

# **FARMINGTON YOUTH BASKETBALL ASSOCIATION (FYBA)**

## **BY-LAWS**

The Farmington Youth Basketball Association establishes these by-laws. Any and all prior agreements, resolutions, practices, policies, rules and regulations relating to this organization, to the extent they are inconsistent with this document, are hereby superseded.

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### **ARTICLE I. NAME AND STANDING**

- A. Name** - This organization will be known as the Farmington Youth Basketball Association, hereinafter called the "FYBA".
- B. Standing** - The FYBA is, and will, at all times, be a not-for-profit, community service organization in good standing under the laws of the State of Minnesota.

### **ARTICLE II. PURPOSE, ELIGIBILITY AND SCOPE OF ACTIVITIES**

- A. Purpose** - There are two primary purposes of the FYBA. The first is to provide an opportunity for boys and girls to play the game of basketball, with emphasis on sportsmanship and teamwork, in an atmosphere that is positive and constructive for the children. The second purpose is to provide the more skilled players the opportunity to play against a higher level of competition. FYBA is to develop the players to the best of our ability and get them ready to compete at the next highest level.
- B. Eligibility** - It is the intent of the FYBA to confine its eligibility for participation to boys and girls who reside or attend school in Independent School District 192. Boys and girls in grades three through eight are generally eligible to participate in FYBA activities. The students are encouraged to participate in the school programs in addition to those of FYBA. Deviation from the eligibility area will require approval by the Board of Directors.
- C. Activities** - The FYBA will annually sponsor a traveling program, in-house program, as well as other activities in accordance with its purpose.
- D. Tax Exempt Status** – FYBA is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations qualified under Section 501(c)(3) of the Internal Revenue Code.
- E. No Personal Benefit** – No part of the net earning of FYBA shall insure to the benefit of, or be distributed to, its members, officers, directors, or other private persons, except that reasonable expenses may be reimbursed when incurred for qualified Section 501(c)(3) purposes.
- F. Political Activities** – No substantial part of the activities of FYBA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and FYBA shall not participate in, or intervene in any political campaign on behalf of, or in opposition to any candidate for public office.
- G. Other Activities** – Notwithstanding any other provisions of these by-laws, FYBA shall not carry on any activities not permitted:
  - a. By a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or
  - b. By a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

### **ARTICLE III. MEMBERSHIP**

- A. Members** - The membership of the FYBA will consist of those persons currently elected to the Board of Directors, along with the balance of the membership. The membership will consist of each family who has a child participating on one of the FYBA teams.

- B. Voting - Each family will have one vote at the annual meeting of the members and all votes will be by secret ballot. If a family has more than one child participating, the family is still only allowed one family representative and one vote.
- C. Resignation - Any member may resign by filing a written notice with the Secretary of the FYBA Board of Directors.

## **ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS**

- A. Board of Directors - The general management of the affairs of the FYBA will be vested in the Board of Directors, who will be elected as provided in Article VI, Section A of these by-laws. The number of directors will be no more than 20, but no less than 5.
- B. Officers – The officers of the FYBA will consist of a President, Vice President, Secretary, Treasurer, Girls Traveling Director, Boys Traveling Director, Facilities Directors (2), Communications Director, Skills Development Director, Girls Tournament Director, Boys Tournament Director, In-house Directors (3), Fundraising Director, and Marketing Director. These officers will be elected in accordance with Article VI, Section 1 of these bylaws. A Girls Varsity Representative and a Boys Varsity Representative will serve as ex-officio, non-voting members of the Board.
- C. Term of Office - The length of service for the President is 2 years, consisting of 1 year as Vice president and 1 year as President. The term for Boys and Girls Tournament Directors is two years plus one year as a non-voting ex-officio. The other Board of Directors positions are one year in term length plus 1 year as a non-voting ex-officio. The President will serve two years, starting on the odd year. The Girls Tournament Director will serve two years, starting on the odd year. The Boys Tournament Director will serve two years, starting on the even year. The term will be from May 1 of the year elected through April 30 of the second consecutive year. The term for all other Board members will be from May 1 of the year elected through April 30 of the following year.
- D. Attendance – A Board member who misses 50% or more and/or 3 or more consecutive meetings of the Farmington Youth Basketball Association Board meetings shall automatically be removed as a Farmington Youth Basketball Board Member unless there are extenuating circumstances (ex. Medical illness), in which case, the Board, by a majority vote, may decide to waive this requirement. Meetings will be held on the third Sunday of each month unless otherwise modified by all board members.

## **ARTICLE V. MEETINGS**

- A. Annual Meeting of the Members - the annual meeting of the members of the FYBA will be held in March of each year. The purpose of the meeting is to elect Board Members to the vacant positions and receive reports from each of the Board of Directors and whoever else the Board feels appropriate.
- B. Quorum for Members Annual Meeting - At the annual meeting of the FYBA, all voting members present will constitute a quorum. (See Article III, Section A for definition of a member.)
- C. Special Meetings of the Members – A special meeting of the members may be called by the President, at any time, on his or her own initiative; or by a petition signed by 20 percent of the voting members. Notice of the special meeting shall be made to the entire membership not less than ten business days before the meeting. At such special meetings, there will only be considered such business as is specified in the notice of the meeting.
- D. Meetings of the Board - Meetings of the Board of Directors will be held as needed in the judgment of the President or a majority of the board, to conduct the business of the FYBA.
- E. Quorum for Board Meeting - A majority of all voting members of the Board of Directors will constitute a quorum.
- F. Order of Business - At all meetings of the FYBA, the order of business will be by agenda, established by the President or other presiding officer.

## **ARTICLE VI. ELECTION OF DIRECTORS AND OFFICERS**

- A. Election of the Board of Directors** – The Board of Directors of the FYBA will be elected at the annual meeting of the members. The candidate receiving a majority of the votes cast will be declared elected, subject to an acceptable background check.
- B. Qualifications** – Elected Board Members will have been a member of the FYBA program for at least one season immediately prior to the time of their nomination. The Board may vote to waive this requirement. Spouses or significant others may not serve as Board members at the same time.
- C. Application** – Each Board nominee to be considered for election during the Annual Meeting will submit a completed Board application to the President no later than one week prior to the Annual Meeting.

## **ARTICLE VII. VACANCIES IN OFFICE**

If a vacancy occurs among the officers or in the Board of Directors, the vacancy will be filled by majority vote of the Board of Directors, for the remaining term.

## **ARTICLE VIII. DUTIES OF THE OFFICERS**

- A. President:**
  - Will preside at all meetings of the FYBA and of the Board of Directors.
  - Will supervise and manage the business, using the powers and duties usually vested in the office of the President of a Corporation.
  - Will be responsible for acquiring background checks for coaches and board members.
  - Will appoint such committees as he or she or the Board of Directors consider expedient of necessary.
  - Will serve as ex-officio member of all standing committees.
  - Will work with the Treasurer to present a yearly budget to the Board of Directors for approval.
  - Will be the liaison (or be responsible for delegating the Liaison duties) between FYBA and the HS coaches, Athletic Director, Community Education, City, MYAS and other travel basketball associations.
  - Will coordinate efforts of 3 on 3.
  - Will work with the HS coaches and in-house basketball program to promote basketball in the community.
  - Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.
- B. Vice President:**
  - Will preside at all meetings of the FYBA and the Board of Directors in the Presidents absence.
  - Will be responsible for reviewing and approving all scholarship applications during registration.
  - Will assist in maintaining the FYBA's Bylaws and handbook.
  - Will serve as ex-officio member of all standing committees as required.
  - Will support the President as needed for special projects.
  - Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.
- C. Secretary:**
  - Will keep the minutes of all meetings of the FYBA and Board of Directors and will present such minutes at the next meeting for approval by the Board of Directors.
  - Will notify the membership of the FYBA or the Board of Directors meetings.
  - Will be responsible for ensuring a background check is performed for the Board President.
  - Will maintain FYBA's Bylaws and handbook.
  - Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

**D. Treasurer:**

- Will have charge of all receipts and moneys of the FYBA.
- Shall deposit them in the name of the FYBA, in bank(s) approved by the Board of Directors.
- Will disburse funds as ordered or authorized by the Board of Directors.
- Will report the financial status of the FYBA to the Board of Directors at each meeting.
- May delegate financial matters regarding the traveling program to the Girls and Boys Directors.
- Will ensure the corporation's tax returns are filed timely.
- Will ensure the legal filings regarding the corporation's 501(c)3 status are filed timely.
- Will prepare an annual budget under the President's direction for approval by the Board of Directors.
- Will ensure the accuracy of the FYBA financial statements.
- Will be the liaison with the designated bank regarding all FYBA accounts and balances.
- Will manage the FYBA fundraisers' cash proceeds and prepared a financial summary for the Board of Directors for each event.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

**E. Girls and Boys Directors:**

- Will be responsible for overseeing the activities for their respective programs.
- Will seek input from the High School Varsity Coaches.
- Will be responsible for coordinating the coach interview, selection and recommendation process, including providing the final coach candidate rankings, for their respective program.
- Will participate in the interview process for the coaches applying for their respective program.
- Will work with the Skills Development Director to recommend player team assignments the selection committee for their respective program for approval.
- Will plan for, schedule and communicate tournament information for their respective teams.
- Will be responsible to ensure the individual teams, players and coaches are following the spirit and letter of these bylaws and the Player, Parent and Coaches Code of Conduct.
- Will be the first point of contact for the FYBA coaches.
- Girls and Boys High School Basketball half-time events
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

**F. Facilities Directors:**

- Will manage the scheduling of facilities for FYBA events, such as practice-times, tournaments, and meetings.
- Will evenly distribute the allocated gym time among the boys and girls teams.
- Will prepare and distribute a schedule of assigned practice times for each grade level.
- Will manage and communicate the cancellation of facility use.
- Will ensure facility use is managed within the FYBA budget.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

**G. Communications Director:**

- Will manage FYBA's primary communication tool, the FYBA website and email.
- Will, generally serve as the primary voice of FYBA communication to members.
- Will manage Shooter's Club email and updates, as well as order prizes.
- Will create and distribute an End of Season survey, subject to approval of the Board of Directors.
- Will compile and distribute survey results.
- Maintain detailed position description, written information and materials essential for use in transition of this position to the succeeding board member.

**H. Skills Development Director:**

- Will coordinate coach and player development opportunities.
- Will seek input from the High School Varsity Coaches on skills development strategies.
- Will coordinate coaches meeting and all materials presented to assist Head and Assistant Coaches during the season.
- Will coordinate all player clinics and private team lessons sponsored by FYBA.
- Will be responsible for overseeing all elements of the tryout process, including establishing the Tryout Coordinator role.
- Will work with the respective Girls or Boys Director to recommend player team assignments to the Team Selection Committee for approval.
- Will participate in the coach interview process.
- Will provide coaching tools for all coaches with extra emphasis on new coaches.

- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding board member.

**I. Girls and Boys Tournament Directors:**

- Will oversee the Tiger Classic and any MYAS Hosted tournament sponsored by FYBA.
- Will establish a team to coordinate all aspects of the tournament, including but not limited to Tournament Coordinator—Teams, Tournament Coordinator—Administrative, Concessions, Volunteer Coordinator, and Assistant Tournament Coordinator. The expectation of the Assistant Tournament Coordinator is that they will transition into the Tournament Director role.
- Provide overall leadership and issue management throughout the weekend.
- Work with Facilities Director to schedule and secure all gym sites to be utilized for the tournament.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

**J. Fundraising Director:**

- Will be responsible for coordination of all fundraising activities.
- Will maintain responsibility for obtaining a gambling license for any FYBA fundraising activity that requires such a license.
- Will collaborate with the Treasurer and the rest of the Board members to determine the amount of fundraising necessary to support FYBA operations.

**K. Marketing Director:**

- Will be responsible for developing and maintaining FYBA's marketing plan.
- Will work with the Treasurer to develop and then administer FYBA's marketing budget.
- Will implement FYBA's marketing plan. Promotional activities may include, but are not limited to:
  - Advertising in the Park and Recreation/Community Education brochure
  - Press releases, feature stories and advertising in the Farmington Independent
  - Press releases and feature stories in the ThisWeek Times
  - Participating in the Community Expo and Rambling River Days celebrations
- Will be responsible for FYBA's end-of-the-season celebration.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

**L. In-House Directors:**

- Will oversee and coordinate the Farmington In-house basketball program.
- Will establish Coordinators as needed to support the program.
- Provide overall leadership and issue management throughout the season.
- Work with Facilities Director to schedule and secure all gym sites to be utilized for the program.
- Work with the Communications and Marketing Directors to promote and grow the In-house program.
- Maintain detailed position descriptions, duties, written information and materials essential for use in transition of this position to the succeeding Board member.

In the absence of the President the officer with the longest tenure will perform the President's duties. If more than one officer has the same length of tenure, the other board members present shall determine who shall perform the duties of the President.

## **ARTICLE IX. POWERS OF THE BOARD OF DIRECTORS**

- A. Management of the FYBA - The Board of Directors will have general charge and management of the affairs, funds and property of the FYBA. The Board will have full power and it will be the Board's duty to carry out the purposes of the FYBA according to its by-laws, and to establish such policies and procedures as are reasonable or necessary to accomplish the purposes of the FYBA.
- B. Appointment of Committees - The Board of Directors will appoint committees, as it deems necessary. Appointment to committees will not be limited to members of the FYBA, but at least one member of the FYBA will serve on each committee and a member of the FYBA Board of Directors will chair each committee. The committee size can vary from one to six members.

- C. Removal – Any FYBA Board Member, Coach, Volunteer, Member or Player whose continued participation is deemed detrimental to the welfare of the association may be removed upon majority vote of the FYBA Board.

## **ARTICLE X. PURPOSE, POLICY, ELIGIBILITY, COMPLIANCE AND OVERSITE GENDER PARTICIPATION POLICY**

- A. Purpose - FYBA is committed to providing a fair, safe, and inclusive environment for all youth athletes. This policy is intended to ensure and maintain competitive fairness.
- B. Policy – FYBA recognizes two divisions for athletic participation: male and female. Participation in FYBA athletic programs shall be determined based on the sex assigned at birth, as documented on the participant's original birth certificate.
- C. Eligibility Criteria – Athletes must participate in the division that corresponds to the sex listed on their original birth certificate. FYBA does not recognize changes to gender identity or legal gender status made after birth for the purpose of athletic eligibility.
- D. Compliance and Oversight – FYBA reserves the right to request documentation to verify eligibility in cases of uncertainty or dispute.

## **ARTICLE XI. TRAVELING PROGRAM**

- A. Team Limitation - The Traveling Program may provide for both boys and girls teams in each of six levels, according to school grade: third, fourth, fifth, sixth, seventh, and eighth. The FYBA Board of Directors will annually determine the number of teams to sponsor.
- B. Player Eligibility - The following eligibility requirements apply to all Traveling Program players:
  - 1. A player must reside within the attendance boundaries of Independent School District 192, or have no travel program in that player's community.
  - 2. No player may play below his or her grade level.
  - 3. No player may play above his or her grade level without the approval of the FYBA Board of Directors. All requests for exclusion from this rule must be made by a parent, in person, at a scheduled FYBA Board of Directors meeting.
- C. Team Tryout Procedure - Tryouts for traveling teams will be completely impartial and give every boy and girl the chance that he or she deserves and the opportunity that is earned.
- D. Roster Limitation—Team size will be determined by the FYBA Board. A typical team will have eight to ten players. Final rosters will be determined by the Board after taking into consideration the number of players trying out, the tryout evaluation scores of each player, the number of available coaches and the recommendation of the respective Girls and Boys Director. The Board reserves the right to form equal or balanced teams at any age group or level as deemed necessary to support the best interests of the program, player development, or organizational goals.

## **ARTICLE XII. COMPENSATION OF DIRECTORS AND OFFICERS**

No officer, director or member of FYBA will receive any salary or compensation for services rendered to the FYBA as an officer, director or member from serving in a position for which the FYBA normally provides compensation (e.g. referees).

## **ARTICLE XIII. PROVISION CONTRARY TO LAW**

Any portion of the document which violates any provision of the laws of the State of Minnesota, of the United States, or any rules or regulations of the Minnesota State High School League, either now or hereafter, will be null and void and without force or effect. If any provision of the document or the application of any such

provision under any circumstances is held invalid, it will not affect any other provision under other circumstances. The FYBA reserves the right to amend any provision of these by-laws as necessary to comply with State or Federal laws, or rules and regulations of the Minnesota State High School League.

## **ARTICLE XIV. AMENDMENTS**

These by-laws may be amended only by a two-thirds majority vote of the Board of Directors.

## **ARTICLE XV. DISSOLUTION OF PROGRAM**

In the event FYBA, boys and girls youth programs cease to exist, all assets, cash, equipment & miscellaneous items will be donated equally to Independent School District 192 Boys and Girls Basketball programs.

However, if ISD #192 is not then in existence, is no longer a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of FYBA shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code.