BASKETBALL

# CONSTITUTION & BYLAWS

# CONSTITUTION

ARTICLE I - Foundation

The Upper Township Basketball Association (UTBA) has been established as a nonprofit organization to foster the development of youth basketball in Upper Township.

ARTICLE II - Mission Statement

The mission of this organization is to instill in the youth of our township, the principles of good citizenship, good sportsmanship, and teamwork, through knowledge of and association with the competitive sport of basketball.

ARTICLE III - Affiliation

The association will partake in programs provided by the Township of Upper referred to as RECREATION LEAGUE BASKETBALL. These Leagues will be of a RECREATION only nature and there will be no scores recorded, standings kept or playoffs scheduled. The Association will encourage participation in its widest possible definition. To this end, no child will be denied the opportunity to play because of lack of ability in the RECREATION BASKETBALL LEAGUE.

Additionally there will be a competitive boy's program and a competitive girl's program referred to as TRAVELING BASKETBALL. Participation in the TRAVELING BASKETBALL LEAGUE will be decided by tryouts.

Article IV - Board of Directors

Section 1: The Board of Directors shall consist of the President, Vice President of Scheduling, Vice President of Boys Recreation, Vice President of Girls Recreation, Vice President of Traveling, the Treasurer and the Secretary. They shall be nominated at least one week prior to the annual election and shall serve a one year term or until their successors have been duly elected. These officers shall be eligible to succeed themselves in office. The most recent past president will serve on the Board of Directors for one year, following his/her resignation, as a non-voting advisor.

Section 2: The Board of Directors shall be responsible for the policies of the League, the team organization and the playing rules. A quorum for the transaction of business by the Board of Directors shall consist of at least 50% of all members of the Board. They may act at all times by a simple majority vote of the quorum, except as described in Article X pertaining to the amendment of the By-Laws.

Section 3: The Board of Directors shall be empowered to act for the full membership on all matters except as follows:

(1) Election and replacement of officers.

Article IV - Meetings

Section 1: The annual meeting of the UTBA shall take place in the month of July to coincide with the officer elections.

Section 2: The regular meetings of the UTBA shall be held on the date, time and place selected by the Board of Directors.

Section 3: The total number of individual teams present will constitute a quorum. All action shall be decided by a plurality vote of those ***teams*** present at the meeting.

Section 4: Each team shall be represented by at least one coach at a minimum of three-fourths of all League meetings during the course of any given year. It is the responsibility of the head coach to see that this requirement is met. In the event that a team does not meet this requirement during a given year, the Board may replace the coach and/or coaching staff for that team for the following year. The Secretary will maintain the attendance record for teams and officers.

associated with or interested in any part of the program, but only voting members or the appropriate committee members (in the case of committee meetings) may vote.

Section 6: Each voting member as described in Article II of the Bylaws will be entitled to one vote during an election or in any voting situation during a general meeting. In the event that a voting member holds more than one position in the organization he/she shall only be entitled a single vote. No votes may be cast by mail or proxy.

Section 7: No General Meeting will be held without prior notice to the membership. Notice may be by telephone call, letter, or newspaper announcement.

Section 8: All meetings will be conducted according to Robert's Rules of Order. The order of business at all General Meetings shall be as follows:

-Call to order
-Minutes and Acceptance thereof
-President's Report
-Treasurer's Report
-Traveling Report
-Committee Reports
-Unfinished Business
-New Business
-Adjournment

Section 9: The Board of Directors shall meet as required by the president; the date, time and place to be decided by the president.

Section 10: Meetings of the Board of Directors may be called by the President or upon written request of three members of the Board, to the President.

# BYLAWS

## ARTICLE I - Name and Organization

Section 1: The name of this nonprofit organization shall be the Upper Township Basketball Association, hereinafter referred to as UTBA.

Section 2: The location of this organization shall be the Township of Upper, Cape May County, New Jersey.

Section 3: Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all the assets of the Corporation by donation to a charitable organization, and nothing will be kept for personal gain.

## ARTICLE II - Voting Membership for Election of Officers

Section 1: The Voting Membership shall be composed as follows:

(1) All current officers of the league
(2) The Certified coaches of each participating team
(3) All coordinators of the league
(4) Every member is entitled to one and only one vote regardless of the number of positions the individual holds within the organization.

## ARTICLE III - Registration

All players wishing to register must fulfill the requirements of Article VII Section 1 of the Bylaws and will be eligible for the league or team defined under Article VIII of the bylaws.

Dates for all registration will be established on a year-to-year basis and advertised in the local news publication. Fees for registration are set by the UTBA Board of Directors and a late fee at the Board's discretion will apply to anyone not registering by the announced deadline.

## ARTICLE IV - Officers

Section 1: **The Officers of the League shall be as follows:**

(1) President
(2) Vice President - Scheduling
(3) Vice President - Traveling Program
(4) Vice President - Girls Recreation Program
(5) Vice President - Boys Recreation Program
(6) Treasurer
(7) Secretary

Section 2: **The duties of the Officers shall be as follows:**

(1 ) President- The president shall call and conduct all meetings according to the bylaws. He /She shall be the Executive Officer in charge of carrying out policies approved by the Board of Directors. He / she shall be the Chairman of the Board of Directors and shall be an ex officio member of all of the committees except the Nominating Committee. He / She shall be in charge of all public relations and publicity, including such matters as awards, presentations and opening day ceremonies, if any. He / She shall be the principal interface between the league and The Upper Township Recreation Board and any other organization with whom the UTBA affiliates in developing, promoting and coordinating basketball programs within Upper Township.

*To qualify as a candidate for president, a person must have a minimum of four years coaching experience in UTBA and must demonstrate a deep understanding of the game and its rules. The president shall be the alternate signatory for all checks and upon completion of his/her term, will serve on the executive committee as an advisor for one year.*

VP-Traveling Vice President-Traveling shall assist the President as directed, shall have full powers to act in all matters in the absence of the President. He/She shall direct the activities of the Registration, Purchasing and Facilities Development Committees for the traveling programs. He/She will be responsible for increasing parental involvement and enhancing our coaches' certification & training programs. He/She shall be the liaison between the UTBA and all the traveling league coordinators. All UTBA information to the UTBA Teams' Head Coaches shall go through the Vice President. Additionally the VP shall be responsible for the distribution of team photos, t-shirts, equipment tracking, distribution & collection (in conjunction with the UT Recreation Department).

(4) VP-Girls Recreation Vice President - Girls Recreation shall assist the President as directed and shall have full power over the Girls Recreation Program. He/She will be responsible for increasing parental involvement and enhancing our coaches' certification & training programs. He/She shall be the liaison between the UTBA and all the girl's league coordinators. All UTBA information for the league shall go through the Vice President. Additionally the VP shall be responsible for the distribution of team photos, t-shirts, equipment tracking, distribution & collection (in conjunction with the UT Recreation Department).

(5) VP-Boys Recreation Vice President - Boys Recreation shall assist the President as directed and shall have full power over the Boys Recreation Program. He/She will be responsible for increasing parental involvement and enhancing our coaches' certification & training programs. He/She shall be the liaison between the UTBA and all the girl's league coordinators. All UTBA information for the league shall go through the Vice President. Additionally the VP shall be responsible for the distribution of team photos, t-shirts, equipment tracking, distribution & collection (in conjunction with the UT Recreation Department).

(6) Treasurer The Treasurer shall be in charge of the deposit and distribution of the League's funds. The Treasurer shall make an annual report and be prepared to render other reports as requested by the President. The Treasurer shall be Chairman of the Finance Committee and be responsible for the annual UTBA budget to be presented to the UT Recreation Board.

(7) Secretary The Secretary shall record and distribute minutes of all meetings to all Board members and shall announce all meetings as required in these bylaws. He/She shall handle all League correspondence, maintain the League's supply of stationery and perform such other secretarial duties as necessary.

***Most importantly all the Leagues' Membership shall be responsible to promote and uphold the UTBA Rules, Policies and Mission Statement.***

## ARTICLE V - Election of Officers

Section 1: The Board of Directors shall select a nominating committee from the UTBA Membership, to prepare and present a slate of officers for election at the Annual Meeting. The current League Secretary will chair this committee. Other nominations for league officers may be made to the election committee chairman, no later than 7 days prior to the Annual Meeting. Such nominations must be in writing. Nominations may only come from the current UTBA Membership.

Nominations for the various offices shall be made separately. Candidates for President shall oppose only those candidates nominated for the Office of President and so on down the line.

The nominating committee shall be responsible to receive and count the votes.

Section 2: Officers of the League shall be elected by a majority vote, of the Voting Membership as described in Article II Section 1 of the Bylaws, at the Annual Meeting. In the event of a tie, ballots will be recast for the tied position(s). All voting shall be done by closed ballot, except when unopposed. If an office is unopposed the Secretary shall then cast one ballot for those officers nominated for that office.

## ARTICLE VI-Officer Candidacy

Any voting member, 18 years old or older with 2 years UTBA coaching experience, shall be eligible for nomination as an officer of the League. The position of President has additional requirements see Article IV, Section 2, Subsection (1).

tion 1: PLAYERS - Any youth will be eligible to play in the League who meets the following requirements:

(1) Is a resident or student of Upper Township, Cape May County, NJ?
(2) Has written permission from a parent or legal guardian which also Certifies they are physically fit to play.
(3) Meets the age requirements as stated under the rules in Article VIII of the Bylaws for Rec participation.
(4) Conforms to any other rules, which the Board may see fit to establish regarding eligibility.

Section 2: COACHES - All coaching personnel as described in Article IX of these bylaws.

Section 3: OFFICIALS - All officials serving the League in that capacity.

Section 4: COORDINATORS / ASSIGNORS - All persons who have been selected to coordinate a league or league activity. The Board of Directors shall spell out their responsibilities and duties.

Section 5: The Board of Directors shall have the authority, by vote of the majority, to suspend any member whose conduct is considered detrimental to the best interests of the program as outlined in Article II of the Constitution.

Section 6: The Board of Directors shall have the authority to act in cases of serious misconduct of any youngster. It shall have the authority to suspend or suitably deal with any violation of the spirit of these bylaws as outlined in Article II of the Constitution.

Section 7: A Referee Coordinator will be appointed, for each Recreational League, by the Board of Directors and shall work with that league's Vice President in supervising, teaching and directing the activities of other referees

## ARTICLE VIII - Organization

Section 1: The League shall be organized as follows:

(1) The recreational portion will primarily involve intra-town play. It will consist of two leagues (boys and girls). Each league shall in turn consist of several grades appropriate divisions, defined prior to the start of the season, to accommodate the number of registered players. These are as follows:

(a) Girls Recreation -girls Grade 2 through 8 as of the appropriate basketball year.

(b) Boys Recreation - boys and girls Grade 2 through 8 as of the appropriate basketball year.

(2) The travel division shall consist of those teams sponsored by UTBA to participate in appropriate inter-city/township play as determined by the Board of Directors. Eligibility shall be limited to those youngsters selected for play on these teams.

Section 2: The basketball year runs from December 1st through March 31st of the succeeding calendar year.

Section 3: The Registrar on a case-by-case basis will resolve Problems, questions and interpretation of these requirements. The Registrar may consult with the Board of Directors if they deem it necessary.

## ARTICLE IX - Coaching Personnel

Section 1: One head coach and no more than three designated assistant coaches shall supervise each team. The Coaches Selection Committee shall appoint the head coach for the Traveling Program and the League Coordinator for the Recreation Program. Each Traveling head coach shall be assigned their assistants while each Recreation head coach may chose one assistant and may be assigned additional assistants. Coaching personnel shall be selected based of the following qualities:

(1) their good character
(2) their ability to work with youngsters
(3) a reasonable knowledge of the game of basketball
(4) their willingness to conform to these bylaws and the goals of the league

Section 2: **Travel Team Coaching** candidates must contact the Coaches Selection Committee Chairman and submit an application (available from the President & at signups) for the desired position prior to September 15th for that upcoming season.

The Coaches Selection Committee shall interview all new applicants in late September and inform all applicants of their decision by the first week of November. The committee shall also review the existing coaching staffs and make changes as deemed necessary.

***ANY MID-SEASON COACHING CHANGES ARE SUBJECT TO THE SAME APPLICATION AND INTERVIEW PROCEDURE. THIS SHALL BE ARRANGED ON AN EMERGENCY BASIS BY THE TRAVELING VICE PRESIDENT IN CONJUNCTION WITH THE COACHES SELECTION CHAIRMAN.***

The selection committee evaluates each candidate according to the following considerations, which are neither prioritized nor weighted:

a. Experience coaching or playing organized basketball.
b. Certification as a recreational basketball coach.
c. Recommendations from parents or basketball coach.
d. Experience coaching other sports.
e. Residency in Upper Township.
f. Willingness to work with other coaches.
g. Interview questions.
h. Eagerness to promote and uphold the UTBA Bylaws & Constitution.

All appointed traveling coaches must meet the following requirements.

a. All head and assistant coaches must be 18 years of age.

Section 3: Each head coach shall be responsible for the actions of their assistants, their players and their fans. Furthermore, all involved must set the proper example for the youth participants by adhering to the highest ideals of good sportsmanship. The good of every child involved should be kept uppermost in the minds of the persons responsible for putting the teams on the fields.

The head coach may ***not*** release an assistant who in their opinion is not acting in the interest of the program but they shall report this individual to the UTBA immediately.

Section 4: **All RECREATION AND TRAVELING** coaches must comply with all the rules and certifications set forth by their respective affiliated leagues and the UTBA.

Section 5: **The Board of Directors** will have the power, by vote, to dismiss or suspend any coach whose action is detrimental to the League goals as outlined in Article II of the Constitution. Such suspended persons shall have the right to appeal the suspension by requesting, in writing, to the League President a reconsideration of the suspension and a re-vote.

ARTICLE X- Amendments

Section 1: The Bylaws of the UTSA may be amended as follows:

(a) Proposed amendments shall be presented by the Bylaws Committee at the November meeting or by a member in good standing at any regular UTBA meeting or at any other time in writing to the attention of the president.

(b) The president shall appoint a committee of three members, including the author of the amendment, to draft the change and report back at the next general membership meeting.

(c) The proposed amendment(s) will then be presented to the UTBA at that meeting and discussion from the floor will be opened. Upon the close of discussion the proposal will be tabled until the next Executive Board Meeting, where a vote will be taken.

(d) The amendment must be passed by two-thirds vote of the quorum of The Board of Directors. The results of the vote shall be announced at the next General Meeting.

(e) Once an amendment has been voted on, the result of that vote may not be changed for a minimum of 2 calendar years.

ARTICLE XI - League Rules

Section 1: **RULES OF PLAY** – For Travel, will be those in effect within the league entered. For Recreation, those rules determined for that season by the Board of Directors as recommended by the Rules Committee.

Section 2: **(Rec. Conferences Only)**
Brothers/sisters of players and children/brothers/sisters of coaches shall be assigned to teams in the following manner:

(1) Brothers/sisters of players - A newly admitted player who has a sibling on a team in the same division, for which they are eligible, shall be assigned to that team if they so desire.

(2) Children/brothers/sisters of coaches - The rules as set forth in 1 above shall equally apply to the above specified relations of coaches.

Section 3: **(Rec. Conferences Only)**
No practices under any guise shall be held prior to the official equipment pickup date for that season. During the season the total number of hours of practice per week shall not exceed 2.

Section 4: **PROTESTS** - In keeping with the stated purpose of the League, the decisions of the officials shall be final. No protests shall be allowed based upon judgment of the officials.

Section 5: **EQUIPMENT** - The League will furnish each player with a basketball uniform for Travel and a reversible player's jersey for Recreation. Each child is responsible for the equipment issued to them, and head coach of each team is responsible for seeing that all equipment is turned over to the Recreation Department by the specified return date. No child should be allowed to keep equipment from one year to the next. Parents assume a liability for the current replacement cost of equipment when they register the child. Any child who fails to return their uniform will not be eligible to participate in basketball or any other UT sponsored program. Uniforms in part or whole may not be worn for any other purpose other than participation in the UTBA program and special school functions. *(ex: uniforms may be worn for team day)*

ction 6: Items such as basketball shoes will not be supplied by UTBA. Each child is responsible for obtaining such equipment.

Section 7: TEAM FORMATION AND DRAFTING ORDER

*Recreation League*

Each player shall be assigned to a team based on the coordinators' best efforts up to and including grade 4. For grades 5 through 8, a draft will be held where each team coach will chose his/her team in a draft format.

*Travel League*

Travel team selection will be based on announced tryouts, open to League members registered for that particular season. Sessions scheduled will be no more than 2 hours long with a minimum of 1 session and a maximum of 2 sessions. Selection will be made by the coaches and supervised by the League Coordinator and all traveling teams' candidates will be notified by phone on the same specified date. Selection must be completed by December.

A minimum of 10 and maximum of 12 players will be selected for Travel teams. All UT residents must be accepted first before any outside players may be considered. If any additions must be made after players are cut the added players must come from those players cut prior to going outside the township to solicit players. More than one team can be established for the same grade levels based on number of candidates and the approval of the Board of Directors.

Section 9: ROSTERS

(1) The Registration Committee shall make the final determination of eligibility for all players.

(2) Rosters for travel teams will be based on youngsters registering in the general registration. Those not selected for travel will be assigned to teams in the recreational conferences.

(3) A player selected to play on a traveling team may also play in the Recreation League. In doing so a player commits themselves to both teams and may jeopardize their position on the travel team if that commitment is not upheld.

Section 10: TRADES - No trades shall be made of any players except by the League Coordinator.

Section 11: TRAVEL TEAMS

Tournaments

U.T.B.A. will pay for tournament applications approved by the Board of Directors. Teams are permitted to attend tournaments approved by the Board of Directors. UTBA will pay for tournament application fees for such events. Coaches are required to submit such requests in writing at least two weeks before tournaments begin.

Section 12: Playing Time

Recreation League players shall all play equal time. Players shall play all positions equally and shall be rotated every period played.

The respective leagues are very competitive and as such, we will play to win. Consequently, it is not possible to guarantee that each player will get equal playing time during the games. However, each player will receive equal attention in practice.

ARTICLE XII - Standing Committees (these positions will be filled by or appointed by the UTBA Board of Directors)

Section 1: The league will have the following standing committees, whose chairmen will report as to the activities of said committees at appropriate meetings of the Board of Directors:

(1) RULES COMMITTEE - The Rules Committee will be appointed by Board of Directors and shall include the League Coordinator and any volunteers involved in that league. They shall be responsible for an annual review of the League Rules and shall recommend changes, additions, or deletions of same to the Board of Directors as they deem fit.

(2) REGISTRATION COMMITTEE - The Registration Committee shall be appointed by the Board of Directors and shall include the Registrar as Chairmen. The Registration Committee shall supervise registration and drafts, and shall have such other responsibilities as are set forth in these bylaws. Coaches may not be involved in assigning players to teams or in administrating the Division Drafts in their respective divisions other than as specifically noted in the Bylaws.

(3) PUBLICITY COMMITTEE - The Publicity Committee shall be appointed by the Board of Directors and shall include the Secretary as Chairman. They shall be responsible for all advertising, Newspaper articles and other publicity related activity concerning basketball and League operation.

(4) TRAINING COMMITTEE - The Training Committee shall be appointed by the Board of Directors and shall include the Vice President of Traveling. The Training Committee shall be responsible for the development, training and training programs for players and coaches.

(5) FINANCE COMMITTEE - The Finance Committee shall be appointed by the Board of Directors and shall include the Treasurer as Chairman and two other members as a minimum. The Finance Committee shall be responsible for the preparation of the Financial Statement for submission to the Recreation Department, the annual budget and recommendations of all money raising programs to the Board of Directors.

(7) FAIR PLAY COMMITTEE - The Board of Directors will act as a Fair Play Committee in handling of concerns against any person associated with the UTBA (players, coaches, referees and spectators). A committee chairman, appointed by the President, will act as the focal point for any one wishing to voice a concern. There is a 3-step process currently in place that spells out the actions to be taken by this committee. Every step will be documented and placed into the file of the persons involved.

(8) ACHIEVEMENT AWARDS COMMITTEE - Each year, upon approval by the Board, the President shall appoint a committee consisting of the Registrar and two additional members of the Board to review and propose a list of candidates to receiver scholarship monies.

(9) COACHES SELECTION & REVIEW COMMITTEE - This committee shall be comprised of the Board of Directors and is responsible for the interviewing and selection of new coaches as well as a performance review of existing coaches. A chairperson shall be appointed by the President and does not have to be an existing Board of Directors member. No officer shall be part of the decision process of any position for which he is an applicant.