

## WHITE BEAR LAKE BASKETBALL ASSOCIATION BY-LAWS

- ARTICLE I:           NAME: The name of the association is the “White Bear Lake Basketball Association,” hereinafter referred to as “WBBA” or the “association.”
- ARTICLE II:           MISSION: The association is a non-profit organization (id #41-1571517) established to foster the traveling, recreation, and varsity basketball programs within the boundaries of White Bear Lake Independent School District #624, hereinafter referred to as WBL - ISD #624. The association exists to fulfill the basketball needs of the community and is the primary advocate of the traveling basketball program. The association supports good sportsmanship and the sound development of basketball fundamentals within the community to assure that both boys and girls participating in the program will have a positive and rewarding experience that will maximize personal and team growth. The association requires quality coaching and provides an atmosphere for learning basketball skills for both coaches and participants. The association provides funding for tournaments and/or membership in boys and girls metro area leagues to encourage quality competition.
- ARTICLE III:           OBJECTIVES: The objectives of the association are:
- a. To encourage, promote, and support youth basketball in the WBL - ISD # 624.
  - b. To provide fundamental development for both coaches and participants through teaching and training of sound basketball skills by sponsoring clinics, practices, scrimmages, camps, and coach’s certification.
  - c. To conduct competitive tournaments for boys and girls.
  - d. To organize basketball traveling teams representing the WBBA in league or tournament play at the 5<sup>th</sup> through 8<sup>th</sup> grade levels.
  - e. To support membership in the boys and girls metro basketball leagues.
  - f. To be a “booster” organization for all basketball programs within the WBL - ISD #624 boundaries..

- g. To cooperate and work closely with the White Bear Lake Recreation Department and School Athletic Departments to promote youth basketball programs in WBL - ISD #624.

ARTICLE IV: TRAVELING BASKETBALL

- a. From teams selected at the association tryouts, boys and girls traveling basketball teams are eligible to participate in various tournaments and/or respective metro area leagues. The teams must follow the classification system, rules, and requirements in order to participate in tournaments and/or metro area leagues.
- b. A player participant on the boys and girls traveling basketball teams must either live in or attend school within the White Bear Lake Independent School District #624.
- c. Requirements for participation on a traveling team of the WBBA is provided in the tryout guidelines.
- d. The intent of the association is not to interfere with other seasonal sports during tryouts and beginning practices.

ARTICLE V: MEMBERSHIP:

- a. Any individual who resides within or outside the geographical area of WBL - ISD #624 and supports the objectives of this association may become a member, subject only to compliance with the provisions of the by-laws. Membership in this association shall be available without regard to race, religion, color, sex, age, marital status, national origin, sexual orientation or handicap.
- b. Membership in the association shall be on an annual basis. Any person may be admitted to membership at any meeting by filling out a current White Bear Lake Basketball Association registration form and donating the required association fee identified in Article XI.
- c. All families of participants on traveling teams automatically will be made members of the association and will be charged a participation fee that will include the annual association fee payable in the beginning of the traveling basketball season.. These fees are detailed in Article XI.

- d. Only members of the association shall be eligible to vote and participate in business meetings, or to serve in any of its elected or appointed positions. Also, there will be only one vote available per family regardless of the number of family members belonging to the association.
- e. Coaches must complete a registration form but need not pay the general membership dues to be considered a voting member.

ARTICLE VI: EXECUTIVE BOARD, COMMITTEES, COACHES AND ELECTIONS

SECTION 1 – EXECUTIVE BOARD

The executive board shall consist of a President, Vice-president, Secretary, Treasurer, Traveling Boys Director and Traveling Girls Director, and an At-Large board member. Together they will comprise a seven member executive board. The requirements of each position are described as follows:

PRESIDENT

Qualification – Must be a member of the WBBA, elected by ballot, and may be a coach. Must go through a criminal background check.

Term of Office - 1 year.

Tenure of Office – No more than 4 years in office.

Responsibilities – Presides at all meetings of the membership and special meetings of the executive board. Submits to the members at the annual meeting a report of the operation of the association. Is an ex-officio member of all specially formed committees. Authorized to sign or countersign all checks, drafts, or notes of the association under the direction of the executive board. Works closely with Community Services to procure all equipment needed to maintain the traveling program or to support the recreation or varsity programs. Provides general guidance and helps make decisions consistent with the objectives of the association. Has primary responsibility for operation of lawful gambling activities.

VICE-PRESIDENT

Qualification – Must be a member of the WBBA, elected by ballot, and may be a coach. Must go through a criminal background check.

Term of Office – 1 year.

Tenure of Office – No more than 4 years in office.

Responsibilities – Performs the duties of the president in his/her absence or retirement and such additional duties as may be assigned by the executive board or the president. Provides general guidance and helps make decisions consistent with the objectives of the association. Will be responsible for the gym scheduling process for the WBBA traveling season practice sessions. Will secure gym locations and time slots for each traveling team. Will work closely with the School District and Community Services Director to map out a master calendar for the season.

#### SECRETARY

Qualification – Must be a member of the WBBA, elected by ballot, and may be a coach. Must go through a criminal background check.

Term of Office – 1 year.

Tenure of Office – No more than 4 years in office.

Responsibilities – Keeps the minutes of all meetings of the executive board and the general membership meetings and is responsible for all correspondence. Reports on the minutes of preceding meetings at each association meeting. Sends out all meeting notices and official correspondence. Helps make decisions consistent with the objectives of the association.

#### TREASURER

Qualification – Must be a member of the WBBA, elected by ballot, and may be a coach. Must go through a criminal background check.

Term of Office - 1 year.

Tenure of Office – No more than 4 years in office.

Responsibilities – Maintains custody of all funds of the association and deposits such funds in the bank or banks that the executive board may designate. Maintains all finances, keeps an accurate set of books, collects and banks all proceeds of the association, and pays all bills of the association. Authorized to sign or countersign all checks, drafts, or notes of the association under the direction of the executive board. Reports to the membership at each meeting as to the financial condition of the association. Helps make decisions consistent with the objectives of the association.

#### TRAVELING BOYS DIRECTOR

Qualification – Must be a member of the WBBA, elected by ballot, may be a coach, does not need to be associated with a team.

Must go through a criminal background check.

Term of Office – 1 year

Tenure of Office – No more than 4 years in office.

Responsibilities – Handles all activities dealing with the traveling boys program. Assembles and reports all information regarding tournaments and/or any metro area league to the association and to the coaches of each of the traveling boys teams. Monitors all sponsored boys teams to assure all required information is provided for any tournament and/or any metro area league, verifies adherence to the rules set by the association or the metro area league, reports any violations to the executive board, and handles any specific situations that may arise concerning the traveling boys program (refer to Article IX). Provides general guidance and helps make decisions consistent with the objectives of the association.

#### TRAVELING GIRLS DIRECTOR

Qualification – Must be a member of the WBBA, elected by ballot, may be a coach, does not need to be associated with a team. Must go through a criminal background check

Term of Office – 1 years

Tenure of Office – No more than 4 years in office.

Responsibilities – Handles all activities dealing with the traveling girls program. Assembles and reports all information regarding tournaments and/or metro area leagues to the association and to the coaches of each of the traveling girls teams. Monitors all sponsored girls teams to assure all required information is provided for any tournament and/or metro area leagues, verifies adherence to the rules set by the association or the metro area league, reports any violations to the executive board, and handles any specific situations that may arise concerning the traveling girls program (refer to Article IX). Provides general guidance and helps make decisions consistent with the objectives of the association.

#### AT-LARGE BOARD

Qualification – Must be a member of the WBBA, elected by ballot, and may be a coach. Must go through a criminal background check

Term of Office – 1 year.

Tenure of Office – No more than 4 years in office.

Responsibilities – Attend all regular and special meetings of the executive board, along with such additional duties as may be assigned by the executive board or the president. Will be responsible for all uniform and equipment management for all WBBA boys and girls traveling teams. Will assign and distribute game uniforms to traveling team coaches at the beginning of the season. Will record all team information regarding uniform distribution. At the conclusion of the season, will be responsible for the coordination of the uniform collection and off-season

storage process. Will inform coaches/families of the proper care of association uniforms. If the tenure of the EQUIPMENT MANAGER falls within a year of “New Uniform Procurement”, individual will assist the association with that process. Works with respective Boys/Girls Directors to determine team needs for equipment for the season (ie: whistles, balls, dry-erase boards, fully supplied first-aid kits, etc.)

## SECTION 2 – COMMITTEES

The association shall have committees for tournaments, tryouts, publicity, and special events. The executive board has the authority to establish new or eliminate existing committees as needed. The purpose of the committees is to assist in the operation of the association. Each committee will be comprised minimally of 3 members, one of which will serve as the chairman. Members of the committees must be a member of the WBBA, approved at a general membership meeting, may be a coach, but cannot serve as an executive board member. The requirements of the committees are described below.

### TOURNAMENT COMMITTEE

The tournament committee shall be responsible for coordinating the annual tournament sponsored by the association. This will include securing gym space, publicity, score keepers, site coordinators, referees, food, team pairing, times, clocks, tournaments programs, posters, trophies and any other items necessary to run the overall tournament. The tournament committee will be assisted in each of the specific areas of responsibility by association members or parents.

### TRYOUT COMMITTEE

The tryout committee shall be responsible for the boys and girls traveling league tryouts that are held annually in the fall of the year. Specific tryout information is available for viewing within the WBBA Guideline document listed on the WBBA website ([www.whitebearbasketball.com](http://www.whitebearbasketball.com).) The tryout committee will establish the dates and locations of the tryouts, establish a list of individuals hired by the WBBA who have no vested interest in the WBBA to perform the duties of tryout evaluators, develop the forms for tryout evaluations, and generally handle or refer all concerns raised at the tryouts to the executive board for clarification or decision.

## PUBLICITY COMMITTEE

The publicity committee shall be responsible for publishing information in the newspaper concerning the tournament, meetings, tryouts, sponsorship drive, special events, and other items of interest to promote and publicize activities of the association.

## SPECIAL EVENTS COMMITTEE

The special events committee is responsible for special activities identified by the executive board.

## SECTION 3 – COACHES

Coaches of the traveling teams must apply on an official application (found on WBBA website) and be approved by the executive board. Coaches will be selected based on selection criteria that will include the application, an interview, and player/parent evaluations of previous year's experience. If concerns have been raised in past years about a particular coach, the parents of players on the past teams will be consulted. That information will be used to make the final decision on selection. Coaches will be evaluated by the executive board at the end of the year with input from the team parents. A coach will need to be approved each year.

## SECTION 4 – ELECTIONS

The president, vice-president, secretary, treasurer, and the remaining executive board members shall be elected by a ballot at the annual meeting of the association. No person may hold more than one office during a given year unless approved by a majority vote at a general membership meeting. All interested individuals who wish to run for an elected executive board position must first be nominated at one of the monthly association meetings at least one month prior to the annual meeting. The top vote getters at the annual meeting shall assume the offices of the executive board. With consultation of the remaining executive board members, the President shall appoint someone to fill all vacancies that occur during his/her term of office. Filling an unexpired term shall be considered a term in office.

ARTICLE VII: ADVISORS

The boys and girls varsity basketball coaches at White Bear Lake Area High School shall be considered advisors to the association. The responsibility of the advisors shall be to assure consistency between the goals of the association and that of the varsity and recreation programs. Advisors are considered voting members and need not pay the general membership dues.

ARTICLE VIII: MEETINGS

- a. The annual meeting for the association shall be held in the month of April or May. The purpose of this meeting shall be to discuss the past season, identify improvements needed for the upcoming year, identify actions to be handled over the summer, and to elect a new president and executive board, and select committee members.
- b. Regular meetings shall be held on the second Wednesday of each month. These meetings will be used to discuss the current ongoing activities.
- c. All meetings shall be given prior notice in the White Bear Press, and on the WBBA website ([www.whitebearbasketball.com](http://www.whitebearbasketball.com)). In addition, notices will be sent to all active members by the Secretary.
- d. Coaches of the traveling and in-house recreation leagues are encouraged to attend all of the association meetings and particularly the initial meeting in the fall and the annual meeting in the spring. There will be a coaches meeting in the fall where all coaches are expected to attend. This meeting will be handled by the executive board.

ARTICLE IX TRAVELING TEAM SITUATIONS

Handling of questions, concerns, and problems should first be accomplished at the lowest level which is between the player/parent/coach. There must be an interaction between the player/parent/coach for the situation to be raised to the directors level. Directors will consider those situations brought to his/her attention and will handle disputes and take corrective actions in accordance with the bylaws. If the issue cannot be resolved at the directors level then this becomes a matter for consideration by the executive board. A formal petition process must be followed. The petition would involve a written letter or statement sent to the

President identifying the specific issue(s) and suggesting an overall recommendation for resolution. The letter or statement will be signed. Refer to Article X for petition/dispute outcome

ARTICLE X: VOTING

The executive board will vote on disputes, dismissal of players or coaches, disciplinary actions, rule interpretations, monetary issues, and other general items that affect a single team or group of individuals. In addition, if an individual's ability to play is being impacted, the executive board will become involved. In most cases that result from the aforementioned items, the board will review the action or petition and consider the proper course of action which may involve one or more of the following: (1) a telephone interaction between board members, (2) a special board meeting with the affected parties, if any, or (3) a general board meeting with the general membership and the affected parties, if any. In larger issues that involve rule changes, several teams, many individuals and/or the overall general operation of the association, a 3 step participatory process will be used. Initially, information on a concern will be identified as an agenda item included on the meeting notice. Second, information will be solicited from association members at the meeting. The executive board will take the matter under advisement and make a decision. A quorum (4 out of 7) of the executive board vote is all that is needed for an official decision. All decisions by the executive board will be final.

ARTICLE XI: FUNDING

The WBBA receives funds from annual association and/or participation fees from the association members and traveling team players, lawful gambling activities, and other activities that shall be used to support the objectives of the association. Typical use of the funds may be uniforms, ball bags, basketballs, backboards, rims, gym renovations, and any other items identified at meetings and approved by a majority vote of the executive board. The annual fees are established for the upcoming year by a membership vote at the annual meeting. The fees will be published on the WBBA website. ([www.whitebearbasketball.com](http://www.whitebearbasketball.com))

ARTICLE XII: MISCELLANEOUS:

SECTION 1 – INSPECTION OF RECORDS

The accounts, books, and records shall be open to inspection by

association members.

## SECTION 2 – PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall be the parliamentary authority and shall govern deliberation of meetings except where they may be modified by the recommendation of the president and approval of a majority of association members present.

## SECTION 3 – PARENTS, COACHES AND PLAYERS

It is the traveling boys and girls parents responsibility to support the association and to assist and do their fair share in any fund raising or support activities undertaken for the benefit of the association. Parents should ensure that their son or daughter is on time for practices and games and attend all practices unless there is a valid excuse. Parents need to be at games if possible and be a good fan. Parents should not question the coach during the game but should feel free to contact the coach afterwards.

Coaches are required to help players learn the fundamentals of basketball, and develop players to their fullest potential. Provided a player has regularly attended practice, participated, and demonstrated a good attitude, the coach should play each player at least 40% of each game averaged over the course of the season, assuming a team consists of ten players or less. On teams with more than ten players, a similar ratio of playing time should be allocated to each player.

Coaches must act responsibly and carry on the traditions of good sportsmanship exemplified by the association. Coaches are to identify at least two parents who are willing to assist the association and to do their fair share for the good of the association.

Players should show up to practices and games on time and should give their best. Players must come to practices with a good attitude and expect to work hard with no horseplay. Players should also represent the community with pride and good sportsmanship.

## SECTION 4 – CLOTHING

The association will provide the uniforms as part of the annual participation fee. No association sponsored team shall purchase individual uniforms or warmups, unless approved by the executive board in advance of the purchase. Should the coach be on the

executive board, that person would not be allowed a vote in the decision making process.

ARTICLE XIII: AMENDMENT TO BY-LAWS:

These by-laws may be amended by a two-thirds vote of the members present at the annual or general membership meeting provided that the meeting notice contains the proposed amendment information. Attachments to the by-laws are considered association guidelines that can be addressed separately and amended by a simple majority vote without modification to the by-laws.

Adopted: October 3, 1979  
Revised: April 22, 1987  
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