

Bylaws of Tewksbury Boys Basketball League

Adopted June 2015

ARTICLE I: NAME

This organization shall be known as TEWKSBURY BOYS BASKETBALL LEAGUE, also known as "TBBL" and shall hereinafter be referred to as the "LEAGUE."

ARTICLE II: OBJECTIVE

Section 1: The objective of the League shall be to instill fairly in the children of the Town of Tewksbury the ideals of good sportsmanship and teamwork in the context of the game of basketball.

Section 2: To achieve this objective, the League will provide a supervised program under the Rules and Regulations of the National Federation of State High Schools Association, in accordance with the applicable sections of the Federal Internal Revenue Code. The League will operate exclusively as a non-profit organization providing a supervised program of competitive basketball games.

Section 3: The League shall not incur any debt in its operation.

Section 4: The League will be operated and organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under the rules and regulations of section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate on or intervene on (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under section (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under 170(c) (2) of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Any person residing in the Town of Tewksbury or approved by the Board of Directors, actively interested in furthering the objective of the League may become a Regular Member upon election or appointment as hereinafter provided.

Section 2: Enrollment

Player Members may be enrolled at designated registration times. Regular members may be enrolled based on appointment as a volunteer. Voting Members are enrolled based on their appointment as a head coach and by attending a majority of Regular Board meetings within the period between Annual Meetings as a Regular Member. Board Members are elected to their position at the Annual Meeting

Section 3: Suspension or Termination of Membership

Membership may be terminated by resignation or action of the Board of Directors. The Board of Directors, by a 2/3 vote of those present and voting at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member when the conduct of such person is considered detrimental to the best interests of the League. The member involved shall be notified of said meeting, informed in writing of the general nature of the concerns and given an opportunity to appear at the meeting called for such purpose and to present whatever information such member intends to rely upon in his/her behalf.

ARTICLE IV: MEMBERSHIP CLASSES

Section 1: Player Members

Any resident of the Town of Tewksbury who meets the requisite age requirements for registration as set by the Board of Directors shall be eligible to participate, but shall have no rights or obligations to the management of the League.

Section 2: Regular Members

Upon appointment as hereinafter, may include, but is not limited to; assistant coaches, officials, volunteers, and any other person whom the Board of Directors deem qualified to be appointed as such. Regular Members shall be eligible to participate, but shall have no rights or obligations to the management of the League.

Section 3: Voting Members

Upon appointment as a Head Coach, and by attending the majority of Regular Board meetings within the period between Annual Meetings, a Regular Member will be granted status as a Voting Member. Voting Members shall have no rights or obligations to the management of the League, except for the right to vote in the election of Board Members at the Annual Meeting.

Section 4: Board Members

Any person seated as a duly elected Director serving on the League's Board of Directors as specified herein under Article VII, Section 1 shall be solely responsible for the management of the League and shall be entrusted as voting members at all league meetings in order to properly conduct the affairs of the program and their respective office within the program, to the best of their ability, and foremost in the best interest of the League.

ARTICLE V: MEETINGS

Section 1: Annual Meeting

The Annual Meeting of the members of the League shall be held during the month of April or May each and every calendar year. The Annual Meeting shall be for the purpose of electing Board Members, receiving reports, bylaw updates, and conducting such other business as may properly come before the meeting. Furthermore, conditions may arise where it becomes necessary to update the bylaws outside of the annual meeting in the best interest of the program. The Board, by a majority vote, may make such change which will only become permanent upon ratification at the next annual meeting. The President and/or the Board, prior to the Annual Meeting shall establish the agenda for the meeting.

Section 2: Notice of Annual Meeting

The Board of Directors shall notify every member in good standing, by email, as it appears on the registration form in this organization, a notice of the Annual Meeting. The date and time of the meeting will also be publicized through the league website and other means of communications as deemed reasonable by the Board of Directors. Notice of the Annual Meeting shall be made at least two (2) weeks in advance thereof, setting forth the place, time, and purpose of the meeting.

Section 3: Regular Board Meetings

Regular Meetings of the Board of Directors shall be held as determined by the President and/or the Board of Directors. The Board shall meet at least quarterly, at an agreed upon time and place. An official Board meeting requires that each Member have written notice at least 1 week in advance of the meeting. Email or website posting is sufficient for this notice.

Section 4: Special Meetings

Special Meetings of the Members may be called by the President or by six (6) members of the Board of Directors, in writing, to the President. The President must notify the Board of Directors and schedule a date for the Special Meeting within three (3) days following the receipt of such written notice. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members. Notice of such meeting shall be made within twenty-four (24) hours of its scheduling, but prior to the scheduled meeting. Email is sufficient for the special meeting request and board notice. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting, and by whom it was called.

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Section 5: Quorum

The presence in person of a majority Board Members shall be necessary to constitute a quorum and shall be necessary to conduct the business of the League at any official Board meeting. A lesser number may adjourn the meeting for a period of not more than two weeks from the date scheduled by these bylaws and the Board shall cause a notice of this scheduled meeting to be sent to all Board Members who were not present at the meeting originally called.

Section 6: Voting

Only Board Members shall be entitled to vote at meetings of the League, except for the election of Board Members at the Annual Meeting for which Voting Members will also be entitled to vote. At all meetings, except for the election of Board Members, all votes shall be by voice or raised hand. Voting may also take place electronically, via email, at the discretion of the President, except in the case of election of Directors. At the discretion of the President, or by vote of the majority of the Board of Directors, a paper ballot may be employed for any vote. For election of Board Members, a paper ballot shall be employed in any contested election. Prior to voting by ballot, the President shall appoint three (3) "Inspectors of Election" who shall collect all ballots, and in full view of the Board of Directors, shall count the ballots to determine the Member receiving the majority of votes. At the conclusion of such balloting the "Inspectors of Election" shall certify the results in writing, including the vote tally for each candidate. Ballots and the official vote tally must be kept on record and subject to review by any Regular, Voting, or Board Member for one (1) year. No "Inspector of Election" shall be a candidate for office or shall be personally interested in the question voted upon.

Section 7: Rules of Order

Robert Rules of Order may govern proceedings of all meetings, except where they conflict with the bylaws of the League and can be set aside as needed by majority vote of the Board Members present.

ARTICLE VII: MEMBERSHIP OF THE BOARD

Section 1: Board composition

Membership of the Board shall consist of the board of directors. The management of the League shall vest in the Board of Directors. The number of Directors shall be eighteen (18) as described below:

POSITION	ELECTION YEAR
(a) President	Even
(b) Vice President	Odd
(c) Administrator	Odd
(d) Treasurer	Odd
(e) Player Agent	Even
(f) Director of Certified Officials	Even
(g) Director of Youth Officials	Even
(h) Player/Coach Development Director	Odd
(i) Events Coordinator	Even
(j) Equipment Manager	Odd
(k) Travel Director	Even
(l) High School Division Representative	Odd
(m) Senior Division Representative	Odd
(n) Intermediate Division Representative	Even
(o) Junior Division Representative	Even

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(p) Cadet Division Representative	Odd
(q) Clinic Division Representative	Odd
(r) Assistant Clinic Division Representative	Even
(s) Communications Director	Even

The Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected and qualified. Members of the Executive Committee (President, Assistant President, Treasurer, Administrator, and Player Agent) cannot be held by members of the same family. Members of the same family include, husband, wife, son, daughter, domestic partners, significant others, in-laws, etc.

Section 2: Duties of the Board Members

1. President

Further, the President shall:

- a. The President shall be the chair of the Board of Directors.
- b. The President shall act as the chief executive officer of the League and shall be responsible for the enforcement and application of all rules, policies, and regulations approved by the Board of Directors.
- c. Preside over all meetings of the Board of Directors, Executive Committee, as well as meetings of the membership.
- d. Conduct the affairs of the League and execute the policies established by the Board of Directors.
- e. Present a report of the condition of the League at the Annual Meeting.
- f. Communicate to the Board of Directors such matters as he/she deems appropriate and necessary and make such suggestions as may tend to promote the welfare of the League.
- g. Be responsible for the conduct of the League in strict conformity to the policies, principles, and Rules and Regulations of the National Federation of State High School Association.
- h. Shall see all records, reports, and certificates required by law are properly kept and filed.
- i. Shall be one of the officers who may sign the checks or drafts of the organization.
- j. Have the authority to make and execute for and in the name of the League such contracts and leases that may be in the best interest of the League.
- k. Investigate complaints, irregularities, and conditions detrimental to the League and resolve such in a manner as will be in the League's best interest and to report thereon to the Board of Directors as circumstances warrant.
- l. Shall author external communications / newsletters to TBBL members and coordinate with Communications Director on dissemination across the various social media platforms.
- m. Shall maintain current board member contact information and update both forwarding and group email addresses as needed.
- n. Shall have the authority to take action on any matters not specifically enumerated in these bylaws and shall have such powers as may be reasonably construed as belonging to the chief executive of an organization.

2. Vice President

The Vice President shall:

- a. Assume the duties and responsibilities of the President if he/she is absent or disabled.
- b. Serve as the Chair of the Disciplinary Committee.
- c. Report and review all findings of the Disciplinary Committee to the Board of Directors.
- d. Shall be one of the officers who can sign the checks or drafts of the League on any and all accounts by the League.
- e. In consultation with the Town Facilities Coordinator of the Tewksbury Public Schools and appropriate gym facility coordinators, receives dates, sites, and times of all gym availability for use by the League.
- f. Assign practice and game schedules for each division and communicate such information to the appropriate Division Representatives.

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- g. Schedule all make-up, post-season, all-star, tournament, and other games associated with the League as approved by the Board of Directors.
- h. Make available unused gym time to division representatives on an equitable basis

3. Clerk

The Clerk shall:

- a. Maintain a list of all Board Members, Voting Members, and Committee Members of the League.
- b. Keep the minutes of the meetings of the Board of Directors and thereafter cause them to be stored in a secure format (digital and/or paper);
- c. Give and serve all notices to members of the League
- d. Be responsible for the maintenance of the records of the League.
- e. Present to the membership at any meetings any communication addressed to him/her as Clerk of the League.
- f. File any certificate required by any statute, federal or state.
- g. Shall conduct all correspondences not otherwise specifically delegated in connection with said members and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- h. Notify Members, Directors, Committee Members of their nomination, election, or appointment as the case may be.
- i. Working with the President, provide all League Members with a yearly meeting schedule.
- j. Be the designated CORI representative, responsible for obtaining and processing all completed CORI applications from all League head & assistant coaches, Clinic Division Volunteers, and Board Members for submission for the purpose of obtaining criminal background information.
- k. Be responsible for the safety, security, and confidentiality of all information pertaining to the CORI process including application information and reporting information as it applies to storage, transporting, and destruction of said documents and data.
- l. Maintain & provide a list of approved CORI applicants to the Board of Directors

4. Treasurer

The Treasurer shall:

- a. Shall have the care and custody of all monies belonging to the League and shall be solely responsible for such monies or securities of the League.
- b. Shall invest the monies or securities of the League as directed by the Board of Directors as shall be legal for a non-profit corporation in this state.
- c. Keep records for the receipt and disbursement of all monies and securities of the League and approve all payments from allotted funds and draw checks therefore.
- d. Render at stated periods as the Board of Directors shall determine a written account of the finances of the League and such report shall be included with the minutes of the Board of Directors of such meeting.
- e. Shall be one of the officers who shall sign checks or drafts of the League on any and all accounts owned by the League.
- f. Prepare and submit the annual budget, under the direction of the President, for submission to the Board of Directors and be responsible for the proper execution thereof.
- g. Work with accountants contracted by the League to manage all assets.
- h. Provide year-end financial report at annual meeting.
- i. Provide current financial standing at all regular meetings.
- j. Will be responsible to ensure that all league purchases follow the TBBL Purchasing Guidelines.

5. Player Agent

The Player Agent shall:

- a. Record all player transactions and maintain an accurate and up-to-date record thereof.
- b. Receive and review applications for Player Members and review the residence and age eligibility of such.
- c. Conduct the player draft and all other player transactions or selections or designate another Board Member to

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do so in his/her absence.

- d. Prepare a player draft list.
- e. Maintain a player eligibility list.
- f. Process hardship and refund requests and make a recommendation to the Board of Directors for approval
- g. Annually review registration and refund policies and modify as needed

6. Director of Certified Officials

The Director of Certified Officials shall:

- a. Recruit, assign, and arrange compensation for the certified officials for the appropriate divisions.
- b. Report to the Disciplinary Committee within forty-eight (48) hours after the end of a game all violations of Rules and other incidents worthy of comment including the disqualification of any Head Coach, Assistant Coach, or Player and the reason therefore as reported by the certified official and/or Division Representative.
- c. Report to the President any issue associated with certified officials and/or officiating with the League.
- d. Show a presence during scheduled games.
- e. Provide for the education, training, and development of Certified and Youth Officials working in the League.

7. Director of Youth Officials

The Director of Youth Officials shall:

- a. Recruit, assign, and arrange compensation for the youth officials for the appropriate divisions.
- b. Report to the Disciplinary Committee within forty-eight (48) hours after the end of a game all violations of Rules and other incidents worthy of comment including the disqualification of any Head Coach, Assistant Coach, or Player and the reason therefore as reported by the youth official and/or Division Representative.
- c. Report to the President any issue associated with youth officials and/or officiating with the League.
- d. Show a presence during scheduled games.
- e. Provide for the education, training, and development of Youth Officials working in the League.

8. Equipment Manager

The Equipment Manager shall:

- a. Arrange for the acquisition and/or purchase of needed supplies and equipment in accordance with the TBBL Purchasing Guidelines and make recommendations for purchase of same to the board of Directors.
- b. Be responsible for the issue, maintenance, and inventory of league equipment throughout the calendar year.
- c. Handle organization, ordering, and distribution of uniforms, t-shirts, and trophies for divisions as appropriate.

9. Player & Coach Development Director

The Player & Coach Development Director shall:

- a. Organize, schedule, and conduct training sessions for League coaches to promote their improvement as youth coaches.
- b. Organize, schedule, and conduct skills clinics for League Player Members to promote their development as basketball players.
- c. Work with the Board of Directors to develop an age-appropriate basketball curriculum to provide consistent development of League coaches and players.
- d. Research and make recommendation for procurement of training tools for players and coaches

10. Events Coordinator

The Events Coordinator shall:

- a. Organize and facilitate the fundraising efforts of the League.
- b. Work with the Board of Directors to organize and facilitate the hosting of all tournaments and other special

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events sponsored by the League, including the annual board/alumni event to recognize retiring board members

- c. Be the primary liaison to external parties in organizing events
- d. Be the primary liaison in organizing team photos

11. Travel Director

The Travel Director shall:

- a. Act as a liaison between the Board of Directors and Head Coaches within the League Travel program.
- b. Hold coaches' meetings as necessary to update the coaches in the program with relevant information including, but not limited to rules, policies, and program details.
- c. Assign the practice and game time allotted to the Travel program by the Administrator to the individual teams.
- d. Act as a point of contact for parents of players in the Travel program and a liaison between said parents and the Board of Directors.
- e. Report any misconduct of any individual in the Travel program, coach or player, to the Disciplinary Committee.
- f. Attend games and practices of the individual Travel teams in order to monitor progress of the teams, their coaching staff, and the players.
- g. Serve as the Chair of the Travel Selection Committee responsible for recruiting and interviewing Travel Coaches.
- h. Serve as the Chair of the Travel Selection Committee to make recommendations for player team assignments.
- i. Be the primary liaison to hosting travel programs in a town coordinator capacity, including but not limited to attending hosting program meetings as required.
- j. Collect feedback from parents regarding coaching / season experience.

12. Division Representative (High School, Senior, Intermediate, Junior, & Cadet)

The Division Representatives shall:

- a. Act as a liaison between the Board of Directors and Head Coaches within their respective Division.
- b. Hold coaches' meetings as necessary to update the coaches in their respective Division with relevant information including, but not limited to rules, policies, and program details.
- c. Assign the practice and game time allotted to their respective Division by the Administrator to the individual teams.
- d. Act as a point of contact for parents of players in their respective Division and a liaison between said parents and the Board of Directors.
- e. Ensure coverage by a Board Member at all games of their respective Division in order to monitor progress of the teams, their coaching staff, and the players.
- f. Recruit, interview, and assign coaches for the respective division.
- g. Collect feedback from parents regarding coaching / season experience
- h. Work with coaches to provide end of year evaluations of players from their teams to be considered in the next year's draft.

13. Clinic Division Representative

The Clinic Division Representatives shall:

- a. Recruit and train volunteers to help run the clinic.
- b. Act as a point of contact for volunteers and parents of players in the Clinic Division and a liaison between said parents and the Board of Directors.
- c. Hold volunteer meetings as necessary to update them with relevant information including, but not limited to rules, policies, and program details.
- d. Ensure coverage by a Board Member or Clinic Session Lead at all sessions of the Clinic Division.

14. Assistant Clinic Division Representative

The Assistant Clinic Division Representatives shall:

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- a. Assist the Clinic Representative with the management of the Clinic Division.
- b. Assume the duties and responsibilities of the Clinic Representative if he/she is absent or disabled.

15. Communications Director

The Communications Director shall:

- a. Maintain the website for current and accurate information to include schedules, teams, game results, and upcoming events for both TBBL season and Hood Tournament.
- b. Upload pertinent forms, open and close registration.
- c. Post external content authored by board members to various social media platforms
- d. Post external content authored by board members (e.g. TBBL newsletters, announcements for league activities such as board meetings, tryouts, registrations, third-party supported event flyers, etc.) to the website and various social media platforms
- e. Shall have the primary role of responding to inquiries which are received via the TBBL main email account.
- f. Disseminate information to local newspapers, the community, and other interested parties as necessary to maintain a positive public perception of the League.

Section 3: Nomination & Eligibility of Directors

The names of candidates for election to Board of Director positions identified in the foregoing Section 2 shall be placed in nomination at the Annual Meeting. Members interested in a position on the Board of Directors shall notify a member of the Board of Directors and will be eligible for nomination at the Annual Meeting based on the following criteria:

1. Potential candidates must complete an application for a position on the Board of Directors two (2) weeks before the Annual Meeting.
2. Candidates must complete an interview with the Board of Directors at a meeting prior to the Annual Meeting
3. Eligibility is subject to passing a CORI background check
4. Eligible candidates must indicate the position(s) they are interested in at least seventy-two (72) hours prior to the scheduled start of the Annual Meeting
5. Current Board Members who wish to be placed into nomination for a different position must resign their current position upon successful election to the new position.
6. A candidate must serve at least one (1) full 2-year term as a Board member or must obtain approval of 75% of the Board members present in a duly held meeting or 75% of the entire Board if done via email for his/her nomination before becoming eligible to serve as League President

Section 4: Election & Term

All elections of Directors shall be by majority vote of all Board & Voting Members present at the Annual Meeting. The term of office for all Board Members shall be for two (2) years, except in cases where a vacancy is being filled, where that Director shall be subject to re-election at the conclusion of the previous Director's end of term. The League President may not serve more than 3 consecutive full terms at that position, unless a majority of the Board approves his/her nomination for an additional term.

Section 5: Vacancies

If any vacancy occurs in the Board of Directors by death, resignation or otherwise, such vacancy shall be filled as soon as possible by a majority vote of the remaining Board Members at the next regular meeting or at a Special meeting called for the purpose. Notification of said vacancy must be made to all Regular Members at least two (2) weeks prior to the meeting where the vote will occur. Email or website posting is sufficient for this notice. Candidates to fill the open seat must be placed into nomination by a current Board Member and shall be subject to passing a CORI background check. Vacancies filled in this manner will serve until the following Annual Meeting at which time the vacancy will be filled by vote of the Board in accordance with Section 3: Nomination & Eligibility of Directors. Vacancies will be filled to serve out the current term.

Section 6: Duties & Powers

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The Board of Directors shall have the following authority and responsibility:

1. The Board of Directors shall have the authority to appoint such standing committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.
2. The Board may adopt such rules and regulations for the conduct and management of the League as it may deem proper.
3. The Board shall have the authority by a 2/3 vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Official, or Member in accordance with the procedure set forth in Article III, Section 3 herein.
4. Board Members are expected to attend and participate in regular meetings of the Board of Directors. Excessive absences, as defined by being absent from a majority of regular meetings, from said meetings can be grounds for termination.
5. The Board of Directors shall have the control and management of the affairs and business of this organization. The Board of Directors is responsible for overall policy and direction of the association, and may delegate responsibility of day-to-day operations to appointed sub-committees.
6. The Board of Directors can create member-at-large positions as needed to support or enhance the program. These positions may only be created for the current season, may or may not be granted voting rights, and will expire at the annual meeting.

Section 7: Compensation of Members

No member shall for reason of his/her position be entitled to receive any salary or compensation. However, nothing herein shall be construed to prevent any member from receiving compensation from the League for services provided separate from their role as a member (officiating games, etc.).

ARTICLE VIII: FINANCE AND ACCOUNTING

Section 1: Finance

The Board of Directors shall decide all matters pertaining to the finances of the League and it shall place all income in a common league treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2: Contributions

The League shall not permit the contribution of funds or property to individual teams or players that would, in the determination of the Board give significant competitive advantage to the recipients. The Board of Directors will determine approval and method to solicit and disburse contributions for the common treasury.

Section 3: Fiscal Year

The fiscal year of the League shall begin on the first day of June and shall end on the last day of May.

Section 4: Scholarships

The League will target to award a minimum of \$2,500 in scholarships each year, contingent on annual scholarship fundraising proceeds. Scholarships will be awarded based on reviews of applications by the Scholarship Committee and approval by the Board of Directors. Scholarships will be named as follows:

1. The James G. Medonca, Jr. Memorial Scholarship
2. The Edward P. Sullivan Memorial Scholarship
This scholarship is given in memoriam of Edward P. Sullivan. Ed was a dedicated member of League and a champion of youth sports throughout our community. As a coach and board member in the League, Ed dedicated countless hours to the League and the boys that participated in it. The recipient of this award should have demonstrated not only academic excellence, but also significant participation in the League.
3. The Tewksbury Boys Basketball Scholarship
These scholarships may be given based on the number of quality applicants. Recipients must have demonstrated

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significant participation or volunteerism in the League. One of the scholarships will be named the Board Member Service Award, in honor of those board members who are departing at the end of the season.

Section 5: Salaries

The Board of Directors shall hire and fix the compensation of any and all independent contractors, which they in their discretion may determine to be necessary for the conduct of the business of the League.

ARTICLE IX: CONFLICTS OF INTEREST

Section 1: Purpose

The purpose of the Conflict of Interest Policy is to protect the League as a tax exempt organization when it contemplates entering into a transaction or agreement that might benefit the private interest of any member of the League or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any relevant state and federal laws.

Section 2: Definitions

1. **Interested Person** – Any Board Member or member of a committee with powers delegated by the Board of Directors, who has a direct or indirect financial interest, as defined, is an interested person.
2. **Financial Interest** – A person has a financial interest if the person has directly or indirectly, through business, investment, or family:
 - a. An ownership or investment in any entity with which the League has a transaction or arrangement.
 - b. A compensation arrangement with the League or with any entity or individual with which the League has a transaction or arrangement.
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the League is negotiating a transaction or arrangement.
3. **Compensation** – A direct or indirect remuneration as well as gifts or favors that are not insubstantial.

Section 3: Procedures

1. **Duty to Disclose** – In connection with any actual or possible conflict of interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Director and members of committees with the governing board delegated powers considering the proposed transactions or arrangement. In addition, each Board Member must fill out an appropriate Conflict of Interest Form annually.
2. **Determining Whether a Conflict of Interest Exist:** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest:** An interested person may make a presentation at the governing board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the governing board, if appropriate, appoints a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board shall determine whether the League can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstance not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the League's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transactions arrangement.

ARTICLE X: COMMITTEES

Section 1: Creation and Duration

All committees of this organization shall be appointed by the President or by vote of the Board of Directors and their term

of office shall be for a period of one year or less if sooner terminated by the action of the President or Board of Directors.

Section 2: Permanent Committees

The League shall maintain four (4) permanent committees to conduct specific annual duties:

1. Executive Committee

The Executive Committee shall be composed of the President, Vice President, Clerk, Treasurer, and the Player Agent and two “at-large” members nominated and appointed by the Board of Directors. The Executive Committee shall have the following authority and responsibilities:

- a. Shall have the power and authority of the Board of Directors in the intervals between meetings of the Board of Directors, except for the power to amend the Articles of Incorporation and Bylaws.
- b. Develop and review fiscal procedures, fundraising plan, and annual budget with the relevant Board members.
- c. Develop, review, and execute all policies of the League not otherwise specifically delegated to a specific Committee or Officer.
- d. All decisions made by the Executive Committee must be reviewed and approved at the next Regular or Special Board Meeting by those in attendance.

2. Disciplinary Committee (DC)

The Disciplinary Committee (DC) shall be composed of the Vice President (committee chair), Player Agent, Director of Certified Officials, Director of Junior Officials, and (2) two “at-large” members nominated and appointed by the Board of Directors. The DC shall have the following authority and responsibilities:

- a. Be responsible for reviewing, updating and publishing a Code of Conduct for the League each year;
- b. Be responsible for investigating and taking action on any reports of player, coach, or member misconduct as described below.
- c. Report any findings or actions taken to the Board of Directors
- d. **Disciplinary Committee Procedures:** All concerns and rule violations are to be reported to the appropriate Division Representative prior to official committee action which will only be taken should the issue not be resolved satisfactorily to all involved parties as follows:
 - i. The Division Representative will investigate the nature of the concern and work towards a resolution.
 - ii. If the issue cannot be resolved by the Division Representative, the Disciplinary Committee will be engaged to further investigate and make a determination of action if any.
 - iii. All facts and documents related to the issue will be reviewed by the committee to determine what action and or recommendation should be taken.
 - iv. The Committee can determine that the proposed action or recommendation made by the Division Representative was appropriate and that will conclude the investigation and close the issue.
 - v. If the Committee determines that further review is necessary, the Division Representative and interested parties will be notified that the Committee will take responsibility for the resolution of the issue.
 - vi. At the conclusion of the review the Committee will notify the Division Representative and the interested parties of their action, which could include disciplinary action for those involved.
 - vii. The Committee will present its decision to the Board of Directors at their next regular meeting.
- e. Anyone who has been disciplined by the Disciplinary Committee can appeal that decision by submitting a request for review to the President and the appropriate Division Representative within 48 hours of the notification by the DC, stating their grounds for the appeal. A special meeting of the Board of Directors will be called to hear the appeal at which the subject of the discipline can petition the Board to modify or overturn the decision. A 2/3 vote of Board Members present is required to overturn or modify a decision of the Disciplinary Committee.

3. Travel Selection Committee

The Travel Selection Committee shall be composed of the Travel Director (committee chair) and (8) eight “at-large” including non-board members, approved by the Board of Directors. The Travel Selection Committee shall have the following authority and responsibilities:

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- a. Conduct the evaluation and selection of travel coaches and players according to the Travel Selection Policy.
- b. Be responsible for running travel try outs and conducting player evaluations respective to team placement.
- c. Attend games during the season to evaluate players and potential coaches.
- d. Perform travel coach interviews.
- e. Make a recommendation to the Board of Directors regarding the number of travel teams at each grade level, head coaches for each team, and travel league and division placement.

4. Scholarship Committee

- a. Modify the league scholarship application on an annual basis as needed
- b. Act as the liaison between the schools and the league to understand timelines, process and requirements for each school
- c. Promote the scholarship offerings via the league website, emails, Twitter, etc.
- d. Collect & review scholarship allocations
- e. Make scholarship recommendations to the board

ARTICLE XI: FEES & REGISTRATION

Section 1: Registration Process

All Player Members must register by a deadline set by the Board of Directors to allow a fair and equitable draft process for each division. The registration deadline will be set as defined in the League Registration Policy. Late registrations are not permitted in the Travel program. Player Members who register late for the In-town program will be charged a late fee and placed on a waitlist. Players will be moved from the waitlist to a team subject to roster space availability and the discretion of the Board of Directors.

Section 2: Registration Fees

The Board of Directors will set an appropriate registration fee to cover the costs of League operations. All Player Members must pay the designated fee prior to participating in any League activity. The Board of Directors may grant a partial or full waiver of fees for the In-Town program in the case of demonstrated need as described in the League Registration Policy.

ARTICLE XII: IN-TOWN PROGRAM

Section 1: Division Composition

The In-town Program will be comprised of multiple divisions as follows:

1. Clinic Division comprised of boys and girls in kindergarten and first grade
2. Cadet Division comprised of boys in the second grade
3. Junior Division comprised of boys in the third and fourth grade
4. Intermediate Division comprised of boys in the fifth and sixth grade
5. Senior Division comprised of boys in the seventh and eighth grade
6. High School Division comprised of boys in the ninth, tenth, eleventh, and twelfth grade

The playing division for each Player Member will be determined by the child's grade as of September of the current league year. Upon receipt of a written request (email is sufficient for this notice) by a parent or guardian, the Board of Directors may at their discretion place a child in an in-town division below their school grade level in consideration of player safety, competitive level, and other relevant considerations.

Section 2: Team Composition

In order to maximize playing time for all players, the following roster sizes are ideal:

Division	Ideal Roster Size
Junior, Intermediate, & Senior	10
Cadet Division	8

High School Division	8
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1. Roster sizes in a given division are dependent on the enrollment at that level and will be set by the Board of Directors prior to the draft.
2. No team will have more than one (1) more player than any other team in that division.
3. After the draft for each division, players added to teams from the waitlist will be done at the discretion of the Player Agent in consultation with the appropriate Division Representative in order to maintain competitive balance.
4. Should a player become unable or unwilling to complete the season, an eligible player from the waiting list for that division, should it exist, will be added to the roster.
5. Should a player have more than three (3) unexcused absences from scheduled team events, the Head Coach must notify the Division Representative. The Division Representative shall verify the absences with the player's family to ascertain the reason for their absences and to determine their desire or ability to continue their participation in the League
 - a. If the player desires to continue their participation in the League, the Division Representative will notify the player's family that anticipated absences from games and practices are to be communicated to the Head Coach prior to the event. Further unexcused absences may result in the Disciplinary Committee taking action.
 - b. If the player does not wish to continue their participation in the League, the Division Representative will obtain notification in writing from the player's parent or legal guardian and notify the Head Coach that the player has been removed from the team's roster. If there are eligible players on the waiting list for that division, the Player Agent shall assign that player to the team's roster.

Section 3: League Rules

The League will follow the Official Playing Rules & Regulations as published by the National Federation of State High Schools Association and the Massachusetts Interscholastic Athletic Association except where modified by local rules. Local rules will be reviewed and published by the Board of Directors for each Division prior to the draft for that division.

ARTICLE XIII: TRAVEL PROGRAM

Section 1: Composition

Travel teams will be constituted on a grade-by-grade basis depending on the number of eligible players as determined by the Travel Selection Committee, and approved by the Board of Directors.

Section 2: Host Travel Leagues

The Board of Directors, based on recommendations of the Travel Director and in consultation with the Head Coach of each team will determine the most appropriate Hosting League and division placement for each travel team. League selection will be based on the competitive level of the team in question and the Hosting League under consideration as well as distance to most away games, cost of team enrollment, and other considerations deemed appropriate by the Board of Directors.

Section 3: Teams

Roster size will be determined by the Board of Directors based on recommendations of the Travel Selection Committee. Roster size will be subject to the minimum and maximum size as determined by the Hosting Travel League Rules. Should a player become unable or unwilling to participate on a travel team, the roster slot may be filled from a list of previously unselected eligible players or current travel players. Addition of replacement players will be done only with approval of the Head Coach, subject of the Host League rules, and with the approval of the Board of Directors.

Section 4: Playing Time

Given the competitive nature of Travel basketball, equal playing time is not possible. Coaches will make every effort to maximize the playing time for all players while maintaining the competitiveness of their team. Each player must play a minimum of four (4) minutes per game and must appear in each half of the game.

Section 5: Tournaments

The League will provide the resources necessary for each travel team to participate in a minimum of one (1) tournament throughout the year. This includes the Hood Tournament organized and conducted each November by the League each year. Annually, the Board of Directors will have discretion to determine the number of additional tournaments that will be covered by the League based on available funding. Any tournaments above the number designated by the League are permissible, but all costs for such participation will rest with the families and players of that particular team. Outside sponsorship of a League travel team to tournaments are generally not permissible but may be considered by the Board of Directors in extraordinary situations.

ARTICLE XIV: COACHES

Section 1: Eligibility

Head and Assistant Coaches must meet minimum age requirements determined by the Board of Directors, subject to any minimum age policies of the insurance policy held by the League. In addition, each coach must pass a CORI background check prior to appointment.

Section 2: Appointment

Head Coaches, Assistant Coaches, and Clinic Volunteers will be approved by the Board of Directors based on recommendations of the appropriate Division Representative.

Section 3: Responsibilities

The Head Coaches represent the most direct contact between the players and their families and the League. As such it is imperative that the Head Coach and any assistants acting on his/her behalf must maintain an appropriate level of professionalism in all League-sponsored events. The Head Coach has the following responsibilities:

1. A coach must be present at the gym prior to the arrival of the first team member. No coach under the age of 21 will supervise any activity absent another coach that meets the League minimum age requirements.
2. The Head Coach takes full responsibility for the actions of his/her players, assistant coaches, and parents/guardians of his players.
3. The Head Coach or an Assistant Coach will remain at the gym at all times until the last player leaves.
4. The Head Coach will report any damage found to any Facility or Town property to the Division Representative. The Division Representative will report that damage to the President and/or Board of Directors and the Facility Coordinator will be notified in writing (email is sufficient for this notification).
5. The Head Coach shall insure that no equipment in any gym is used unless it directly pertains to basketball.
6. The Head Coach and any Assistant Coaches will exhibit good sportsmanship and be aware of their position as a role model in their conduct towards players, parents, officials, coaches, Board members, and any other person associated with the League.
7. The Head Coach shall inform parents and do their best to insure that players and siblings are not accessing areas of the schools / facilities other than those designated for league use.

ARTICLE XV: DISSOLUTION

A motion to dissolve the League must be ratified at the annual meeting by a two-thirds (2/3) vote of all current Board Members. Upon dissolution, any remaining funds (after all outstanding debts and claims have been satisfied), equipment and/or assets, are to be donated to an existing recognized youth organization in the Town of Tewksbury consistent with section 501 (c)(3) of the Internal Revenue Code.

ARTICLE XVI: AMENDMENTS


These Bylaws may be amended, replaced or altered in whole or in part by a two-thirds (2/3) vote of the members voting at

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any Regular Meeting of the Board of Directors, or any meeting specifically called for the purpose of amending said Bylaws, provided however, notice of such proposed change is given in a timely manner and such proposed change is included in the notice of such meeting. Any amendments approved during the course of the year must be ratified by a two-thirds (2/3) vote of the Board Members voting at the next Annual Meeting to become permanent.

Certification:

These Bylaws were approved at a meeting of the Board of Directors by a two-thirds (2/3) majority vote of those Board Members in attendance, on

 8/6/2014

Bruce Panilaitis, Administrator Date

And ratified by a two-thirds (2/3) majority vote of those Board Members in attendance at the 2015 Annual Meeting.

6/3/2015

Bruce Panilaitis, Administrator Date

All amendments validated by the Board of Directors at a duly called Annual Meeting since the adoption of these bylaws are listed below:

May 10, 2017 – ARTICLE VII, Section 2 was amended as follows:

- The roles of President, Vice President, and Clerk (formerly known as Administrator) were modified with regards to their specific responsibilities

May 2, 2018 – A number of amendments were approved:

- ARTICLE VII: Section 3 was amended with regards to the eligibility of a member to seek the office of President.
- ARTICLE X: Section 2, Item 1 was amended to explicitly place the responsibility of policy development with the Executive Committee
- ARTICLE X: Section 2, Item 2 was amended as follows:
 - The membership of the Disciplinary Committee was modified to make the Director of Junior Officials a standing member and the number of “at-large” members was reduced to two instead of three.
 - The details of Code of Conduct and Enforcement were removed from the Bylaws and left to the Code of Conduct Policy approved in March 2018, subject to annual review of the Disciplinary Committee and approval by the Board of Directors.
- ARTICLE X: Section 2, Item 3 was amended to add an explicit reference to the Travel Selection Policy and minor language updates were made to this section

May 22, 2019 - ARTICLE VII: Membership of the Board, Section 2 was amended as follows:

- The roles of Treasurer and Clerk were modified with regards to their specific responsibilities.

May 11, 2022 – A number of amendments were approved:

- ARTICLE VII: Membership of the Board, Section 1 was amended with regards to the creation of the role of Communications Director.
- ARTICLE VII: Membership of the Board, Section 2 was amended as follows:
 - The roles of President, Clerk, Events Coordinator, Clinic Division Representative and Communications Director was modified with regards to their specific responsibilities.
- ARTICLE VIII: Finance and Accounting, Section 4 was amended to name one of the TBBL Scholarships the Board Member Service Award.

April 5, 2023 – A number of amendments were approved:

- ARTICLE XIII: Travel Program, Section 5 was amended with regards to the number of travel tournaments covered by TBBL to a minimum of one per season with the BOD’s discretion to fund additional tournaments.
- ARTICLE V: Meetings, Section 1 was amended to change the timing of the TBBL Annual Meeting from May or June to April or May.