

Peterborough Youth Basketball Association CONSTITUTION

ARTICLE #1 Name and Affiliation

The organization shall have the name of "Peterborough Youth Basketball Association" with the club name Peterborough Power, to be used by all PYBA rep teams ranging from Novice to Premier.

The PYBA is associated with Basketball Ontario.

The headquarters of the PYBA shall be in the City of Peterborough, mailing address PO Box 1414, Peterborough, Ontario, Canada K9J7H6.

ARTICLE #2

The PYBA shall be affiliated with Basketball Ontario and shall be subject to the constitution, rules and regulations of this organization when the PYBA's constitution, rules and regulations are not applicable.

In all matters not otherwise covered by this Constitution, this association shall fall within the framework of Basketball Ontario, and shall be governed by those official rules.

ARTICLE #3 – Aims and Objectives

The aims and objectives of the PYBA shall be:

- 1) To be acknowledged as providers of team and fair play, skill and youth development and to encourage recreation, fun and fitness in life.
- 2) To promote, sponsor and foster the game of basketball in the Kawartha region for youth between 8-18 years of age.
- 3) The PYBA shall be non-profit, non-partisan, non-sectarian, non-racial and strictly amateur.
- 4) To develop basketball programs at instructional, competitive and recreational levels and to sponsor and/or conduct coaching clinics, refereeing clinics and tournaments

ARTICLE #4 - ORGANIZATION

The PYBA shall be composed of members as hereinafter set out and it shall be managed by an "Executive" constituted as stated in Article 5.

ARTICLE #5 - MEMBERSHIP

Membership in the PYBA includes all current members of the Executive committee.

All current coaches and team representatives must remain in good standing with Basketball Ontario.

Voting members shall consist of Players over the age of 18, PYBA officials and PYBA volunteers, and any parent or guardian over the age of 18 years, whose children have been active members over the previous twelve months.

All voting members shall have one vote for the purpose of electing the PYBA Executive.

Parents/Guardians can vote at the AGM for constitutional amendments and can request a special meeting.

Membership may be terminated by a majority vote of the eligible votes at an Executive meeting.

Membership in the PYBA shall be deemed to have been terminated:

1. if the member submits a signed letter of resignation to the PYBA;
2. if the member is no longer registered with the PYBA;
3. if the member wilfully violates any provisions of the Constitution of the PYBA, policies of the board or rules of the league, or commits any act which is inconsistent with principles and standards of good sportsmanship and fair play.
4. Basketball Ontario mandates.

The Executive of the PYBA may reinstate an individual that has been suspended or expelled, by a simple majority vote.

Registration fees, late fees and all other fees or payments shall be determined by the Executive.

Discipline of Member

A Member may be censured, suspended or expelled from Membership for cause and only after charges have been laid in accordance with the PYBA's published rules and a hearing held in accordance with the PYBA's and Basketball Ontario's published rules. An individual whose membership has been suspended loses all rights of membership until the suspension has been terminated.

Player, team and team official discipline for game infractions is governed in accordance with the procedures published by Basketball Ontario.

Any Member, who infringes the Articles or rules of the PYBA or brings the PYBA into disrepute, may be reprimanded, suspended or expelled from the PYBA after a hearing by the Executive of the PYBA at which hearing the member is entitled to attend.

Article 5: **EXECUTIVE MEMBERSHIP**

1. The Executive Members of the PYBA are the governing body of the PYBA and are responsible for the overall management of the business of the PYBA. The appointment and renewal of appointments of all positions within the PYBA, and for the formulation, review the practices of the PYBA.
2. An executive member shall be 18 years of age or older.
3. The members of the Executive shall consist of the following positions:
 - Chairperson
 - Vice-Chairperson
 - Administrator
 - Treasurer
 - House League Coordinator
 - Scheduler
 - Sponsorship/Fundraising
 - Basketball Ontario Liaison
 - Rep League Coordinator
 - Equipment Manager
 - At-Large (3 positions maximum)
 - Technical Director
4. The position of Technical Director will be responsible for development of Players/Coaches and who will coordinate with the House League and Rep convenor. For the 2016-17 season, this will be an appointed position which will be reviewed/evaluated prior to the 2017-18 season (re: continuation, elected etc.)
5. An Executive member may resign at any time by either submitting a signed letter of resignation or announcing his/her resignation at an Executive meeting. The resignation shall take effect upon receipt of notice and acceptance of the resignation is not necessary to make it effective.
6. A vacant position on the Executive may be filled by a majority vote of the Executive members. A person so elected shall hold the position for the remainder of the term.
7. All Executive members shall be elected by the membership at the Annual General Meeting by a majority vote of the members in attendance. A person may hold more than one office.
8. All elected positions are for a term of one year, except for Chairperson, Vice Chairperson, Administrator and Treasurer, which are two year terms and all positions shall be eligible for re-election. The Chairperson must be filled within the Executive body. The Chairperson shall be elected in odd years and the Vice Chairperson in even years.
9. Nominations may be made by any Executive member or by any member of the PYBA. The Nominee must be in good standing in the PYBA. Nominations must be made either at an Executive meeting or, if from the general membership, submitted in writing to the Administrator at least ten days before the AGM.
10. No Member of the Executive shall be removed for arbitrary reasons but may be removed if:
 - the executive member is unable to perform the duties expected of the position due to, but not limited to any of the following reasons:
 - if he/she becomes incapable of performing the business of the PYBA
 - if he/she is absent from three successive meeting without reasonable cause
 - If he/she no longer resides in reasonable proximity to the PYBA.
 - if he/she becomes, or is discovered to be an undischarged bankrupt; or the executive member has compromised the integrity of the PYBA due to, but not limited to, any of the following reasons;
 - if he/she has been found guilty of an offence involving violence

- if he/she has failed to properly account for monies or other property belonging to the PYBA
- if he/she has been found guilty of a criminal offence regardless of whether or not the offence directly affected the PYBA
- An Executive member may be removed for cause by a majority vote of the Executive members.

Article 6: **MEETINGS**

1. The PYBA will be held in accordance with Robert's Rules of Order Revised Edition.
2. Regular Executive meetings shall be held at least quarterly. An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held at such place, and at such date as the Executive may determine. The Chairperson may hold additional meetings at any time giving adequate notice to each Executive member either personally or by email, telephone or mail.
3. A simple majority of voting members of the Executive present at the Executive meeting shall constitute a quorum for the transaction of any specified item of business. Only Executive members may vote at an Executive meeting.
4. Each voting member of the Executive shall be entitled to one vote.
5. A majority of Executive members present may adjourn a meeting to another time or place. All Executive members shall be notified of the adjournment and the new time and place of the meeting.
6. Special meetings of the PYBA may be called by the Executive or shall be called by the Executive upon receipt of a written request submitted to the PYBA, by at least five general members. No other business but that specified in the request may be transacted at such a special meeting without the unanimous consent of all present.
7. Annual General Meeting
 The Annual General Meeting shall be held annually. Constitutional revisions require 2/3 of voters present.
 The AGM is open to all members and parents of members of the PYBA. All members may vote at the AGM. The agenda of the Annual General Meeting shall include:
 1. Roll Call
 2. Minutes of Previous AGM
 3. Chairperson Address
 4. Executives Reports
 5. Treasurer Report
 6. Unfinished Business
 7. Amendments to the Constitution
 8. Election of Executive
 9. New Business
 10. Adjournment

Article 7: DISSOLUTION

In the event of dissolution of the PYBA, all of the PYBA's assets shall be liquidated and all proceeds donated to one or more not-for-profit related organizations, or any not-for-profit athletic community organizations, which operate solely in Peterborough, Ontario, Canada after all debts and liabilities are paid, as determined by the current Executive.

Article 8: MISCELLANEOUS

If a situation arises which is not adequately covered by the constitution of the PYBA, the Executive shall have authority over such matters. Executive members will obtain concurrence from the Executive prior to expensing any items on behalf of the PYBA.

Article 9: ADOPTION AND AMENDMENT OF CONSTITUTION

This Constitution may be amended, supplemented, or repealed in response to a written request, by any Member in good standing, to the Executive at least four weeks prior to the AGM or by review of the Executive two weeks prior to the AGM.

All requests to amend or repeal this constitution shall be voted upon by the general membership of the PYBA in attendance at the PYBA AGM. This Constitution may be amended by a majority vote. The Chairperson and the Administer must sign and date the official copy of the Constitution.

Chairperson

Date

Administrator



PYBA Bylaws

BOARD DUTIES

CHAIRPERSON

- a. Shall preside over all meetings
- b. Co-ordinate the scheduling of executive meetings and agenda with the Administrator.
- c. Oversee all organizational activities.
- d. Be responsible for the overall operation of the PYBA.
- e. Select, with the approval of the executive, a committee, or independent outside agency if required, to audit the books and accounts of the Treasurer, and to provide a written report annually at the AGM.
- f. Appoint all committees necessary to carry out the approved activities of the PYBA.
- g. Attend to the arbitration of all conflicts that may affect the PYBA.
- h. Ensure that the constitution and Constitution are reviewed and amended as necessary, annually.
- i. Prepare parent information letter, bringing forward to executive for approval and onto administrator for printing.
- j. Co-ordinate other executive functions to ensure smooth operation of each basketball season.
- k. Review financial status of PYBA on a regular basis to ensure solvency. -

VICE CHAIRPERSON

- a. Perform the duties of the Chairperson in her/his absence.
- b. Succeed the Chairperson, pro-term, if the Chairperson resigns.
- c. Assist the Chairperson with all organizational activities.

TREASURER

- a) Maintain financial records and account books of the PYBA
- b) Prepares and presents a report of the PYBA's finances at each Executive meeting including the bank statement
- c) Prepares and presents a written income and expense statement, and a balance statement at the AGM.
- d) Accept and deposit all PYBA funds in a financial institution approved by the PYBA Executive.
- e) Prepares signs and submits all cheques to the Chairperson, Vice-Chairperson or administrator for counter signatures.
- f) Prepares and presents to the Executive an annual budget for each fiscal year.
- g) Prepare and collect Petty Cash for registration or any other activities requiring floats
- h) Signing authority on bank account



Ammendment: Signing authority on bank account in conjunction with a different executive member.

- i) Special Projects as needed.
- j) Tracks NSF's
- k) Sets up Bank Authorization
- l) Signing authorize on bank account

Administrator

- a. Shall be the repository of all official PYBA documentation.
- b. Prepare a permanent set of minutes of each meeting, distribute to executive 1 week after Meeting has taken place. Email or call to have minutes picked up.
- c. Be responsible for all PYBA legal and insurance documentation, and other correspondence.
- d. Maintain and update the PYBA Constitution, by annotation additions, deletions and changes duly ratified.
 - a. Notify all members of scheduled meetings.
 - b. Maintain a permanent record of all injuries suffered at all PYBA sponsored activities as reported by either team managers or coaches.
 - c. Gather and maintain parent contracts and any other parent commitment letters or forms from registration.
 - d. Maintain and update list of current general membership.
 - e. Shall attend postal box daily to weekly as required.
 - f. Shall book all rooms when needed for any meeting or function.
 - g. Initiate registration dates and locations and book malls.
 - h. Advertise registration in Peterborough Examiner and Peterborough This Week.
 - i. Prepare registration forms.
 - j. Setup newspaper ads in late August, early Sept Arrange for publicity of registration. i.e.: 3 weeks notice to radio stations and cable 10.
 - k. Forward registration forms to PYBA for distribution at their year-end banquet.
 - l. Is responsible for registering all players, coaches and administrators with ECOSA as required.
 - m. Maintain on file player insurance records, and medical release.
 - n. Maintain ongoing records for liability purposes.
 - o. Responsible for acquiring and maintaining registration records.
 - p. Maintain a player and coach database for historical purposes.
 - q. Prepare correspondence as needed i.e. Letters sent to Parents, Letters are reviewed with the Executive before mailing out.
 - r. Answer/respond to all incoming calls regarding questions and concerns from parents/community every day. Update voice mail with current information.
 - s. Revise registration form as needed and arrange for printing.
 - t. Receive registration forms from applicants and organize into folders for each individual age group, Male and Female.
 - u. Arrange for Insurance forms for Coaches and Executive Members
 - v. Appointed position for a two year tem
 - w. Telephone line, Call Answer, Computer and Printer, and Internet installed in your home (Property of PYBA)

SCHEDULER

- a. Check with registrar (administrator) for team number per divisions, and prepare house league schedules.
- b. Prepares house league schedule (consider select team's playing slots, age groups, availability times, etc.
- c. Provides schedules to Referee-in-chief for review
- d. Provides approved, typed, schedules to Administrator for printing with team lists
- e. Provide distribution of team schedules to executive for approval.
- f. Book availability time for house league, and Tournament schedules With the Board of Education and Separate Schools
- g. Act as liaison with Board of Education /Building Co-coordinator.
- h. Interface with managers/coaches to arrange for gym time

HOUSE-LEAGUE COORDINATOR

- a. Maintain an active list of all coaches including names, addresses and phone numbers.
- b. Recruit, supervise and liaise with Coaches and Conveners with regards to fair play, rules and balancing of teams.
- c. Obtain list of previous years Rep players in order to balance teams.
- d. Ensure each team has a coach, recruit if necessary.
- e. Ensure schedules are provided to teams at the coaches meeting.
- f. Ensure Conveners meet with coaches as required to balance teams.
- g. Notify conveners of player changes.
- h. Coordinate with administrator the timing of the coaches meeting to distribute schedules, equipment, shirts, rules, fundraising etc.
- i. Ensure all conveners and coaches are informed of the time and date of the coaches meeting.
- j. Assist with composing/updating the convener/coach's packages
- k. Co-ordinate house league tournament (including timely ordering of trophies and awards, as approved by executive.
- l. Order trophies and awards as approved by the executive.
- m. Arbitrate coaching related conflicts
- n. Notify team conveners of any rule changes or restrictions.

FUNDRAISING/SPONSORSHIP

- a. Reviews and recommends sponsorship fees for approval by the executive.
- b. Review status of previous year sponsors and prepare revised sponsorship list for current year by the end of September
- c. Canvas for new sponsors.
- d. Prepare sponsorship letter for registration.
- e. Deliver sponsorship/fundraising money to the treasurer when received.
- f. Coordinate the ordering of the team house league shirts with the executive and the silk-screening company.
- g. Organize fundraising activities.
- h. Responsible and/or co-ordinates for delivering plaques/shirts to sponsors at the end of the season.

EQUIPMENT MANAGER

- a. Obtain quotes for executive approval for purchase of basketball balls
- b. Liaise with custodial staff at each school.
- c. Issue and collect from each team all basketball supplied equipment required for the season. (I.e. game balls, pinnies etc.)
- d. Construct, repair, and maintain nets and other equipment
- e. Ensure nets are properly stored and at the proper schools
- f. Secure from each team coach or manager, any requests for equipment replacement or first aid replenishment.
- g. Monitor and maintain the quality of all basketball equipment.
- h. Maintain an inventory of basketball equipment.
- i. Obtain quotes for executive approval for purchases of basketball balls and other equipment.
- j. Work with fundraising/sponsorship member to purchase printed shirts, and issue to coaches at coaches meeting.
- k. Provide practice equipment to teams as necessary and ensure it's collected at the end of the year.
- l. Distribute balls and collect returns at season end
- m. Purchase house league team shirts, properly printed, and issue to coaches/teams in co-ordination, Partner with sponsorship Co-coordinator
- n. Determine status of Rep uniforms. If uniform purchase is required provide quotes for executive approval prior to ordering.
- o. Distribute Rep uniforms and collect at season end and store.
- p. Provide practice equipment to teams as necessary and ensure collected at end of year.

BASKETBALL ONTARIO Liaison

- a. Obtain all the required registration forms from the BASKETBALL ONTARIO
- b. Advise the Rep team contacts of the deadlines and forward the forms to them
- c. Collect the completed forms and the relevant birth certificates
- d. Forward the forms to BASKETBALL ONTARIO prior to deadlines
- e. Ensure the PYBA meets the BASKETBALL ONTARIO guidelines

REP COORDINATOR

Duties to be listed

TOURNAMENT Liaison

- a) Develop tournament committee membership from parents of rep teams
- b) Coordinate advertisement of tournaments
- c) Coordinate gym time with gym coordinator
- d) Set up tournament convenors
- e) Coordinate the registration
- f) Arrange for the officials
- g) Coordinate the awards

In general, job descriptions for all executive will:

- a. Attend meetings of the PYBA, reporting on activities from the previous month.
- b. Be sure that copies of rules are compiled and made available to referees, coaches, and conveners and executive.
- c. Assist with set up for coach/conveners meeting.
- d. Assist in distribution of fundraiser

