

Coon Rapids Cardinal Basketball Club Bylaws

ARTICLE I — NAME AND PURPOSE

Section 1 – NAME AND ADDRESS

The name of the Corporation, hereinafter referred to as the Organization, shall be the Coon Rapids Cardinal Basketball Club (CRCBC).

The official address for the Club is:

Coon Rapids Cardinal Basketball Club
PO Box 48624
Coon Rapids, MN 55448-0624

Section 2 — MISSION STATEMENT

The mission of the Coon Rapids Cardinal Basketball Club is to provide an opportunity for girls and boys in the Coon Rapids High School Attendance area to enhance their basketball skills in a structured, more competitive, team environment preparing them for participation at Coon Rapids High School.

ARTICLE II — PLAYER ELIGIBILITY

Section 1 — ELIGIBILITY

1.1 Residence

Player must reside in Coon Rapids, go to school in Coon Rapids or live within the Coon Rapids High School boundaries in order to be an eligible member.

1.2 Exception

No program is available in their community, CRCBC is not full and/or the appropriate waivers have been obtained prior to registration.

1.3 Age

All teams are formed by grade. Eligible players are allowed to tryout for a grade level up, but not down. Players must tryout at their grade level AND the grade level above. Eligible players may only be added to a roster up a grade if both stipulations can be met:

- a. The player trying up finishes ranked in the top 3.
- b. If the player trying up displaces a travel ready player at that grade level, the club will place that player on a different team. The executive board would review this as a case by case situation. The team you should have been on based on your age, cannot be left with less than 8 players in order for you to play up.

1.4 Financial

All members are required to be in “good standing” with CRCBC. Good standing is defined as a member who is current with organization dues and payments or has made other arrangements with CRCBC Board of Directors.

1.5 Conduct

All players will be required to sign and adhere to a code of conduct created by CRCBC before tryouts. If a player breaks the code of conduct CRCBC reserves the right to suspend or dismiss the player depending on the severity and/or frequency of the misconduct. This includes social media. Any post, comment or sharing of any social media that violates the code of conduct by any player, parent, coach, board member, etc., will follow the same protocol as any other violation.

1.6 Tryouts and Team Formation.

Tryouts are conducted by an outside agency (i.e. Minnesota Heat). Two days of tryouts are conducted with the length of each grade's tryout lasting between one hour and one and a half hours each day.

Tryouts focus on individual skills such as shooting, passing, dribbling, defending, and rebounding, team skills such as decision making, transition, setting and defending screens, weak side help, and offensive spacing, and teamwork intangibles such as communication, hustle, behavior, and selflessness.

At the end of the second day of tryouts the outside agency will rank all players numerically with 1 being the top player based on the individual skills, team skills, and teamwork intangibles listed above. The evaluators can also determine if players are not travel ready.

Ideally, teams will be made up of 8, 9, or 10 players. The goal is to maximize playing time and experience. Teams of 7 or 11 could be made if needed and appropriate for the individual and team.

When forming teams, coaches must adhere to the following parameters for player selection.

A Team: If making a team of 10, the coach must take the top five ranked players and the remaining players must be ranked in the top 15. If making a team of 8 or 9, the coach must take the top four ranked players and the remaining players must be ranked in the top 15.

B Team: If making a team of 10, the coach must take the top five ranked remaining players and the remaining players must be ranked in the top 25. If making a team of 8 or 9, the coach must take the top four ranked players and the remaining players must be ranked in the top 25.

Subsequent teams will follow the same selection process with the C team final picks from the top 35, D Team from the top 45, etc.

This continues until all players who are "travel ready" have been placed on teams. If a coach cannot be found there is a risk that team will be disbanded.

Tryout results are to be posted on the CRCBC website on the following Saturday morning after tryouts by 10am.

After tryouts, the President will be given all final rankings from the evaluators. The President and VPs will immediately meet to enter rankings on a spreadsheet. VPs will contact coaches to follow bylaws on rankings to form teams. All Coach selections will follow bylaws. Only the President and VPs will have access to the official scores. No player, parent, coach or board member will see the official scores.

***A coach can select a player out of their range with Both VP and President approval. This would be

reserved for a player that could not attend tryouts due to injury or illness (with prior approval). Otherwise, a player that did not tryout, will automatically be placed on the lowest level team, if there is a spot. No player who did not tryout, can take a spot on a team that was in the top 5 for that team level. Example: Player A attends trouts and is ranked #13 overall and is not selected for the A team. Player B did not attend trouts. Player A must be placed on the B team since they were not selected for the A team. Player B can also be placed on the A team with VP and President approval as well.

***It is expected that players attend both days of tryouts.

***If a player is missing both tryout days, in order to make an A team they must contact the President of CRCBC before the first day of tryouts begin.

***All final team formations will be reviewed and finalized by the President before posting.

***CRCBC Board has the ability to use discretion to round out travel teams based on participation and tryout numbers and the ability to form fully rostered teams.

ARTICLE III - MEMBERS

Section 1 – MEMBERS

Members shall consist of all Board of Directors, Parents/Guardians of participants, current residents, business operators, or employees of the City of Coon Rapids, a High School Liaison from the Boys High School Basketball program to be named by the Boys Head Varsity Coach, a High School Liaison from the Girls High School Basketball program to be named by the Girls Head Varsity Coach, plus any others appointed by a majority vote of the Board of Directors that supports the mission statement in Article 1, Section 2.

Section 2 — RESIGNATION AND TERMINATION

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the Board of Directors.

Section 3 - Attendance

It is expected that all Board Members attend all board meetings and the Annual Meeting. If you are unable to attend, notification to the secretary before the meeting must happen. If more than 3 absences occur, termination proceedings may occur.

ARTICLE IV — MEETINGS

Section 1 — REGULAR MEETINGS

Regular Board of Directors meetings shall be held monthly, at a time and place designated by the President. Regular Meetings are open to all Members and the public. A minimum of ten members of the Board of Directors are required to be in attendance in order to conduct a meeting and vote. Meetings can take place in person, or virtually.

Section 2 — ANNUAL MEETING

An Annual Meeting of the members shall take place in the month of April and may be combined with the regular April Board meeting. The specific date, time and location of which will be designated by the President. Notice of the Annual Meeting will be published on the website at least one week prior to the Meeting. At the annual meeting the current Board of Directors will elect the New Executive Committee who will assume their new positions at the end of the Annual Meeting. The entire membership will nominate and vote on open board of director positions outside of the Executive Committee. The transition from one person to another will vary by

position. Coordination and timing of the transition will be scheduled by the exiting and incoming board members.

Annual Meeting Agenda:

1. Regular/New Business
2. Review of Open Positions
3. Interviews in the event more than one person is interested in a position
4. Election for Executive Committee positions in the following order when applicable; President, Vice President, Treasurer, Secretary
5. Election for non-executive positions

Section 3 — SPECIAL MEETINGS

Special meetings may be called by the President, the Executive Committee, or a simple majority of the Board of Directors. Minutes from those meetings will be reported at the next board meeting for the Secretary to note.

Section 3.1 - Sub Committee Meetings

These meetings should occur monthly, or at very least discussed that a meeting that coming month is not needed. When a meeting is conducted, the notes from that meeting will be sent to the secretary prior to the upcoming monthly board meeting. If no one from that committee is at the meeting, the Secretary will deliver the notes to the board. Otherwise, each month, the committee chair or a member will update the board on the meeting/notes.

Section 4 — NOTICE OF MEETINGS

Electronic notice of each meeting shall be posted on the CRCBC Website, not less than one week prior to the meeting. Meeting notes will also be posted on the CRCBC Website within 1 week of the meeting.

Section 5 — VOTING

- 5.1 The Board of Directors will have voting rights at all Regular Meetings. All Members will have voting rights at the Annual Meeting as defined in Article IV, Section 2. All Board actions to be voted on shall be decided by a simple majority vote. Proxies are not allowed but at the discretion of the Board of Directors a vote may be conducted electronically.
- 5.2 A traveling basketball family with a paid winter, traveling registration fee for CRCBC, each parent or legal guardian is entitled to have one vote in CRCBC to be cast by a parent or legal guardian 18 years of age or older.
- 5.3 Membership on the CRCBC Board of Directors constitutes one vote in CRCBC if a member does not have a player in CRCBC.
- 5.4 Dual family members on the Board each receive a separate vote.
- 5.5 The Secretary of CRCBC is responsible for monitoring and validating the voting.
- 5.6 Motions can be accepted by the Secretary from any eligible Board of Director of CRCBC. Nominations can be accepted by any eligible member of CRCBC.
- 5.7 Voting for all Board of Director positions, except for the Executive Committee is open to anybody with a voting membership in CRCBC.
- 5.8 Voting for the President, Treasurer, and Secretary of CRCBC is open ONLY to the current Board of Directors.
- 5.9 President votes in tie breaker situations only. The President will write down and hold their tie breaking vote prior to all votes being tallied. In the event of a tie the President's vote will be shared with those tallying votes.
- 5.10 If the Secretary is running for a position or not in attendance, someone on the board will take their role in voting that is not also running for any position being voted on.

ARTICLE V — BOARD OF DIRECTORS

Section 1 — ACCOUNTABILITY

Directors are elected by and accountable to the Members of the Organization. All Board elections will be held at the Annual Meeting.

Section 2 – DUTIES & RESPONSIBILITIES

The Board of Directors is charged with overall responsibility for the affairs of the Organization, including adoption, approval and enforcement of all by-laws, policies and procedures, election of the Executive Committee for the organization and carrying out all other duties and responsibilities consistent with the purposes for which the organization was formed. The Board of Directors shall approve the annual budget prepared by the Executive Committee by the June meeting to be presented and voted on at the July meeting, including expenditures for equipment and tournament fees as well as any expenditure not directly related to normal operations of the organization.

It shall create Committees to perform activities consistent with the purposes for which the organization was formed. It shall also approve the annual financial report of operations prepared by the Treasurer and present it to the members at the Annual Meeting.

The Board of Directors shall be comprised of the positions listed below, each of which is expected to serve for a term of two years.

The Board of Directors, by majority vote, has the authority to fill vacant Board seats outside the Annual Meeting. Vacant Board seats shall include those resulting from resignation or upon majority vote by the Board of Directors.

The board receives no compensation other than reasonable expenses. However, the Treasurer and Boys
Tournament

Director will receive compensation based on Board of Director approval by vote. If the board member finishes the year in good standing, their volunteer check will be voided.

Section 3 — MEETINGS & NOTICE

The board shall meet at least monthly, at an agreed upon time and place. An official board meeting requires that each board member have electronic notice at least one week in advance.

Section 4 — BOARD ELECTIONS

New directors and current directors shall be elected or re-elected by the voting representatives of members at the annual meeting. Directors will be elected by a simple majority of members present at the Annual Meeting.

Section 5 — QUORUM

A quorum shall be defined as ten members of the Board of Directors. A quorum is required to call a regular meeting to order. Otherwise all voting must be rescheduled for a future meeting.

Section 6 – FINANCIAL

- 6.1 CRCBC registration fees will be set by the CRCBC Board of Directors.
- 6.2 CRCBC assumes responsibility for the purchase of equipment
- 6.3 The checking account is required to have two signers.
- 6.4 Suggested year-end is March 31st
- 6.5 The Treasurer will provide a year-end financial statement.
- 6.6 Players will be allowed to start practice when all fees are in good standing.
Players will not be allowed to participate in tournaments when their account is not in good standing.

Section 7 — EXECUTIVE COMMITTEE

The Executive Committee shall consist of President, Vice-President of Boys, Vice-President of Girls, Secretary and Treasurer, who shall be appointed by the Board of Directors. The Executive Committee are charged with responsibility for conducting the day-to-day business of the organization, as well as serve as the Organization's Policy Committee with the responsibility of recommending administrative policies and procedures to the Board of

Directors for their approval.

Section 8 – BOARD OF DIRECTORS

All members of the Board of Directors are volunteers.

8.1 President

The President has responsibility for overall day-to-day operations of the Organization. The President will develop meeting agendas, facilitate discussions during meetings and keep discussions on track. He/She shall closely monitor the operations of all existing Committees approved by the board to determine that each Committee is:

- 1.) Sufficiently staffed to perform its duties
- 2.) Meeting all deadlines timely
- 3.) Timely appraising the Board of its progress

He/She shall execute all legal documents and contracts on behalf of the Club.

The President is responsible for mail pick-up with the option to delegate or share this function. The Treasurer is responsible to ensure the PO Box rental fees are paid when due.

8.2 Vice President – Boys & Vice President – Girls

There will be two Vice-Presidents; one for the Girl's operations and one for the Boy's operations.

These two positions will monitor the operations of their specific programs. They will also make up the METRO/MYAS Committee as well as serve on the Executive Committee.

8.3 Treasurer

The Treasurer shall maintain custody of all financial records of the Organization, including all receipts and disbursements and shall, if the Board of Directors so requires, post bond conditioned on the faithful performance of his/her duties. The Treasurer shall have responsibility for and custody of all bank accounts of the Organization and shall sign all checks of the Organization. He/She shall report to the Board regarding all receipts and Statements and submit them to the Board for approval within two weeks after the end of the Fiscal Year of the Organization. The Treasurer shall assist in preparing the Annual Budget and submit it to the Board for approval. The Treasurer is responsible to ensure the PO Box rental fees are paid when due. The Executive Committee shall perform all duties of the President due to his/her absence or illness.

8.4 Secretary

The Secretary shall issue notices of all special meetings of the Directors and/or Officers and shall keep Minutes of all such meetings. He/She will provide written copies of Minutes of past board meetings for each Board member at least three business days prior to the upcoming meeting. He/She shall attest to all legal documents and contracts with his/her signature on behalf of the Organization. The President will notify the Secretary of what was signed.

The specific duties and responsibilities of the committees these positions chair are listed in Article V.

8.5 Peeps Director

8.6 Tournament Director(s)

8.7 Volunteer

8.8 Equipment Director

8.9 Apparel Director

8.10 Facilities Director

8.11 Fundraising Director

8.12 Special Events Director / Recruitment

8.13 Operations Director(s)

8.14 Coach Development Director

8.15 Program Development and Recruitment Director

8.16 Registrar / Website / Communications

8.17 Metro/MYAS League Representative(s)

8.18 High School Liaisons – Boys and Girls

8.19 Board Members at Large

REFER TO ARTICLE VI – SECTION 2 FOR DESCRIPTIONS OF DUTIES AND RESPONSIBILITIES

Section 9— VACANCIES

When a vacancy on the board exists mid-term, The Executive Committee shall have authority to appoint new Board members to fill the vacant positions outside of the annual meeting. These vacancies will be filled only to the next Annual Meeting.

Section 10 — RESIGNATION & TERMINATION

Resignation from the board must be in writing and received by the Secretary. A board member maybe terminated from the board by majority vote by the Board of Directors present at any Regular Meeting.

ARTICLE V — COMMITTEES

Section 1 — AUTHORIZATION

The Board of Directors may by resolution, authorize formation of new Committees or cancellation of existing Committees or subcommittees at any time by majority vote in order to carry out any of the purposes for which the Organization was formed. The Board shall determine the size and duties of all Committees and Sub-Committees. Each Committee will have a Director appointed as Chairperson.

Section 2 – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President of Boys, Vice President of Girls, Treasurer and Secretary. This committee will oversee tryouts and coach interviews.

Section 3 – COMMUNICATIONS COMMITTEE / REGISTRAR / WEBSITE

The Communications Committee shall consist of a minimum of two members and will coordinate media coverage for all club activities, manage website and social media content, all promotional documents and all public relations content and connections. The Communications Committee shall be responsible for the updating of all appropriate information on the Club’s website throughout the year. This committee will assist the Treasurer in collecting registration forms and fees during registration and be responsible for follow –up with coaches on late registrations, fees, report progress and any open issues to the Board as well as gathering all pertinent documents for State tournaments with the Tournament Directors.

Section 4 – TOURNAMENT COMMITTEE

The Tournament Committee will have the responsibility of registering our Club into area tournaments. The Tournament Committee will also coordinate the scheduling and running of the Coon Rapids Tournaments. This Committee should have Co-Chairs, one for the Girl’s Tournament, one for the Boy’s tournament and assistant directors for each tournament.

Section 5 – EQUIPMENT COMMITTEE

The Equipment Committee shall be in charge of storing, dispensing and recollecting all equipment, conducting an annual inventory and shall also have the responsibility of procuring new equipment as needed.

Section 6 – APPAREL COMMITTEE

The Apparel Committee will have the responsibility to collaborate with vendors in an effort to procure apparel for promotional and good will for the Club, will assist with dispensing of orders and work as a liaison with vendors in regards to any customer service issues on orders.

Section 7 – FACILITIES COMMITTEE

The Facilities Committee shall consist of two members and shall be in charge of scheduling all facilities used for player registration, team tryouts, practices and Coon Rapids Tournaments.

Section 8 – FUNDRAISING COMMITTEE

The Fundraising Committee will solicit and coordinate all fundraising events for the Club and will solicit sponsors and advertisers for the website.

Section 9 – SPECIAL EVENTS COMMITTEE / RECRUITMENT

The Special Events Committee will be in charge of all special events during the year including the July 4th Parade, High School Night, end of the year banquet and team parties. The Program Development and Recruitment Committee shall coordinate and implement Board-approved programs that enhance the Club and develop future players. (Little Peeps K-3 program) Coordinates player recruiting efforts within the community.

Section 10 – OPERATIONS COMMITTEE

The Operations Committee shall be charged with Coach and Player Development. Including, but not limited to coach interviews, summer workouts, youth clinic, surveys, 3rd party training, Trusted Coaches, etc. Members of this committee will consist of both VPs.

Section 11 – METRO/MYAS LEAGUE REPRESENTATIVES

The Representatives will act as liaison between Board and Metro/MYAA League which includes attending summer Metro/MYAS League meeting to get the tentative new years' tournament schedule. The Vice Presidents of the Girl's Operations and Boy's Operations will be part of this Committee.

Section 12– HIGH SCHOOL LIAISONS

The High School Liaisons will be the head coaches of the Boys and Girls programs or their approved representatives.

Section 13 - Peeps Director

This person is in charge of everything peeps related. They will coordinate all events, scheduling and marketing. They will report monthly to the board. They will also work with the recruiting committee.

Section 14 - Volunteer Director

This person will work with the Tournament Directors to coordinate positions that are needed for volunteers. They will also work with the Treasurer to ensure all volunteer hours have been filled or not. They will also be in charge of creating and monitoring a sign up system for volunteer hours for families.

ARTICLE VI — AMENDMENTS

Section 1 – AMENDMENTS

Amendments to the By-Laws may be made at any time by an affirmative vote of the present members of the Board of Directors at any Regular Meeting and will become effective immediately upon their adoption, unless otherwise indicated.

CERTIFICATION

These bylaws were approved at a meeting of the board of directors by a majority vote.

Sarah Ross, CRCBC Board Secretary, July 12, 2020