

METHUEN YOUTH BASKETBALL ASSOCIATION

BY-LAWS

ARTICLE 1. MISSION STATEMENT

The Methuen Youth Basketball Association (MYBA) is a volunteer non-profit organization dedicated to helping youth build self-esteem and self-confidence through organized basketball. The MYBA strives to educate and motivate each player to achieve their own individual level of success. Character development is stressed through teamwork and sportsmanship remembering that the primary goal is for the children to have fun. Coaches and volunteers will always conduct themselves as ethical role models focused on the welfare of the children of our community.

ARTICLE 2. FISCAL YEAR

The fiscal year begins the first day of July and ends the last day of June the following calendar year.

ARTICLE 3. MEMBERSHIP

A. VOTING MEMBERSHIP

- a. The voting membership will consist of the Board of Directors.
- b. The election for Board Members shall be at last scheduled meeting of the year.
- c. The board will number between 15 and 45 directors. All voting board members will have specific titles and responsibilities. *See amendment 3 MYBA Board.
- d. Once elected onto the board, members can be moved to different positions as needed and without a vote.

B. YOUTH MEMBERSHIP (NON-VOTING)

- a. The divisions will consist of boys and girls in grades 3-8.
- b. Teams will be gender specific.
- c. There will be a high school division with grades 9-12 if applicable.

C. ADULT MEMBERS (NON-VOTING)

All coaches and assistant coaches listed on team rosters as well as any other adults who volunteer their services. All adult coaches must submit and pass a CORI (Criminal Offense Records Investigation).

D. EXCEPTIONS

If there is a special request that is not covered by the By-laws, the Executive Committee will consider them on an individual basis and rule accordingly. See Addendum 1 for some examples

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ARTICLE 4. BOARD OF DIRECTORS

Election shall be by majority of the voting membership present at the final board meeting of the fiscal year. Individuals interested in becoming board members must notify and then meet with the executive committee for an interview. Acceptable candidates will be recommended to the voting membership at the election meeting.

A. EXECUTIVE COMMITTEE

The executive committee will consist of the following seven members of the board of directors; President, Vice President, Treasurer, Travel and In-house Program Directors, Development Director and one At-large director selected by the president. The members must be on the MYBA board. They will be responsible to handle and make decisions on issues that come up during the season, between board meetings and need immediate attention or issues of a personal or potential embarrassing nature to an individual. They will make reports to the Board at regular scheduled meetings. The Executive Committee will interpret the spirit of the by-laws.

ARTICLE 5. RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- A. Decide by a majority vote, the general operation of the League. Each board member is limited to one vote. The President's vote is used only to break a tie. Members must be present to vote.
- B. All members of the Board of Directors are expected to attend all meetings and fulfill the job expectations set forth by each division.
- C. Approve all expenses for the operations of the association. A Financial Committee may be established to set fees and approve all budgets if necessary.
- D. Establish all rules and regulations for all divisions within the Association.
- E. Solicit and approve a Referee Association that will be responsible for providing and assigning referees to the appropriate travel and in-house games (Boys and Girls). The term of the contract should be one year.
- F. Approve any appointments or termination of any non-elective positions.
- G. Remove any elected board member for cause with a majority vote of the board of directors in attendance at a meeting.
- H. Review and change the League By-Laws. Any changes in the By-laws must be approved by a majority of the quorum of 10 members of the Board of Directors. The meeting must be in person with a minimum of 7 days' notice.

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- I. Assist with tournaments and other MYBA events including registrations, tryouts, fundraisers, etc. as needed.
- J. The scholarship committee consisting of 4-6 board members as appointed by the President will choose scholarship winners.

ARTICLE 6. MEETINGS

- A. The Board of Directors should meet a minimum of two times a year to discuss league business.
- B. General meetings will be held if and when needed and are open to the league membership and general public. Only the elected board of directors can vote.
- C. A Quorum of the MYBA board is 10 members. The President or Vice President may call for special meetings; however, a binding vote can only occur if at least (10) individuals are in attendance.
- D. When applicable and in the interest of time the board can vote on non-critical issues via email only when initiated by the President.

ARTICLE 7. DUTIES OF BOARD OF DIRECTORS BY POSITION

- A. **PRESIDENT**
 - a. Executive Director of the association, responsible for all activities.
 - b. Appoints special committees and is a member of all boards and committees by virtue of his/her position.
 - c. Directly communicates with the school department and city on the behalf of the league. No other member should contact the school department or city with MYBA business or concerns.
 - d. Allocate gym times to the league Travel, In-house and Development Program Directors to be dispersed to their coordinators and approve any schedules regarding the gym time.
 - e. Authorize the Treasurer to pay all expenses in the approved budget. Any expenditure of \$500.00 or less that is not in the approved budget need only to be approved by the President and Treasurer. Any money exceeding that amount will require board approval.
 - f. Represents the league at youth commission meetings.

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B. VICE-PRESIDENT

- a. Reports to the President and oversees and supports the Program Directors.
- b. Assumes the responsibilities of the President in his or her absence and enforce all league rules and regulations.
- c. Will be responsible for the general operations of the league and to carry out the philosophy of MYBA jointly.
- d. Will work with Directors to handle all issues as they arise.

C. TREASURER

- a. Responsible for the dispersal of monies as stated in the By- Laws.
- b. Submit treasurer's report at the general meeting as well as at all Board meetings. Develop and submit copies of a year end financial report to the Board of Directors.
- c. Provide the financial documentation to our accountant to file any reports required by the local, state and federal agencies.
- d. Responsible for the maintenance of all bank accounts held by the Association.
- e. Issues checks as needed and can request an assistant to help with this task.

D. SECRETARY

- a. Responsible for all official minutes of all Board and general meetings. Copies will be distributed to the Board.
- b. Responsible for any written communication issued in the name of the Association with copies distributed to the Board.

E. DEVELOPMENT DIRECTOR

- a. Reports to the President or Vice President.
- b. Provides opportunities for skills improvement to players and helps to identify and work with "at risk" children.
- c. Responsible for the formulation of tournament teams including tryouts, roster selection, coach selection and approves the tournament schedules.
- d. Coordinates and runs the coach's clinic and other programs designed to help improve coaching skills.

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F. TOURNAMENT DIRECTORS

- a. Reports regularly to the president or vice president.
- b. Responsible for the overall operation of MYBA tournaments.
- c. Responsible for team recruitment, approval of rosters and setting of and collection of entry fees.
- d. Oversees game scheduling
- e. Oversees scheduling of officials, scorers, Gym coverage, etc.
- f. Oversees concessions and all other incidentals of running the tournament.
- g. Responsible for all monies collected and overall profitability of the tournaments.

G. ADVISORS

- a. Report to the president.
- b. Consists of individuals who have special knowledge, skills or experience that they can contribute to the league. They can be long term board members, high school or above coaches and administrators, professional services including but not limited to legal or accounting.
- c. Are readily available to contribute when and as needed to the benefit of the league.

H. TRAVEL PROGRAM DIRECTOR

- a. Reports to the Vice President
- b. Responsible of the overall operation of the travel program
- c. Represents MYBA at travel league meetings and events
- d. Interprets league travel rules and educates MYBA travel coaches.
- e. Sets guidelines and goals for travel teams.
- f. Recommends coaches to the board
- g. Monitors the job performance of coaches and assistant coaches and can suspend or remove coaches, assistant coaches, parents or players, midseason for cause.

I IN-HOUSE PROGRAM DIRECTOR

- a. Reports to the Vice President.
- b. Responsible for the overall operation of their divisions including but not limited to Scheduling, Tryouts, Roster Selections, Enforcement of rules.
- c. Oversees their coordinators.
- d. Coordinate the gym time allocated by the President to their coordinators.

j. DIVISION COORDINATORS

- a. Reports to the Program Director
- b. Recommends disciplinary action to the Program Director for any coach, player, or parent violating the Association's Rules and Regulations. May take immediate action (i.e. benching, suspension, ejection from the building) when the situation warrants. This action must be reported to the VP and the appropriate coach within 24 hours.
- c. See Addendum 2 for additional responsibilities.

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K. ASSISTANT COORDINATORS

- a. Reports to the Division Coordinator
- b. See Addendum 2 for additional responsibilities.

ARTICLE 8. DUTIES OF COACHES

A. HEAD COACH

- a. Fulfill all duties and expectations under the Coaches Code of Conduct.
- b. Follow and implement the MYBA Coaching Goals for your appropriate division.
- c. Attend at least one Coaches' Clinic.
- d. Represent his/her team at all coaches meetings.
- e. Responsible to the Board for the behavior and actions of him/herself, his/her assistants, players, parents and fans.
- f. Report to their division coordinators or assistant coordinators any disciplinary action taken against any players, assistants, players, fans, and her/himself including technical fouls and game ejections. Implement the Code of Conduct and distribute to the players. Report any issues by coaches, referees and staff of MYBA to the appropriate director regarding incidences at games.
- g. Responsible to the Board and Directors for the compliance with all of the Association's regulations.
- h. Must have a clear CORI (Criminal Offense Records Investigation). A coach is also responsible for collecting and submitting to their respective director a CORI from any adult helping them out during the season.

B. ASSISTANT COACHES

- a. Assist head coach in supervising and teaching players.
- b. Assume responsibilities of Head coach in his/her absence.
- c. Must have a clear CORI (Criminal Offense Records Investigation).
- d. Follows and enforces the Code of Conduct (coaches, parents, players).

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C. APPOINTMENT AND REPLACEMENT OF COACHES

- a. The Board will consider all vacancies and accept applications to determine the qualifications, experience and seniority within the League and Division for the replacement. MYBA can remove or refuse any coach for no cause.
- b. All decisions by the Board regarding coaches are final.

ARTICLE 9. DISCIPLINARY ACTIONS - Applies to coaches and players

- a. Upon receiving a second technical foul during a season, (including playoffs,) the recipient will face a one game suspension which must be served during the next game attended.
- b. Upon receiving a third technical foul during a season, (including playoffs,) the recipient will face immediate ongoing suspension, until the regular Executive Committee approves his reinstatement.
- c. 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 10. APPEALS

- a. The Executive Committee shall act as the Ethics and Grievance Committee of the Association
- b. Any suspension may be appealed to the Executive Committee in writing within 24 hours of the notification. The decisions of the Executive Committee are final.
- c. Any player, parent or coach may appeal to the respective directors any disciplinary action taken by a coach or other league official. All appeals must be ruled by the Executive Committee.
- d. During an appeal to the Executive Committee, the individual will not be able to attend MYBA events. The Executive committee will meet as soon as possible to answer the appeal.

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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
Determine Playoff format
Responsible of well being of facility
Oversees all gym games
Present at all games
Responsible for registrations, tryouts, player drafts, distribution of equipment, coordinating officials and scorekeepers.
Distribution of League Rules and Codes of Conduct
Maintain Standings
Score sheets for each game
Medical kits filled
Collect Basketballs
Oversee in-house tournament team