

ARMSTRONG-COOPER YOUTH BASKETBALL BY-LAWS

Revised April 2019

1. The annual meeting of the Armstrong-Cooper Youth Basketball Association (“Association”) shall be held in April or May of each year and shall be for the purpose of hearing the report of the President and receiving input from non-Board members.
2. The Board of Directors of the Association (“Board” or individually, “Members”) shall:
 - A. Consist of the Executive Committee and other Members as deemed necessary given the current needs of the Association.
 - B. Meet from time to time as determined by the President to discuss the general affairs of the Association, to report on their individual responsibilities, and to receive reports of the activity of the Executive Committee.
 - C. Call any special meetings they deem necessary by giving written notice signed by 2/3 of the Board members requesting such special meeting. The President shall set a time and place for such meeting within 20 days of receipt of such notice. The written notice will also contain an alternative time and place for such special meeting in the instance that the President does not organize the meeting.
 - D. Elect new Board Members of the Association at the 1st Board meeting held after April 1st of each year.
 - E. Serve two year terms commencing from their respective elections.
 - F. Serve as many consecutive or non-consecutive terms as such officer is willing and is elected to by the Board.
3. The Executive Committee of the Association will:
 - A. Be composed of:
 - i. President
 - ii. Boys Traveling Commissioner
 - iii. Girls Traveling Commissioner
 - iv. House Commissioner
 - v. Treasurer
 - vi. President-Elect if one is named.
 - B. Approve any appointments by the President.
 - C. Transact the business of the Association between Board meetings.
 - D. Determine the dues, fees, charges and budgets of the Association.

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- E. Limit, when necessary, the number of participants according to gym space, available coaches, etc.
 - F. Purchase, or direct the purchase of, necessary supplies and equipment.
 - G. Make rules, regulations, and procedures for the governing of the Association, its Teams, Coaches, Players and Parents, especially rules and regulations for the Association not covered by the Bylaws.
 - H. Suspend or expel those who do not pay their basketball fees within the month of October or who violate the codes of conduct of the Association or whose behavior is disruptive to their team or the' association.
 - I. Be filled by existing Board Members where appropriate.
 - J. The full Executive Committee does not need to be involved in every task or decision attributable to the Executive Committee. It will be the general policy that traveling-specific tasks and decisions will be completed by the two travel commissioners and President; house-specific tasks and decisions will be completed by the two house commissioners and President; budget and financial-related tasks and decisions will be addressed by Treasurer and President.
4. Non-Executive Committee Board Members shall:
- A. Include the following:
 - i. Player and Coach Development Director(s)
 - ii. Travel Scheduler
 - iii. House Scheduler
 - iv. Girls Tournament Director
 - vi. Boys Tournament Director
 - vii. Girls Equipment Coordinator
 - viii. Boys Equipment Coordinator
 - viiix. Website Coordinator
 - ix. Marketing Coordinator
 - B. Be elected by the full Board of Directors.
 - C. Be recalled by a 3/4 vote of all of the Board of Directors made at a meeting of the Board, at which time the case for recalling the Officer will be made and the Officer will have the opportunity to defend their position, explain their actions.
 - D. Be responsible to locate a replacement to fill their position once their term is completed or the Member moves to a position on the Executive Committee.

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5. Individual Board of Director Positions shall serve the following functions:
 - A. The President will:
 - i. Preside at regular, special and general Membership meetings, board meetings and executive committee meetings.
 - ii. Give general supervision to the activities of the Association.
 - iii. Lead the recruitment of volunteers for the Association, and nominate appointments for Executive Committee Members and other Board Members.
 - iv. Appoint ad-hoc committees, including Members of the committee, as necessary to facilitate tasks on behalf of the Association as needed.
 - v. Represent the Association to any outside organization, communities, school administrations, etc.
 - vi. Keep minutes of all meetings, or appoint other Board Member to do so.
 - B. Boys Traveling Commissioner and Girls Traveling Commissioner will have identical functions on behalf of the Association and will:
 - i.. Select coaches, with the approval of the Executive Committee.
 - ii. Recruit assistants and delegate responsibilities to those assistants as they deem necessary.
 - iii. In every way run and administer their respective traveling program according to the policies and procedures of the Association
 - iv. Encourage overall skill development of players in their respective programs.
 - v. Recommend to the executive committee solutions to new situations in their program, which solutions are consistent with the already established policies and procedures of the Association.
 - vi. Coordinate tournament schedules for all traveling teams for the season.
 - C. The House Commissioner will:
 - i. Select coaches, with the approval of the Executive Committee with the assistance of Player and Coach Development Directors.

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- ii. Coordinate scheduling teams in leagues outside the Association as necessary.
 - iii. In every way run and administer the house program according to the policies and procedures of the Association
 - iv. Encourage overall skill development of players in the program with the assistance of Player and Coach Development Directors.
 - v. Recommend to the Executive Committee solutions to new situations in their program, which solutions are consistent with the already established policies and procedures of the Association.
- D. The Treasurer will:
- i. Receive and keep account of all funds. The accounting records are to be separate for boys traveling, girls traveling, and house leagues.
 - ii. Send statements, pay authorized bills, and report status of memberships.
 - iii. Sign-checks in the name of the Association upon authorization of the president.
 - iv. Make financial reports at meetings.
 - v. Maintain membership rosters.
- E. The Player and Coach Development Director position may be filled by one or more persons, as necessary, and will:
- i. Develop in-season and off-season skill development programs for all players in the Association.
 - ii. Provide assistance and guidance to coaches needing help with practice planning, in-game situations, etc.
 - iii. Work with Travel and House Commissioners to coordinate pre-season evaluations, roster assignments, and coaching selections.
- F. Travel Scheduler and House Scheduler shall have identical functions on behalf of the Association and will:
- i. Communicate with the Robbinsdale School District, or other facilities, to locate practice and game space for all Association teams in their respective programs.

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- ii. Schedule practice time as necessary for all Association teams in their respective programs.
 - iii. Regularly be in communication with the Commissioners and coaches of their respective programs regarding schedules and changes.
 - G. The Girls Tournament Director and Boys Tournament Director shall have identical functions on behalf of the Association and will:
 - i. Coordinate all aspects of the main fundraising opportunity for the Association, including coordination of vendors, 7th grade parents for concessions, and volunteer requirements for Association parents.
 - ii. Work with the Travel Commissioner regarding securing teams to play in the hosted tournament.
 - H. The Girls Equipment Coordinator and Boys Equipment Coordinator shall have identical functions on behalf of the Association and will:
 - i. Coordinate uniform orders for the travel program.
 - ii. Coordinate equipment needs for Association teams in both House and Travel programs.
 - iii. Coordinate with vendor and Association parents/families about Association spirit wear.
 - I. The Website Coordinator will:
 - i. Manage and support the Association website, including updating information on website and on-line registration and volunteer sign-up.
 - ii. Assist with communications between the Association and parents/families by sending email communications as necessary.
 - J. The Marketing Coordinator will:
 - i. Coordinate promotion and awareness of playing opportunities within Association.
- 6. The Coaches will:
 - A. Train, coach, motivate, etc. the participants.
 - B. Regulate the conduct of participants at the practices and games.

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- C. Suspend members from practice sessions and games for inappropriate behavior including but not limited to smoking, drinking, stealing, swearing, disrespectful actions toward a coach, teammate, opponent or spectator, inattentiveness, absenteeism, or general disruption of games or practices.
 - D. Implement the policies and procedures of the association as they relate to their team, especially in fulfilling the guaranteed playing time of each player, the appropriate behavior of players, the appropriate comportment of adults, and the fulfilling of volunteer requirements of their team.
7. The Players will:
- A. Participate in the Association as a privilege, not a right.
 - B. Represent themselves and the Association with the utmost respect.
 - C. Be suspended or expelled from the Association for disruptive behavior, disciplinary action, unpaid membership or billings and other actions affecting the well-being of the Association as follows:
 - i. By majority vote of the Executive Committee, at the initiation of either a concerned parent or coach.
 - ii. Expulsion will occur if it appears to be the most productive course of action keeping in mind the frequency and severity of the infraction and the overall well-being of the other members of their team.
 - iii. Notice will be given to the member, his or her parent or guardian and all Executive Committee members of pending actions and final decisions. Expulsion decisions will be finalized no sooner than ten (10) days after the time of the infraction.
8. The Parent(s) or Guardian(s) of the Players will:
- A. Be responsible for their player's transportation, lodging, conduct, and chaperoning to and at all Association activities. Players are not the responsibility of the Board of Directors, Executive Committee, Parent Group, or Coaches.
 - B. Be supportive of their Player, Teams and Coaches and not be a disruptive, combative or confrontational.
 - C. Fulfill the volunteer requirements as directed by the Board.
 - D. Abide by and further the implementation of the policies and procedures of the Association.

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9. Other Association Provisions:
 - A. The Association will use an August 31 fiscal year.
 - B. Receipts, where reasonable, will support all income and disbursements.
 - C. No officer or member of the Board of Directors or Executive Committee while serving in an official capacity will have any personal liability or legal responsibility for the actions of the Association or its members unless the liability is the result of gross negligence on their part.
 - D. The Association will reimburse to the maximum of the Associations current assets any member of the Executive Committee for any legal fees or legal costs related to Associations activities incurred as a result of any non-negligent behavior of such member while serving as a member of the Executive Committee
 - E. The Association will maintain all necessary insurance to protect the officers, directors, Association and individual members of the Association to the extent allowed by Minnesota law.