

**The By-Laws  
Of the  
Durham Basketball Association  
Of  
Connecticut**

**Revised August 4, 2007**

**ARTICLE I            Name of Corporation**

The name of this organization shall be “Durham Basketball Association.” For all purposes this name may be referred to as “DBA or Association.”

**ARTICLE II            Principal Office**

The principal office for the transaction of business of the corporation is in Durham, Connecticut.

**ARTICLE III            Mission**

The mission of the DBA is to promote the game of basketball within the towns of Durham and Middlefield and to provide a positive basketball experience for all Association participants. The Association will promote the development of coaching and individual player skills to enhance team play and the overall basketball experience. The Association will emphasize fun at all levels of play, good sportsmanship, teamwork and the importance of scholastic performance off the court, and particularly:

- a. To take all steps necessary to regulate and govern basketball within the Association including the raising of funds to support activities of the DBA by dues, the sales of merchandise, the conduct of competitions, promotional events, camps, clinics, educational programs, and any other lawful means, provided what none of the income the DBA acquire goes to the private profit of any of its members;
  - b. To define and maintain uniform standards of basketball skill proficiency and academic excellence;
  - c. To prescribe policies, rules and regulations for, competitions, exhibitions, contests, coaches standards, ethical standards, codes of conduct, parental involvement and all other basketball activities;
  - d. To provide an equal opportunity to eligible athletes, coaches, team managers, administrators, and officials to participate in competition, practices and activities without discrimination on the basis of race, color, religion, age, gender or national origin, and with fair notice and an opportunity for a hearing to any eligible athlete, coach, manager, administrator or official before declaring such individual ineligible to participate;
  - e. To select members of the Board of Directors, members of the Executive Committee without discrimination on the basis of race, color, religion, gender or national origin; and
  - f. To ensure that the foregoing objectives are within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as from time to time amended, and that the activities of the Association, both direct and indirect, are exclusively in furtherance of these objectives.
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#### **ARTICLE IV            Membership**

Membership is open to any resident of the towns of Durham and Middlefield 18 years or older, who is at least one of the following:

- (a) A player over the age of 18 years registered to play with the Durham Basketball Association or a related team.
- (b) A parent or legal guardian of a player under age 18 registered to the Durham Basketball Association or a related team.
- (c) An active coach of a team sponsored by the Durham Basketball Association.
- (d) Any current officer or board member of the Durham Basketball Association.
- (e) The Association may accept non-resident members such as a non-resident player from a town without a basketball Association or an Association that does not offer a suitable age or gender appropriate league in which to play or a non-resident adult who wishes to volunteer their services to the Durham Basketball Association. The decision to accept any non-resident member will be by majority vote of the Board of Directors.

#### **ARTICLE V            Governance**

Board of Directors: The affairs of the Durham Basketball Association shall be managed by its Board of Directors, which is the Association's primary governing body. It shall have sole authority to establish policies, bylaws, rules and regulations for the Association. The Board of Directors shall consist of the following:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Director
- F. At –Large Board Members (2)
- G. Team Managers
- H. Scheduling Coordinator
- I. Referee Coordinator
- J. Publicity Coordinator
- K. Development Coordinator

Team Managers and Coordinators shall be approved and appointed by the President.

#### Executive Committee:

In the intervals between meetings of the Board of Directors an Executive Committee shall have the authority to manage the day-to-day affairs of Association. The Executive Committee shall consist of the following persons:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Director
- F. At –Large Board Members (2)

### Powers and Duties:

The Board of Directors shall possess all powers and duties necessary or desirable for the management of the affairs of the Durham Basketball Association, except such powers and duties as are reserved solely for the Executive Committee. The Board of Directors of Durham Basketball Association shall have the power to:

Formulate, prescribe, alter and amend these Bylaws, Policies or the Rules and Regulations of the Durham Basketball Association for the governance of Association.

Impose and enforce penalties for any violation of these Bylaws, Policies or the Rules and Regulations of DBA,

Fill vacancies on the Board, Establish and collect fees and funds of the Association and the direct expenditures of monies.

Interpret, define and explain all of the provisions of these Bylaws and Rules and Regulations of DBA.

Call any Special Meetings of DBA and fix the time and place of such meeting, subject to Roberts Rule of Orders.

Receive a copy of the financial statements (balance sheets and operating statement) of the Association and a copy of DBA proposed operating budget prior to the Annual Meeting. At the Annual Meeting, the Board of Directors shall approve the operating budget.

### Elected President Powers and Duties in Special Emergency:

The President is the Chief Executive Officer and may exercise all duties and powers of the Board of Directors and Executive Committee only in the case of an emergency when a vote of the Board of Directors can not be obtained, and he/she shall in a reasonable amount of time report in writing any actions taken in the exercise of this emergency power to the members of the Board of Directors and Executive Committee.

### Voting Members:

The elected and appointed voting members of the Board of Directors, the seven voting members of the Executive Committee, the four coordinators and the team managers shall be the voting members of the Board. The Team Managers must be actively engaged in the management of their team.

### Terms:

The appointed members of the Board of Directors, other than the officers and Executive Committee members shall be elected for a term of one (1) year each and may hold the position no more than three (3) consecutive terms.

### Executive Committee Terms:

The elected executive committee members shall be the president, vice-president, treasurer, secretary, director and two at-large board members, The members of the executive committee shall be elected to hold office for a term of two (2) years and may hold office for no more than five (5) consecutive terms, except by vote of two-thirds of the voting members of the board of directors present in person at the annual meeting of the Board of Directors at which they are elected.

## **Article VI Committees**

The standing committees of Durham Basketball Association shall be:

### Executive Committee

The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, Director and two (2) At-Large Board Members. Executive Committee members shall be elected at an Executive Committee meeting, from name(s) presented by the Nominating Committee. The Executive Committee shall be empowered to act on the behalf of the Board of Directors between meetings of the Board. Meeting scheduled once every month.

### Finance, Fund Raising & Audit Committee

The Finance, Fund Raising & Audit Committee shall consist of no less than three (3) members who will be appointed by the President. The Treasurer shall serve as the Chairperson and meetings are scheduled as needed. (Budget)

### Nominating Committee

The Nominating Committee shall consist of no fewer than three (3) members appointed by the President, who shall also designate the Chair. Meetings scheduled as needed.

### Coaches & Player Development Committee

The Coaching and Player Development Committee shall consist of no less than three (3) members who will be appointed by the President. The Chairperson of the Coaching & Player Development Committee is the Director. Meetings scheduled as needed.  
(Coaches)

### Governance Committee

The Bylaws, Policies, Rules & Regulation Committee shall consist of no less than three (3) members appointed by the President, who shall also designate the Chair. Meetings scheduled as needed.

### Membership Services Committee

The Membership Services Committee shall consist of not less than two (2) members appointed by the President, and the Vice President serving as Chair. Meeting scheduled as needed.

### Marketing & Awards Committee

The Marketing & Awards Committee shall consist of not less than three (3) members appointed by the President and the Secretary serving as the Chair. Meetings scheduled as needed.

## **ARTICLE VII        Officers**

President – The president shall be responsible for presiding over regularly scheduled meetings of the Association and shall be the Officer in charge of carrying out the policies approved by the Board of Directors. The president may delegate Association Representative Responsibility to another officer.

Vice President – The vice president shall oversee the registering of all players and coaches within the Association. He/she shall be responsible for maintaining an up to date roster of each Travel Team within the Association. The vice president shall succeed to the powers of the Association President in his/her absence

Treasurer – The Treasurer shall have charge of all monies of the Association and shall keep a detailed account of income and expenditure of the Association. He/she shall be responsible for collection and payment of all monies involving Association sponsored activities. The Association Treasurer shall submit a statement of financial condition at each regularly scheduled meeting of the Board of Directors. He/she shall have the authority to sign checks of the Association. The Association Treasurer may be bonded. The cost of the bond will be paid for by the Association.

Secretary – The Secretary shall record all business transactions of the Association, attend to correspondence, keep records of the Association, including minutes of the meetings, shall have charge of all properties of the Association and shall update rule changes as required.

Director - The Director shall supervise and control the business affairs of the Association, and shall be the principal interface between the Association and the towns of Durham and Middlefield and Regional School District 13 in developing, promoting and coordinating Basketball programs within Durham and Middlefield. Cast his/her vote as the Association membership directs and report back to the Association membership the business conducted at the League meetings.

## **ARTICLE VIII        General Board**

Board Members – The General Board shall consist of two (2) members. The general board members shall be responsible for initiating and overseeing fund raising efforts of the Association. The board members shall ensure all monies acquired through fund

raising or donations properly reflect the mission and orientation of the Association. The board members will also perform all duties necessary to carry out the responsibilities of his/her offices.

**ARTICLE IX Election of Directors and Officers**

The directors of the board and Officers shall be elected for two-year terms at the Association Executive Committee Meeting or Annual Membership Meeting. Only Board of Directors of the Association are eligible to vote for directors.

**ARTICLE X Elections**

At least 90 days prior to each annual meeting the President will appoint a nominating committee of not fewer than two members. It is the duty of the nominating committee to nominate at least one member for each (if any) vacancy, including any unexpired term vacancy and to determine that the members nominated are agreeable to the placing of their names in the nominations and will accept the office if elected. The nominating committee will file its nominations with the secretary of the board at least 60 days prior to the annual meeting. The secretary will notify all members eligible to vote that nominations for vacancies may also be made by petition signed by a minimum of 15 members. The written notice will indicate that the closing date for receiving nominations will be 30 days prior to the date of the annual meeting and there will be no nominations from the floor at the annual meeting unless insufficient nominations have been made by the nominating committee. The notice will be posted at the Town Halls of Durham and Middlefield. All elections will be made by voice vote.

**Article XI Meetings of the Durham Basketball Association**

Annual Meeting

The Durham Basketball Association shall hold an Annual Meeting between July 1 and August 30 in the State of Connecticut – or at a time and place set by the Board of Directors at the Annual Meeting. At the Annual Meeting, reports of the affairs of the Association shall be given, certain committees of DBA shall meet, the Board will meet and other business shall be conducted. Notice of the date, time, place and general purpose of the Annual Meeting shall be posted at the Durham and Middlefield Town Halls, and on the Association’s website at least fourteen days (14) prior to the meeting. The annual Meeting will be called by the President on the order of the Executive Committee. Meetings of the committees shall be called by the President or Chairperson of the Committees.

Mid-Winter Meeting

The Durham Basketball Association shall hold a Mid-Winter Meeting between in the month of January or February in the State of Connecticut – or at a time and place set by the Board of Directors at the preceding Annual Meeting. At the Annual Meeting, reports of the affairs of the Association shall be given, certain committees of DBA shall meet, the Board will meet and other business shall be conducted. Notice of the date, time, place and general purpose of the Mid-Winter Meeting shall be posted at the Durham and Middlefield Town Halls, and on the Association’s website at least fourteen days (14) prior to the meeting. The Mid-Winter Meeting will be called by the President on the order of the Executive

Committee. Meetings of the committees shall be called by the President or Chairperson of the Committees.

#### Executive Committee Meetings

The Executive Committee shall hold a meeting on a mutually agreed date during the first week of each month. The date for the next subsequent meeting shall be chosen at the end of each meeting. Unless otherwise notified, such meeting will start at 7:30 pm at a location to be determined by the President. Executive Committee members will be considered present for a meeting by appearing in person at the meeting or participating through audio or video teleconferencing. If important matters of business occur between board meetings, telephone or e-mail votes may be conducted. The secretary will record the outcome of the vote and communicate the outcome to all board members. The vote will be recorded and ratified at the next monthly board meeting.

If an Executive Committee member is absent from three (3) consecutive meetings they may be removed by a majority vote of the remaining board members. In the event of a tie vote in the removal of an Executive Committee member, the president or vice-president (if the president did not vote) will cast the deciding vote.

#### Special Meetings

Special Meetings of the Durham Basketball Association may be called by the President or by the Secretary or the Board of Directors (on a favorable vote of two-thirds majority of the Board of Directors), by notice in writing to the President, with not less than fifteen (15) days notice (in writing) to all board members. The notice of such a meeting must contain the date, place, and hour of the meeting and the object thereof.

At all meetings of the Board of Directors and Executive Committee, a simply majority shall constitute a quorum.

Roberts Rules of Orders, shall govern and control the conduct of all meetings, unless modified by these bylaws, voting by proxy shall not be allowed.

A decision at a meeting of the Board of Directors, or its Committees shall be made by the majority of the votes, unless the favorable vote of a larger proportion of the votes is required by these bylaws.

## **ARTICLE XII        Amendments**

Amendments to the Bylaws may be made by a majority vote of the Board of Directors cast at any Annual Membership Meeting. Any proposed change to the Bylaws must be submitted in writing at a regular meeting of the Board of Directors at least one-month prior to a vote on such proposed change. The Board of Directors and or Executive Committee by a majority vote at any scheduled meeting may adopt such policies, rules and regulations governing the conduct of play, discipline and the administration of

Association sponsored activities, as it deems necessary and appropriate. A simply majority of the Executive Committee or Board of Directors are required for a quorum.

### **ARTICLE XIII Not For Profit Corporation**

It is the Association's intention that it shall be operated as an educational and charitable corporation that is non-profit. No part of the Association's income is to be distributed to its members or officers and the Association shall not have or issue stock or dividends. All real and personal property acquired or transferred to the Association, unless sold, leased transferred or disposed of in a manner consistent with the purposes of the Association, shall be held in perpetuity for educational and charitable purposes.

### **ARTICLE XIV Dissolution of the Corporation**

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

### **ARTICLE XV Financials**

The Treasurer will create and present a budget to the membership at the annual meeting for approval by the Board of Directors. Each team in the DBA will have separate accounts within the overall DBA budget.

The President may approve all expenses less than \$100.00. All other expenses, not budgeted, must be approved by a quorum of the Board of Directors.

### **ARTICLE XVI Fees**

An annual fee of a determined amount will be required from each player on each team. . These fees will be paid at the beginning of the season as defined by a mailing to be sent out by the Association Secretary to all members. The fee breakdown structure will be maintained by the Treasurer and made available to any member per written request at any time other than the annual electronic mailing.

### **ARTICLE XVII Grievances and Disputes**

There shall be a formal process to resolve disputes between players and coaches and/or parents and coaches. A step by step procedure shall be followed to try to come to an equitable resolution to problems.

The following steps, in order, are to be followed:

1. A player and/or parent should contact their coach verbally and in writing of the complaint. Try and be as specific and objective as possible about the issue(s).
2. The coach has 3 days to respond to the parent/player with his or her answer. A copy of the complaint and response should be forwarded to the Director. The

- Director will select (3) non conflicting board members who will make up the Grievance Committee.
3. If the player/parent is not satisfied with the coach's response they have 3 days to submit a grievance to the Grievance Committee.
  4. The Grievance Committee will review the grievance within 5 days and:
    - A) Make a decision on the grievance which is final and binding.
    - B) Have the coach and parent/player come before the 3 person Grievance Committee for a hearing. The Committee will listen to each party's case and make a decision within 3 days of the hearing. The decision will be communicated to both parties.

Everyone should try and resolve their problems at step 1. Good verbal communication between all parties should resolve most issues at step 1. Trying to jump steps will only delay resolution. The Coach must always be the first contact in any problem.

### **ARTICLE XVIII Coaches and Coaching Guidelines**

DBA Coaches will be selected by the DBA officers with input from the parents of the affected players, high school coaches or anyone else that the officers deem appropriate to determine the best candidate. Coaches may be removed only by the officers on a majority vote. Coaches will be (re)appointed each year. Qualifications to be considered include:

- Relevant basketball experience
- Communication, organization and motivational skills
- Ability to demonstrate/promote sportsmanship and teamwork
- Commitment

The coach's key responsibility is to organize, motivate, teach and constructively criticize player performance – in a POSITIVE manner.

DBA coaches will not be paid. Coaches are required to attend monthly board meetings or delegate to a team parent if a conflict should arise.

At the discretion of the Director, coaches are required to attend a coaches' clinic at the beginning of each season. This clinic will include what is expected of them and will also include help and advice on proper teaching of basketball skills.

Coaches must have a meeting of the parents before the first practice to discuss team rules, practice times and games schedules and coaching philosophy.

Coaches or designated individuals are responsible for accumulating all DBA waiver and/or registration forms from their team – players cannot participate in practice or games until signed forms and fee are submitted.

The coach has sole authority to manage players playing time or suspend a player for a violation of board approved team or DBA rules.

Coaches should review the DBA basketball rules at the start of every season so rules are understood and followed.

#### **ARTICLE XIX      Player and Team Rules**

If a player will miss a game or practice it is their responsibility to notify the Coach in advance of the game or practice.

Good sportsmanship is required at all times. Swearing, arguing with the coach and/or referees will not be allowed. Name calling, taunting or uncomplimentary remarks directed at a teammate or opponent will not be allowed. Repeated displays of disrespect will result in reduced playing time or suspension from the team and expulsion from the DBA.

All players are required to take proper care of the DBA equipment.

#### **ARTICLE XX      Coaching Philosophy**

Each team coach will present their coaching philosophy to the Board of Directors for their approval prior to each season's try-outs. The coach will then present the coaching philosophy to the parents of the players prior to selecting the team. The philosophy will address playing time, practice and overall commitment.

#### **ARTICLE XX      Coordinator(s)**

The Board of Directors may nominate and select Coordinator(s) to carry out the duties including, but not limited to those outlined below:

1. Scheduler:
  - A. Coordinate and organize all DBA games in a seasons
  - B. Practice Schedules
  - C. Availability of tournaments.
  - D. Scheduling Gym Times
2. Fundamentals and Clinics Director:

This program director will be responsible for conducting fundamental drills and clinics and be responsible for supervising these activities.
3. Publicity Coordinator:
  - A. Distribute a Association newsletter to correspond with the Association's monthly meetings as needed.
  - B. Notify local media of Association meetings and other events.
  - C. Update and maintain the website.

4. Referee Scheduler:

Schedule referees for all home games and hosted tournaments.