

Cole Harbour Minor Basketball Association

By - Laws



1. Name

- 1.1. The name of the association is "Cole Harbour Minor Basketball Association" hereafter referred to as "CHMBkA" or "Rockets Basketball".
- 1.2. The official club names of the Cole Harbour Minor Basketball Association is "Rockets Basketball" or "Cole Harbour Rockets".

2. Membership

- 2.1. All players and coaches registered in accordance with the by-laws of CHMBkA shall be a member of CHMBkA until next registration date.
- 2.2. Every coach and every player member of CHMBkA, who has reached the age of 18, or their parent or guardian, shall be entitled to attend, have voice and vote as defined in Article 3.12 at any general meeting of CHMBkA.
- 2.3. Players and coaches as a condition of membership agree to abide by and comply with the by-laws of CHMBkA. The rules of play and tournament regulations published by CHMBkA, and the Metro Basketball Association (MBA), Basketball Nova Scotia (BNS.) and Basketball Canada.
- 2.4. Annual member's fees and any special assessments fees shall be set by resolution of the CHMBkA at the Annual General Meeting of CHMBkA or any Executive meeting called for that purpose.

3. Meetings

Public Health or any other major event may delay or postpone these meetings to a later date.

- 3.1. The Annual General Meeting of CHMBkA shall be held before the end of June each year.
- 3.2. The Semi-annual Meeting of CHMBkA shall be held before the middle of January each Year if deemed to be required by the Executive.
- 3.3. A special meeting of the Executive may be called by the President or Executive, at any time.
- 3.4. A special meeting of CHMBkA membership shall be called by the Secretary upon the written request of 20 percent of membership of CHMBkA.
- 3.5. The Executive or the Secretary shall cause notice of each Annual General Meeting and Semi Annual Meeting to be posted or advertised in a manner as determined by the Executive at least 14 days before the meeting. Such notice shall specify the location, date, and time of the meeting and in the case of a special meeting, the purpose shall be stated in writing. Non-receipt of any notice by any member shall not invalidate the proceedings.
- 3.6. The following items of business shall be presented at each Annual General Meeting;
 - 3.6.1. Minutes of the preceding General Meetings
 - 3.6.2. President's Report
 - 3.6.3. Treasurer's Report
 - 3.6.4. Registrar's Report
 - 3.6.5. Equipment Coordinator's report
 - 3.6.6. Gym Coordinator's report
 - 3.6.7. New Business
 - 3.6.8. Election of Officers
 - 3.6.9. Division Coordinators

- 3.7. A quorum of any general meeting shall consist of a minimum 50% + 1 of the Executive and Appointed Officers of the Association in the current year. If a quorum is not present within one - half hour from the appointed time for the meeting, the meeting shall be adjourned to such time and place, as the majority of the executive then present shall direct.
- 3.8. In the case of a special meeting convened upon the request of the members, which, for failure to attain a quorum, shall be dissolved.
- 3.9. The President or if absent the Vice President shall preside as Chairperson at all meetings. If neither the President, nor the Vice President is present at the meeting the members present shall choose someone from their number to be the Chairperson.
- 3.10. Except where specified in these by-laws, all meetings shall be conducted in accordance with the usual of parliamentary procedures as set out in the current edition of Robert's Rules of Order.
- 3.11. Each member as defined in Article 2.1 is entitled to one vote. In the case where a member is under the age of 18 at the time of the meeting that vote shall be allotted to a parent or legal guardian of that member. If a parent or guardian and the member over the age of 18 are both in attendance, only one will be permitted to vote.
- 3.12. All votes will be by a show hands unless a motion has been moved and passed for a secret ballot.
- 3.13. All elections shall be by secret ballot only.
- 3.14. Executive meetings shall be held as often as deemed necessary to conduct the business of CHMBKA. These meetings are at the call of the President or any three members of the Executive.

4. Elections of Officers and Term of Office

- 4.1. The elections shall be held at the Annual General Meeting. Each officer shall hold that position for a maximum period of three years. After 3 years if a voted officer would like to volunteer to continue with that position – a vote of confidence by the Executive and any members in attendance shall be conducted during the AGM by a designated Officer by means available to them during that meeting directly after the nomination or re-offer. This can include a digital vote or paper vote in person, or any combination deemed necessary by the designated Officer. If multiple nominations for the position are put forward, a vote for the position will be held in a normal fashion, followed by a Vote of Confidence. This Vote of Confidence, once completed will reset the eligibility of that position for an additional 3 years inclusive of the current year just voted. At request of a majority, a vote of confidence can be requested every year for President, Vice President, Treasurer and Secretary.
- 4.2. The positions for which elections shall be held are President, Vice President, Treasurer, and Secretary.
- 4.3. After the election there shall be a position of Past President for a minimum of one year, unless the person who would become Past President has accepted another position on the Executive. In this event the position of Past President would remain vacant. The Past President shall be invited to all executive meetings to provide history and guidance. The current President and Vice President can elect to continue the position of Past President after one year if they mutually agree that it is desired by the Past President and current and Vice Presidents for further guidance, history and support.

5. The Executive

5.1. General

- 5.1.1. The executive shall conduct the affairs of CHMBkA between annual general meetings.
- 5.1.2. The Executive shall consist of the President, Vice President, Treasurer, and Secretary.
- 5.1.3. The term of office for each position shall begin immediately following the Annual General Meeting at which they are elected.
- 5.1.4. If the President vacates his/her position for any reason the Vice President shall move up to the position of President and complete the remaining term of office.
- 5.1.5. If any of the other Executive positions are vacated the remaining Executive will search out a suitable candidates and the Executive shall elect one to serve the balance of the term of office.
- 5.1.6. If a member of the current executive wishes to offer for an open position, when they announce their intention it will deemed that they have vacated the position they currently hold and it shall be filled by election
- 5.1.7. No Executive member may hold more than one position on the Executive.
- 5.1.8. A member of the Executive who is absent without due cause from 3 consecutive meetings of said Executive, is considered to have abandoned her/his post and shall be replaced by an election.
- 5.1.9. The Executive shall have the authority to suspend the playing, and or membership privileges of any player, coach, or manager for conduct deemed detrimental to Basketball or CHMBkA.
- 5.1.10. All other officers will be considered Board Members and will be invited to all general meetings and will have equal voting rights.
- 5.1.11. All Officers will vote as an Officer, and not get an additional vote as a member representing a youth member under the age of 18.

5.2. President

- 5.2.1. The President shall be the chief officer and spokesperson for CHMBkA and be an ex-officio member of all committees. Chair all general and special meetings, the Executive meetings, be a signing officer, and prepare an annual report for presentation at the annual meeting.
- 5.2.2. The President shall hear all appeals and decide their disposition.

5.3. Vice President

- 5.3.1. The Vice President shall assist in the performance of all Presidential duties and carry out those duties during the absence of the President, or in other matters as the president may request.
- 5.3.2. The Vice President shall be a signing officer.

5.4. Treasurer

- 5.4.1. The Treasurer shall receive all monies, pay all accounts and keep an accurate and detailed record of receipts and disbursements for each fiscal year.
- 5.4.2. The Treasurer shall present a financial report for approval at all Annual General Meetings.
- 5.4.3. The Treasurer shall be one of the signing authorities.
- 5.4.4. The Treasurer shall carry out such other duties as are assigned from time to time by the President or the Executive.
- 5.4.5. The Treasurer shall provide an updated financial report at every executive meeting.

5.5. Secretary

- 5.5.1. The Secretary shall keep an accurate account (minutes) of all meetings of Cole Harbour Minor Basketball Association and / or Executive Meetings.
- 5.5.2. The Secretary shall present these minutes at next scheduled meeting of the Association or the Executive.
- 5.5.3. The Secretary shall carry out other duties as assigned from time to time by the President or the Executive.

5.6. Registrar

- 5.6.1. The Registrar shall maintain a complete register of all members in good standing
- 5.6.2. The Registrar shall maintain a proper record of all registered players, teams, leagues where the teams are members, and prepare a report on such registration for the Annual General Meetings.
- 5.6.3. The Registrar shall review the previous season and recommend the placement of Teams for next season.
- 5.6.4. The Registrar shall organize the registration process for each New Year.

- 5.6.5. The Registrar shall carry out other duties as assigned from time to time by President or the Executive.

5.7. Technical Coordinator

- 5.7.1. The Technical Coordinator shall advise CHMBKA and the Executive regarding the development of coaching skills.
- 5.7.2. The Technical Coordinator shall organize and administer skills clinics for coaches and / or players.
- 5.7.3. The Technical Coordinator in consultation with the Division Coordinators will determine the number of and level of representative teams.
- 5.7.4. The Technical Coordinator shall carry out other duties as assigned from time to time by the President or the Executive.
- 5.7.5. Another member of the executive may assume the Technical Coordinator position if it is left vacant.

5.8. Equipment Coordinator

- 5.8.1. The Equipment shall maintain control of the CHMBKA equipment and uniforms.
- 5.8.2. The Equipment Coordinator shall complete an inspection of all equipment at the end of each season and provide a detailed summary of status of the equipment. The report shall also include a list of missing equipment.
- 5.8.3. The Equipment Coordinator shall, in consultation with the Technical Coordinator and the Treasurer prepares a list of replacement equipment for the upcoming season along with budget estimates.
- 5.8.4. The Equipment Coordinator shall carry out other duties as assigned from time to time by the President or the Executive.

5.9. Facilities Coordinator

- 5.9.1. The Facilities Coordinator shall in consultation with the President and the Technical Coordinator, allocate the gym resources to the Division coordinators.
- 5.9.2. The Facilities Coordinator will consult with Division Coordinators and the Executive to determine gym requirements and book the gym times agreed upon.
- 5.9.3. The Facilities Coordinator shall receive, review and authorize payment of invoices relating to gym rentals.

5.10. Webmaster

- 5.10.1. The Webmaster shall in consultation with the President and Executive, aid in keeping our current web platforms current and updated.
- 5.11.1 This could include social media pages, email and administrative tools that our club will gain access to from time to time as voted on by the Board.
- 5.11.3 The Webmaster shall carry out other duties as assigned from time to time by the President or the Executive.

5.11. Fundraising Coordinator

- 5.11.1. The Fundraising Coordinator shall in consultation with the President and the Secretary , run and maintain programs that aid in adding additional revenue and programs to our club to help offset ongoing costs associated with programing.
- 5.11.2 The Fundraising Coordinator shall carry out other duties as assigned from time to time by the President or the Executive.

6. CHMBKA Championship

- 6.1. CHMBKA may organize House League Playoffs for all divisions if/when voted on by the Board.
- 6.2. CHMBKA shall provide current copies of Basketball Nova Scotia and Metro Basketball Association Rules to the head coaches. These rules shall govern the championships except when special Championship rules have been written and approved by the Executive.
- 6.3. Any dispute with the rules shall be resolved via a special committee struck by the Executive.

7. Disputes and Appeals

- 7.1. All dispute resolution requests must follow a process through the organization structure of the CHMBKA. This process starts with the head Coach of the team involved, should the dispute not be resolved it is to be elevated to the Division Coordinator. Should the dispute remain

unresolved, the CHMBkA Executive is to become involved. At the executive level the dispute must be in writing and be addressed to the President.

- 7.2. A member of the executive will gather the facts for a final ruling. The written request must outline the issue and include background information.
- 7.3. The President shall appoint a committee of three to review the facts and rule on said dispute.

8. Amendments

- 8.1. Amendments, additions or deletions to these by-laws must be approved by at least seventy five per cent (75%) of the votes cast at any Annual General Meeting of CHMBkA, or special meeting called for the purpose of changes to the by-laws provided that any proposed change is given in writing.
- 8.2. The Executive may strike a committee to review the By-laws and recommend changes of said By-laws. These changes must be approved at an Annual General Meeting.

9. Equipment and Uniforms

- 9.1. Cole Harbour Rockets Teams will wear the official colours of Black and Red. The top will bear the ROCKETS logo.
- 9.2. All equipment and uniforms are the property of CHMBkA.
- 9.3. All equipment purchased by individual team from fund raising events using the Cole Harbour Minor Basketball Association or Cole Harbour Rockets become the property of CHMBkA unless pre-approved in advance by the Executive. This will exclude clothing purchased exclusively by the team or players for their personal use.
- 9.4. Uniforms are to be worn during official and approved CHMBkA activities only.

10. Coaches and Division Coordinators

- 10.1. Division Coordinator
 - 10.1.1. The division coordinator will in consultation with the Technical Coordinator and the Registrar determine the number of teams within the division.
 - 10.1.2. The division coordinator shall meet regularly with the coaches to ensure that program is functioning within the guidelines of CHMBkA.
 - 10.1.3. The division coordinator will promote the concept of fair play and will be the first point of contact with the players; coaches and parents or guardians discuss issues of concern.
- 10.2. Coaches: Competitive Teams and Recreational Teams
 - 10.2.1. A Competitive and a Recreational Team is a team that plays under the constitution of Cole Harbour Minor Basketball Association. A Competitive Team is a team that plays under the constitution of Cole Harbour Minor Basketball for which a try-out or placement process is used to determine player eligibility.
 - 10.2.2. Competitive Team Coaches must at minimum have a Level I National Coach Certification as delivered by Basketball Nova Scotia. If there is more than one applicant for the role of Competitive Team coach in a Division the Executive and the Division Coordinator will be charged with the final selection process.
 - 10.2.3. All coaches will be encouraged by CHMBkA to attain a Level I National Coach certification as delivered by Basketball Nova Scotia.
 - 10.2.4. Selection of players for Competitive Teams shall be made through a publicized placement process. Each player, playing in a division shall be given opportunity to try out for a Competitive Team through a tryout process.
 - 10.2.5. A selection committee shall be formed by each Division Coordinator to ensure that the tryout process is equitable and well communicated. This process is to be approved by the Executive Committee.

11. Miscellaneous

- 11.1. The Association shall exercise care and due diligence in the selection and review of activities by coaches.
- 11.2. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of CHMBKA by the President, Vice President, or the Secretary, or otherwise prescribed by resolution of the Executive.
- 11.3. The fiscal year shall begin on September 01 and end on August 31.
- 11.4. Policy papers shall be used to determine financial and operational matters until such as they become incorporated in the By-laws.
- 11.5. Policy papers shall be written by the Executive and be in force unless amended at the next Annual General Meeting or Special Meeting.

