

# **Colchester Youth Basketball Bylaws**



**Colchester Youth Basketball**

**P.O. Box 816, Colchester CT, 06415**

April 2024

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# **Article I – Name and Location**

## **Section 1: Name**

The name of the organization shall be Colchester Youth Basketball

## **Section 2: Address**

Colchester Youth is located at P.O. Box 816, Colchester, CT 06415.

# **Article II – Purpose**

## **Sec 1 Mission**

Colchester Youth Basketball is a non-profit basketball program that provides an opportunity for boys and girls, grades 1 through high school, to learn the fundamentals of basketball in a positive environment.

## **Sec 2 Objective**

The objective of this organization is to provide the youth of Colchester the opportunity to learn and play the game of basketball. Colchester Youth Basketball strives not only to teach rules of the game and the skills and tactics involved in becoming a successful basketball player, but to also foster an environment where kids learn about teamwork, sportsmanship and developing a good work ethic.

# **Article III – Membership**

## **Sec. 1 Classification of Membership**

The use of the term “Member” shall describe all classes of membership unless otherwise detailed.

### **(a) Player**

- 1) Any Colchester resident, within the defined playing age requirements of Colchester Youth Basketball, who is successfully registered. Successful registration requires the submission of all Colchester Youth Basketball mandated forms and fees.

### **(b) Non-Voting Member**

- 1) Any individual who is the parent or guardian of a successfully registered Colchester Youth Basketball Player but does not attend meetings

- 2) Any individual serving, participating in or actively endorsing Colchester Youth Basketball policies and/or interests but does not attend meetings

(c) Member in Good Standing

- 1) Any parent or guardian of a successfully registered Colchester Youth Basketball Player, having attended and signed the attendance sheet to at least one (1) general meeting in the past twelve (12) months. Any individual serving, participating in or actively endorsing Colchester Youth Basketball policies and/or interests
- 2) Any individual volunteering and having attended and signed the attendance sheet to at least one (1) general meeting in the past twelve (12) months.
- 3) An individual on the Colchester Youth Basketball Executive Board and Officers.
- 4) In order to remain a Member in Good Standing, the following requirements must be maintained:
  - a. The individual shall not have any outstanding Colchester Youth Basketball obligations on behalf of themselves or as a parent or guardian of a Player
  - b. The individual shall not have had their status of member in Good Standing revoked during a disciplinary hearing conducted by the Board of Directors

(d) Executive Board and Officers

- 1) Any Member in Good Standing having attained an open position on the Executive Board or Officers through a majority vote of current Executive Board or Officers.

(e) Voting Member

- 1) Any Members in good standing having attended five CYB Board meetings in the previous twelve months, and having signed the provided attendance sheet at each meeting, shall retain voting privileges. Voting Members shall be entitled to one vote during recognized voting sessions for items not related to Financials, Discipline and other CYB Board exceptions. 1

## Article IV – Executive Board and Officers

Sec. 1 The following officers will comprise Colchester Youth Basketball.

1. President (**Executive Board**)
2. Vice President (**Executive Board**)
3. Secretary (**Executive Board**)
4. Treasurer (**Executive Board**)

5. Registrar (**Executive Board**)
6. Recreation Basketball Program Referee Coordinator
7. Travel Basketball Program Referee Coordinator
8. Gym Space Facilitator
9. First and Second Grade Instructional Clinic Director
10. Equipment Manager
11. Uniform Manager
12. Girls 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Grade Coordinator ("Divisional Coordinator")
13. Girls 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade Coordinator ("Divisional Coordinator")
14. Boys 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Grade Coordinator ("Divisional Coordinator")
15. Boys 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade Coordinator ("Divisional Coordinator")
16. Boys High School Recreation Coordinator ("Divisional Coordinator")
17. Girls High School Recreation Coordinator ("Divisional Coordinator")
18. Sponsorship Coordinator
19. Accountant
20. Three Members at Large ( up to)

Sec. 2 All Executive Board and Officer positions, with the exception of members at large and division coordinators shall carry a two (2) year term.

Sec. 3 The following positions shall be elected in even numbered years:

- 1) President
- 2) Secretary
- 3) Registrar
- 4) Gym Space Facilitator
- 5) Recreation Basketball Program Referee Coordinator
- 6) Equipment Manager

10) Accountant

Sec. 4 The following positions shall be elected in odd numbered years:

- 1) Vice President
- 2) Treasurer
- 3) Travel Basketball Program Referee Coordinator
- 4) First and Second Grade Clinic Director
- 5) Uniform Manager

9) Sponsorship Coordinator

Sec. 5 The following positions shall be elected yearly:

- 1) 3 members at Large (up to)
- 2) Girls 6th/7th/8th Grade Coordinator (one year position)
- 3) Boys 3rd/4th/5th Grade Coordinator (one year position)
- 4) Boys High School Recreation Coordinator (one year position)
- 5) Girls 3rd/4th/5th Grade Coordinator (one year position)
- 6) Boys 6th/7th/8th Grade Coordinator (one year position)
- 7) Girls High School Recreation Coordinator (one year position)

Sec. 5 There shall be no limit on the number of terms served.

Sec. 6 Executive Board and Officer position vacancies may be filled by using one of the following options

(A) A current member of the Executive Board and Officers shall assume the duties of the vacant position until the next scheduled election for that position.

(B) The position shall remain vacant until the next scheduled election for that position.

(C) The position shall be filled on an interim basis with a Member in Good Standing, not currently holding an Executive Board or Officer position.

Sec. 7 Members assuming a new Executive Board or Officer position during the middle of a term shall serve the remainder of the term until that position is next scheduled for election.

- Sec. 8 Members shall be able to hold dual positions if voted on as set forth in these Bylaws.
- Sec. 9 The Executive Board and Officers shall formulate and approve the policies of Colchester Youth Basketball. Policy changes shall be announced to the general membership during the following general meeting and/or the Colchester Youth Basketball website or social media platform.
- Sec. 10 Any Member in Good Standing shall be eligible for nomination to a vacant position.
- Sec. 11 Nominations for all Executive Board and Officer positions shall occur at the September General Meeting.
- Sec. 12 Election of candidates to the available Executive Board and Officer positions shall be by a majority vote of Voting Members in attendance at the October General Meeting. Newly elected members of the Executive Board and Officer positions shall assume the duties of the position immediately upon election.
- Sec. 13 The Board shall discount any registration fees for the CYB Board Member \$125 or equivalent to rec registration fee and Executive Board Members \$250 or equivalent to travel registration. This credit shall not be transferable, or be eligible for yearly rollover. The full discount equals a full year of Board Members service and can be prorated. Each Board Member shall be entitled to only one discount, regardless of the number of positions held. At discretion of the Board, this discount can be retroactively adjusted due to lack of compliance.
- Sec. 14 The Executive Board shall have the authority to remove any elected or appointed officer who is absent, without cause, from three consecutive meetings where the Board Member shall have the opportunity to oppose the action. A two-thirds vote of the Board is required to remove a Board Member.
- Sec. 15 The Executive Board shall have the authority to allow non-executive officers to be absent from the balance of the meetings of their term, or resign from the Board midterm, if motioned by that Board Member. A Board Member so granted will relinquish his/her voting rights and will not be counted in the quorum. A two thirds vote of the Board Members present is required to approve the motion.
- Sec. 16 Adopted resolutions and motions shall be in effect until they are rescinded by the vote of a majority present.

Sec. 13 Recognized Sub-Committees

- (A) Recreation Basketball Program Player Promotion subcommittee
- (B)
- (C) Recreation Basketball Program Disciplinary subcommittee
- (D) Travel Basketball Program Player Promotion subcommittee
- (E) Travel Basketball Program Disciplinary subcommittee

#### Sec 14. Confidentiality

Executive Board members and Officers shall maintain the confidentiality of information entrusted to them by Colchester Youth Basketball and its Members. All confidential information that comes before Colchester Youth Basketball and its Executive Board and Officers shall remain private except when disclosure is authorized or required by laws or regulations. A special executive meeting will be held to address violations.

## Article V – Officer’s Duties

#### Sec. 1 The President shall:

- a) Be the Chief Executive Officer of the league
- b) Preside over all meetings.
- c) Administer Colchester Youth Basketball in such a way that it operates under its Bylaws.
- d) Serve as the coordinator of Colchester Youth Basketball’s Travel Basketball Program for both boys and girls. Such responsibilities will include, but are not limited to being the main point of contact with the travel basketball conference(s) Colchester Youth Basketball is a part of, being the main point of contact for all Colchester Youth Basketball travel coaches, liaise with Colchester Youth Basketball Referee Coordinator to ensure referees are secured for all home travel basketball regular season and playoff games and all other duties and responsibilities logically connected with the Colchester Youth Basketball Travel Basketball Program.
- e) Serve as the Chairperson on the subcommittee to determine player’s request to play on a travel basketball team of a grade level higher than that player currently is in (hereinafter referred to as the “Travel Basketball Program Player Promotion subcommittee”). The Travel Basketball Program Player Promotion subcommittee shall also include the 8th Grade Girls Travel Basketball head coach and the 8th Grade Boys Travel Basketball head coach. The Vice President and head coaches must recuse themselves if the player seeking to play up is their child or relative. The Vice President shall be replaced on this subcommittee in this circumstance by the President and the coaches will be replaced by the 7th Grade travel basketball coach of their same league (i.e. Boys or Girls) in the case of a conflict. The subcommittee shall report its findings and recommendations to the Executive Board members whose majority vote shall be determinative
- f) Serve as the Chairperson on the subcommittee to consider requests for an alternative arrangement of payment of Recreation Basketball Program or Travel Basketball Program fees or requests for a hardship scholarship (hereinafter referred to as the “Registration Fees subcommittee”). The Registration Fees subcommittee shall also include the Treasurer and Accountant. The President, Treasurer and Accountant must recuse themselves if the player requesting alternative arrangement of payment or a hardship scholarship is the child or relative of the President, Treasurer or Accountant. The President shall be replaced



by the Vice President in this circumstance and the Treasurer shall be replaced by the Secretary and the Accountant by the Registrar if they are conflicted out. The Registration Fees subcommittee shall report its findings and recommendations to the Executive Board members whose majority vote shall be determinative.

- g) Serve as Chairperson on the subcommittee to review and recommend punishment to Travel Basketball coaches and Travel Basketball players who receive a technical or flagrant foul during any game that is officiated by certified refs, whether regular season, playoff or tournament game or otherwise conducts themselves in a manner that is detrimental to the interests of Colchester Youth Basketball (hereinafter referred to as the "Travel Basketball Program Disciplinary subcommittee"). The Travel Basketball Program Disciplinary subcommittee shall also include the 8th Grade Girls Travel Basketball head coach and 8th Grade Boys Travel Basketball head coach. The Vice President and head coaches must recuse themselves if they are related to the player or coach in question. The 8th Grade Girls Travel Basketball head coach and 8th Grade Boys Travel Basketball head coach must recuse themselves if it is their assistant coach or player who is assessed a technical or flagrant foul or otherwise conducts themselves in a manner that is detrimental to the interests of Colchester Youth Basketball. The Vice President shall be replaced on the subcommittee in this circumstance by the President and the coaches will be replaced by the 7th Grade Travel Basketball coach of their same league (e.g. Boys or Girls) in the case of a conflict. This subcommittee shall report its findings and recommendations to the Executive Board members whose majority vote shall be determinative.
- h) Direct the other Executive Board Members and Officers, including but not limited to helping them complete their respective duties as outlined in these Bylaws.
- i) Be responsible to appoint a Chairperson for a new subcommittee whose formulation was approved by a majority of the Executive Board members. The Executive Board members shall specify the mandate of any such subcommittee once approved and prior to the appointment of a Chairperson.
- j) Be responsible for all training to Travel Basketball Program coaches and players upon request or if such need for training is brought to the Vice President's attention.
- k) Coordinate with Colchester Youth Basketball selected photography vendor to set a date, time and location for Colchester Youth Basketball individual player and team photos.
- l) He /She shall be formally documented as approved for access to the CYB bank accounts at the current CYB Bank of Choice.
- m) He/She shall develop a yearly budget to be presented and voted on by CYB BOard. The President should work in conjunction with the VP and Treasurer to develop this budget. He/She can purchase budgeted expenditures up to fifteen percent over budgeted value (Not to exceed \$300.00) without additional BOard Approval.
- n) Be Colchester Youth Basketball's representative to the community.

Sec. 2 The Vice President shall:

- a) Assume the duties of the President in the absence or incapacity thereof

- b) Assist with the operation of Colchester Youth Basketball under the direction of the President.
- c) Serve as the Coordinator for Colchester Youth Basketball's Recreation Basketball Program. Such responsibilities will include, but are not limited to being the main point of contact with the Recreation Basketball Program Divisional Coordinators, liaise with Recreation Basketball Program Referee Coordinator to ensure referees are secured for all Recreation Basketball Program regular season and playoff games and all other duties and responsibilities logically connected with the Recreation Basketball Program.
  - a. Shall nominate the recreation division coordinators to be approved by the CYB Board to a term of one year
  - d)
- e) Serve as the Chairperson for the subcommittee to consider player requests to play in a Recreation Basketball Program division higher than what the player is eligible to play in (hereinafter to be referred to as the "Recreation Basketball Program Player Promotion subcommittee"). The Recreation Basketball Player Promotion subcommittee shall also include the Divisional Coordinator for the division the player is requesting to play in and the Divisional Coordinator for the division the player is eligible to play in. The President and Divisional Coordinators must recuse themselves if the player requesting to play in a higher division for which they are eligible is the child or relative of the President or Divisional Coordinators. The President shall be replaced by the Vice President in this circumstance and the Divisional Coordinators shall be replaced by Divisional Coordinators who are not conflicted. The Player Promotion subcommittee shall report its findings and recommendations to the Executive Board members whose majority vote shall be determinative.
- f) Serve as the Chairperson on the subcommittee to review and recommend punishment to players and coaches who receive a technical or flagrant during a regular season or playoff game in the Recreation Basketball Program or otherwise conducts themselves in a manner that is detrimental to the interests of Colchester Youth Basketball (hereinafter referred to as the "Recreation Basketball Program Disciplinary subcommittee"). The Recreation Basketball Program Disciplinary subcommittee shall also include the Secretary and the Divisional Coordinator that the player or coach is in. The Recreation Basketball Program Disciplinary subcommittee shall report its findings and recommendations to the Executive Board members whose majority vote shall be determinative..
- g) Be responsible for all training to Recreation Basketball Program coaches and players upon request or if such need for training is brought to the President's attention.
- h) Shall nominate the recreation division coordinators to be approved by the CYB Board to a term of one year.
- i) Be the backup signatory of all approved checks and/or debit transactions for Colchester Youth Basketball in the absence of the Treasurer. He/She shall be formally documented as approved for access to the CYB Bank Accounts.

Sec. 3 The Secretary shall:

- a) Keep the minutes at all meetings and provide copies of all general meeting minutes to the Executive Officers and Board for the purpose of public reporting as appropriate.
- b) Publicize general Colchester Youth Basketball meetings, registration events, evaluation sessions and all other Colchester Youth Basketball events, notices and communications to players, players' families and coaches through all

medium, including but not limited to newspapers, emails, social media and the Colchester Youth Basketball website.

- c) Conduct all correspondence not otherwise specifically delegated in connection with all meetings and arising out of requests from Executive Officers and Board Members. Be responsible for managing the Colchester Youth Basketball official website, <http://www.colchesterbasketball.org>
- d) Coordinate with Registrar to publish what teams registered players are on in both the Recreation Basketball Program and Travel Basketball Program.
- e) He/She shall work with the appointed social media coordinator to make sure all information is timely communicated.
- f)

Sec. 4 The Treasurer shall:

- a) Maintain all accounts in the name of Colchester Youth Basketball
- b) Provide an oral report of the current state of Colchester Youth Basketball finances at the Executive Board and Officer meeting and maintain an electronic copy of such report for Colchester Youth Basketball official records. Such report will list current balances in all Colchester Youth Basketball accounts, the total of monthly deposits and the total of monthly payments.
- c) In conjunction with the President Create and Present the annual budget at the August General Meeting. Such a budget shall be reported orally and be maintained in electronic format. A hard copy of which shall be provided to the Executive Board and Officers upon request.
- d) Provide an annual report at the September General Meeting. Such reports to be made orally and maintained in electronic format. Hard copies of such reports may be requested in advance by any member of the Executive Board or Officer.
- e) Assist the Accountant in the preparation and filing of Colchester Youth Basketball's taxes and any other documents that must be filed with the local, state or federal government to comply with the laws thereunder and maintain Colchester Youth Basketball's non-profit status.
- f) Renew and pay for Colchester Youth Basketball's insurance policy.
- g) Pay all of Colchester Youth Basketball's expenses, including but not limited to approved items requested by the Uniform Manager and Equipment Manager.
- h) Once a year by October 1st, He/She shall ensure an audit is completed on the financial records. A minimum of three other board members are required to participate including the President. A report shall be submitted to the CYB Board and a complete copy of Audit Attachment kept in CYB's Permanent records.

Sec. 5 The Registrar shall:

- a) Establish pre-season registration dates after approval from the Executive Board. Should include two dates. An early registration date with a discounted price and then a full price registration date and price.
- b) Ensure that all data needed from registrants is included in the online registration process. This includes, but is not limited to player name, date of birth, home address, grade the child will be in during the upcoming Colchester Youth Basketball Recreation or Travel basketball season, uniform jersey/t-shirt size, uniform shorts size, area where players can indicate days and times that they are unable to practice, area where players can request alternative payment arrangements or a hardship scholarship, parent or guardian name, address and contact information (including email and phone number).
- c) In the case that the Colchester Youth Basketball website will not permit an area in which players or parents/guardians can request alternative payment arrangements or a hardship scholarship, the Registrar shall immediately notify the President of any such requests.
- d) Assemble player registration lists to be provided to the President and Divisional Coordinators for Recreation basketball and the Vice President and Travel basketball head coaches for the purposes of assessments and drafts for Recreation basketball and tryouts for Travel basketball.

Sec. 6 The Gym Space Facilitator shall: This position may be held by the President or any board member, if so desired, to ensure good working relationship with the Schools.

- a) Work with the Executive Board to assemble a list of the gym space requirements for the season.
- b) Submit the season gym requests to the Town of Colchester Parks & Recreation Department at the Fall/Winter/Spring/Summer Indoor Facility Scheduling Meetings each year.
- c) Work with the Parks & Recreation Department and the Colchester Schools throughout the season to ensure that the league gym requirements are obtained and confirmed. Communicate to schools that gym space reserved will not be utilized with a minimum of 10 business days prior to reserved date.
- d) Work with the league Treasurer to ensure that the dates and times set forth in the invoices from the Colchester Schools is accurate before any payment is made.
- e) Establish the Recreation Basketball and Travel Basketball league practice schedules based on the number of teams. All efforts should be made to have the teams in the lower grade divisions practices be held earlier in the evening.
- f) Provide the Recreation Basketball Program time blocks to the Divisional Coordinators.
- g) Work with the Vice President to schedule home games for the Travel Basketball Program

- h) Work with the Secretary to upload Practice and Game Schedules to Colchester Youth Basketball's website and social media outlets.

Sec. 7 The Division Coordinators shall: (one year position)

- a) Solicit coaches for each team, the approval of which shall be made by the Executive Board.
- b) Supervise the player evaluation process during the Recreation Basketball assessment process with the selected head coaches.
- c) Assist with equipment and uniform distribution for his/her division.
- d) Assist with equipment returns
- e) Administer division playing rules and policies with head coaches.
- f) Responsible for cascading league communication to coaches
- g) Provide Rosters as well as head and assistant coaches names/email addresses /phone numbers to the VP and the uniform coordinator

Sec. 8 The Recreation Basketball Program Referee Coordinator is responsible for the recruitment, training and scheduling of referees for all regular season and playoff games in the Recreation Basketball Program.

Sec. 9 The Travel Basketball Program Referee Coordinator is responsible for selecting and utilizing an organization that provides Board Certified Referees (Board 8 - Arbiter) that can supply Board Certified Referees for all home regular season and playoff games for Colchester Youth Basketball Program's travel basketball teams, both boys and girls.

Sec. 10 The Equipment Manager shall be responsible for the assessment of equipment needs at the beginning of each season, purchasing of additional equipment after approval from the Executive Board distribution and collection of equipment for the season, and

Sec. 11 The Uniform Manager shall be responsible for the assessment of uniform needs for Colchester Youth Basketball players, coordinate with the President, Divisional Coordinator, Vice President and Travel Basketball head coaches to confirm the exacts uniform needs for all teams therein, and purchase all uniforms after approval from the Executive Board. Uniform Manager shall also coordinate a "Swag Store" as well as coordinate the purchase of medals/trophies for the Recreation championship divisions.

Sec. 12

Sec. 13 The Fundraising Coordinator shall:

- a) Secure unique sponsorships, if possible, for all Recreation Basketball league teams.
- b) Be the lead on the fundraiser of choice that year (i.e. raffle, Free throw-a-thon, etc.) Fundraiser coordinator can and should enlist help or even a small committee to help with this undertaking.

Sec. 14 The Accountant shall:

- a) File Colchester Youth Basketball's taxes and annual reports. The Accountant shall work with the Treasurer to get all information and documents necessary to file taxes.
- b) Make Colchester Youth Basketball aware of any changes to the state or federal tax code that may affect Colchester Youth Basketball in any way, including its status as a 501(c)(3) non-profit organization under the Internal Revenue Code.
- c) Accomplish any and all other tasks related to being an Accountant for a 501(c)(3) organization.

Sec. 15 Members at Large: A member at Large is nominated as needed by an Executive Board member and approved by the CYB Board for a period of one year. There shall be no more than three Members at Large at any one time.

- i. He/She shall provide support for CYB specific to new initiatives and/or special projects approved by the Board (ie. Social Media, Risk Management, etc.)
- ii. He/She shall fulfill responsibilities as identified and directed by the CYB Executive Board.
- iii. He/She may temporarily or permanently fill vacant Board roles considered critical to the day-to-day operation of CYB when deemed necessary by the President

## **Article VI – Meetings**

Sec. 1 Monthly meetings will be held on the first Wednesday (or another date, that is advertised at least seven days in advance) from August through April in the Colchester, CT Town Hall starting at 7:00pm

Sec. 2 The first thirty (30) minutes of the monthly meeting shall be open to the public. The next hour of the meeting shall be open only to Members in Good Standing and the Executive Board and Officers. The last thirty (30) minutes of the monthly meeting shall be for the Executive Board members.

Sec. 3 The Annual Meeting will be held in September of each year.

- a) The Treasurer and Accountant will report on the state of Colchester Youth Basketball's finances, tax filings and filing of the Annual Report.
- b) Nominations during the August Board meeting and elections during the September board meeting of new Executive Board members and Officers will be held.
- c) Regular order of business will continue after the above has been completed.

- Sec. 4 Special Executive Board meetings may be called by the President or with the written request of any Executive Board member. The purpose of the meeting will be stated in the notice. Four days minimum notice must be given with time and location.
- Sec. 5 Any board member absenting themselves from three consecutive meetings (unless excused by the President) shall have his/her office declared vacant. The vacancy is to be filled by the board at the next monthly meeting.

## **Article VII – Parliamentary Authority**

- Sec. 1 The rules contained in the Modern Edition of Robert's Rule of Order shall govern the league in all cases where they are not inconsistent with these Bylaws.

## **Article VIII – Voting**

- Sec. 1 All members with voting privileges will be entitled to one (1) vote.
- a) All votes are to be done by a voice vote or electronic vote
  - b) Voice votes may be challenged, and a show of hands or ballot may be requested and must be taken
  - c) A quorum of no less than 33% of all eligible voting members shall be required to conduct any general membership voting session.
  - d) Failure to attain a voting membership quorum shall result in the voting session being forwarded to the Executive Board and Officers for vote and finalization.
  - e) Proxy ballots shall not be allowed. Only ballots cast from voting members, at a scheduled voting session, shall be considered eligible.
  - f) Simple majority of all votes cast as verified by the Executive Board and Officers shall constitute the full approval of Colchester Youth Basketball.
  - g) A voting session is classified as:
    - 1) Executive Board and Officer elections.
    - 2) Special issues as defined by the Colchester Youth Basketball Executive Board and Officers
  - h) Electronic Votes: The Board and Committees may use email, or other electronic voting methods when matters need to be resolved before the next scheduled Meeting. This is designed to be an exception and should be utilized in the best interest of CYB and its Members. Electronic voting shall follow the suggested procedure:
    - i. A group message is sent that specifies the Motion to be voted on and includes a justification. A time limit or voting date is provided to allow for discussion.

- ii. A second to the Motion will be provided by any one (1) Member by responding to the group.
- iii. Any discussion on the Motion will occur by responding to the entire group.
- iv. An email will be sent to the group signifying the end of the discussion and the start of voting once the time limit or voting date has been reached. Extensions to the time limit or date may be applied if necessary.
- v. Voting will commence either through responding to the entire group or other electronic voting means.
- vi. The President will reply to the group with the tally and Motion status. Members may challenge the vote count within one (1) day of the vote status, otherwise the voting is completed.
- vii. An email with the Motion results and the discussion will be provided to the Secretary for filing. The results of the voting will be filed in the subsequent meeting's minutes in a section titled "Electronic Voting". The discussion will be archived and available on request.

## Article IX – Bylaws

- Sec. 1 Bylaw modifications may be voted on and approved at any monthly meeting as long as they were presented at least 28 days in advance at the prior month's monthly meeting.
- Sec. 3 Bylaw approval shall require a quorum of seventy-five percent (75%) of the total number of Executive Board members and Officers. Approval of Bylaw modifications require a sixty six percent (66%) rate of approval of those in attendance for the vote.
- Sec. 4 The Executive Board shall resolve any dispute involving Bylaw interpretation.

## Article X – Coaches

- 1. Coaches - The Executive Board members will accept nominations upon the commencement of Player registration for the upcoming Recreation Basketball**



**Program and Travel Basketball Program season. The Executive Board members retain sole discretion for filling all Head Coach openings in Colchester Youth Basketball. The Executive Board members may request interviews of Head Coach nominees as part of the evaluation and approval process**

- a. Recreation Coach: A recreation coach is identified by the Recreation division coordinator and appointed for the length of one season. Each team shall consist of one head coach and no more than two assistant coaches.**
  - i. He/She must be 18 years old**
  - ii. He/She shall be selected on the basis of their own good character and ability to work with children in conjunction for CYB**
  - iii. He/She shall possess reasonable basketball knowledge**

- iv. **He/She shall not be granted tenure**
- v. **He/She will be responsible for all actions of the players and coaches within his/her control.**
- vi. **He/She will completed required trainings and certifications**
- vii. **He/She shall maintain an environment that is safe, fun , and structured to develop the desire to improve skills, good sportsmanship, and the love of the game.**
- viii. **He/She shall notify the team, the referee assignor, VP and divisional coordinator for any game cancellations or rescheduling.**
- b. **Travel Coach: A Travel coach is appointed by the Executive Board for the length of one year. Each team shall consist of one head coach and no more than two assistant coaches.**
  - i. **He/She must be 18 years old**

- ii. He/She shall be selected on the basis of their own good character and ability to work with children in conjunction for CYB**
- iii. He/She shall possess reasonable basketball knowledge**
- iv. He/She shall not be granted tenure**
- v. He/She will be responsible for all actions of the players and coaches within his/her control.**
- vi. He/She will complete required trainings and certifications**
- vii. He/She shall maintain an environment that is safe, fun , and structured to develop the desire to improve skills, good sportsmanship, and the love of the game.**
- viii. He/She shall notify the team, the referee assignor, President and divisional coordinator for any game cancellations or rescheduling.**

**c. Resignation or Removal of Head Coach or Assistant Coach**

- i. The Executive Board members may, by a majority vote, remove a Head Coach or Assistant Coach for conduct detrimental to Colchester Youth Basketball**
- ii. In the case of a Head Coach being removed or resigning, an Assistant Coach may assume the role of Head Coach for the remainder of the season.**
- iii. If multiple Assistant Coaches vie for the Head Coach, they shall be interviewed by the Executive Board members and a majority vote determining which Assistant Coach is to assume the role of Head Coach for the balance of the season.**
- iv. If an Assistant Coach is removed or resigns, the Head Coach can choose**

**to nominate a replacement for that position.**

v.

## **Article XI – Participation/Structure**

Sec. 1 Participation as a player in CYB is open to any youth residing in the town of Colchester in Grades 1 through High School.

Sec. 2 CYB recreational league consists of the following Divisions:

1. Girls 1<sup>st</sup>/2<sup>nd</sup> Grade
2. Girls 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Grade
3. Girls 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade
4. Boys 1<sup>st</sup>/2<sup>nd</sup> Grade
5. Boys 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Grade
6. Boys 6<sup>th</sup> /7<sup>th</sup>/8<sup>th</sup> Grade
7. Girls High School Recreation League
8. Boys High School Recreation League

Players participating on a high school Freshman, Junior Varsity, or Varsity team cannot play in the High School Rec League

Sec. 3 Players may only play in the Recreation Basketball Program division or Travel Basketball Program team that corresponds with the Grade they are in school. Any player looking for an exception will need to make their case as to why they should play with a different grade. The player promotion committee will report their findings to the E-board for a vote..

Sec. 4 Players in the Travel Basketball Program may not participate on a team in the Recreation Basketball Program.

Sec. 5 Players in the Recreation Basketball Program may finish the season if they move to another town. Players in the Travel Basketball Program are no longer eligible to play on their team if they no longer reside in Colchester.

Sec. 6 Recreation Basketball Program players will be assigned to a team in a draft among the Head Coaches of each particular division.

(a) Recreation Basketball Program players will attend an assessment at a time to be designated by Colchester Youth Basketball.

(b) The Assessment will be conducted by the Head Coaches in the Division, the Divisional Coordinator and President.

(c) The Divisional Coordinator shall do their best to make teams equitable based on the result of the player assessments.

Sec. 7 Travel team selection will be determined by at least one, most years two tryout(). The tryouts will be assessed by 3 CYB Board Members and/or Travel Coaches.. Tryout assessors can not assess their own children's team

(a) Selection of a players will be based upon the collective assessment of evaluators and the head coach.

(b) In the case of disagreement among evaluators, the Head Coach shall have the final say in the selection process.

(c) A Head Coach's selection or refusal to select a player may not be based on preferential treatment or unfairness.

(d) The Executive Board members reserve the right to overrule a Head Coach's selection of or refusal to select a player if, in the opinion of both the Vice President and Executive Board member evaluating the participants in the tryout, motivated by preferential treatment or unfairness.

Sec. 8 Payments:

(a) All payments for the Recreation Basketball Program must be made at the time of registration.

(b) Payments for the Travel Basketball Program shall be paid in installment as determined by the Colchester Youth Basketball. Such installment of payments shall include the payment of an initial fee after a player is selected on a travel team and further installment of payments until the total fee for the Travel Basketball Program is met. A late fee of \$25 shall be assessed if the initial fee upon selection to a travel basketball team is not made. No player shall be permitted to practice or play in a game unless the required payments at that time have been made. Players and their parents or guardians may request an alternative payment arrangement or hardship scholarship, approval of same must be granted by a majority of Executive Board members

(c) An NSF charge of \$35 will be assessed for any checks that don't clear. Families who register more than one child in the Recreation Basketball Program and/or Travel Basketball Program shall receive ten dollars (\$10) off the registration for each additional child. For example, a family that registers three children in the Recreation Basketball Program shall pay full price for the first child, full price less \$10 for the second child and full price less \$10 for the third child.

(d) CYB will offer an early registration discount price for Registration.

Sec. 9 Refund Policy

A refund will be granted if 1) a season-ending injury occurs before the 2<sup>nd</sup> practice or 2) the program for which the player is registered is canceled.

## Sec 10 Code of Conduct

All in attendance at a CYB event must adhere to the code of conduct agreement.

**1. Code of Conduct- To ensure that the principles of sportsmanship, fair play, safety and mutual respect among members registered with CYB, the CYB Code of conduct has been established. It is the obligation of all CYB administrators, coaches, other team officials, players and parents to create an environment that promotes this objective. Players, Parents, Referee's and coaches that willfully violate this code, jeopardize their participation and membership within all CYB programs.**

**a. Climate of Civility: CYB seeks to create a climate of civility in all player environments and volunteer and professional context. It is the intent of CYB to foster an environment of inclusivity and mutual understanding by**

**expressing ideas, equitably, honorably and with integrity in all aspects of CYB**

**b. Social Media: CYB Board members and Coach staff are 100% responsible and accountable for their internet and social media activity. All interactions on an CYB website, CYB emails, Social media accounts or other Colchester town pages should be in accordance with the CYB climate of civility and Code of Conduct.**

**c. Disciplinary action: Any CYB parent/Guardian, participant, coach or spectator acting in an inappropriate manner may face disciplinary action up to and not including permanent ban from CYB activities. Temporary disciplinary action may be taken at the discretion of any CYB Board Member at the time of observance of the event. The Executive Board will act as the**



**disciplinary committee to further investigate such incidents.**

**2.Addendums- Aside from what is stated in these Bylaws, the CYB Board may institute rules that they see fit for the proper operation of the Organization. These rules will be added to the Bylaws as addendums and available on the CYB Website for viewing.**

Attachment A



**Colchester Youth Basketball**

**Audit Procedures**

Date of Audit: \_\_\_\_\_

**Procedures to Follow:**

**Income -Deposits:**

Randomly select 3 deposits from the Treasures check register and conduct the following.

- A. Trace and agree the amount of the deposits on the check register to supporting documents.
- B. Trace and agree the deposits to the bank statement to ensure amounts match.
- C. Ensure deposits is included in the proper budget category on the treasurer's report
  - 1.
  - 2.
  - 3.

**Expense-Disbursements:**

Randomly select 3 disbursements from the Treasurer's check register and conduct the following:

- A. Trace and agree the amount and the payee of the disbursement to an approved invoice/request for payment form. If there is a request for payment form, ensure there is a receipt attached that supports the payment
- B. If disbursement is a check, ensure the check is signed by the proper signatory on account.
- C. Ensure Check is included in the proper budget category
  - 1.
  - 2.
  - 3.

**Bank Statements:**

Randomly select 2 bank statements and conduct following:

- A. Review the bank statement for any unusual fees or withdrawals
  - 1.
  - 2.

People completing the Audit:

Position	Printed Name	Signature
President	<hr/>	

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Board Member	<hr/>	
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Board Member	<hr/>	
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