

Spring Lake Park Panthers Basketball Club Bylaws

(updated March 2018)

Article I - Name

A. Name. The legal name of the association is the “Spring Lake Park Traveling Basketball Club, but it does business under Spring Lake Park Panthers Basketball Club”, hereinafter referred to as the “Club”.

B. Tax. Said organization is organized exclusively for charitable, religious, educational or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article II - Mission Statement

Mission

The mission of the Spring Lake Park Panthers Basketball Club is to provide the youth in the Spring Lake Park School District #16 attendance area the opportunity to learn and enjoy the game of basketball at a competitive level.

Focus

Our focus is on teaching basketball fundamentals, promoting team play, improving individual skills and having fun in order to promote a life-long enjoyment of the game of basketball.

Goal

Our goal is to create a positive environment through reinforcement of fundamental skills and a competitive team atmosphere.

The Club demands a high degree of ethical conduct by all its coaches, players, volunteers, and parents so that it provides a good example for the community, opponents, and participants, thus helping their growth to adulthood.

Article III - Membership

A. Active Members: Anyone 18 years or older who has a child that was registered in the most current year of operations or is a coach or assistant coach or a Director shall be an Active Member of the Club. *This includes mom/guardian and dad/guardian, but not step-mom or stepdad unless they have legally adopted the player.*

B. Non-Voting Members: Anyone 18 years or older who has had a child who played on a Club team shall be a Non-Voting Member of the club. Non-Voting Members may attend Club meetings, but are not entitled to notice of meetings.

C. The Board of Directors shall have the power to create categories of Associate, Honorary, Sustaining, or Advisory membership, which it deems necessary.

D. Dues: The annual dues of the individual members shall be covered as part of the individual youth program registration. Dues of sustaining members shall be in accordance with their interest in supporting the Club.

E. Voting: At each meeting of the membership, Active Members shall be entitled to one vote regardless as to the number of players they have in the program. Other members shall not be entitled to vote. There shall be no voting by proxy. Upon demand of any member, the vote on any question shall be by written ballot. All elections and questions shall be decided by a majority vote unless otherwise required by these bylaws or by statute.

F. Anyone who has, during the current year or the immediately previous year, organized or coached a renegade team as defined by the MYAS shall be suspended from membership and shall be ineligible to coach a Club team.

Article IV - Board of Directors

4.01 Organization

The Board of Directors shall consist of a maximum of 14 Directors elected by the membership at the annual meeting. After the annual meeting, the Directors shall elect Officers from among the Directors as follows: President, Vice-President, Treasurer, and Secretary. Officers positions will serve a two-year term with the President and Secretary positions terms aligned. The Vice President and Treasurer positions will be aligned as well in opposite term years. This election of opposite terms years commenced with the election of officers for the 2015-16 season.

Additional Directors will also be elected by the board of directors on an annual basis to include but not be limited to: Boys Tournament Director, , Girls Tournament Director, Boys/Girls Tournament Coordinator, Concessions/Equipment Director, Girls Traveling Program Director, Boys Traveling Program Director, Girls Rec Director, Boys Rec Director, Website & Volunteer Coordinator, and Player/Program Development Director.

The duties of the Officers and Directors shall be as follows:

a) President

The President conducts all meetings of the Club and is responsible for the Club's general business.

- Coordinate monthly board meetings
- Review financials with treasurer and approves draft budget for upcoming year
- Ensure that Club activities are completed; support directors as needed
- Confer with Vice-President on Club conflicts

- Coordinate Club communication with VP, Secretary and website administrator (emails, website announcements, mailings)
- Coordinate summer mini-camps, tryout process, and coach selection.
- Coordinate facility scheduling needs and requests

b) Vice-President

The Vice-President assists the president with the Club's general business.

- Conduct meetings in the absence of the President
- Confer with president on Club conflicts
- Ensure that Club activities are completed; support directors as needed
- Coordinate summer mini-camps, tryout process, and coach selection.
- Oversee tryout process (may need to engage neutral board members if there's a conflict of interest)
- Coordinate Club communication with Pres, Secretary, and website administrator (emails, website announcements, mailings)

c) Treasurer

The Treasurer is responsible for all financial business of the Club, and keeps all financial records.

- Handle incoming money
- Pays bills and tournament fees
- Manage the checking account
- Prepare monthly financial reports for board meetings
- Recommend annual budget
- Complete annual taxes

d) Secretary

The Secretary keeps the minutes of membership meetings and Board meetings, handles correspondence for the Club as directed by the President, and maintains all Club records except financial records.

- Write and posts the monthly board meeting minutes online; brings to next meeting for approval
- Set up the online registration processes for the different programs (in conjunction with web admin) and oversees registration process
- Assist Volunteer & Team Apparel Directors in tracking of uniform and volunteer deposit checks
- Schedule facility for meetings; picks up key if needed
- Create new member packets/binders for new board members
- Oversee board documentation updates on the website including: board member contact info, updated bylaws, the handbook, and meeting minutes.
- Coordinate Club communication with Pres, VP, and website administrator (emails, website announcements, mailings)

e) Girls Tournament Director

The Girls Tournament Director is responsible for all aspects of the girl's tournament.

- Market the tournament
- Primary point of communication for participating team coaches
- Set tournament schedule and brackets
- Hire OEC and referees
- Purchase trophies
- Provide project management direction to other board members for assistance

g) Boys Tournament Director

The Boys Tournament Director is responsible for all aspects of the boy's tournament.

- Market the tournament
- Primary point of communication for participating team coaches
- Set tournament schedule and brackets
- Hire OEC and referees
- Purchase trophies
- Provide project management direction to other board members for assistance

h) Boys/Girls Tournament Coordinator

The Boys/Girls Tournament Coordinator is responsible for supporting all aspects of the Boys and Girls rec and traveling tournaments.

- Assist with ordering, budgeting, purchasing and distribution of tournament awards (trophies, medals, t-shirts, etc.).
- Identify and books possible outside vendors for home traveling tournaments.
- Provide on-site support for all home hosted Traveling and Rec tournaments
- Provide project management direction to other board members and volunteers
- Coordinates volunteer needs and concessions with Concessions Director and Volunteer Coordinator.

i) Concessions / Equipment Director

The Concessions/Equipment Director is responsible for coordinating the concessions and merchandise needed for all events where concessions are being offered and managing and distributing equipment necessary for all travel and rec teams.

- Order concessions for tournaments and 3 vs 3
- Organize and coordinate donated concessions
- Coordinate concession volunteers and schedules with Volunteers Coordinator
- Coordinate purchasing of concession items and team equipment
- Develop concession offerings to maximize profit.
- Maintain an electronic distribution and return list with equipment returned by team in the last month it was used and all equipment accounted for by April Board Meeting annually.
- Ensure we have enough equipment and ordering as needed

- Maintain basketball and first aid supplies and ordering as needed
- Ensure each coach receives a coach's bag, first aid kit, basketballs, a white board and scorebook, at the beginning of the season and providing supplies as needed during the season.
- Help keep storage shed neat and organized with supplies
- Keep supplies at home or in storage shed (whatever is most convenient)
- Manage equipment budget and forecast anticipated equipment costs for next year
- Assist with the distribution and collection of travel uniforms

j) Girls Traveling Program Director

The Girls Traveling Program Director is responsible for ensuring that the girls' traveling teams and coaches are set up for the year.

- Work to confirm coaches for girl's teams
- Work with coaches to finalize tryout results
- Support coaches to ensure good parent/coach communications
- Assist coaches with getting signed up for tournaments
- Be first point of contact for parents or coach when conflicts arise; leverage president and vice president for conflict resolution
- Check in regularly with coaches to ensure they have what they need
- Assist with communication for equipment needs to Equipment Director
- Provide feedback to coaches
- Link resources to coaches as needed (e.g. connect seasoned coach with new coach to share play information)
- Bring coach/team issues (as needed) to full board for discussion
- Assist with on court activities during tryouts.
- Coordinate the ordering and distribution of coaches apparel, warm up shirts and team uniforms

k) Boys Traveling Program Director

The Boys Program Director is responsible for ensuring that the boys' teams and coaches are set up for the year.

- Work to confirm coaches for boy's teams
- Work with coaches to finalize tryout results
- Support coaches to ensure good parent/coach communications
- Assist coaches with getting signed up for tournaments
- Be first point of contact for parents or coach when conflicts arise; leverage president and vice president for conflict resolution
- Check in regularly with coaches to ensure they have what they need
- Assist with communication for equipment needs to Equipment Director
- Provide feedback to coaches
- Link resources to coaches as needed (e.g. connect seasoned coach with new coach to share play information; involve HS coach)
- Bring coach/team issues (as needed) to full board for discussion

- Assists with on court activities during tryouts.
- Coordinate the ordering and distribution of coaches apparel, warm up shirts and team uniforms

l) Girls Rec Program Director

The Girls Rec Program Director is responsible for ensuring that the girls' ~~in-house~~ Rec teams and coaches are set up for the year.

- Liaison with the other communities involved in in-house league
- Work to confirm coaches for girl's rec teams
- Work with coaches to finalize teams and practice schedules
- Support coaches to ensure good parent/coach communications
- Coordinate game schedule with other communities involved in rec league
- Be first point of contact for parents or coach when conflicts arise; leverage president and vice president for conflict resolution
- Check in regularly with coaches to ensure they have what they need
- Assist with communication for equipment needs to Equipment Director
- Provide feedback to coaches
- Bring coach/team issues (as needed) to full board for discussion
- Coordinate the ordering and distribution of rec uniforms

m) Boys Rec Program Director

The Boys Rec Program Director is responsible for ensuring that the boys' rec teams and coaches are set up for the year.

- Liaison with the other communities involved in rec league
- Work to confirm coaches for boy's rec teams
- Work with coaches to finalize teams and practice schedules
- Support coaches to ensure good parent/coach communications
- Coordinate game schedule with other communities involved in in-house league
- Be first point of contact for parents or coach when conflicts arise; leverage president and vice president for conflict resolution
- Check in regularly with coaches to ensure they have what they need
- Assist with communication for equipment needs to Equipment Director
- Provide feedback to coaches
- Bring coach/team issues (as needed) to full board for discussion
- Coordinate the ordering and distribution of rec uniforms

o) Website / Volunteer Coordinator

The Website /Volunteer Coordinator is responsible for the technical oversight of the website, Dibs system and coordinates volunteer activities for the home hosted tournaments.

- Ensure the website functions properly (site design, admin and hosting)
- Update content as needed
- Keep the announcements section up-to-date

- Assist coaches with individual coaches' pages
- Coordinate monthly e-newsletter
- Works with Tournament Directors and Coordinator to plan, fill and manage all volunteer activities and needs for home hosted tournaments
- Coordinates the online volunteer sign up process
- Tracks volunteer requirements and fulfillment
- Make recommendations to board on website strategy
- Manage website "partner" relationships
- Facilitate scheduling and logistics for team pictures for all club programs

q) Program Development Director

The Program Development Director is responsible for leading and coordinating all club training and development programs.

- Develop full year training and development program for coaches and players including but not limited to: Coaches Clinics, Travel Club Nights, Skills Night, Pre-Tryout Camps, Summer Camps.
- Ensure all player development sessions are published on Camps and Training page of website in coordination with Website Administrator
- Schedule camps and trainings available and promote them to players with Scheduling Coordinator and Website Administrator
- Coordinate publishing of upcoming camps
- Coordinate scheduling needs for club nights and trainings with Scheduling Director
- Coordinate partnership with organization to facilitate 3 on 3 program

Non-Board Position(s)

a) Marketing/Sponsorships

The Marketing/Sponsorships Director assists in promoting the club through the year to ensure that we maximize the number of players each year.

- Develop annual sponsorship programs for businesses and individuals to support the program through our tournaments, social media, uniforms and other means.
- Coordinate development of promotional signage and putting out in August
- Develop flyers for school packets
- Work with Volunteer Director to coordinate tables at school open houses
- Ensure SLPPBC is including on various city websites for youth basketball

p) Team Apparel

The team apparel director assists with the club's spirit and team apparel orders.

- Assist with uniform hand out and return
- Determine what team apparel will be offered for the year
- Develop the team apparel flyer
- Order samples from vendor for uniform handout day

4.02 Eligibility

Any Active Member, Non-Active Member, or individual the board has granted Associate, Honorary, Sustaining or Advisory membership is eligible to be a Director. New member nomination forms are accepted in the spring in preparation for the Annual Meeting in April, or at other times throughout the year if a board position has been unexpectedly vacated.

4.03 Term of office

The term of office shall be for two years, or until a successor has been elected. If a Director position becomes vacant for any reason, the remaining Directors may appoint a successor, who shall hold office for the unexpired term of the vacant Director.

4.04 Removal of Director

The Board may remove the President or any other appointed or elected Director, with or without cause, by a two-thirds majority vote of the Directors.

Article VI - Meetings

A. Annual Meeting

The Club shall have its year end as of April 30th, however the annual meeting will be held right before the first monthly meeting in May. At the annual general meeting the members shall elect a Board of Directors, consider reports of the affairs of the Club and transact such other business as may properly be brought before the meeting.

B. Monthly Meetings

Regular monthly meetings of the Board shall be held without special notice at such time as a majority of the Board members determine. All board members are asked to attend with regular frequency so that club business can be effectively managed. Any board member missing 3 or more meetings in a one-year term may be voted off the board for lack of participation. Meeting notes should be published on the Club's website.

C. Special Meetings

The Club may hold Special Meetings at the call of the President or the Board of Directors.

D. Notice of Meetings

At least seven days' notice of the Annual General Meeting, information about the meeting will be published on the Club's website. In addition, email notification to members and reference of meeting at any club events (e.g. Banquet) is recommended.

E. Quorum

At any meeting, there must be a majority of the current voting board members present to be considered a quorum for the transaction of business. A majority vote is needed to pass legislation.

Article VII - Finances

A. Disbursements: All disbursements of the Club must be made by check and signed by the Treasurer, President or the Vice President.

B. Approval Authority: The Board must approve all financial plans and their accompanying operating plans prior to execution of individual purchases exceeding \$500.00. The Treasurer is empowered to enter into contracts with suppliers for amounts of \$500.00 or less.

C. Legal Documents: The President, and the Treasurer or the Vice President of the Club will sign all legal documents as evidence of indebtedness of the Club.

D. Funding: The Club receives funds and donations from our annual player registration fees, sponsorships, service organization donations, and other activities that shall be used to support the objectives of the Club.

E. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing of distribution statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article VIII - Traveling Program

A. Purpose: The traveling program consists of 3rd-8th grade boy's and girl's teams, competing against teams from other cities and suburbs at a higher level of skill, intensity and competition than that of an in-house type league. The Rec program may consist of 2-8th grade boy's and girl's teams, competing against teams from Anoka, Blaine, Columbia Heights, Coon Rapids, DaVinci and Fridley (partners in the rec league).

B. Eligibility: The Board shall establish policies for player eligibility consistent with the requirements of the Minnesota Youth Athletic Services (MYAS).

C. Tryouts: The Board shall establish a player tryout process for the Traveling Program and publish it in the Club's Handbook. There are no tryouts for the rec program.

D. Codes of Conduct: The Board shall establish and publish in the Club's Handbook a Coach's Code of Conduct, a Parent's Code of Conduct, a Player's Code of Conduct, and a Director's Code of Conduct. The Codes of Conduct shall describe the Club's goals and expectations, and the responsibilities of the Club's participants. All coaches, parents, players, and Directors shall sign and abide by the applicable Code of Conduct.

E. Conflict Resolution: The Board shall define a conflict resolution process and publish it in the Club's Handbook.

Article IX - Amendment to By-Laws

These by-laws may be amended or altered by a two-thirds vote of the Board of Directors, or by a majority of the members at any General Membership meeting, provided the notice for the meeting includes the proposal for amendments. Any proposed amendment or modification to the by-laws shall be submitted to the Board of Directors or members in writing, at least ten days before the meeting at which they are to be acted upon.

Article X - Liabilities

The members of this Club shall not be personally liable for corporate obligations.

Article XI - Dissolution

Upon the dissolution of the Club, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.