## BY-LAWS

## ARTICLE I

## Name and Principle Office

The name of the organization is Brookwood Basketball Association (BBA). The Association is headquartered in Snellville, Georgia.

## ARTICLE II

## Purpose

The purpose of the Brookwood Basketball Association, Inc. (hereinafter "BBA" or "League") is to organize and efficiently manage a recreational basketball program that provides a high level opportunity to learn the game of basketball for all participants.

The League's goal is to ensure that each participant learns sound basketball skills, techniques and strategies; with an emphasis on having fun, working hard, and showing great sportsmanship.

The League promotes using safe facilities and equipment in all of its practices and games. In addition, BBA promotes proper behavior of participants, coaches and spectators as covered by the code of conduct.

## ARTICLE III

## Executive Board of Directors (Officers)

Section 1 - Number of Officers: The elected officers and directors of BBA shall consist of at least one President (or Co-Presidents); Vice President (or Co-Vice Presidents) if there are not Co-Presidents elected; Secretary, Treasurer, and Scheduler. Any President or Co-President will have served on the BBA Board for a term of at least one year prior to becoming President or Co-President.

Section 2 -Officer's term: Each Officer shall serve for two years following the election of the Executive Board of Directors.

Section 3 - Quorum: In order to have a proper quorum, there must be at least three Officers present at the meeting.

## Article IV

Duties of Executive Board of Directors (Officers)

President (or Co-Presidents): Shall guide the League in executing its responsibilities and commitments. The President shall preside at all meetings, called committees/ meetings, and any general membership meetings. The President shall direct all activities of the elected officers and all committees.

Vice President: Shall only be elected if there are no Co-Presidents elected. If the League has elected CoPresidents, then a Vice President is not necessary unless so deemed by the officers of the League. If there is an elected vice-president, his/her duties are to assist the President in carrying out his/her duties. He/she shall carry out the duties of the President in his/her absence in the manner as outlined by the President and
described above under duties of the president. Likewise, the Vice President shall assume the duties of the President should the president leave office for any reason. Unless he/she refuses to take over the President's duties, then the Officers and Directors shall elect a new President (or Co-President) until the next scheduled election.

Treasurer: Shall maintain and account for the funds of the League. He/she shall collect registration fees and pay League expenses. $\mathrm{He} /$ she is to maintain financial statements as appropriate for the League and present a statement of income and expenses at the Biennial Meeting. He/she shall provide a financial report to all Officers and Directors within 10 days of a written request and at each Board meeting.

Secretary: Shall be the custodian of all records of the League. He/she is to maintain all records of the League. The Secretary, in conjunction with the Treasurer, will oversee making sure all financial record keeping is up-to-date and necessary legal documents are filed with the State of Georgia and Internal Revenue Service for the purpose of maintaining the non-profit status of the League (if/ when the Board decides to pursue non-profit status).

Scheduler: Shall create and maintain practice schedules for recreational and travel leagues. He/she shall create and maintain games schedules for recreational leagues. $\mathrm{He} /$ she shall be the primary point of contact with facilities managers at BBA contracted gymnasiums. He/she shall work with league directors if practices and/or games need to be rescheduled.

## Article V <br> Election of Executive Board of Directors (Officers)

The Executive Board of Directors (Officers) shall serve 2-year terms and election of Officers shall be held in March of each year. The entire BBA Board shall vote in Officer elections. Officers can serve more than one term if so desired and duly elected.

Terms shall end on March $31^{\text {st }}$ and begin on April $1^{\text {st }}$ of each year.

## ARTICLE VI <br> Duties of League Directors

League Directors: Directors shall actively participate in and strive to attend mandatory BBA Board Meetings.

League Directors are members of the BBA Board.

Directors shall seek out and solicit volunteer coaches for their leagues. Each director shall submit a recommended list of coaches to the Executive Board to be approved for the coach selection following registration.

Directors shall attend any coach's clinic and assist their coaches to become prepared to help each participant have a positive experience in the League.

Directors are to oversee and ensure their league draft or team selection process. Leagues may draft or select team (based on vote of the current coaches) is conducted in a fair, consistent, and positive manner for all coaches and players.
$\mathrm{He} /$ she shall work hard to provide quick and accurate communications to their league coaches.

Directors will serve as point of contact for any issues during games in their league. Directors will present to open and close gyms on game days. Directors will be responsible for making sure all gyms have game balls and scorebooks on game days.

## ARTICLE VII

Appointed Positions

All appointed positions such as Directors, Coordinators, or temporary Volunteers for any position(s) deemed necessary and vital to the operations of the League shall serve the League at the pleasure of the Executive Board. All such positions will be appointed by the Executive Board upon majority vote of the current board members.

## ARTICLE VIII

Executive Board of Directors \& Board of Directors

The Board of Directors (hereinafter "Board") shall consist of all current elected Officers (Executive Board), the President Emeritus, League Directors, and any appointed positions.

The Executive Board of Directors (hereinafter "Executive Board") shall consist of all current elected officers and the President Emeritus.

The President (or Co-Presidents) shall serve as Chairman of the Board.

It is the duty of the Board of Directors to settle any and all significant problems that might arise within the League. Also, the Board shall also set policy for the League in all aspects in dealing with vendors, coaches, referees and scorekeepers.

The Executive Board of Directors shall decide on all significant expenditures and contracts entered into on behalf of BBA. The Executive Board of Directors shall also deal with any and all significant aspects of running the day-to-day affairs of the League that are not outlined above.

Approval of the Board and Executive Board is a majority vote on all significant business decisions.

## ARTICLE IX <br> Participants and/or Membership

Any individual who is within the ages set out by the Officers of BBA will be invited to become a member (participant) in the League. A Member is any person that has paid a registration fee to the BBA in the previous 12 months.

The League will not discriminate against any individual based upon sex, religion, race or ethnicity. If a prospective participant suffers from a physical or mental disability, each individual will be evaluated by the League to ensure that the individual's participation will not be harmful to him/her or other participants. The League will work hard to provide a safe and positive experience for all participants.

## ARTICLE X

Meetings

A meeting of the Members for the election of Executive Officers shall be held at least biennially (hereinafter Biennial Meeting) once every other year.

Special meetings of the general membership may be called for any lawful purpose by:

1. any Member provided fifty percent of the active Members in good standing so indicate (by a signed petition),
2. the President, or
3. three or more Officers.

Public notices of the time and place of the Biennial Meeting of the BBA or special meetings shall be given not less than ten days prior to the date set for such meeting. Public notice shall include the publication of the meeting date, place, and time in Gwinnett County. A mass email to the Membership on file will suffice as notification. Voting shall be by majority vote cast in person. No proxy voting shall be allowed.

Special meeting of the Board or Executive Board may be called by the President or by a majority of the Board, upon notice to all members of the Board.

## ARTICLE XI

Director and Member Inspection Rights

The Directors, Officers or Members with signed petition of $25 \%$ of active members will have the ability to inspect the financial records of the League upon 30 day written notice to the Secretary, Treasurer, and President. Financial records will also be presented at every Biennial Meeting.

## ARTICLE XII

Tax Provisions

BBA is currently not a non-profit tax-exempt corporation. The BBA Executive Board and Board of Directors reserves the right to research and notify the Membership of its progress and/ or decision to seek non-profit status.

## ARTICLE XIII

In-Effect

In-Effect: These by-laws will be in effect upon passage by the Executive Board and Board of Directors of the BBA.

## ARTICLE XIV

## Amendments

Amendments: Amendments to the League's by-laws shall be effectuated affect after the approval of twothirds vote of the Board of Directors in a properly called meeting by the Board or during an election.

## ARTICLE XV

Indemnification: There shall be a right of indemnification to be paid by the BBA to any person who has served as an Officer, Director or League Director of the BBA for any expense of litigation, or any amount of judgment or settlement to the fullest extent allowed by law.

BBA will maintain insurance coverage for this purpose.

## APPROVAL BY THE OFFICERS AND BOARD OF DIRECTORS

These amendments to the by-laws of the Brookwood Basketball Association, Inc. have been duly approved by the Executive Board of Directors.

