

BY-LAWS OF SANTA ROSA BABE RUTH LEAGUE, INCORPORATED
(Effective Date: December 01, 2004)

Article I
Membership

Membership eligibility shall be as stated in Article VI of the Constitution of Santa Rosa Babe Ruth League, Incorporated.

Article II
Dues

No dues shall be collected from members.

Article III
Directors

The board members shall be as stated in Article VII, section 1 and 2 of the Constitution of Santa Rosa Babe Ruth League, Incorporated.

Article IV
Duties of board members

President

- A. Presides over all meetings at which he/she is present.
- B. Exercises general supervision of the affairs and activities of the organization.
- C. Signs correspondence and documents as necessary.
- D. Responsible for the completion, signing and mailing of the charter and insurance application.
- E. Attends and/or delegates a representative to attend the City's field usage meeting.
- F. Responsible for the preparation and filing of field usage permits to cover anticipated needs for games and practice fields.
- G. Reviews league finances with Treasurer.
- H. Chairs and presents a proposed budget to the board no later than the first November general meeting.
- I. Responsible for public relations between the league, the City of Santa Rosa and the County of Sonoma.
- J. Prepares monthly agenda for board members.
- K. Presides over meeting and matters of the Executive board.
- L. Responsible for forming and selecting members to committees as needed.

- M. Committees shall be formed by the President, and shall be ratified by a vote of the board.
- N. Any and all other duties as the board of directors dictate.

Vice-President

- A. Assumes all the duties of the President in lieu of his/her absence.
- B. Oversees scheduling of umpires.
- C. Responsible for coordinating with the President, the preparation and filing of use permits to cover anticipated needs for games and practice fields.
- D. Responsible for liaison with the City of Santa Rosa for all matters related to field usage by the league.
- E. Drafts a schedule of games for each baseball season. (possibly Jeff)
- F. Responsible for the final preparation of game scheduling functions.
- G. Will help enforce the “no tobacco, alcohol or drugs” rule for players, coaches and managers.
- H. Will bring problems/concerns to the board of directors as necessary.
- I. Performs delegated special tasks at the direction of the President.

Secretary

- A. Keeps a record of the proceedings of all meetings and distributes copies to all board members.
- B. Ensures that all records belonging to Santa Rosa Babe Ruth League, Incorporated are maintained.
- C. Maintains a current list of board members and managers.
- D. Informs all board members of meetings.
- E. Handles correspondence as directed.
- F. Coordinated with the President and maintains a yearly calendar of events and business.
- G. Official league liaison with Babe Ruth League, Incorporated.
- H. Responsible for coordination of all insurance policies pertaining to the league.

Player Agent

- A. Responsible for coordinating registration of players.
- B. Responsible for collecting and editing all registration paper work.
- C. Coordinates and controls player drafts and trades.
- D. Acts as a liaison between team management, players and parents regarding player administrations.

- E. Supervises all managers of the league and is the liaison between the managers and the board. (Vice President)
- F. Responsible for regular and frequent supervision of league play, including team conduct, play and adherence to the rules.
- G. Plans and oversees tryouts.
- H. Maintains a history file on each manager.
- I. Responsible for organizing selection of tournament managers and players.
- J. Maintains team rosters.
- K. Verifies player eligibility.
- L. Assigns late sign-up players to teams.
- M. Will participate in appointment of non-partisan manager's select committee.
- N. Responsible for participating on manager's select committee.
- O. Custodian of Records for Live Scan.

Treasurer

- A. Coordinates banking of monies received on behalf of Santa Rosa Babe Ruth League, Incorporated via registration and fundraising.
- B. Coordinates payment of bills approved, by check.
- C. Keeps accurate bookkeeping records.
- D. Presents a financial report at each monthly meeting of the board. Included in the report must be a statement of income and itemized list of expenses.
- E. Submits a financial statement at the end of spring season and at the end of fall season to the board and also to the District Commissioner.
- F. Responsible for all tax preparation and reporting.
- G. Relinquishes all pertinent documents to the incoming board.
- H. Maintains accurate records of all fees paid to umpires.

Fundraising Coordinator

- A. Responsible for solicitation and recognition of league sponsors.
- B. Responsible for coordination of all fundraisers.
- C. Provides accurate account of all funds paid out and collected in performance of fundraising to Treasurer.
- D. Coordinated with Treasurer to deposit funds of all fundraising.

Director of Communication

- A. Coordinates with the board and is responsible for contacting media sources for advertising purposes.
- B. Responsible for furnishing scores and stats to media.

- C. Assist with any other communications needs as they may arise.

Equipment Manager

- A. Oversees all equipment issuance and its return.
- B. Responsible for collecting all keys from each manager, with equipment at the end of the season.
- C. Responsible for accurate and current equipment inventory.
- D. Oversees purchases and equipment replacement as needed with board approval.
- E. Keeps an account of all equipment purchased and provide receipts to the Treasurer within one week of said purchase.
- F. Coordinated with league managers to ensure the safety of all equipment used during the season.
- G. Keep an adequate supply of baseballs, scorebooks and line up cards for all games.
- H. Responsible to adequately stock and maintain all first aid kits in snack bar and carried by each team, including protective gloves.
- I. Responsible for submitting a budget to the Treasurer.
- J. Provide a spring and fall inventory report to the board.

Concessions Chair

- A. responsible for restocking, ordering, shopping and inventory.
- B. Responsible for maintaining concessions with board approved inventory.
- C. Maintain an up to date record of purchases and inventory.
- D. Prepare a proposed budget for capital purchases.
- E. Provides financial report to be included in Treasurers report monthly.
- F. Board members on duty responsible for making deposit and advising Concessions Chair of deposit amount.
- G. Responsible to post necessary information signs.
- H. Oversees and helps when needed Concessions Scheduling Person.

Concessions Scheduling

- A. Responsible to coordinate the opening and closing schedule of board members for snack bar duty.
- B. Secure personnel for the operation of the concessions stand. (Must be at least one and must be 18 years of age).

Field Manager

- A. Supervises the respective league managers, ensuring compliance with all league rules, regulations and safety standards.
- B. Responsible for proper instruction to managers regarding field preparation.
- C. Responsible to oversee the prevention or correction of any condition which may occur on any of the playing field or related areas, which may be in an unsafe condition.
- D. Responsible for the upkeep of the leagues playing fields.
- E. Liaison with the City of Santa Rosa and the Santa Rosa School's administrators to maintain a safe environment and recommend improvements to the fields used by Babe Ruth players, including the replacement and necessary care of the lights and scoreboard.
- F. Liaison with the City and County in case of questionable field conditions due to weather.
- G. Secures the necessary personnel for additional field maintenance help, if needed.
- H. Prepares an annual budget for field maintenance needs.
- I. Responsible for the training and maintenance on the equipment and the upkeep/security of the sheds.

Member At Large

- A. Assist board in running the league in a non-specific role, such as concession help, field maintenance, etc.

Article V

Standing Committees

Directors may form temporary committees to improve the statues of Santa Rosa Babe Ruth League, Incorporated. A committee's creation and action shall be established by vote of the board (quorum requirement must be met).

Article VI

Managers

- A. Managers will be recommended to the board by a non-partisan manager's select committee.
- B. All mangers must apply on an annual basis.
- C. Criteria for mangers will include, but is not limited to the following:
 - ◆ Manager experience
 - ◆ Coaching experience

- ◆ Baseball knowledge and experience
- ◆ Ability to commit self to team and league throughout the season
- ◆ Compliance per manager responsibility form

D. Managers duties shall include, but are not limited to the following:

1. Be in charge of all team equipment assigned and be responsible for the care and safe condition of same. If a piece of equipment is unsafe for use, the manager must consult with the League Equipment Manager to obtain a replacement immediately.
2. Responsible for and coordinate all fundraisers and other activities which pertain to their team and the league.
3. Arrange for the distribution and return of regular season uniforms, tournament uniforms and any other equipment given to team personnel or players. If a manager fails to collect and return their equipment and uniforms in a timely manner, they may not be considered for a managerial position the following year and will be responsible for the cost of replacement.
4. Be responsible for preparing the playing field.
5. Assign a team representative, if necessary and a scorekeeper.
6. Be directly responsible for the proper behavior of their team, parents, and coaches.
7. Violation of any rule may result in immediate removal from the manager position. Failure to carry out any necessary duties as prescribed in these by-laws is cause for removal.
8. In the event of a managerial vacancy during the season, the successor shall be the coach of record, with board approval.

Article VII

Background Checks

Each Santa Rosa Babe Ruth board member, manager and coach shall undergo mandatory Live Scan Fingerprinting by the Department of Justice, Bureau of Criminal Identification and information. The Bureau of Criminal Identification (BCID) provides state summary

criminal history information to human resource agencies and youth organizations such as Santa Rosa Babe Ruth League, Incorporated pursuant to California Penal Code section 11105.3.

11105.3 P.C. limits the information that can be released to youth organizations. Santa Rosa Babe Ruth League, Incorporated is limited to receiving information on arrests for sex, drugs and violent crimes. Under California law, a copy of each reply reflecting criminal history record information must be mailed to each coach and manager in addition to the Custodian of Records within Santa Rosa Babe Ruth League, Incorporated. The Custodian of Records access to this information only.

The board reserved the right to disqualify a board member, manager or coach. While qualifications/disqualification procedure may be in part based on arrests and conviction record of an applicant, other equally important factors must be considered, i.e. experience, character, responsibility, motivation, etc.

Any and all information/documents received during the criminal background check shall be secured by the Custodian of Records. Once the qualification/disqualification process is complete under no circumstances shall any other board member have access to secured documents/information and these records are to be destroyed via a shredder.

Article X Quorum

A quorum shall be designated as 50% plus one (fifty percent plus one) of current board members.

Article XI Order of Business

The order of business at all regular meetings shall be:

- A. Call the meeting to order.
- B. Roll call.
- C. Announcement of excused absences.
- D. Reading of the minutes of the previous meeting.
- E. Reading of all correspondence.
- F. Concessions financial report.
- G. Treasurers report.
- H. Reports of officers/directors and, if scheduled on the agenda, reports of committee chairpersons.
- I. Unfinished business.

- J. New business.
- K. Adjournment.

OR

Order of business may be determined by the President of Santa Rosa Babe Ruth League, Incorporated as outlined in the Presidents Handbook or the Babe Ruth League, Incorporated.

**Article XII
Amendments**

Amendments to these by-laws shall be discussed at a board meeting. Amendments shall require a majority approval by vote of directors (quorum required). Every director shall vote for each proposed amendment which shall then become part of this by-law, if passed. The President of the league will vote only in the event of a tie vote of the other directors.

**Article XIII
Fees**

Sign up fees for membership in Santa Rosa Babe Ruth League; Incorporated shall be determined at a meeting prior to the start of the spring season. Said dues shall provide each member's child or children the privileges of participating in the activities of the league.

The league offers a payment plan when a player cannot pay the entire fee at registration. Procedure: one-half of applications fee must be paid at registration. The parent/guardian signs a payment plan agreeing to pay the remaining fee prior to the beginning of the first league game. Any player who has outstanding monies owned will be suspended from play until his account is paid in full.

Anyone seeking membership after designated published registration dates will be subject to a late fee to be determined by the board and published annually.

**Article XIV
Babe Ruth Baseball Rules and Regulations**

Santa Rosa Babe Ruth League, Incorporated shall be governed by the rules and regulations as set forth in the annual Babe Ruth Baseball Rule Book and the National League Official Baseball Rules. Local amendments and/or agreements to minor changes in the rules and regulations may be made to comply with direction from the board of directors of the

league (i.e. minimum play rule) or by direction of the City of Santa Rosa Recreations Department (i.e. field usage/availability). All changes made to the rules by Santa Rosa Babe Ruth League, Incorporated shall be made in writing and distributed to all managers and local Commissioners. All local league rules must be submitted to and approved by District 2 Commissioner, who will then forward onto State Babe Ruth Commissioner and Babe Ruth Headquarters.

Article XV

Parliamentary Authority

Parliamentary authority shall be as outlined in the documentation provided by our affiliation with Babe Ruth League, Incorporated and shall be governed by and shall comply with the principals, rules and regulations outlined and decreed by Babe Ruth League, Incorporated. Unless otherwise stipulated, voting standards/requirements shall be: A majority vote of the directors provided a quorum is present.