

BYLAWS OF

ROHNERT PARK CAL RIPKEN BABE RUTH BASEBALL LEAGUE, INC.

Article I

Membership

Membership eligibility shall be stated in Article VI of the Constitution of Rohnert Park Cal Ripken/Babe Ruth Baseball League Inc.

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 Rohnert Park Babe Ruth Baseball League, Inc.

Article IV

Duty of Board Members

A. All Board and Committee Members shall make the following pledge:

“I hereby pledge that I will do my best to uphold all the rules of this League. I will be aware of the public forum we as Board or Committee Members are in and will be careful to exhibit the correct demeanor at all times. When acting as a manager, coach, umpire, scorekeeper, or otherwise directly involved in a game, I will not use my Board or Committee position to further any issue to my advantage. Once I take the field, I am only a manager, coach, etc. and will not bring my position into the equation. Our responsibility is not to take things personally and avoid confrontation with all of the members of this League. I will calmly diffuse problems to the best of my ability. I will vote with serious consideration what I feel is in the best interest of the League. I will accept the vote of the majority of the Board or Committee even if it is different from my view. I will keep the outcome of the voting confidential and only communicate the decision and pertinent information that clarifies/explains why the decision was reached.”

B. Perform delegated special tasks at the direction of the President.

Section 1 – President

- A. Presides over all meetings at which they are present, including general and executive board matters.
- B. Exercises general supervision of the affairs and activities of the organization.
- C. Reviews all required signature correspondence and documents.
- D. Responsible for the completion, signing, and mailing of the Charter Application.
- E. Attends and/or delegates a representative to attend the City's field usage meeting.
- F. Countersigns checks, unless the President is related to the Treasurer, in which case no countersigning takes place.
- G. Oversees and reviews League finances with the Treasurer.
- H. Chairs and presents a proposed budget to the General Board, no later than the last October general meeting.
- I. Responsible for public relations between the League and the City of Rohnert Park and any other organization.
- J. Approves the monthly agenda for board members 3 days prior to the meeting.
- K. Committees shall be formed by the President, and shall be ratified by a vote of the Board.
- L. Any and all other duties as the Board of Directors dictate.
- M. Responsible for updating State records for non-profit organizations.
- N. Arranges a district meeting with the Commissioner for any problems or events.
- O. Attends quarterly district meetings.
- P. Reviews criminal records and discusses with the Executive Board as needed.
- Q. Maintains confidential file of criminal record/fingerprint results.
- R. Member of All Star Committee.

Section 2 – Vice President of League Administration

- A. Assumes all the duties of the President in lieu of their absence.
- B. Coordinates with Babe Ruth Inc. for adherence to coaching Certification standards for all Managers and Coaches.
- C. Will bring unresolved problems/concerns to the Board of Directors as necessary.
- D. Oversees and assists Player Agent, Director of Scheduling, Director of Team Parents, Director of Uniforms, Director of Marketing & Sponsorships, and Director of Concessions as needed.
- E. Prepare and submit a yearly calendar of events by the first October general meeting.
- F. Arranges for Board Members, Managers, and Coaches fingerprinting.
- G. Coordinate with the VP of Baseball Operations to facilitate the annual Manager's meeting.
- H. Arranges location for board meetings.
- I. Responsible for the preparation and filing of field usage permits to cover anticipated needs for games and practice fields.
- J. Reserves fields with the City of Rohnert Park, Cotati Rohnert Park Unified School District, City of Cotati, and any other entities as needed.
- K. Oversees the league website.
- L. Manages Team Sideline admin.

Section 3 – Vice President of Baseball Operations

- A. Holds a debit card for field/equipment expenses.
- B. In the absence of the President and Vice-President of League Admin, oversees the meeting at hand.
- C. Responsible for overseeing the preparation, play readiness, and on-going maintenance of all playing fields and equipment.
- D. Responsible for recruitment, coordination and supervision of all park supervisors and field managers and team managers/coaches.
- E. Supervises all General Managers of the League and is the liaison between the Managers and the Board.
- F. Oversees and assists Director of Fields & Facilities, Director of Equipment, Director of Umpires, Members at Large and coaches as needed.
- G. Coordinate with the VP of League Admin to facilitate the annual Manager's meeting.
- H. Responsible for ordering and distributing rulebooks.
- I. Member of the Rules committee
- J. Responsible for oversight of clinics for Managers, Coaches, Parents, and Players.
- K. Review yearly Manager Evaluations.
- L. Oversee the duties of managing and maintaining the Phone Hotline for field updates.

Section 4 – 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 the Organization are maintained.
- C. Maintains a current list of Board Members.
- D. Informs all board members of meetings.
- E. Handles correspondence as directed.
- F. Types and submits Board Roster to City of Rohnert Park, District and State Representatives, and Babe Ruth International, Inc.
- G. Prepares the monthly agenda for board members and sends out 3 days prior to the meeting.
- H. Maintain a history file on each Manager and Coach.
- I. Custodian of records & fingerprinting of board members.

Section 5 – Treasurer

- A. Coordinates banking of all monies received on behalf of the Organization.
- B. Coordinates payment of all bills approved in the budget by check and countersigned by one of the authorized signers.
- C. Keeps accurate bookkeeping records.
- D. Maintain a list of all deposits by category (sign ups, concessions, sponsors, etc.).
- E. Presents a financial report at each monthly meeting of the General Board to be approved by the President. Included in the report must be a bank statement with an itemized detailed list of income and expenses.
- F. Submits a year-end financial statement to the August general board meeting.
- G. Responsible for all tax preparation and reporting.
- H. In charge of payroll funds with signatures for all umpires.

- I. Maintain fiscal year records for September 1-August 31 of each year on the league shared Google Drive.
- J. Responsible for submitting payment for light and field use fees to the City of Rohnert Park when due.
- K. Works with the League accountant to ensure adequate records and reports are being kept.

Section 6 – Director of Umpires

- A. Oversees hiring, training, and qualifications of Umpires.
- B. Oversees scheduling of Umpires.
- C. Acts as a liaison between the Umpires and the Board.
- D. Coordinates payment of umpires for their services with the Treasurer.
- E. Coordinates bookkeeping records of umpire payments with the treasurer.
- F. Schedules Umpires for all games and Tournaments while coordinating with the Player Agent/Scheduler.

Section 7 – Player Agent

- A. Responsible for coordinating registration of players and distribution of official rosters to proper parties.
- B. Responsible for collecting and editing all registration paperwork.
- C. Coordinates and controls player drafts and trades.
- D. Acts as liaison between team management, players, and parents regarding player administration.
- E. Maintains team rosters.
- F. Checks player eligibility.
- G. Assigns late sign-up players to appropriate team and division.
- H. Prepares and submits Team Rosters to District and State representatives and Babe Ruth International.
- I. Acts as All Star Coordinator to prepare and distribute All Star commitment letters to Managers or selected players.
- J. Member of All Star Committee.
- K. Maintains database of all players and /or parent contact information.

Section 8 – Director of Scheduling

- A. Responsible for the total preparation of game scheduling functions.
- B. Provides schedules to the Director of Umpires, Managers, Team Parent, Player Agents, and Concessions Coordinator for each spring and fall baseball season.
- C. Updates all affected parties of schedule changes.
- D. Reschedules rained out and rescheduled games.
- E. Produces copies of schedules for sponsors and teams.
- F. Responsible for keeping practice field sign ups in snack shacks.
- G. Prepares official brackets for Tournament play.
- H. Presents all Schedules to the Executive Board for Approval before it gets distributed.

Section 9 – Director of Equipment

- A. Oversees all equipment issuance and its return.
- B. Responsible for issuing and collecting all keys from each Manager, with equipment, at the end of the season, including All Star inventory and keys.
- C. Responsible for accurate and current equipment accounting.
- D. Oversee purchases and equipment replacement, as needed, with Board approval.
- E. Keeps an account of all equipment purchased and provides receipts to the Treasurer within one (1) week of said purchase.
- F. Coordinates with League Managers to ensure the safety of all equipment used during the season.
- G. Keeps an adequate supply of baseballs, scorebooks, and line-up cards for all games.
- H. Responsible for adequately stocking and maintaining all first-aid kits in each snack bar and carried by each team, including protective gloves and defibrillators.
- I. Prepares and presents a budget to the Board at the October Meeting.
- J. Provides an annual inventory report to the Board.
- K. Assists Field & Facilities with any necessary field upkeep throughout season and off season.

Section 10 – Director of Concessions (2)

- A. Responsible for coordinating the opening and closing of the snack bars.
- B. Responsible for the ordering, inventory, and equipment maintenance of concessions.
- C. Responsible for collecting, counting, and depositing concession money; shall advise the Treasurer of the deposit amount.
- D. Responsible for the concession bookkeeping records.
- E. Maintain a monthly record of purchases and inventory.
- F. Coordinate and train Snack Bar Managers for each of the snack shacks.
- G. Oversees the duties of the Snack Bar Managers to train and supervise each Team Parent.
- H. Works closely with the Treasurer to ensure accurate bookkeeping records are being kept.
- I. Responsible for the security of concession keys to Snack Bar Managers.
- J. Coordinates with a Tournament Director the planning of any other events.

Section 11 – Director of Social Media & Marketing

- A. Distributes messages to necessary Board Members for follow up and action.
- B. Place all ads in the newspaper per board approval.
- C. Maintains social media league accounts.
- D. Maintains a yearly event calendar of events on league social media.
- E. Maintains and updates the leagues social media - posts pictures and event info.
- F. Posts all league updates.
- G. Coordinates and places banner placement around Rohnert Park.
- H. Creates flyers and arranges peach jar adds.
- I. Arranges digital banner coordination through the City of Rohnert Park.

Section 12 – Director of Fields and Facilities

- A. Assists the Director of Baseball Operations on overseeing the preparation, play readiness, and on-going maintenance of all playing fields.
- B. Responsible for overseeing the prevention or correction of any condition, that may occur on any of the playing field or related areas, that may be an unsafe condition.
- C. Responsible for the upkeep of all League playing fields.
- D. Responsible for adequately stocking and maintaining all field necessities, including chalk, gas, etc.
- E. Liaison with the City in case of questionable field conditions due to weather.
- F. Secures the necessary personnel (volunteers) for additional field maintenance help, if needed.
- G. Hang signs when received and remove as needed.
- H. Prepare a budget and present at the October Board Meeting.
- I. Works directly with and oversees the Division Managers.

Section 13 – Team Parent Coordinator

- A. Coordinates Team parent meeting with Director of Concessions and Director of Fundraising.
- B. Responsible for all communication from the league to Parents and Managers.
- C. Works with other Board members to coordinate the volunteer efforts needed for events throughout the year.
- D. Coordinates League pictures.
- E. Member of the Opening Day Committee.
- F. Participates in the team parent meeting with the Director of Concessions and Sponsorship.

Section 14 - Director of Uniforms

- A. Responsible for organizing/purchasing uniforms for the season.
- B. Create and promote apparel with board approval.

Section 15 - Director of Sponsorships

- A. Responsible for solicitation and recognition of League Sponsors.
- B. Member of the Fundraising Committee.
- C. Keeps an accurate account of all funds paid out and collected in the performance of fundraising.
- D. Coordinates with the treasurer to deposit funds of all fundraising.
- E. Responsible for coordinating year-end sponsor recognition
- F. Responsible for ordering sponsor banners, signs, and standing boards.
- G. Assists the Team Parent Coordinator with League pictures.
- H. Responsible for League Media Guide – including soliciting ads, art preparation, printing and distributing.

Section 16 - Events Coordinator

- A. Coordinates all events.
- B. Oversees & delegates to committee members.
- C. Head of all event committees including tournaments.

- D. Responsible for the ordering of 1st and 2nd place recognition for spring, fall, and any League hosted tournament.
- E. Orders sportsmanship and league awards.

Section 17 – Member(s) at Large

- A. Assist Board in running the League in a non-specific role, such as BBQ (concession help), field maintenance, etc.
- B. This position will allow the individual to learn from Board members their functions and duties, with the intent to run for one of the other designated positions at a later time.
- C. Assist in any manner necessary and appropriate as requested by the President, Vice President, or other Board Members
- D. Attend meetings and assist in registration and league activities.

Section 18 - Division Managers(5) (Major/Minors combined)

- A. Work with the director of operations for coaches & player clinics.
- B. Is a liaison between their division and board and works in coordination with the Director of scheduling. Field upkeep and communicating important information to their division.

Article V

Standing Committees

Directors may form standing committees to improve the status of Rohnert Park Babe Ruth Baseball League. A standing committee's creation and action shall be established by vote of Directors (quorum requirement must be met).

All Star Selection Committee

- A. Helps Player Agent prepare and distribute All Star Commitment letters and Medical Release Forms to Managers or selected players.
- B. Responsible for preparing Tournament Books for each All Star Team.
- C. Prepares and submits Team Rosters to District and State representatives and Babe Ruth International.
- D. Organizes the taking of All Star Team pictures.

Rules Committee

- A. Purpose is to revise and update Local Rules and Manager's Handbook as necessary.
- B. Committee shall consist of two Executive Board Members and up to two additional Board members selected by the Board.
- C. Revisions or updates shall be completed by the Rules Committee, and distributed to the Board, at least one week prior to the December Board meeting.

- D. Discussion of and voting on changes to the Local Rules and Manager's Handbook shall occur at the December meeting.
- E. A final updated version of the Local Rules and Manager's Handbook shall be posted on the league website prior to the Spring Player Draft.

Fundraising Committee

- A. Plan and coordinate fundraising events.
 - a) Contact potential donors/sponsors for fundraising events.
 - b) Develop marketing material for fundraising events.
 - c) Oversee execution of fundraising events.
- B. Keep accounting of expenses and income generated for fundraising events.
- C. Report to the board of directors the fundraising event financial report.

Article VI

Manager Selection and Responsibility

- A. When a Division has more applicants for Managerial positions than are open, a non-partisan Managers Select Committee will recommend managers to the General Board.
- B. The Vice President of Baseball Operations will fill Manager positions for Divisions when the applicant pool is equal to, or less than, the number of open positions.
- C. When a division has more applicants for managerial positions than are open, a Manager Selection Committee will be formed to pick from the candidates.
- D. The Manager Selection Committee will consist of any member of the Board who seeks to be involved in the Committee. In order to vote on Managers, Committee members must be present for any interviews of candidates.
- E. Managers for Majors will be selected for a two year term. All other Managers will be selected on an annual basis.
- F. No Manager is guaranteed a team. Managers can be removed by the Board without completing a two-year term.
- G. Managers may be interviewed, as requested, and approved separately by the Manager Selection Committee.
- H. Managers will be limited to 3 official coaches in the dugout; a team parent will also be allowed in the dugout.
- I. Managers will be selected from, but not limited to, the following criteria (in no particular order of weighted importance):
 - a. Returning Manager to a team.
 - b. Coach's option of the same team from the previous year.
 - c. Manager or Coach moving up in divisions.
 - d. Parent with prior coaching experience.
 - e. Prior coaching experience.
 - f. Parent with no coaching experience.
 - g. Playing age of applicant's child or manager's option, if no child is playing.
 - h. Member history file contents.
 - i. DOJ background checks approval.
 - j. Knowledge of the rules and the game.
 - k. Parent evaluations submitted.

- I. Board members observations.
 - m. Interview results.
 - J. All Star Managers will be interviewed and selected by the Board from a pool of applicants.
- K. Managers duties, including All Star Managers, shall include, but are not limited to:
 - a. Instruct and teach the rules and the game of baseball to each player and parent assigned to the team, as well as help on group instruction when needed. This function is to help all players improve so they can move on to the next level of playing.
 - b. All team equipment assigned and responsible for the care and safe condition of it. If a piece of equipment is unsafe for use, the Manager must consult with the Director of Equipment to obtain a replacement.
 - c. Shall designate a Team Parent to be responsible for and coordinate all fundraiser, picture, picnic, snack bar coverage, and all other activities with the Team Parent Coordinator, which pertain to their team and the league.
 - d. Arrange for distribution of uniforms and return of other equipment given to team personnel or players. If a Manager fails to collect and return their equipment in a timely manner, they may not be considered for a Manager's position the following year.
 - e. Be responsible for preparing the playing field, both as a visitor and home team.
 - f. Assign a team scorekeeper for every game.
 - g. Be directly responsible for the proper behavior of the team players, parents, player guests, and coaches.
 - h. 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.
 - i. In the event of a vacancy during the season of a manager position, the successor shall be the coach of record (with board approval).
 - j. Attend all league directed meetings.
 - k. Never leave any child alone after a game or practice.
 - l. Never use alcohol or any drugs (including chew or cigarettes) around children while representing our league at any function or facility.
 - m. Never use abusive language around children on or off the field.
 - n. Never leave the field until the snack bar is closed and locked. Make sure all equipment is put away, shed and bathrooms are locked, and lights are off.
 - o. Managers are responsible for the selection of their coaches.
 - p. The Board reserves the right to intercede and discipline assistant coaches should the Manager fail to address an assistant's behavior during the season.
 - q. Failure to comply with any or all of these responsibilities would result in League action up to and including suspension or termination.

Article VII

Background checks

Each Rohnert Park Cal Ripken Babe Ruth Baseball Board member, Manager, and Coach shall initially undergo a mandatory Background Check and/or Fingerprint check 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 Rohnert Park Cal Ripken Babe Ruth Baseball pursuant to Section 11105.3 of the California Penal Code.

Penal code section 11105.3 limits the information that can be released to Youth Organizations. Rohnert Park Cal Ripken Babe Ruth Baseball is limited to arrests for sex, drug and violent crime offenses. Under California law, a copy of each reply reflecting criminal history record information must be mailed to that coach in addition to the Rohnert Park Cal Ripken Baseball organization.

The Rohnert Park Cal Ripken Babe Ruth Baseball Executive Board will have access to this information but only the President and/Secretary are allowed access to prospective Members that have been disqualified.

The Rohnert Park Cal Ripken Babe Ruth Baseball Board of Directors reserves the right to disqualify a Board Member, Manager, or Coach. While the qualification/disqualification process may be, in part, based on arrests and conviction records of a Board Member, Manager, or Coach, other equally important factors must be considered, i.e., experience, character, responsibility, motivation, etc. Also, when a Board member is informed that a person is undergoing active prosecution for the above crimes, the President shall suspend that person until the outcome of the prosecution has been decided. The Board shall remove from office any Board Member or Officer convicted of such crimes, or suspend any Board Member or Officer undergoing active prosecution for such crimes.

A securely locked container (i.e., file cabinet, safety deposit box, etc.) will be used as a means to secure such information and/or documents. Only the President and/or Secretary shall have access to the locked container. Under no circumstances shall any other Board Member have access to the locked container.

Article VIII

Quorum

Fifty percent plus one (50% +1) of the Board shall constitute a quorum for the transacting of the Organization's business at regularly scheduled and special meetings.

Article IX

Order of Business

The order of business at all meetings shall be:

- A. Call the meeting to order.
 - B. Roll Call.
 - C. Approval of the minutes of the previous meeting.
 - D. Public Open Time (2-minute limit per person)
 - E. Reading of all correspondence.
 - F. Treasurer's report.
 - G. Reports of Officers/Directors and, if scheduled on the agenda, the reports of committee chairpersons.
 - H. Unfinished business.
 - I. New business.
 - J. Adjournment.
- OR
- A. Order of business to be determined by the President of the Rohnert Park Babe Ruth Baseball League as outlined in the President's Handbook of the Babe Ruth League, Inc.

Article X

Amendments

Amendments to these Bylaws shall be discussed at a Board meeting. Amendments shall require a majority approval by vote of Directors (quorum requirement must be met). Every Director shall vote for each proposed amendment, which shall then become part of these Bylaws, if passed. The President of the League will vote only in the event of a tie vote of the other Directors.

Article XI

Fees

Sign-up fees for membership in Rohnert Park Babe Ruth Baseball League shall be determined at a meeting prior to the start of the Spring League. Said dues shall provide each member's child or children the privileges of participating in the activities of the League.

Eligibility for tryouts shall be in accordance with Babe Ruth Baseball, Inc. regulations, including parental/guardian consent and proof of age. The player must live in Sonoma County and surrounding areas as permitted with Babe Ruth boundaries. The President or Vice President must review the birth certificate for any new player registering for the league. Scholarships will be available to any player whose family is unable to afford the registration fee. The President, Vice President and / or Treasurer shall determine the inability to pay in a manner that does not embarrass the person making the request.

The League offers a payment plan when a player cannot pay the entire fee at registration. Procedure: One-half of application fees 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 owed will be suspended until his account is paid in full or a silent work program has been established and agreed to by the parent/guardian and the League.

In addition, the League offers a silent work program. The number of "Silent Work Programs" the league will offer will be approximately 3 percent of the total number of league players. A parent/guardian must sign an agreement to donate 12 hours of their time to the League. The parent/guardian must have their donated time signed off by a Board member and must have hours completed prior to the League's 1st scheduled games.

Article XII

Drafting of players

Drafts of all players shall be held as slated in the Babe Ruth rulebook. Annually, the Player Agent and Managers, in conjunction with the Board of Directors, may agree on and recommend modified procedures. Such recommendations must be voted on and approved at the general board meeting preceding the draft.

Article XIII

Player requesting release

- A. Any player may request to be released from their respective team by submitting a letter to the Executive Board prior to the start of the player draft. If approved by the Executive Board, said player will go back into the draft based on the local rules approved by the Board.
- B. Players being released will have their name placed into a hat along with enough blank tags to provide a draw to each team. Each team will draw in draft order until the released player has been selected.
- C. In the event of multiple releases, only one player will be selected per round. Once a manager has selected a player, he is not eligible to pull until all managers have selected a player.
- D. The manager of the team with the requested release would not make a selection during that round.
- E. Players may request a release only once during their entire Cal Ripken eligibility.
- F. Player release, once submitted, is a binding agreement and cannot be resent.

Article XIV

Grievances

- A. The grievance process is intended to be used by players, parents, coaches or managers. The grievance process is not to be used by Board Members as a basis for challenging prior Board decisions.
 - a. Any and All grievances and complaints in any way related to Rohnert Park Cal Ripken/Babe Ruth Baseball League Inc., its players, parents, coaches, managers or board members, must be submitted to the Executive Board in writing within 24 hours. All parties involved in the grievance will be required to meet with the Grievance Committee within 48 hours after the filing. The Grievance Committee will then rule on the complaint and notify all parties and the Executive Board on its ruling within 24 hours after the meeting of the parties. All parties involved have 10 days to appeal to the full Board.
 - b. Failure to cooperate fully with the Grievance Committee will result in a Manager or Coach being suspended until the grievance is resolved.

- B. Appeals of decisions
 - a. A decision by any Committee or League Supervisor can be appealed to either the Executive Committee or the full Board. The original committee does not hear or decide if its decision can be appealed; the Executive Committee or full Board must hear it. If no time frame for appeal is written in the decision, then the time frame that can pass for hearing an appeal will be 10 days from the day the decision was communicated to the affected party. The full Board will be informed of appeals and the final decision. If the Executive Committee hears an appeal and renders a decision, it shall be final unless a majority of the Board votes to hear a further appeal.

- C. Protest - The procedures shall be as follows:
 - a. The manager must file notice that the game is being played under protest with the Home Plate umpire immediately at the time of the disputed decision and before the next pitched ball to the batter, or next play. The Home Plate umpire will then notify the other umpire and the opposing manager that the game is being played under protest.
 - b. No protest shall ever be permitted on judgment decisions by the umpire.
 - c. A written report setting forth all the facts of the protest pertaining to the alleged rule violation must be filed with the League President within forty-eight (48) hours of the date of the protest.
 - d. The protest will be heard on the alleged misapplication of the rule violation only. If there are secondary issues, they will be separated from the protest and handled by a League Supervisor or the Grievance Committee.
 - e. The League President will hear the Protest or appoint an unbiased committee of three (3) members of the league not connected with any of the teams to serve on that Protest Committee.

- f. Before a decision is made, a clarification and interpretation of the rule may be secured in writing from Babe Ruth League Inc.
- g. The League President or their appointed committee shall decide the decision of the protest. A written response shall be given to both parties within two (2) days of the decision. An appeal of the decision shall be made to the Executive Committee or the full Board within ten (10) days.
- h. Even if it is held that the protested decision violated the rules, no replay of the game will be ordered unless, in the opinion of the League President, the violation adversely affected the protesting team's chances of winning the game.

Article XV

Harassment Policy

It is the policy of Rohnert Park Babe Ruth Baseball League to provide an operational environment that is free of all forms of discrimination including incidents of sexual harassment. No individual shall be subjected to unwarranted verbal or physical sexual behavior. Sexual harassment will be treated as misconduct and will result in the application of appropriate corrective action, as determined by the Board, up to and including expulsion from the league.

Article XVI

Financial Audit

1. Audit Requirements

The League shall conduct a financial audit under the following circumstances:

- a. If the League's annual gross revenue exceeds \$2 million, an independent audit shall be conducted by a Certified Public Accountant (CPA) in accordance with the requirements of the California Nonprofit Integrity Act.
 - b. If the League receives federal funds totaling \$750,000 or more in a fiscal year, a Single Audit shall be conducted as required by federal law.
 - c. The Board of Directors may authorize a financial audit at any time, regardless of revenue, if deemed necessary to ensure transparency and financial accountability.
- #### **2. Financial Review**
- a. In years when a full audit is not required, the Board may opt to have a financial review or compilation performed by an independent CPA to assess the League's financial practices and controls.
- #### **3. Filing and Reporting**
- a. If an audit is conducted, the audit report shall be submitted to the California Attorney General's Registry of Charitable Trusts as required, along with the League's annual Form RRF-1.
 - b. The Treasurer shall ensure that all required financial filings, including IRS Form 990, are completed accurately and submitted in a timely manner.
- #### **4. Access to Financial Records**

- a. The League's financial records, including audit reports and financial reviews, shall be made available to members of the Board of Directors upon request and to the general membership during the Annual Meeting.

Article XVII

Cal Ripken / Babe Ruth Baseball Rules and Regulations

The Rohnert Park Cal Ripken Babe Ruth Baseball League shall be governed by the rules and regulations as set forth in the annual Cal Ripken Babe Ruth Baseball Rule Books 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., must play rule) or by direction of the City of Rohnert Park (i.e., field usage/availability). All changes made to the rules by Rohnert Park Cal Ripken Babe Ruth Baseball League shall be made in writing and distributed to all Managers and local Commissioners. All local league rules must be submitted to both Cal Ripken / Babe Ruth headquarters.

Article XVIII

Parliamentary Authority

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