

## **BY-LAWS OF KITCHENER-WATERLOO YOUTH BASKETBALL ASSOCIATION**

A by-law relating generally to the transaction of the affairs of KITCHENER-WATERLOO YOUTH BASKETBALL ASSOCIATION, also known as K-W YBA.

BE IT ENACTED as a by-law of the above Association as follows:

### **HEAD OFFICE:**

- 1.01 The head office of the Corporation shall be in the Region of Waterloo in the Province of Ontario, and at such place as the directors may from time to time determine.
- 1.02 Copies of the By-Laws are on file with the Association's Executive Administrator and are available for viewing by any member in good standing of the Association.

### **MEMBERSHIP:**

- 2.01 The Membership in this Association shall be composed of all basketball players who, having paid the prescribed registration fee, or who have had such fee waived at the discretion of the Board of Directors, shall agree to abide by and comply with the policies and procedures of the Kitchener-Waterloo Youth Basketball Association.

### **VOTING MEMBERS:**

- 3.01 Voting members of the Corporation shall consist of the Board of Directors, other executive members, and all coaches in good standing as determined by the Board of Directors. Voting members shall also include a parent or guardian of any player or players who fulfill the requirement outlined in Section 2.01, or in lieu of a parent or legal guardian, an approved proxy of any player subject to the rules outlined in Section 2.01.
- 3.02 A member of the board or any other officer of the Corporation along with a parent and/or guardian of a member or approved proxy of same shall have no more than one (1) vote at any meeting (annual or general) regardless of the number of members he/she represents, provided that there shall be only one vote per household.
- 3.03 Proxy votes shall be produced and deposited with the Secretary a sufficient appointment in writing from the member appointing the proxy not less than 24 hours before voting. The proxy need not be a member, but no member shall be entitled, either in person or by proxy, to vote at meetings of the Corporation unless all dues or fees have been paid to the satisfaction of the board.

3.04 At all meetings of members, every question shall be decided by a majority of the votes with the members present, or represented by proxy in accordance with Section 3.03 unless otherwise required by the by-laws of the Corporation or by law. Upon a show of hands every member having voting rights shall have one vote, provided that there shall be only one vote per household as set out above, and unless a poll be demanded, a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present in person or by proxy, and such poll shall be taken in such manner as the Chairman shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote.

#### **BOARD OF DIRECTORS:**

4.01 The affairs of the Corporation shall be managed by a Board of Directors consisting of 10 individuals, each of whom at the time of his/her election and throughout his/her term of office shall be a member of the Corporation. The election of the board may be by a show of hands at the Annual General Meeting of the Corporation unless a ballot be demanded by any member.

4.02 The Board of Directors must consist of a President, Vice President, Secretary and Treasurer who are elected for a two (2) year term in alternating years (President and Secretary in one year, Vice President and Treasurer in the other).

4.02 The Board of Directors should also consist of a House League Operations Manager, a Special Events Coordinator, a Volunteer Coordinator, a Director of Coaching Development, and 2 Directors-At-Large who are elected for two (2) year terms in alternating years (HL Operations Manager, Special Events Coordinator, and one (1) Director-At Large in one year; Volunteer Coordinator, Director of Coaching Development and one (1) Director-At-Large in the other).

#### **VACANCIES, BOARD OF DIRECTORS:**

5.01 As long as a quorum of Directors remain in office, vacancies on the Board of Directors, however caused, may so be filled by the directors from among the qualified members of the Corporation, if they see fit to do so and the member sees fit to stand, otherwise such vacancy shall be filled at the next Annual General Meeting of the members at which the directors for the ensuing year are elected.

- 5.02 If there is not a quorum of Directors, the remaining Directors shall call a General Meeting of the members to fill the vacancies. If the number of directors is increased between the terms, a vacancy or vacancies, to the number of authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.
- 5.03 Only the members of the Corporation may remove any Director before the expiration of that Director's term of office. This may only be done at a General Meeting of the Membership called specifically for this purpose. The resolution for removal must be passed by a two-thirds (2/3) majority vote of those present. This General Meeting may then elect any person willing to stand in his/her stead for the remainder of the term. A simple majority of votes cast at that meeting is necessary for election.

#### **QUORUM AND MEETINGS, BOARD OF DIRECTORS:**

- 6.01 A majority of the Board of Directors shall form a quorum for the transaction of business.
- 6.02 Except as otherwise required by law, the board may hold its meetings at such place or places in the Kitchener and Waterloo area as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are present, or if those absent have signified their consent to the meeting held in their absence.
- 6.03 Board meetings may be formally called by the President or Vice-President, or by the Secretary on direction of the President or Vice-President, or by the Secretary on direction of two directors, in writing. Notice of such meetings shall be delivered to each director not less than two days before the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice.
- 6.04 The board may appoint a day or days in any month or months for regular meetings at a hour to be named, and of such regular meeting no notice need be sent. A board meeting may also be held without notice, immediately following the annual meeting of the Corporation.
- 6.05 The directors may consider or transact any business, either special or general, at any meeting of the board. For a meeting of the board at which a member is appointed to fill a vacancy, no notice of the meeting shall be necessary to the newly appointed member. Questions arising at any meeting of the board shall be decided by a majority of votes. In the case of an equality of votes, the Chairman of the meeting shall cast a deciding vote; otherwise the Chairman shall not have a vote.
- 6.06 A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof

of the number or proportion of the votes recorded in favour of or against such resolution. A recorded vote must be requested by a member in advance of the vote.

- 6.07 In the absence of the President or by a majority vote of the directors, his/her duties may be performed by the Vice-President or such other director as the board may from time to time appoint for the purpose.

#### **ERRORS IN NOTICE, BOARD OF DIRECTORS:**

- 701 No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting.
- 7.02 Any board member may, at any time, waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

#### **PROTECTION OF DIRECTORS:**

- 8.01 Every Director or Officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation and their heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Corporation from and against:
- a) all costs, charges and expenses whatsoever which such Director, Officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against for or in respect of any act, deed, matter or thing whatsoever of his office or in respect of any such liability;
  - b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.
- 8.02 No Director or Officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee or for joining in any receipt or act of conformity or any loss, damage or expense happening to the Corporation through the insufficiency or deficiency or title to any property acquired by order of the Board of Directors for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatsoever which may happen in the execution or supposed

execution of the duties of his/her respective office or trust or in relation thereto unless the same happen by or through his/her willful act or willful default.

**POWERS:**

- 9.01 Subject to the provisions hereinafter contained concerning cheque signing, the Directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into, and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the Corporation is by its Charter or otherwise authorized to exercise and do provided.
- 9.02 The directors shall not be empowered to approve any payment of directors' fees.

**REMUNERATION OF DIRECTORS:**

- 10.01 The Directors shall serve without remuneration.
- 10.02 No Director shall directly or indirectly receive any profit from his/her position as such; provided that a Director may be paid or reimbursed for reasonable expenses incurred in the performance of duties.

**NOMINATION OF DIRECTORS:**

- 11.01 The Board of Directors shall appoint a nominating committee. The nominating committee shall, prior to the annual meeting of members, make due inquiry and nominate at least as many members in good standing who consent and undertake to act as a Director or Officer, if elected, as may be required to fill all vacancies on the board and shall report such nomination to the board not less than 10 days prior to such annual meeting.
- 11.02 A nomination shall be accepted freely from a member in good standing for any or all positions on the Board of Directors provided that the nominee submits in writing his intentions to the Secretary two weeks prior to the annual meeting. Further nominations will be accepted from the floor and the annual meeting provided that each nominee has consented to be nominated verbally, or if absent, in writing.

11.03 No nomination shall be accepted for the position of President for a person who has not served on the Board of Directors prior to his nomination.

11.04 No nomination shall be accepted for the position of Treasurer for a person who is not bondable.

#### **OFFICERS OF THE CORPORATION:**

12.01 The board must consist of a President, Vice-President, Secretary, Treasurer, a House League Operations Manager, a Volunteer Coordinator, a Director of Coaching Development, a Special Events Coordinator and 2 Directors-At-Large.

12.02 All members of the Board of Directors shall be elected from among the members in good standing at the Annual General Meeting.

#### **DUTIES OF THE PRESIDENT:**

13.01 The President shall, when present, chair all meetings of the Corporation and the Board of Directors, unless the directors, through a majority vote, choose otherwise.

13.02 The President shall act as a spokesperson for the Association when communicating to the media and the general public.

13.03 The President shall also be charged with the general management and supervision of the affairs and operations of the Association.

13.04 Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

13.05 The President shall perform such other duties as may be assigned by the Board of Directors.

#### **DUTIES OF THE VICE-PRESIDENT:**

12.01 The Vice-President shall perform the duties of President when necessary in that person's absence.

12.02 The Vice-President shall also be Chairman of a disciplinary committee empowered by the Board of Directors to look into any matters they see fit. This committee shall consist of not less than three board members including the Vice-President. The members will be chosen by a majority vote of the Directors as needed.

12.03 Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

12.04 The Vice-President shall also perform such duties as may from time to time be determined by the Board of Directors.

**DUTIES OF THE SECRETARY:**

13.01 The Secretary shall be ex officio clerk of the Board of Directors. The Secretary, at all meetings of the Board of Directors, in conjunction with the Executive Administrator, shall:

- i) insure the recording of all the facts and minutes of all proceedings
- ii) give all notices required to be given to members and directors
- iii) be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which shall be delivered up only when authorized by a resolution of the board to do so and to such person or persons as may be named in the resolution.
- iv) Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

13.02 The Secretary shall also perform such duties as may from time to time be determined by the Board of Directors.

**DUTIES OF THE TREASURER:**

14.01 The Treasurer, or person performing the usual duties of Treasurer, shall:

- i) keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account
- ii) deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors
- iii) disburse funds of the Corporation under the direction of the Board of Directors, taking proper vouchers thereof
- iv) render to the Board of Directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation.
- v) Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

14.02 It shall be required that the Treasurer be bondable as a condition of the person or persons submitting a name of a nominee.

14.03 The Treasurer shall also perform such duties as may from time to time be determined by the Board of Directors.

### **DUTIES OF THE HOUSE LEAGUE OPERATIONS MANAGER:**

15.01 The House League Operations Manager shall:

- i) In conjunction with the Executive Administrator, provide annually for a complete schedule of games for each Division and the facilities in which to play those games.
- ii) Coordinate the ordering and disbursement of all equipment necessary to run the YBA House League. This includes basketballs and uniforms, score clocks or flip charts and stop watches, First Aid kits and any other equipment necessary.
- iii) Develop all necessary correspondence, meetings and communications as needed.
- iv) Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

15.02 The House League Operations Manager may create a Committee of Division Convenors and interested coaches to assist in the task of running the YBA House League smoothly.

15.03 The House League Operations Manager shall also perform such duties as may from time to time be determined by the Board of Directors.

### **DUTIES OF THE VOLUNTEER COORDINATOR:**

16.01 The Volunteer Coordinator shall:

- i) Compile a list of all those who volunteer to assist the KW YBA in any manner (coaches – head and assistant, convenors, special events staff, etc.)
- ii) Ensure that all volunteers have been properly screened according to the YBA standards.
- iii) Maintain all the records of the screened volunteers.
- iv) Assist the volunteers in finding outlets for their expertise in the organization.
- v) Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

16.02 The Volunteer Coordinator shall also perform such duties as may from time to time be determined by the Board of Directors.

## **DUTIES OF THE DIRECTOR OF COACHING DEVELOPMENT**

17.01 The Director of Coaching Development shall:

- vi) Develop programs to assist in helping the House League coaches deliver their lessons in the best manner possible.
- vii) Organize coaching clinics to bring appropriate information to the coaches.
- viii) Work with the HL Operation Manager to provide teams with appropriate coaches.
- iii) Maintain a record of the YBA coaches and their development/certification.
- iv) Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

17.02 The Director of Coaching Development shall also perform such duties as may from time to time be determined by the Board of Directors.

## **DUTIES OF THE SPECIAL EVENTS COORDINATOR**

18.01 The Special Events Coordinator shall:

- i) Be the head of Committees created for any KW YBA Special Events. These include Pizza Day, University Day(s), Championship Day, Coaches' Appreciation Night and any other events that the Board of Directors deems necessary.
- ii) Work with the Volunteer Coordinator to fill the needs of the event.
- iii) Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

18.02 The Special Events Coordinator shall also perform such duties as may from time to time be determined by the Board of Directors.

## **DUTIES OF OTHER DIRECTORS-AT-LARGE**

19.01 The duties of the 2 Directors-At-Large shall be such as the terms of their engagement call for or the Board of Directors by resolution requires of them.

19.02 Maintain a record of their activity in a binder to be used at meetings and passed on to future Board Members.

## **EXECUTION OF DOCUMENTS:**

- 20.01 Deeds, transfers, licenses, contracts, assurances and engagements of every kind on behalf of the Corporation shall be signed by any two of the President, Vice-President, Secretary and Treasurer.
- 20.02 Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, Vice-President, Secretary and Treasurer or by any person authorized by the board.
- 20.03 The President, Vice-President, Secretary and Treasurer or any two of them or any person or persons from time to time designated by the Board of Directors may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustees or otherwise accept in the name and on behalf of the Corporation transfers of shares, bonds, or other securities from time to time transferred to the Corporation and may make, execute and deliver all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or Corporation.
- 20.04 Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument contract or obligations of the Corporation may or shall be executed.

## **BOOKS AND RECORDS:**

- 21.01 The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

## **DUES AND FEES:**

- 22.01 All dues and fees are to be set annually by a majority vote of the Board of Directors.
- 22.02 No dues or fees shall be required of members except an annual registration fee, unless approved by a unanimous vote of the Board of Directors, which vote shall become effective only when confirmed by a resolution passed by at least 2/3 of the votes cast at a general meeting of which notice specifying the intention to pass such a resolution has been given.

### **ANNUAL AND OTHER MEETINGS OF MEMBERS:**

- 23.01 The annual or any other general meeting of the members shall be held at the head office of the Corporation or elsewhere in the Kitchener-Waterloo area as the Board of Directors may determine and on such day as the said directors shall appoint.
- 23.02 At every annual meeting, in addition to any other business that may be transacted, the report of the directors and the financial statement shall be presented and a Board of Directors elected for the ensuing year.
- 23.03 The members may consider and transact any business, either special or general, without notice thereof at any meeting of the members.
- 23.04 The Board of Directors or the President or Vice-President shall have the power to call at any time a general meeting of the members of the Corporation. No public notice nor advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every meeting shall be given to each member ten days before the time fixed for the holding of such meeting; provided that any meetings may be held at any time and place without such notice if all members of the Corporation are present thereat and at such meeting any business may be transacted which the Corporation at annual or general meeting may transact.
- 23.05 Any written notice circulated generally or specifically to the members may be deemed by the board to constitute official notice of any meeting.

### **ERROR OR OMISSION IN NOTICE:**

- 24.01 No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may ratify, approve and confirm any or all proceedings taken or had thereat.
- 24.02 For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member, director or officer shall be the last recorded on the books of the Corporation.

### **ADJOURNMENTS:**

- 25.01 Any meeting of the Corporation or of the directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meetings as might

have taken place. No notice shall be required of any such adjournments. Such adjournment may be notwithstanding that no quorum is present.

**QUORUM OF MEMBERS:**

26.01 A quorum of members for the transaction of business at any meeting of members shall consist of the members at the meeting present in person or by proxy provided this quorum consists of not less than a majority of the Board of Directors.

**FINANCIAL YEAR:**

27.01 Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 30<sup>th</sup> day of June in each year.

**CHEQUES, ETC.:**

28.01 All cheques, bills of exchange of other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officers, or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors and any of such officers or agents may endorse notes and drafts for collection on account of the Corporation through its bankers and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms of settlement of balances and release or verification slips.

**DEPOSIT OF SECURITIES FOR SAFEKEEPING:**

29.01 The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Board of Directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

**NOTICE:**

30.01 Whenever under the provisions of the by-laws of the Corporation, notice is required to be given, such notice may be given personally or telegraphed or faxed, or by leaving same at the last known address of the director, officer or member to whom notice has to be given as such address appears on the books of the Corporation, or by depositing same in a post office, or a public letter box, prepaid, sealed and addressed to the director, officer or member.

**AMENDMENT OF BY-LAWS:**

31.01 No amendment, alteration or repeal of this by-law or any part thereof shall be effective until such amendment, alteration or repeal has been confirmed by at least two-thirds of the votes cast by the members present or represented by proxy at a general meeting of members called for the above purpose.

**REGULATIONS:**

32.01 The Board of Directors may prescribe such Regulations not inconsistent with the by-laws relating to the management and operation of the Corporation as they deem expedient, provided that such Regulations shall have force and effect only until the next annual meeting of the members of the Corporation when they shall be confirmed and in default of confirmation at such annual meeting of members, shall from that time cease to have force and effect.

**EXECUTIVE ADMINISTRATOR**

33.01 The Board of Directors shall hire an Executive Administrator whose duties shall consist of the day-to-day running of the KW YBA. That person's hours of work and salary shall be designated by the Board of Directors at the first meeting of each year. The Executive Administrator shall:

- i) Collect and register all players for the KW YBA for each season.
- ii) Book permits for all facilities needed for each season.
- iii) Act as a liaison with the Web builder and on-line registration company.
- iv) Create schedules for each Division for their practices and games.

- v) Act as a liaison with the Assignor of Referees
- vi) Send schedules of practices and games to each Division Convenor and any changes that occur throughout the season.
- vii) Work with the Viper Coordinator regarding gym schedules, tournaments, etc.
- viii) complete any other tasks as assigned by the Board of Directors
- ix) Keep records of all work done that can be passed on to the next Executive Administrator when necessary.

#### **INTERPRETATION:**

34.01 In these by-laws and in all other by-laws of the Corporation hereafter passed, unless the context otherwise requires, words importing the singular number of the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and reference to persons shall include firms and corporations and regions, and any other entity recognized by the Corporation. In relation to meetings of Kitchener-Waterloo Youth Basketball, that is to either annual or general meetings of the members, member refers to the directors and registered members.

#### **DISSOLUTION STATEMENT**

35.01 If, for whatever reason, this Corporation ceases to exist at any time, all its assets shall be turned over to Cities of Kitchener and Waterloo to be divided evenly among any not-for-profit Associations affiliated with one or both of these cities involved with Basketball.