

## Article III) DUTIES OF THE BOARD

### Section A) MBA - BOARD OF DIRECTORS:

1. The MBA Bylaws will govern the Massena Basketball Association (MBA).
2. The Association will have a maximum of nine (9) members on the Board of Directors.
3. A Bylaw may be changed by a majority vote of the Board of Directors. If the case of a tie, the Chairman of the Board of Directors shall cast the deciding vote. A quorum of  $\frac{1}{2}$  the Board (four (4) active voting members) is needed for the Board of Directors to take action.
4. Members of the Board of Directors shall be elected to their positions.
  - A. Elections will be held in April of each year at a scheduled Association meeting.
  - B. Any eligible association member may nominate candidates or people may nominate themselves.
  - C. Voting will be done by private ballot. The current Association Treasurer and Secretary will be responsible for tabulating voting. Ballots will be maintained by the Secretary for a period of two (2) months and may be examined by anyone.
  - D. Eligible Association members shall have one vote and must be present to cast their vote.
    - I. Eligible Association members shall include:
      - a) Board members (current)
      - b) Directors (current)
      - c) Team Head Coaches (current)
  - E. Terms of Office shall be for two years commencing on June 1<sup>st</sup> of each year and concluding on May 31<sup>st</sup> of the second year.
  - F. A member of the Board of directors may be removed from office for failure to execute the duties of the office. To

remove a member, a majority vote is required by the Board of Directors.

- G. General Association meetings require a simple majority vote of those present to approve action.

## **Section B) COMMISSIONER**

1. Shall serve as Chairman of the Board of Directors.
  - A. Will chair all Board and General meetings.
  - B. Shall cast deciding vote in the case of a tie.
  - C. Shall establish agendas for Board and General meetings.
2. Shall be the Chief Interpreter for MBA Bylaws and Rules.
3. Shall assist the Treasurer with financial operations and can cosign all accounts.
4. Shall ensure the league secures proper insurance for injury and liability.
5. Shall at all times, act in the best interest of the MBA.
6. Will schedule MBA meetings to discuss and execute Association business. Shall schedule such meetings as necessary and as a minimum, schedule the following:
  - A. (2) General Association meeting prior to the beginning of the Basketball Season (October 1<sup>st</sup> of each year)
  - B. (1) Board of Director's meeting in the months of September, October, November, December, January, February and March.
  - C. (1) General Association meeting near a point of the middle of the basketball season.
7. In the case of a vacancy of a position on the Board of Directors, the Commissioner shall appoint a suitable replacement. Within 30 days of appointment, the Board of Directors shall be convened to

approve such appointment (majority vote required, appointee does not have a vote until approval by Board of Directors).

8. Shall be the Chief spokesperson for the Association.
9. Shall direct activities consistent with the MBA Bylaws, rules and guidelines.
10. May re-assign the duties of missing Board positions to other active Board Members to ensure the success and is in the best interest of the MBA.
11. Shall obtain sponsors to League teams.
12. Shall act as liaison with the School District.
13. Shall serve as Director of the MBA Summer Camp.

**Section C) DEPUTY COMMISSIONER - HOUSE LEAGUE**

1. In the absence of the Commissioner, shall execute the duties of Commissioner.
2. Shall serve on the Board of Directors and shall have one (1) vote.
3. Shall direct all League activities to include:
  - A. Supervise coaches to ensure Bylaws, rules and guidelines are adhered to.
  - B. Establish practice times for teams.
  - C. Establish League Drafts (if required).
  - D. Establish League Game Schedules (if required).
  - E. Recommend League Coaches to the Board of Directors for approval.
  - F. In the case of a vacancy in a coaching position during the season, appoint a coach on a temporary basis, until the Board of Directors convenes to approve said appointment.

- G. Shall ensure that league records are collected and maintained for a period of current plus one season.
  - H. Shall investigate complaints and if needed, suspend or discipline, with the approval of the Commissioner.
4. Shall act as liaison between the House League and the Commissioner.
  5. Shall at all times, act in the best interest of the MBA.
  6. May sign on the League Accounts with Treasurer.

**Section D) DEPUTY COMMISSIONER - TRAVEL TEAM**

1. In the absence of the Deputy Commissioner - House League, shall execute the duties of Deputy Commissioner - House League.
2. Shall serve on the Board of Directors and shall have one (1) vote.
3. Shall direct all Traveling Teams activities to include:
  - A. Supervise coaches to ensure Bylaws, rules and guidelines are adhered to.
  - B. Establish practice times for teams
  - C. Recommend League Coaches to the Board of Directors for approval
  - D. In the case of a vacancy in a coaching position during the season, appoint a coach on a temporary basis, until the Board of Directors convenes to approve said appointment.
  - E. Shall ensure that Travel Team records are collected and maintained for a period of the current plus one season.
  - F. Shall investigate complaints and if needed, suspend or discipline, with the approval of the Commissioner.
4. Shall act as liaison between the Traveling Teams and the Commissioner

5. Shall at all times, act in the best interest of the MBA.
6. May sign on the Traveling Team Accounts with Treasurer.
7. Shall obtain sponsors for Travel teams.

**Section E) TREASURE / FUND RAISER**

1. Shall serve on the Board of Directors and shall have one (1) vote.
2. Shall be the Chief Financial Officer of the Association.
3. Shall maintain all Association financial records.
4. Shall provide, during the Basketball Season, a detailed financial report to the Commissioner on a monthly basis.
5. Shall provide a detailed financial report at all Board of Directors and General Association meetings. Reports to include:
  - A. Money received and sources
  - B. Expenditures and who received funds and purpose
  - C. Cash on hand
  - D. Balance of all accounts
6. Shall serve as coordinator of Association fund-raisers.
7. Shall be responsible for paying association's financial liabilities (bills). Bills paid will be reviewed at the monthly meeting and payment made reflected in minutes.
8. Shall be cosigner of Association accounts.
9. Shall draft and present an annual budget to the Board of Directors for approval.

## **Section F) TOURNAMENT DIRECTOR**

1. Shall serve on the Board of Directors and shall have one (1) vote.
2. Is responsible to organize and oversee:
  - The Massena Frank West Memorial Tournament,
  - And any other MBA hosted tournament throughout the year.
3. Shall chair the Tournament Committee which will consist of the following members:
  - Commissioner
  - Deputy Commissioner of Travel Teams
  - Head Coaches of each Massena Traveling Teams participating in the Tournament
  - Director of Officials/Scorekeepers and Timers
  - Concession Chairperson
  - A. Each member of the Tournament Committee shall have one vote with the Commissioner only casting a vote to break a tie.
  - B. Will insure that the Tournament Committee determines all the specifics for Association sponsored Tournaments.
  - C. Shall Field ALL Protests during a tournament and make the final determination to keep the Tournament running smoothly.
    - Rule violations or interpretations
    - Misconduct
4. Shall perform the duties of the Tournament Director as determined by the MBA Tournament Committee.
5. Shall act in the best interest of the MBA at all times.

## **Section G) SECRETARY – or COMMISSIONER in absence of Secretary**

1. Acts as Chairman of Registration for all players
  - A. Sets up times and place for registration
  - B. Collect money
  - C. Verifies/Collects Birth Certificates as required
  - D. Verifies Ages

2. Is a Voting member of the Board of Directors.
3. Maintains the bylaws for the Massena Basketball Association
4. Take minutes of all the meetings and keeps records to provide lasting knowledge of what decisions have been made.
5. Distributes Meeting Minutes to MBA members via E-mail
6. Provide mailings to Directors when Commissioner requests.
7. Assist the Commissioner in setting the agenda for next meeting.
8. Assist the Commissioner with Public Relations
  - A. Writing articles
  - B. Providing distributions

#### **Section H) EQUIPMENT DIRECTOR / SARGENT AT ARMS**

1. Is a Voting member of the Board of Directors.
2. Is responsible for all MBA House and Travel Team uniforms and equipment.
3. Maintaining accurate inventory records of Basketball Equipment and Apparel.
4. Organizes and distributes equipment and apparel at the beginning of the basketball year.
5. Checks the condition of uniforms and equipment and replaces them as required within budgeted levels.
6. Makes sure all sponsors are duly recognized throughout the season.
7. Suggests, to the Board for approvals, a secure environment to store league materials.
8. Forwards invoices for payment for the storage of league materials to the Treasurer.

9. Ensures that all equipment and apparel is returned within a reasonable time after the end of the basketball season.
10. Billing parents for Travel uniforms that have not been returned.
11. Maintain order at all MBA Board Meetings and functions.

**Section I) MODIFIED / VARSITY BOYS REPRESENTATIVE**

1. Is a Voting member of the Board of Directors.
2. Shall act in the best interest of the MBA at all times.
3. Is the liaison between the MBA and Massena Central School Program.
4. The Modified/Varsity Boys Representative must receive a nomination from the Commissioner at a Board Meeting and be voted in by receiving a majority vote of the Board of Directors.

**Section J) MODIFIED / VARSITY GIRLS REPRESENTATIVE**

1. Is a Voting member of the Board of Directors
2. Shall act in the best interest of the MBA at all times.
3. Is the liaison between the MBA and Massena Central School Program.
4. The Modified/Varsity Girls Representative must receive a nomination from the Commissioner at a Board Meeting and be voted in by receiving a majority vote of the Board of Directors.

**Section K) At-Large (2 Positions)**

1. Is a voting Member of the Board of Directors.
2. Shall act in the best interest of the MBA at all times.