

# ***Easthampton Basketball Association By-Laws***

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### ***ARTICLE 1: RECOGNITION CLAUSE***

This organization shall be known as the Easthampton Basketball Association Inc., hereinafter referred to as the "EBA".

### ***ARTICLE 2: MISSION STATEMENT***

The goal of the EBA is to promote a basketball program that instills the ideals of good sportsmanship, teamwork and respect for one another. The EBA strives to promote an environment that enables the players to reach their full potential while encouraging them to become well-rounded members of our community. Winning games is secondary to providing a positive experience.

### ***ARTICLE 3 – BOARD MEMBERSHIP***

The management, property and affairs of the EBA are vested with the Board. The Board is comprised of the five (5) Executive Board members and a maximum of ten (10) Directors for a total of fifteen (15). Any person, aged eighteen (18) years or older, is eligible to serve on the Board. Upon election, the Board members, immediately commence the performance of their duties, and shall continue until they resign or their successors have been duly qualified and elected.

If a Board vacancy occurs that position may be filled by a majority vote of the remaining Board members at any membership meeting. Board membership carries with it the following responsibilities:

- A. The pursuit of the goals of the Association.
- B. Attendance at scheduled meetings and voting on specific motions brought before the Board.
- C. Participation in the activities of the Board and the administration of the Association's programs.

Board membership can be terminated via resignation or by a vote. If a member fails to attend three (3) consecutive meetings, does not comply with assigned responsibilities or if their conduct is considered detrimental to the best interest of the Association; the member may be dismissed by a majority vote of the Board provided there is a quorum.

### ***ARTICLE 4 – MEETINGS***

Notice of any Board meeting shall be requested at least 7 days in advance setting the date, time, and location of said meeting. The Annual meeting and General meetings are public meetings; however, the President reserves the right to move to executive session, when proprietary, personal or confidential information is being discussed or is on the agenda. During this session only board members are allowed to be at the meeting and all minutes are not subject to open review.

All meetings will be run in an orderly manner. The Secretary or other Executive Committee member shall record all motions - the maker, the second and the subsequent vote - as part of the meeting minutes.

### ***Section 1 – Annual Meeting***

The annual meeting will be held on the first Sunday of April in each year for the purpose of electing the Executive Board (*Art. 6, Sec 1*) and Directors. Executive Board elections will occur biennially and Director elections will occur annually only if there is a vacancy. The Secretary shall administer the nomination and election process for all members. The Board shall conduct “normal” business once said voting is completed.

### ***Section 2 – General Meeting***

General meetings will be held monthly but can occur more frequently as determined by the Executive Board. The initial fifteen (15) minutes is reserved for a "public forum" in which any individual may come before the Board and speak on a pertinent issue. During public forum, board members shall listen to the issue being discussed and not engage in direct dialog on the topic until the public has finished speaking. The President has the authority to curtail any speaker if he or she deems the comments to be hostile, aggressive, profane, vulgar, or derogatory toward any board member.

Any motions involving changes in rules shall be brought before Board for consideration, discussion and vote.

### ***Section 3 – Executive Board Meetings***

The President at his or her discretion may call Executive Board meetings to facilitate administrative matters. Executive Board meetings are not public meetings; however, minutes must be maintained and distributed to all Board members before the next General Membership meeting. No voting can take place at an Executive Board meeting other than as it pertains to disciplinary policies (*Art. 11, Sec. 2*).

## ***ARTICLE 5 – VOTING REQUIREMENTS***

### ***Section 1 - Quorum***

A Quorum is required to have a vote at all Board meetings. For General Membership meetings, a Quorum shall constitute one (1) member above 50% of the entire Board. All Board members are entitled to one equal vote. If a QUORUM exists, a majority vote of those present shall be sufficient to decide any matter.

For Executive Board meetings, a majority of the total Executive Board members shall constitute a Quorum for disciplinary voting (*Art. 11. Sec. 2*).

### ***Section 2 – Absentee Voting***

Absentee voting is allowed for topics that have advanced notice such as, but not limited to, the election of the Executive Board. Absentee votes must be submitted in writing to the Secretary prior to the meeting start time. The Secretary will record and submit these votes during the election process. Any vote submitted after the meeting start time will not count. No absentee voting is permitted for topics that are presented during the course of any meeting. Only the membership present can submit vote on these topics. Absentee votes shall not count towards meeting Quorum requirements.

### ***Section 3 – EBA Action Taken without Meeting***

Any action taken by the Board without a formal meeting requires consent from the entire membership in writing. The Secretary must gather such consent via Email or other written correspondence. Once consent is received, votes can be received in writing (Email) and standard Quorum voting procedures apply.

## ***ARTICLE 6 - COMMITTEES***

The primary standing committee of the Board is the Executive Board; however, the Board may maintain other standing committees to ensure the smooth operation of the league during the season. The standing committees carry out those functions assigned to them by the by-laws and policies adopted by the EBA or any other duties specifically delegated by the membership.

### ***Section 1 - Executive Board***

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and a League Coordinator all of who shall hold office for the ensuing two years or until their successors have been elected. As in Article 3, Executive Board membership can be terminated via resignation or by a vote. Once elected, his or her successor shall complete the remainder of the two year term.

### ***Executive Board Duties***

- A. The President shall call meetings, prepare the agenda, and preside at all meetings. The President is responsible for overseeing the preparation of the annual budget.
- B. The Vice President shall so serve in the absence of the President.
- C. The Secretary shall record all votes and shall take the minutes of all meetings and distribute them to the membership within seven (7) days after the meeting date. The minutes will remain available for future reference. The Secretary will also prepare and oversee the biennial nomination and election process of the Executive Board.
- D. The Treasurer shall collect, record, and deposit any funds received; disburse funds as directed, and maintain financial records concerning receipts and disbursements. (*Art. 7, Sec. 1*). The Treasurer is responsible for providing a financial update at each meeting which includes presenting updated financial statements (*Art. 7, Sec. 3*).
- E. The League Coordinator shall oversee: the C.O.R.I. process, the development of league schedules, post standings and coordinate timer, scorers and shot clock operators.

All matters pertaining to the discipline of players, coaches, fans, and officials shall be vested in the Executive Board (*Art. 11*). The organization of any financial audit (*Art. 7, Sec.4*) and the biennial By-Law update procedures shall be vested in the Executive Board (*Art. 12*).

## ***ARTICLE 7 – FINANCE AND ACCOUNTING***

### ***Section 1 – Treasury Activities***

The Board shall decide on all financial matters of the EBA and it shall place all income and other monies into a common treasury. All monies received shall be deposited in a bank account approved by the Board. All monies shall be requested by check or credit card and cash should only be accepted when there are no other options. The Board will accept contributions or donations for the common treasury. All funds deemed to be not crucial for operation may be placed in Certificate of Deposit (CD) for a period of time to be determined by the Board.

The contribution or disbursement of funds in the name of the EBA for any purpose other than the conducting EBA activities must be presented to the Board for discussion and vote.

Disbursements shall be made by **check** and signed by the Treasurer. The President and Vice President are also authorized to issue disbursements by check, in the event the Treasurer is unable or incapacitated. **No payments shall be made in Cash.**

### ***Section 2 – Registration Fee***

A reasonable registration fee shall be assessed to assure the operational continuity of the EBA. The registration fee will be established by the Board prior to the start of each season. This fee will be documented in the Operations Manual and updated as necessary. At no time shall payment of any fee be a prerequisite for participation in the EBA; however the registrant must follow the prescribed procedure for a partial or full registration fee subsidy. This procedure will be communicated to registrants as part of the annual registration process. In all cases where the procedure is not followed or the registrant does not qualify for the subsidy, failure to pay the registration fee prior to the Jamboree will preclude the registrant from receiving a game jersey / uniform and the registrant will not be able to participate until the fee is paid or the waiver procedure is completed.

Any request for waivers or reduced fees must be presented in writing to the President per the documentation requirements set forth in the Operations manual. The President will either establish a payment program with the individual or recommend waiving such fees outright to the Board. The President shall not have the authority to waive such fees without a Board vote.

### ***Section 3 – Financial Statements***

The Treasurer will prepare a comprehensive month end Income Statement that includes up-to-date income and expense information as well as a current Bank Account reconciliation. These documents must be distributed to the Board no later than seven (7) days before the next scheduled meeting. The Financial Statements must be reviewed and approved by the Board at said meeting. The President may set aside this requirement during the “off season” when there is minimal Treasury related activity.

### ***Section 4 – Right to Audit***

An annual audit may be authorized by the Board at the close of each season. All pertinent files and receipts shall be turned over to the auditor for scrutiny and approval. The Board shall decide which individual or organization outside of the Board shall conduct the audit.

## **ARTICLE 8 – PLAYER MEMBERSHIP**

### ***Section 1 - Eligibility***

Any child in grades 1 through 12 who resides within the established boundaries of the EBA, with at least one parent or legal guardian (i.e. a foster parent or other adult who has documentation permitting that adult the right to make major medical, legal, and education decisions on behalf of the minor child) shall be eligible for participation. Anyone who participates in Suburban, Junior Varsity or Varsity High School basketball programs are not eligible to play basketball in the EBA.

Other eligibility requirements may be established in the first regular board meeting of the season and kept as part of the Registrations Section of the Operations Manual. In the event that there are more players than roster openings in a given division, placement preference shall be determined by registration date.

*Exception:* A minor child who begins a season in the EBA according to the aforementioned requirements, but who subsequently moves outside the established boundaries during the course of the playing season, may finish that season in the EBA.

*Variance:* Any child who resides outside the boundaries of Easthampton and whose town does not offer recreational basketball program or attends school in Easthampton may be eligible. Any child who attends Hampshire Regional School from grades 7-12 and does not participate in Suburban, Junior Varsity or Varsity High School Basketball is also eligible, as long as they do not take the place of an Easthampton resident.

### ***Section 2 – League Parity***

The Board is responsible for monitoring and resolving any matters involving league parity. All rosters are sole property of the EBA and are subject to change at the discretion of the Board.

## **ARTICLE 9 – COACH SELECTION**

### ***Section 1 – Eligibility***

Coaches shall be selected and appointed annually by the Board with the approval of a majority vote of the Board if the number of applicants exceeds the number of open slots. Coaches may participate in the selection of their teams. They are encouraged to be certified by the National Youth Sports Coaches Association (N.Y.S.C.A.) and concussion training is also highly recommended.

### ***Section 2 – C.O.R.I.***

All coaches must meet a Criminal Offender Records Investigation (C.O.R.I.) background check. If a coaching applicant refuses to participate in a C.O.R.I. they will not be allowed to coach. If a coaching applicant has a record with disqualifying criteria the record goes before the Executive Board. If the disqualifying factor has no mitigating circumstances, the applicant is noted confidentially that he or she will not be permitted to coach. If however, there is a disqualifying factor, but there are substantial mitigating factors, this information will be taken

into account by the Executive Board who will make the final determination whether this person is permitted to coach.

### ***ARTICLE 10 – SPORTSMANSHIP MANDATE***

The EBA is committed to encouraging and promoting good sportsmanship at all EBA sponsored events and maintaining a positive environment for our basketball participants at all age levels. Good Sportsmanship applies to players, coaches and spectators and it must be exhibited through a respect for the rules, the courteous treatment of opponents, officials and gym supervisors. The EBA asks that coaches control their players and fan base by setting a good example and by addressing unsporting behavior before it escalates.

Failure to exhibit good sportsmanship by a player, coach and/or a fan may result in disciplinary action including but not limited to technical fouls, game ejections and suspension from league activities. Failure to leave the gymnasium promptly when directed to or returning to any gymnasium being utilized for an EBA event before a suspension is lifted may result in a team forfeit.

### ***ARTICLE 11: DISCIPLINE POLICIES***

#### ***Section 1 – Policy***

Any player or coach who is ejected from a game due to unsporting or flagrant technical foul(s) is automatically suspended for their team's next two (2) regularly scheduled games and is not afforded the opportunity to appear before the Executive Board. It is the Referee's or game administrations responsibility to inform the President in writing of the events leading up to the ejection. Any player or coach who is ejected from two (2) games during a season due to unsporting or flagrant technical foul(s) is suspended from all league activities until the individuals appear at an Executive Board disciplinary meeting.

#### ***Section 2 – Disciplinary Meeting***

The process will be closed to the public and there are no formal rules of evidence. The Executive Board may call on any individual it believes is necessary to resolve the issue. The Executive Board shall have the power to make the final decision on retention, suspension, or revocation of future participation. The decision of suspension or revocation will be determined by a majority vote of the Executive Board. The President will notify the individual of the Executive Board's decision within 48 hours of the meeting date. The decision is binding and there is no appeals process.

### ***ARTICLE 12 – AMENDMENTS***

These By-Laws shall be reviewed and updated as necessary every two (2) years. They may be amended, repealed, or altered in whole or in part by a two thirds (2/3) vote of the Board, provided notice of a meeting and the proposed changes are given in writing seven (7) days prior.

Adopted on present July 27, 2014, by a 2/3 vote of members.