaches of teams representing Chair City Baseball and Softball.
7. The Board shall select Team Managers/Coaches by March 30th of the current year. Unfilled positions after March 30th shall be filled by the Board by vote.
8. The Board shall annually establish Chair City's membership and registration fees for each playing level. This decision will be based on current costs of required league insurance, uniforms, umpire fees, field usage and maintenance costs and necessary capital improvements.
9. The Board must approve the use of league equipment and uniforms for all leagues' participation.

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ARTICLE X: Duties of Officers, Directors, Managers, & Coaches

President

- Chair all meetings of the Board of Directors, Executive Board
- Direct and guide the CCBS
- Carry out the will of the Board
- Represent and speak on behalf of the Chair City Baseball and Softball
- Supervise/assist the Vice President's in the performance of their duties
- Perform Babe Ruth background checks – purchase discount codes
- Be responsible for annual renewal of Charter and League Insurance
- Be responsible for formal rostering of players to Babe Ruth Baseball, Inc.
- Represent Chair City on the Inter-League Baseball Presidents Committee
- Vote on behalf of Chair City regarding all Inter-League Baseball actions
- Supervise/assist the Baseball League Directors in the performance of their duties
- Prepare specs for baseball uniforms and facilitate the ordering of all uniforms and hats
- Assure that the Directors and Coaches are familiar with Code of Conduct, Sportsmanship standards and act accordingly
- CCBS President must assure that players display sportsmanship during instructional, intramural, and especially while representing the community
- Make every effort to assure that the Directors and Coaches are fully versed in safety standards
- Review financials with the Treasurer
- Has check signing ability
- Carry out other such duties as requested by the Board

Vice President, Baseball Operations

- Assist the President in the performance of his/her duties
- Assists the President with the registration process
- Direct and organize player assessment/evaluation days
- Plans and oversees the draft and proper placement of players into divisions and onto team
- Handles parental concerns regarding player placement
- Brings disputes over player placement to the attention of the Board for resolution
- Prepare specs for baseball uniforms and facilitate all uniform orders
- Facilitates and assists in the All-Star selection process and rostering
- Act as the Chair City Baseball Director for the Major/Minor Baseball divisions
 - Ensure that all players, Managers and Coaches exhibit GOOD SPORTSMANSHIP on and off the playing field, and participate in accordance with CCBS rules
 - Ensure safe, fair play inside their respective league
 - Review and make necessary comments regarding the Inter-League schedule
 - If necessary, meet with individual coaches, groups of coaches, and other persons to recommend and discuss solutions to team or coaching problems
 - If necessary, recommend removal or suspension of a coach or assistant coach to the Executive Board
 - Periodically monitor that coaches are adhering to expectations set forth under Team Manager/Coach
- Review and make necessary comments regarding the Inter-League schedule (Major/Minor Director)
- Will assume Umpire-in-Chief duties, if not assigned to a Director-at-Large or a 3rd party Umpire in Chief
- Act for the President in his/her absence

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- Elect officers at the annual meeting
- Carry out other such duties as requested by the Board

Vice President, Softball Operations

- Assist the President in the performance of his/her duties
- Assists the President with the registration process
- Direct and organize player assessment/evaluation days
- Handles parental concerns regarding player placement
- Brings disputes over player placement to the attention of the Board for resolution
- Facilitates and assists in the All-Star selection process and rostering
- Act as the Chair City Softball Director for the Softball divisions
- Ensure that all players, Managers and Coaches exhibit GOOD SPORTSMANSHIP on and off the playing field, and participate in accordance with CCBS rules
- Ensure safe, fair play inside their respective league
- Review and make necessary comments regarding the schedule
- If necessary, meet with individual coaches, groups of coaches, and other persons to recommend and discuss solutions to team or coaching problems
- If necessary, recommend removal or suspension of a coach or assistant coach to the Executive Board
- Periodically monitor that coaches are adhering to expectations set forth under Team Manager/Coach
- Prepare specs for softball uniforms and facilitate all uniform orders
- Will act as the North Central Mass Softball League liaison on behalf of CCBS
- Will represent CCBS on the North Central Mass Softball League Board, as required by its by-laws
- Will assume Umpire-in-Chief duties, if not assigned to a Director-at-Large or a 3rd party Umpire in Chief
- Act for the President in his/her absence
- Elect officers at the annual meeting
- Carry out other such duties as requested by the Board

Treasurer

- Receive all monies
- Signs checks, holds CCBS debit card
- Keep an exact count of all receipts and expenditures of money and all money on hand
- Regularly review all financial information with the President
- Meet once a year prior to February 31st to review the previous years finances and to plan and prepare the current year's budget
- Maintain an accurate and current Treasury report, to be presented at each board meeting
- Provide a detailed line-item support for costs upon request
- Pay all bills in a timely manner
- Provide reimbursement to board members only if given a receipt
- File all taxes
- File Corporation documents with the Secretary of State's Office, including but not limited to annual state documents
- Elect officers at the annual meeting
- Undertake any such other duties as requested by the Board

Secretary

- The Secretary is an active conduit for communication between the board, coaches, and parents/players. He/She will give proper notice of any meetings and ensure timely distribution of materials such as agendas and meeting minutes and coordinate practice schedules

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- The Secretary will make all CCBS materials accessible by using Google Docs, Sheets and Slides and will grant access to files and folders to Board Members and Coaches as necessary
- The Secretary should be knowledgeable of the organization's records and related materials and will keep said materials up to date electronically and in a binder. The Secretary will create and distribute a board calendar to be handed out at the Annual Meeting and continue to update it throughout the season.
- The Secretary will assist in coordinating CCBS's monthly board meetings and will make available the agenda at least one week prior to the meeting for each member to review, make additions, and prepare questions and comments
- The Secretary is responsible for taking meeting minutes and will have them available no later than 1 week after the meeting
- The Secretary will communicate to the Board any feedback from the Community/League Members he/she receives
- The Secretary will send out 4 seasonal emails to League Members and also post a copy on Social Media
- The Secretary will assist with all CCBS events by creating fliers, emailing members, social media posts and anything else that will help to promote the event.
- The Secretary will be responsible for getting information out to the community and current members of CCBS by keeping the website updated, posting regularly on Social Media, creating handouts, and through email.
- Has check signing ability
- Elect officers at the annual meeting
- Undertake any other such duties as requested by the Board

Sponsorship Director

- Responsible for all CCBS sponsorships as directed by the Board
- Liaise with all new and returning CCBS sponsors
- Prepare and mail out sponsorship letters
- Coordinate with all sponsors for logos and artwork
- Coordinate field sponsor sign orders
- Soliciting new sponsorships
- Distribute of team sponsor plaques (at the end of the season)
- Maintain an accurate Google Sheet of all sponsorships obtained for the year
- Forward all invoices and monies to Treasurer
- Share sponsorship information and logos with the Secretary for posting on the website.
- Elect officers at the annual meeting
- Undertake any such other duties as requested by the Board

Field/Equipment Director

- Maintains a Google Sheet of board members, managers, and coaches that have key access to the fields
 - Handles the disbursement of keys/codes
 - Handles the return of keys/changing codes
- Coordinates with the City of Gardner regarding field lawn care and any major improvements (Jackson/Greenwood/Ovila/Bickford)
- Maintains Salvadore field: mowing regularly, sprinklers, stone dust etc.
- Submits a purchase order to the Finance Committee for approval and purchasing of field supplies
- Plans and coordinates a yearly field clean-up day (April) at the leagues field(s)
- Distributes chalk, quick dry, line paint etc. to all other fields used by CCBS.
- Elects officers at the annual meeting
- Undertakes any other such duties as requested by the Board

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Equipment Manager

- Maintains a Google Sheet of board members, managers, and coaches that have key access to the fields
 - Handles the disbursement of keys/codes
 - Handles the return of keys/changing codes
- Prepares specs for bats, balls, and other equipment for league, playoff and tournament play and makes recommendations to the Board. All equipment must conform to the Cal Ripken Baseball/Babe Ruth Softball & Baseball guidelines.
- Handles the disbursement of equipment
- Handles the return of equipment
- Maintains accurate records of all equipment
- Submits a purchase order to the Finance Committee for approval and purchasing
- Undertakes any other such duties as requested by the Board

Rookie/T Ball Director

The Rookie/T Ball Director cooperates 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 Chair City Baseball and Softball.

- 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
- Recruit and recommend managers/coaches for each team to The Board
- Assist in the development of the seasons schedule (Rookie/T-Ball Divisions)
- Ensure safe, fair play inside their respective league
- Identify and recommend coaching assignments to be approved by the Board
- Assists the President with the registration process
- Handles parental concerns regarding player placement
- Brings disputes over player placement to the attention of the Board for resolution
- Facilitates and assists in the All-Star selection process and rostering
- Organize and facilitate pre-season coach's meeting supplying all coaches with necessary materials and instructions
- If necessary, meet with individual coaches, groups of coaches, and other persons to recommend and discuss solutions to team or coaching problems
- If necessary, recommend removal or suspension of a coach or assistant coach to the Executive Board
- Periodically monitor coaches are adhering to expectations set forth under Team Manager/Coach
- Undertake any such other duties as requested by the Board

Director(s)-at-Large

Director(s)-at-Large serves as a liaison to the general membership. Duties change as defined herein or as needed to fulfill board requirements and address overall organizational goals. The following is a listing of general duties and specific duties that may be undertaken by a Director-at-Large.

- There may be up-to 6 Directors-at-Large elected to the board.
- General duties shall be the responsibility of each Director-at-Large
- Additional duties shall be assigned by the Executive Board and agreed upon by the Director-at-Large. One Director-at-Large will not be expected to or be assigned all the additional duties listed below.
- General Duties

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- o Attend all board meetings.
- o Elect officers at the annual meeting
- o May be assigned to a subcommittee.
- o Undertake any such duties as requested by the Board.
- Additional Duties
 - o Umpire-in-Chief: Assign/schedule all umpires for league, playoff and tournament play scheduled at the Leagues home field locations.
 - o Umpire-in-Chief: Coordinate with patch umpire representatives to schedule any patched umpires.
 - o Umpire-in-Chief: Be responsible for notifying umpires of cancellations.
 - o Umpire-in-Chief: Recruit new junior umpires to umpire Minor Division games.
 - o Fundraising: Arranging and organizing fundraisers for the League
 - o Fundraising: Collect fundraising funds from Coaches/Parents/Players
 - o City/School Liaison: Responsible for all coordination with the City and School District duties as directed by the Board.
 - o City/School Liaison: Duties may include, but not be limited to, distribution of handouts for the League, pulling permits for any major projects, coordination with the parks & rec department, and High School Athletic Director
 - o Concessions: Responsible for all snack shack duties as directed by the Board
 - o Concessions: Duties may include, but not be limited to, purchasing inventory, ensuring snack shack is open when the Mechanic Street field is in use for home games
 - o Concessions: Obtain Board of Health permit yearly, if needed

Team Manager/Coach

To be considered for selection to manage/coach a team, the coaching candidate is required to complete in full the on-line coaching registration and submit it to Chair City Baseball and Softball during the designated registration times. Coaching applications will be reviewed, and the Chair City Directors will select the appropriate number of head coaches for each playing level in addition to designating assistant coaches to each head coach. Babe Ruth background checks are required of all coaches and volunteers.

- **Duties**
 - o Sign up for a free Sports Engine Membership
 - o Complete the Babe Ruth Background Check (to be paid for by the league)
 - o Complete the “Coaching Youth Baseball the Babe Ruth League Way Online Course” and/or “Coaching Youth Softball the Babe Ruth League Way Online Course” (to be paid for by the league)
 - o Complete USA Baseball Coaching Certification, as indicated below (recommendation):
 - T-Ball – USA Baseball Coaches “A” Certification
 - Rookie – USA Baseball Coaches “A” Certification
 - Minor – USA Baseball Coaches “B” Certification
 - Major – USA Baseball Coaches “B” Certification
 - Babe Ruth – USA Baseball Coaches “B” Certification
 - o Attend all managers and or/coaches meetings.
 - o Sign and present oneself in accordance with CCBS’s Code of Conduct
 - o Conduct sufficient practice sessions to afford their players a reasonable opportunity to benefit from the baseball program and to attend games and practices.
 - o Communicate game times and locations to all players’ guardians.
 - o Ensure that all players participate in accordance with Chair City’s rules and equipment meets CalRipken/BabeRuth requirements.
 - o Treat fellow Coaches, Assistant Coaches, Board members and all members of Chair City with respect and professionalism. Always maintain open communication free of intimidation, discrimination, and ridicule.

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- o Never use one's position to intimidate, bully or manipulate players, coaches, umpires, parents, or members of the Board
- o Return all team equipment and field keys, at the end of each season, to the Field/Equipment Manager on the day designated for that purpose. Include an inventory of all equipment noting any that needs to be repaired or replaced.
- o Properly maintain the field prior to and after each game and practice. The home team is responsible for raking and lining the field before EVERY game.
- o Participate in yearly spring clean up to prepare the field for play.
- o Participate in tournaments hosted by the League.

ARTICLE XI: Meetings and Quorum

1. Annual Meeting – Chair City Baseball and Softball shall meet annually, prior to the end of September, for the purpose of the election of the Board. The annual meeting shall require seven (7) day notice in a publication of general circulation or on Chair City's website. The main purpose of this meeting will be to elect officers and the Board for the coming fiscal year that begins on October 1st.
2. Monthly Meetings – Monthly meetings shall be held pursuant to the time and place specified by Chair City's President. During the spring and fall seasons, monthly meetings are held to maintain a vested interest in the League's operations and events.
3. Special Meetings – Special meetings may be called by the President at any time he/she deems necessary or by two members of the Executive Board for any purpose. A quorum needs to be present before voting on any issue.
4. Quorums - A quorum of the Board shall consist of 50% or more of the seated Board of Directors for that year.
5. Action without Board Meeting - The Board may act without a meeting if the Executive Board members can be contacted via email and is in agreement on the proposed item. Please see Article XXI for Electronic Voting.
6. Board decisions shall be decided by a majority vote of Board members present at called meetings.
7. The President will have an equal vote on any issue before the Board. In instances resulting in a tie, the President's vote shall constitute the tie break.
8. Board meetings shall be held as determined by the President.

ARTICLE XII: Committees

1. **Budget & Finance Committee**
 - 1.1. Shall consists of the Treasurer, and two (2) representatives from the Board appointed by the President at the annual meeting.
 - 1.2. The committee will meet each year prior to January 31st to review the previous year's finances and to plan and prepare the current year's budget.
 - 1.3. The committee will bring forward, to the Board, the current year's budget for a vote.
 - 1.4. The committee shall determine if additional meetings are required and will be scheduled as needed.
2. **Registration Committee**
 - 2.1. A Registration Committee shall be formed and shall consist of the Secretary, and two (2) representatives from the Board appointed by the President, at the annual meeting. Up to three (3) non board members may also join the Registration Committee.
 - 2.2. The registration committee shall facilitate and promote the registration process and be responsible for managing online registrations.
 - 2.3. The Registration Committee shall meet as determined by the President.
3. **Sponsorship Committee**

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- 3.1. A Sponsorship Committee shall be formed and shall consist of the Sponsorship Director and two (2) representatives from the Board appointed by the President, at the annual meeting.
- 3.2. The Sponsorship Committee shall plan and execute the sponsorship program for the season. This shall include, but is not limited to, determining sponsorship levels & cost, drafting & distributing the sponsorship opportunities letter, seek out new sponsors, ensure that sponsorship information is properly displayed in accordance with each sponsors sponsorship level.
- 3.3. The Sponsorship Committee shall report progress/status of the sponsorship program at each board meeting.

4. Fundraising Committee

- 4.1. A Fundraising Committee shall be formed and shall consist of three (3) representatives from the Board appointed by the President, at the annual meeting. Up to three (3) non board members may also join the Fundraising Committee.
- 4.2. The Fundraising Committee shall plan and execute the fundraising program for the season. This shall include, but is not limited to, determining possible fundraising opportunities, organizing fundraisers, distributing fundraiser information to CCBS Directors, Managers, and Coaches and tracking player involvement in fundraising.
- 4.3. The Fundraising Committee shall report progress/status of the fundraising program at each board meeting.

ARTICLE XIII: Amendments

1. The constitution and by-laws may only be amended at the Annual Meeting and at a duly called board meeting, with a minimum of seven days notification.
2. A quorum with a two-thirds majority vote of the board membership present is required to amend the constitution and by-laws.

ARTICLE XIV: Conflict of Interest

1. 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 when the interest involves a specific issue before the Board.
2. The Board members will manage arbitration functions as follows:
 - 2.1. The President and the Vice Presidents of Baseball and Softball.
 - 2.2. 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 Chair City Baseball and Softball appointed by the President shall sit in judgment.
 - 2.3. The Arbitration Board shall settle all disputes concerned with protests and supervision of players, umpires, managers, and/or any other members of a team.
3. Any dispute involving an Inter-League team is subject to the ruling of the Inter-League President's Committee and the specific Constitution and By-Laws for which that specific team is chartered to.

ARTICLE XV: Dismissal from the League

1. Any member of the Board may be removed by a quorum and two thirds vote of the body membership present upon notification.
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 XVI: Records, History, Documentation & Confidentiality

1. Chair City Baseball and Softball shall accurately maintain books, records, history, and associated documentation pertaining to all CCBS activities. This includes but is not limited to minutes from Board Meetings, registration documentation, accounting financial statements and any other documentation deemed as binding, contractual or serving an official purpose.
2. All Chair City documents and documents containing confidential information provided by members are kept confidential and not released to any other organization that is not a CCBS Affiliate. Such documents may be used for the purpose of geographic and age verification within Cal Ripken Baseball, a Division of Babe Ruth League, Inc.

ARTICLE XVII: Hardship/Scholarship Cases

In keeping with the League's mission statement and purpose, the league desires that no child be prevented from participating in a baseball program based solely on the inability to pay membership or player registration fees, due to financial hardship. Upon request of a Board member, parent or legal guardian of an eligible youth, the Executive Board will review on a personal and confidential basis, a waiver of membership and/or registration fees based on the hardship. On an annual basis, the Board of Directors can establish a limit as to the number of hardship cases.

ARTICLE XVIII: Sportsmanship

The philosophy of Chair City Baseball and Softball places emphasis on clean play and sportsmanlike conduct. Sportsmanship is the heart of these attributes. The definition of "sportsmanship" includes fairness, courteous resolutions, and graceful acceptance of results. It is Chair City's President's responsibility to assure that the coaches are familiar with this standard and act accordingly. The CCBS President must assure his/her own actions reflect these attributes to pass them along to the children. The CCBS President and coaches must assure that players display sportsmanship during instructional, intramural, and especially while representing the community. The CCBS President shall make every effort to assure that the coaches are fully versed in safety standards. All play, practice, or games shall be done in a safe manner. Unsafe play, either on the field or on the sidelines, will not be tolerated. All unsafe practices shall immediately be brought to the coaches and President's attention. Any Board Member or coach has the authority to put an immediate stop to unsafe activities and if individuals refuse to cooperate, they may be asked to leave the area. Any unsafe activity should be brought to the attention of the Board of Directors.

Article XIX: Code of Conduct

1. All participants (to include parent and guardian), and coaches must sign and accept the CCBS Code of Conduct. (See the Player/Parent Code of Conduct in Appendix II and Coaches Code of Conduct in Appendix III)
2. Code of Conduct can be accepted online during the online registration process, in lieu of signing Appendix II and/or Appendix III.
3. Any Board member, CCBS manager or coach may seek to suspend or dismiss a player or his/her parent(s) and/or guardian(s) for disruptive behavior or repeated unexcused absences from games or practices. Incidents mentioned in the prior sentence must be documented by date and event and submitted to the Chair City President and Vice President's for review prior to any action being taken.

Chair City Baseball and Softball, Inc.
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Article XX: All-Star / Tournament Teams

1. The Baseball Vice President will select All-Star managers.
2. The All-Star Baseball Manager's will choose the assistant coaches from the managers and coaches within his/her league.
3. The Chair City baseball coaches will select the first 10 players of the team. The All-Star Manager can then select 2-5 players to complete the team.
4. A charge of up to \$75.00 per player may be charged for each Baseball All-Star team and can vary from year to year depending on tournament fees and fundraising. The Baseball All-Star Manager is responsible for collection and must submit said money to the Treasurer prior to the start of the All-Star tournament.
5. Money to defray the total cost of All-Stars may also come from donations, fundraising, team sponsorship or all three.
6. Any baseball player that moves up and plays in an older league may be selected for the All-Star team that is in his/her age bracket.
7. Each Baseball All-Star Manager will be responsible for developing and maintaining the required All-Star Tournament Team book, in accordance with the requirements set forth by the Babe Ruth League, Inc. All-Star Managers shall coordinate with the Vice President's for any league information that is required for their book.
8. Selected players are not required to participate. All-Star participation is optional.
9. Chair City may elect to combine with a surrounding City or Town's League to form a joint team or to fill open roster spots.
10. The NCMSL (North Central Mass Softball League) Board of Directors selects softball managers and the number of players each team, in each division, can select. This number can vary from year to year depending on participation. Each city/town will pay a fee to provide a small achievement gift for each All-Star softball player. This fee can vary from year to year as well. Softball All-Star games are usually played on the 3rd Sunday in June. This date can be subject to change. Each year the All-Star games are hosted by a different city/town.

ARTICLE XXI: Electronic Voting

1. Members of the Board of Directors may from time to time require the Board to render a vote on league matters between formal face-to-face meetings. Any member may make a motion by email for policy, program content and budget matters, etc., provided the motion is emailed to the entire Board.
2. Every Board member is required to respond (RSVP) to the entire distribution list saying they've received the motion. This ensures that the Board is conducting business per the Bylaws, as if a face-to-face meeting has been announced and every board member has had a chance to decide to "attend".
3. The motioning member will allow seven (7) days for RSVPs and votes to accumulate. This is to allow for Board members who don't access their email daily. If a Board member is unavailable or inaccessible for extended periods, the matter must be referred to a face-to-face Board meeting, unless the Board member has notified the Board that they will accept email decisions made by the Board while the Board member is unavailable or inaccessible.
4. Email discussion of the motion must include the entire board.
5. The first Board member to vote in favor of the motion with no changes will be considered a second to the motion.
6. If any Board member indicates, in their RSVP or during email discussion of the issue, that they consider the matter requires face to face discussion at a scheduled Board meeting, email voting will be suspended.

Chair City Baseball and Softball, Inc.
CONSTITUTION and BY-LAWS

7. At the end of the 7th day (or sooner if all members have RSVP'd and voted), the motioning member will tally all RSVP's, members' names and votes; yes, no, and abstentions, and provide the results to the Board by email. The motion, or motion as amended by email discussion, will pass if the majority (or 2/3's depending on the type of motion and bylaw requirements) of the entire board has voted yes, and a majority of the Board members have RSVP'd.
8. If a majority of all Board members have not RSVP'd, the vote will not count, and the matter will be deferred to the next face to face Board meeting.
9. The Secretary will record the results of the "Motion by Email" in the minutes of the NEXT scheduled face to face Board meeting.

ARTICLE XXII: Order of Business (for monthly meetings)

1. Call to Order
2. Attendance
3. Prior meeting minutes approval
4. Treasurer's Report
5. Committee Reports
6. Unfinished Business
7. New Business
8. Adjournment

**APPENDIX I
Board of Directors**

Name (First, Last)	Position	Email Address
MATTHEW PERENZIN	President	mrperenzin@gmail.com
DAN FORTE	Vice President of Baseball	forted@gardnerk12.org
JASON TESSITORE	Vice President of Softball	skiwithjt@gmail.com
ERIC BIENVENU	Treasurer	ericbienvenu@hotmail.com
JAMIE TESSITORE	Secretary	jlt143@comcast.net
HENRI PANAMENO	Sponsorship Director	henripanameno@gmail.com
ANDREW DOIRON	Tball/Rookie Baseball Director	andy.doiron91@gmail.com
MAT'T GLAUDE	Field Maintenance Director	mglau87@yahoo.com
CHIP GREENWOOD	Equipment Manager	chip.greenwood@gmail.com
MATT GALE	Director-at-Large	msgale7309@gmail.com
JASON BUSHEY	Director-at-Large	jasonkendrabushey@gmail.com
AMY SCALE	Director-at-Large	amysparrow@yahoo.com
JEROME MCKEAN	Director-at-Large	jerome_o_mckean@hotmail.com
THERESA SMITH	Director-at-Large	terywery@aol.com

To be updated each year, as needed.

APPENDIX II Player & Parent Code of Conduct

Parents

The Parent and Spectator shall support the players, coaches, umpires, and league officials. Parents and Spectators shall not "coach" or "officiate". Parents and Spectators agree as follows:

- Parents and Spectators will be positive role models.
- Parents and Spectators will display and instill in all players the principles of good sportsmanship and team play.
- Parents and Spectators will conduct themselves in a manner that best serves the interests of the players.
- Parents and Spectators will do their best to provide the players a positive experience.
- Parents will make certain that their children show respect for all other players, coaches, officials, and spectators.
- Parents and Spectators will not ridicule or demean players, coaches, or umpires.
- Parents will inform the coach of any disability or ailment that may affect the safety of their child.
- Parents and Spectators will treat all players, coaches, and umpires fairly and with respect.
- Parents and Spectators will comply with the decisions of league officials and observe all rules, policy and procedure as established or endorsed by Chair City Baseball and Softball.
- Parents and Spectators will not question an umpire's call.
- Parents and Spectators will respect the opponent and avoid any confrontation with opposing players, spectators, or coaches.
- Parents will support (through participation) CCBS in fundraising efforts and concession duty.

Players

Players shall...

- Display good sportsmanship and team play at all times.
- Follow the direction of the Coaching Staff.
- Respect all, coaches, players, league officials, umpires and spectators.
- Make every attempt to be on time and ready to play for all games and practices.
- Use only CAL RIPKEN/BABE RUTH LEAGUE APPROVED equipment.

Players shall not...

- Use abusive or profane language.
- Taunt or humiliate any other player.
- Question an umpire's call.
- Abuse, mistreat or mishandle any Chair City equipment or property (e.g., throwing batting helmets)

Failure to Comply

Parents, Spectators, or Players who fail to comply with the code of conduct will be asked to leave the field. The game will resume, only after they leave.

Anyone threatening or using abusive language towards a Coach, Manager, Player, Umpire or Volunteer will be suspended from the field for the remainder of the season. A player, parent, and/or spectator may be suspended or dismissed from the season for disruptive behavior or repeated unexcused absences from games or practices in accordance with Article IXXX para 3.

I understand the Code of Conduct and accept this as a condition of registration. I understand the repercussions for failing to comply and accept this on behalf of my player, family, and self.

Signature: _____ Date: _____

APPENDIX III

Youth sports programs play a key role in promoting the physical, social, and emotional development of children. As managers, coaches and team parents in Chair City Baseball and Softball you should be models of good sportsmanship and behavior for your child and all children in the community including participants and spectators alike.

The Chair City Baseball and Softball Board of Directors ask that you pledge to be responsible for your words and actions while coaching, officiating, and participating in CCBS events, and that you conform your behavior to the following Code of Conduct:

- Place the emotional and physical well-being of players ahead of personal desire to win.
- Treat each player as an individual, remembering the broad range of emotional and physical development for the same age group.
- Do your best to provide a safe playing environment for all players.
- Do your best to organize practices that are fun and challenging for all players.
- Lead by example in demonstrating fair play and sportsmanship to all players.
- Teach the rules of the game to all players, officials, and parents.
- Remember that you are a youth sports coach and that the game is for children and not adults.
- Do not abuse other coaches, umpires, parents, players, or spectators.
- Promote fun, fairness, and sportsmanship over winning.
- Do not engage in the use of profanity or other offensive language.
- Encourage all team members to treat all players, teammates, coaches, officials, and parents with respect.
- Emphasize and foster a team atmosphere and not individual achievements.
- Recognize and understand that baseball/softball is a game of interpretation, and as a result, disputes will occur from time to time. All disputes that are taken up with the umpire will be managed in a civil manner.
- Understand that most of the umpires are “in training,” as are the players. Recognize that all umpires may make mistakes, and as manager/coach/team parent, you will give the umpires the respect their position within the game deserves.
- Maintain an open line of communication with players and their parents. Be approachable.
- You will support, through participation and organization of parents, CCBS in fundraising efforts.
- Be responsible for league policies.
- Return all equipment and player evaluations per league policies.

I also agree that if I fail to abide by the code of conduct, I will be subjected to disciplinary action levied by the CCBS Board of Directors that could include, but is not limited to the following:

- Verbal warning
- Written warning
- Manager/coach/team parent suspension for games (*if ejected from a game, a min. 1 game suspension is mandatory*)
- Manager/coach/team parent season suspension
- Manager/coach/team parent removal from all league activities

I understand the Code of Conduct and accept this as a condition of registration. I understand the repercussions for failing to comply and accept this on behalf of myself.

Signature: _____ Date: _____

APPENDIX IV
CCBS Board of Directors Signatures of Approval

By signing this page, I confirm that I have read and will agree to abide by the Chair City Baseball and Softball Constitution and By-Laws as a member of the CCBS Board of Directors. I understand the repercussions for failing to comply and accept this on behalf of myself.

Matthew Perenzin Signature: _____ Date: _____

Dan Forte Signature: _____ Date: _____

Jason Tessitore Signature: _____ Date: _____

Eric Bienvenu Signature: _____ Date: _____

Jamie Tessitore Signature: _____ Date: _____

Henri Panameno Signature: _____ Date: _____

Royce Greenwood Signature: _____ Date: _____

Matthew Glaude Signature: _____ Date: _____

Jerome McKean Signature: _____ Date: _____

Jason Bushey Signature: _____ Date: _____

Amy Scale Signature: _____ Date: _____

Theresa Smith Signature: _____ Date: _____

Matthew Gale Signature: _____ Date: _____

Andrew Doiron Signature: _____ Date: _____