



YOUTH BASKETBALL GUYANA

ARTICLE I - NAME, PURPOSE, ORGANIZATION, AND MEMBERSHIP

Sec. 1: The name of the organization shall be Youth Basketball Guyana.

Sec. 2: Youth Basketball Guyana may conduct business as "YBG" or "Youth Basketball Guyana" and is referred to herein as "YBG."

Sec. 3: Youth Basketball Guyana shall be an independent body that focuses on youth/sports development in Guyana. Youth Basketball Guyana is organized as a non-profit youth sport organization, exclusively for development and educational advancement of youths- through promotion of local, regional, national and international programs and services, in according to the laws of Guyana. Youth Basketball Guyana will be registered with the Ministry of Culture Youth and Sports/ National Sport Commission, the Guyana Olympics Association and will reserve the right to affiliate and collaborate with any group of similar interest.

Sec. 4: The purpose of YBG shall be to organize, promote, regulate and operate an independent youth basketball program in Guyana. At a minimum, YBG shall operate programs for mini basketball, high school basketball, community Youth Basketball, Elite Basketball and Coaches and Referees development on a year round basis.

Sec. 5: Family Membership: Any parent or legal guardian of a registrant in a program of YBG shall be considered a member of this organization for one (1) year from the date of his or her last registration. No one shall be denied participation because of a lack of money to pay participation fee.

Sec. 6: General Membership: Any individual who has actively participated in YBG activities (e.g., as a player, referee, coach, teacher or others) anytime within the past 2 years, and not already entitled to membership under the family membership qualifications, is considered a general member of this organization.

Sec. 7: All members are encouraged to give a personal voluntary donation of twelve hundred (1200) (gy) dollars per year toward the administrative expenditure of YBG. This donation could be made at anytime during any of YBG's organized activities.

Sec. 8: Family or general members may be eligible to serve on the Youth Basketball Guyana Board.

ARTICLE II - FINANCE

Sec. 1: YBG is a non-profit-making organization and does not pursue any objective for its own gains. It shall pursue solely and directly objectives of general interest in accordance with its mission. The financial resources of YBG may be used only in pursuit of the objectives laid down in these Bylaws. To the extent that compensation or reimbursement of expenses is paid to individuals, it must be

appropriate, justified and related to YBG's objectives. The Board decides the policy on the usage of all funds.

Sec. 2: The fiscal year of YBG shall begin on January 1 of each year and end on December 31 of that same year.

Sec. 3: The Executive Director of YBG shall present the previous year annual financial report and budget prior to the beginning of the new season. The final budget must be approved by the YBG Board.

Sec. 4: The Executive shall review the accounts of YBG for each fiscal year and shall report its findings to the Board.

Sec. 5: The Executive shall solicit funds through grants, sponsorship, donations, fundraising activities, tournament fees, tournament revenues, merchandising or any other means approved by the Board.

Sec. 6: Funds of YBG may be withdrawn from the bank(s) with which they are on deposit only on any two of the Director's signature.

Sec. 7: The general principle governing the rules on travel, operational and subsistence is that Officers and Board members should be reimbursed for necessary extra expenses relative to YBG business. In all cases expenses claimed must be justifiable. Spending is to be modest at all times.

ARTICLE III - GOVERNANCE

Sec. 1: The governance of YBG shall be vested in the Board.

Sec. 2: The Board shall consist of the Officers, Zone Coordinators for Georgetown, East Coast Demerara, Berbice and Linden, and any at-Large positions approved by the Board. The Officers are: Executive Director (Administration), Director (Finance), Director (Technical), and an Administrative Assistant. One or more of the officer positions may be combined by the Board so that one person holds more than one position (e.g., Exec. Dir.-Secretary). The officers shall constitute the Executive. The YBG Director of Basketball Operations and Media Coordinator shall be paid positions selected by the Executive Director and approved by the Board. These shall be ex-officio members of the Board, but shall not have a vote.

Sec. 3: There shall be four regional zone coordinators, for the Garden Conference, the Ancient Conference, the B 10 Conference and the East Coast Conference.

Sec. 4: The Director of Basketball Operation shall be the chief executive on all basketball matters.

Sec.5: The Board shall be responsible for managing the affairs of YBG.

ARTICLE IV – SELECTION OF OFFICERS AND DIRECTORS

Sec. 1: Officers and members of the Board shall be selected by the vote of the Board of the previous year for a four years term.

Sec. 2: Appointment of officers and directors shall be by majority vote of the Board present at the annual meeting of Youth Basketball Guyana in January.

Sec. 3: Board Members may vote by Proxy in the selection of the new Board.

Sec. 4: The Executive shall, prior to the annual meeting, provide a slate of nominees as candidates for appointment as officers and Board members for the next four years term.

Sec. 5: The new Board shall take office immediately following the annual meeting.

Sec. 6: Vacancies on the Board shall be filled through appointment by the Executive Director, subject to the approval of a majority of the Board. Such appointees shall serve the remainder of the term of the individual being replaced. A vacancy in the office of Executive Director shall be filled by any of the other two Directors.

Sec. 7: A vacancy in the office of Director because of death or prolonged absence may be declared by a two-thirds (2/3) vote of the Board at a duly-called meeting.

ARTICLE V - MEETINGS

Sec. 1: There shall be an annual meeting of Youth Basketball Guyana held during January of each year. The purpose of this annual meeting shall be to appoint new officers and Board members and to conduct other matters of interest to the general membership. At least ten (10) days prior to the date of the meeting, announcement of the meeting shall be published as directed by the Executive.

Sec. 2: Meetings of the Board shall be held at least four times per year at a place and time as decided by the Executive Director. A majority of the Board shall constitute a quorum.

Sec. 3: Special meetings of the membership may be called by the Executive Director; a majority of the Board must be present. Notice of such meetings shall be published as directed by the Executive.

Sec. 4: All actions by the Board or any committee thereof shall be taken by a majority vote of those present unless these Bylaws, or any other set of rules and regulations approved by the Board and publicly available, provide specifically otherwise. Each Board member has one vote (where an individual holds more than one position, the individual still has only one vote). The Board may act without a meeting, so long as proper notice is provided and a majority of the Board indicates their approval in writing (including e-mail) for any action.

ARTICLE VI - DUTIES OF OFFICERS AND DIRECTORS

Sec. 1: The Executive Director shall act as the Chief Executive Officer of Youth Basketball Guyana and shall:

- a. Preside at all membership meetings and at Board meetings, and be responsible for establishing the agenda for such meetings (as long as the request is made at least seven days prior to the meeting, the agenda shall include any item requested by a member of the Board) and publishing the agenda via e-mail to the Board at least 48 hours prior to the meeting.
- b. Assign duties to the members of the Board.
- c. Appoint such committees as may be necessary to carry out the activities of YBG and shall designate chairpersons of such committees.
- d. Be a member of all committees.
- e. Represent YBG to all other organizations (except where another officer has specifically been delegated the responsibility to represent the organization in a given circumstance).
- f. Have the authority to sign and execute contracts and all other documents on behalf of

Youth Basketball Guyana, consistent with any directions from the Board.

g. Fulfill the responsibilities of any coordinators or the Commissioner at the request of those appointees, if for any reason a coordinator or the Commissioner is not available or unable to respond in a timely manner.

Sec. 2: The Director of Basketball Operation shall:

- a. Supervise all organizational and operational aspects of the programs for which he/she is responsible .
- b. Supervise zone conference coordinators for the program for which they are responsible (e.g., execution of regional conferences).
- c. Be responsible for rules interpretations and enforcement of the rules for the program for which they are responsible (with rules interpretations subject to prospective modification by the Board), except that, during actual games, the interpretation of the rules by the referees are final.
- d. Assist coordinators in the performance of their duties.

Sec. 3: The Finance Director (Treasurer) shall be generally responsible for the financial/accounting-related activities of YBG including (the following activities may be conducted by another under the supervision of the Treasurer):

- a. Keeping the financial books and records for YBG.
- b. Disbursing funds in accordance with ARTICLE II.
- c. Collecting and depositing all funds of YBG.
- d. Reporting on the finances of the organization at each membership and Board meeting.
- e. Preparing and filing all required financial papers.
- f. Preparing a budget prior to each season in coordination with the Executive Director, which the Executive Director shall present to the Board for approval.

Sec. 4: The Secretary shall be generally responsible for the communication-related activities of YBG including (the following activities may be conducted by another under the supervision of the Secretary):

- a. Accurately recording and maintaining the minutes of all membership and Board meetings (while this duty may be delegated, the Secretary shall be ultimately responsible for and shall sign-off on such minutes).
- b. Review of all correspondence of YBG and maintaining a file thereof.
- c. All notices and announcements and the reproduction thereof including any public relations activities by YBG (including the website, newsletters, etc.).
- d. Working with the Treasurer in the preparation of the necessary financial papers.
- e. Preparing, maintaining and filing any necessary non-financial corporate papers.

Sec.5: The Technical Director (Training):

- a. Supervise all aspects of YBG coaching and refereeing program.
- b. Supervise YBG Elite training program.
- c. Be a member of the Grievance and Code of Conduct Committee and the Rules Committee.

Sec. 6: The Executive of the Board shall be authorized and empowered to act on behalf of YBG, outside of scheduled Board meetings, as required.

Sec. 7: All officers and Board members shall perform the duties assigned to them from time-to-time by the Board.

ARTICLE VII - REMOVAL FROM OFFICE

Sec. 1: Any Officer or Board member who misses three (3) regular Board meetings during any fiscal year may be relieved of his/her office or position and be replaced as provided in ARTICLE IV, Sec. 7.

Sec. 2: If it shall be called to the attention of the Board that it would be in the best interest of YBG that a member of the Board be removed from office, he/she may be removed by the following procedure:

- a. Notification in writing to the member in question of pending action concerning his removal at least ten (10) days prior to consideration by the Board.
- b. For due cause and by a vote of at least two-thirds (2/3) of all Board members, the Board may remove such director from office.

ARTICLE VIII - STANDING COMMITTEES

Sec. 1: Standing Committees may be established by the Executive Director with the approval of the Board. Such committees shall include a Grievance and Code of Conduct Committee to review alleged disciplinary issues and Rules Committee to recommend rules changes.

ARTICLE IX - RULES OF ORDER

Sec. 1: When deemed necessary by the Executive Director or requested by a majority of the Board, Roberts Rules of Order, Revised, shall govern the proceedings of all meetings of YBG and its constituent parts, except as provided by these Bylaws.

ARTICLE X - DELEGATIONS

Sec. 1: Delegations or special committees, as necessary, may be appointed by the Executive Director to represent YBG at any convention or meeting, subject to the approval of the Board. Such delegations or special committees shall be free to vote on all matters at any convention or meeting unless specified otherwise by the Board.

ARTICLE XI - INDEMNIFICATION

Sec. 1: The Board shall adopt an appropriate policy for the Indemnification of Officers and Board members, former officers and Board members and any person who may have served at the request of an Officer or Board member and shall amend and modify it accordingly.

ARTICLE XII - AMENDMENTS

Sec. 1: These Bylaws may be amended by a two-thirds (2/3) vote of the entire Board, provided that the Board shall be given notice of the proposed amendment(s) at least ten (14) days prior to a meeting at which the amendment(s) shall be read and acted upon. Any Board Member may propose an amendment for consideration.

ARTICLE XIII – POLICIES AND RULES

Sec. 1: The policies of YBG establishing rules and procedures for the conduct of the affairs of YBG upon matters not inconsistent with these Bylaws may be adopted by a majority vote of the Board.

Sec 2: The Board shall establish rules for the operation of its basketball competition by a majority vote of the Board.