CUTTEN RIDGEWOOD RECREATION ASSOCIATION

BYLAWS

Adopted 9-16-26

CRRA **ESTABLISHED 1960** **CRRA**

CRRA YOUTH BASEBALL LEAGUE

BY-LAWS

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ARTICLE I – NAME

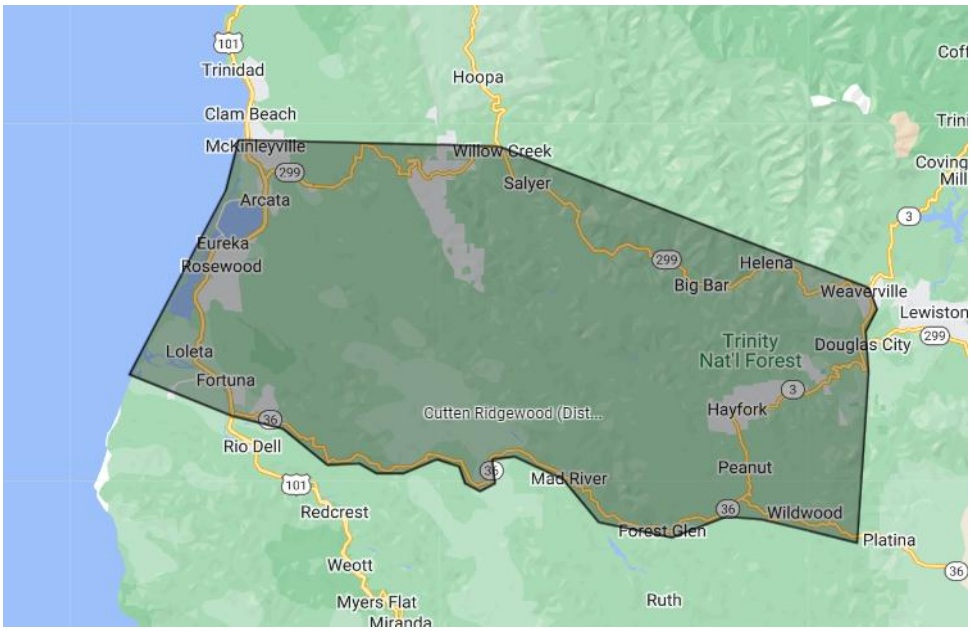
The name of this organization is Cutten Ridgewood Recreation Association Youth Baseball hereafter referred to as "CRRA". Presented to the Board of Directors on October 26, 2024, hereafter referred to as the 'General Board', which refers to the board in its entirety. The term "Executive Board", shall refer to members only on the Executive Board. The "Board Term" is from October 1st through September 30th.

ARTICLE II – OBJECTIVE

The primary objective of CRRA is to provide a safe and positive playing environment for our children. Develop and promote in children: (1) good sportsmanship; (2) understanding and respect for rules, coaches, and umpires; (3) courage in defeat; (4) tolerance and modesty in victory; and (5) a spirit of cooperation and team play where every child plays. In the attainment of this objective, the instilling of a desire to win, or the winning of games, is to be a secondary objective.

ARTICLE III – LEAGUE BOUNDARIES

The league boundaries mostly align with the Pacific Ocean to the west, highway 299 to Weaverville in the north, Highway 3 to the east, and Highway 36 to the south. See boundary map shown below:



ARTICLE IV – DIRECTORS AND MEETINGS

Section 1. Executive Board

1.1 Members of the General Board are eligible to be nominated and elected for an Executive Board Position. The Executive Board provides oversight of the key functions of the organization. Each Board member chairs a Committee, and provides updates on progress when called upon during Executive Board, General Board, or Committee meetings. The chair of each committee must be a board member. The Executive Board consists of the following positions:

1.2 President – Responsible for overseeing and facilitating all Executive Board meetings. Responsible for the overall function of CRRA, its players, coaches and committee chairs. Represents the League at all Local, District, State, or National functions, as appropriate. The term will be two (2) years, elected every even year.

1.3 Vice President – Coaching coordinator for the League's teams. Responsible for all matters related to obtaining, developing, monitoring, certifying, and implementing discipline by the CRC. Maintains a record of coaching issues and provides a monthly report to the President. Responsible for overseeing League player's assessment sessions. Responsible for coordinating umpires for all CRRA games. Responsible for recruiting, training and coordinating scorekeepers and making sure pitch counts are being recorded. Acts on behalf of President in his/her absence. The term will be two (2) years, elected every odd year.

1.4 Secretary – Responsible for recording and distributing all pertinent information and decisions made by the Executive Board and General Board and will record minutes of each General Board Meeting for review and approval by the Board at the subsequent meeting. Coordinates with the President to prepare and distribute an agenda for each Board Meeting. Provides a monthly attendance record to the President. Responsible for fingerprinting/live scanning. Helps to coordinate picture day. Maintains a record of Board membership, history and years served. The Secretary shall be the custodian of the By-laws and Rules. The term will be two (2) years, elected every even year.

1.5 Treasurer – Responsible for the fiscal accountability of CRRA. Create and maintain CRRA budget. Monitor the sub-committee budgets (i.e., Snack bar, Fields, and Equipment). With the Secretary, responsible for preparing and sending any CRRA financial obligations (i.e., tax returns, letters of incorporation). Responsible for distributing a detailed Treasurer's Report at each monthly meeting. The term will be two (2) years, elected every odd year.

Section 2. GENERAL BOARD

Only members of the Executive and General Board shall have voting rights. Each General Board member shall be appointed to a position, committee, or assignment by the Executive Board. The Board term shall be October 1st through September 30th. The number of General Board positions shall be based on the needs of CRRA and established each year by the Executive Board. You are not disqualified from being a board member if you have a child registered in a competing baseball league as long as you also have a child registered in CRRA.

2.1 Positions

Below are some of the position descriptions to be fulfilled by members of the General Board. The Executive Board will make assignments at the beginning of each board term.

- **2.1.1 Registrar/Webmaster -** Responsible for updating, opening, communicating, and closing of registration on the website. Responsible for answering registrant's questions and directing them to the proper Board Members (President, VP, Division Managers). Responsible for receiving and processing all registrations. Maintains CRRA website, updating the calendar and announcing key dates and activities. Supports the Board with enrollment/registration reports. Assists Board in running walk-up registration events. Term will be one (1) year.

- **2.1.2 Equipment Manager -** Responsible for the equipment inventory, directly related to the playing and practicing of CRRA teams. Responsible for the management and oversight of CRRA's equipment. Responsible for obtaining and maintaining all equipment and awards. The term will be one (1) year.

- **2.1.3 Social Media Director** – Responsible for public communication on CRRA activities and events. Maintains CRRA Social Media accounts and communications. Works with Registrar/webmaster to communicate key information through social media posts and ensure website and social media accounts are properly linked. Announces key dates and activities via social media. Term will be one (1) year.

- **2.1.4 Division Managers** - Responsible to act as a communication and distribution medium from the Board to the coaches within their division. DMs are also responsible for recruiting and organizing the coaching staffs for their division and submitting them to the Board for ratification. Assists Vice President during player assessments. Responsible for timely responses to requests from the Vice President or other Committee Chairpersons. Responsible for communicating to Divisional All-Stars and arranging player-of-the-game awards. At the conclusion of the season DMs are responsible for completing a coaching evaluation form for all coaches within their division. All completed forms will be given to the Executive Board to be used for the following season. Term will be one (1) year.

- **2.1.5 Snack Bar Coordinator** – Leads the snack bar committee and responsible for business operations of the snack bar. Coordinates volunteer schedules throughout the season and during special events. Manages vendor relations and ensures permits and routine maintenance are kept up to date. Term will be one (1) year.

- **2.1.6 Field Maintenance Manager** – Leads the fields committee and responsible for overall upkeep and maintenance of fields. Develop schedule for pre-season field-work days and coordinate with the Secretary and Socia Media to broadcast the schedule to the public. Provide demonstrations to coaches on proper maintenance techniques. Term will be one (1) year.

- **2.1.7 Team Parent Coordinator** – Acts as a liaison between the coaches and the Team Parents. Distributes picture day packets to the Team Parents. Term will be one (1) year.

- **2.1.8 At-Large Members –** Voting members without current position titles. Available for assignments as needed. Term will be one (1) year.

2.2 Committees

Committees will be comprised of Board Members as assigned by the Executive Board. Parents and community members will also be invited to volunteer for committee assignments. A General Board member shall serve as the Chair of each committee and will be prepared to report on committee activities to the General Board when included on the agenda. Chairpersons to be assigned by the Executive Board.

While assigned to a specific committee, each Board member is encouraged to assist other committees in accomplishing their assigned task. Committees will be ultimately responsible for the management, oversight and follow through for their respective area.

- **2.2.1 Conduct and Rules Committee (CRC)**– Updates and amends division rules and coach/parent codes of conduct. CRC Committee is usually chaired by the VP and consists of Executive Board Members. The Chairperson to be responsible for conducting all CRC hearings and to ensure such matters are conducted pursuant to CRRA Rules. Responsible for providing updates to the General Board of any actions taken by the CRC.

- **2.2.2 Summer Camp Committee**– Assists the Chairperson to provide a baseball summer camp in the event we have the interest and staff available to run one. Chairperson to be responsible for overseeing the Summer Baseball Program.

- **2.2.3 All-Star Committee** – Assists the Chairperson in all aspects of running All-Star events. Chairperson to be responsible for organizing and overseeing All-Star try-outs, communicating with All-Star Managers and parents about all issues relating to All Stars, including but not limited to travel, costs, and playing expectations. Responsible for updating the Board on all All-Star activities.

- **2.2.4 Fields Committee –** Works under the direction of the Field Maintenance Manager on field and facilities maintenance.

- **2.2.5 Snack Bar Committee –** Assists the Snack Bar Coordinator with all aspects of running this fundraiser.

- **2.2.6 Grant/Fundraising Committee –** Works with the fundraising chairperson to implement the following:
    - Fireworks stand
    - Helps to find grants/sponsorship for league projects
    - Solicit community support for League activities
    - Arrange for proper recognition of League sponsors
    - Work closely with Treasurer in order to meet budget expectations

2.3 Game-Day Supervisor – All general board members shall be expected to perform the Field Supervisor role on game nights and other events on a rotating basis, per a set calendar set up prior to the beginning of the season. Duties are as follows, but not limited to: open gates at Winship; monitor parking issues; be present on the fields during games for questions/complaints; make sure all equipment is stored away and locked up; lock front gate at the end of day on weekends. In the event a field super has to cancel they shall make contact with another board member and make sure this position is covered, and that all other board members are made aware of the change.

Section 3. VACANCIES / ABSENCES / CONDUCT

3.1 Vacancies: Any Board vacancy occurring after the General Board has been selected for the new Board Term, may be filled by the Executive Board, but not required. This includes all Executive and General Board positions.

3.2 Absences/Conduct: Any Board member missing two (2) or more meetings within a year without prior notification to the President or Secretary, or absent three (3) or more assignments total (committee meetings, field-work days, assessments, fundraisers, opening day, etc.), shall be subject to loss of voting rights at the discretion of the Executive Board. Missed assignments include those which the member has been on record for being able to attend. Attendance will be kept by the committee chair and/or Secretary. Certain events deemed mandatory for all board

members (such as opening day) will be automatic assignments for all. The Secretary shall track and report voting privileges.

Any Board Member who displays conduct unbecoming of CRRA during their Board term may be subject to removal from the Board or revocation of his/her voting rights on the Board.

Section 4. NOMINATIONS AND ELECTIONS

4.1 Executive Board

- Nominations: Shall be held at the General Board meeting in July of each year.
- Elections: Shall be held at the General Board meeting in August.
- Newly elected Executive Board Members assume office on October 1.

4.2 General Board Positions

At the General Board meeting in August and after the new Executive Board has been determined, all current Board members shall have the opportunity to declare if they wish to remain on the General Board for another term. A ratification vote on those individuals shall be conducted by the General Board and those receiving a majority shall be available for General Board assignments (as determined by the Executive Board) for the new board year. The Executive Board has the right to veto the ratification vote of board members due to dereliction of responsibilities as outlined in Section 3.1 Vacancies/Absences/Conduct. Returning members are not guaranteed the same assignment or committee position held in the previous year.

Individuals interested in joining the General Board are encouraged to attend Board meetings as visitors during the Spring and Summer of the preceding term. After the question and answer period ends, the Prospects shall be dismissed and the Board will conduct a closed session meeting to discuss their applications and vote on invitations to join the Board.

Section 5. VOTING AND AMENDMENTS

5.1 Voting

Each member of the General Board shall have one (1) vote and must vote in person. The President will vote only in the event of a tie. The Secretary is responsible for determining voting rights and tallying/recording votes.

Only Board members with voting rights will be issued ballots for secret ballot votes.

5.2 Amendments

Any proposed amendments to these bylaws shall be submitted in writing and read at a regularly scheduled General Board meeting. Changes will be adopted with a majority vote of the General Board.

5.3 Emergency Amendments

Any article or section of these bylaws may be amended or repealed, or any new article or section may be added thereto, by the Executive Board on a majority vote of the members present after a quorum has been established. Notice of any special Executive Board meeting in which emergency actions are to be voted on requires personal notification of all Executive Board members by the Secretary at least twelve (12) hours prior to the meeting.

Section 6. MEETINGS

The order of business for all General meetings shall be, as far as practicable, as follows:

- Call to order
- Adjustments to the agenda
- Roll call (sign-in sheet)
- Visitor's comments on non-agenda items
- Review and approval of previous General Board Meeting minutes
- President's Report
- Treasurers Report
- All other board members reports
- Committee Reports
- Old Business
- New Business
- Other reports deemed necessary by the Executive Board
- Adjourn

Regularly scheduled monthly meetings are to be held. The subsequent meeting date, time, and location will be announced prior to the conclusion of each meeting. Committee Chairs can call a committee meeting as needed.

Section 7. QUORUM

Fifty percent plus one (1) member of the current General Board constitutes a quorum.