

GRAND TERRACE YOUTH BASKETBALL

By Laws

ARTICLE I: NAME AND OBJECTIVES

1. The name of this non-profit organization shall be "Grand Terrace Youth Basketball", hereafter referred to as "GTYB" or "League"
2. The objectives of the GTYB is to advance the cause of basketball within the Grand Terrace Community and surrounding areas, promote good sportsmanship, and to offer different levels of basketball to the youth of the community. By supporting league teams and providing educational clinics and programs for all aspects of basketball, the League shall accomplish these objectives.

ARTICLE II: ADMINISTRATION

1. The Board of Directors, hereafter referred to as the "Board", shall administer the affairs of the GTYB.
2. The members of the Board shall resolve all League matters.

ARTICLE III: OFFICERS / BOARD OF DIRECTORS

1. The elected officers of the organization shall be as follows, and collectively, they shall constitute the Board of Directors. A quorum (50% + 1) must be present at each Board Meeting, and shall consist of the President, and/or Vice President, and a majority of the remaining Board Members.
2. The Board of Directors, also known as the Executive Committee, shall consist of the President, Vice President, Secretary, Treasurer, Head of Coaches, Player Agent(s), Team/Parent Coordinator, Fundraising Coordinator, Ways and Means Coordinator, Head of Concessions, Tournament Coordinator, Gym/Park Supervisor, and Board approved Members at Large. The order of the Board members stated above will be recognized as the order of authority in the daily operations of the League. No one person will be permitted to hold more than one office at a time unless approved by the Board in a temporary capacity.

3. Duties of the President

- a. He/she will have complete responsibility and authority to conduct business of the GTYB within the framework of these By-Laws.
- b. Be responsible to guide and assure that all functions are carried out as set forth in the By-Laws and the Rules and Regulations for the advancement of goodwill and sportsmanship.
- c. Act as chairman at all Board and General Membership meetings.
- d. Appoint any special committee(s), which the Board deems necessary to carry out the functions of the League.
- e. Have the power as authorized by the Board to make purchase on behalf of, incur debt for, and/or otherwise obligate this organization up to a maximum amount that is within the total cash assets of the organization.
- f. Have the authority to spend up to \$250 without prior board approval.
- g. Establish a committee to audit the Treasurer's records, prior to the turnover of new Officers.
- h. Collect, inventory with the Treasurer, and store all League equipment at the end of the basketball season.
- i. Be one of three authorized officers to sign checks. Authorized signers are President, Treasurer, and Head of Concessions. May not sign checks to self or spouse.

4. Duties of the Vice President

- a. Be Chairman of the Disciplinary and Protest Committee.
- b. Be responsible for appointing the season's Game Scheduler and work with the Gym Supervisor for the gym's preparation for league play.
- c. Have final authority for rescheduling of games. Coordinate and communicate changes to the Gym Supervisor and the league's WebMaster.
- d. Be responsible for reporting all injuries and insurance claims to the appropriate agency and shall verify that an injured party has received a complete medical release to participate again in sanctioned activities.
- e. Manage and monitor the Try-outs for registered players at the specified location approved by the Board.
- f. Fulfill the duties of the President in his/her absence at League functions.

5. Duties of the Secretary

- a. Be responsible for registration activities including: publishing registration schedule, providing and maintaining registration materials, including registration forms, maintain a hard copy and

electronic file of player registration information, scheduling board members for registration day duties.

- b. Be responsible for distributing an agenda prior to each Board meeting.
- c. Be responsible for distributing minutes of all official meetings to appropriate league members.
- d. Copy, assemble and distribute appropriate league information and reference materials to all Board Members in the form of Board Member notebooks.
- e. Copy, assemble and provide appropriate league information and reference materials to the Head of Coaches, in the form of a Coaches notebook, for distribution to all Head Coaches.
- f. Assist the President in handling correspondence.

6. Duties of the Treasurer

- a. Keep an accurate and detailed account of all financial transactions authorized by the Board and/or President.
- b. Prepare and present an annual budget for Board approval.
- c. Prepare the file for the League any Federal and State Income Tax forms.
- d. Ensure payment of League bills and expenses.
- e. Upon direction of the President or the Board, present the League's financial books for audit.
- f. Prepare and provide copies of the Treasurer's Report at all Board and General meetings.
- g. Deposit funds in an accredited banking institution entirely separate from his/her personal account.
- h. Standard payment is by check. In the event that a cash payment is necessary, a Petty Cash procedure will be followed and will require sign-off by two board members.
- i. Receipt all monies collected for the League and monitor access to tax ID to all sponsors and donators.
- j. Be one of three authorized officers to sign checks. Authorized signers are President, Treasurer, and Head of Concessions. May not sign checks to self or spouse.

7. Duties of the Head of Coaches

- a. Be responsible for recruiting, developing, training and upgrading of the coaching staff.
- b. Be responsible for ensuring that at least one coaching clinic is conducted prior to the start of the season.
- c. Ensure that all potential competitive league coaches and assistant coaches are at least 21 years of age.
- d. Ensure that all potential coaches, recreational or competitive, have submitted applications to the Board prior to selection of coaches.

- e. Be responsible for coordinating required fingerprinting for all coaches, and ensure that all potential coaches have been cleared to coach.
- f. Monitor, advise, and report any coaching needs or problems to the Board.
- g. Assist the Player Agent with the selection process for All-Star players and insure that the coaches receive the information for All-Stars.
- h. Assist the Vice-President with the Try-outs process.

8. Duties of the Player Agent

- a. Prepare, file, maintain, and provide a list of all registered players to the Board.
- b. Prepare, file, and provide a list of all registered players for each division to coaches for the try-out and draft selection process.
- c. Monitor players for each team and make necessary changes, moves, or removals as deemed necessary for fairness and quality of play existing outside the Draft process.
- d. Conduct and monitor the Draft process.
- e. Be responsible for informing the Board of final league standings, division champions and provide the all-star team rosters of players involved in post-season games.
- f. Conduct and monitor the All-Star selection process.

9. Duties of the Team/Parent Coordinator

- a. Recruit or appoint, if needed, at least one team coordinator per team.
- b. Coordinate and supervise team coordinators.
- c. Purchase and dispense all regular season uniforms and handle any reported problems.
- d. Coordinate league picture day.
- e. Coordinate receipt of trophy lists from each team
- f. Assist any team parent with League problems.
- g. Promote the League's objectives among the teams.
- h. Provide a copy or access to the League's By-Laws and Rules and Regulations to any League members on request.

10. Duties of Fundraising Coordinator

- a. Be responsible for directing the annual fundraiser.
- b. Be responsible for choosing and directing other board approved fundraisers.

11. Duties of Ways and Means Coordinator

- a. Be responsible for coordinating, planning and staffing the operations of all special events as authorized by the board.
- b. Monitor each team on their obtaining sponsors and the completion of registration fundraising obligations.
- c. Order player, coach and sponsor trophies and plaques.
- d. Be responsible for coordinating all activities for the annual Board election.

12. Duties of the Head of Referees

- a. Be responsible for recruiting referee staff.
- b. Set guidelines for referees, including minimum age requirement, payment for single referee coverage, double referee coverage, forfeited games, and consecutive games coverage.
- c. Be responsible for furnishing and posting Referee schedules for all games to the Vice-President, Treasurer, Web Master and scorers table.
- d. Inform the Treasurer of the payment amount for assigned referees.
- e. Be accessible during game days in case of any League problems.
- f. Inform the Board of any game related problems.

13. Duties of the Head of Concessions

- a. Be responsible for staffing and monitoring the normal operations of the snack bar.
- b. Be responsible, under general direction of the Board, for buying, ordering, stocking, inventory control, and related management tasks associated with the snack bar operations.
- c. Ensure that all monies received are receipted from the operations of the snack bar and turned over to the Treasurer on a weekly basis.
- d. Be one of three authorized officers to sign checks. Authorized signers are President, Treasurer, and Head of Concessions. May not sign checks to self or spouse.

14. Duties of Tournament Coordinator

- a. Be responsible for supplying Tournament play for the League's All-Star teams.
- b. Ensure that all Grand Terrace All-Star players meet each tournament's age and/or grade level requirements.
- c. Purchase and dispense all All-Star uniforms and handle any reported problems.
- d. Be responsible for collecting All-Star uniforms from the All-Star coaches at the conclusion of All-Star tournament play.

- e. Monitor All-Star teams and coaches at tournaments and report to the Board for necessary action.
- f. Organize, manage, and monitor the League's annual "Blue Mountain Tournament".
- g. Provide a budget to the Board for the "Blue Mountain Tournament" and any outside tournaments.

15. Duties of Gym/Park Supervisor

- a. Be responsible for coordinating and scheduling Board Member In-Charge to Open and Close Pico Park for each practice night.
- b. Be responsible for coordinating and scheduling Board Member In-Charge to Open and Close the gym(s) for each game day
- c. Be responsible for keeping stock supplies needed for all games, including game balls, scorebooks, working clocks and other supplies for the scorers table.
- d. Ensure that the courts are in proper condition for playing prior to game time.
- e. Ensure that the courts and gyms are clean and free of litter following scheduled games.
- f. Assist the Vice President in rescheduling games.

16. Duties of Web Master

- a. Maintain league web site for all league related business and information.
- b. Post and maintain practice and game schedules.
- c. Post and maintain Team rosters.
- d. Obtain necessary game information from official scorebooks and assigned referees for each scheduled game.

17. Members at Large

- a. Provide assistance at scheduled games.
- b. Assist Board members with different League assignments.
- c. Attend and vote at Board meetings.

ARTICLE IV: MEETINGS

1. A meeting of the Board of Directors, open to the general membership, shall be held monthly and additionally as necessary, at a designated date agreed to by a majority of the Board.
2. An Annual General Meeting shall be held once a year to nominate Board of Directors and to resolve other matters of the GTYB, and such times as called by the Board.

3. A special Annual or General Meeting may be called by the President or upon written request of a majority of the voting members.
4. The President or Vice President, in the event of the President's absence, shall govern all Board Meetings and General Meetings following the Robert's Rules of Order.
5. The presence of the President and/or Vice President and a simple majority of the Board at a meeting shall constitute a quorum (50% plus one).
6. The order of business shall be normally conducted during each Board meeting as follows:

Call to Order

Roll Call

Reading of the Minutes from previous meeting

Acceptance of the Minutes from the previous meeting

Reports:

President

Vice President

Secretary

Treasurer

Head of Coaches

Player Agent

Team/Parent Coordinator

Ways and Means Coordinator

Head of Concessions

Head of Referees

Tournament Coordinator

Gym/Park Supervisor

Web Master

Member-At-Large

Committees

Unfinished Business

Proposal for Amendments to the By-Laws or Rules and Regulations

Election of new Officers

New Business

Approval of date for the next meeting

Adjournment

7. At Board meetings, each Board Member, except for the President shall have one vote. The President shall vote only in the event of a tie.
8. At the Annual General Meetings, Board Members, and voting General Members shall have one vote each. The President shall vote only in the event of a tie. The voting General Members shall be each of the League's

team head coaches and their first assistant coach that are registered for the current season of play.

ARTICLE V: AMENDMENTS

The By-Laws may be amended at regularly scheduled Board meetings or at any other meeting of the Board, called for that particular purpose. It must be ratified by two-thirds (2/3) of the Board. Proposals for amendment shall be submitted in writing to the President and to the Secretary, not less than twenty-one (21) days prior to the scheduled meeting. Written notice shall be given to all members of the Board currently in office, not less than fourteen (14) days prior to the meeting at which the amendment is to be acted upon.

ARTICLE VI: ELECTION OF OFFICERS

1. Election of officers shall be a term beginning September 1st of every odd numbered year beginning with the 2001 inaugural year of the League. The current Board members are to be in office until the general election is completed and the current board completes the last meeting for the current season.
2. The Board shall be elected to a two year term, for only two terms.
3. The election will take place one week before the last scheduled games, and shall be elected by a simple majority vote from the general membership.
4. There will be only one vote per adult member from the general membership. A member shall be defined as any adult having one or more children participating in GTYB, or who is a registered coach, referee, or team parent within the GTYB.
5. The Board shall take office no later than sixty (60) days after closing ceremonies.
6. Any member of the Board may be re-elected.
7. Elections shall be held by open forum.
8. Before vacating a position of a Board Member, all records and physical property held by that Member shall be turned over to the person or persons as the Board directs.

ARTICLE VII: RULES OF PLAY

The Board shall promulgate and implement Rules and Regulations pursuant to which the purpose of GTYB will be accomplished.

ARTICLE VIII: RECORDS AND REPORTS

The League's accounts, books, and records of its business and properties shall be open to inspection by the Board and members of this League, from time to time.

The Board shall cause an annual report or statement to be presented to the Board, and such annual report shall be part of the business of the league. A copy of said annual report or statement is to be provided to the League President and Secretary.

Committee, selected by the President, shall audit the financial accounts of the League.

ARTICLE IX: COMMITTEES

The League shall have the following standing committees in session at all times: (1) Ways and Means; (2) Finance; (3) Risk Management, and (4) Tournament.

Any committee, to the extent provided in the applicable resolution of the Board, shall have all the authority of the Board, except with respect to matters or actions which would require consent of the majority of the Board.

The Board may dissolve any committee, revoke, amend or modify the powers of any committee, or revoke, amend or modify the purpose of any committee by resolution of the Board.

ARTICLE X: MISCELLANEOUS

1. Removal and Resignation of a Director or Officer
Any Director or Officer may be removed, either with or without cause, by two-thirds (2/3) majority of the Board, at any regular or special meeting of the Board, when that Director or Officer participates in actions contrary to the purpose and well-being of the League.

Any Director may resign at any time by giving written notice to the Board or to the Secretary. Any such resignation shall take effect at the date of receipt of such written notice or at any time specified therein, and unless otherwise specified therein, the acceptance shall not be necessary to make it effective.

2. Vacancies in Offices

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by a special election by the remaining members of the Board.

ARTICLE XI: RATIFICATION

The Ratification and Signatures of all current active members shall be sufficient for the establishment of these By-Laws, Rules and Regulations for Grand Terrace Youth Basketball.

_____	_____
President	Vice President
_____	_____
Secretary	Treasurer
_____	_____
Head of Coaches	Player Agent
_____	_____
Team/Parent Coordinator	Player Agent
_____	_____
Ways and Means Coordinator	Head of Concessions
_____	_____
Fundraising Coordinator	Tournament Coordinator

Gym/Park Supervisor	
Members-At-Large:	
_____	_____
_____	_____
_____	_____