

Constitution for Peterborough Youth Basketball Association

ARTICLE 1: PREAMBLE

1.1 THE ORGANIZATION

The name of the organization is the Peterborough Youth Basketball Association, which may also be known as or referred to as PYBA. Peterborough Power will be the club name associated with PYBA to be used by all PYBA Competitive Rep teams from Novice to Premier.

The headquarters of the PYBA shall be in the City of Peterborough, mailing address PO Box 1414, Peterborough, ON K9J 7H6 Canada.

The PYBA shall be composed of members as hereinafter set out and it shall be managed by an Executive constituted as stated in Article 4.

1.2 AFFILIATIONS

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.

1.3 THE BYLAWS

The following articles set forth are the Bylaws of the Peterborough Youth Basketball Association.

ARTICLE 2: DEFINITIONS

2.1 DEFINITIONS

In these bylaws, the following words have the described meanings

2.1.1 **Act** means the Corporations Act R.S.O. 1990, Chapter C.38 or any statute substituted for it.

2.1.2 **Annual General Meeting** means the annual general meeting described in Article 9.

2.1.3 **Executive** means the Executive Committee of PYBA.

2.1.4 **Bylaws** means the Bylaws of PYBA as amended.

2.1.5 **Director** means any person elected or appointed to the Executive. This includes the President.

2.1.6 **Member** means a Member of PYBA. A member is the responsible adult, either parent or guardian of athletes registered into a PYBA program or league. All Members are voting Members.

2.1.7 **Athlete** means a person 17 years of age or younger that is registered into a PYBA program or league.

ARTICLE 3 – OBJECTIVES

- 3.1 The objectives of the Peterborough Youth Basketball Association are:
 - 3.1.1 The PYBA shall be a non-profit, non-partisan, non-sectarian, non-racial, and strictly amateur.
 - 3.1.2 To be acknowledged as providers of team and fair play, skill and youth development and to encourage recreation, fun and fitness in life;
 - 3.1.3 To promote, sponsor and foster the game of basketball in the Kawartha Region for Youth between 8-18 years of age;
 - 3.1.4 To develop basketball programs at instructional, competitive and recreational levels and to sponsor and/or conduct coaching clinics, refereeing clinics and tournaments;

ARTICLE 4 – MEMBERSHIP

- 4.1 An individual becomes of Member of the Peterborough Youth Basketball Association through registration of their athlete in a league or program provided by PYBA in the previous twelve months.
- 4.2 All current people of the Executive Committee, coaches, officials, and team representatives are also considered members of PYBA.
- 4.3 All members must remain in good standing with PYBA, and where applicable Basketball Ontario.
- 4.4 Members are expected to follow the bylaws set forth in this constitution, provide program/league fee payments and comply with all rules and policies of the PYBA.
- 4.5 The membership year is September 1 to August 31.
- 4.6 All Members are eligible to have one vote for the purpose of electing the PYBA Executive.
- 4.7 All Members can vote at the AGM for the Constitutional Amendments and can request a special meeting.
- 4.8 A Member is in good standing when the Member has paid athlete/league fees (or equivalent as determined by the Executive) and the Member nor Athlete is not terminated as provided for under Article 4.9. All registration fees, league fees, late fees or payments shall be determined by the Executive.
- 4.9 Suspension or Termination of Membership
 - 4.9.1 The Executive, at a special meeting called for that purpose or at regularly scheduled Executive meetings, may suspend or terminate a Member or Athlete by a majority vote of the eligible votes at said meeting. Membership in the PYBA shall be deemed to have been terminated:
 - a. If the Member has failed to abide by the bylaws;
 - b. If the Member or Athlete is no longer registered with the PYBA;
 - c. If the Member submits a signed letter of resignation to the PYBA;
 - d. If the Member or Athlete wilfully violates any provisions of the Constitution of the PYBA, policies of the Executive or rules of the league, or commits any act which is inconsistent with principles; or
 - e. Basketball Ontario mandates.

- 4.9.2 The affected Member will receive at least two weeks notice of the Board's intention to discuss the issue of the Members' or Athletes' suspension or termination.
- 4.9.3 A Member or Athlete may be censured, suspended or terminated 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.
- 4.9.4 Any Member who infringes the Articles or rules of the PYBA or brings the PYBA into disrepute, may be reprimanded, suspended or terminated from the PYBA after a hearing by the Executive of the PYBA at which hearing the Member is entitled to attend.
- 4.9.5 The Executive of the PYBA may reinstate an individual that has been suspended or terminated, by a simple majority vote

ARTICLE 5 – EXECUTIVE MEMBERSHIP

- 5.1 The governing body of PYBA will be the Executive, consisting of no more than 15 Members of the PYBA (number determined by the Executive). The Executive will be 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 and review of the practices of the PYBA.
- 5.2 The decisions of the Executive in all PYBA matters are final, subject only to an appeal by a PYBA Member. A Member can request to appeal a decision of the Executive in writing to the President, whereby a review of the decision and any additional information will be conducted.
- 5.3 An Executive Member shall be 18 years of age or older.
- 5.4 Duties of all Executive Committee Members:
 - a. Attend all 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 convenors and Executive.
 - c. Assist with set up for Coach/Convenors Meeting.
 - d. Assist in distribution of fundraiser.
- 5.5 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
 - Power League Coordinator
 - Equipment Manager
 - Tournament Liaison
 - Website Manager
 - Recreational Program Coordinator
 - At-Large (5 positions maximum)
- 5.6 Duties of the Chairperson:
 - a. Shall preside over all meetings.
 - b. Coordinate the scheduling of the 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 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 the 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. Coordinate other Executive functions to ensure smooth operation of each basketball season.
- k. Review financial status of PYBA on a regular basis to resolves solvency.
- l. Signing authority on bank accounts in conjunction with the Treasurer.

5.7 Duties of the Vice-Chairperson

- a. Perform the duties of the Chairperson in their absence.
- b. Succeed the Chairperson, pro-term, if the Chairperson resigns.
- c. Assist the Chairperson with all organizational activities.
- d. Signing authority on bank accounts in conjunction with the Treasurer.

5.8 Duties of the 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. Accepts and deposits 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 all counter signatures.
- f. Prepares and presents to the Executive an Annual Budget for each Fiscal Year.
- g. Signing authority on bank accounts in conjunction with a different designated Executive Member.
- h. Special Projects as needed
- i. Tracks NSF cheques.
- j. Sets up Bank Authorization.

5.9 Duties of the 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 by email.
- 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.
- e. Notify all members of scheduled meetings.
- f. Maintain a permanent record of all injuries suffered at all PYBA sponsored activities as reported by either team managers or coaches.
- g. Gather and maintain parent contracts and any other parent commitment letters or forms from registration.
- h. Maintain and update list of current General Membership.
- i. Shall attend postal box daily to weekly as required.
- j. Shall book all rooms when needed for any meeting or function.
- k. Initiate registration dates and locations and book malls.
- l. Setup newspaper ads in late August , early September and arrange for publicity of

registration. (ie 3 weeks notice to Radio Stations and Cable 10).

- m. Advertise registration in Peterborough Examiner and Peterborough This Week.
- n. Prepare registration forms.
- o. Forward registration forms to PYBA for distribution at their year-end banquet. Responsible for registering all players, coaches and administrators with ECOSA as required.
- p. Maintain on file, player insurance records and medical release.
- q. Maintain ongoing records for liability purposes.
- r. Responsible for acquiring and maintaining registration records.
- s. Maintain a player and coach database for historical purposes.
- t. Prepare correspondence as needed; letters to parents (which are reviewed with the Executive before mailing out.)
- u. Answer/respond to incoming calls regarding questions and concerns from parents/community every day. Update voicemail with current information.
- v. Revise registration form as needed and arrange for printing.
- w. Receive registration registration forms from applicants and organize into folders for each individual age group and gender.
- x. Arrange for Insurance forms for Coaches and Executive Members.
- y. Telephone line, call answer, computer, printer and Internet installed in your home (Property of PYBA).

5.10 Duties of the Scheduler

- a. Check with Administrator for team number per divisions to prepare House League schedules.
- b. Prepares House League schedules (consider select team's playing slots, age groups, availability times, etc.
- c. Provides schedules to Referee-in-Chief for review.
- d. Provides approved, schedules to Administrator by email with team lists.
- e. Provide distribution of team schedules to Executive for approval.
- f. Book availability time for House League and Tournament schedules with Kawartha Pine Ridge District School Board, Peterborough Victoria Northumberland and Clarington Catholic District School Board, and MonAvenir Catholic School Board.
- g. Act as liaison with Board of Education and Building Coordinator.
- h. Interface with Managers/Coaches to arrange gym time.

5.11 Duties of the 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 Convenors with regards to Fair Play, Rules and Balancing of Teams.
- c. Obtain list of previous years Peterborough Power players (where applicable) 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 Convenors meet with Coaches as required to balance teams.
- g. Notify Convenors of player changes.
- h. Coordinate with Administrator the timing of the Coaches Meeting to distribute schedules, equipment, shirts, rules, fundraising, etc.
- i. Ensure all Convenors and Coaches are informed of the time and date of the Coaches Meeting.
- j. Assist with composing/updating the Convenors/Coaches packages.
- k. Coordinate House League Tournament
- l. Order trophies and awards, as approved by the Executive, so they will be ready for the Tournament.
- m. Arbitrate coaching related conflicts.
- n. Notify team Convenors of any rule changes or restrictions.

5.12 Duties of the Fundraiser/Sponsorship Member

- 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 coordinate delivery of plaques/shirts to sponsors at the end of the season.

5.13 Duties of the Equipment Manager

- a. Obtain quotes for the Executive approval for purchase of basketballs and other equipment.
- b. Liaise with the custodial staff at each school.
- c. Issue and collect from each team all basketball supplied equipment required for the season (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. Work with fundraising/sponsorship member to purchase printed shirts and issue to coaches at coaches meeting.
- j. Provide practice equipment to teams as necessary and ensure it's collected at the end of the year.
- k. Distribute balls and collect returns at the end of the season.
- l. Purchase House League Team shirts, properly printed, and issue to coaches/teams in coordination with Sponsorship Coordinator.
- m. Determine status of Power uniform. If uniform purchase is required provide quotes for Executive approval prior to ordering.

5.14 Duties of the Basketball Ontario Liaison

- a. Obtain all the required registration forms from Basketball Ontario.
- b. Advise the Power 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 all Basketball Ontario guidelines.

5.15 Duties of the Power League Coordinator

- a. With the assistance of the Scheduler and House League Coordinator, divide gym up between rep teams and house league teams.
- b. Set practice schedule for the POWER teams.
- c. Hold POWER coaches meeting and separate managers meeting.
- d. Collect signed Coach Code of Conduct agreements
- e. Supervise POWER tryouts on two separate weekends for U10 – U14 boys teams and U10 – U19 girls teams. Ensure each player has registered and that each coach has a list of all players in attendance.
- f. Host Pangos Shooting Camp.
- g. Supervise POWER tryouts for U15 – U19 boys teams. Ensure each player has registered and that each coach has a list of all players in attendance.
- h. Work alongside Technical Coach of Coaches and Technical Coach of Players to determine needs of teams and coaches.
- i. With the assistance of the Operations Manager, edit and distribute mid-season surveys.
- j. Review survey results and distribute to coaches.

- k. Address any concerns raised in the surveys. Communicate needs to Technical Coaches.
- l. With the assistance of the Operations Manager, distribute the following
 - o good luck in final weekend email
 - o end of season surveys
 - o POWER banquet invitations
- m. With the assistance of the Scheduler, reallocate upcoming gym time to U15-U19 boys teams.
- n. Request coach applications for the following season (due May 1st)
- o. Review coach survey results and follow up with individual coaches.
- p. Remind coaches and managers
 - o about the banquet
 - o Pictures required for the slide show
 - o Write-up required for the poster
- q. Host POWER banquet
- r. Sit on Coach Recruitment and Selection Committee to put coaches in place for the following season.
- s. Continue recruitment of coaches where needed.
- t. Notify coach applicants of decision made by Coach Recruitment and Selection Committee.
- u. Write Year End report
- v. Attend AGM

5.16 Duties of the Tournament Liaison

- a. Develop Tournament Committee Membership from parents of Power teams
- b. Coordinate advertisement of tournaments.
- c. Coordinate gym time with Scheduler.
- d. Set up Tournament Convenors.
- e. Coordinate the registration.
- f. Arrange for the officials.
- g. Coordinate the awards.

5.17 Duties of the Website Manager

- a. Maintain pyba.ca website and social media accounts including posting of schedules, registrations, tryouts, team news and other items of interest to the PYBA community.
- b. Respond to online inquiries in a timely manner or forward them to the correct person.
- c. Setup registration for all recreational program registrations and special camps.
- d. Provide participant lists to appropriate coordinators.

5.18 Duties of Recreational Program Coordinator

- a. Organization of Little Ballers
- b. Organization of 3 on 3
- c. Organization of Hoop Dreams
- d. Finding Lead Coach for each program
- e. Coordination with Equipment Manager for uniforms, balls and pinnies
- f. Coordination with Scheduler for gym time.
- g. Coordination with Website Manager for social media posts and updates.

5.19 Duties of the Members At Large

- a. Attend all Executive Meetings.
- b. Support on at least one sub-committee.
- c. Supports PYBA and Power activities as required

ARTICLE 6: ELECTION OF EXECUTIVE MEMBERS

- 6.1 All Members of PYBA age 18+ are permitted to vote.
- 6.2 Voting will take place at the Annual General Meeting.
- 6.3 Only one vote per voting Member will be counted in any general vote.
- 6.4 All Executive vacancies will be filled by election at the Annual General Meeting and returning Executives (with current terms) shall re-confirm their commitments.
- 6.5 All Executive Members shall be elected by the Membership at the AGM by a majority vote of the members in attendance. A person may hold more than one office.
- 6.6 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.
- 6.7 Once the Executive Members have been voted in, the Executive shall assign Directors: Chairperson, Vice Chairperson, Administrator, Treasurer, House League Coordinator, Scheduler, Sponsorship, Fundraising Liaison, Basketball Ontario Liaison, Power League Coordinator, Equipment Manager, and Website Manager. All elected positions serve for a one-year term, except Chairperson, Vice Chairperson, Administrator and Treasurer, which are two years terms. The Chairperson must be filled within the Executive body, and have at least one year of experience on the PYBA Executive Committee. The Chairperson shall be elected in odd years. The Vice Chairperson shall be elected in even years. All positions shall be eligible for reelection.
- 6.8 An Executive Member may resign at any time by either submitting a signed letter of resignation or announcing their 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.

ARTICLE 7: VACANCIES

- 7.1 Vacancies will be filled according to the voting procedures described in Article 6.
- 7.2 Should an Executive position become vacant outside of the provisions in Article 6, it 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 until the following Annual General Meeting where the appointed Director can stand for election as per Article 6.
- 7.3 Vacancies may only be filled at Executive meetings.
- 7.4 Meetings during which vacancies will be filled must be announced to PYBA Members one week in advance.
- 7.5 The term of a Director elected to the vacant position will be for the remainder of the current term of office.

ARTICLE 8: REMOVAL OF DIRECTORS

- 8.1 If a Director neglects or otherwise fails to perform the duties of his/her respective office that Director may be removed from the Executive by a majority vote at any Executive meeting.
- 8.2 Meetings during which removal procedures will take place must be announced to PYBA Members at least one week in advance.
- 8.3 An announcement will be made by the Chairperson to PYBA Members if a Director is removed.
- 8.4 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:

- a. If they become incapable of performing the business of the PYBA.
- b. If they are absent from three successive meetings without reasonable cause.
- c. If they no longer reside in reasonable proximity to the PYBA.
- d. If they become, 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;
 - i) If they have been found guilty of an offence involving violence
 - ii) If they have failed to properly account for monies or other property belonging to the PYBA.
 - iii) If they have been found guilty of a criminal offence regardless of whether the directly affected the PYBA

ARTICLE 9: BOARD MEETINGS

- 9.1 The PYBA will be held in accordance with Robert's Rules of Order Revised Edition.
- 9.2 Regular Executive meetings shall be held at least quarterly.
- 9.3 An official note 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.
- 9.4 The Chairperson may hold additional meetings at any time giving adequate notice to each Executive Member either personally or by email, telephone or mail.
- 9.5 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.
- 9.6 Each voting member of the Executive shall be entitled to one vote.
- 9.7 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.
- 9.8 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.
- 9.9 The Annual General Meeting shall be held annually. Constitutional revisions require $\frac{2}{3}$ of

voters present.

9.10 The AGM is open to all Members and Athletes of the PYBA. All Members may vote at the AGM.

9.11 The Agenda of the AGM shall include:

- a. Roll Call
- b. Minutes of Previous AGM
- c. Chairperson Address
- d. Executives Reports
- e. Treasurer Report
- f. Unfinished Business
- g. Amendments to the Constitution
- h. Election of the Executive
- i. New Business
- j. Adjournment.

ARTICLE 10: CONFLICT OF INTEREST

10.1 In accordance with the Act, a Director, Officer, or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract, transaction or appointment with PUL will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be; will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements of the Act regarding conflict of interest.

ARTICLE 11: DISSOLUTION

11.1. In the event of the 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 12: MISCELLANEOUS

12.1 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 13: AMENDMENTS

13.1 This Constitution will become effective upon a majority vote by PYBA Members present at the Annual General Meeting

13.2 Any PYBA Member in good standing may propose amendments, supplemations or repeals to this Constitution.

13.3 All proposed amendments must be in their final written form and provided to the Executive at least one month prior to the Annual General Meeting, or by review of the Executive two weeks prior to the AGM.

13.4 The Executive will shall bring forward amendments to this Constitution at the Annual General

Meeting.

- 13.5 PYBA Members shall vote on amendments and a majority is needed to pass any proposed amendment, supplement or repeal.
- 13.6 Amendments will become effective upon approval by the PYBA Executive.
- 13.7 The Chairperson and the Administrator must sign and date the official copy of the Constitution.

ARTICLE 14: RATIFICATION

- 14.1 This Constitution will become effective upon a majority vote by PYBA Members present at the Annual General Meeting

Chairperson

Date

Administrator

Date