

## Article I – The Board

Section I: The Board shall consist of at least five (5) individuals who are parents of student athletes involved in the program. At the discretion of the Board, one (1) of the five (5) individuals may be someone who does not have a student athlete involved in the program, referred to as a mentor board member. Though this is not required, couples (Husband and Wife teams) are highly encouraged to serve on the board together. If a couple serves together each spouse is given a vote, but each is expected to be a regular participant in Board activities/responsibilities to exercise that right. A spouse that opts not to be on the board initially may be added to the Board later. In both these situations, procedures outlined in Section II “Board Members” will be followed.

### Section II: Board Duties

Approving the Athletic Director: The Board is responsible for selecting and approving the Athletic Director. The Athletic Director has the primary responsibility for the day to day basketball operations of the Program (Securing and supporting coaches, scheduling, facility rental for games and practices, procuring officials, communicating with other programs, paying expenses, etc.) The Athletic Director is appointed by and serves at the consent of the Board. The Board may remove the Athletic Director by a majority vote, with the Athletic Director’s vote (or that of their spouse) not counting in this case.

Coaches: The Board is responsible for approving and evaluating all Coaches. The Board is responsible for establishing a plan of correction for coaches in need of discipline, or should it become necessary, to dismiss a coach.

Board Members: Potential Board members must be approved by a majority (greater than 50%) vote of the current Board members. Board members should be vetted in accordance with the standards of a Deacon included in 1 Timothy Chapter 3. The Board may also remove a board member by majority (greater than 50%) vote. In addition, if the Board feels a Board member has not been a regular participant in Board activities/responsibilities, the Board may discontinue that Board members right to vote by a majority (greater than 50%) vote as a probationary measure before removal. A reinstatement of voting rights would also take a majority (greater than 50%) vote. The vote of the Board member in question, or their spouse, shall not count in these situations.

Term: Board members have no term limit, other than that they have a child participating in the Program. Board members can step down at any time, but are expected to stay on until a successor is in place. To allow for flexibility and continuity a board member may stay on for 1 year past the date of their child’s participation in the program. At which point the Board member may continue on in the capacity of a mentor Board member as noted in Article I.

Annual Budget: The Board is responsible for, with the assistance of the Treasurer, establishing and approving an annual budget, which includes establishing “Player Fees”. In the event actual expenses are in excess of 10% of the original budgeted amount, the Board must review and approve any additional expenditure in the budget category

Advise and Consent: Other significant items which should be reviewed and consented to by the Board, include game schedule, practice facility and game venue rental, student athlete disciplinary action which involves potential suspension or removal from the program, eligibility issues, scholarships, fundraising, etc.

### Section III: Board Meetings

Timing and Notice: Regular meetings of the Board should happen at least 3 times a year. Notice of regular Board meetings should be provided at least 6 days prior to the meeting. Ideally these meetings should occur within a month after the end of a season, within a month before the start of the new season, and at least once during the season.

Quorum & Participation: A quorum for conducting the business of the program at the Board meetings is established when a majority (greater than 50%) of the Board members are participating. Participating shall mean

present physically, or involved in the meeting by conferencing in. Emergency Board meetings can be called when significant issues which need the immediate attention of the Board arise. Quorum requirements must still be met.

Voting: Any issues in dispute should be voted on by the Board, and decided by a simple majority (greater than 50%) vote. However, it is noted that everything should be done to reach a consensus. In the event of a tie the athletic director's vote (or that of their spouse) shall not count.

Meeting Minutes: Minutes shall be kept of all meetings by the Secretary or whoever he designates. Minutes shall be kept of all meetings by the Secretary or a designee. The Secretary shall provide a copy of Board minutes from the previous Board meeting to all Board members no later than with the notice of the next Board meeting, where the Board minutes will be presented for approval

## Article II – Officers

Section I – Offices: The Officers of the Program shall consist of President, Vice President, Secretary and Treasurer. Officers are made up of Board members.

### Section II – Officer Responsibilities:

The President is responsible for leading the Board, including Board meetings.

The Vice President may also serve as the Assistant Athletic Director and supports the President with Board responsibilities and the Athletic Director with the day-to-day basketball operations as outlined, below.

The Secretary is responsible for record keeping, including keeping/maintaining minutes for board meetings as noted above. In addition the Secretary is responsible for non-profit administration and reporting, and tax filings.

The Treasurer shall have primary responsibility for the Program's bank account and finances. This includes proposing an annual budget for approval to the Board. In addition, the Treasurer and President and/or Athletic Director are responsible for producing an accounting of program income and expenses in such a format as to be available to the membership (participating families) upon request. In addition, the Treasurer, along with the President and/or Athletic Director has primary responsibility for paying the expense of the program and overall banking account administration.

### Section III: Election of Officers

The Officers of the program are also Board members. Officers are elected by the Board annually at the first meeting immediately following the completion of the season. Ideally this meeting, and election of officers will take place prior to the Annual Year End Banquet, so the results of the meeting can be communicated to the Parents, who essentially represent the "membership" of the program.

*Rev. July 30, 2024*