

CONSTITUTION AND BYLAWS

of the

Swanzy Cal Ripken Association

Purpose and Goals

The purpose of the Swanzy Cal Ripken Association (“the Association”) is to provide an opportunity for children to learn the fundamentals of baseball and to participate in a positive, organized athletic experience.

The objectives of the Association include the development of positive social values, character, good citizenship, physical and mental well-being, and an appreciation for the game of baseball.

The primary goal of this program is to ensure that all eligible boys and girls who register and try out are given the opportunity to participate in every game.

ARTICLE I — Description and Function of the Association

Section 1. Divisions

The Association shall be composed of the following divisions:

Major League — Ages 11 & 12

Minor League — Ages 9 & 10

Rookie League — Ages 7 & 8

T-Ball League — Ages 4, 5 & 6

*Parents of 4-year-olds must volunteer to help Coach

Note: All ages are as of April 30 of the year of play.

Section 2. Player Movement

Players may participate in a division one year higher or lower than their age, provided both the League Director and the player’s parent/guardian consent.

ARTICLE II — Governance and Membership

The Association shall be governed by a Board of Directors consisting of the President, Vice President, Treasurer, Secretary, Registrar/Scheduler, Equipment Manager, Concessions

Manager, Fundraising Manager, Rules Manager/Umpire-in-Chief, Field/Building Manager, Tournament Director, Major League Director, Minor League Director, Rookie League Director, T-Ball League Director, and three Area Representatives (Swanzey, Winchester/Richmond, and Troy/Fitzwilliam).

Section 1. Voting Membership

For purposes of Board elections, the voting members of the Association shall include current Board members.

Section 2. Elections and Terms

1. Annual Elections: Elections for all Board positions shall be held at the End-of-Season Meeting, scheduled by the President.
2. Voting Procedure: Voting shall be conducted by private ballot, counted jointly by the Vice President and Secretary.
3. Term of Office: Officers shall serve for one year or until successors are elected.
4. Vacancies: The Board may appoint an individual to fill any unexpired or unfilled position mid-year, serving until the next annual election.

Section 3. Meetings and Quorum

The Board shall meet at least quarterly, with additional meetings as determined by the President. A quorum shall consist of one more than fifty percent (50%) of the current Board. All decisions shall be made by majority vote unless otherwise specified.

ARTICLE II — Executive Board

Section 1. Composition

The **Executive Board** shall consist of the **President, Vice President, Treasurer, and Secretary**.

Section 2. Purpose and Authority

The Executive Board shall be empowered to make necessary decisions on behalf of the full Board of Directors when a meeting of the full Board cannot reasonably be convened in a timely manner.

Section 3. Voting and Decisions

Decisions of the Executive Board require a **three-fourths (3/4) affirmative vote** of its members to be approved.

Section 4. Reporting

All actions taken by the Executive Board shall be reported to the full Board of Directors at the next scheduled meeting and recorded in the official minutes.

ARTICLE III — Duties of Officers

This section outlines the responsibilities of the President, Vice President, Treasurer, Secretary, Registrar/Scheduler, Equipment Manager, Concessions Manager, Fundraising Manager, Rules Manager/Umpire-in-Chief, and League Directors. Each officer shall perform duties as described in the Association's detailed records.

Section 1:

President

- Chair all meetings of the Board
- Direct and guide the Association
- Represent and speak on behalf of the Board
- 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

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

Registrar/Scheduler

- Responsible for all in-person registrations and online registrations
- Build the rosters for T-ball and Rookie teams
- Facilitate the draft for all Minor and Major teams
- Submit Rosters to Babe Ruth League
- Be the master scheduler of games, practices, make up games, playoff games and use of the batting cage and the cancellation of league games
- Submit Rosters to Babe Ruth League
- Oversee the work of our website and online presence including Facebook, Instagram, Etc.

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
- 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 organization 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

Field / Building Manager

- Perform regular field and facility maintenance to ensure all areas are safe, clean, and well-organized.
- Coordinate with the appropriate manager or director regarding inclement weather decisions affecting practices and games.
- Maintain inventory of field materials and supplies needed for the upcoming season.
- Oversee cleanliness and organization of the fields, buildings, and surrounding areas.
- Support setup and teardown for practices, games, and special events as needed.
- Undertake any such other duties as requested by the Board

Tournament Director

- Develop and implement all tournament plans, including schedules, brackets, and formats.
- Coordinate with league officials to ensure compliance with applicable rules and regulations.
- Ensure adherence to tournament rules, codes of conduct, and safety policies
- Address and resolve disputes, protests, and rule clarifications in consultation with the BOD or a designated Rules Committee.
- Manage team invitations, registration forms, and entry fees.
- Communicate tournament information, schedules, and updates to participating teams, coaches, and officials.
- Serve as the primary contact for all tournament-related inquiries.
- Coordinate the purchase and presentation of trophies, medals, or other awards, ensuring that recognition is consistent with the mission and values of the Association.

League Directors

- Keep current standing of their divisions and forward then to the

- President or Media Coordinator (Website Manager) if applicable
- 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

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
- 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.
- 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

Section 1. Composition

Consists of Rules Manager, Division Directors, Executive Board

Section 2. Purpose and Authority

To resolve any questions relating to rules or other on field (game) activity that cannot be resolved by the Director 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 Director 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 to the Constitution and Bylaws

1. Proposal of Amendments: Any Board member may propose an amendment in writing.
2. Notice Requirement: Proposed amendments must be distributed to all Board members at least fourteen (14) days prior to the meeting.
3. Approval: Amendments require a two-thirds (2/3) majority vote of the full Board of Directors.
4. Recording: Approved amendments shall be recorded in the meeting minutes and incorporated into the official Bylaws.

ARTICLE VI — Conflict of Interest

Any potential conflict of interest on the part of a Board member shall be disclosed in writing and recorded in the minutes. Transactions over \$500 involving a Board member require a two-thirds vote of disinterested directors.

ARTICLE VII — Arbitration and Discipline

An Arbitration Panel composed of the President, the Division Director involved, and the Rules Manager shall handle disputes and disciplinary matters. No panel member may participate if personally involved. Decisions are final.

ARTICLE VIII — Removal from Office

Any Board member may be removed for cause by a two-thirds vote of the Board. The individual shall receive written notice and an opportunity to respond within five (5) days.

ARTICLE IX — All-Star Teams

The Association may pay tournament entry fees at the Board's discretion. Financial assistance requests must be submitted in writing. Parents are responsible for the \$200 registration fee. Fundraising must be pre-approved by the Board and deposited into the

Association's account. Players or families with unpaid balances at the time of uniform ordering, are ineligible to participate.

ARTICLE X — Digital Transparency Clause

Board meeting minutes and decisions will be shared electronically with managers and coaches.

All schedules, policies, and amendments will be posted online (website and/or social media)/

Email may be used for official communications, including meeting notices.

ARTICLE XI — Scholarship Fund

Section 1. Establishment.

The organization shall establish and maintain a fund to be known as the **Avery Athletic Scholarship Fund** ("the Scholarship Fund") for the purpose of providing financial assistance to qualified applicants pursuing educational advancement.

Section 2. Funding.

An amount of **One Thousand Dollars (\$1,000)** shall be allocated each fiscal year from the organization's general funds or from designated fundraising efforts to support the Scholarship Fund.

Section 3. Administration.

The Scholarship Fund shall be administered by the **Board of Directors**, which shall have full authority over the management and distribution of funds. The Board shall develop and publish eligibility criteria, application procedures, and selection guidelines, subject to approval by the Board of Directors. **Section 4. Selection of Recipients.**

Scholarship recipients shall be selected based on merit, financial need, or other criteria consistent with the organization's mission and objectives, as determined by the Board of Directors.

Section 5. Review and Evaluation.

The Scholarship Fund and its annual allocation shall be reviewed by the Board of Directors every **two (2) years**, or more frequently as deemed necessary, to ensure financial sustainability and alignment with the organization's goals.

Adopted and Approved by the Board of Directors of the Swanzey Cal Ripken Association on the 27th October 2025.