

City of Lakes Girls Basketball Association By-Laws

Article 1: Name

The name of the Association is the City of Lakes Girls Basketball Association, herein after referred to as "CLGBA" or "the Association".

Article 2: Mission

The Association is a non-profit organization established to improve and promote girls basketball in Minneapolis. The Association exists to fulfill the basketball needs of the community. The Association supports good sportsmanship and the sound development of basketball fundamentals to ensure that the girls participating in the program will have a positive and rewarding experience which will maximize personal and team growth. The Association will make every effort to provide quality coaching and atmosphere for learning basketball skills for both coaches and participants. The Association sponsors membership in the Girls Metro League and tournaments to encourage quality competition.

Article 3: Objectives

The objectives of the Association are:

- To encourage, promote and support girls basketball in Minneapolis.
- To provide fundamental development for both coaches and team participants through teaching and training of sound basketball skills by sponsoring clinics, practices, scrimmages and camps.
- To participate in competitive tournaments for girls.
- To organize basketball traveling teams representing league or tournament play at the 5th through 8th grade levels.
- To support active membership in the Metro League.
- To be a "booster" organization for all girls-programs in Minneapolis that contribute to the growth and development of girl's basketball.
- To work closely with the high schools to promote youth programs in Minneapolis.
- To encourage and recognize the volunteer efforts of those member teams, coaches, participants and organizations that contribute to the success of the CLGBA.
- To coordinate the Association in such a manner that the participating players and teams will be grouped together based on A) strength and skill, B) geographical location, or C) player preference as determined by placement rules.
- To ensure quality competition at their own grade level, and for the benefit of player development, the Association prefers that the high schools do not recruit players from the 5th through 8th grade.

Article 4: Traveling Basketball

1. From teams selected at the Association placement clinics, traveling teams are eligible to participate in their respective Metro League.
2. In order to participate on a traveling team a player should live in Minneapolis or attend school in Minneapolis. Candidates outside this area may be allowed to play if they are eligible per Minnesota Youth Athletic Services (MYAS) guidelines or additional players are needed to form teams or it is likely to make for a better overall experience for the candidate and teammates.
3. Teams are formed by school grade.

Article 5: Membership

1. Any individual who resides within or outside Minneapolis 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, national origin or handicap.
2. Individual memberships shall be on an annual basis. Any person may be admitted to membership by filling out a current City of Lakes registration form and by paying the general membership dues to be considered a voting member.
3. All families of participants on traveling teams will automatically be made members of the Association. Family membership will remain in effect for the five successive years following the last season played by the family participant.
4. Only members of the Association shall be eligible to vote and participate in business meetings or to serve in any of its elective or appointed positions. Also, there will be only one vote available per family regardless of the number of members of the family belonging to the Association.
5. Coaches must complete a registration form but need not pay the general membership dues to be considered a voting member.

Article 6: Management

Section 1: The Executive Board shall be charged with establishing the basic rule, regulations, and policies of the Association and seeing that they are enforced.

Section 2: The Executive Board shall consist of five (5) Association officers who must be members of the CLGBA: they shall be elected by membership ballot at the Association annual meeting and serve a one year term without limit to the number of terms served; the Executive Board officers shall be President, Vice-President, Secretary, Treasurer and Registrar, and their duties are as follows:

President: 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 all checks, drafts or notes of the Association under the direction of the Board; procures all equipment needed to maintain the traveling program; provides guidance and helps make decisions consistent with the objectives of the Association.

Vice-President: Performs the duties of President when the President is absent or retires mid-term; performs such additional duties as may be assigned by the Executive

Board or President; Chairs a committee responsible for proposing and implementing all projects for raising funds including, but not limited to, an annual sponsorship drive, and other special events such as Association sponsored tournaments and/or league games played at the Association's "home" court, merchandise sales at said events, shirt or sweater sales and the like; and helps makes decisions consistent with the objectives of the Association.

Treasurer: 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 the bills of the Association; authorized to countersign all checks, drafts, or notes of the Association under direction of the Executive Board; reports to the membership at each meeting as to the financial condition of the Association; and helps make decisions consistent with the objectives of the Association.

Secretary: Keeps the minutes of all meetings of the Executive Board and general membership meetings; responsible for all correspondence; reports on the minutes of preceding meetings at each Association meeting; sends out all meeting notices and official correspondence; and helps make decisions consistent with the objectives of the Association.

Registrar: Registers all players and members enrolled in the Association and placed on its teams; makes sure all players are placed on team rosters and that enrollment fees are paid; administers all scholarships; reports all enrollment and scholarship information to the President; assembles and reports all information from the Metro League meetings to the Association and the coaches of each of the traveling teams; monitors all teams to assure all required information is provided to the Girls Metro Basketball League (GMBL); verifies adherence to the rules set by the Association and the League, reports any violations to the Board, and handles any specific situations that may arise concerning the program; provides general guidance and helps make decisions consistent with the objectives of the Association.

- Section 3: The Executive Board shall be elected by a ballot at the annual meeting of the Association. No one shall hold more than one office in any year. The President shall appoint someone to fill all vacancies that occur during an officer's term.
- Section 4: The Association will have committees for tournaments, placements, publicity, AAU teams, clinics, summer programs and fundraising. 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 through the involvement of its members. Each committee will be comprised of a minimum of three (3) members, one of whom will serve as the chair. Members of committees must be members of CLGBA.
- Section 5: Coaches of the traveling teams must apply on an official application and be approved by the Executive Board. Coaches will be selected based on criteria that will include the application, an interview, and evaluations of previous coaching experience. Coaches will be evaluated and approved each year. Preference will be given to non-parent coaches unless the previous criterion favors the parent coach. Assistant coaches will be selected by the coaches.

Article 7: Board of Advisors

The High School varsity coaches, both public and private schools within Minneapolis, shall be considered the Board of Advisors to the CLGBA. The responsibility of the Advisors shall be to ensure consistency between the goals of the Association and varsity programs.

Advisors are considered voting members of the Association and need not pay the general membership dues.

Article 8: Meetings

Section 1: The annual meeting of the Association shall be held in the month of April. The purpose of this annual meeting shall be to discuss the past season, identify improvements needed for the upcoming year, identify actions to be handled over the summer months, hold elections and select committee members.

Section 2: The Executive Board shall meet once a month to discuss current ongoing activities of the Association.

Section 3: All members may attend Executive Board meetings. Notices of meetings will be sent to all active members by the Secretary.

Article 9: Traveling Teams

Section 1: The City of Lakes Girls Basketball Association Placement Rules, as adopted by the Executive Board, shall govern placement of all players on CLGBA traveling teams.

Section 2: The handling of questions, concerns and problems should be accomplished at the lowest level, which is between the player/parent and coach; there must be an interaction at this level before the situation may be raised to the Registrar. The Registrar and another Board Member will consider those situations brought to this officer's attention and will handle disputes and take corrective actions in accordance with the Placement Rules and Bylaws. If the situation involves a single player/parent, this will be resolved by the Registrar. If there are two or more players/parents on the same team or a number of players/ parents involving multiple teams identifying a common issue that cannot be resolved at the Registrar 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 sent to the President identifying the specific issue(s) and suggesting an overall recommendation for resolution. The letter must be signed. The decision of the Executive Board will be final.

Section 3: The Association will provide team uniforms as part of the annual participation fee. No Association team shall purchase or wear separate or individual uniforms unless approved in advance by the Executive Board.

Section 4: Teams within CLGBA may opt to become "tournaments only" teams with the following understanding:

1. Team rosters must be determined by CLGBA Placement Rules and WAS Regulations.
2. The Association portion of the registration fee will be applied as it is for all Association Metro League teams (e.g. uniforms, equipment, possible tournament fee coverage).
3. The Metro League registration portion of the Association fee will be applied to the tournament fees of the given team. These monies may be paid directly to tournament organizers, to a team representative, or, alternatively, may be waived in the first place.
4. Beyond the exemption of the CLGBA portion of the registration fee, there will be no expectation of any additional contributions from the Association to the expenses of any tournament team. While this does not mean that tournament teams will never receive additional monies, it does mean that any additional contributions to a team(s) will be determined by the amount of funds available in a given season after necessary expenditures and equitable (and not necessarily equal) distribution of available funds among all Association teams. Any contributions must be approved by a majority of the Executive Board. These monies must be paid directly to tournament organizers.
5. In the event that a player is selected for a tournament team but is not able to meet the financial commitment, the tournament team for which the player is selected will arrange for fundraising to subsidize that player's tournament fees.
6. Uniforms provided for any tournament teams will be the same as those of the CLGBA Metro League teams. Any additions to the uniforms (e.g. warm-ups) must be paid for by the players of the tournament team. No alterations (individual/team names, logos) to the existing uniforms will be permitted.

Article 10: 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 any individual's ability to play is being impacted, the Executive Board will be 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 meeting with the general membership and the affected parties, if any.

In addition, in regard to larger issues that involve rule changes, several teams, many individuals and/or the overall general operation of the Association, a four (4) step participatory process will be used:

1. Initially, information on the concern will be identified as an agenda item for the Executive Board meeting;
2. Information will be solicited from Association members at the meeting;
3. A vote will be taken of the general membership at the meeting (a member must be present to vote) and
4. The decision by the members will be final.

For these and all general items that may be discussed at the annual Association meeting, excepting amendment of the By-Laws, decisions will be made by a simple majority of the general membership present.

These By-Laws may be amended by a two-thirds vote of the members present at the annual meeting, or at any general membership meeting, provided that the meeting notice contains the proposed amendment information on the agenda.

Article 11: Funding

The CLGBA receives funds and donations from the sponsorship drive, annual Association and/or participation fees from Association members or traveling team players, and from other fundraising activities that shall be used as general revenue to support the objectives of the Association.

The participation fee includes any Metro League fees. Typical use of the funds may be uniforms, balls, medical kits, supplies, and any other items identified at the meetings and approved by a majority vote of the Executive Board. The annual fees are established for the upcoming year by the Executive Board.

Section 1: Members of the Association are encouraged to participate in the general foundation drive and help promote basketball for CLGBA. All fundraising shall be for the benefit of shared CLGBA revenue, with this exception: Association members and teams may conduct independent fundraising drives such as car washes, candy sales or any other activity that does not include use of the Association's tax-exempt status, to sponsor individual team participation in tournaments not covered by CLGBA revenues.

Section 2: Funds raised through player-dependent activities (e.g. candy sales, car washes) may be allocated solely to the team(s) on which the players belong. These funds may be used to defray tournament costs for that team or for the purchase of team-specific items such as sweatshirts. These funds may not be used for CLGBA uniforms, equipment, or any item or purpose on an Association-wide level. Funds raised through donations of various charitable individuals or organizations should be coordinated through the fundraising committee. The distribution of these funds will be Association-wide and equitable (but not necessarily equal). Allocation of these funds will be determined by a majority vote of the Executive Board, though input from all Association members will be considered.

Section 3: The Vice-President shall chair the sponsorship drive for CLGBA fundraising. The Association will need to identify area businesses that may participate, establish a list of Association members who will contact these area businesses, deliver letters of introduction, and carry out all other aspects of the fundraising drive as needed. The Vice-President, President, and a three (3) person fundraising committee will also purchase sweaters, shirts, T-shirts, and other items of clothing that may be used for fundraising events during the year.

Article 12: Player Playing Time

Provided that a player has been to practice, participated, and has demonstrated a good attitude:

- All 5th grade players will play equal time.
- All 6th, 7th and 8th grade players will play a minimum of 8-10 minutes per game.

Coaches are provided discretion on playing time decisions but understand that Association exists to provide all participants with game experience, skill development, personal development, and positive and successful experiences.

Article 13: Conduct

It is the traveling teams' parents' and guardians' responsibility to support the Association and to assist and do their fair share in any fundraising or support activities undertaken for the benefit of the Association. Parents and guardians should ensure that their daughter is on time for practice and games and attends all practices unless there is a valid excuse. Parents and guardians need to attend games when possible and be good fans.

Coaches are required to help players learn the fundamentals of basketball and to help players develop to their fullest potential. Coaches must act responsibly and ethically at all times and carry on and exemplify the traditions of good sporting behavior prescribed by the Association. Coaches are to identify at least two (2) team parents or guardians who are willing to assist the Association. Players should show up on time for practices and games and should give their best efforts. Players should respect the team concept and direct their efforts towards team goals. Players must come to practices with good attitudes and expect to work hard. Players should represent the community with pride and good sporting behavior.

Article 14: Affiliates

1. The purpose of the Affiliates program is to help fulfill specific basketball needs in the community that cannot be met within the core mission and objectives of the Association.
2. The Executive Board may approve an Affiliate relationship with girls' teams at the 4th grade level, girls' teams at the 9th grade level and above, and boys' teams at the 5th through 8th grade levels.
3. The Association's responsibilities in an Affiliate relationship may include providing: the use of the City of Lakes name, youth sports insurance, uniforms, equipment, practice facilities, fiscal management.
4. Teams seeking an Affiliate relationship with the Association:
 - Shall work with the Association's President to develop and sign a mutually acceptable Affiliate Agreement.
 - Shall have a team roster of at least 8 registered players.
 - Two-thirds (67%) of the players must live in Minneapolis or attend school in Minneapolis.
 - Shall not be included in the Association's annual open tryout and evaluations, unless specifically authorized in the Affiliate Agreement.
 - Shall pay a fiscal agency fee.

5. The family membership provisions in Articles 5.3 do not apply. Individuals may fill out a current City of Lakes registration form and pay the general membership dues to be considered a voting member.
6. The Association may terminate with or without cause an Affiliate relationship, after providing a ten (10) calendar days notice.

Article 15: Miscellaneous

- Section 1: The accounts, books, and records of the Association shall be open to inspection by the Association members.
- Section 2: The fiscal year shall begin September 1st and end the following August 31st.
- Section 3: Robert's Rules of Order shall be the parliamentary authority on and shall govern the deliberations of meetings except where they may be modified by the recommendation of the President and approval of a majority vote of Association members present.

Revised April 1995
Revised August 2007