

# **NORWIN GIRLS YOUTH BASKETBALL ASSOCIATION**

## **By-Laws**

### **ARTICLE I: NAME**

The name of the 501(c)(3) non-profit organization shall be the 'Norwin Girls Youth Basketball Association', hereafter referred to as 'NGYBA' or 'Program'.

### **ARTICLE II: MISSION**

The mission of the Norwin Girls Youth Basketball Association is to advance girls' basketball within the borders of the Norwin School District, teach fundamental basketball skills to all players, educate players about basketball rules, encourage friendship, teamwork and good sportsmanship, develop the physical and mental strength needed to be successful. This will be accomplished through the support of Program teams through In-House and Travel Leagues and by providing educational clinics and programs for all aspects of basketball.

### **ARTICLE III: MEMBERSHIP**

Membership shall be given to youths and parents (guardians) who reside within the borders of the Norwin School District and whom participate in the NGYBA Program.

Membership in NGYBA is purely voluntary and a person must comply with the rules and guidelines set forth by the NGYBA Board of Directors.

NGYBA does not discriminate on the basis of race, color, religion (creed), gender identity, national origin (ancestry), disability, in any of its Programs. This includes the selection of players, coaches, volunteers, and/or vendors.

Youth participation is for girls in Kindergarten through Grade 8.

The NGYBA Board of Directors shall have the sole authority and discretion to decide individual membership situations, expand or restrict membership and/or make membership decisions in the best interest of the Program.

### **ARTICLE IV: BOARD OF DIRECTORS**

1. The NGYBA Board of Directors, hereafter referred to as the "Board", shall administer the affairs of the NGYBA. The Board shall consist of four (4) elected officers and nominated board members. The total number of the Board shall not exceed sixteen (16) members.
2. The immediate past president can be kept on the Board as a consultant or advisor to ensure a smooth transition for the upcoming season. This position does not get included in the total number of members as referenced in Article IV, Section 1 and only has a vote in Board decisions if there is a tie.
3. This Board will allow two at large Board members, who would have had to be prior NGYBA Board members for at least 3 years in the past. These Board members will be included in the total number of members as referenced in Article IV, Section 1.
4. The elected officers of the Board shall be referred to as the 'Executive Board'. Executive Board members shall be elected from among the Board members.
5. The Executive Board and their duties are, but not limited to:
  - a. President
    - i. Schedules meetings, develops meeting agendas, and presides over all meetings and assures that all League activities are carried out as set forth by Program By-Laws
    - ii. Supervise all organizational and operational aspects of the Program
    - iii. Make recommendations to the Board to promote betterment of the Program

- iv. Sign any contracts and documents after consulting with the Executive Board.
  - v. Be the official spokesman for NGYBA and have the power as authorized by the Board to make purchases on behalf of, incur indebtedness for and/or otherwise obligate the League up to the maximum amount of \$500. This can only be done two (2) times per fiscal year.
- b. Vice-President
    - i. Preside over all meetings in the absence of the President
    - ii. Assume the office of President in the event of the President's resignation/termination.
    - iii. Investigate any violations of the NGYBA Code of Conduct along with the Grade Level Coordinator and the Discipline Committee and make a recommendation to the Board.
    - iv. Consult with the President on operational aspects of the Program.
- c. Treasurer
    - i. Receive and pay all monies due or paid to the Program
    - ii. Disburse all funds for expenditures of NGYBA
    - iii. Establish and maintain an account at a Board approved financial institution. This includes establishing current Executive Board member names/signatures on the account.
    - iv. Prepare and present a monthly financial report to the Board at each scheduled Board meetings
    - v. Consult with the President on financial/operational aspects of the Program
- d. Secretary
    - i. Prepare, maintain and distribute the minutes of all Board meetings
    - ii. Consult with the President on operational aspects of the Program
6. All positions shall be for a term of one (1) year with a maximum tenure of two (2) consecutive years for the same position. However, a position may be occupied by the same person for more than two (2) years if passed by the Board under special circumstances, such as no immediate successor or no desire by the board to make a change.
7. Nominated Board members shall be referred to as Board Members. The Board Members and their duties are (some positions may not always be filled):
- a. Grade Level Coordinators
    - i. Pick Head Coaches based on volunteers and previous coaches
    - ii. Assist in scheduling workouts and the In-House and Travel drafts
    - iii. Conduct In-House draft and assure teams are as even as possible
    - iv. Schedule practice times, distribute and collect equipment
    - v. Assure all coaches are abiding by NGYBA and Division Rules
    - vi. Assist in scheduling games and Division playoffs
    - vii. Investigate any potential violations of the NGYBA Code of Conduct and report to the Vice President
  - b. Registration Coordinator
    - i. Identify registration start/end dates and communicate these dates with the Board
    - ii. Communicate and obtain permission from the Norwin School District and local schools to arrange the distribution of registration flyers
    - iii. Be responsible to coordinate and announce (via local publications, flyers, etc.) In-House registration
    - iv. Answer any questions related to player registration
    - v. Coordinate Board member coverage for in-person registration
    - vi. Assist the Grade Level Coordinators in preparing rosters
    - vii. Gather registration fees and give all relevant funds to the League Treasurer
    - viii. Print any registration materials (e.g. registration form, Code of Conduct, Sponsor form)

- c. **NGYBA Tournament Director**
  - i. Organize, manage and monitor the League's annual tournament.
  - ii. Provide a budget to the Board for the League Tournament.
  - iii. Monitor Tournament teams and coaches and report to the Board for any required action.
  - iv. Coordinate ordering of any trophies, uniforms, fundraisers or equipment needed for the league tournament.
  - v. Collect all tournament entry fees from Head Coaches and give all relevant funds to the League Treasurer.
  - vi. Arrange tournament game schedules and referees.
  - vii. Order concessions and any relevant supplies (e.g. plates, napkins)
  
- d. **Travel Team Director**
  - i. Arrange NGYBA teams to participate in local travel leagues
  - ii. Be responsible for providing tournament play for the Program's Travel teams
  - iii. Coordinate sponsors or fundraising to support tournament play if needed
  - iv. Monitor Tournament teams and coaches and report to the Board for any required actions.
  - v. Provide a budget to the Board for outside tournaments to be entered and monitor team participation
  - vi. Coordinate ordering of any uniforms or equipment needed for any outside tournaments to be entered
  - vii. Coordinating payment of all tournament and league entry fees with the Treasurer
  
- e. **Sponsor Coordinator**
  - i. Mail or deliver sponsorship forms to new and previous sponsors
  - ii. Solicit sponsorship from new businesses
  - iii. Work with the Webmaster to ensure the website is updated with all current sponsors
  - iv. Track sponsorship payment and give all relevant funds to the League Treasurer
  - v. Work with the Equipment Coordinator to ensure all teams have a sponsor and ensure that all sponsor requests are met
  
- f. **Equipment Coordinator**
  - i. Keep an inventory of all equipment and advise the Board when additional equipment needs to be ordered
  - ii. Maintain and supply all necessary equipment to each Grade Level Coordinator or the Tournament Director
  - iii. Coordinate the distribution, collection and storage of equipment
  
- g. **Gym Scheduler**
  - i. Communicate with the Norwin School District the availability of gyms with dates/times for In-House, Travel and the annual NGYBA Tournament.
  - ii. Design, communicate and implement practice schedules for all teams in the League. Every effort must be made to assure equal practice time for each team.
  
- h. **Referee Coordinator**
  - i. Schedule all referees for In-House, travel and tournament home games
  - ii. Assure that referees are scheduled for any rescheduled games
  - iii. Responsible to coordinate payment for all assigned referees
  - iv. Assure all scheduled referees are advised of the rules associated with the League and the grade level they are being assigned to. This is also part of the head Coaches responsibility.
  
- i. **Technology/Webmaster**
  - i. Post Program updates
  - ii. Assure all sponsors are listed on the website
  - iii. Posting all In House and tournament schedules and information
  - iv. Coordinate online registration with the Registration Coordinator
  - v. Promote Norwin Girls High School Basketball program when possible
  - vi. Provide information about summer leagues

- J. Concession/Fundraising Coordinator
  - i. Review and sustain an adequate inventory of concessions for the Program's Tournament
  - ii. Coordinate, order, pay and arrange pickup and delivery of all fundraisers
  - iii. Provide a budget for all items to be purchased
  - iv. Coordinate gathering monies received and issuing all funds to the Treasurer
8. Other positions may be assigned as required and approved by the Board.
9. Board positions are filled as they are vacated. Board members must have a daughter enrolled in the league for the current or upcoming year. Exceptions to this rule must be approved by the Board. The only accepted exception is when the immediate past President resides on the Board as a consultant.
10. All Board positions are voting positions and the outcomes of votes are determined by a simple majority of those members voting unless otherwise noted.
11. Upon the vacancy of an unexpired term of office (by reason of resignation, removal, death or disability), the Board, by majority vote, shall appoint a member of the Program to fill the vacated position to the end of the term.
12. Any officer or Board member can be removed by a majority vote of the board at any meeting, provided ten (10) days notice was served whether orally or in writing. Written proxies to the President shall be accepted.
13. Any officer or Board member may resign at any time by giving notice to the President or the Board.
14. Before vacating a position of the Board, all records and physical property held by that member shall be turned over to the person or persons as the Board directs.
15. No individual shall hold two (2) elected offices simultaneously. However, nominated Board positions can be combined, if deemed appropriate.

#### **ARTICLE V: FINANCIAL POLICY**

1. The Board shall decide all matters pertaining to the finances of the Program and shall place all income in a designated local financial institution.
2. The Board should make financial decisions in the best interest of the Program and all attempts should be made so that expenditures do not favor one Division over any other.
3. Individual Board members MUST refrain from voting on Sponsors, Businesses, and/or Interests where they may directly and/or indirectly gain a financial benefit.
4. The President, all Board members, advisors and recreational coaches shall serve without compensation. Competitive coaches are eligible for compensation subject to Board approval.
5. No part of the net earnings of the Program shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the League shall be authorized and empowered to pay reasonable compensation for service rendered.
6. No substantial part of the activities of the League shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the League shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition of any candidate for public office.
7. At any time, the President can select a committee or third party institution to audit the financial accounts of the Program.

## **ARTICLE VI: MEETINGS**

1. Regular meeting of the Board shall be held as needed. The President or Secretary may issue a call for a meeting at any time. A meeting may be called at any time by at least four members of the Board.
2. Notice of all meetings shall be given seven days in advance to all member of the Board. Notice of the Reorganization Meeting and any Special Meeting shall be given each member of the Board thirty (30) days or more in advance of said meeting.
3. The presence of the President and/or the Vice President and a simple majority of the Board at a meeting shall constitute a quorum. A majority of this quorum shall govern when voting on issues considered, except when otherwise specifically stated by the By-laws.
4. Written or e-mailed proxies to the President or Vice President shall be accepted for any properly scheduled meeting.
5. Amendments to the League By-laws and changes to the rules may be approved at any regular meeting of the Board.
  - a. In order for amendments to be considered, the suggestions must be circulated to all active members 14 days before the scheduled meeting to review.
  - b. Approval requires a majority vote by the members in attendance.
6. At each meeting, each Board member will have 1 vote, except the President. The President shall vote only in the event of a tie.
7. An annual Reorganization Meeting of the Board shall be held in May or June of each year. The primary purpose of this meeting shall be the election of the Executive Board members.
  - a. Amendments to the League By-Laws may be approved at this meeting.
8. Any board member having two (2) consecutive unexcused absences shall be asked to review their commitment to the league. Any further unexcused absence will require that member to submit, in writing, their resignation or a reaffirmation and commitment to fulfill their responsibilities.

## **ARTICLE VII: COACHES**

1. All head coaches must be approved by the Board. Majority approval must occur for acceptance of the relevant candidate.
2. Assistant coaches can be selected by the Head Coach.
3. All Head Coaching candidates must have a daughter enrolled in the Program for the current or upcoming year. Exceptions to this rule may be considered by the Board due to special circumstances, such as no other candidates being available. Exceptions to this rule must then be approved by the Board.
4. The Head Coach will be responsible for receiving, distributing and returning all equipment and uniforms, as well as coordinating receipt of all funds and monies due to the League by a respective parent/player. The coach is also responsible for distributing all pertinent schedules and information to players.
5. Head Coaches are also responsible for the conduct of all assistant coaches, players, parent and fans attending the games.
6. Any abuse, by language or conduct, towards any player, parent or official will not be tolerated and will be subject to disciplinary actions. (The current NGYBA Code of Conduct should be adhered to.)
7. Coaches who have faced disciplinary action by the Board may lose their eligibility to coach for the remainder of the current term or any future terms.
8. All Head Coaching candidates require security clearances, at the Program's expense.

9. Assure all scheduled referees are advised of the rules associated with the League and the grade level they are being assigned to. This is also part of the Referee Coordinator responsibility.

#### **ARTICLE VIII: IN-HOUSE DIVISIONS**

1. In-House Divisions will be Kindergarten through 8<sup>th</sup> Grade.
2. If registration permits, each grade level will have its own coordinator and only play other grade-level teams. However, if registration does not permit, some grades may be combined to allow enough teams to compete against one another with each grade maintaining a coordinator. Combined grade level coordinators must work together.
3. A player is permitted to play in a Division above her grade level. This is done by the Board recommending a player to play in the next higher Division. The parent is then asked if they want their child to play in the next higher division (above her grade level). This decision is for In-House.
4. A player can play up for a limited number of games if the intent is to fill a roster of a team who is lacking players for a specific game. This will be determined by a list of "call-ups" submitted in the beginning of the season by each coach to the Grade Level Coordinator. *(See In-House rules for details.)*
5. Division Rules governing the in-house and travel programs shall be adopted annually by the Board.

**ARTICLE IX : DISSOLUTION**

Upon the dissolution of the Program, all assets shall be distributed to the Norwin Recreation Board or the local government and used for the benefit of the community for which the League resided.

Authorized by: James E. Sudy - August 7, 2009

Revised by: Joan M. Wehner- August 27, 2013

Revised by: Randal Sydeski - August 10, 2016

Revised by: Joan M. Wehner – August 5, 2019

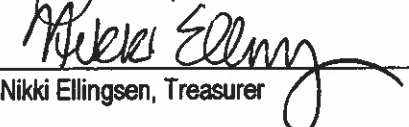
Accepted by: NCAA Girls Basketball  
Norwin Girls Youth Basketball Association

- September 8, 2013 AND  
- September 25, 2016

**Executive Officers:**



Joan M. Wehner, President



Nikki Ellingsen, Treasurer



Andy DeFazio, Vice-President



Blythe Schneck, Secretary

**Board Members:**

Stephanie Giannikas

Justin Gogolsky

Tom Graney

Jessica Haigis

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Anthony Kobus

Jeff Paris

Ben Raible

Tiffany Spitznagel

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