

2013-2014
CHESTERFIELD GIRLS BASKETBALL LEAGUE Inc.
BY-LAWS

ARTICLE I – NAME

The name of the Association shall be known as “Chesterfield Girls Basketball League Inc.”

ARTICLE II – PURPOSE

Section 1 - To create an environment where winning is stressed but not at the cost of having fun or team member participation.

Section 2 – To organize and promote youth to perpetuate the interest and the love of the game and provide an opportunity for youth to compete at a level commensurate of their own, within the boundaries as set forth by CGBL.

Section 3 - TO INSURE team member participation in CGBL, Inc., we will strive to adhere to the J.R. Thomas BILL OF RIGHTS FOR YOUNG ATHLETES:

- A. Right of opportunity to participate in sports regardless of ability level.
- B. Right to participate at a level that is commensurate (equal) with each child's developmental level.
- C. Right to have qualified adult leadership.
- D. Right to participate in a safe and healthy environment.
- E. Right of each child to share in the leadership and decision making of their sport participation.
- F. Right to play as a child and not as an adult.

G. Right to proper preparation for participation in the sport.

H. Right to an equal opportunity to strive for success.

I. Right to be treated with dignity by all involved.

J. Right to have fun through sport.

Section 4 - TO GIVE each person involved with CGBL, Inc. an opportunity to be valuable, able and responsible by coaching, playing or being a supportive parent.

Section 5 - TO STRIVE for cohesiveness through cooperation in CGBL, Inc.

ARTICLE III – SPORTSMANSHIP

Section 1 – All coaches, players and fans will exhibit good sportsmanship behavior at all times. Any individual regardless of status whose conduct and/or language is deemed inappropriate will be given a warning, if the individual continues with inappropriate behavior at any time during the course of the season, he/she/they will be asked by a league official and/or referee, to leave the premises, and will face a minimum suspension for the rest of the game plus the next game.

Section 3 – Pushing or shoving during a game will constitute an automatic ejection from the game, plus the next game as a minimum, and may be asked to leave the premises.

ARTICLE IV – GOVERNMENT

Section 1 – CGBL Inc., shall be governed, operated and administered in accordance with regulations, procedures, directives and policies as outlined and authorized by the Code of Conduct, Rules and By-Laws.

Section 2 - The government of the Association shall be vested in the Executive Board of Directors and the Board of Voting Representatives, herein referred to as voting reps. The Executive Board and the Board of Representatives shall decide on the policies and procedures affecting the general

management of the League. Since the Executive Board is charged with overall responsibility of operating the League on a day-to-day basis, appeals on decisions in this area are not permissible. The Executive Board shall have authority to act in the name of the League in an emergency, or needful occasion between League meetings.

Section 3 - The Executive Board of Directors shall consist of elected Representatives:

- A. President
- B. Vice President
- C. Background Security Administrator
- D. Secretary
- E. Treasurer
- F. Division Commissioners
- G. League/Web Administrator

Section 4 - Not more than two (2) members of a participating Association may reside on the Executive Board of Directors at the same time.

Section 5 - Rules, Regulations, and changes to existing Rules and Regulations which control and coordinate CGBL, Inc. activities must be submitted to the Executive Board for approval and are subject but, not required to approval by the Board of Representatives.

Section 6 - The Board of Representatives shall consist of one (1) Representative from each participating Association in the League. Each Association will have one (1) vote through their voting representative, or alternate.

Section 7 - If a participating Association is not represented on the Board of Representatives for any two (2) regular meetings during the current year, the President of the Association will be sent a warning letter. If a third meeting is missed, the Association will lose voting powers and be dropped as an associate member the following year. However, the Association may reapply for membership and will have to pay a re-entry fee of \$150.00 or an amount as set by the league the next consecutive year.

Section 8 - Members of the Executive Board of Directors must adhere to the same guidelines as stipulated in Section 7, above. Any member not present, or represented for any two (2) meeting will be given a formal warning, should the member miss one (1) more meeting he/she will be terminated as an Executive Member and may not run for a seat for the duration of one year.

ARTICLE V - NOMINATION AND ELECTION OF OFFICERS

Section 1 - The President, each year at the December League meeting, shall appoint a nominating committee of at least three (3), which shall consist of at least two (2) members of the Board of Representatives. They shall present at the January meeting a list of nominees for all offices of the Executive Board. This slate of nominees shall not exceed three (3) for each of the Board's positions. The term of office shall be for a period of one (1) year, commencing April 1, of the current year.

Section 2 - Nominations may be presented from the floor at the January meeting.

Section 3 - The candidates will be elected by the Board of Representatives, one (1) vote per Association. Election may be by secret ballot or by show of hands (nominees may not be in the immediate area) during voting session. The President shall appoint a teller to receive and count the ballots or show of hands. The teller shall announce the results to the presiding officer, who shall there upon declare elected the nominees receiving the majority of votes cast. In the event of ties, a new ballot shall be cast.

Section 4 - Any officer who does not perform satisfactory can be dismissed by a majority vote of the Executive Board. The President, with Executive Board approval, may then fill the vacancy of office by appointment for the unexpired term of office. All newly elected officers will serve on a one-year probationary period and may be dismissed with majority board vote without recourse for failure to follow/comply with rules/guidelines as established by the league.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - PRESIDENT - The President shall be chairman of the Executive Board and shall preside at all meeting of the League and Executive Board. He/She shall help to extend good sportsmanship and relations with all Associations of the League, keeping it in harmony with the Bylaws, Rules, and Regulations. The President shall preserve order and shall decide all points of order that may arise subject to appeal. A majority of all Executive Board members present shall be required to reverse his/her decision. He/She shall have the general powers and duties vested in the President of a Corporation. He/She shall sign all contracts and other documents authorized by the laws of the Commonwealth of Virginia. The President shall have the power to allow a player(s) to move up, or lateral after rosters are turned-in, under urgent circumstances such as; to prevent a team(s) from folding. The President's decision may be reversed by a majority of the Executive Board. The President shall be bonded. He/She shall perform any other necessary functions as prescribed by the Bylaws and become advisor to newly elected Board. He/she shall not be allowed to coach of assistant coach ANY team in the CGBL during his/her term.

Section 2 - VICE PRESIDENT - The Vice President shall preside at any meeting of the League or Executive Board in the absence of the President. He/She shall also assist the President in his/her duties when the need arises. In the event of a prolonged absence of the President, he/she shall also sign all authorized documents and contracts, and perform all other duties assigned by the president. The Vice President shall be responsible for coordinating and formulating all league schedules to include post-season play independently or in conjunction with the Boys Basketball League. He/She shall appoint a committee, if necessary, to assist in the development of the schedule. He/She shall conduct liaison responsibilities as needed between CGBL, CBL, and Parks and Recreation Dept. He/She shall intervene when necessary to insure Associations, allocate practice time equitably. Coordinate the league insurance and fund raising activities. He/She shall be involved in the purchase of necessary equipment, including the purchase of League participation patches, League trophies, and League t-shirts. He/She shall perform all duties assigned by the President. He/she shall not be allowed to coach of assistant coach ANY team in the CGBL during his/her term.

Section 3 - BACKGROUND CHECK ADMINISTRATOR - The Background Check Administrator,

shall be responsible for coordinating, organizing, and managing, all the day-to-day administrative documentation and functions as required to maintain a historical database of all coaches who have concluded a background check. Present those first time coaches' names that need to be communicated to the responsible agency as prescribed by Parks & Recreation Department, and the County of Chesterfield, if and when this Law is enacted. He/She shall also perform any other additional duties as assigned by the President.

Section 4 - SECRETARY - The Secretary shall keep an accurate and legible record of all meetings and proceedings of the League and of such correspondence as may be authorized by the League or Executive Board. He/She shall mail out written notices or telephone notices to each participating Association at least five (5) days prior to a League scheduled meeting change. He/She shall read, or distribute for approval at each League meeting, the minutes of the preceding meeting to each Association. He/She shall be the custodian of all documents, incident to the proper and effective management of the League - past and present - and shall turn same over in complete order to his/her successor. The Secretary shall keep an accurate roster of all participating Associations and their voting representatives, and perform all other duties as assigned by the President.

Section 5 - TREASURER - The Treasurer shall collect and receipt all money coming into the accounts of the League, and keep a true and accurate record thereof. He/She shall be responsible for depositing all money received within ten (10) days of receipt. He/She shall make payment when authorized by an official of the League, who has authority to make such expenditures, or by action of the Executive Board if requiring the expenditure of funds. All checks drawn on the funds of the League shall be signed by the Treasurer and the President or a third party designated by the Executive Board, in the event the President is unavailable. The Treasurer shall be required to submit a balance at the first and last league meetings and any time during basketball season if required. He/She shall present an accounting of the League's finances at any League meeting if necessary, or requested. The Treasurer's records and ledgers shall, at all times be subject to an audit by the Executive Board. The President shall have the option of hiring an independent CPA or appointing an audit committee (including the newly elected Treasurer) to audit the Treasurer's books during the month of October. The Treasurer shall be bonded. He/She shall perform all other duties assigned by the President.

Section 6 - DIVISION COMMISSIONERS - The Division Commissioners shall govern their respective divisions within the guidelines of the Handbook and the By-Laws. Each Commissioner shall keep an accurate roster of all teams and their players. This will include birth certificates, parent's Code of Conduct and permission slips. Each respective Commissioner(s) will be responsible for drawing up conferences in their Division(s), any other source will require final approval by the President/Vice President. Each Commissioner shall also maintain accurate team standings of their respective divisions and if necessary present the standings at scheduled league meetings. Commissioners will be held accountable (IAW Article VI, Section 10, of the By-laws) for enforcing rules and guidelines as stipulated in the By-Laws and Coach's Handbook. Division Commissioners, will not be allowed to coach in the Division they govern. He/She will attend championship game for their respective division. He/She shall also have accurate copies of ALL team rosters for their respective division to be turned in to the Vice President at the championship games. He/She shall perform other duties as assigned by the President.

Section 7 – LEAGUE/WEB ADMINISTRATOR – The Administrator will have functional responsibility for updating, posting and maintaining the league's WEBSITE. He/She will post current league weekly standings, as well as any Association's links that fall under the prudence of the league's guidelines. He/She will exercise responsibility for renewing the yearly WEBSITE contract in coordination with the League's Treasurer.

Section 8 - PARKS AND RECREATION COORDINATOR - The Parks and Recreation Coordinator, or designee shall serve as an advisor to the Executive Board and shall not have voting privileges.

Section 9 - The Executive Board has the authority to appoint one or more individuals to serve as Assistant(s) to each Division Commissioner. The Assistant Commissioners will not have a vote on decisions made by the Executive Board but may attend Board meetings.

Section 10 - The Executive Board has the authority to suspend a coach and/or Association, team, or player(s) for infraction of the rules or for any other action deemed detrimental to the League. The individual(s) involved and the Association(s) Representative and President will be notified of the infraction or action that is reported to the Executive Board by the President. They may request a formal hearing before the Executive Board prior to a decision being rendered. It is their

responsibility to meet with the Executive Board at a time and location designated by the President. Action by the Executive Board is subject to appeal by the Board of Representatives. This appeal must be initiated by the individual(s) or Association(s) against whom the action was taken and must be delivered in writing to the League Secretary within 72 hours of the Executive Board's action. A reversal of the Executive Board's action by the Board of Representatives will require the Executive Board to reconvene immediately and present a new plan of action for approval by the Board of Representatives.

Section 11 - Any member of the Executive Board, who is reported for inappropriate action or misconduct, will be subject to a formal hearing before the Executive Board at the discretion of the Board. Should the Executive Board decide to suspend or dismiss any Board members, the member will have the same right to appeal before the Board of Representatives as described in Section 9.

ARTICLE VII – ORGANIZATION

Section 1 - The League is the basic unit of organization and is the highest authority. Unless agreed to by the Board of Representatives, all personnel serve on a non-compensated basis.

Section 2 - CGBL consists of Youth Associations throughout Chesterfield County. All players shall be residents of Chesterfield County.

Section 3 - A League fee, which shall be determined annually and payable to the League Treasurer, is due from each Association at a date and time as determined by the League.

Section 4 - All new Associations are required to pay an initial entry fee (\$150.00), or as set by the Board of Directors, and must do so when all official documentation is due.

Section 5 – New Associations will be required to pay the league fees and initial entry fee in the form of a cashier's, or certified check. This policy will also be in affect for Associations that had returned checks due to insufficient funds the previous year.

Section 6 - Gym availability will determine the number of Associations and/or teams being added to the League each playing year. The Executive Board will make the decision on the number of teams to be added to the League on a year-to-year basis.

ARTICLE VIII – TEAM ELIGIBILITY

Section 1 – No member association shall allow any team or player to participate in any practice, scrimmage or league games until all required documentation has been collected and is available to the league.

Section 2 – Association teams may have one (1) head coach and as many assistant coaches as the Home Association permits. However, during game situations only the Head Coach, and no more than two (2) assistants may be on the coach's bench.

Section 3 – No player(s) will be added to any team after the 3rd game of the regular season. Prior to the 3rd game only players who reside within their home Association boundaries will be permitted. Under extenuating circumstance the Executive Board may allow exceptions.

Section 4 – Teams with AAU, or YBOA players, must have a minimum of six (6) non-AAU, or YBOA players to avoid forfeit. Under extenuating circumstances the Executive Board may approve a different format with special applications. No competitive team(s) (AAU/YBOA) will be allowed to enter the league and compete against recreational teams.

Section 5 – The Executive Board, will have the authority to reclassify any team (A/B level) during the current season.

Section 6 – All Head Coaches, or their representatives MUST have in their possession an “Official Team Roster” prior to each game.

ARTICLE IX – INDIVIDUAL ELIGIBILITY

Section 1 – A player is eligible to compete in all CGBL sanctioned games as long as she abides by all CGBL Playing Rules and By-Laws when listed as a member of an eligible team.

Section 2 – No player shall be permitted to compete in any CGBL sanctioned tournament unless she has played a minimum of five (5) regular season games (medical reasons will be an exception).

Section 3 – Any player listed and participating on more than one Association teams will be suspended indefinitely along with the team's coach(es).

Section 4 – All roster additions must be approved by the Division Commissioner prior to player participating in any league function.

ARTICLE X - ACTS OF SUSPENSION/TERMINATION

Section 1 – Banishment:

- A. Physical attack on any Official (Referee/League Representative), or any other person, at any time, in attendance at any league game while on school property.
- B. Any coach, player, team member, parent or fan threatening a referee, league official, county representative or other person(s).
- C. Any person(s) fighting, using inappropriate language, behavior, or conduct detrimental or unbecoming to the interest of the league and sportsmanship.
- D. Any destruction of Chesterfield County or personal property.
- E. Any Coach/Voting Representative, purposely competing with ineligible or suspended players.
- F. Any league or Association Official that violates any articles of the league's Constitution By-Laws or rules may suffer from one game to indefinite suspension.
- G. An individual on indefinite suspension may reapply for reinstatement on the birth date of the suspension, provided he/she advises the Executive Board, 15 days ahead of time.

ARTICLE XI – GAME RULES

All games will be played in accordance with High School Federation Rules, except where superseded by the Chesterfield Girls Basketball League's Rules.

ARTICLE XII – PROTESTS & COMPLAINTS

Section 1 – Protests must be received in writing by the respective Division Commissioner within 48 hours following the incident being protested. Intent of protest must be announced to the referee and opposing coach and league official, if present prior to end of game being protested. If Division Commissioner was not present at time of protest announcement, he must be notified immediately after the game.

Section 2 – Complaints filed over league rules, interpretation and/or policy will follow the same protocol as an official protest.

Section 3 – During tournament play protests/complaints must be filed immediately with the Division Commissioner/League Official.

Section 4 – All Protests and Complaints, must be accompanied by a \$50.00, fee to warrant consideration by the league. Fee will be refunded if Protest/Complaint is upheld. The Executive Board will conduct a formal hearing of protest/complaint. Only the head coach and voting rep from each team will present their position. The time and place of hearing will be determined by the president of the league. All executive board decisions will be final, and not considered for appeal.

ARTICLE XIII – MEETINGS

Section 1 - Regular League meetings shall be held during the months of September through March, at a place designated by the President or his/her representative.

Section 2 - During the months of April through August, meetings shall be called by the President as the need arises.

Section 3 - The President shall call special meetings of the Executive Board, or the Board of Representatives as the need arises. Notice of said meetings shall be announced two (2) days prior to the meeting by the President or designee.

ARTICLE XIV - MANAGEMENT OF PROPERTY

The Executive Board shall manage and control all property of the League.

ARTICLE XV - FISCAL YEAR

The League's fiscal year shall begin on the first day of April.

ARTICLE XVI – QUORUM

A quorum of the Board of Representatives shall consist of a majority of all member Associations.

ARTICLE XVII – RESTRICTIONS

The organization shall be non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation or endorsement for public office.

ARTICLE XVIII - LIQUIDATION AND DISTRIBUTION OF ASSETS

In case of dissolution of this League (CGBL, Inc.) and the liquidation of its affairs, any money or other assets remaining after payment of all obligations shall be distributed equally among the Associations that are in good standing at the time of liquidation.

ARTICLE XIX - RULES OF ORDER

The rules contained in the "ROBERT'S RULES OF ORDER" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of this League.

ARTICLE XX – AMENDMENTS

Proposed amendments to the By-Laws of the League shall be prepared in writing by a Rules and By-Laws Committee and presented to the Executive Board for approval. All recommended changes to the Coaches Handbook (playing rules) must be presented at the September league meeting and a majority vote of the Board of Representatives shall be required to adopt or change a particular playing rule. The President at the regular February meeting shall appoint the Rules and Bylaws Committee of at least three (3) members.

ARTICLE XXI – LIABILITY

In accordance with SECTION A.1. OF VIRGINIA CODE SECTION 13.1-870.1, as it is constituted on the date this Bylaw Provision is approved, the liability of the officers and directors shall be eliminated unless an officer or director engages in willful misconduct or a knowing violation of the criminal law.

Revised: December 2008