

East Bridgewater Youth Basketball Association (EBYBA)

BYLAWS

Article I. Purpose and Mission Statement

- The purpose of the East Bridgewater Youth Basketball Organization (EBYBA) shall be to organize, promote, regulate and operate youth basketball programs in the town East Bridgewater.
- EBYBA shall operate a winter “town league” for students in grades two through eight and a winter “travel league” for students in grades four through eight, including separate programs for boys and girls.
- EBYBA may also offer and/or sponsor programs during other seasons, such as a summer program.
- The goal of EBYBA should be to promote an enjoyable experience for all children in the program, offering leagues and teams for players of all levels.
- No part of the income or assets of this organization shall inure to the benefit of any private individual or member
- Mission Statement
 - The East Bridgewater Youth Basketball Association has numerous goals. Paramount objective is for children to have fun while playing and learning the game of basketball. Furthermore, the EBYBA intends to nurture values such as personal development through goal setting in a group environment as well as an understanding of good sportsmanship, fair play, and teamwork. Coaches, officials, board members and volunteers have this philosophy as their prime intention and all policies, decisions and actions are based on that goal.
 - Our mission is to provide an encouraging, safe environment for players to enjoy learning and participating in the game of basketball and to teach through positive reinforcement.

Article II. Meetings (Regular, Special, Quorum) and Membership

- EBYBA Regular Meetings will be held at least once per month for all months (excluding July and August) and at other times as deemed necessary. Meetings may be canceled or rescheduled by the President and/or by a majority vote of all members present in a quorum at a given meeting.
- The President shall designate the time and place of meetings in advance, ensuring the posting of said schedule on the EBYBA website. Meetings should be no longer than two hours.
- In the month of June, there should be an annual meeting held in conjunction with the regular business meeting, at which time new officers will be elected (nominations shall take place at the May meeting). Also at the June meeting, a full and complete annual financial accounting of the financial condition of the EBYBA shall be made to the membership.
- By-Law changes should be proposed at the May meeting and voted on at the annual June meeting. By-Laws cannot be changed at any other time other than the annual June meeting

- Special meetings may be called at any time by the President. Also, any four members may request a special meeting through the President, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.
- A quorum shall consist of at least 6 members of the Board of Director officers at any regular or special meeting in order for EBYBA business to be conducted. A majority vote of the members present is needed to approve any business not otherwise specified in the Bylaws herein.
- At least 6 members of the Board of Directors shall be present at any regular, special, or Annual Meeting before the election of officers or amendments to the Bylaws can commence.
- A two-thirds vote of the members present is needed to approve amendments to the Bylaws. A majority vote of members present is required for regular and special meetings and to elect officers.
- General EBYBA Membership: Any adult at least eighteen years of age participating in EBYBA activities (e.g., as a referee, coach, board member) anytime within the past two years, and not already entitled to membership under the family membership qualifications is considered a general member of this organization.
- Family EBYBA Membership: Any parent or guardian of a registrant of a player in EBYBA shall be considered a member of this organization for one (1) year from the date of his or her last registration. No one shall be denied participation because of a lack of money to pay the registration fee.
- Each member shall have one vote in all matters. Roberts Rule of Order will govern all association meetings.
- To become a qualified EBYBA member with voting privileges, you must attend 50% of the last 10 board meetings.

Article III. Board of Director Positions and Duties

The Board of Directors (BOD) shall consist of seven (7) elected Executive Board officers and eight (8) Appointed Board officers. Initially on the meeting date when these By-Laws are adopted, and thereafter annually at the meeting to be known as the Annual June Meeting, or as needed to fill any vacancy, Executive Board (E-Board)officers shall be elected by a majority vote of the members present to the following positions. E-Board officer terms shall be one year in length, beginning on July 1st and ending on June 30th of the next year. The elected Executive Board officers shall consist of 7 members including President, Vice President, Secretary, Treasurer, Registrar, Purchasing Agent, and Sponsor/Fundraiser Coordinator.

The E-Board Officers and duties are as follows:

1. President. Sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed by the EBYBA are carried out, and develops the structure for the program of EBYBA. responsible for overseeing all board members and their corresponding duties, sets up and coordinates all meetings, mediate all arbitrations, delegate responsibilities, etc.

2. Vice President. Takes the place of the President when he/she is absent or incapacitated.

3. Secretary: Keeps a record of the actions authorized by the EBYBA, and notifies members of meetings and activities, including posting of the meeting minutes and By-Laws on the EBYBA website. Responsibilities include but are not limited to: keeping the minutes of the meetings, printing of documents to be distributed, setting up ballots for elections, and keeping results of elections.

4. Treasurer: Keeps a record of the EBYBA's receipts and disbursements and maintains all financial recordings of the organization. On at least an annual basis, the Treasurer shall post a summary of the EBYBA's financial standing to the membership via the organization website. Responsible for the league's account(s), procuring bills from purchasing agent, timely paying of bills, documenting all debits and credits in an account ledger, etc. Must keep the board updated on the financial status of league throughout the year.

5. Registrar Must advertise and distribute registration forms, coordinate registrations, compile a database of all registrants, coordinate the draft, amend the database to reflect team assignments, make sure all coach's, board members and emergency personnel have a master copy of the roster including emergency phone numbers and medical conditions. He/she must work in conjunction with town and travel coordinators as needed.

6. Purchasing Agent Works closely with the Registrar, Town and Travel Coordinators, duties include but are not limited to purchasing town uniforms, travel uniforms, basketballs, scorebooks, first aid kits and other equipment, items as voted upon by the board.

7. Sponsor/Fundraiser Coordinator Responsible for procuring sponsors for all travel and town teams, must work with registrar to see that sponsors get assigned to the correct team, also must organize "photo day" and distribute team photos and sponsor plaques in timely fashion. Responsible for setting up and running various fundraisers throughout the season as needed.

Appointed Board of Director Officers; The Appointed Board of Director officer positions are appointed by the President, with input from the other E-Board officers, who may nominate individuals to the President, for same appointed positions. The Appointed Officers term of office shall expire with the appointing President's term of office. The Appointed Board of Director Officer positions and duties are as follows;

8. Referee Coordinator (5th-8th grade)

Referee Coordinators are responsible for assigning referees for all town games for designated dates and times, confirming that the referees appear and complete their assignments, monitor cancellations and game date/time changes, training of refs etc.

9. Boy's Town 3rd-8th grade Coordinator

10. Girl's Town 3rd-8th grade Coordinator

Each Coordinator acts a liaison between divisional town coaches and the board. They are responsible for the distribution of all correspondence from the league to coaches, distribute all materials (coach's kits, schedules, handbooks, & forms), and notify coaches of changes in schedules. They should periodically attend town games to confirm that rules are being followed.

11. Boy's Travel Coordinator

12. Girl's Travel Coordinator

Each Travel Coordinator should act as a liaison between travel coaches, EBYBA board, and the entire travel league. Responsible for the distribution of all correspondence from board to coaches, (i.e. changes in schedules, rules, formats, cancellations due to weather, "make-up games", etc.), and from travel league to board, (i.e. rules, schedules, etc.). Responsible for working with the Registrar to get lists of players trying out for travel and getting final travel team rosters to registrar before town draft. Should attend travel league meetings and must report results of home travel games to league promptly. Should be present at all home games played at EBHS. Also responsible

for the recommendations to the Executive Board of Directors for all travel coach applicants prior to the process of selection to coach a travel team.

13. Scheduler Coordinator Must obtain and confirm available gym time, schedule all practices, schedule all town games, and assure travel home games are allocated as scheduled by travel leagues. Schedule changes should be avoided unless unavoidable situations are present (i.e. weather, school conflicts, etc). Work with town & travel coordinators to get schedules to coaches in timely manner, prior to the start of the season. Schedules should be drafted for the entire season and changes on short notice should be avoided.

14. Second Grade Coordinator Responsible for organizing the second graders into manageable groups conducive for instructional play. They are responsible for the distribution of all correspondence from the league to the players including schedules, handbooks, & forms.

15. Summer Coordinator Responsible for managing the summer program including registration, scheduling, organizing referees and coaches, cancellations due to weather as well as acting as a liaison between the players, coaches, referees and the Board.

- Nominations for all E-Board officer positions will take place in May of the year in which a term expires. If absence from the June Annual Meeting is unavoidable, appropriate proxies may be submitted at the May meeting, to elect E-Board members to serve in officer positions.
- The entire Board of Directors (E-Board and Appointed Officers) shall be the governing body with full legal authority and responsibility for the management of the EBYBA. The Board of Directors (BOD) shall oversee the budget and major plans and policy decisions, including disciplinary issues of EBYBA members. The BOD shall be responsible for the administration of the organization and its resources.
- The term for each E-Board officer shall be one year, from July 1st through June 30th.
- Vacancies may be filled at any meeting by a majority vote of the quorum present at a meeting in which a member has been nominated for a vacant position. The new officer shall complete the vacating officer's term.
- Removals of any Board of Director officer may only take place at an actual meeting of the BOD with a quorum present.
- Members may occupy more than one Appointed officer position, but will only maintain one vote. Members cannot hold more than one E-Board position.

Article IV. Removal of an Officer

- If a Board of Director Officer does not fulfill his/her duties required as described in Article III, that member can be notified in writing of a meeting at which his/her removal from office will be discussed and voted upon by the membership. Removal of an officer may only be initiated by a formal written, signed complaint to the President.
- At that meeting, a majority of the Board of Directors must be present.
- The President may present statements to the membership in an effort for the officer to retain his/her position and/or explain the reasons why dismissal is being sought. Any request to remove an officer must be made in writing to the President and signed by said petitioner.

The officer subject to possible removal shall have the right to defend him/herself to the board and/or membership.

- Removal from office will occur only by two-thirds vote of the Board of Directors at the meeting

Article V. Finances

- The fiscal year of EBYBA shall begin on July 1 of each year and end on June 30 of the following year.
- The President, via the Treasurer, shall make available and distribute an annual financial report by the end of the fiscal year.
- Expenditures: All program expenditures in excess of \$100 must be approved by a majority vote of members present at a meeting.
- The Treasurer will file the appropriate documentation to ensure compliance of the organization's status as a 501(c)(3) Non profit organization and compliance with the Massachusetts Attorney General's Office Charitable Divisions, which requires that an annual report be filed with the AG's officer within 90-days of the end of the organizations fiscal year.

Article VI. Coaches Selection

- The President shall ensure that notice is posted via the organization's website, informing any interested parties to submit, in writing, by a posted deadline, their interest in coaching a town league team, travel league team, or both.
- Interested coaching candidates should include in this written notice, their background, qualifications, and/or other information supporting their desire to fulfill a coaching position. The EBYBA recognizes the importance of volunteers to the program and when filling coaching positions, they will not only consider basketball experience, but dedication and commitment to the program and its youth players.
- As a general guideline the Executive Board of Directors will be looking for prospective coaches that have good character, ability to motivate and make basketball fun, licensing or other training, teaching ability, basketball experience and knowledge, demonstrated success in supporting the goals of EBYBA or other sporting programs with similar values, organizational skills and commitment. Beyond these general points the Executive Board of Directors will evaluate the applicants based upon the below listed criteria
- In the case of an overabundance of coaches the criteria to be followed by the Executive Board of Directors in no particular order is as follows:
 - a. Previous coach in the EBYBA
 - b. Previous coach in the age group
 - c. Incoming coach to a division from any division
 - d. Previous assistant coach in an age group
 - e. Incoming assistant coach to a division
 - f. Coaches license or other coaching experience
 - g. Years coaching
 - h. In Good Standing with the league
 - i. Their willingness to conform to the EBYBA bylaws and the goals of the

league

- Once the posted deadline has passed for all parties to submit their interest in coaching an EBYBA team, the Executive Board of Directors shall review the submissions along with the recommendations by the travel coordinators and the Executive Board of Directors shall nominate and vote to fill all coaching positions. Head coaches should be nominated and voted upon for all teams (Head coach only for town league if not enough candidates exist). The Head coach pending the approval of the Board may select assistant coaches.
- Board members are not eligible to vote for themselves for a coaching position

Article VII. Travel League Team Selection

- All EBYBA Travel League teams should, at the direction of the Board of Directors, hold tryouts for all travel teams
- Tryout dates should be posted with advance notice via the EBYBA website and/or other posted means of communication.
- The Travel Coordinator shall determine a Tryout Evaluator team for all travel team tryouts. The Tryout Evaluator Team should include at least two independent evaluators and the Head Coach of the designated team. The Travel Coordinator will oversee the Tryout Evaluator Team and act as the liaison to the Board of Directors
- There shall be at least two separate tryouts for each team, monitored by the same evaluator team. The Head Coach, with guidance from the Travel Coordinator shall determine the maximum team roster number.
- Head coaches under the guidance of the Evaluator Teams and the Travel Coordinators shall determine the final travel team roster and notify all players, including players selected and players not selected, in a responsible and respectable manner.

Article VIII. Town In-House Team Selection

- The Town League Coordinators, in cooperation with the Registrar, should, based upon the number of players, determine the number of town teams. Depending upon the number of available town coaches, town roster size should be set so as to ensure the most possible amount of playing time available.
- Coordinators and the Registrar shall be mindful of returning players with Travel Team experience, when selecting town teams. All efforts shall be made to evenly assign Travel Team players equally among all town teams.
- Coordinators and the Registrar shall attempt to assign players to teams with the goal to make all teams as equal as possible to ensure fair play throughout the season.

Article IX. Disciplinary Procedures

- A grievance/disciplinary committee will make recommendations to the Board of Directors for the outcome of all grievances and/or complaints. Complaints between any EBYBA participants will be brought before this committee. The committee will consist of at least (3) E-Board officers and at least two (2) Appointed Board officers designated by the President.

- The Grievance/Disciplinary Committee;
 - Shall have the authority to recommend discipline to the entire Board of Directors, including up to suspension or dismissal to any member whose conduct is considered detrimental to the best interest of the association. A 2/3rd's vote by the Board of Directors shall determine the final disposition for any discipline matter.
 - Shall have the authority to act in cases of serious misconduct of any youngster. It shall have the authority to recommend to the Board of Directors, up to suspension and/or make recommendations to the Board to suitably deal with any violation of the association.
 - Shall have the authority to recommend to the Board of Directors suspensions or expulsion of any member, coach, player, or participant of the EBYBA on matters related to the Sportsmanship, conduct and/or violation of By-Laws, or rules of play as determined by affiliated leagues (including Travel Leagues).
 - All discipline matters, including suspensions or expulsions, must be approved by a two-thirds vote of the Board of Directors.
 - Complaints may be filed and heard for alleged infractions, which may include;
 - a. Unsportsmanlike behavior by player, parent/guardian, association member and/or coach
 - b. Play Time violation
 - c. Any rule violation by a player and/or coach
 - d. Inappropriate spectator behavior
 - e. Game ejection
 - f. Abusive behavior, language of any association member, player, coach, etc
 - g. All other inappropriate behavior
 - Complaints may be made against any association member, including a player, coach, parent, spectator, Board of Director member or other involved party.
 - In the event that a conflict of interest exists between a complainant and any Grievance/Disciplinary Committee member or if a member is unable to attend a disciplinary hearing, the President may appoint an impartial Board of Director member to said committee.
 - All complaints **MUST** be submitted in writing to the President within ten (10) days of the alleged incident. Once the written complaint is received, the President will promptly form and notify the Grievance/Disciplinary Committee of the complaint in order for them to initiate a timely investigation.
 - The Board of Directors may, by unanimous decision, initiate the discipline process for a violation received after ten (10) days of the alleged incident by a 2/3rd's vote.

- The President will designate a member of the Executive Board to lead a fair and impartial investigation of the written complaint, including requesting a written explanation from all involved parties and/or including interviews of potential witnesses, etc.
- If a selected Executive Board member is deemed to have a conflict of interest with any complaint, the President shall designate another Executive Board member to lead the complaint investigation.
- Within twenty (20) days of receipt of the written complaint the President shall hold a special meeting in order for the Grievance/Disciplinary Committee to discuss the complaint and investigation with the Board of Directors
- The President will schedule a Grievance/Disciplinary hearing of the Board of Directors and the affected parties (including notification to the complainant and the involved party) within thirty (30) days of receipt of the written complaint. At said hearing, the Grievance/Disciplinary Committee shall present its investigation findings. The member against whom the complaint was filed is allowed to make a presentation to the Board and/or the Board may ask questions of said party as well.
- All complaints must be in writing from an identified person. Anonymous complaints will not necessarily initiate the grievance/disciplinary process.
- Anonymous complaints should be evaluated by the designated Executive Board member and include a recommendation to the Grievance/Disciplinary Committee if further investigation is warranted.
- Grievance/Disciplinary decisions of the Board of Directors must be made in writing to the involved party and complainant within ten (10) days of the Grievance/Disciplinary hearing.
- The Grievance/Disciplinary Committee decision may include, in no particular order, findings of no violation, verbal reprimand, written reprimand, suspension, dismissal of duties or other action. The duration of the disciplinary action is at the discretion of the Grievance/Disciplinary Committee.
- A two-thirds (2/3's) vote of the Board of Director members is required for a final grievance/disciplinary decision. Any committee member who is deemed to have a conflict of interest in a complaint, shall recuse him/herself from the entire disciplinary hearing process
- Affected parties may file a final appeal within ten (10) days of the Board of Directors decision. Appeals must be made in writing to the Board of Directors, who will have ten (10) days to review the appeal and inform the involved party of the Board of Director's decision of the appeal.
- Decisions of the Board of Directors take effect on the day rendered and are final.
- A referee's game call is not a grievable offense