**BY-LAWS**

**METHUEN YOUTH BASKETBALL ASSOCIATION. (MYBA)**

**8/25/2025.**

**ARTICLE 1: MISSION STATEMENT:** The Methuen Youth Basketball Association (MYBA) is a non-profit organization that provides organized basketball for youth. Our goal is to help players build self-esteem and self-confidence while teaching them the value of teamwork and sportsmanship. We believe that character development and having fun are as important as skill development. All coaches and volunteers are expected to be ethical role models and prioritize the well-being of the children of the community.

**ARTICLE 2: ANTI-DISCRIMINATION POLICY:** The Methuen Youth Basketball Association (MYBA) is committed to providing an inclusive and welcoming environment for all participants regardless of race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, or other protected status. Discrimination or harassment of any form will not be tolerated and will be addressed promptly and effectively to maintain a positive and respectful environment for all members and participants.

**ARTICLE 3: CONFLICTS OF INTEREST POLICY:** All board members, coaches and volunteers of the Methuen Youth Basketball Association (MYBA) shall act in the best interest of the association. They must disclose any personal, familial or financial interests that could potentially influence their decisions or actions within the organization. In cases where a conflict of interest may arise, the individual in question must abstain from the decision-making process. The Executive Board reserves the right to review and rule on any matters related to conflicts of interest.

**ARTICLE 4: EMERGENCY PROCEDURES:** In the event of an emergency during MYBA practices**,** games, or events the following procedures should be followed:

**a) Immediate assistance:** Depending on the severity of the situation, contact emergencyservices by calling 911.

**b) Evacuation:** Designated officials and coaches will guide all participants to the nearest safe exit and convene at a predetermined safety location. A roll call or headcount should be conducted to ensure accountability of all participants.

**c) Emergency contact:** Coaches must have access to emergency contact information for all players under their supervision and notify the player’s emergency contact promptly.

**d) Documentation:** Any incidents requiring emergency services must be documented and reported to the In-House Program Director (s) or Travel Director(s) as soon as possible afterthe event.

**ARTICLE 5: FISCAL YEAR :** The fiscal year begins on July 1st and ends June 30th of the

following year.

**ARTICLE 6: MEMBERSHIP: Membership is divided into three categories:**

1. VOTING Members. Voting members consist of the Board members whose number will be between 15 and 45. They will be elected at the last scheduled meeting of the fiscal year. Once elected, board members can be assigned to different positions as needed without additional vote.

2. YOUTH MEMBERS (NON-VOTING). Youth membership includes boys and girls in grades PreK through 8th. The organization may also have a high school division for grades 9th through 12th. Teams will be gender-specific.

3. ADULT MEMBERS. (NON-VOTING) All coaches, assistant coaches, and other volunteers listed on team rosters must submit and pass a Criminal Offense records Investigation (CORI) to participate.

EXCEPTIONS. If a special request is not covered by these by-laws, The Executive Board will review it on a case-by-case basis and rule accordingly.

**ARTICLE 7: BOARD MEMBERS & ELECTIONS**: Board members are elected by a majority vote of the existing voting members present at the final board meeting of the fiscal year. Individuals interested in a board position must notify the President or Vice President. Approved candidates will be recommended to the voting membership at the election meeting.

**Executive Board** Executive Board consists of the President, Vice-President, Treasurer, Travel Director(s) and In House Program Director(s). The President will also select two “At-Large” individuals to serve on the Executive Board, bringing the total to seven to nine members. Executive Board members must also be on the Board of Directors. The Executive Board is responsible for making decisions on time-sensitive issues that arise between board meetings and will report their actions at the next scheduled meeting. They are also responsible for interpreting the spirit of the by-laws.

**ARTICLE 8: RESPONSIBILITIES OF THE BOARD MEMBERS:** Board Members will:

* Decide the general operations of the league by a majority vote. Each board member has one vote, with the President voting to only break a tie. Members must be present to vote.
* Approve all expenses for the association’s operations. A Financial Committee may be established to set fees and approve all budgets.
* Set all rules and regulations for all divisions within the association
* Solicit and approve a Referee Association to provide and assign referees for travel and in-house games. The contract term should be one year.
* Approve any appointments or termination of any non-elective positions.
* Remove any elected board member for cause with a majority vote of the board members in attendance at a meeting.
* Review and change the league’s by-laws. Any changes must be approved by a majority of the quorum of 10 board members at an in-person meeting. All members must receive a minimum of seven days’ notice for the meeting.
* Assist with MYBA events, including tournaments, registrations, tryouts and fundraisers.
* A scholarship committee consisting of Executive Board members, will be responsible for selecting scholarship winners.

**ARTICLE 9: MEETINGS:** MYBA Board members must meet a minimum of two times per year to discuss league business.

* General meetings may be held as needed and are open to the league members. Only the elected board members may vote.
* A **quorum** for the MYBA board is 10 members. A special meeting can be called by the President or Vice President, but a binding vote can only occur if at least ten members are in attendance.
* The board can vote on non-critical issues via email when initiated by the President in the interest of time.

**ARTICLE 10: DUTIES OF BOARD MEMBERS BY POSITION:**

**1. PRESIDENT**

* Acts as the Executive Director, responsible for all association activities.
* Appoints special committees and serves as a member of all boards and committees.
* Serves as the primary point of contact for the school department. No other member should contact the school.
* Allocate gym time to the Program Directors and approves all gym schedules
* Authorize the Treasurer to pay all approved budget expenses. Any unbudgeted expenditure of $500.00 or less requires only the President’s and Treasurer’s approval. Expenditures over this amount require board approval.
* Represents the league at youth commission meetings
* Is responsible for overall operation and profitability of MYBA tournaments.

2. **VICE-PRESIDENT**

* Reports to the President and oversees the Program Directors
* Assumes the President’s responsibilities in their absence.
* Is jointly responsible for the general operation and philosophy of the league.
* Works with Directors to handle issues as they arise.
* Is Responsible for the overall operation of the MYBA tournament.

3. **TREASURER**

* Reports to the President
* Is responsible for the dispersing all money as outlined in the by-laws.
* Submits a treasurer’s report at board meetings and provides a copy of a year -end financial report to the Board members.
* Provides financial documentation to the association’s accountant for the local, state and federal reporting.
* Maintains all bank accounts and can request an assistant to help with this task.

**4. SECRETARY**

* Reports to the President
* Is responsible for the official minutes of all board and general meetings. Copies will be distributed to the Board.
* Is responsible for any written communication issued in the name of the Association with copies distributed to the Board.

**5.**  **TRAVEL PROGRAM DIRECTOR(s)**

* Reports to the President
* Is responsible for the overall operation to the travel program
* Represents MYBA at travel league meetings and events
* Interprets league travel rules and educates MYBA Travel coaches
* Sets guidelines and goals for travel teams
* Monitors coaches’ and assistant coaches’ performance and can recommend their suspension or removal for just cause.

**6. EQUIPMENT MANAGER**

* Reports to the President
* Acquires uniforms and equipment for all programs.
* Establish a communication timeline with Travel Directors.

**7. SPECIAL PROGRAM REPRESENTATIVES (PreK-2, High School, Unified)**

* Reports to the President
* Oversees their identified program (PreK-2, High School, Unified).
* Official guidelines, rules and regulations for these are being developed.

8. A**DVISORS**

* Report to the President
* Advisors are individuals with specific knowledge, skills, or experience (e.g., long- term board members, high school coaches, legal or accounting professionals)

**9. DEVELOPMENT DIRECTOR**

* Reports to the Vice-President
* Provides opportunities for skills improvements to player and/or coaches

**10. IN**-**HOUSE PROGRAM DIRECTOR(s)**

* Reports to the Vice-President
* Is responsible for overall operation of their divisions including scheduling, tryouts, roster selections and rule enforcement.
* Oversees their division coordinators
* Coordinates gym time allocated by the President to their coordinators.
* Must report any disciplinary action to the Vice President and the appropriate coach within 24 hours.

**11. DIVISION COORDINATORS**

* Reports to the In-House Program Director(s)
* Is responsible for the overall operation of their assigned gym on game days including the score clock, medical kit, benches and crowd control.
* Recommends disciplinary action to the In House Director for any coach, player or spectator who violates the Association’s Rules.
* Can take immediate action (e.g. benching, suspension, ejection) when the situation warrants.
* Must report any disciplinary action to the In House Director and the appropriate coach within 24 hours

**12.** A**SSISTANT COORDINATORS**

* Reports to the Division Coordinator
* See Addendum 2 for possible additional responsibilities

**ARTICLE 11: DUTIES OF COACHES:**

**HEAD COACH**

* Must have a clear CORI (check)
* Must fulfill all duties outlined in the Coaches Code of Conduct
* Must implement MYBA coaching goals for their division
* Is expected to attend at least one coaches’ clinic (when offered)
* Represent their team at all coaches’ meetings
* Is responsible to the board for the behavior and actions of themselves, their assistants, players. parents and spectators.
* Must report all disciplinary actions, including technical fouls and game ejections, to their division coordinator.
* Must implement the Player’s Code of Conduct and report any issues involving coaches, referees or MYBA staff to the appropriate director.
* Must report any injuries requiring medical attention to the Travel or In House Directors.

**ASSISTANT COACHES**

* Must have a clear CORI check
* Assists head coach in supervising and teaching players
* Assumes the responsibilities of head coach in their absence
* Follows and enforces the Code of Conduct (Coaches, Parents, Players).

**APPOINTMENT AND REPLACEMENT OF COACHES**  The board will consider all vacancies and review applications based on qualifications, experience and seniority. MYBA can remove or refuse to appoint any coach for any reason. All board decisions regarding coaches are final.

**ARTICLE 12: DISCIPLINARY ACTION (APPLIES TO IN HOUSE COACHES AND PLAYERS):**

* All disciplinary action will be handed down by the President or their designee
* A recipient of a second technical foul in a season (including playoffs) will receive a one game suspension, which must be served during the next game they attend.
* A recipient of a third technical foul in a season will face immediate, ongoing suspension until the Executive Board approves their reinstatement.
* Any person (coach, player, parent or spectator) ejected from a game, gym or school will be subject to suspension from future league sanctioned events.

**ARTICLE 13: APPEALS:** The Executive Board will act as the Ethics and GrievanceCommittee**.**

* Any suspension may be appealed to the Executive Board in writing within 24 hours of the notification. The decision of the Executive Board is final.
* Any player, parent, or coach may appeal disciplinary action taken by a coach or league official to their respective directors. The appeal must be reviewed by the Executive Board.
* During an appeal the individual cannot attend MYBA events. The Executive Board will meet as soon as possible to address the appeal.

**ADDENDUM 1**

Examples. Moving a child to another playing level (grade or division

Playing a child before the appropriate grade level

**ADDENDUM 2**

Recruitment of Coaches

Distribute CORI forms

Responsible of well- being of facility

Oversees all gyms

Responsible for all registrations, tryouts, player drafts, distribution of equipment and coordinating scorekeepers

Distribution of league Rules and Codes of Conduct

Maintain standings

Ensure medical kits are filled

Distribute and collect basketballs

Oversee In-House Tournament team