

SHYBA
Bylaws 2023

SHYBA CONSTITUTION AND BYLAWS REVISED JANUARY 2023
SOUDERTON-HARLEYSVILLE YOUTH BASKETBALL ASSOCIATION

ARTICLE I. NAME

The organization shall be known as the Souderton-Harleysville Youth Basketball Association (“SHYBA”)

ARTICLE II. PURPOSE

SHYBA is a community-based program that provides for youth of Souderton/Harleysville and surrounding communities to participate in an organized basketball league. It has both intramural leagues for most youths, plus travel teams for advanced play.

ARTICLE III. MEMBERS

1. Membership in the SHYBA is open to all youths in the community and surrounding areas from age six (6) through high school as of August 31st of each year.
2. Rules regarding members
 - a) Membership is obtained yearly through registration during the leagues open registration.
3. Travel team eligibility is listed under league structure.

ARTICLE IV. GOVERNING BOARD

Section I. General

This Constitution and by-laws and all subsequent amendments shall determine the duties and authorities of the SHYBA governing board members.

Section II. Specific

1. Composition- The SHYBA governing board shall consist of the following voting members:
 - a. Executive Board Members: President, Vice President, Treasurer, Secretary, Facilities Coordinator
 - b. Other Board Members: Travel Team Coordinator, Sponsor Coordinator, Referee Coordinator, Website/Marketing Coordinator, Equipment Coordinator, Stars Development Program Coordinator and Commissioner for each of the individual leagues.

Section III. Duties

- a. President
 1. Acts as a liaison between the community, other community organizations, and the school district.
 2. Is aware of all league activities and aids commissioner in the execution of any disciplinary measures against coaches, assistant coaches, players or parents.
 3. Sets a schedule of meetings, establishes and maintains an agenda for each meeting.
 4. Chairs all league meetings and conducts them per the bylaws.

5. Decides course of action in league rulings with the rest of the governing board.
6. Ensures that facilities for play are secured.
7. Work with the marketing/website coordinator to update website as needed.
8. Appoints an Audit Committee excluding the Treasurer to audit the financial books in response to board requests.
9. Supervise and assist the board members in the performance of their duties.
10. Responsible for identifying candidates for special award recognition at Championship Saturday.
11. Be responsible to conduct a league rules and conduct policy review at the end of each season if requested by board.

b. Vice President

1. Coordinates sign ups/registration.
2. Performs duties of President in his/her absence. Chairs meetings if President cannot attend.
3. Helps in League activities as needed.
4. Records minutes of meeting if secretary is not available.
5. Updates web page(s) identified as his/her responsibility (usually the Registration Info page).
6. Coordinate Allstar game and Championship Day activities and works with the Facilities Coordinator and League Commissioners to plan the event schedule.

7. Coordinate pre-season meeting(s) with all SHYBA coaches to set expectations on rules of conduct for players, coaches and spectators.

c. Secretary

1. Responsible for communicating and recording any matters of VOTE and minutes of meetings and posting such on the SHYBA website.
2. Responsible for communicating monthly board meetings and reserves meeting location.
3. Shall determine reasons for board members missing meeting and contact if necessary.
4. Acts as a liaison to the Web Master to keep the SHYBA website updated.
5. Shall ensure bylaws are updated as board enacts changes.
6. Updates web page(s) identified as his/her responsibility (usually the Board meeting minutes page and the Contacts page).
7. Responsible for coordinating and documenting coaching background clearances for working with minors for the organization.

d. Treasurer

1. Responsible for handling league funds and maintaining the general ledger.

2. Shall maintain league bank account with the following three signatures:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Checks shall require approval of two board members, other than the Treasurer, by approval of the invoice for payment.
3. Preparation of an annual budget and submission to the board for approval.
4. Any expenditure should be preapproved by the board prior to purchase if it was not included in the original budget.
5. Shall give treasurer report at each meeting.
6. Ensures all outstanding bills are paid and deposits are made in a timely manner.
7. Shall prepare financial statements monthly, to include the following reports:
 - a. Cash Report
 - b. Year to date budget to income statement
 - c. Balance sheet
 - d. Summary report of gym costs paid
 - e. Year to date check register
8. Facilitate completion and submission of the annual tax returns.

9. Shall prepare year-end financial statements in the same format as the monthly financial statements and alert the Board of any fun deficiencies.

e. Sponsor Coordinator

1. Coordinates procuring sponsors for leagues
2. Coordinates picture taking for the entire league and delivery of sponsorship plaques to sponsors.
3. Maintains existing sponsorship programs.
4. Updates web page(s) identified as his/her responsibility (usually the Sponsor Info page).
5. Coordinates sponsor team assignments and communicates this to league commissioners prior to draft for players that have sponsors.
6. Orders the intramural league t-shirts with sponsor assignments with shirt vendor.
7. Generates sponsorship banner or other marketing tools for sponsorship with the marketing coordinator.
8. Sends thank you notes to sponsors at the end of the season.

f. Facilities Coordinator

1. Primary SHYBA liaison with the SASD and other private facility owners' interface for facility requests. There can only be one contact email for the facilities reservation system in SASD.

2. All communication regarding scheduling and facilities flows from the Facilities Coordinator/Scheduler to the various vendor contacts.
3. Submits facility reservation request to the various gym contacts based on previous years designated nights at each facility.
4. Ensures facilities are scheduled.
5. League liaison with schools and other facility owners. Creates and Maintains a Facilities Commissioner contact sheet for all gyms to ensure a central point of contact at the league level and facility custodian staff to ensure facilities are being treated with respect.
6. Updates web page(s) identified as his/her responsibility (usually the Schedules and Key Dated pages).
7. Coordinate with the Vice President to determine initial preliminary team counts and subsequently with commissioners to confirm final team counts for determining schedules
8. Creates practice and game schedules using the prescribed formula for each league. Work with each league commissioner to ensure the schedules are adequate for the league. The standard formula is 4 practices followed by 14 games. There are several adjustments to this formula and are voted on each year by the commissioners and board.

9. Determines the game rescheduling plan with the commissioner's input. Has final say in rescheduling game time.
10. Review facilities bills and approve as appropriate, coordinate allocation of charges with the Travel Program and deliver to the Treasurer for payment.
11. Coordinate the stocking, delivery and retrieval of equipment cages with the Equipment Coordinator.
12. Upon Resignation the current facilities coordinator will make themselves available for one year to assist the new coordinator as needed.

g. Travel Team Coordinator

1. Coordinates management of travel teams, including scheduling of practices and games. Interacts closely with the SHYBA Facilities Coordinator to secure and manage gym time devoted to the Travel teams. Interacts with the SHYBA Referee Coordinator to ensure that Officials are secured for all home travel games.
2. Interacts with various Travel league officials: currently the Inter County Basketball Association (ICBA). Attends several pre-season meetings to provide payments and various forms needed to participate in the ICBA.
3. Communicates SHYBA Board decisions to travel coaches.
4. Ensures bylaws with respect to Travel teams are followed.
5. Oversees Travel fundraisers (the travel fundraisers will be run by the two oldest Travel teams: one for boys and one

for girls. Current fundraisers include raffle ticket sales and supervising the snack stand at Championship Saturday.

6. Updates web pages devoted to the SHYBA Travel Program.
7. Screens and selects Travel coaches prior to each season and submits those recommendations to the SHYBA Board for final approval.
8. In conjunction with the SHYBA Treasurer, oversees the Travel budget which is separate from the SHYBA intramural budget.

h. Referee Coordinator

1. Coordinates training of volunteer referees in the 7/8 league prior to the start of the season. Sets expectations for the referees.
2. Obtains PIAA referees for leagues as needed.
3. Obtains PIAA referees for playoffs of each league as needed.
4. Clarifies/determines rulings for issues as they arise during the season.
5. Updates web page(s) identified as his/her responsibility (usually the Rules page).

i. Website/Marketing Coordinator

1. Provide communication channels and updated information for SHYBA families, coaches and players through the SHYBA website, email and social media channels.

2. Advertise registration, league play and special events for SHYBA families, coaches and players through the SHYBA website, email and social media channels.
3. Create new graphic advertisement documents for above-stated events.
4. Assist board members with website utilization.

j. Equipment Coordinator

1. Be responsible for purchase, distribution, storage, control (provide Board an annual inventory) and maintenance of all basketball intramural and travel league equipment.
2. Be responsible for ordering trophies, awards, etc. that are handed out in conjunction with intramural league championships, and participation, etc., with the assistance of the League Commissioners.
3. Work closely with the Treasurer to create preseason budget for equipment needs.
4. Coordinate placement and retrieval of equipment cages at vendor gymnasiums and maintains cage inventory throughout the season.
5. Maintain the storage unit.

k. Stars Development Program Coordinator

1. Develop curriculum for fundamental basketball skills development for boys and girls.
2. Review and approve program schedule and work closely with the Facilities Coordinator.

3. Assign enrolled players to sessions of manageable groups.
4. Attend board meetings.
5. Update web page(s) identified as their responsibility (Usually Stars program information and schedule).
6. Communicate with Stars families any needed season news.
7. Ensure facilities are treated with respect by all participants in the program.
8. Cultivate interest and enrollment in the league to ensure continued growth of the program.

I. League Commissioners

1. Responsible for enforcing SHYBA Code of Conduct and rules and regulations of specific league (Board approval for changes to rules). Works with the President to resolve league issues such as removal of a coach or player due to code of conduct issues.
2. Review and approve league schedule and work closely with the Facilities Coordinator to implement a reasonable schedule for their league.
3. Decides on individual rulings in disagreements in games within league.
4. Attend board meetings.
5. Run a skills evaluation event and provide player results to all head coaches prior to the draft night to ensure a well distributed talent base across all teams in the league. Ensure that all players receive an end of the year

evaluation that can be passed along to the following season commissioner.

6. Handle draft and distribution of players for their specific league; finds coaches for the league and ensures background criminal checks are completed.
7. May run additional league events, such as 3 on 3 Tournaments.
8. Updates web page(s) identified as their responsibility (usually League information, news and standings).
9. Ensure facilities are treated with respect by all participants in their league (players, coaches, parents and spectators).
10. Serve as Facilities Commissioner if required for specific gyms.
11. Cultivate interest and enrollment in the league to ensure enrollment numbers stay consistent year-after-year.
12. To assist with program continuity, identify qualified candidates for the future. Recommend candidates to the board for review.

Section IV. Eligibility

1. Membership on the governing board shall be open to all members of the community 18 years of age or older who show interest in basketball and working in the community.
2. Any person interested shall either submit his/her name for consideration to the board, or any board member may nominate an individual they deem able and worthy.

3. For the positions of President or Vice President the candidate must have two years of experience as a SHYBA board member. This will ensure that the candidate is aware of the duties and expected responsibilities of all the board members.

Section V. Terms of Office

1. President, Vice President, Secretary, Treasurer and Facilities Coordinator will serve 2-year terms. All other general board positions will serve 1-year terms. They include: Equipment Coordinator, Referee Coordinator, Sponsorship Coordinator, Travel Coordinator, Website and Marketing Coordinator, Stars Program Coordinator and All Commissioners.
2. Elections for the following season will take place before the end of the fiscal year. If positions are empty on the initial ballot, they are left empty, but the vote continues, and a search is conducted to find candidates to fill each open position. A vote is taken as the positions are filled.
3. When no one is eligible for election of the next term of the office of President, the Vice President becomes President in the following year to ensure stability for the next term of office.
4. Elections for board members will utilize the voting and quorum procedures outlined under Article IV Board Meetings.

5. See Vacancy of Office section for procedures when a board member resigns during their term of office.

Section VI. Vacancy of Office

a. Resignation

1. If a board member resigns from his or her office during their term of office, the vacant position will be immediately filled by the VP in an interim role and should be filled within two board meetings with an eligible person following voting procedures.
2. If the President resigns from his/her office during their term of office, the VP would assume his/her duties at the date of resignation to ensure stability until a replacement President is elected by the governing board.

b. Impeachment

1. Grounds for impeachment- members of the board may be removed from office at any time during their term for serious offenses to include, but not limited to:
 - ï Malfeasance of Office
 - ï Serious breach of public trust
 - ï Serious inability or willingness to carry out duties
 - ï Unbecoming conduct such as language, smoking in view of children, drugs, etc.

- ï Unsportsmanlike conduct
- ï Abuse of office for own teams' personal gain
- ï Failure to attend board meetings on a regular basis

2. Impeachment proceedings shall be as follows:

- ï The President, or vice president, may initiate proceedings when a person in the community or a SHYBA board member brings a charge against a board member.
- ï If the President is being impeached, the Vice President would initiate the proceedings. If the Vice President is being impeached the President initiates the proceedings.
- ï A confidential investigation will ensue, conducted by the President and Vice President (if neither are implicated).
- ï If charges are substantiated, the President will ask the accused to resign.
- ï The accused has the right to ask for a hearing by the board at a closed-door meeting. The Board's decision is final. The accused has a right to bring witnesses as desired.

ARTICLE V. BOARD MEETINGS

Section I- Board Meetings

a. Order of Meetings

1. Call to order

2. Discussion and approval of prior meetings minutes
 3. Treasurers report
 4. Commissioner's reports on specific league
 5. Old business
 6. New business
 7. Next meeting
 8. Adjournment
- b. President shall chair meetings. The Vice President shall chair meetings in the absence of the President.
 - c. All Board Members are expected to attend the board meetings.
 - d. Board meetings will be held on a monthly basis at a minimum during the season (August registration through March Championship Day) and as needed in the off season.

Section II. Voting

Normal decisions by the Board shall be by voice, show of hands or secret ballot at the discretion of the acting chair of the meeting. Approval of the stated issue shall come from a simple majority of those members present. All votes shall be subject to a recount upon the request of any board member. All votes shall be entered in the minutes.

- a. Each Board member shall vote only once, regardless of the number of positions he/she has on the board
- b. Proxy votes are acceptable only after the entire board has been notified about the voting issue and a board

discussion has previously taken place. All proxy votes must be in writing, signed by the absent voting board member.

- c. Voting members are (total of 11 plus 9 league commissioners): President, Vice President, Treasurer, Secretary, Sponsor Coordinator, Website/Marketing Coordinator, Equipment Coordinator, Facilities Coordinator, Referee Coordinator, Travel Coordinator, Stars Program Coordinator and nine league commissioners.
- d. In the case of co-commissioners, they will share a single vote, and must agree to not split their vote across sides, thus agreeing on a position at time of vote. If no agreement can be reached their vote will result in an abstention.

Section III. Quorum

A quorum shall consist of no less than half of the members of the board. A quorum must exist at any regular meeting to vote on board matters.

ARTICLE VI. TEAM AND LEAGUE STRUCTURE Team Organization

6-year-old Starts Developmental Program- This program is a basketball fundamental skills program for 6-year-old boys and girls. The program runs as a coed instructional program that focuses on improving overall motor skills and the use of

All other Leagues- In an effort to ensure, and to avoid any one of a few select teams from acquiring too many of the better players in the league, the coaching staff shall be limited to two coaches (see draft procedure below). The remaining eight players will be obtained through the league draft selection. Additional coaches may be obtained through the selection of the player in the draft.

All coaches must be submitted by the league commissioner to the board for review.

All coaches must complete their Child Abuse, FBI, and Criminal Background Clearances. In accordance with the PIAA, Applicants convicted of, or who pled guilty or no contest to, any felony of the first, second, or third degree shall not be registered by SHYBA unless a period of ten years has elapsed from the date of expiration of the sentence for the offense. Applicants convicted of, or who pled guilty or no contest to, any other misdemeanor of the first degree shall not be registered by SHYBA unless a period of five years has elapsed from the date of expiration of the sentence for the offense. Applicants convicted of, or who pled guilty or no contest to, more than one first degree misdemeanor under 75 Pa.C.S.A. § 3802 relating to driving under the influence of alcohol or a controlled substance shall not be registered by PIAA unless a period of three years has elapsed from the date of expiration of the sentence for the most recent offense."

DRAFT PROCEDURE

1. Each commissioner must identify the top 4

rounds of players, based on ability, and provide
this list to all coaches prior to the actual draft

2. One coach per team- for all leagues greater than 10 teams.
3. Commissioners must equal out players on each team by age. (ex. 11-12 league- each team must draft an equal amount of 11-year old's and 12-year old's).
4. A coach with a younger age child (11 yr. old) on the team will draft before a coach with an older age child (12 yr. old).

Any exceptions to these draft procedures must be presented to the Board for approval.

League Structure:

There will be separate girls and boys' leagues in the following age groups:

- ï 7-8-year-old boys
- ï 7-8-year-old girls
- ï 9-10-year-old boys
- ï 9-10-year-old girls
- ï 11-12-year-old boys
- ï 11, 12 & 13-year-old girls
- ï 13-14-year-old boys
- ï 14, 15, 16, 17 & 18-year-old girls
- ï 15, 16, 17, & 18-year-old boys

League Dues:

Costs- Please refer to the Registration Info. Page of the SHYBA website for registration costs for the current season.

Sponsorship- Please see the Sponsor Info. Page of the SHYBA website for sponsor costs for the current season.

Refunds- All requests for refunds must go to the SHYBA Vice President who will review the request on a case-by-case basis and approve or not approve based on the criteria below.

- ï 100% if youth withdrawals prior to league draft day
- ï 100% if injured prior to start of regular season

No refunds are given in the following cases:

- ï No refund is given if player tries out for a SHYBA travel team and does not make it then elects not to play in the intramural league. SHYBA strongly encourages the player to participate in the intramural league. No refund can be issued because SHYBA plans and commits to league counts based on enrollment. If the player backs out the organization is left to pay league fees that need to be covered for that spot.
- ï No refund is given if the request is received after the draft.

Travel Teams:

Purpose: The SHYBA Travel Program is designed to allow the more serious and talented players to play in a competitive

environment in order to rapidly advance their skill levels and understanding of the game of basketball. This will allow the more competitive players to prepare themselves for the local high school basketball programs through enhanced coaching, increased and focused practice time and a highly structure game schedule against other local basketball organizations.

Structure:

- ï There will be one travel team for ages 10, 11, 12 and 13-year-old boys and girls provided there is interest from enough youth, plus an available coach.
- ï At the end of each season, a recommendations and vote by the board will be made on which teams will be offered the following season based on intramural league enrollments to ensure that formation of travels teams does not adversely affect the formation of at least 4 teams per league in the intramural leagues. If a season begins and enrollment goals are not reached, offerings for travel teams can be cancelled.
- ï Travel teams just be limited to one team only in each category or there will not be enough coaches to maintain the intramural league.
- ï SHYBA Travel players are not allowed to play in the SHYBA intramural league as it is impossible to make a commitment to anything other than travel due to the time commitment required of a travel player.

Travel League:

The SHYBA Travel program competes in the Inter-County Basketball Association (ICBA, www.icbabasketball.com) which currently includes more than 350 teams from approximately 50 organizations representing the Greater Philadelphia area. SHYBA enters only one team at each age level so that our Intramural Program is not hampered in any way through the depletion of players or qualified coaches.

Travel Coaches:

The SHYBA Travel coaches are screened and selected by the Travel Coordinator and approved by the SHYBA board. It is imperative that SHYBA travel coaches have an advanced understanding of the game of basketball through their prior playing and coaching experience and are able to efficiently plan and conduct practices, communicate effectively with players and parents and create an overall environment that provides the proper balance of learning, motivation, fun competitiveness and fair playing time.

Travel Team Eligibility:

Age: In order to stay consistent with the intramural program, the SHYBA travel teams will use August 31st as the age-eligibility date for each team. The age of the player on August 31st each year will determine which team they can tryout for. (Ex. If a player is 12 years old on August 31, 2019 and he/she turns 13 on September 1, 2019, they are eligible

to try out for the 12-year-old travel team). Please see the grade-exception policy below for a rare exception to this age-based eligibility rule.

Geography:

Travel basketball is primarily designed to provide competition between school district-based organizations and to prepare players to eventually compete within the local high school's basketball program. During the past few seasons, the ICBA has tightened their rules regarding player movement between organizations in order to regulate fair play and consistency.

All players who reside within the boundaries of the Souderton Area School District are eligible to try out for the SHYBA travel teams. A player from outside the SASD boundaries may only be considered for SHYBA tryouts if:

- a) they reside in an adjacent school district that is not offering a travel team at their age level
- b) Less than 10 travel-caliber players from within the SASD try out for a SHYBA travel team

Under no circumstances will a SHYBA travel coach actively "recruit" a player from outside SASD to try out for a SHYBA travel team.

Grade Exception Policy:

The SHYBA travel program will stay consistent with the ICBA grade-exception policy. This means that if your son or daughter is up to one year older (by SASD regulations) than his or her normal school grade, he or she can try out for the travel team of their “grade,” not based purely on age. This rule has been put into place to allow players who are older than their normal grade to play on the same team as other players in their grade.

Important stipulation regarding grade-exception players: All players who qualify for the grade-exception policy must choose whether they will follow the “age-based” or “grade-based” level and then maintain that level for their entire SHYBA travel basketball experience. Players will not be allowed to switch back and forth between the levels from year to year. Essentially, under the current arrangement, boys and girls are allowed a maximum of four years of SHYBA travel basketball. There are additional details available about this grade-exception policy on the ICBA website: www.icbabasketball.com

ARTICLE VI PLAYOFF STRUCTURE

The 7/8 leagues do not have playoffs. However, they shall have a “fun” or “skills” day. This can take the form of a 3 on 3 tournament or some other type of fun competition for those leagues.

For all leagues above 7/8 there are to be playoffs at the end of each season culminating in Championship Saturday.

The following structure is used during playoffs:

1. All teams will make the playoffs.
2. A standard single elimination schedule and bracket is prepared for each league.
3. Teams are seeded in the bracket based on the following tie breakers: Winning percentage, head-to head record and finally, a coin flip.
4. The single elimination bracket facilitates the initial format (best v worse record teams) and continues without re-seeding teams during any subsequent rounds. The bracket is set before the season ends and once the final game of the season is played the seeding is finalized.
5. There are no ties in playoffs. There must be a winner determined to move on in the bracket. There are playoff game overtime rules defined in the playing rules.

ARTICLE VII REMOVAL OF COACH, PLAYER, PARENT OR LEAGUE OFFICIAL

The board may, by majority vote, remove or suspend an official, player, parent or coach from the league. Reasons for this action may include, but are not limited to, the following:

- ï Unsportsmanlike conduct
- ï Failure to obey league playing rules
- ï Profane language
- ï Any conduct detrimental to the league

- ï Not accepting the decisions or judgements of the on-court officials and referees
- ï Berating any player, opposing coach, official or parent either privately or openly

ARTICLE VIII AMENDMENTS

No amendments shall be made to this Constitution and By-laws except by a vote at a scheduled meeting of the governing board, and then only by a two-thirds majority of the total governing board members. Ex.: If the board is complete, all 20 voting positions are occupied, then no less than 14 members of the board must be present for voting for amendments to this constitution.