



Chelmsford Youth Basketball League

Constitution  
&  
By-Laws



# **Chelmsford Youth Basketball League**



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**CHELMSFORD YOUTH BASKETBALL LEAGUE  
CONSTITUTION & BY-LAWS**

**CONSTITUTION**

Revised: May 21, 2006

ARTICLE 1 - NAME & LOCATION

SECTION 1. This organization shall be called the Chelmsford Youth Basketball League with the principal office located at P. O. Box 153, Chelmsford, Massachusetts 01824

ARTICLE 2 – PURPOSE

SECTION 1. To provide the opportunity for boys and girls to play basketball in a structured, friendly league of competition; to improve their skills; to teach them the value of fair play and the results of coordinated team play; to develop good sportsmanship, and to bring together the various youth of the area that they might know each other better and enjoy good, wholesome fun.

ARTICLE 3 – MEETINGS

SECTION 1. The Board of Directors' meetings of the organization shall be held on the first Sunday of each month from September through May. At all meetings of the Board of Directors there shall be present, in person, 20 percent of the members to constitute a quorum. Members of the Board of Directors must attend board meetings on a regular basis. Failure to do so may result in suspension from the board.

SECTION 2. Special meetings of the Board of Directors may be called by the President. The President must also call a special meeting of the Board of Directors whenever requested by 20 percent of the Board of Directors.

SECTION 3. The annual meeting of the organization shall be held on the third Sunday in May of each year prior to the Board of Directors' meeting. The annual meeting shall consist of the reading and approval of the minutes of the preceding annual meeting; the summary report of the treasurer, current to date of the most recent Board of Directors' meeting; the President's report; the nomination and election of officers; and such other business as set forth in the notice of the annual meeting. Any Board of Directors member may request items of business to be acted upon provided such items be presented in writing to the secretary 12 days prior to the annual meeting. The slate of officers shall be formally presented to the members for their consideration at the annual meeting. At that time, the slate of officers may be augmented by the nomination of other candidates by the members.

SECTION 4. At all meetings, only those members currently holding an office on the Board of Directors may vote. New members will take office after the old business is completed at the second May Board of Directors' meeting, or on June 1 if that meeting is not held.

SECTION 5. At all meetings, questions regarding procedures used in the conduct of the meeting shall be settled by reference to Robert Rules of Order, and the procedures established therein shall govern.

# **Chelmsford Youth Basketball League**



## ARTICLE 4 - OFFICERS AND BOARD MEMBERS

SECTION 1. The officers of the organization shall be elected members of the Board of Directors. There shall be a President, a Vice President, a Treasurer and a Secretary. These officers shall be elected at the annual meeting and shall take office as noted in Article 3, Section 4. All officers shall hold office until succeeded as provided above by newly elected officers; however, they or anyone of them may be removed or replaced at any time by the membership at a special meeting called for that purpose.

SECTION 2. The President shall preside at all meetings of the Board of Director and shall act as Chairman at and call to order meetings of the membership. He shall sign and execute all contracts, and, in the absence of the Treasurer, he shall be authorized to sign checks in the name of the organization when authorized to do so by the Board of Directors, and appoint and discharge agents and employees, subject to approval of the Board of Directors, and he shall have the general managements of the affairs of the club and perform all duties incidental to his office including the authority to cancel games in the absence of the Commissioner. He shall coordinate Awards Presentation. The President's term of office will be limited to two consecutive years.

SECTION 3. The Vice President shall act in the absence of the President, shall be responsible for organizing a fundraiser and league publicity. The Vice President should coordinate his efforts for the fundraiser with the Registration Director to insure all necessary materials are available prior to registration, including explanation of fundraiser to be incorporated in league information handout. The Vice President shall be responsible for preparing, and submitting for publication all paid and free advertising for seasonal registrations, also compile league standings and game write-ups, making them available for publications. He shall perform such other duties which are assigned by the President with the approval of a majority vote of the Board of Directors.

SECTION 4. The Treasurer shall have the care and custody of all the funds and securities of the organization and deposit same in the name of the organization in such bank, or banks, as the Directors may elect; he shall sign all checks, drafts, notes and orders for the payment of money; he shall at all reasonable times exhibit the books and accounts to any Director or member of the organization upon application to the Board of Directors. An audit committee comprised of the Vice President, Commissioner, and a Director-At-Large -will conduct an internal audit annually and make a report thereon. He shall give bonds in such amount, for the performance of his duties as the Board of Directors shall determine. He shall ensure that within ten (10) days of receiving a notice of payment due, a check covering the amount due is mailed to the payee. He shall perform such additional duties as are assigned by the President with the approval of a majority vote of the Board of Directors.

SECTION 5. The Secretary shall keep the minutes of all meetings; he shall assure the giving and serving of all notices of the organization; he shall have charge of such books and papers as the board may direct; he shall attend to all details or organization correspondence and perform all duties incidental to the office as determined by the President, with the approval of a majority vote of the Board of Directors.

SECTION 6. The Board of Directors shall have and exercise full control and management of the property, affairs and business of the organization, except such as are conferred by these By—Laws upon the membership, or upon an officer of the organization. The Board of Directors shall establish rules and regulations, for membership; and these rules and regulations shall be effective when approved by the membership. In the event of the absence of any officer of the organization, the Board of Directors may delegate the powers or duties of such officer to any other officer or Director, but only if two-thirds (2/3) of the Board of Directors concur therein.

The Board of Directors shall jointly call a special meeting of the membership, acting through the President if there be one, or autonomously if there be none, for the purpose of electing a replacement to fill any or all vacancies in their number, whether by resignation, discharge, death, or otherwise.

# **CYBL** Chelmsford Youth Basketball League



SECTION 7. The entire Board of Directors will serve as the nominating committee. At the April meeting all current officers and board members will be asked if they wish to continue in the same capacity for the following year. Nominees to fill any vacancies will be asked for at this time. A finalized list of nominees will be compiled and presented by the Directors At Large at the first May meeting. At the annual meeting, the entire Board of Directors will vote to approve the list of officers and board members for the next year.

SECTION 8. The Board of Directors will consist of the elected officers known as the President, Vice President, Secretary and Treasurer listed in Article 4 Section 1 and the appointed directors as follows: See Appendix A.

## ARTICLE 5 - MEMBERSHIP AND DUES

SECTION 1. Membership shall be open to anyone who wishes to perpetuate the purpose of this organization as defined in Article 2.

SECTION 2. No dues shall be required for membership in this organization.

## ARTICLE 6 - FISCAL YEAR

SECTION 1. The Fiscal Year of organization shall be from June 1 to the end of the day of the 31<sup>st</sup> of May each year.

## ARTICLE 7 - BOOKS. CONTRACTS. CHECKS. NOTES

SECTION 1. The books and papers of the organization shall at all times during business meetings and at other reasonable times, upon request by the Board of Directors, be open to the inspection of the Board of Directors or any member thereof upon written request to the Board of Directors.

SECTION 2. All contracts, checks, notes, drafts and papers shall be signed as specified under Article 4 of the Constitution.

## ARTICLE 8 – AMENDMENTS

SECTION 1. These articles may be amended at any regularly scheduled meeting or at the annual meeting. The proposed change must be presented to the membership in writing at least 15 days prior to the meeting. The change must be approved by 2/3 of the members of the CYBL Board of Directors.



## **BY-LAWS**

### ARTICLE 1 - DUTIES OF APPOINTED MEMBERS OF THE BOARD OF DIRECTORS

SECTION 1. The commissioner shall act as executive director for daily operation of the league which will include scheduling teams and gymnasiums, responsibility for insuring that clinics are conducted for coaches and game officials, settle all protests and disputes, has the authority to cancel games, and with the approval of the Board of Directors will set fees for each division. He shall, in concert with the President, ensure that a harmonious, cooperative relationship exists with the Chelmsford School Department at all times. He shall be responsible for the daily activities of directors as defined in Article 1, Sections 2 through 7 of these By-Laws. He shall perform such additional duties as are assigned by the President with the approval of a majority vote of the Board of Directors.

SECTION 2. The Registration Director shall be responsible for organizing seasonal registration for all eligible players and maintaining records of current registrants by division. This includes coordinating efforts with the Vice President for advanced medial coverage prior to registration; also ensuring sufficient updated registration forms and league information handouts are available; and will ensure that all players are placed in their correct division with respect to age and grade limitations. He shall procure awards consistent with league policy as detailed in Article 9, Section 1. He shall perform such additional duties as are assigned by the President with the approval of a majority vote of the Board of Directors.

SECTION 3. The Equipment Director shall be responsible for maintaining and procuring any equipment necessary for operation of the league, ensuring that all league equipment is returned or accounted for at the termination of league play; that all equipment is properly stored and that a current inventory list of all league equipment is available at all times. He shall perform such additional duties as are assigned by the President with the approval of a majority vote of the Board of Directors.

SECTION 4. The Director of Officials, with the Assistant Director of Officials assisting the Director, shall work under the direction of the Commissioner for daily operation. The Director and Assistant Director shall be responsible for assigning all non-IAABO game officials, conducting officials' clinics prior to the start of league play and ensure that officials act in a "mature" manner during league competition. IAABO officials will be assigned by a person designated by a committee consisting of the President, the Commissioner, and the Director of Officials or Assistant Director of Officials. The Director and Assistant Director shall perform such additional duties as are assigned by the Commissioner or the President with the approval of a majority vote of the Board of Directors.

SECTION 5. The Boys Travel Director and Girls Travel Director will be responsible for the CYBL traveling teams and all tournament entered by CYBL registrants with the exception of Brotherhood. An Assistant Tournament Director will be chosen and work under the direction of the boys and girls directors respectively. The director and his assistant shall be responsible for coordination, the evaluation process, coaches, registration and correspondence for all leagues and/or outside tournaments for each respective program. They shall perform such additional duties as are assigned by the President with approval of a majority vote of the Board of Directors.

# CYBL Chelmsford Youth Basketball League



SECTION 6. The Division Directors for each of the eight divisions will be responsible for developing a balanced competitive division, working under the direction of the Commissioner for daily operation. An Assistant Division Director will be chosen and work under the direction of the Division Director within their division. An Assistant Director will not have voting rights, but may attend CYBL meetings and deliver proxies from his chairman. They are to specify the total number of teams to include split divisions if necessary and give this information to the Commissioner as soon as possible; obtain coaches for each team; hold a coaches meeting prior to the start of practice at which time uniforms will be given out and league rules are to be discussed, schedule tryouts, set up teams, through the Commissioner, resolve any practice or game schedule conflicts, and check games and practices periodically to insure that coaches are handling their responsibilities in a manner commensurate with league policy. Division Directors must bring a list of all coaches to the Board of Directors for approval. They shall perform such additional duties as are assigned by the Commissioner or the President with the approval of a majority vote of the Board of Directors.

SECTION 7. The Directors of Program Development, Special Activities, Refreshments, and Fundraising will be responsible for the coordination and operation of ancillary programs associated with the basketball program as approved by the Board of Directors from time to time.

SECTION 8. The two (2) Directors-At-Large shall assume responsibilities as assigned by the President. They shall finalize and compile the list of nominees for presentation to the Board at the first May meeting. At various other times of the year, certain positions need additional help to carry out their responsibilities; i.e., Registration Director at registration.

SECTION 9. There will be two ex-officio Directors. These shall be the current Chelmsford High School Varsity Basketball Boys' and Girls' coaches. They shall provide guidance to the CYBL Officers and Directors ensuring that a harmonious relationship exists between both programs. These Directors will not be voting members of the CYBL Board of Directors.

SECTION 10. All directors shall abide by decisions voted on and passed by the Board. Refusal to do so may result in suspension from the board.

## ARTICLE 2 - ELIGIBLE PLAYERS

SECTION 1. Any individual currently residing in Chelmsford or currently enrolled in the Chelmsford Public Schools as a tuition student, who is within the age and grade limitation as detailed below, has properly filled out a current league registration form, paid the proper fee and has a legal certificate (if requested) indicating the individual's correct date of birth is considered to be an eligible player. In certain circumstances for the player's or the league's welfare, a majority vote of the Board of Directors may elect not to accept the individual as a player.

### SECTION 2.

A. Mites Division players will be in the third and fourth grades and not have reached their 11th birthday by September 1 of the current school year to be eligible.

B. Cadet Division players will be in the fifth and sixth grades and not have reached their 13th birthday by September 1 of the current school year to be eligible.

C. Junior Division players will be in the seventh and eighth grades and not have reached their 15th birthday by September 1 of the current school year to be eligible.

D. High School Division players must be in high school, and not have reached their 19th birthday by September 1 of the current year, to be eligible. (Exception: If a player has left high school, he or she may play until their class graduates.

E. Travel Division players must be in the grade for which team they are playing on, i.e. 5<sup>th</sup> graders must play on the 5<sup>th</sup> grade travel team, 6<sup>th</sup> graders on the 6<sup>th</sup> grade travel team, etc.

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SECTION 3. A player must be registered by the (2nd) second Friday in December, and can play for only one division - that for which he or she is eligible. The one exception is the High School Division where players must be registered 5 running days after last school team cut. Players in the 4<sup>th</sup> grade may be allowed to play-up into the Cadet division (boys or girls), provided there is not a waiting list for the Cadet division. This decision is made jointly by the Mites & Cadets Division Directors affected. In rare circumstances, and only by a 75% majority vote of the Board of Directors will a player be allowed to play down from his eligible division; i.e., Junior eligible player moving to Cadet.

## SECTION 4.

A. Players not eligible are girls and boys who have graduated from high school or who will be 19 by September 1 of the current year. Also college students; high school varsity, junior varsity and freshman basketball team students. Any player who appears in the summary of an official school basketball game listed as varsity, junior varsity, or freshman contest will be considered ineligible for play in the league that season. Exception: Those players who are dropped from an official school roster prior to January 1 will be eligible.

B. Any player on a travel team is ineligible to play on another basketball team during the travel league season.

C. Players are ineligible to play in the Cadet and Junior programs if they play on another organized basketball team, i.e. school teams, church teams, travel teams, tournament teams.

## ARTICLE 3 - PERIODS AND PLAYING TIME

SECTION 1. Mite Boys and Girls Division: These divisions will be run at the sole discretion of the Division Director.

SECTION 2. Cadet Boys and Girls Division: The length of the games will be four six-minute periods; all stop. All periods will be played in split equal timed segments of play consisting of 3 minutes in duration. Each team will be limited to four time-outs a game. This division will use girl regulation size basketballs.

SECTION 3. Junior Boys and Girls Division: The length of the game will be four seven-minute periods; all stop. All periods will be played in split equal timed segments of play consisting of 3 1/2 minutes in duration. Each team will be limited to four time-outs a game .

SECTION 4. High School Boys and Girls Division: The length of games will be four eight-minute periods; all stop. All periods will be played in split equal timed segments of play consisting of 4 minutes in duration. Each team will be limited to four time-outs a game.

SECTION 5. Travel Boys and Girls Division: The length of games will be as prescribed by the league each team plays in.

SECTION 6. Maximum number of players per team roster in the Cadet and Junior Divisions will be 10.

## ARTICLE 4 – PENALTIES

SECTION 1. Any team failing to have five players ready for the start of scheduled game within 10 minutes after the scheduled starting time will forfeit said games provided their opponents have five persons ready to begin the game.

SECTION 2. In the event a team does not appear and it is known that they will not, their opponents may use the floor for practice during the time originally allocated for their game if approved by the league's scheduling official.

SECTION 3. Any team that forfeits two consecutive or a total of three games during the season due to lack of players will be dropped from the league. Re -admittance that season may only be accomplished by applying to the Board of Directors for review of their case. In such cases, make-up games will not be allowed.

# CYBL Chelmsford Youth Basketball League



SECTION 4. Any team not being able to play a scheduled game shall let the appropriate Division Director know about this no later than one week before said game. The Division Director shall notify the Commissioner.

SECTION 5. Coaches are to behave in a proper fashion setting a good example for his/her players and spectators. They will not, under any circumstances, harass, berate, intimidate, or threaten players, other coaches, officials, or spectators. If an incident occurs, the division director or the commissioner can immediately suspend the coach on a temporary basis until the case is brought up before and voted upon by the Board of Directors at its next meeting.

SECTION 6. Coaches are responsible for the conduct of players, as well as, spectators. Spectators should be reminded that CYBL will not tolerate any kind of abuse to officials, players, coaches or other participants during practice or playing activities. If players or spectators display abusive behavior in the mind of officials or CYBL authority feel such abuse has occurred, they will inform the coach to exercise control. If such abuse continues, the game will be halted and offenders will be asked to leave. After no more than 10 minutes and said parties are still on the premises, the game will end and result in forfeiture of said game. Reoccurrence of the above will force dropping the coach from the league.

SECTION 7. If a player or coach is removed from a game by an official he/she will be suspended for the following game. A coach, if suspended, will NOT be allowed to attend that game. The assistant coach will coach the game. If the assistant is not available, the Division Director must be notified and a CYBL Board Member will cover the game. A player or coach has the right of appeal. If he/she chooses that route the Division Director or a CYBL Board Member must be notified within 24 hours and a brief written description of the incident must be received by the Division Director within 48 hours of the incident. The case will be heard as soon as possible. A player or coach may participate until a decision is rendered.

If a second offense occurs, the player or coach MUST come before the Grievance Committee. He/she will NOT play or coach until he/she appears before the committee. The decision reached will be final with NO appeal.

If a third offense occurs, the player or coach will be removed from the program for the remainder of that season, including the Brotherhood Tournament.

The Grievance Committee will be made up of the Commissioner, the appropriate Division Director, assigner of officials, Member At Large and a Board Member if he/she was present at the game and witnessed the incident.

## ARTICLE 5 - OFFICIAL RULES

SECTION 1. All games will be ruled by the High School Federation Basketball rules, except where modified by the Board of Directors to operate the league more efficiently.

## ARTICLE 6 - GAME OFFICIALS

SECTION 1. The league Board of Directors will supply the best possible game officials available. These officials will receive compensation for expenses for their work according to the discretion of the league and the condition of the treasury. They will be assigned by the Director of Officials or Assistant Director of Officials.

SECTION 2. The scorer will be a referee or other person selected by the Director of Officials or Assistant Director of Officials and shall be the official scorer. His record will overrule all others including the Scoreboard. Team scorers may check at scoring table only between periods.

SECTION 3. The timer shall be the official timer and shall be selected by the Director of Officials or Assistant Director of Officials.

# **Chelmsford Youth Basketball League**



## ARTICLE 7 - GAME LOCATION

SECTION 1. All games shall be played on the court schedule by the league Board of Directors scheduling official.

## ARTICLE 8 – UNIFORMS

SECTION 1. Each team shall be uniformed with at least numbered jerseys of the same color. Numbers shall be easily distinguished.

## ARTICLE 9 – AWARDS

SECTION 1. They will be determined by an Awards Committee appointed by the Board of Directors.

## ARTICLE 10-FEES

SECTION 1. All eligible players must pay an entry fee as fixed by the Board of Directors. Such fee must be paid when registration form is accepted.

SECTION 2. No entry fee will be returned for any reason unless approved by a majority vote of the Board of Directors.

## ARTICLE 11 - MISSING ARTICLES. DAMAGES. VANDALISM

SECTION 1. The League will not be responsible for any lost or missing articles by league players, coaches or spectators while at such games.

SECTION 2. The League is held responsible for damages incurred at game gymnasiums. The League will hold responsible the teams and individuals who have done this damage. The Board of Directors, by majority vote will decide if any action will be taken against the involved individuals and if so, what that action will be.

## ARTICLE 12 – DISPUTES

SECTION 1. All disputes and protests must be made in writing and presented to the Commissioner with a copy to the League Secretary no later than one week from date the dispute took place.

SECTION 2. All protests or disputes should be aimed at a specific rule, by-law or basketball rule. A protest based on an officials judgment call will not be accepted.

SECTION 3. All protests or disputes will be handled and decided upon by the Commissioner, who may, at his or her discretion, call upon players or coaches involved or officials or scorers working the game to describe the circumstances which led to the dispute or request. Responses will be in writing.

## ARTICLE 13 – FORFEITURE

SECTION 1. Any team playing with an ineligible player will forfeit every game that the ineligible player participated in, if the responsibility for the ineligibility lies with the team's coach or players. If responsibility lies with the league or its officials, the game or games will be replayed.

## ARTICLE 14 - CANCELLATION

# CYBL Chelmsford Youth Basketball League



SECTION 1. The Commissioner has the authority to cancel any game.

SECTION 2. The Commissioner will be able to cancel games once the games have started.

SECTION 3. In the Commissioner's absence, the President will have the authority to cancel any game.

## ARTICLE 15 – COACH ELIGIBILITY

SECTION 1. All CYBL teams must have at least one coach who is 18 or older present at all games and practices.

## ARTICLE 16 - TOURNAMENTS

SECTION 1. All CYBL teams/players are automatically entered into the Tournament.

SECTION 2. CYBL reserves the right to create other teams which can be entered into tournaments.

## ARTICLE 17 - BY-LAW CHANGES

SECTION 1. Any proposed by-law changes can be voted on at any regularly scheduled meeting or at the annual meeting. The proposed change must be presented to the membership in writing at least 15 days prior to the meeting. The change must be approved by 2/3 of the membership.

## ARTICLE 18 – PLAYING GUIDELINES

SECTION 1. CYBL Playing Guidelines, as voted on annually by the Board, take precedent if any conflicts arise with these By-Laws.



## APPENDIX A BOARD OF DIRECTORS

### Appointed Directors:

1. Commissioner;
2. Registration;
3. Equipment;
4. Officials;
5. Assistant Director of Officials;
6. Boys Travel;
7. Girls Travel;
8. Boys Mites;
9. Girls Mites;
10. Boys Cadets;
11. Girls Cadets;
12. Boys Juniors;
13. Girls Juniors;
14. Boys High School;
15. Girls High School;
16. Program Development;
17. Special Activities;
18. Information;
19. Fundraising;
20. Communication;
21. Merchandise;
22. (2) At-Large Members
23. (2) Ex-officio, who will be the Chelmsford High School Varsity Boys and Girls coaches; non-voting positions