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TANEYTOWN AREA YOUTH BASKETBALL (TAYB) CONSTITUTION AND BY-LAWS

ARTICLE I NAME

- SECTION 1. The Name of this organization shall be the Taneytown Area Youth Basketball (TAYB)
- SECTION 2. This organization shall be and hereby is affiliated with the city of Taneytown, belong to the Taneytown Athletic Youth Association and Carroll County Department of Recreation and Parks in accordance with the laws and agreements governing public recreation in Carroll County and the state of Maryland and is subject to those laws and agreements, in so far as they effect and prescribe the functions of the local organization.
- SECTION 3. Should this Council dissolve, its' assets will be distributed to the Taneytown Athletic Youth Association.

ARTICLE II PURPOSE

- SECTION 1. The purpose of this Basketball Program is to develop children with proper techniques, skills, and to participate in all levels of play for the youth of the area.

ARTICLE III MEMBERSHIP AND VOTING REQUIREMENTS

- SECTION 1. Membership shall be open to any person with an interest of the TAYB and will be subjected to the Constitution and By-Laws of this program.
- SECTION 2. A requirement of attendance of three of the previous five meetings must be met in order to be a member eligible to vote in any TAYB affairs.
- SECTION 3. A minimum of four board members must be present during any vote.

SECTION 4. Executive Board members may utilize electronic means (i.e. Email) to vote on issues as requested by the TAYB President.

ARTICLE IV ELECTION of OFFICERS

- SECTION 1. The Executive Board of the TAYB shall consist of the President, Vice President, Secretary, Treasurer, Clinic thru Second Grade Division Coordinator, Third and Fourth Division Coordinator, and a Fifth thru Eighth Division In-House Coordinator, Travel Coordinator.
- SECTION 2. The President, Vice President, Secretary, and Treasurer shall be elected by the voting membership. Nominations will be held at the March meeting and elections at the April meeting. Only those people who have attained voting membership status as stated in Article III Section 2 may be elected to office. Term will run May 1st to April 30th.
- SECTION 3. Division Coordinators shall be appointed by the Executive Board during the June or July meeting and approved by the voting membership no later than the August meeting. Division Coordinator term will run from August 1st to July 31st.
- SECTION 4. All vacancies for any reason shall be filled by appointments by the President for the balance of the term of office. All appointments are subject to approval of the TAYB members at the next regularly scheduled meeting.

ARTICLE V DUTIES of OFFICERS

- SECTION 1. The President shall preside at meetings of the TAYB and of the Executive Board.
- SECTION 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence. The Vice President shall be the delegate to the Taneytown Athletic Youth Association meeting. The Vice President shall be responsible to setup registrations for the season. Record all player transactions and maintain an accurate and up-to-date record thereof. Receive and review applications for player candidates and check residence and age eligibility. Prepare the player agent's list including uniform information. Perform and validate background checks on all volunteers. Assist with trophy and uniform orders.

SECTION 3. The Secretary shall record the minutes of all meetings of the TAYB and the Executive Board and submit copies of all minutes to the city of Taneytown Recreation Director. The Secretary shall maintain the official register or roll of members and officers and their attendance at the TAYB meetings, answer and initiate correspondence in accordance with the directions resulting from a regular or special meeting, report sickness / death of members and send appropriate card / flora remembrance for members as directed by the TAYB.

SECTION 4. The Treasurer shall have custody of all funds of the TAYB, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with authorization by the TAYB. The Treasurer shall present a written financial statement at each TAYB meeting.

SECTION 6. The newly appointed board within two months of taking office must conduct a yearly audit of the finances and review this constitution and by-laws.

SECTION 7. Duties of the Division Coordinators

The Clinic - 2nd Grade, 3rd - 4th Grade Coordinator, 5th-8th Grade Coordinator, and Travel Coordinator Duties shall consist of the following:

- Attend monthly meetings and any scheduled board meetings
- Schedule and coordinate tryouts and drafts as needed.
- Select necessary coaches for all teams
- Assist in the process of obtaining background checks on all coaches and assistants
- Must review and make any necessary updates to the Coaches Rules of Behavior prior to season.
- Setup a coaches meeting prior to season and discuss league rules, schedules, handout the Coaches Rules of Behavior
- Distribute all equipment (basketballs, 1st aid kits, pinnies, scorebooks, uniforms, etc.)
- Assist with Photo Day
- Determine schedules and hand out
- Schedule all practice and games at facilities
- Investigate any problems at schools
- Keep all coaches up to date on any information that has changed
- Liaison between coaches and board
- Schedule end of the season banquets and trophies
- Collect all equipment and prepare a report for equipment needed for the following year

- Any other duties assigned by the board and or president related to division
- Must review and make any necessary updates to the Coaches Rules of Behavior prior to season.

ARTICLE VI FINANCES

SECTION 1. The TAYB fiscal year shall run from May 1st to April 30th.

SECTION 2. All checks, drafts or orders of payment of money issued in the name of the TAYB must be signed by the Treasurer, President and/or the Vice President.

ARTICLE VII INTERNAL APPEALS

SECTION 1. All disagreements and disputes raised by the TAYB members or programs must be presented to the Executive Board of the TAYB for a ruling before contacting the Taneytown Athletic Youth Association.

ARTICLE VIII MEETINGS

SECTION 1. Executive Board meetings can be called at anytime by the President of the TAYB to discuss any issue.

SECTION 2. The TAYB holds its regular meeting on the first Wednesday of each month. Meetings start at 7 p.m.

ARTICLE IX QUORUM

SECTION 1. The quorum at any regular or properly called meeting consists of a minimum of five voting members in attendance. A minimum of four board members and one individual meeting the voting requirements as specified in Article III. President of TAYB will get a vote as well.

ARTICLE X AMENDMENTS

SECTION 1. This constitution and it's by-laws may be amended by the Executive Board within two months of taking office or at anytime throughout the year at a TAYB meeting by quorum as stated in Article IX. Written notice of the amendment(s) must be provided to all TAYB members no less than 15 days prior to the meeting that the vote is held.

ARTICLE XI RULES OF ORDER

SECTION 1. "Robert's Rules of Order" shall govern all proceedings of this organization and be present at all TAYB meetings.

ARTICLE XII CODE OF CONDUCT

SECTION 1. All Executive Board and voting membership members must abide the TAYB Constitution and By-laws.

SECTION 2. Coaches and assistants must abide the TAYB Coaching Rules of Behavior.

SECTION 3. Players must abide by the Players Code of Conduct.