



**SOUTHERN LEHIGH YOUTH BASKETBALL ASSOCIATION**  
**CONSTITUTION AND BY-LAWS**

**ARTICLE I**  
**NAME**

1. The organization shall be known as the Southern Lehigh Youth Basketball Association ("SLYBA").

**ARTICLE II**  
**PURPOSE**

2. The purpose of SLYBA is to:
  - a. provide a volunteer administered, recreational program for the youth in the Southern Lehigh School District area in order to promote the sport of basketball;
  - b. provide an enjoyable recreational learning experience for all participants;
  - c. assist youth in maximizing their potential as both players and citizens;
  - d. instill the ideals of sportsmanship, respectfulness, teamwork, loyalty, competition, and commitment;
  - e. instill character, good sportsmanship, pride, self-discipline;
  - f. provide capable and dedicated coaching with persons of sound moral character, emphasizing the learning of the game of basketball over winning; and
  - g. promote better understanding of the fundamentals of the game including knowledge of the rules, proper techniques and the skills necessary to compete.
  - h. In attempting to obtain these objectives, SLYBA officials, managers, coaches, and parents shall, at all times, remember that all endeavors shall be pursued with the welfare of these participants foremost in mind.

**ARTICLE III**  
**BOARD OF DIRECTORS**

3. The SLYBA shall be governed by not less than three (3) nor more than a fifteen (15) person Board of Directors ("The Board"), comprised of the following executive positions: President, Vice President, Treasurer, Secretary, and At-Large Directors to be filled at the discretion of the Executive Board.
  - a. The Board shall be elected by the membership of the SLYBA annually in April, or such other time as the Board shall determine, but not later than August 31st. Terms of the executive board will run 2 years with staggered term limits so only (1-2) executive board positions are changed in any given year. President and Treasurer will be voted together every 2 years with Vice President and Secretary voted together on the opposite 2-year cycle. All At-Large Directors will be on a 1-year term and will be voted on yearly. All members may be eligible for re-election to the same or new position.
  - b. Members of the SLYBA, as defined in article 5, who have attended at least 2 meetings of the scheduled meetings from the previous year will be eligible to vote for the SLYBA

Board of Directors during the annual meeting.

- c. Nominations will be announced to the members of SLYBA at least 2 months prior to the voting meeting. All members are eligible to be nominated for a position on the executive board or At-Large Director positions.
- d. Non-Board members are not eligible to vote on other Board matters throughout the year even if the attendance requirement for voting for Board elections has been met.
- e. The Board shall approve the coaches, advisors and committees as needed for the proper operation of the SLYBA and its purposes as set forth in Article II.
- f. Each member of the Board shall be entitled to one vote.
- g. The official business of the SLYBA shall be conducted in accordance with procedures outlined in "Robert's Rules of Order", most recent edition.
- h. Any vacancy on the Board by means of resignation, expulsion, death, or any other legitimate reason, shall be filled by a majority vote of the Board at a Regular Meeting or Special Meeting for such purpose.
- i. Duties of Non-Officer Board Members.
  - i. The At-Large Directors will assist the Board in any matter as required.
  - ii. The SLYBA shall indemnify the Board as well as all SLYBA coaches from any and all claims related to, or arising out of, the activities and /or performance of their duties on behalf of the SLYBA.
  - iii. The Board can contract with individuals to perform certain functions for the SLYBA, including, but not limited to the coordination of scheduling, supplier services, referees and instructional programs as the Board sees fit.

#### **ARTICLE IV** **OFFICERS**

- 4. The SLYBA shall have four (4) officer positions: President, Vice President, Secretary, and Treasurer.
  - a. The President shall preside at meetings of the SLYBA. The President shall call special sessions when necessary. The President shall sign checks properly endorsed by the Treasurer and properly approved by the Board. The President can also sign contracts on behalf of the SLYBA if properly approved by the Board.
  - b. The Vice President shall act as an assistant to the President and shall perform the duties of the President in the absence or inability of the President to serve. The Vice President shall also coordinate any and all equipment requests, shall see that all teams have enough equipment to run effective practices, and shall see to the purchase and maintenance of appropriate game balls for each SLYBA recreational team.
  - c. The Secretary shall record the minutes of all meetings and attend to all correspondences to the SLYBA and is responsible for making sure all required documentation is provided to the appropriate authorities and game venues. Additionally, the Secretary shall assist with registration.
  - d. Treasurer shall receive and dispense all monies of the SLYBA and shall keep accurate, itemized and detailed records of all receipts and expenditures of the SLYBA. Duties will also include maintaining all SLYBA banking accounts, preparing annual SLYBA budgets, and preparing and presenting at all meetings written statements of current operational and fiscal year budget status. The Treasurer will also file, or compel to be

filed, the annual federal and state mandated documents to maintain the 501(c)(3).

**ARTICLE V**  
**MEMBERSHIP**

5. Any person eighteen (18) years of age or older who is interested in the purposes and objectives of the SLYBA and who is willing to subscribe and be compliant to the purposes and objectives shall be eligible for membership.
  - a. SLYBA Membership shall consist of current SLYBA Board members, coaches, and parents and/or guardians of registered youth SLYBA participants upon payment of a registration fee for any programs or activities sponsored by the SLYBA.
  - b. All members, coaches, advisors and committee members or candidates for same, must be members in good standing of the SLYBA.

**ARTICLE VI**  
**MEETINGS**

6. Board Meetings are open to all members of the SLYBA.
  - a. Regular Meetings of the Board are held not less than three (6) times in any given fiscal year (January 1 – December 31).
  - b. All Board members are required to attend at least sixty (60%) percent of the Board Meetings. Failure to do so may result in removal from the Board.
  - c. Special Meetings may be called by the President, or in his/her absence the Vice President, or upon written request to the Secretary by any member of the SLYBA in good standing.
  - d. Special Meetings may be held by conference call or email with proper voting procedures followed.
  - e. The Secretary shall maintain a master attendance roster that identifies members attending each Regular or Special Meeting and a list of members in good standing.
  - f. The Treasurer shall provide a detailed written financial statement at each Regular Meeting, with copies available for the Board and all members present to inspect.
  - g. A motion from the floor by a member of the Board must be made and properly seconded by another Board member in order to dispense with any items on the agenda and those requiring a vote of the Board.
  - h. No Regular or Special Meeting business is official unless approved by a quorum of the Board. A quorum shall consist of one-half (1/2) of the Board plus one (1).
  - i. Robert's Rule of Order, the most recent edition, shall govern meetings.
    - i. Call to Order
    - ii. Approval of minutes of previous meeting
    - iii. Treasurer's Report
    - iv. Correspondence
    - v. Hearing of members/visitors
    - vi. Program and Committee Report
    - vii. Old Business
    - viii. New Business
    - ix. Announcements

- x. Adjournment

**ARTICLE VII**  
**COMMITTEES**

- 7. The Board can appoint members of the Board and/or SLYBA to serve on special committees of the SLYBA.
  - a. The following Committees shall be active in the SLYBA and shall be governed by the SLYBA By-Laws:
    - i. Nomination Committee
    - ii. Any other committee the Board deems appropriate.

**ARTICLE VIII**  
**FINANCES**

- 8. A bank account shall be established and maintained and titled "SOUTHERN LEHIGH YOUTH BASKETBALL ASSOCIATION" and in a financial institution that is FDIC insured ("SLYBA Account").
  - a. The SLYBA Account shall be a checking or savings account.
  - b. Withdrawals or the payment of expenses can only be made when signed by the President and Treasurer (or other properly authorized member of the Board).
    - i. The Executive Board must approval all expenditures greater than \$250.00.
    - ii. Notwithstanding the foregoing, the President, with proper documentation, may authorize emergency expenditures without the approval of the Board, not to exceed \$500.00.
    - iii. Monies will be disbursed from the SLYBA Account in check or ACH/Wire form only.
    - iv. Bank statement reconciliation must be administered by either the Vice President or Secretary at least twice a year and properly certified by either and reflected in meeting minutes with a copy of the Bank statement attached and signed by either of the two who reconciled the statements.
    - v. The Treasurer shall deposit all receipts into the SLYBA Account no later than three (3) business days from date of receipt.
    - vi. The fiscal year of the SLYBA shall be from January 1 through December 31.
    - vii. The Treasurer shall submit an annual Financial Statement to the Board shortly after the end of each Fiscal Year.

**ARTICLE IX**  
**SELECTION OF COACHES**

- 9. Any member of the SLYBA desiring to coach any SLYBA sponsored team during any basketball season must make application to the SLYBA through the Secretary on a form supplied and approved by the SLYBA Board. Prior to any activity with participating youth, all coaches shall be required to provide, at their expense, background checks, including without limitation, a Department of Human Services Child Abuse History Clearance, a Pennsylvania State Police Request for Criminal Records Check, and a Federal Criminal History Record Information

(CHRI) clearance and provide the same to SLYBA.

- a. Coaches must apply each year for consideration and evaluation by the Board for continuation. Prior selection does not guarantee selection for the next year.
- b. Any member applying to coach any SLYBA sponsored team must be approved and voted as a coach by the Board or an assigned At-Large Director.
- c. Any member approved as a SLYBA coach must abide by these By-Laws and Attachments hereto. Failure to do so will be cause for suspension by the Board.
- d. It is recognized that Travel Teams have a set of procedures and expectations that demand a skilled level of youth participation and, the coaching of these youth may also be demanding. Nonetheless, the SLYBA expects its Travel coaches to abide by good sportsmanship behavior and fair treatment of each of his/her Travel youth player.
- e. Coaches must attend any scheduled coaches meetings or clinics required by the Board. Failure to do so will be grounds for expulsion from the SLYBA and coaching privileges.

## **ARTICLE X** **PARTICIPANT REQUIREMENTS**

10. All youth in grades First (1st) through eighth (8th) grades who reside in Coopersburg Borough, Lower Milford Township, or Upper Saucon Township shall be eligible to participate in programs sponsored by the SLYBA.
  - a. All participants must obtain written permission from their parent(s) or legal guardians and have no medical restrictions to playing sports. All participants must have signed a medical waiver for emergency care.
  - b. All eligible players must register annually with the SLYBA at a time and place as designated by the SLYBA, and must pay a fee at the time of registration. The Board will determine such registration fees annually. In addition to the standard registration fee, a surcharge may be assessed for late registration.
  - c. The privileges of participation of youths and coaches may be suspended or revoked by the Board of Directors for misconduct.
  - d. Misconduct shall consist of, but not be limited to, any of the following:
    - i. possession, use and or distribution of alcohol or drugs by any participant at any game or practice or other program sponsored by the SLYBA;
    - ii. fighting or inappropriate conduct by any participant, coach or parent at any program sponsored by the SLYBA;
    - iii. Vulgar language; and any other conduct the Board determines warrants suspension or revocation of membership and/or participation privileges.

## **ARTICLE XI** **TRAVEL TEAM REQUIRMENTS**

11. It is the objective of this association that good sportsmanship shall be displayed at all times by both the youths, coaches and parents.
  - a. Eligibility for participation for any boys or girls travel team shall be determined by a tryout.
  - b. Tryouts shall be posted at least two weeks prior to the tryout day. Preferably there will be two tryout sessions for each grade team.
  - c. All evaluators should be independent, preferably a member of the appropriate high

school staff, a previous coach in the SLYBA program and/or the Board. Evaluators should not have kids in that age group.

- d. In order for a child to be considered for a travel team they must attend one of the two scheduled tryouts. Acceptance to a travel team does not guarantee equal playing time.
- e. The Board shall approve the criteria for evaluation at tryouts prior to tryouts.
- f. Parents of all travel players will be required to sign and adhere to the SLYBA Family Code of Conduct
- g. SLYBA will form as many travel teams as kids that are available with board approval provided we feel teams would be competitive and suited for travel at each age level.
- h. Each travel team would consist of 10 players minimum but could have more if the coach and the board both agree. Teams with more than 10 players would only be considered if it is the last team in a group or the only team in an age group. Teams below 10 players will only be considered in extenuating circumstances and must be approved by the board. The final decision will always lie with the board.
- i. The top eight players at each level after tryouts are automatically on a team with the coach being allowed to pick the last two players based on tryout grades. This allows a coach to fill positions on his team that may be lacking due to high tryout scores. The board will review the picks and make the final decision.

## **ARTICLE XII** **INSURANCE**

- 12. The SLYBA will purchase a liability insurance policy from a third party.

## **ARTICLE XIII** **PROCESS FOR COMPLAINTS/GRIEVANCES**

- 13. Any complaint/grievance by a SLYBA member must be submitted in writing to the President and/or Vice President, who, in turn will bring the notice to the attention of the Board or individual Board members, as necessary.
  - a. Written notice must be received by the President or Vice President at least one (1) week prior to the next scheduled Regular Meeting of the SLYBA to be placed on the agenda.
  - b. The President and/or Vice President retains the option to have the written complaint referred to the Board for resolution and/or action. Such resolution and/or action must be ultimately sanctioned and approved by the Board at a Special Meeting as the case demands. All grievances will be heard at a Special Meeting.
  - c. The Board will define the steps taken and the resolution or action taken. The Board will notify the member making the complaint/grievance in a timely manner.
  - d. The Board will not address anonymous letters under any circumstances.

## **ARTICLE XIV** **ASSESSMENTS**

- 14. All participants in all grade groups will be assessed a registration fee.

**ARTICLE XV**  
**AMENDMENTS**

15. The By-Laws of SLYBA, as approved, shall be the governing document of the SLYBA.
- a. By-Laws may be adopted, amended or repealed at any Regular Meeting. The amendment must be submitted in writing one month before being voted on. A majority vote of the Board present is required to approve any amendment to the By-Laws.

**ARTICLE XVI**  
**DISSOLUTION**

16. In the event that the SLYBA ceases to exist for whatever reason, the assets of the SLYBA (bank account, equipment, etc.) need to be properly and legally disposed. If dissolution occurs, then the SLYBA will donate all assets to another 501(c)(3) organization or approved organization under applicable federal and state law.

**ARTICLE XVII**  
**Y.E.S. YOUTH EXEMPLIFYING SPORTSMANSHIP**

17. **SPORTSMANSHIP IS:** the ability to win without gloating, lose without complaining, and treating everyone with respect.
- a. The SLYBA Directors feels strongly that the purpose of its recreational basketball sports programs is to encourage and develop in children a love of sport in a safe and positive environment, while teaching skill development, teamwork, and sportsmanship.
  - b. The three (3) major goals of **recreational** youth basketball programs are:
    - i. To address the physical, social and emotional developmental needs of children.
    - ii. To encourage participation in basketball as a means to developing a healthy lifestyle, learning sportsmanship and having fun.
    - iii. To learn and master the fundamentals of the game. Learning and participation are to be emphasized over winning.
  - c. In order to achieve these goals, all SLYBA programs will:
    - i. Encourage equal playing time among players.
    - ii. Encourage coaches to teach players multiple positions and to give players the opportunity to try different positions within the game format when feasible.
    - iii. Teach positive coaching techniques to coaches. Negative criticism is generally inappropriate for young children. Positive coaching builds self-esteem and team spirit.
    - iv. Forbid stacking of teams. Competition must be fair so that everyone can experience the learning that comes from winning and losing.
    - v. Insist that all coaches, parents and players model good behavior at all times demonstrating their adherence to the following "Sportsmanship Code of Conduct".
  - d. Participation in the SLYBA program is a privilege, not a right. Therefore, failure to adhere to these principles or any facility rules may result in disciplinary action. Such action may include, but is not limited to, a player's suspension from game(s), a parent's expulsion from a sports facility or SLYBA events, and a coach's dismissal from the program. Problems that result from failure to adhere to the above guidelines must be addressed directly to the SLYBA Board and will be handled with urgency.