

# FSK Jr. Eagles Basketball

## Constitution and By-Laws

### Article I: Name and Affiliation

#### *SECTION 1:*

The Name of this organization shall be the FSK Jr. Eagles Basketball.

#### *SECTION 2:*

All bank accounts shall include the name of the West Carroll Rec Council treasurer as an authorized signer.

#### *SECTION 3:*

This organization shall and hereby is affiliated with the West Carroll Recreation Council (WCRC) and Carroll County Recreation and Parks. FSK Jr. Eagles shall abide by all rules and regulations established by these affiliates.

#### *SECTION 4:*

Should this Council dissolve, its' assets will pay any and all outstanding debts and obligations of FSK Jr. Eagles. Any remaining assets will be turned over to WCRC.

### Article II: Purpose

#### *SECTION 1: Mission*

The mission of FSK Jr. Eagles Basketball is to provide the boys and girls of Taneytown, New Windsor, Union Bridge, and surrounding areas, from pre-K through high school, with an opportunity to participate in recreation basketball activities.

#### *SECTION 2: Goals*

Through the combined efforts of parents, coaches, players and community, the FSK Jr. Eagles program strives to achieve these following goals:

- a. To make our recreation program accessible to all youth who have an interest in playing and learning the game of basketball and to keep the program affordable for all families, regardless of their economics situation.
- b. To teach the game of basketball and associated skills to youth that range from pre-K through high school.
- c. To help all youth advance their skills, so that each child can achieve their individual goals. We strive to help each child advance their skills and knowledge of the sport, regardless of their experience, abilities or knowledge of the game. We strive to instill the value that no one child is more important than any other child or the program.
- d. To teach and instill sportsmanship, respect and positive social behaviors that can improve each individual beyond their time on the court.
- e. To provide recreational opportunities for youth in a positive environment and keep the youth of our community active, especially during the winter months.

## **Article III: Membership and Voting Requirements**

### *SECTION 1:*

Membership shall be open to any person with an interest of FSK Jr. Eagles and will be subjected to the Constitution and By-Laws of this program.

### *SECTION 2:*

A requirement of attendance of three of the previous five monthly board meetings (work sessions and subcommittee meetings are not applicable) must be met in order to be a member eligible to vote in any FSK Jr. Eagles affairs. Executive Board members are not subject to this requirement as they are elected members.

### *SECTION 3:*

Executive Board members may utilize electronic means (i.e. Email) to vote on issues as requested by the FSK Jr. Eagles President.

## **Article IV: Election of Officers**

### *SECTION 1:*

The Executive Board of the FSK Jr. Eagles shall consist of the President, Vice President, Secretary, Treasurer, and West Carroll Liaison.-The General Board is made up of the Executive Board members as well as the Travel Coordinator, MYBA Coordinator(s), Clinic/1st and 2nd Grade Coordinator, Uniform/Equipment Manager, Scheduler, Webmaster/Registrar, Fundraising/Banquet Coordinator and Facility Coordinator.

### *SECTION 2:*

The President, Vice President, Secretary, Treasurer, and West Carroll Liaison, shall be elected by the voting membership. Nominations will be held at the March meeting and elections at the April meeting. Executive Board terms will run May 1st to April 30th.

### *SECTION 3:*

Travel Coordinator, MYBA Coordinator(s), Clinic/1st and 2nd Grade Coordinator, Uniform/Equipment Manager, Fundraising/Banquet coordinator, Webmaster/Registrar, Scheduler and Facility Coordinator, shall be appointed by the President during the June or July meeting and approved by the voting membership no later than the August meeting. Coordinator/managers term will run from August 1st to July 31st.

### *SECTION 4:*

All vacancies for any reason shall be filled by appointments by the President for the balance of the term of office. All appointments are subject to approval of the FSK Jr. Eagles members at the next regularly scheduled meeting. Existing Board Members may be appointed to fill vacant positions as approved by the membership.

## **Article V: Duties of Officers**

### *SECTION 1:*

The President shall preside at meetings of the FSK Jr. Eagles and of the Executive Board. The President shall manage the Executive Board members and ensure that they are regularly carrying out their duties.

### *SECTION 2:*

The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence and any other duties assigned to him/her by the President. The Vice President shall manage the non-Executive Board (General Board) members, which consist of the Coordinator roles, and ensure that they are regularly carrying out their duties.

### *SECTION 3:*

The Secretary or Webmaster shall record the minutes of all meetings of the FSK Jr. Eagles and the Executive Board and post to the website. The Secretary shall maintain the official register or roll of members and officers and their attendance at the FSK Jr. Eagles meetings, answer and initiate correspondence in accordance with the directions resulting from a regular or special meeting, report sickness / death of members and send appropriate card / flora remembrance for members as directed by the FSK Jr. Eagles

### *SECTION 4:*

The Treasurer shall have custody of all funds of the FSK Jr. Eagles, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with authorization by the FSK Jr. Eagles. The Treasurer shall present a written financial statement at each FSK Jr. Eagles meeting.

### *SECTION 5:*

Duties of the West Carroll Liaison shall include the following:

- a. Attend the monthly meetings of West Carroll Rec Council (WCRC) and provide a report of relevant items at the next FSK Jr. Eagles Board meeting.
- b. Develop the pre-season report and post-season reports and coordinate their approvals by the FSK Jr. Eagles Board. Present these reports to WCRC, in the event that the FSK Jr. Eagles President is unable to attend.
- c. Represent the position of the FSK Jr. Eagles Executive Board when voting on issues within WCRC.
- d. Serve as the point of contact for the Community Coordinator of WCRC when requesting gym time within Carroll County Public Schools (CCPS).
- e. Attend the monthly meetings of Taneytown Athletic Association (TAA) and provide a report of relevant items at the next FSK Jr. Eagles Board meeting.

### *SECTION 6:*

The President, Vice President, Secretary, Treasurer, and West Carroll Liaison, within two months of taking office, must conduct a yearly audit of the finances and review this constitution and bylaws.

### *SECTION 7:*

The MYBA and Clinic/1st and 2nd grade Coordinator Duties shall consist of the following:

- a. Attend monthly meetings and any scheduled board meetings.
- b. Schedule, coordinate, and oversee team tryouts for your division.
- c. All coordinators shall work together to schedule and create practice times.
- d. Assign teams and/or supervise drafting of teams. (Clinic/1st and 2nd grade teams are assigned, all other teams shall be drafted)
- e. Nominate necessary coaches for all teams.
- f. Assist in the process of obtaining background checks on all coaches and assistants.
- g. Must review and make any necessary updates to the Coaches Rules of Behavior prior to season.
- h. Setup a coaches meeting prior to season and discuss league rules, schedules, handout the Coaches Rules of Behavior.
- i. Assist with Photo Day.
- j. Determine schedules and hand out.
- k. Clinic/1st and 2nd grade coordinator shall schedule all games for their games at the adequate facility.
- l. Investigate any problems at schools.
- m. Keep all coaches up to date on any information that has changed.
- n. Liaison between coaches and board.
- o. Attend league meetings.
- p. Distribute league schedules and driving directions to all coaches.
- q. Periodically attend practices.
- r. Alert coaches to any issue as they arise.
- s. Help with end of the season banquet and trophies and distribute all equipment. (basketballs, 1<sup>st</sup> aid kits, pinnies, scorebooks, uniforms, etc).

- t. Help to collect all equipment at the end of the basketball season.
- u. Any other duties assigned by the board and or president related to division.

**SECTION 8:**

Duties of uniform/equipment manager:

- The uniform/equipment manager shall be responsible for maintaining and ordering new equipment as needed and as funds allow for the upcoming basketball season. Equipment includes but is not limited to basketballs, pennies, first aid kits, etc. The uniform/equipment manager is responsible for ordering and distributing uniforms for the upcoming basketball season. The uniform/equipment manager shall attend monthly meeting and work closely with division coordinators on equipment needs

**SECTION 9:**

Duties of fundraiser/banquet coordinator:

- a. The fundraiser/banquet manager shall be responsible for coordinating all fundraising events and end of year banquet. The fundraiser/banquet coordinator shall attend monthly meeting to discuss fundraising ideas and progress and end of the year banquet.

**SECTION 10:**

Duties of the Travel Coordinator shall include the following:

- a. Attend monthly meetings and any scheduled board meetings.
- b. Schedule, coordinate, and oversee team tryouts for travel
- c. Work with other coordinators and VP to schedule and create practice times.
- d. Nominate necessary coaches for all travel teams.
- e. Assist in the process of obtaining background checks on all coaches and assistants.
- f. Must review and make any necessary updates to the Coaches Rules of Behavior prior to season.
- g. Setup a coaches meeting prior to season and discuss league rules, schedules, handout the
- h. Coaches Rules of Behavior.
- i. Assist Coaches with Tournament schedules.
- j. Investigate any problems at schools.
- k. Keep all coaches up to date on any information that has changed.
- l. Liaison between travel coaches and board.
- m. Periodically attend practices and assist coaches when needed.
- n. Alert coaches to any issue as they arise.
- o. Help with end of the season banquet and trophies and distribute all equipment. (Basketballs, 1<sup>st</sup> aid kits, pinnies, scorebooks, uniforms, etc.).
- p. Help to collect all equipment at the end of the basketball season.
- q. Any other duties assigned by the board and or president related to division.

**SECTION 11:**

Duties of the Webmaster/Registrar shall include the following:

- a. Attend monthly meetings and any scheduled board meetings.
- b. Maintain content of website. This includes publishing upcoming events, weather notices, policies, contacts, news articles, etc.
- c. Create and publish registration Website prior to start of season. This includes identifying info to capture, designing/implementing forms, working with the IT staff of the registration site (e.g., Blue Sombrero) when there are issues and verifying that the registration Website is working as desired
- d. Administer, monitor, support and coordinate the registration process. This includes opening and closing registration divisions, assisting users with questions/issues, developing custom reports, coordinating in-person registration dates and entering manual registrations for those that were received on paper.
- e. Manage FSK Jr. Eagles email account on a daily basis. This includes answering incoming questions, delegating reported issues to the appropriate coordinator and sending out mass emails upon request.

*SECTION 12:*

Duties of the Scheduler shall include the following:

- a. Work with the MYBA Coordinator and Clinic/U8 Coordinator to identify the scheduling constraints of all coaches.
- b. Schedule team practices across the gym spaces provided by our public schools, while considering the constraints of our coaches. (Note: It is understandable that all constraints may not be met.)
- c. Fairly schedule all teams in a given division with an equal Amount of practice time. (Note: Some divisions may receive less or more gym time than other divisions. For example, the Clinic division only tends to practice one day per week for approximately 8 weeks. The FSK Jr. Eagles Board and Coordinators determine the amount of time that each division is allocated, and this will be communicated to the Scheduler.)
- d. Communicate the practice schedule to all coaches and board members, which can be done via email or by posting on a publicly accessible site.
- e. When scheduling conflicts arise, make every effort to reschedule the teams that lose practices, such that equal treatment is provided to all teams.

*SECTION 13:*

The Facility Coordinator shall coordinate with our local schools and gymnasiums. This includes requesting the use of facilities, obtaining black out dates, coordinating with the Scheduler, communicating with the custodians and handling any facility complaints. The Facility Coordinator will work closely with the WCRC Community Coordinator to obtain official use of facilities (UoF) approval from the public schools. The Facility Coordinator may choose to use a committee to communicate with and perform regular visits to the schools.

**Article VI: Finances**

*SECTION 1:*

The FSK Jr. Eagles fiscal year shall run from May 1st to April 30th.

*SECTION 2:*

All checks, drafts or orders of payment of money issued in the name of the FSK Jr. Eagles totaling over \$500 must be signed by the Treasurer, President and/or the Vice President (2 signatures are required).

**Article VII: Internal Appeals**

*SECTION 1:*

All disagreements and disputes raised by the FSK Jr. Eagles members or programs must be presented to the Executive Board of the FSK Jr. Eagles for a ruling before contacting the West Carroll Recreation Council.

**Article VIII: Meetings**

*SECTION 1:*

Executive Board meetings can be called at any time by the President of the FSK Jr. Eagles to discuss any issue.

*SECTION 2:*

The FSK Jr. Eagles holds its regular meeting on the first Thursday of each month. Meetings start at 7 p.m. and are held in a public forum.

*SECTION 3:*

The meeting time and location of the regular meetings shall be communicated 1 week prior to the meeting.

**Article IX: Quorum and Voting**

*SECTION 1:*

The quorum at any regular or properly called meeting consists of a minimum of five (5) voting members in attendance, including a minimum of three (3) General Board members and the President. (The Vice President may preside over the quorum in the absence of the President.) For example, a quorum may constitute any of the following: (i) President and 4 Executive Board members; (ii) President, 1 General Board and 3 Executive Board members; (iii) President, 1 Voting Member, 1 General Board and 2 Executive Board members.

*SECTION 2:*

Votes at public meetings, except for the election of Executive Board members, shall be accepted with a simple majority of the quorum in attendance. General Board positions shall be accepted with a simple majority of the quorum.

*SECTION 3:*

A minimum of 8 voting members shall participate in the election of the Executive Board. A simple majority shall be required to elect a voting member (as defined in Article III, Section 2) to an Executive Board position. A supermajority (3/4<sup>th</sup> of the vote) shall be required to elect a non-voting member to an Executive Board position.

*SECTION 4:*

In the case of a tie in voting, the President of FSK Jr. Eagles will act as the tie breaker.

**Article X: Amendments**

*SECTION 1:*

This constitution and its by-laws may be amended by the Executive Board within two months of taking office or at any time throughout the year at a FSK Jr. Eagles meeting by quorum as stated in Article IX. Written notice of the amendment(s) must be provided to all FSK Jr. Eagles members no less than 15 days prior to the meeting that the vote is held.

**Article XI: Rules of Order**

*SECTION 1:*

“Robert’s Rules of Order” shall govern all proceedings of this organization and be present at all FSK Jr. Eagles meetings.

**Article XII: Code of Conduct**

*SECTION 1:*

All Executive Board and voting membership members must abide by the FSK Jr. Eagles Constitution and By-laws.

*SECTION 2:*

Coaches and assistants must abide by the FSK Jr. Eagles Coaching Rules of Behavior.

*SECTION 3:*

Players must abide by the Players Code of Conduct.

## Article XIII: Selection of Coaches and Players

### SECTION 1:

Coordinators shall present their nomination for head coaching positions to the executive board at the October Meeting. Head coaches will be voted on and approved by the general board at this meeting.

A special meeting may be held at near the end of the month to allow coordinators time to obtain accurate team counts and select appropriate coaches. If a coach should resign the executive board will have a special meeting to assign and approve a new head coach.

### SECTION 2:

The cut off registration date for all ages will be October 15th; any child wishing to register after the October 15th deadline may fill out a registration and be placed on the waiting list. If a team has room the coordinator may assign the child to a team with executive board approval. No child will be allowed to participate in a FSK Jr. Eagles sponsored evaluation or practice until they have completed their registration. Registration shall include the appropriate payment. Clinic/1st and 2nd grade coordinator shall assign all players to a team in such a way to make sure all teams are as even as possible. The MYBA Coordinators or Draft Coordinator shall supervise drafting of all players 3rd-8th grade.

## Appendix A: Approved Amendments

- **July 9, 2014:** Replaced references to the “CCBL Coordinator” with “Travel Coordinator.” Replaced references to “TAA” with “WCRC.” Added a duty for the President to also serve as the WCRC liaison.
- **July 7, 2015:** Added two sentences to Article V (DUTIES of OFFICERS), Section 1: *The president may appoint another board member in good standing to be the WCRC liaison. The board must vote to approve that appointment.*
- **August 5, 2015:** Created new mission and goals as a replacement for Article II (Purpose).
- **July 14, 2016:** Modified Executive Board identification and voting privileges. Included new board positions for Webmaster/Registrar, Scheduler and West Carroll Liaison, as well as duties for those roles.
- **July 13, 2017:** Rebranded to “FSK Jr. Eagles Basketball” after merge of the TAYB and WC basketball programs. Added Article I, Section 2 to include WC treasurer on checking account. Elevated West Carroll Liaison to an Executive Board position. Removed Article XII, Section 3 (draft requests), since this is included in the separately documented Draft Policy.
- **August 9, 2018:** Non-voting members may be elected to Executive Board positions without suspending the bylaws, but requires a super majority vote and larger quorum. Added duties for President and Vice President. Added a new coordinator role for Facility Coordinator.