

# CHESTERFIELD BASKETBALL LEAGUE

## BY-LAWS

### ARTICLE I- NAME

1. The name of the association shall be “CHESTERFIELD BASKETBALL LEAGUE, INC,” also referenced as “the League” and “CBL” in the following document.

### ARTICLE II- PURPOSE

1. To promote an organized sports program on a basis where good sportsmanship and fair play will be always practiced by all participants.
2. To take into consideration the health, welfare, and ability of each individual player.
3. To draw teams from several sections of Chesterfield County into closer fellowship through participation in a county-wide sports program.
4. To teach youth. through playing experience, the fundamentals of sports.

### ARTICLE III- GOVERNMENT

1. The Government of the League shall be vested in the EXECUTIVE BOARD OF DIRECTORS and the BOARD OF REPRESENTATIVES. The EXECUTIVE BOARD and BOARD OF REPRESENTATIVES shall decide on the policies and procedures affecting the general management of the League. Since the EXECUTIVE BOARD is charged with the responsibility of operating the League on a day-to-day basis, appeals on decisions in the are not permissible. The EXECUTIVE BOARD shall have the authority to act in the name of the League in an emergency or needful occasion between League meetings.
2. The EXECUTIVE BOARD OF DIRECTORS shall consist of six (6) positions:
  - a) PRESIDENT
  - b) VICE PRESIDENT
  - c) SECRETARY
  - d) TREASURER
  - e) ADMINISTRATIVE DIRECTOR
  - f) LEAGUE COMMISSIONER
3. Not more that two (2) members of a participating association may reside on the EXECUTIVE BOARD OF DIRECTORS at the same time

4. A member of the EXECUTIVE BOARD OF DIRECTORS shall not serve as a member if the BOARD OF REPRESENTATIVES (Association Voting Representatives).
5. All changes to existing rules and regulations which control, and coordinate CHESTERFIELD BASKETBALL LEAGUE activities must be submitted the EXECUTIVE BOARD for approval. Rules, regulations and changes to the existing rules and regulations are subject to approval by the BOARD OF REPRESENTATIVES.
6. The BOARD OF REPRESENTATIVES shall consist of one (1) representative from each participating association of the League. Each association will have one (1) vote through their voting representative, who must be registered through the League.
7. If an association is not represented on the BOARD OF REPRESENTATIVES for TWO (2) meetings during the current year, the association will be issued a warning letter. If a third meeting is missed, the association will lose their voting privilege the remainder of the year.

#### **ARITCLE IV- NOMINATION AND ELECTION OF OFFICERS**

1. The President, each year at the February League meeting shall appoint a nominating committee of at least three (3), which shall consist of at least two (2) members of the BOARD OF REPRESENTATIVES. They shall be present at the March meeting, a slate of nominees for all offices of the EXECUTIVE BOARD. The slate of nominees shall not exceed two (2) for each board position. The term of office shall be a period of one (1) year, commencing April 1 of the current year.
2. Nominations may be presented from the floor at the March League meeting.
3. The candidates will be elected by the BOARD OF REPRESENTITIVES, ONE (1) VOTE PER ASSOCIATION. Election shall be by secret ballot or by show of hands (nominees leaving the immediate area) at the March League meeting. The President shall appoint a teller to receive the ballots or count the votes cast. In the event of ties, a new ballot shall be cast until there is a winner.
4. Any officer who does not perform satisfactorily can be dismissed by a majority vote of the EXECUTIVE BOARD. The EXECUTIVE BOARD shall then fill the vacancy of office by appointment for the un-expired term of office.

## **ARTICLE V- DUTIES OF OFFICERS**

### **1. PRESIDENT**

- a) The President shall be chairman of the Executive Board and shall preside at all meeting of the League and Executive Board.
- b) They shall help to extend good sportsmanship and relations with all associations of the League, keeping in line with the by-laws and playing rules.
- c) The President shall preserve order and shall decide all points of order that may arise subject to appeal.
- d) A majority of all Executive Board members present shall be required to reverse their decision.
- e) They shall have the general powers and duties vested in the president of a corporation.
- f) They shall sign all contracts and other documents authorized by the laws of the Commonwealth of Virginia.
- g) They shall perform any other necessary function as prescribed by the by-laws.

### **2. VICE PRESIDENT**

- a) The Vice President shall preside at any League meeting or Board meeting in the absence of the President.
- b) They shall also assist the President in his duties when the need arises.
- c) In the event if a prolonged absence of the President, they shall also sign all authorized documents and contracts.
- d) Perform all other duties assigned by the president.

### **3. SECRETARY**

- a) The secretary shall keep an accurate and legible record of all meetings and proceedings of the League and of such correspondence as may be authorized by the League or Executive Board.
- b) They shall send out written notices or phone notices to each participating association at least five (5) days prior to a League meeting.
- c) They shall either send out or distribute at each meeting the minutes of the proceeding meeting to each association.
- d) They shall be the custodian of all papers and documents, incidents to the proper and effective management for the League; past and present
- e) They shall keep an accurate roster of all participating associations and their voting representatives.
- f) Perform all other duties assigned by the President.

#### **4. TREASURER**

- a) They shall collect and receipt all money coming into the accounts of the League
- b) Keep an accurate record of all money coming into the accounts of the League.
- c) They are responsible for depositing all money received within a thirty (30) day period.
- d) They shall make payment when authorized by an official of the League, who has the authority to make such expenditures, or by action of the Executive Board, and/or Board of Representatives- if requiring expenditure of funds,
- e) All checks drawn on the funds of the League shall be signed by the Treasurer.
- f) They shall, at each meeting, submit an itemized list of all expenses incurred during the previous month.
- g) They shall present an accounting of the Leagues finances at each League meeting.
- h) Their records and ledger shall, always, be subject to an audit by the Executive Board.
- i) The President shall appoint an audit committee to audit the Treasurer's books during the month of October. This committee shall include the newly elected Treasurer.
- j) Perform all other duties as assigned by the President.

#### **5. ADMINISTRATIVE DIRECTOR**

- a) League insurance
- b) Fundraising
- c) Purchase of necessary equipment
- d) Purchase of trophies
- e) Perform all duties as assigned by the President.

#### **6. LEAGUE COMMISSIONER**

- a) They shall govern the nine (9) divisions through the respective Division Commissioners.
- b) They shall be responsible for acquiring referees and score clock operators for all game activities.
- c) They shall be responsible for all game schedules including post-season play.
- d) If necessary, they can form a committee to formulate league schedules.
- e) They shall handle all protests that are brought before the League.
- f) Perform all other duties as assigned by the President.

## 7. GENERAL EXECUTIVE BOARD FUNCTIONS

- a) Has the authority to suspend a coach and/or association, team, or player for infractions of the rules or for any other action that is deemed detrimental to the League.
  - i. The association will be notified of the infraction or action that is reported to the Executive Board by the President.
  - ii. There may be a formal hearing before the Executive Board prior to a decision being made.
  - iii. It is the associations responsibility to meet with the Executive Board at a time and location designated by the President.
  - iv. Action taken by the Executive Board is subject to appeal to the Board of Representatives.
  - v. Appeals must be initialed by the individual or association against whom the action was taken and must be delivered in writing to the League Secretary within seventy-two (72) hours of the Executive Board's action.
  - vi. Reversal of the Executive Board's action by the Board of Representatives will require the Executive Board to reconvene immediately and present a new plan of action for approval by the Board of Representatives.
  
- b) Any Executive Board member who is reported for inappropriate action or misconduct will be subject to a formal hearing before the Executive Board at the discretion of the Board.
  - i. Should the Executive Board decide to suspend or dismiss of the Executive Board's members, the members will have the same right to appeal before the Board of Representatives as described in Article V, Section 7.
  
- c) The Executive Board has the right to appoint new DIVISION COMMISSIONERS.
  - i. The duties of the DIVISION COMMISSIONERS are to govern their respective divisions based on the rule book and duties as assigned by the LEAGUE COMMISSIONER

## ARTICLE VI ORGANIZATION

- a) The League is the basic unit of organization and is the highest authority. Unless agreed by the Board of Representatives, all positions and personnel will serve on a non-compensated, volunteer basis.
- b) The League consists of youth associations throughout Chesterfield and Powhatan County.

- c) The EXECUTIVE BOARD will determine annual League Fees, which will be payable to the League Treasurer at a date established by the EXECUTIVE BOARD.
- d) Associations must make application to join and be approved by a 2/3 vote of the Board of Representatives present. Associations accepted into the League must pay an entrance fee established by the EXECUTIVE BOARD.

## **ARTICLE VII- MEETINGS**

- a) Regular meetings of the League shall be held during the months of September through March, at a place designated by the President or his representative.
- b) During the months of April through August, meetings shall be called by the President as the need arises.
- c) The President shall call special meetings of the Board of Directors and Board of Representatives as the need arises.
- d) Notice of meetings shall be published ten (10) days prior to meeting.

## **ARTICLE VIII- MANAGEMENT OF PROPERTY**

- a) The Executive Board shall manage and control all property of the League.

## **ARTICLE IX- FISCAL YEAR**

- a) The League's fiscal year shall begin the first day of July

## **ARTICLE X- QUORUM**

- a) A quorum of the BOARD OF REPRESENTATIVES shall be at least 2/3 of all participating associations.

## **ARTICLE XI- RESTRICTIONS**

- a) The organization shall be non-partisan, nonsectarian and shall wholly abstain from any political or labor affiliation or endorsement for public office.

## **ARTICLE XII- LIQUIDATION AND DISTRIBUTION OF ASSETS**

- a) In case of dissolution of this League, and the liquidation of its affairs, any money or other assets remaining after payment of all obligations, shall be distributed equally among the associations that are in good standing at the time of the liquidation.

### **ARTICLE XIII- RULES OF ORDER**

- a) The rules contained in “Robert’s Rules of Order” shall govern the League in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the League.

### **ARTICLE XIV- AMENDMENTS**

- a) Proposed amendments to the By-Laws of this League shall be presented at the September League meeting. A majority vote of the associations present shall be required to adopt or change a particular article or section. The President, at the regular March meeting, shall appoint a By-Law and Rules Committee of at least three (3) persons.

### **ARTICLE XV- REVISION DATES**

- a) Revised March 17, 1999
- b) Revised September 26, 2004, Article IX, Section 1
- c) Revised September 28, 2023, clearing grammatical errors and reformatting