

Penn-Trafford Basketball Association

By-Laws & Procedures

Revision 11- 2009

Approved: April 2009

Revised: 3/2009

Officers at Inception of the P.T.B.A. By-Laws (1995):

League Co-ordinator: John B. Sartori Sr.

Secretary-Treasurer: Elena Kipple

Scheduling Co-ordinator: Edward J. Kroupa

Directional Co-ordinator:

Girls Co-ordinator: Sara Reguilla

Boys Co-ordinator: Bob Divens

Officers at Revision of the P.T.B.A. By-Laws & Procedures (2009):

Executive Board

League Director: Bill Dalzell

Assistant League Director: Rene Rourke

Secretary: Lynn Mischen

Treasurer: Larry Stormer

In-House Coordinator: Frank Sige

Travel Coordinator: Jim Vecchio

Board

3/4th Grade Girl's Coordinator: Ralph DeStefano

5/6th Grade Girl's Coordinator : Rene Rourke

7/8th Grade Girl's Coordinator: Bill Dalzell

3/4th Grade Boy's Coordinator: Erik Spiegel

5/6th Grade Boy's Coordinator: Sonny Brandt

7/8th Grade Boy's Coordinator: Jim Spino

Girls Travel Coordinator: Mike Bosco

Boys Travel Coordinator: Jim Vecchio

ARTICLE I - MISSION

The mission of the Penn Trafford Basketball Association¹ is to provide youth who reside in the Penn Trafford School District recreational / instructional basketball through an "inhouse" program and a competitive basketball program through travel and tournament teams. The objectives of the programs are to teach the youth the fundamentals of basketball, the principals of good sportsmanship, and the positive benefits of "team" play.

The By-laws and procedures to follow summarize the structure of the Association, the rules by which it will be governed, and the requirements for membership in the Association. All Association meetings and activities will follow the accepted procedures contained in "Robert's Rules of Order", 10th Edition or higher when available.

ARTICLE II - OFFICES

Section (A)

The registered address of the Association is:

P.O. Box 34

Harrison City, PA. 15636-0034

ARTICLE III – ORGANIZATION STRUCTURE

Section (A)

The Association shall be governed by a Board of Directors (hereafter referred to as the Board). Board members shall be residents of the Penn-Trafford School District:

Section (B)

The Executive Board shall be comprised of the following officers:

- a. League Director**
- b. Assistant League Director**
- c. Secretary**
- d. Treasurer**
- e. In-House Coordinator**
- f. Travel Coordinator**

Section (C)

The Executive Board shall have general oversight responsibilities for the Association. The Board of Directors shall include an Executive Board, all Grade-Level Coordinators and Travel Coordinators, as appropriate.

The Penn Trafford Basketball Association will hereafter be referred to as the Association.

ARTICLE IV – ORGANIZATION CALENDAR

Section (A)

The Term of Office for the Executive Board shall run from April 1 of one year to March 31 of the subsequent year.

Section (B)

The Term of Office of the Grade-Level and Travel Coordinators shall run from May 1 of one year to April 30 of the subsequent year.

Section (C)

The fiscal year of the Association shall run from June 1 of one year to May 31 of the subsequent year.

Section (D)

Regular meetings of the Association shall take place each month from August through the following May. The League Director shall announce the time and place of the meetings.

Section (E)

Additional meetings of the Executive Board, the Board of Directors, and /or the Association will be held as necessary.

ARTICLE V - ELECTIONS

Section (A)

Nominations for the Executive Board positions shall take place at the regular February meeting of the Association. Election of the Executive Board positions shall take place at the regular March meeting of the Association.

Section (B)

Grade-Level and Travel Coordinator positions shall be appointed by the Executive Board at the regular March meeting of the Association.

Section (C)

To nominate or be an eligible candidate for office at any level of the Association, all nominees must be a resident of the Penn-Trafford School District, and "member in good standing" (See Article VII (B)) with the Association and be present at the meeting when nominations are made.

Section (D)

The Board shall establish nomination and election procedures, and rules.

ARTICLE VI – OFFICER’S RESPONSIBILITIES

Section (A)

Executive Board The Executive Board shall have general oversight responsibilities for the Business of the Association. Specific responsibilities of the Executive Board include, but are not limited to:

- a. Conducting elections of officers.**
- b. Monitoring disbursement and / or transfer of all Association funds.**
- c. Developing an Association budget each fiscal year. The budget will distinguish in-house and travel financial information.**
- d. Insuring that all of the Divisions within the Association are properly funded so as to function in a manner that is consistent with the By-laws of the Association.**

Section (B)

Board of Directors: The Board of Directors is charged with establishing policy and overseeing the Program of the Association. Specific responsibilities of the Board of Directors as a body include, but are not limited to:

- a. Overseeing the Program of the Association.**
- b. Insuring that all coaches and persons working within the Association meet the requirements of their position, and that they act in accordance with the Association guidelines, as set forth in these By-laws.**
- c. Approving any single expenditure exceeding \$500.00 by a majority vote of Board members at any meeting where a quorum of the Board members is present.**
- d. Creating temporary, non-Board positions for the betterment of the Association.**

e. Establish procedures in order to best meet the responsibilities set forth in the By-Laws.

f. Establish general rules of conduct.

Section (C) League Director

The League Director shall oversee general management of the Business of the Association. He or she shall be ex-officio, a member of all committees. Specific responsibilities of the League Director include, but are not limited to:

a. Acting as Chief Executive Officer of the Association.

b. Presiding at all meetings of the Executive Board, Board of Directors, and / or Association.

c. Seeing that all orders and resolutions of the Board and /or Association are implemented subject to the right of the Board to delegate any specific powers, except as may be by statute exclusively conferred on the League Director, or to any other officer or officers of the Association.

Section (D) Assistant League Director

The Assistant League Director shall assist the League Director in all duties defined above for the League Director. If for any reason the League Director is not able to complete his or her term of office, the Assistant League Director shall assume all responsibilities delegated to the League Director. Specific responsibilities of the Assistant League Director include, but are not limited to:

a. Assuming the function of the League Director when absent from any activities of the Association.

b. Securing any available gym time within the Penn-Trafford School District and outside the district as needed and allowed by the budget.

c. Distributing gym time in a fair and equitable manner between all Association Divisions.

d. Scheduling of all practices and games for all teams sponsored by the Association.

- e. Scheduling of the P.I.A.A. officials.**
- f. Arranging and scheduling of all Association sponsored clinics.**
- g. Overseeing any Association sponsored tournaments and / or recommending a Tournament Director to the Board for approval.**

Section (E) Secretary

In their roll as Secretary of the Association, specific responsibilities of the Secretary-Treasurer include, but are not limited to:

- a. Attending all meetings of the Board and / or Association and recording the results of any items requiring a vote.**
- b. Maintaining minutes of all meetings in a book of record (or other acceptable media) kept for that purpose.**
- c. Performing like duties for all Committees of the Board when requested.**
- d. Maintaining the original copy of the Association By-laws, including all Amendments, Alterations, and Revisions thereof.**

Section (F) Treasurer

Specific responsibilities of the Secretary-Treasurer include, but are not limited to:

- a. Overseeing the Association funds.**
- b. Keeping a full and accurate account of receipts and disbursements in a Book of Account (or other acceptable media) belonging to the Association.**
- c. Keeping the moneys of the Association in a separate bank account to credit of the Association.**
- d. Disbursing the funds of the Association as may be set forth in these By-laws, or ordered by the Board if not in conflict with these By-laws.**
- e. Taking vouchers for disbursements of funds of the Association and rendering an account of all transactions.**

f. Providing a summary of the financial condition of the Association to the League Director and Board at the regular meetings of the Board, Association, or whenever requested by the Board.

g. Generating a financial report to be presented to the Association at the first (August) , middle (January), and last meeting (May), of the fiscal year for the Association. This report shall disclose in detail, all income and disbursements of the Association.

NOTE: Every member of the Association shall have the right to examine at any reasonable time the membership roster, books or records of account, and records of the proceedings of the Association or Board, and make extracts there from.

Section (G) In-House Coordinator

The In-House Coordinator shall perform the function of Chief Officer of their respective Divisions. Specific responsibilities of the In-House Coordinator include, but are not limited to:

a. Establish Procedures in order to best meet the “mission” of the Association.

b. Presiding at all meetings of their respective Divisions.

c. Providing general and active management of the Business of the Division.

d. Implementing all the orders and resolutions of the Association within their respective Division.

e. Ordering league uniforms & organize team pictures

Section (G) Boy’s and Girl’s Grade-Level Coordinators

The Girl’s and Boy’s Grade-level Coordinators, in conjunction with the In-house Coordinator, are responsible for overseeing the day-to-day operations within their respective levels. Specific responsibilities of the Girl’s and Boy’s Grade-Level Coordinators include, but are not limited to:

a. Establishing procedures in order to best meet the “mission” of providing a recreational / instructional program.

- b. Recommending a slate of coaches and assistant coaches to the Board for approval.**
- c. Establish procedures for team selection process, ensuring that the selection process is fair.**
- d. Working with the Assistant League Director to create practice and game schedules.**
- e. Developing rules of play to be followed within their Levels.**
- f. Insuring that all participants are aware of all rules of play and rules of conduct, and that the rules are followed.**
- g. Prepare each gym with proper game equipment, score books prior to the start of their grade level game.**

Section (H) Travel Coordinator

The Travel Coordinator shall coordinate the activities of the various Travel teams. Specific responsibilities of the Travel Coordinator include, but are not limited to:

- a. Establishing procedures in order to best meet the “mission” of providing a competitive program.**
- b. Working to get in local organized leagues.**
- c. Recommending judges for overseeing Travel Team tryouts to the Board for approval.**
- d. Recommending coaches for the Travel Teams to the Board for approval.**
- e. Working with the assistant League Director to create practices and game schedules.**
- f. Appointing a non-voting position of Travel Treasurer whose duties shall include but not limited to:**
 - Submitting a travel program budget to the Board for approval**
 - Keeping a full and accurate account of receipts and disbursements in a book of account.**

g. Generating a financial report to be presented to the Association at the first (August) and last meeting (May) of the fiscal year for the Association. This report shall disclose in detail, all income and disbursements of the Travel Divisions.

ARTICLE VII - MEMBERSHIP

Section (A)

Any adult living within the boundaries of the Penn-Trafford School District can become a member of the Association by completing a membership application and attending the meetings of the Association. At the time when parents register their children for participation in the Association's program, the parents automatically become members of the Association.

Section (B)

Members of the Association obtain the status of "Member in Good Standing" when they have attended 50% of the meetings of the Association, in the current basketball season. Note that the attendance roster carries over from one season to the next.

Section (C)

The names, addresses, phone numbers, and e-mail addresses (if applicable) of all Association members, listed in alphabetical order, shall be recorded in a membership roster (or other acceptable media) maintained by the Secretary-Treasurer.

Section (D)

The membership roster will be present at all meetings of the Association and shall indicate those members that are a "Member in Good Standing".

Section (E)

The membership roster shall be open for inspection by any member, at any reasonable time.

ARTICLE VIII - VOTING GUIDELINES

Section (A)

Any member of the Association identified as a “Member in Good Standing” is entitled to vote at Association meetings.

Section (B)

For a vote to be held on any matter brought before the Association, a quorum of no less than 50% of the “Member in Good Standing” must be present.

Section (C)

In order for any matter being voted on to pass, a majority, or 51%, of the voting members in attendance is required.

Section (D)

The League Director will only vote during a meeting of the Association in case of a tie vote.

Section (E)

The League Director will vote on all matters before the Board.

Section (F)

One-Half of the Board members must be in attendance at a Board meeting before any official business can be conducted.

Section (G)

A majority of 51% of the voting Board members in attendance at a Board meeting is required to pass any issue before the Board.

Section (H)

All elections will be done by secret ballot unless circumstances dictate otherwise.

Section (I)

At meetings, voting on all matters, except election of officers, will be done by a show of hands unless any “Member in Good Standing” requests a ballot vote.

Section (J)

If a Board issue needs to be addressed before the next regularly scheduled Board meeting, the Board members may vote via electronic means (e-mail, phone, etc.) unless an objection is raised by a Board member.

ARTICLE IX RULES AND PROCEDURES

Section (A)

Rules and Procedures for the operation of In-House, Travel, and / or Tournament programs will be set forth by the Board of Directors, The Rules and Procedures may be altered, at any time with the approval of the a majority of the Board. All current Rules and Procedures will be part of the official record of the association.

ARTICLE X - CHECKS

Section (A)

All checks or demands for money and notes of the association shall have two signatures. The checks may be signed by the League Coordinator, the Assistant League Coordinator, and/or the Secretary- Treasurer.

ARTICLE XI - BIDDING PROCEDURE

Section (A)

Sealed bids for the annual equipment / uniform purchases shall be requested each year.

Section (B)

The League Director will generate a list of items on which bids are needed. This list will be sent to at least two (2) bidders in our Penn- Trafford or surrounding area with instructions to return it to the League Director by an established date as a sealed bid. These bids will be opened in the presence of a majority of the Board members.

Section (C)

The Board will review all bids and decide which bids to accept.

ARTICLE XII - FACILITY AVAILABILITY

Section (A)

It is the responsibility of the Board to insure that all grade levels have adequate facilities to accommodate their activities.

Section (B)

The Board shall insure that each Level is performing the care and maintenance to the facilities as would be considered acceptable by the Board.

ARTICLE XIV - NOTICES

Section (A)

Whenever a written notice must be given to any person requiring attendance at either a Board or Association meeting, it may be given to such person, either personally, by phone, or by sending a copy thereof through the mail to the address appearing in the membership roster. If the notice is sent by mail, it should be deemed to have been given to the person to whom it is addressed two days after deposit in the United States mail. Such notice shall specify the place, day, and hour of the next regularly scheduled meeting of the association. In case of a special meeting by the Board, the general nature of the business to be transacted shall be indicated.

Section (B)

The Board may direct, from time to time, that notice of any regular or special meeting be published in a newspaper of general circulation in the Harrison City - Penn-Township area.

ARTICLE XV – SUSPENSION or DISMISSAL OF A MEMBER

Section (A)

If an Association member violates any of the By-laws or rules of the Association, the member may be immediately suspended by the Board, according to the policies and procedures governing this matter.

Section (B)

A member who has been determined to be "Not in Good Standing" by the Board shall not be eligible to vote at any general membership meetings. He or she may also be subject to further disciplinary and or legal action, as is deemed necessary by the Board, including dismissal from the Association in accordance with these By-laws.

Section (C)

A formal complaint against a member may result in the dismissal of a member. The dismissal of a member requires a two-thirds vote of the Board members.

ARTICLE XVI – SUSPENSION or DISMISSAL OF A BOARD MEMBER

Section (A)

Any officer may be removed from office if circumstances warrant. The removal from office may be recommended by the Executive Board, or be requested by any member of the Association or parent. The policies and procedures governing suspension or dismissal of a member will be followed prior to the suspension or dismissal of a board member.

Section (B)

A board member who has been determined to be suspended by the Board shall not be eligible to attend or vote at any board meetings. He or she will cease all association related activities.

Section (C)

The dismissal of a board member from the board requires a two-thirds vote of the “members in good standing” of the association.

Section (D)

If a Board member is removed from office, the League Director shall determine whether a special election should be held to name a new person to fill the vacated office.

ARTICLE XVII – AMENDMENTS TO BY-LAWS

Section (A)

These By-laws may be altered, amended, or repealed by the affirmative vote of a majority of the “Members in Good Standing” of the Association at any regular or special meeting of the Association.

Section (B)

Notice of the proposed alteration, amendment, or repeal must be given at least one (1) meeting of the Association before voting on the proposed change.

APPROVALS

APPROVED BY THE EXECUTIVE BOARD: Date

League Director:

Assistant League Director:

Secretary:

Treasurer:

In–House Coordinator:

Travel Coordinator: