

**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, and Treasurer.
- SECTION 2. The Appointed Board of the TAYB shall consist of an Equipment Manager, Clinic thru Second Grade Division Coordinator, a Third and Fourth Grade Division Coordinator, a Fifth thru Eighth Division Coordinator, a MYBA Coordinator, and a CCBL Coordinator.
- SECTION 3. The President, Vice President, Secretary, and Treasurer shall be nominated and elected by the voting membership. Nominations will be held at the March meeting and elections at the April meeting. Term will run May 1st to April 30th.
- SECTION 4. Appointed Board positions nominations shall completed by the Executive Board during the June or July meeting and approved by the voting membership no later than the August meeting. Appointed Board position terms will run from August 1st to July 31st.
- SECTION 5. 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 Duties shall consist of the following:
- Act as an aide to the President and shall perform the duties of the President in his/her absence
 - Be the delegate to the Taneytown Athletic Youth Association meeting
 - Maintain and coordinate registration events
 - Maintain the League Works software program
- SECTION 3. The Secretary Duties shall consist of the following:
- Record the minutes of all meetings of the TAYB and the Executive Board and submit copies of all minutes to the city of Taneytown Rec. Director
 - Keep a complete list of all voting members
 - The Secretary shall be required to mail or e-mail the minutes of the previous meeting to all Executive Board Members at least one week before the next meeting unless the meeting is less than two

weeks away, if less than two weeks, then copies of the minutes can be given out at the next meeting

- Perform all necessary background checks of volunteers
- Coordinate photo day activities
- 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 Duties shall consist of the following:

- 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 collect all registration fees and all other monies derived from the activities of the Association and have charge of all money of the Association.
- The Treasurer shall present a written financial statement at each TAYB meeting
- The Treasurer shall pay all bills properly passed upon and approved by the President. Checks over \$500.00 must be co-signed by the President or the Vice President and Treasurer.
- All expenses of \$150.00 or greater need to be approved by a simple majority of the Executive Board in advance.

SECTION 5. 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 6. The Equipment Manager Duties shall consist of the following:

- The Equipment Manager shall have full charge of all equipment and uniforms of TAYB.
- The Equipment Manager shall obtain bids for equipment where necessary.
- The Equipment Manager will be responsible to make sure that each team is properly equipped and uniformed for the upcoming season.
- The Equipment Manager will submit a list of equipment needed for the upcoming playing season to the Executive Board prior to that season's registration.
- The Equipment Manager will submit annually to the Executive Board, a detailed inventory of equipment.
- The Equipment Manager shall be responsible for collecting all equipment at the end of each season for inventory purposes.

SECTION 7. Duties of the Division Coordinators

The Division Coordinator Duties shall consist of the following:

- Attend monthly meetings and any scheduled board meetings
- Schedule and coordinate tryouts and drafts
- Appoint necessary coaches for all teams to be approved by the Executive Board
- Coordinate with schools and Taneytown Parks and Recs. Director to complete and submit all necessary use of facility forms throughout the season for all events
- 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
- Periodically attend practices
- 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 give to equipment manager
- CCBL and MYBA coordinators need to attend all necessary travel league meetings and report to the TAYB board any updates
- Any other duties assigned by the board and or president related to division

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 majority board members must be present. The President determines any ties.

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, Appointed 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.