

**Rebels Rebelles Basketball Association
Constitution and Bylaws**

September 2024

CONSTITUTION

I. NAME

The name of the organization shall be the Rebels Rebelles Basketball Association, herein referred to as RRBA.

II. MISSION STATEMENT

RRBA is dedicated to providing a positive, inclusive and competitive environment where players of all skill levels can develop their talents, build confidence, and cultivate a lifelong love for the game. Our mission is to empower young athletes through the game of basketball by fostering a culture of teamwork, discipline and growth. At RRBA, every player gets to have fun, compete and belong.

III. OBJECTIVES

1) To further enhance the player and family experience learning basketball through the combined efforts of the coaches, parents, athletes, and board members.

2) Work in an advisory capacity with coaches, athletes, and parents on matters including but not limited to:

a) Constitution, Policy and Procedures, and Code of Conduct,

b) Communication,

c) Registration,

d) Learning opportunities,

e) Building community opportunities.

3) To provide a forum for the discussion of matters of mutual interest or concern to the association or athletes.

4) To develop, maintain, and encourage communications between coaches, managers, parents, board members, athletes, and V&DABA (Victoria and District Amateur Basketball Association, hereafter referred to as "Night League").

5) To promote good relations between the board and our community.

6) To organize events and activities that support our basketball community such as community events, tournaments, night league games, practices, team equipment, and other opportunities.

IV. MEMBERSHIP

- 1) Parents/guardians of athletes registered with RRBA shall be members of RRBA.
- 2) Parents/guardians of athletes registered with RRBA shall be eligible to hold an elected office.
- 3) Each member shall have the right to vote at any general meeting of RRBA.

V. EXECUTIVE

1) RRBA shall be managed by a Board of the elected officers, and the elected officers of RRBA shall be

- a) President, who
 - i) Shall plan, convene and preside at all general and board meetings;
 - ii) Shall be the official spokesperson on behalf of RRBA;
 - iii) Shall consult with members of RRBA as needed;
 - iv) Shall consult with Night League on behalf of the RRBA and ensure that RRBA is represented in Night League activities as appropriate;
 - v) Shall create and distribute meeting agenda in a timely manner prior to general or board meetings;
 - vi) Shall review and approve meeting minutes prior to posting on RRBA website;
 - vii) Shall review and approve communications prior to distribution to the membership;
 - viii) Shall appoint committees where authorized by the membership or board;
 - ix) Shall review monthly bank statements;
 - x) Shall provide oversight and leadership to the Treasurer, including reviewing financial activity and reports provided by the Treasurer;
 - xi) Shall provide oversight and leadership to the board and RRBA coaches and managers;
 - xii) Shall ensure that board and RRBA activities are aimed at achieving the purpose and objectives set out in the Constitution
 - xiii) Shall be a signing officer.
- b) Vice President, who
 - i) Shall support and assist the president in their duties, accepting extra duties as required;
 - ii) Shall assume the duties of the President in the President's absence or upon request; and
 - iii) Shall be a signing officer.
- c) Secretary, who

- i) Shall record notes and prepare minutes of all meetings, and submit them for the President's approval in a timely manner;
- ii) Shall ensure minutes are approved at an ensuing board meeting and posted on the RRBA website following approval;
- iii) Shall assist the President with the creation and maintenance of important documents including bylaws;
- iv) Shall attend Night League meetings when the President is not able to attend and share information from those meetings with the President, who can then share with the Board or coaches as they see fit;
- v) Shall prepare other documentation or perform other tasks as requested by the Board or President.

- d) Treasurer, who
 - i) Shall be a signing officer;
 - ii) Shall ensure the President and Vice President are set up as signing officers on the RRBA bank account as well;
 - iii) Shall ensure all RRBA funds are properly accounted for;
 - iv) Shall disburse funds as authorized by the membership or Board;
 - v) Shall ensure that proper financial records and books of account are maintained;
 - vi) Shall provide a written financial report on all receipts and disbursements at General Meetings;
 - vii) Shall prepare and submit the annual Gaming Grant application and required paperwork not later than May 15th of each year; other board members can fulfill this role on behalf of the treasurer as needed;
 - viii) Shall provide financial records and books of account available to members or regular audit upon request;
 - ix) Shall draft an annual budget with the assistance of the Board;
 - x) Shall ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence;
 - xi) Shall submit an annual financial statement at the Annual General Meeting (AGM); and
 - xii) Shall perform other tasks as requested by the Board or President.

- e) Equipment and Uniform Coordinator, who
 - i) Shall communicate with the uniform vendor prior to June each year to ensure they will be able to meet RRBA needs for the season and confirm pricing;
 - ii) Shall source new uniform vendor options as needed if original vendor is no longer available or their prices increase too high above market standard cost;
 - iii) Shall coordinate with all team managers and players for uniform ordering as needed, and coordinate with Registrar for most up to date team lists;
 - iv) Shall offer a few opportunities for players to try on various uniform sizes prior to ordering;
 - v) Shall ensure that the vendor's invoice is received and paid by the Treasurer;

vi) Shall work with supplier and board to determine what items to add to the team store and set pricing for items on online store;

vii) Shall purchase medals for all players for the end of the season;

viii) Shall perform other tasks as requested by the Board or President.

f) Community Events and Volunteer Coordinator, who

i) Shall inform coaches and team managers about basketball tournament opportunities for RRBA teams throughout the basketball season;

ii) Shall plan and manage fun outings for RRBA members throughout the basketball season with opportunities for RRBA players to interact with the players whose game they are watching as possible (for example: UVic Vikes game; Camosun Chargers game; professional basketball game);

iii) Shall communicate with the Board and work with RRBA families to coordinate volunteer activities as needed;

iv) Shall perform other tasks as requested by the Board or President.

g) Facility Coordinator, who

i) Shall coordinate annually with School District (SD) 63 and local schools (e.g., ROMS) as early as possible to book gym space for RRBA player assessments in June;

ii) Shall coordinate with SD 63 and local schools as early as possible to book practice times in their gyms for all RRBA teams for the upcoming basketball season;

iii) Shall coordinate with team coaches and managers after teams have been created about their preferred team practice days and times during time slots available at local schools;

iv) Shall share published practice gym schedules with coaches and managers to have on hand since school custodians do check these documents from time to time;

v) Shall inform coaches and managers as soon as they learn about school gym cancellations so that practices can be adjusted (e.g., new time or location) as efficiently as possible;

vi) Shall ensure that school invoices are received and paid by the Treasurer;

vii) Shall perform other tasks as requested by the Board or President.

h) Communication Coordinator, who

i) Shall post a copy of all agendas, meeting minutes, current Constitution and Bylaws, and other official, public RRBA documents on the RRBA website;

ii) Shall maintain the RRBA website;

iii) Shall ensure that official RRBA communications are published and stored on RAMP or whichever official RRBA digital communication and scheduling platform is selected each season;

iv) Shall ensure that members are notified of General Meetings and the Annual General Meeting via RAMP or whichever official RRBA digital communication and scheduling platform is selected each season;

v) Shall edit documents from board members (as needed) and distribute to RRBA membership as requested, and send simple reminders to RRBA membership about upcoming

deadlines (e.g., registration, uniforms, RRBA store, upcoming RRBA group activities, etc.);

vi) Shall monitor the RRBA email account and send to the appropriate person for a response, or respond directly as possible;

vii) Shall perform other tasks as requested by the Board or President.

i) Registrar, who

i) Shall manage the online registration system each basketball season, including ensuring the invoice is received and paid by the Treasurer;

ii) Shall ensure that all players on RRBA teams each season are registered in the a) RRBA online registration system and b) Night League online registration system;

iii) Shall ensure the Communication Coordinator has access to editing and uploading content to the RRBA website;

iv) Shall ensure the Communication Coordinator and President (as needed) have access to the messaging function within the online registration system;

v) Shall send messages as instructed to registered families via the online registration system;

vi) Shall ensure the Uniform Coordinator has access to the most up to date team lists each season;

vii) Shall perform other tasks as requested by the Board or President.

j) Member at Large, who

1) Shall serve in a capacity to be determined by the RRBA as needed.

2) Any Board position may be shared by up to two members, except for the position of Treasurer.

3) If the President is shared by two members, one or both may have signing authority.

4) Non-elected, non-voting officers of RRBA shall be

a) the immediate Past President, who shall serve in an advisory capacity to the Board as needed, and

b) the immediate Past Treasurer, who shall serve in an advisory capacity to the Board as needed.

Note that both of these positions are non-voting, even if that person's child is currently playing with the RRBA.

5) Board meetings

a) Board meeting dates and times are set by the President in coordination with the Board, and

b) Extraordinary meetings may be called by the President.

6) Vacancy on the Board

a) If any elected officer resigns during a term of office or if any elected office is not filled at the time of elections, the Board may appoint a voting member of RRBA to fill the vacancy until elections at the next General Meeting.

b) If any elected officer is temporarily unable to act during a term of office, the Board may appoint a voting member of RRBA to fill the position until the earlier of the elected officer's return or elections at the next General Meeting.

c) If an elected officer violates the Code of Conduct, members may, by a majority of 75% of the votes cast, remove that elected officer before the expiration of their term in office, and may select an eligible member (see voting process outlined in Section X) to complete the term.

VI. COMMITTEES

- 1) There are two standing committees:
 - a) The Nominating Committee who shall call for nominations around two months prior to the Annual General Meeting and annually prepare a slate of candidates for the following basketball season prior to the Annual General Meeting, and
 - b) The Constitutional Review Committee who shall review the constitution and bylaws, and make recommendations for revisions as needed, at least every year.
- 2) Other committees may be formed by the Board as required.
- 3) All committees are accountable to the Board.
- 4) Members may be appointed annually to committees by the President (after consulting with the Board), including committee chairs.
- 5) Committee chairs are responsible for the preparation and maintenance of meeting agendas and minutes.
- 6) Committee chairs shall present a written report on their yearly activity at the Annual General Meeting, and a final report earlier if their committee is dissolved.
- 7) Committee chairs are encouraged to attend each General Meeting and any special meetings called by the President.

VII. RRBA BOARD

- 1) Board terms shall take effect May 1st and end April 30th. Elected officers will make themselves available for written summaries and presentation of their Board work at the AGM following their board term. A request may also be made by the Board for an elected officer to remain in their role beyond the end of term until a new officer has been elected to take their place as needed.
- 2) Board elections shall take place at the Annual General Meeting (AGM). Board nominees shall be received at least 1 month prior to the AGM, and announced in an email 2 weeks prior to election at the AGM. Any questions for clarification regarding the nominees will be welcome at the AGM.
- 3) Elected officers of the Board will not receive remuneration from RRBA.
- 4) Elected officers of the Board will always endeavour to act and make decisions in accordance with the best interests of RRBA.

IX. BOARD MEETINGS

- 1) At least four Board Meetings will be held each basketball season from May to April.
- 2) Elected officers of the Board will attend Board Meetings.
- 3) If the RRBA President deems a Board Member to have a conflict of interest, that Member will be asked to recuse themselves from Board discussions related to the particular topic

where a conflict of interest exists. That Board Member may submit their perspective in writing to be shared by the President during the Board discussion.

- 4) Additional special meetings may be called by the Board.
- 5) Unless otherwise provided, questions arising at any meeting shall be decided by majority vote.
- 6) Except where these bylaws require otherwise, voting shall be by show of hands.
- 7) In the case of a tie vote, the motion is lost.

X. ANNUAL GENERAL MEETING

- 1) The business of an Annual General Meeting shall include the following:
 - a) Adoption of the minutes of the previous Annual General Meeting of RRBA;
 - b) Presentation of reports from the elected officers of the Board and heads of committees;
 - c) General business;
 - d) Election of Board officers for the following school year;
 - e) Voting for Board officers will be done by secret ballot when more than one person is nominated for a position.
- 2) The Annual General Meeting shall be held in April on a date determined by the board.
- 3) All voting members of RRBA are welcome to join the Annual General Meeting.
- 4) Unless otherwise provided, questions arising at any meeting shall be decided by majority vote.
- 5) Except where these bylaws require otherwise, voting shall be by show of hands.
- 6) In the case of a tie vote, the motion is lost.

XI. CONSTITUTION AMENDMENTS

- 1) The Constitution of RRBA may be amended by a vote of eligible members at any Board Meeting or Annual General Meeting.
- 2) Written notice of the proposed amendments will be posted on the RRBA website and emailed to all RRBA parents at least 14 days prior to the meeting.
- 3) Passage of amendments will require an affirming vote of two-thirds of those present at the advertised meeting.

XII. QUORUM

- 1) At least 50% of total elected officers of the Board at any duly called Board Meeting shall constitute a quorum.
- 2) The voting members present plus at least 50% of total elected officers of the Board at any duly called Annual General Meeting shall constitute a quorum.

XIII. PROCEDURE

- 1) If procedural problems should arise, "Robert's Rules of Order" will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

XIV. POLICIES

- 1) Written notice of a motion of non-confidence in a member of the Board shall be received prior to the Board Meeting at which the vote is to be taken. Passage of a motion of non-confidence shall require an affirmative vote of two-thirds of those present at the Board Meeting.
- 2) All written communication on behalf of RRBA shall be reviewed by the Board.
- 3) Minutes of all committee meetings shall be sent to the Board President and Secretary.

XV. FINANCES

- 1) A budget and projected but not finalized plan of expenditures should be drawn up by the Board and presented for approval at the Annual General Meeting each year.
- 2) Whenever possible RRBA funds should primarily benefit the athletes.
- 3) A Treasurer's report to all members should be published in the first and last RRBA email of the season.
- 4) The Board shall name three signing officers, one shall be the President, one shall be the Treasurer and one shall be an elected Board member. Two signatures will be required on banking and legal documents
- 5) For expenses that arise after the approved budget, the RRBA Board may vote to approve expenses up to \$500. For such expenses greater than \$500, a vote shall take place at a Board Meeting, with advance notice of the vote being given in a RRBA email at least 14 days prior. RRBA members can ask to review the budget at any point.
- 6) The Treasurer shall advise the Board immediately if the RRBA total bank balances are less than \$1,000 in the aggregate at any time.
- 7) Any financial questions or concerns from the RRBA membership should be brought to the attention of the RRBA President and Secretary who will bring it to the attention of the Board. In cases where resolution of an RRBA member's financial concerns isn't possible by the Board, the Board can choose to appoint an independent auditor as needed, with audit costs covered by the RRBA.

XVI. CODE OF CONDUCT

- 1) The RRBA Board Meetings or Annual General Meetings are not a forum for the discussion of individual coaches, parents, athletes, board members, or other individual members of the RRBA community.
- 2) A Board Member who is approached by a parent with a concern relating to an individual or specific issue is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of people involved. The specific communication path for resolution of concerns is to have the parent first wait 24 hours (unless timing is critical), then send an email outlining their specific concern to the RRBA President via rebelsrebelles@gmail.com (or any future RRBA specific contact email as designated on the RRBA website).

XVII. DISSOLUTION

1) In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be decided upon by the membership at the final Annual General Meeting.

XVIII. TEAM ASSESSMENTS AND FORMATION

1) U11 team assessments and formation of teams will be based on age and friendship. There is no tiering according to performance ability at the U11 level in alignment with Night League rules.

2) U13 and U15 players will be given the opportunity to be assessed for a competitive team. This assessment and formation of competitive teams will be based on individual and team skill, hard work and coachability. Less competitive U13 and U15 assessment and team formation will be based on age, friendship and any other relevant factors. Regardless of team placement, all players will develop their individual and team skills.

3) Two spring assessment sessions and an additional summer assessment session per player as necessary will be conducted to observe and gather information to form teams.

4) During assessments for competitive teams, the RRBA will have in attendance at least 1 neutral assessor, the President of the RRBA, and coaches to assist in providing feedback in forming teams. If there is a disagreement, the President will make the final decision.

5) The RRBA will do its best to include as many players as possible each season, according to team size limitations, number of coaches who have volunteered, and facility availability. Specifically, a limited number of players on a team is important to provide all players with the best environment to learn and develop their skills. If there is a waitlist of interested players, RRBA can put out a call for a coach and create an additional team if a coach is secured and there are enough players to form a team. Otherwise, RRBA can work with waitlisted players to find other basketball options in the Victoria community.

XIX. COACHING EXPECTATIONS

1) Each team is required to have two coaches with valid and up to date Criminal Record Checks (CRC) registered with Night League and in attendance at practices and games. If this is not possible, then a coach with a CRC plus a parent coach volunteer must be present at practices and games.

2) Coaches must be in compliance with the Night League Code of Conduct as well as the RRBA Code of Conduct.

3) One coach per team is required to attend the mandatory RRBA coaches' meeting held at the beginning of the season.

4) Coaches are required to use RAMP (or whichever digital scheduling and communication platform is selected by RRBA each season) to communicate with their teams.

XX. PARENT EXPECTATIONS

1) Parents must be in compliance with the Night League Code of Conduct as well as the RRBA Code of Conduct.

2) Parents are expected to share the responsibility of scorekeeping at games.

3) Family members of RRBA players may be asked to participate as volunteers for various tasks throughout the year to ensure efficient operation of the organization.

XXI. FEES AND REFUND POLICY

- 1) There will be a lower early bird fee available prior to the end of spring assessments, after which time fees will increase.
- 2) In general, to provide clarity to families prior to the payment and refund deadline, RRBA will work with coaches to:
 - a) select teams, and
 - b) assuming venues are secured, determine practice times, then
 - c) communicate team and practice time information to their players' families NO LATER THAN EARLY TO MID AUGUST prior to the start of each basketball season.
- 3) All fees MUST BE PAID by the Monday of the last week in August prior to the start of the season. (i.e., Monday, August 25 for the 2025-26 season) Families who have not paid by this date will not be guaranteed a place for their player on a team during the upcoming season.

All refunds prior to and including this date are subject to a non-refundable \$25 administrative fee. For a refund, please contact RRBA at: rebelsrebelles@gmail.com (or any future RRBA specific contact email as designated on the RRBA website).

- 4) There will be NO REFUNDS after the Monday of the last week in August prior to the start of the season. (i.e., Monday, August 25 for the 2025-26 season)

- 5) Specifically, the following reasons will not be refunded after the stated deadline above:

- a) I have decided to play another sport
- b) I have decided I don't want to play anymore
- c) Plans have changed and I can no longer play
- d) Another sport has changed or decided on their practice times and there is now a scheduling conflict with RRBA's stated practice times
- e) My child is not playing on their desired team

The objective of a limitation on refunds after the stated deadline above is to ensure financial stability and viability of the RRBA since Night League fees (cost per team) are due the first week of September, and payments must also be made to secure practice gyms.

- 6) If an athlete is hurt and will miss most of the season, a possible prorated partial refund will be applied. A request for a refund, including the specific medical reason and a doctor's note should be submitted to: rebelsrebelles@gmail.com (or any future RRBA specific contact email as designated on the RRBA website).

- 7) For any other scenario outside of the above, each case will be considered individually but families must assume that refunds will not be provided. A request for a refund plus specific reasoning should be submitted to: rebelsrebelles@gmail.com (or any future RRBA specific contact email as designated on the RRBA website).