

# Coon Rapids Cardinal Basketball Club Bylaws

## ARTICLE I — NAME AND PURPOSE

### Section 1 – NAME AND ADDRESS

The name of the Corporation, hereinafter referred to as the Organization, shall be the Coon Rapids Cardinal Basketball Club (CRCBC).

The official address for the Club is:

Coon Rapids Cardinal Basketball Club  
PO Box 48624  
Coon Rapids, MN 55448-0624

### Section 2 — MISSION STATEMENT

The mission of the Coon Rapids Cardinal Basketball Club is to provide an opportunity for girls and boys in the Coon Rapids High School Attendance area to enhance their basketball skills in a structured, more competitive, team environment preparing them for participation at Coon Rapids High School.

## ARTICLE II — PLAYER ELIGIBILITY

### Section 1 — ELIGIBILITY

#### *1.1 Residence*

Player must reside in Coon Rapids, go to school in Coon Rapids or live within the Coon Rapids High School Boundaries in order to be an eligible member.

#### *1.2 Exception*

No program is available in their community, CRCBC is not full and/or the appropriate waivers have been obtained prior to registration.

#### *1.3 Age*

All teams are formed by grade. Eligible players are allowed to be added to a roster up a grade level, but not down a grade. Eligible players may only be added to a roster up a grade if there is not another player available in that grade and the player is needed to fill out a team or upon review and approval of the CRCBC Board of Directors.

#### *1.4 Financial*

All members are required to be in “good standing” with CRCBC. Good standing is defined as a member who is current with organization dues and payments or has made other arrangements with CRCBC Board of Directors.

## ARTICLE III - MEMBERS

### Section 1 – MEMBERS

Members shall consist of all Board of Directors, Parents/Guardians of participants, current resident, business operator, or employees of the City of Coon Rapids, a High School Liaison from the Boys High School Basketball Staff to be named by the Boys Head Varsity Coach, a High School Liaison from the Girls High School Basketball program to be named by the Girls Head Varsity Coach, plus any others appointed by a majority vote of the Board of Directors that supports the mission statement in Article 1, Section 2.

### Section 2 — RESIGNATION AND TERMINATION

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the Board of Directors.

## ARTICLE IV — MEETINGS

### Section 1 — REGULAR MEETINGS

Regular Board of Directors meetings shall be held monthly, at a time and place designated by the President. Regular Meetings are open to all Members and the public. A minimum of ten members of the Board of Directors are required to be in attendance in order to conduct a meeting and vote.

### Section 2 — ANNUAL MEETING

An Annual Meeting of the members shall take place in the month of April and may be combined with the regular April Board meeting. The specific date, time and location of which will be designated by the President.

Notice of the Annual Meeting will be published on the website at least one week prior to the Meeting. At the annual meeting the current Board of Directors will elect the New Executive Committee who will assume their new positions at the end of the Annual Meeting. The entire membership will nominate and vote on open board of director positions outside of the Executive Committee. The transition from one person to another will vary by position. Coordination and timing of the transition will be scheduled by the exiting and incoming board members.

Annual Meeting Agenda:

1. Regular/New Business
2. Review of Open Positions
3. Interviews in the event more than one person is interested in a position
4. Election for Executive Committee positions in the following order when applicable; President, Vice President, Treasurer, Secretary
5. Election for non-executive positions

### Section 3 — SPECIAL MEETINGS

Special meetings may be called by the President, the Executive Committee, or a simple majority of the Board of Directors.

### Section 4 — NOTICE OF MEETINGS

Electronic notice of each meeting shall be posted on the CRCBC Website, not less than one week prior to the meeting.

### Section 5 — VOTING

- 5.1 The Board of Directors will have voting rights at all Regular Meetings. All Members will have voting rights at the Annual Meeting as defined in Article IV, Section 2. All Board actions to be voted on shall be decided by a simple majority vote. Proxies are not allowed but at the discretion of the Board of Directors a vote may be conducted electronically.
- 5.2 A traveling basketball family with a paid winter, traveling registration fee for CRCBC, each parent or legal guardian is entitled to have one vote in CRCBC to be cast by a parent or legal guardian 18 years of age or older.
- 5.3 Membership on the CRCBC Board of Directors constitutes one vote in CRCBC if a member does not have a player in CRCBC.
- 5.4 Dual family members on the Board each receive a separate vote.
- 5.5 The Secretary of CRCBC is responsible for monitoring and validating the voting.
- 5.6 Motions can be accepted by the Secretary from any eligible Board of Director of CRCBC. Nominations can be accepted by any eligible member of CRCBC.
- 5.7 Voting for all Board of Director positions, except for the Executive Committee is open to anybody with a voting membership in CRCBC.
- 5.8 Voting for the President, Treasurer, and Secretary of CRCBC is open ONLY to the current Board of Directors.
- 5.9 President votes in tie breaker situations only. The President will write down and hold their tie breaking vote prior to all votes being tallied. In the event of a tie the President's vote will be shared with those tallying votes.

## **ARTICLE V — BOARD OF DIRECTORS**

### **Section 1 — ACCOUNTABILITY**

Directors are elected by and accountable to the Members of the Organization. All Board elections will be held at the Annual Meeting.

### **Section 2 – DUTIES & RESPONSIBILITIES**

The Board of Directors is charged with overall responsibility for the affairs of the Organization, including adoption, approval and enforcement of all by-laws, policies and procedures, election of the Executive Committee for the Organization and carrying out all other duties and responsibilities consistent with the purposes for which the Organization was formed. The Board of Directors shall approve the annual budget prepared by the Executive Committee, including expenditures for equipment and tournament fees as well as any expenditure not directly related to normal operations of the Organization. It shall create Committees to perform activities consistent with the purposes for which the organization was formed. It shall also approve the annual Financial Report of Operations prepared by the Treasurer and present it to the Members at the Annual Meeting.

The Board of Directors shall be comprised of the positions listed below, each of which is expected to serve for a term of two years.

The Board of Directors, by majority vote, has the authority to fill vacant Board seats outside the Annual Meeting. Vacant Board seats shall include those resulting from resignation or upon majority vote by the Board of Directors.

The board receives no compensation other than reasonable expenses.

### **Section 3 — MEETINGS & NOTICE**

The board shall meet at least monthly, at an agreed upon time and place. An official board meeting requires that each board member have electronic notice at least one week in advance.

### **Section 4 — BOARD ELECTIONS**

New directors and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting. Directors will be elected by a simple majority of members present at the annual meeting.

### **Section 5 — QUORUM**

A quorum shall be defined as ten members of the Board of Directors. A quorum is required to call a regular meeting to order.

### **Section 6 – FINANCIAL**

- 6.1 CRCBC registration fees will be set by the CRCBC Board of Directors.
- 6.2 CRCBC assumes responsibility for the purchase of equipment
- 6.3 The checking account is required to have two signers.
- 6.4 Suggested year-end is April 30.
- 6.5 The Treasurer will provide a year-end financial statement.
- 6.6 Players will be allowed to start practice when all fees are paid in full including all outstanding balances.
- 6.7 Players may not be allowed to participate in tournaments when money is due and unpaid.

### **Section 7 — EXECUTIVE COMMITTEE**

The Executive Committee shall consist of President, Vice-President of Boys, Vice-President of Girls, Secretary and Treasurer, who shall be appointed by the Board of Directors. The Executive Committee are charged with responsibility

for conducting the day-to-day business of the organization, as well as serve as the Organization's Policy Committee with the responsibility of recommending administrative policies and procedures to the Board of Directors for their approval.

## Section 8 – BOARD OF DIRECTORS

All members of the Board of Directors are volunteers.

### 8.1 President

The President has responsibility for overall day-to-day operations of the Organization. The President will develop meeting agendas, facilitate discussions during meetings and keep discussions on track. He/She shall closely monitor the operations of all existing Committees approved by the board to determine that each Committee is:

- 1.) Sufficiently staffed to perform its duties
- 2.) Meeting all deadlines timely
- 3.) Timely appraising the Board of its progress

He/She shall execute all legal documents and contracts on behalf of the Club.

The President is responsible for mail pick-up with the option to delegate or share this function. The Treasurer is responsible to ensure the PO Box rental fees are paid when due.

### 8.2 Vice President – Boys & Vice President – Girls

There will be two Vice-Presidents; one for the Girl's operations and one for the Boy's operations.

These two positions will monitor the operations of their specific programs. They will also make up the METRO/MYAS Committee as well as serve on the Executive Committee.

### 8.3 Treasurer

The Treasurer shall maintain custody of all financial records of the Organization, including all receipts and disbursements and shall, if the Board of Directors so requires, post bond conditioned on the faithful performance of his/her duties. The Treasurer shall have responsibility for and custody of all bank accounts of the Organization and shall sign all checks of the Organization. He/She shall report to the Board regarding all receipts and Statements and submit them to the Board for approval within two weeks after the end of the Fiscal Year of the Organization. The Treasurer shall assist in preparing the Annual Budget and submit it to the Board for approval. The Treasurer is responsible to ensure the PO Box rental fees are paid when due. The Treasurer shall perform all duties of the President due to his/her absence or illness.

### 8.4 Secretary

The Secretary shall issue notices of all special meetings of the Directors and/or Officers and shall keep Minutes of all such meetings. He/She will provide written copies of Minutes of past board meetings for each Board member at least three business days prior to the upcoming meeting. He/She shall attest to all legal documents and contracts with his/her signature on behalf of the Organization.

The specific duties and responsibilities of the committees these positions chair are listed in Article V.

8.5 Communications Director(s)

8.6 Tournament Director(s)

8.7 Assistant Tournament Director(s)

8.8 Equipment Director

8.9 Apparel Director

8.10 Facilities Director

8.11 Fundraising Director

8.12 Special Events Director

8.13 Operations Director(s)

8.14 Coach Development Director

8.15 Program Development and Recruitment Director

8.16 Registrar

8.17 Metro/MYAS League Representative(s)

8.18 High School Liaisons – Boys and Girls

8.19 Board Members at Large

## **REFER TO ARTICLE V FOR DESCRIPTIONS OF DUTIES AND RESPONSIBILITIES**

### **Section 9— VACANCIES**

When a vacancy on the board exists mid-term, The Executive Committee shall have authority to appoint new Board members to fill the vacant positions outside of the annual meeting. These vacancies will be filled only to the next Annual Meeting.

### **Section 10 — RESIGNATION &TERMINATION**

Resignation from the board must be in writing and received by the Secretary. A board member maybe terminated from the board by majority vote by the Board of Directors present at any Regular Meeting.

## **ARTICLE V — COMMITTEES**

### **Section 1 — AUTHORIZATION**

The Board of Directors may by resolution, authorize formation of new Committees or cancellation of existing Committees or subcommittees at any time by majority vote in order to carry out any of the purposes for which the Organization was formed. The Board shall determine the size and duties of all Committees and Sub-Committees. Each Committee will have a Director appointed as Chairperson.

### **Section 2 – EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice President of Boys, Vice President of Girls, Treasurer and Secretary.

### **Section 3 – COMMUNICATIONS COMMITTEE**

The Communications Committee shall consist of a minimum of two members and will coordinate media coverage for all club activities, manage website and social media content, all promotional documents and all public relations content and connections. Should there be a Tournament Brochure; the committee shall be charged with the responsibility of soliciting sponsors and advertisements for the Coon Rapids Tournaments Brochure. The Communications Committee shall be responsible for the updating of all appropriate information on the Club’s website throughout the year.

### **Section 4 – TOURNAMENT COMMITTEE**

The Tournament Committee will have the responsibility of registering our Club into area tournaments. The Tournament Committee will also coordinate the scheduling and running of the Coon Rapids Tournaments. This Committee should have Co-Chairs, one for the Girl’s Tournament, one for the Boy’s tournament and assistant directors for each tournament.

### **Section 5 – EQUIPMENT COMMITTEE**

The Equipment Committee shall be in charge of storing, dispensing and recollecting all equipment, conducting an annual inventory and shall also have the responsibility of procuring new equipment as needed.

### **Section 6 – APPAREL COMMITTEE**

The Apparel Committee will have the responsibility to collaborate with vendors in an effort to procure apparel for promotional and good will for the Club, will assist with dispensing of orders and work as a liaison with vendors in regard to any customer service issues on orders.

### **Section 7 – FACILITIES COMMITTEE**

The Facilities Committee shall consist of two members and shall be in charge of scheduling all facilities used for player registration, team tryouts, practices and Coon Rapids Tournaments.

### **Section 8 – FUNDRAISING COMMITTEE**

The Fundraising Committee will solicit and coordinate all fundraising events for the Club and will solicit sponsors and advertisers for the website.

#### Section 9 – SPECIAL EVENTS COMMITTEE

The Special Events Committee will be in charge of all special events during the year including the July 4th Parade, High School Night, out of town party, end of the year banquet, 10,000 shots program.

#### Section 10 – OPERATIONS COMMITTEE

The Operations Committee shall be charged with organizing player registration, conducting team tryouts, interview and selecting coaches and acting as a review board for all coaching related complaints. This Committee will be co-chaired by the Vice President - Boys and the Vice President – Girls, and will be further filled by five additional board members selected by the President. These seven members are the voting members of the committee; if, for some reason, a tie vote is cast, the President will cast the tiebreaking vote.

**Special Note Regarding Coaching Selection for Boys and Girls 8A Head Coach Position**– to help ensure that a smooth transition occurs between the “A” divisions of both our boys’ and girls’ programs to the high school program the following year, the following policy has been put in place:

- The head varsity coach from both the boys’ and girls’ programs at Coon Rapids High School will have up to July 15<sup>th</sup> each year to make a recommendation to the operations committee for the person they would to see coach the boys and girls 8A teams respectively
- If the committee does not vote to approve either or both candidates to fill the positions, or if the varsity coach(es) do not supply a candidate in a timely manner, then the committee will allow applicants to the position(s), and will select from the pool of applicants, which may include the varsity coaches’ recommended candidate.

#### **8A Coach Additional Responsibilities**

- Schedule and hold a minimum of three practices per week, with the head coach in attendance at a minimum of two of these per week.
- Select an assistant coach, who will also attend at minimum two practices per week, including running any practice the head coach cannot attend.
- Attend the seeding meeting for the yearly state tournament – if unable to attend, ensure that a qualified person attends in his or her stead

#### Section 11 – COACH DEVELOPMENT COMMITTEE

The Coach Development Committee serves as a forum responsible for resolving issues relating to the competitive aspects of CRCBC’s basketball program including coach training, clinics, mentoring and assistance throughout the season.

#### Section 12 – PROGRAM DEVELOPMENT AND RECRUITMENT COMMITTEE

The Program Development and Recruitment Committee shall coordinate and implement Board-approved programs that enhance the Club and develop future players. (Little Peeps K-3 program) Coordinates player recruiting efforts within the community.

#### Section 13 – REGISTRAR

This person will assist the Treasurer in collecting registration forms and fees during registration and be responsible for follow –up with coaches on late registrations, fees, report progress and any open issues to the Board as well as gathering all pertinent documents for State tournaments.

#### Section 14 – METRO/MYAS LEAGUE REPRESENTATIVES

The Representatives will act as liaison between Board and Metro/MYAA League which includes attending summer Metro/MYAS League meeting to get the tentative new years’ tournament schedule.

The Vice Presidents of the Girl’s Operations and Boy’s Operations should be a part of this Committee.

#### Section 15 – HIGH SCHOOL LIAISONS

The High School Liaisons will be the head coaches of the Boys and Girls programs or their approved representatives.

## **ARTICLE VI — AMENDMENTS**

### **Section 1 – AMENDMENTS**

Amendments to the By-Laws may be made at any time by an affirmative vote of the present members of the Board of Directors at any Regular Meeting and will become effective immediately upon their adoption, unless otherwise indicated.

### **CERTIFICATION**

These bylaws were approved at a meeting of the board of directors by a majority vote.

A handwritten signature in black ink, appearing to read 'Russ Byers', with a long horizontal stroke extending to the right.

Russ Byers, CRCBC Board Secretary, June 5<sup>th</sup>, 2016