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REEDSBURG AREA YOUTH BASKETBALL BY-LAWS

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Article I – Name, Purpose, Organization, and Membership

I. The name of the organization shall be Reedsburg Area Youth Basketball.

II. Reedsburg Area Youth Basketball may conduct business as “RAYB” or “Reedsburg Area Youth Basketball” and is referred to herein as “RAYB”.

III. RAYB shall be a separately-run organization that manages the youth basketball program in the Reedsburg, Wisconsin area as a non-profit Sports Program.

IV. The purpose of the RAYB Traveling Basketball Program is to provide quality instruction, an enhanced level of competition, the benefit of increased practice/playing time, and promote team spirit. All of these goals are provided with the expressed intent of preparing the participants for a higher level of play (i.e. high school). These goals require more discipline, commitment and effort from participants, coaches, and parents. In spite of the fact that RAYB Traveling Basketball teams are involved in a higher and more intense level of competition, the RAYB Board’s Purpose and Administrative Procedures remain applicable.

V. Any parent or legal guardian of a registrant in an activity of RAYB shall be considered a member of this organization for one (1) year from the date of his or her last registration. No one shall be denied participation because of lack of money to pay the registration fee. In the event that a member of the Reedsburg community wishes to become a member and does not fit this criterion, he or she can seek membership only through the consent of the RAYB Board of Directors.

Article II – Government

I. The board of directors shall have the general supervision, management, and control of the affairs and business of the RAYB Organization. The board of directors shall consist of a minimum of nine voting members. Each Board Member will have the option to serve a total of 6 consecutive years. However, each position on the board is a one year appointment, thus, each Board Members role and responsibilities will be up for review at the end of each year.

II. Election, Terms of Office, and Eligibility

Office of the President

The President shall serve a one-year appointment. Duties shall be to provide leadership and vision while presiding over all meetings of the board of directors and annual meetings, and have the general supervision and management of the organization, subject to the control of the board of directors. The President shall have such special duties as may be prescribed by these by-laws or as listed below or delegated to him by resolution of the board of directors. Acts as the representative and point of contact for the league. The President may assign advisors to the board of directors providing they are directly, or indirectly, involved in youth basketball. Their role is to advise, without voting privileges. The President is entitled to one vote on the board of directors.

- Act as liaison with town officials and departments.

- Makes decisions on cancellation due to weather or other outside forces.

- Oversees social media including managing the website and Facebook page in coordination with the Social Media/Promotional Committee Chair.

- Handles e-blasts to Coaches and/or Parents in order to stay in touch and provide updates in coordination with the Coach Coordinator Committee Chair.

- The President holds the Registrar and Tournament Director Committee Chair positions.

- Has access to communications via RAYB's email and bulk communication (blue sombrero).

Office of Secretary

The Secretary shall serve a one-year appointment. The Secretary shall keep a complete and permanent record of all proceedings of the membership meetings and of the board of directors meetings, and shall give such notice of meetings as prescribed by the by-laws. This person is entitled to one vote on the board of directors.

- Takes minutes during Board Meetings, Coach meetings, and Parent meetings or any other special set events/meetings and distributes them electronically to all board members in a timely fashion.

Works with the appropriate Chair positions to create a master calendar of all RAYB events/activities.

Maintaining Board Members and other volunteer contact lists.

Assist with other responsibilities as needed for the maintenance and success of the program.

Office of Treasurer

The Treasurer shall serve a one-year appointment. The Treasurer shall be the fiscal and disbursing agent of the organization and shall keep and account for all monies, credits, and property received and disbursed as well as to endorse all checks, notes, bills of exchange, or other evidences of indebtedness; shall deposit funds coming into possession in such depositories as may from time to time be designated by resolution of the board of directors; and shall in addition, perform such other and special duties as may be vested in the treasurer by these by-laws or delegated by resolution of the board of directors. The person is entitled to one vote on the board of directors.

Coordinates filing/payment of taxes, dues, and insurance.

Provides the Board of Directors with overview and detailed financial records, as appropriate and requested.

All ordering and purchasing of supplies and equipment in coordination with Equipment and Uniform Chair.

Assists in registration when necessary..

The Treasurer has Communication Chair access of RAYB's email account and bulk communication via Blue Sombrero.

Advisors to the Board

Advisors are for the purpose of assisting the board to make decisions for the benefit of the organization. No advisor shall be allowed to use the board for political profit or monetary gain. Advisors shall change as conditions affecting the organization change. The president shall appoint advisors as non-voting members. Possible advisors may be but are not limited to the following categories; past presidents, athletic directors, past and current coaches, city recreational officials, youth programs coordinators and any other with the interests of the RAYB Organization.

General Board Members

The General Board Members can serve a maximum of 6 consecutive years. Each board member will be appointed to a chair position for one year. At the conclusion of the six years a board member is required to sit out a minimum of one year to be eligible to rejoin the board. The General Board Members shall be expected to chair a minimum of one Committee Chair position. Each General Board Member is entitled to one vote on the board of directors. Must attend all meetings of the Board of Directors and assist the President in the performance of the program from time to time.

III. Committee Chairs

Coach Coordinator Chair – The Coach Coordinator Chair shall serve a one year appointment. The Coach Coordinator Chair shall be responsible for the recruitment, orientation and support of the volunteer coaching staff at all age levels. This position is *not* the Treasurer or President.

Oversee, manage, and act as Point-of-Contact for Travel Team coaches on all levels.

Coordinates/maintains background checks on all Coaches.

Contact person for determining the practice usage schedule regarding the Reedsburg Fieldhouse gym space.

Overseeing selection of players for teams, through player try-outs (evaluations) when necessary.

Acting as liaison between travel coaches, parents, and players and the Board.

Assigned to visit at least 1-2 practices of *each* level, boys and girls, to supervise sessions; and check in to assist with drills, help determine practice and game plans as needed, mentor and counsel all coaches.

Registration Chair- The Registration Chair shall serve a one year appointment. The Registration Chair shall be responsible for the design, implementation, and updating the RAYB website for registration as well as to oversee the registration process. Also responsible for making sure there is proper communication/publication about registration. This Chair is held by the President.

Equipment and Uniform Chair – The Equipment and Uniform Chair shall serve a one year appointment. The Equipment and Uniform Chair shall be responsible for all management of equipment and uniform related needs, including Online Store (when open). This includes uniform orders (Checkered Flag), maintain coach/team equipment needed, first aid packs (refilling and distribution of), basketballs, and so forth. Coordinate with vendors, including bids for major items. This Chair works closely with the Treasurer for purchases made.

Communications Chair – The Communications Chair shall serve a one year appointment. The Communication Chair shall be responsible for all communication using the email. This Chair is held by multiple persons; the President, Gym Time Coordinator, and Treasurer.

Sponsorship/Fundraising Chair – The Sponsorship Chair shall serve a one year appointment. The Sponsorship Chair shall be responsible for leading all fundraising efforts. All fundraising efforts must have the approval of the Board of Directors and must benefit the program.

Solicits and secures sponsors.

Maintains records of all Sponsorships/Fundraising

Order any sponsorship/fundraising materials necessary, with Board of Directors approval

Sponsors: raybsponsorship@gmail.com password: _____

Clinics/League/Special Events Chair – The Clinic/League/Special Events Chair shall serve a one year appointment. The Clinic/League/Special Events Chair shall be responsible for the

development, organization, and administration of the Clinics, Leagues, and/or other special events and programs.

Handles ordering and distribution of clinic/league/special event apparel.

Attend, run registration, and supervise sessions of each clinic, league, or special event.

Concessions Chair - The Concessions Chair shall serve a one year appointment. The Concessions Chair shall be responsible for the development, organization, and administration of all concessions for home/hosted tournaments. There may be more than one person appointed to this Chair position.

Tournament Chair - The Tournament Chair shall serve a one year appointment. The Tournament Chair shall be responsible for the development, organization, and administration of the home/hosted tournaments. This chair position is held by the President.

Shot Club Chair - The Shot Club Chair shall serve a one year appointment. The Shot Club Chair shall be responsible for the coordination, organization, ordering, and distribution of all shot club prizes.

Gym Time Coordinator Chair - The Gym Time Coordinator Chair shall serve a one year appointment. The Gym Time Coordinator Chair shall be responsible for acquiring gym time reservations and sign up of all RAYB practices. Coordinates such with representatives of facilities. Works closely with the President to coordinate relationships with outside facilities.

Manages/distributes/collects ID badges for approved coaches

Responsible for the scheduling, organization, and administration of all open gym nights.

Scholarship Chair - The scholarship chair shall serve a one year appointment. The scholarship chair shall be responsible for the coordination with the application, delivery, organization, and administration of all scholarship program.

Social Media/Promotional/Web Director Chair - The social media/promotional chair shall serve a one year appointment. The social media/promotional chair shall be responsible for managing event promotion and maintaining all social media communications (Facebook) and outreach (newspapers, Viking sign, airport sign, community signs and posters); to increase and update online visibility and social media presence.

Manages website

Manages all social media

Manages bulk promotional communication

Committee Chair Matrix

President	Secretary	Treasurer	Scholarships	Concessions
Member	Member	Member	Member	Member(s)
Registration	Sponsorships/ Fundraising	Social Media/Web Director	Gym Time Coordinator/Open Gym	Coach Coordinator
President Treasurer	Member	Member	Member	Member
Communications	Tournament Director	Shot Club	Equipment/ Uniform Coordinator	Clinic/League/ Special Events
President, Treasurer, Gym Time Coordinator	President	Member(s)	Member	Member(s)
Picture Day				
Member(s)				

Article III – Finance

I. The Treasurer of RAYB shall present a previous year financial report and a proposed next year's budget prior to the beginning of the winter basketball season. The final budget must be approved by the Board of Directors.

II. A Treasurer report shall be on the agenda of each general board meeting and delivered by the Treasurer. In the Treasurers absence the President will deliver this report. The Treasurer report shall include but not be limited:

- o Account balances relative to all existing working cash, long-term savings and investments.
- o Quantities and sources of all revenue from previous report to present.
- o Quantities and sources of all expenses from previous report to present.

III. A board member other than the Treasurer shall be responsible for obtaining, and opening all mail that is addressed to RAYB.

IV. The Treasurer shall provide each member of the Board of Directors with online access to all banking information.

V. Password for online banking access shall be changed periodically, and after a member of the Board of Directors is no longer part of RAYB.

Article IV – Election of Officers

I. The Executive Board of the RAYB shall consist of the President, Secretary, Treasurer, and all chair positions (General Board Members).

II. The President, Secretary, Treasurer, and all chair positions (General Board Members) shall be nominated by any RAYB member. Once nominated, they will be elected by the existing board members. General Board Members must have completed one full year to be nominated for an officer position. This process will occur prior to each RAYB season.

III. All vacancies for any reason shall be filled by appointments by the President for the balance of the term of office. All appointments are subject to approval by the RAYB Board of Directors at the next regularly scheduled meeting.

Article V – Meetings

Place of Meeting

All meetings of the members shall be at a time and place determined by the board of directors.

Annual Meeting

The annual meeting of members shall be at a centrally located site in the city of Reedsburg, held prior to each season.

Notice of Annual Meeting

The Secretary of the organization shall give not less than five, (5), days notice to each active member by email and other social media to state the time and place of the meeting.

Special Meetings

Special meetings of the members may be called by the Secretary when directed by the President or upon written direction of a majority of the board of directors and shall be called by the Secretary when requested by one-fifth of the active members of the organization. The Secretary shall give notice of such meetings in the manner provided in the section on notice of annual meeting.

Conduct of Meetings

The President, or, in his/her absence, the President will appoint a Board Member to preside at meetings of the members. There will be ten (10) scheduled meetings each year with the tenth being the annual meeting in April.

Attendance of Board Members at monthly meetings

Board members are required to attend at least 75% of the meetings during the calendar year. If a member falls below this level, they will be visited with and could be subject to removal.

Article VI – Removal From Office

I. Any Officer or Director who misses three (3) regular Board meetings during any fiscal year may be relieved of his/her office or directorship and be replaced.

II. If it shall be called to the attention of the Board that it would be in the best interest of RAYB that a member of the Board of Directors be removed from office, he/she may be removed by the following procedure:

- o Notification in writing to the member in question of pending action concerning his removal at least ten (10) days prior to consideration by the Board of Directors.
- o For due cause and by a vote of at least two-thirds (2/3) of all Board members, the Board of Directors may remove such director from office.

Article VII – Rules of Order

I. When deemed necessary by the President or requested by the majority of the Board, Roberts Rules of Order, Revised, shall govern the proceedings of all meetings of RAYB.

Article VIII – Amendments

The initial by-laws shall be adopted by the board of directors. Any by-law adopted by the board of directors is subject to repeal or amendment by the members of the board of directors.

Article IX – Dissolution or Liquidation

In the event of liquidation or dissolution of the organization, no dividends or distribution of property then owned by the organization shall be declared or paid to any member, officer, or trustee of the organization. In the event of liquidation or dissolution of the organization, the assets of the organization after payment of debts, obligations, and liabilities shall be used for the charitable or educational purposes of this organization.

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. In the event of dissolution, any remaining assets shall be distributed to organizations organized and

operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organizations under Section 501 (c')(3) of the Internal Revenue Code of 1954.

Article X – Policies and Procedures

I. The policies of RAYB establishing rules and procedures for the conduct of the affairs of RAYB upon matters not inconsistent with the Bylaws may be adopted by a majority vote of the board of directors.

II. The Board shall establish rules for the operations of its basketball teams by a majority vote of the Board of Directors