

## **ELMA YOUTH BASKETBALL LEAGUE BYLAWS**

### **ARTICLE I—ELMA YOUTH BASKETBALL LEAGUE**

**Section 1: NAME—**The name of the organization shall be Elma Youth Basketball League also referred to as EYBL.

**Section 2: DESCRIPTION—**The Elma Youth Basketball League is a non-profit organization that provides moral, financial and volunteer support necessary to assure program prominence for years to come. The organization will stay in compliance and registered with the Washington State Secretary of State and the Internal Revenue Service (IRS) and 501 (c) (3).

**Section 3: PURPOSE—**The purpose of the group is to provide moral, financial and volunteer support necessary to assure our programs prominence for years to come. This will be achieved through the coordination of various and ongoing communications and cultivation activities for past, prospective and current program participants and their parents, through our annual volunteer and financial support of youth program activities, and through the conduct of an annual membership. Both the high school boys and girls varsity coaches will have recommendations of coaching points, offensive set ups/sets and principles of what skill development they would like to see taught before the high school level. Along with defensive philosophies and whatever the coaches deem a priority for skill development. Everything is subject to high school coaches' preference of fundamentals both offensively and defensively.

### **Section 4: CODE OF CONDUCT/DISCIPLINARY— {YOUTH PLAYERS, COACHES, PARENTS/GUARDIAN and SPECTATORS}**

**YOUTH:** All student athletes shall show exemplary behavior while on or off the court. The League will follow the school's suspension policy. EYBL is not notified about suspension so this will be an honor system. If a player is suspended from school and it states the student is not able to be on school grounds for the suspension, the player will not be able to attend practice or games during that time, regardless of what school district the player attends. If EYBL is not aware of the suspension or other reasons the player is not allowed on school property it will be subjected to a board meeting review of when the player is allowed back for full participation.

**COACHES:** All coaches shall show exemplary behavior while on or off the court. Coaches shall lead by example in demonstrating fair play and sportsmanship to all players. Coaches must demonstrate proper personal behavior and conduct at all times.

**PARENTS/GUARDIAN AND SPECTATORS:** Parents and spectators shall be positive and encouraging to all players, coaches and referees. Parents and spectators shall refrain from using profanity, vulgarity and other offensive language and gestures.

All youth players, coaches and parents/guardians are required to sign the code of conduct.

## **ARTICLE II--MEMBERSHIP**

**Section 1:** Membership shall be offered to all parents and guardians of Elma Youth Basketball players, or individuals that attend regular meetings and/or volunteer time at league functions. There are no membership dues/fees.

## **ARTICLE III—OFFICERS**

**Section 1: EXECUTIVE MEMBERS of the BOARD—**The Executive Members of the Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, and Registrar.

**Section 2: TERM OF OFFICE—**The term of office for all officers is one year, beginning immediately upon election and ending upon officer elections the following calendar year. An annual meeting shall be called at the end of the season to hold election of officers and establish budgets for the following year. This meeting will be held the first Sunday in March.

### **Section 3: DUTIES--**

#### **Executive Board:**

1. Develops the budget annually.
2. Establishes and oversees committees to conduct the work.
3. Works with both HS Varsity coaches and Coaching advisor to develop a yearly goal.

#### **President:**

1. Preside at general meetings and special meetings.
2. Serve as the official representative of the organization.
3. Retains all official records of the EYBL.
4. Has authority to sign checks on behalf of EYBL.
5. Prepares meeting agendas.
6. Discipline and code of conduct enforcement.
7. May manage communication and marketing for the EYBL.
8. Delegates responsibilities as sees fit to other members of the board.

#### **Vice President:**

1. Oversees all committee systems.
2. Assists the President and chairs the meeting in the absence of the President.
3. Assume the office of the President if that office is vacated.
4. Has authority to sign checks on behalf of EYBL.
5. Authorized to suspend any member of the League from all activities whose conduct is considered detrimental to EYBL until reviewed by the

board.

**Secretary:**

1. Records and distributes minutes of all Board meetings.
2. Make updates to all the EYBL documents including bylaws and standing rules as decided on by the board.
3. Helps manage communication and marketing for the EYBL.
4. Keeps attendance and tracks voting privileges
5. Remains available for additional needs of the league.

**Treasurer:**

1. Keep an accurate record of all financial transactions of EYBL.
2. Make financial reports to the board during meetings.
3. Has authority to sign checks on behalf of EYBL.
4. Disburse all debts on board approval.
5. Prepares year-end financial report for Annual meeting.
6. Facilitates an annual audit and holds all financial records.
7. File State and Federal reports as required at year end to maintain club registration status.

**Registrar:**

1. Supervise and coordinate the registration process.
2. Represe all registration matters and any unrelated correspondence as needed.
3. Coordinate and assist with registration of teams.
4. Confirm all volunteers, coaches, and referees are compliant with RMA's, background checks, etc as required by the State, and assist when needed.

**Members at large (up to 6 people)**

1. Stay informed and involved in affiliated clubs activities.
2. Solicit information/feedback about affiliated clubs and EYBL from participants.
3. Attend 75% of board meetings and participate with committees as interest and time allows.

**Coaching advisor**

1. Work with Board members to formulate a general curriculum and direction for the league to move toward to further develop the program.
2. Act as a mentor to all coaches by phone/in person as needed.
3. Hold a meeting at equipment handout with direction/drills for each age group.
4. Assist coaches and volunteers during season play.
5. If concerns are brought to any board member about a coach, follow up and assist the coach as decided by board.
6. Be present throughout the season at practices and games to ensure that coaches are following the leagues standards and policies.

### **Facilities coordinator**

1. Responsible for organizing and assigning referees to each game.
2. Act as a mentor for all referees, as needed
3. Work with Varsity Coaches to recruit volunteers for set-up, scoreboard/clock, clean-up.
4. Work with Varsity Coaches for Gym & practice schedules.

### **Marketing Manager**

1. Manages communication and marketing for the EYBL.
2. Creates all flyers for EYBL.
3. Remains available for additional needs of the league.

## **Article IV-MEETINGS--**

**Section 1: GENERAL MEETINGS:** General meetings shall be held to conduct the business of the EYBL. Meetings shall be held during the season or at the discretion of the Board. The Board shall meet monthly during the season, or at the discretion of the Board by majority vote - these meetings will be given a 10 day notice.

**Section 2: ANNUAL MEETINGS:** The EYBL annual meeting shall be held during the first quarter of each calendar year. This meeting shall primarily be for the purpose of election of officers of EYBL and establish a budget for the next year.

**Section 3: SPECIAL OR EMERGENCY OFFICER MEETINGS:** Special or emergency officer meetings may be called by the majority of officers or the president of the EYBL as they deem necessary. Notice of such meetings shall be made by the President at least twenty four (24) hours before the meeting to all involved persons.

**Section 4: QUORUM--** 3 Executive members and 2 actively engaged board members present constitute a quorum.

### **Section 5: VOTING**

1. Only actively engaged board members are eligible to vote. Parents, guardians, volunteers and community members are welcome to comment but will abstain from voting.
2. A meeting can be held with 5 or more members..
3. To modify bylaws or spend any amount of money a quorum of 50% +1 of the general board must be present.

**Section 6: REMOVAL-** An officer can be removed from office for failure to fulfill his/her duties, by a majority vote of the Board.

**Section 7: VACANCY--** If a vacancy occurs within the Board the Executive Members shall appoint a member to fill the vacancy for the remainder of the officers' term.

## **ARTICLE V—FINANCIAL POLICIES**

**Section 1: BANKING—** All funds shall be kept in a checking account in the name of Elma Youth Basketball League and will require a majority vote of the Board members when conducting business or/and paying expenses. The account shall be held at a local financial institution of the Board's choosing. Banking statements shall be addressed and sent to the Post Office Box. The President will bring all statements for the board to review and sign of approval of all transactions. After approval of the statement the Treasurer will then reconcile the account with the statement. There will be 3 signers on the bank account or merchant accounts, preferred to be President, VP and Treasurer. This will be voted on yearly by the elected board.

**Section 2: REPORTING-** All financial activity shall be recorded and maintained by the Treasurer. The Treasurer shall reconcile the account monthly and report all financial activity. The Elma Youth Basketball League shall arrange an independent review of its financial records each year.

**Section 3: REIMBURSEMENTS—** All reimbursements must have a receipt and approved by 2 of the members of the board that are not signers on the checking account. A reimbursement form must be filled out and approved with receipt attached.

**Section 4: PURCHASES FOR LEAGUE—** Any purchase of equipment or necessities of the league must be approved by the majority of the board.

**ARTICLE VI: BYLAW AMENDMENTS:** Amendments to the bylaws may be proposed by any Elma Youth Basketball League member. Amendments presented at a general meeting shall be considered for voting at a subsequent meeting.  $\frac{2}{3}$  approval of members present for voting is required to adopt an amendment to the Bylaws.

**ARTICLE VII: PUBLIC REQUESTS:** The board shall acknowledge a public request within 5 days of receiving it. The board shall be given 2 weeks to gather information for the request. In the event that the information can not be gathered in the allotted amount of time, the board shall notify the individual who requested the public information of when the information will be ready. No information shall be given out until it has been approved by the board.

**ARTICLE VIII: DISSOLUTION:** In the event of dissolution of the Elma Youth Basketball League, any funds remaining in the treasury shall be donated to the Elma High School Boys Basketball boosters and Elma High School Girls Basketball boosters equally.

**ARTICLE IX: PARLIAMENTARY AUTHORITY:** The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted 8/23/23