

# BYLAWS OF RICHFIELD GIRLS BASKETBALL ASSOCIATION (RGBA)

## ARTICLE I

### NAME

The name of this organization shall be known as RICHFIELD GIRLS BASKETBALL ASSOCIATION (RGBA) a Minnesota Non-Profit Corporation as defined and provided for in the Minnesota Youth Athletic Sports (MYAS) Association.

## ARTICLE II

### PURPOSE

The purpose of RGBA shall be for the facilitating, coordinating, promoting, encouraging, advising, communicating, representing and providing a governing body for girls' youth basketball sports activities in and around the community of Richfield, Minnesota.

## ARTICLE III

### MEMBERSHIP

Members of RGBA shall consist of parents of participating children and the elected Executive Board members. RGBA will be governed by the Executive Board members

## ARTICLE IV

### MEETINGS

Section 1. Annual Meeting: The annual meeting of RGBA shall occur the 2<sup>nd</sup> Sunday of March each year. The annual meeting shall be used for the purpose of electing Executive Board members and for the transaction of such other business as may be necessary. If the election of Executive Board members shall not be held on the date designated herein then a special meeting will be held at the discretion of the standing President.

Section 2. Special Meetings: Special meetings of the members of RGBA shall be called for any purpose or purposes by the President or a majority of the Executive Board members.

Section 3. Location of Meetings: Meetings of the RGBA shall be held at a location designated by the President or as agreed by a quorum of the Executive Board members.

Section 4. Meeting Notification and the meeting, agenda, location, date and time of meetings shall be posted to the RGBA website prior to the scheduled meeting.

Section 5. Quorum: A quorum is necessary to conduct business at any meeting of RGBA members. A quorum is 3 (three) Executive Board members.

Section 6. Proxies: At all meetings of members, a member may vote by proxy if the proxy is executed in writing by the member or by his/her duly authorized representative only if provided to RGBA Secretary prior to the vote.

## ARTICLE V

### EXECUTIVE BOARD

Section 1. The business affairs of RGBA shall be managed by the Executive Board, also known as the Board of Directors.

Section 2. The members of the Executive Board will be President, Vice President, Secretary, Treasurer, Traveling Director, In-house Director, and Tournament Director.

Section 3. Meetings: Regular meetings of the Executive Board shall be held as determined by the majority vote of the Executive Board. An annual meeting shall be held in March or as scheduled by the Executive Board majority vote with the primary purpose of electing the Board Members. Meetings are open to RGBA Board Members and parents of players or anyone who would like to discuss RGBA business matters.

Section 4. Quorum and Voting: A quorum necessary to vote on any RGBA business item. A decision or measure will pass with a simple majority vote as long as a quorum is present, including valid proxies. Parents of players may only vote to elect Executive Board Members during the Annual Meeting. Parents of players may participate in discussion of business matters during any meeting, but parents of players may not vote unless they hold an Executive Board position.

Section 5. Vacancies: Vacancies in the Executive Board shall be filled by a majority vote of the remaining members of the Executive Board. An interim member of the Executive Board selected to fill a vacancy shall hold office until his/her successor shall have been elected. A vacancy may be created by removing an Executive Board member, by majority vote of the Executive Board, if that Board Member conducts themselves in violation of RGBA conduct requirements or determined to be not in fulfillment of their elected duties.

Section 6. Code of Conduct: each member of the Executive Board shall commit to adherence of the RGBA Parent Conduct Agreement as well as the COACH AND VOLUNTEER CONDUCT (ARTICLE XII). Any Executive Board Member that does not sign the Parent Conduct Agreement or that behaves in a manner that is not becoming of a Board Member will be removed from the Executive Board.

## ARTICLE VI

### DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1. Executive Board Members: The members of the Executive Board will serve without pay and hold title as follows: President, Vice President, Secretary, Treasurer, In-house Director, Traveling Director, and Tournament Director.

- (a) President: responsible for presiding over all Board meetings, finalizing meeting agendas, marketing and representing RGBA. The President shall sign all RGBA correspondence or delegate a signatory as necessary. Additionally, the President shall oversee all RGBA agreements in coordination with the Treasurer as necessary for financial transactions.
- (b) Vice President: responsible for assuming the duties of the President when the President is absent, and coordinating activities of any appointed committees. Additionally, the Vice President shall handle RGBA registration forms and make sure conduct form/waiver forms are distributed and completed.
- (c) Secretary: responsible for recording meeting minutes, working with the President on distribution of meeting agendas, developing correspondence and forms as needed, and completing and submitting gym permits.
- (d) Treasurer: responsible for managing the RGBA bank account, keeping records of the organization's budget (expenses and fundraising income), collect unpaid registration fees, and reporting to the RGBA on the status of RGBA finances at each Board Meeting.
- (e) Traveling Director: responsible for planning and execution of activities and tasks associated with the Traveling Teams, and selecting team coaches, and coordinating Traveling team practices and RGBA apparel. Additionally, the Traveling Director shall organize and run player skills evaluations and team selection as well as coordinate with the Tournament Director for Traveling Team tournaments.
- (f) In-house Director: responsible for planning and execution of activities and tasks associated with organizing In-house Teams; and selecting team coaches. Additionally, the In-house Director

shall oversee team practices, games, officiating, and coach and player apparel.

- (g) Tournament Director: responsible for overseeing all tasks associated with planning and execution of activities associated with Traveling Team Tournaments and the hosting the annual Richfield Youth Girls Basketball Tournament.

Section 2. Nominations: Executive Board members may be nominated for any Executive Board position by any current standing RGBA member or one parent/guardian of a current player.

Section 3. Term: Elected Executive Board Members will serve one term from the date of being elected to the date that a new Board Member is elected to serve that position or the position becomes vacant. No single position term shall extend beyond fifteen calendar months without being re-elected.

## ARTICLE VII

### PHILOSOPHY

It is the philosophy of RGBA to enable, facilitate, coordinate, promote, encourage, advise, provide girls with an opportunity to learn, develop skills, play, and compete in youth basketball.

Furthermore, RGBA will establish core principals in its program to teach sportsmanship, teamwork, citizenship, discipline, self control and sports fundamentals.

## ARTICLE VIII

### PLAYER ELIGIBILITY

Players will be girls in school grades Kindergarten through 8<sup>th</sup>.

In-house Kindergarten-2<sup>nd</sup> Grade: Girls in grades K-2 that submit a completed registration form and fee by the specified due date will be eligible to be placed in this program to learn the fundamentals of basketball rules, ball handling, and games. Sessions will be scheduled by the coach.

In-house Team Members: Girls in grades 3-6 that submit a completed registration form and administration fee by the specified due date will be eligible to be an In-house Team Member regardless of basketball training, knowledge, or experience. Parents/guardians of Team Members must volunteer a minimum of 3 (three) hours during the year toward RGBA events.

Traveling Team Members: Girls in grades 3-8 that submit a completed registration form and administrative fee by the specified due date will be eligible to be a Traveling Team Member with prior training, one year of basketball player experience and demonstrated knowledge of basketball rules. Parents of Traveling Team Members must volunteer a minimum of 3 (three) hours during the year toward RGBA events.

## ARTICLE IX

### COACH ELIGIBILITY

Coaches will be selected by the Traveling and In-house Program Directors and approved by the RGBA Board.

In order to be eligible, coaches must fill out a coaching application form and required background check form (if determined necessary by the RGBA board members) before they are approved to coach. Selected coaches may choose parents/guardians to assist the team in an assistant coach role. The RGBA Executive Board retains the right to approve coaching assignments and/or dismiss coaches and assistant coaches from the RGBA programs as necessary.

Traveling program head coaches will be compensated with a base pay of \$250 for the season. Upon completing the season, first year coaches will be paid \$750 in addition to the base pay, second year coaches will be paid \$1,000 in addition to the base pay, third year coaches will be paid \$1,250 in addition to the base pay, and coaches who have coached for RGBA Traveling programs for four years or more will be paid \$1,500 in addition to the base pay. Head coaches that are absent for four or more occurrences will have their season compensation deducted by \$50 for each game that was missed.

Traveling program assistant coaches that fill-in as head coach will be paid a flat rate of \$50 per game.

In-house coaches and assistant coaches are not compensated.

## ARTICLE X

### DISTRIBUTION OR DISSOLUTION

In the event of dissolution of this organization, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money or other property received by the organization from any source after the payment of all debts and obligations of the organization, shall be used or distributed as a donation to the Richfield Girls' High School Basketball Booster.

## ARTICLE XI

### ACTION WITHOUT MEETING

Any action required or permitted to be taken at a meeting of the Executive Board may be taken via written consent of a majority vote (e.g. email, fax, or letter). Action may not be taken via text message because text messages are not permanent record.

## ARTICLE XII

### BYLAWS AMENDMENT

These by-laws may be amended by a simple majority vote of members and Executive Board members present at any meeting, provided a quorum is present and provided that a copy of the proposed amendment(s) are provided to each Executive Board member prior to the proposed action to amend.

## ARTICLE XIII

### COACH AND VOLUNTEER CONDUCT

#### HARASSMENT POLICY

Richfield Girls Basketball Association's policy is to provide an environment that is free from harassment. Therefore, Richfield Girls Basketball Association will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at all organization activities as well as outside the organization if it affects our organization. This policy applies to all Richfield Girls Basketball Association employees, members, volunteers, coaches, guests, vendors, and all persons doing business with Richfield Girls Basketball Association.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to Richfield Girls Basketball Association guidelines as:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:*

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's relationship with the organization;*

- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's relationship with the organization; or*
- *Such conduct has the purpose or effect of interfering with an individual's performance or creates an intimidating, hostile, or offensive environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to the Richfield Girls Basketball Association president.
3. Report any additional incidents or retaliation that may occur to the above resource.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Richfield Girls Basketball Association's obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by Richfield Girls Basketball Association to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an individual who reports a suspected incident of harassment or who cooperates in an investigation is prohibited.

**An individual who violates this policy or retaliates against an individual in any way will be subject to disciplinary action up to and including immediate termination.**