



# CONSTITUTION AND BY-LAWS

Modified 9/6/2009

## ARTICLE I

### NAME

The name of this organization shall be Newbury Park Basketball Association, a non-profit recreational organization (herein referred to as "NPBA" or the "Association").

## ARTICLE II

### PURPOSE

Our objectives are to promote, supervise, develop and voluntarily assist in all lawful ways the interest of the youths that will participate in the NPBA.

Applying the discipline of sports, NPBA shall endeavor to teach sportsmanship in a team environment, physical fitness through individual effort, and wholesome well-being being through physical activity and social association with other youths under proper adult leadership.

The objective will be achieved by providing a competitive, supervised youth basketball program. The NPBA consists of TRAVELING TEAMS for the VCYBC League and INTRAMURAL programs.

## ARTICLE III

### BOUNDARIES/MEMBERSHIP

Any youth living within the community of Newbury Park or attending Newbury Park schools located in Newbury Park California (zip code 91320) and meeting the requirements set forth in these by-laws shall be eligible to participate. Parents or legal guardians of all youth participating in the NPBA program and residing within Newbury Park shall be considered active and voting members of the general membership. Other adults in Newbury Park and actively participating in the NPBA program may be members of the NPBA even though they have no youth in the program

**ARTICLE IV  
BOARD OF DIRECTORS**

The Board of Directors of the NPBA asserts jurisdiction and is the sole governing body over the games of amateur basketball as played under the rules and regulations of the Association. The playing rules and regulations of the association will be published as an addendum to these by-laws.

**A` The elected officers of the Board of Directors shall consist of:**

<b>1. President</b>	<b>10. Intermediate Girls Director</b>
<b>2. Vice President</b>	<b>11. Intermediate Boys Director</b>
<b>3. Secretary</b>	<b>12. Senior Girls Director</b>
<b>4. Treasurer</b>	<b>13. Senior Boys Director</b>
<b>5. Registration Coordinator</b>	<b>14. High School Boys Director</b>
<b>6. Photography/Uniforms &amp; Awards Coordinator.</b>	<b>15. Director of Referees'</b>
<b>7. Publicity Coordinator</b>	<b>16. Special Projects Coordinator</b>
<b>8. Gremlin Girls Director</b>	<b>17. VCYBC Girl's and Boy's representatives</b>
<b>9. Gremlin Boys Director (2 Reps)</b>	<b>18. Director of Security</b>

Any adult member of the NPBA in good standing shall be eligible to hold office on the Board of Directors. An adult is defined as an individual 21 years or older.

The board shall nominate any new board members for each position. New board members shall be nominated and elected by the existing Board of Directors for each new Board of Director position. Annual election of officers shall be held no later than June 1 for the next year's commencement of basketball competition.

The Board of Directors for the coming year shall be elected by a majority vote of the members present at a general meeting announced by public notice and Board minutes at least one month prior to the election meeting. In the event that no candidate receives a majority of the votes cast, a run-off shall be held during the same meeting between the two candidates receiving the largest number of votes. Board of Director members serve for 1 year terms. Members may hold more than one position.

Each board member shall have one vote for all association matters. At least 8 members must be present for binding votes. Members holding more than 1 position shall have only 1 vote for all association matters.

Each board member other than the President, Vice President and VCYBC representatives may select an assistant approved by the Board to act in their absence with proxy voting authority.

Assistants are not authorized to engage in activities with outside agencies or obligate the NPBA financially.

**ARTICLE V**

## **DUTIES OF THE BOARD OF DIRECTORS**

**General:** The Board of Directors shall assume their official duties on the 1st day of June and shall continue in office until successors have been duly elected and seated. The Board of Directors shall have the power to appoint such committees as it deems necessary and to delegate such powers to these committees under the general supervision of the Board. Duties of the board shall include:

1. To establish policies of the NPBA.
2. To establish budget requirements, control the disbursements of all funds and manage all property belonging to the NPBA
3. To provide for the collection of revenue to support the program.
4. To provide equipment and schedule playing facilities in cooperation with the Conejo Valley Recreation and Park District and the Conejo Unified School District and/or any other private or public facility that the board may deem appropriate.
5. To establish and uphold standards of player, spectator and coach behavior.
6. To prepare proposed amendments to the Constitution in accordance with Article XII herein.
7. To manage the affairs of NPBA including but not limited to the organization of the teams each year and establishment of playing rules and schedules.

The Board shall have the power by a two-thirds votes a quorum at any regular or special meeting to discipline, suspend, remove or replace any officer, committee member or member of the NPBA.

The Board of Directors shall set and make final determination of any matter of disagreement, misconduct, or question, which is referred to that body by any member of the Board of Directors.

### **1 President:**

- a) The President shall preside at all meetings of NPBA at which he/she is present and shall be the NPBA Executive Officer.
- b) Subject to the control of the Board, he/she will be responsible for the general supervision, direction, and control of the business and affairs of NPBA.
- c) He/she shall have the general powers and duties of management usually vested in the office of President, except where such duties and powers are specifically vested in another office herein.
- d) It shall be the duty and responsibility of the President to call specific and general meeting of the Board. The President shall notify the Secretary to issue notices of these meetings.
- e) The President shall approve all communication outside the association including but not limited to the following:
  - 1) Scheduling of facilities with Conejo Park and Recreation District and the Conejo Valley Unified School District.
  - 2) Insuring League activities and injury claims.
  - 3) Articles submitted to local newspapers.
  - 4) Release of any league information related to members names, addresses and phone numbers.
  - 5) Any mass mailing to association members.
- f) The President shall appoint all standing committees such as the Disciplinary Committee.

- g) The President shall have the power to issue Letters of Caution as recommended by the Disciplinary Committee to association members without approval of the Board.
- h) The President shall have the power to fill board positions on an interim basis. Appointees must stand for election at the next scheduled election cycle not to exceed 1 year from the date of appointment.

**2. Vice President:**

- a) It shall be the duties of the Vice President to preside at all Association meetings in the absence of the President, and to enforce all laws and regulations relating to the administration of the Association.
- b) In the absence of the President, the Vice President shall have the power and prerogatives of the President.
- c) He/She will assist the President in all matters of the Association.
- d) The Vice President shall succeed to the President in the event that the President is no longer able to perform his/her duties or resigns.

**3. Treasurer:**

- a) The Treasurer shall prepare the annual budget and shall submit the budget to the Board for approval.
- b) The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of NPBA, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital income of any sort and kind. He/she shall promptly deposit all moneys and other valuables in the name of and to the credit of NPBA with such depositories as shall be designated by the Board.
- c) The Treasurer shall disburse the funds of NPBA in such a manner as may be ordered by the Board. All accounts payable of the association for more than \$500 shall be paid by a check signed by any two of the following names: President, Vice President, Treasurer or Secretary. Checks for under \$500 shall be signed by the Treasurer or President.
- d) The Treasurer shall submit a summary of financial condition at each regular monthly meeting or when requested by the President.
- e) The Treasurer shall prepare all tax forms for review and signature by the President.
- f) The Treasurer shall provide a written financial statement and budget projection of the next season no later than 30 days after the end of the regular season in March.
- g) The Treasurer shall perform such other duties and tasks as may be assigned to him/her by the President.
- h) The Treasurer and Secretary shall maintain and update all insurance policies pertaining to and required by the NPBA. He/She will arrange for copies of any insurance documentation required by specific organizations or facilities directors during the course of the year.
- i) The Treasurer will maintain a separate financial report for Travel and Intramural Teams.

**4. Secretary:**

- a) The Secretary shall conduct all correspondence relating to the Association and the Board.
- b) He/She shall issue all notices of meetings and shall perform all duties pertaining to the office of Secretary.
- c) The Secretary shall schedule meeting rooms.
- d) The Secretary shall maintain files of all schedules / forms required by various governmental agencies.

- e) The Secretary shall maintain the Constitution, League Rules and By-Laws of the Association.
- f) The Treasurer and Secretary shall maintain and update all insurance policies pertaining to and required by the NPBA. He/She will arrange for copies of any insurance documentation required by specific organizations or facilities directors during the course of the year.
- g) The Secretary shall assist the Registration Coordinator in the performance of his/her duties.

**5. Registration Coordinator:**

- a) The Registration Coordinator shall establish procedures and forms for the annual registration of all players.
- b) The Registration Coordinator shall submit draft notices to the Director of Publicity for the announcement of League Registration places and dates.
- c) He/She will maintain the Association database for director, coach, and player information.
- d) The Registration Coordinator shall collect and distribute registration documents to league directors and the treasurer.
- e) The Registration Coordinator shall submit to the President any requests for scholarships.

**6. Uniforms / Photography/ Awards Coordinator:**

- a) The Coordinator shall provide vendor information to the Board for the purchase of uniforms, photography services, and awards.
- b) The Coordinator shall submit purchase orders for uniforms, photography services and awards as approved by the Board.
- c) The Coordinator shall arrange for the distribution of uniforms and storage of uniform and equipment at the end of the season.
- d) The Coordinator shall submit to the Publicity Coordinator information concerning the scheduling of Picture Day.
- e) The Coordinator shall arrange for facilities requirements and dates for Picture Day.
- f) The Coordinator shall direct the delivery of awards to league directors.

**7. Publicity Coordinator:**

- a) The Coordinator shall draft for approval by the President all communications announcing leagues events and game results.
- b) The Coordinator shall provide copies of all approved communications to the Secretary.
- c) The Coordinator shall distribute approved communications to outside agencies.

**8. Division Directors:**

- a) Individual division directors will have the responsibility of monitoring all matters concerning the grade level division.
- b) He/She is responsible to insure that all information disseminated by the Board is communicated to and acted upon by their respective grade division.
- c) Division directors shall schedule games and practice times based on the general schedule. Division directors shall notify the Director of Scheduling for any game or practice rescheduling requirements.
- d) Division directors shall supervise or delegate such supervision to an assistant for games in the division.
- e) Division directors shall submit game results to the Publicity Coordinator.
- f) Division directors shall distribute Medical waiver forms to division coach received from the Registration Coordinator.
- g) Division directors shall establish procedures for division drafts consistent with guidance in the by laws.
- h) Division directors shall assist the treasurer in the collection of league fees and sponsorship contributions.

i) Division directors shall submit for Board approval modifications to Rules of Play for their specific division.

**9. Special Projects Coordinator:**

- a) The Coordinator shall coordinate activities as assigned by the Board.
- b) The Coordinator shall procure all equipment other than uniforms and awards as directed by the Board.
- c) The Coordinator shall establish procedures for the maintenance and storage of game equipment including but not limited to clocks, possession arrows, first aid kits and basketballs.

**10. Director of Referees':**

- a) The Director shall coordinate all sign-ups, training and qualification of all referees of NPBA events. The Director shall submit facility requirements to the Director of Schedules.
- b) The Director shall establish procedures for monitoring referee performance.
- c) The Director shall schedule all referees' based on the general schedule.
- d) The Director shall coordinate with the appropriate division director disputes pertaining to league playing rules or behavior during league play by officials, coaches and players.
- e) The Director shall coordinate the purchase of referee uniforms and whistles.
- f) The Director shall submit referee payment requests to the league Treasurer.
- g) The Director shall sit as a standing member of the Disciplinary Committee.

**11. VCYBC Representative:**

- a) The Representative shall attend all meetings of the VCYBC.
- b) The Representative shall coordinate all scheduling of games and practice through the President.
- c) The Representative shall perform all the duties that are normally assigned to League Division Directors for NPBA teams that participate in VCYBC competition.
- d) There shall be a boys and girls VCYBC representative.

**ARTICLE VI  
MEETINGS AND QUORUM**

Section 1: A general meeting will be held annually. The public will be notified at least 2 weeks prior to the general meeting by a written announcement distributed during Registration. The annual general meeting will be conducted for the purpose of nominating and electing the officers, approving by-laws and publishing the financial statements.

Section 2: Board meetings shall take place on the dates and locations as designated by the President. Any association member may appear at these meetings to present suggestions, ideas or problems to the Board. After presentation to the Board, the Board may elect to conduct the remainder of the meeting in closed session. A quorum must be present to conduct business and a two-thirds votes of that quorum present shall be required to pass any motion presented to the Board.

Section 3: A quorum shall consist of more than half of the Board of Directors present.

Section 4: Other than the aforementioned General meeting, the Board of Directors may call for additional General meetings as the need arises but no less often than every other month.

**ARTICLE VII  
FINANCIAL POLICY**

The Board of Directors shall decide all matters pertaining to the finances of NPBA consistent with these by-laws.

The Board of Directors may, if necessary, require registration fees or membership dues to be collected in order to support the budget requirements of each respective program.

The Board of Directors shall maintain sound financial responsibility and shall incur no obligations except those payable from funds on hand or assured through collection of fees. The Board of Directors shall maintain separate Financial reports for Intramural and Travel Teams. Any team failing to complete its season of play for any reason forfeits all moneys paid to the league. The fiscal operating period shall be September 1 to August 31.

Each team shall be responsible for obtaining a sponsor. All sponsorships shall be deposited in the common treasury of the NPBA. The Board shall direct expenditures in such a manner that will give no team or program any advantage over another.

Non-committed funds in the treasury on the first day following the Association's Annual accounting date, in excess of operating expenses, as proposed and approved by the Board shall be carried over to the following year's budget.

**ARTICLE VIII**  
**PARENTAL CONSENT**

No player shall be registered for any approved team if they have not filled out and signed a NPBA Registration form and a Code of Conduct signed by his / her parents, or legal guardian, and such consent is filed with the Registration Director.

**ARTICLE IX**  
**TEAM MAKEUP**

Intramural divisions will be made up according to the following grade groups:

<b>Division Name</b>	<b>Grade Range</b>
Gremlin Boys	3-4
Gremlin Girls	3-4
Intermediate Boys	5-6
Intermediate Girls	5-6
Senior Boys	7-8
Senior Girls	7-9
High School Boys	9-12
*High School Girls*	9-12
VCYBC Division Boys	4-8
VCYBC Division Girls	5-8

VCYBC teams will operate in accordance with the VCYBC rules. Team selections will be made by the respective head coaches through scheduled tryouts during and after Skill Assessments. Players assigned to VCYBC teams may not participate in intramural games. Grade waivers may be granted for one year at a time. Divisions will be made up of teams having a minimum of seven (7) players or a maximum of nine (9) players. Teams having less than (9) players will be assigned players as they become available through late registration in the order in which teams were drafted. The Division Director may alter this assignment procedure to keep balance among teams in the division. Division Directors may assign players to a team from an official waiting list in the event of a serious injury to a player.

Once a substitute player is assigned, the injured player is placed at the top of the waiting list and no longer considered to be a member of the team he/she was originally assigned.

**Players assigned to VCYBC teams may not participate in intramural games. However, prior to November 1st and/or commencement of league play, an intramural player may, depending on division, petition their boys or girls VCYBC representative and request that an exception to the above rule be made. Upon receipt of such a petition, both the boys and girls VCYBC representatives shall meet with the president of the league, as well as the applicable division director, and decide by majority vote on whether to allow participation in both leagues simultaneously. If an exception to the rule is allowed, and conflicts between the intramural league and VCYBC activities occur, the intramural league shall receive priority at all times. The player must also be properly certified by the VCYBC and receive permission from the players intramural and travel**

**Team Draw and Player Replacement:** All players are to be ranked prior to the draw through a combination of previous year player rating and a skill assessment process. Skill assessments are the responsibility of the respective division directors. All players shall be listed in ascending order by ranking and placed in the draft rounds according to number of teams ( ie if there are 6 teams, the first 6 players will be number 1, etc. )

Division Directors shall assemble coaches and conduct a draft. The primary purpose of the draft is to achieve balance among teams. Should this process create an imbalance as identified by Division Director, additional swapping of players is authorized to achieve the primary objective.

**Head Coach Age Requirements:** Each team shall have a Head Coach who must be 21 years of age or older. Intramural head coaching candidates will be selected by the respective Division Directors (any coach younger than 21 shall require Division Director approval. VCYBC coaching candidates will be selected by the VCYBC Representative and/or President. Where more than one candidate exists for a position, the Division Director or VCYBC Representative will select the candidates.

**Player Quits** If a player quits after the draft has been conducted, the vacated position will be filled with the next available player on the waiting list. The Division Director may alter this procedure in order to keep balance among teams in the Division (when more than 1 player is to be added). Waivers of this procedure must be submitted to the President for approval.

Refund Policy: Refunds will be give to players who quit in accordance with the following schedule:

- Prior to draft: 100% refund
- After draft prior to Dec 1: 50 %
- After Dec 1 with replacement available: 50%
- After start of League play: 0%

A player may petition the board for a full refund (prior to first game) for medical reasons. Hardship reasons should referred to the Board for determination of scholarship availability or full refund.

\*Each Division must meet the minimum player requirement (28 players)

**ARTICLE X  
RULES OF PLAY**

**Rules Regulating Play of NPBA:** The rules regulating play will be the current edition of the National Federation of State High School Association’s rule book with the modifications defined by the NPBA rules of play.

**Rules Review and Changes** The Rules of Play shall be reviewed by the Board of Directors at least once each year and shall require a majority of vote of the NPBA Board present to approve any changes.

**Schedules and Practices:** The game schedules will be determined by the number of teams in the division. Games and practice schedules (at facilities that are used at cost to NPBA) will be coordinated through the President.

**Game Ejection Policy:** Any player or coach ejected from a league game by an official or a Division Director will automatically be suspended for the next league game. Suspension may be lifted for referee ejections if the Director of Referees submits a suspension waiver to the President for approval. More than one ejection for a single player or coach and any other written reports of misconduct shall be reviewed by the Board. Multiple game suspensions or expulsion from the Association require Board approval.

**Determination of Division Champions:** The method of qualification for division championships will be determined by the division director with the consent of the participating coaches prior to the first game of the season.

**Trophies: Trophies:** Trophies will be awarded per the following schedule, **with the exception of the Senior and High School divisions, where there will be no ‘Additional Awards’.**

<b>Division Team Count</b>	<b>Trophies Awarded</b>	<b>Additional Awards</b>
<b>Division Team Count</b>	<b>Trophies Awarded</b>	<b>Additional Awards</b>
<b>High School</b>	<b>1st, 2nd,3rd,4th</b>	<b>None</b>
<b>Senior Division</b>	<b>1st, 2nd,3rd,4th</b>	<b>None</b>
<b>Intermediate</b>	<b>1st,2nd,3rd,4th</b>	<b>Participation medals all others</b>
<b>Gremlin Divisions</b>	<b>All participants</b>	<b>1st,2nd medals</b>
<b>VCYBC</b>	<b>Per VCYBC rules</b>	<b>None</b>

**ARTICLE XI  
PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order shall govern the proceedings of all Board and general meetings. The Board of Directors may adopt such rules and regulations of the conduct of its meetings and management of the NPBA as it may deem proper and necessary.

**ARTICLE XII  
METHOD OF AMMENDING THESE BY-LAWS**

The by-laws shall be reviewed annually and proposed changes shall be submitted to the Board by any board member. The by-laws with proposed changes shall be adopted and distributed annually, not less than one month after the start of the new fiscal year (September 1).

The affirmative vote of a majority of the entire Board shall be required to adopt or change the by-laws.

**ARTICLE XIII**  
**POLITICAL ACTIVITIES**

No part of the activities of this association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the political campaign on behalf of any candidate for public.

**ARTICLE XIV**  
**PROPERTY ASSETS**

The property of the association is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member hereof or to the benefit of any private persons

**ARTICLE XV**  
**ASSOCIATION DISSOLUTION**

Upon the dissolution of the Association, its assets remaining after payment of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. Such distribution will require a 2/3 vote of the entire Board.

**ARTICLE XVI**  
**CLOSING ARTICLE**

Any infraction of the Constitution, by-laws, Uniform Regulations and Rules of Play outlined in the NPBA Constitution and By-laws may result in forfeiture of games, suspension or expulsion subject to a majority vote of the Board. The Board retains the right to reprimand, suspend or expel any member for infractions or conduct that are not specifically identified by the Constitution, By-Laws, Uniform Regulations and Rules of Play if such infractions or conduct violate the stated purpose of the NPBA and are considered serious breaches of good sportsmanship or fair competition.