

**BY-LAWS  
OF  
Grafton Hoops Inc**  
(Ratified April 7<sup>th</sup>, 2019)

Article I      Name

This organization shall be known as Grafton Hoops, Inc.

Article II      Purpose

Grafton Hoops, Inc., hereinafter referred to as "Corporation", is an organization of parents and coaches of youth engaged in the sport of basketball prior to the time of entry into competitive high school basketball. The Corporation will attempt to provide an opportunity to youth to participate in the sport of basketball and to bring youth together through a common interest in fair play and fellowship. The Corporation's goals are to help build character and to inspire in youth the ideals of good citizenship and sportsmanship as well as to assure safety and provide intelligent supervision insofar as it is possible and to provide for the welfare of the participants.

Article III      Calendar Year & Fiscal Year

The Corporation's calendar year shall be May 1 to April 30<sup>th</sup>. The calendar year encompasses one season of recruiting, coaching clinics, preseason practice and season practice and games/tournaments.

The Corporation's fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>. The fiscal year is defined for accounting purposes.

Article IV      Membership

Membership in the Corporation shall be open to all parents, legal guardians, and coaches of participants in the activities of the Corporation. Participants include youth players and youth team managers.

Each Member shall be entitled to one (1) Member vote in conducting the business of the Corporation. Member votes shall be solicited and cast anonymously in person, or by absentee ballot, which are not anonymous. Absentee ballots shall be accepted in hard copy or email format, and shall include the signature or email address of the voting Member.

The Annual Meeting of the Members shall be held at any convenient time and place within the first two (2) months of each calendar year. Meetings of the Members shall be called by the President upon a minimum of ten (10) days written notice.

Members shall be eligible for election as Directors of the Corporation, and shall be eligible to serve on committees established by the Directors for the purpose of advising

on or assisting in the carrying out of the Purpose of the Corporation.

Any Member of the Corporation shall be subject to suspension or dismissal from Membership if they should fail to conduct themselves in the commonly accepted manner of good sportsmanship or in such manner as to jeopardize the safety or welfare of a participant. Notice of a charge to suspend or dismiss a Member shall be presented in writing to the Board of Directors and will specify in detail the actions upon which said charge is based. The charge will be heard promptly by the Board of Directors at a formal meeting and a decision will be handed down. Suspension or dismissal of a Member will require a two-thirds (2/3) majority vote of the Directors present at the meeting.

#### Article V      Directors

The Corporation shall be managed by a Board of Directors.

The President, Vice President, Secretary and Treasurer of the Corporation will serve as Directors, and shall be elected by a majority vote of the Members.

The Director of Basketball Operations will serve as a Director, and shall be elected by a two-thirds (2/3) majority vote of the Board of Directors.

The (one) Head Coach for each grade specific youth basketball team within the organization will serve as a Director, and each appointed Head Coach will not need to be approved as a Director by the Board of Directors nor by the Membership.

Additional Director positions shall be defined by a two-thirds (2/3) majority vote of the Board of Directors and listed in Schedule A of these By-Laws, and shall be elected by a majority vote of the Members.

When a Head Coach also holds another Director Position, that person has only one vote on the Board.

The terms of all Directors shall be defined by a two-thirds (2/3) majority vote of the Board of Directors and listed in Schedule A of these By-Laws.

The Director positions, terms and descriptions listed in Schedule A may be modified by a two-thirds (2/3) majority vote of the Board of Directors and are not subject to the By-Laws Amendment provisions included herein.

Elections by vote of the Members shall be held at the Annual Meeting of the Members, or in the case of recall elections per the provisions included herein, at a special meeting of the Members called by the Board of Directors. The Annual Meeting of the Members and special meetings of the Members shall be subject to the notice of meetings provisions included herein, and notice of said meetings shall include notice of the elections to be held.

Elections by vote of the Board of Directors shall be held at a meeting of the Board of Directors, subject to the notice of meetings provisions included herein, and notice of said meeting shall include notice of the elections to be held.

A vacancy in any Director position, other than the Director of Basketball Operations or one of the Head Coach positions, because of death, resignation, disqualification or otherwise, shall be filled at the next annual election or by a special election called by majority vote of the Board of Directors and decided by a majority vote of the Members.

Any Director elected by majority vote of the Members shall be challenged to a recall election, to be decided by a majority vote of the Members, if a two-thirds (2/3) majority vote of the Board of Directors calls for such a recall election. Only the Director(s) so challenged will be included in the recall election.

The Annual Meeting of the Board of Directors shall be held at any convenient time within the calendar year. Other meetings may be held to suit the requirements of the Corporation's business and the convenience of the Directors. Such meetings may be held at any convenient place within Ozaukee County. Meetings of the Board of Directors may be called by the President or any two (2) Directors.

Notice of meetings shall be given by written notice delivered personally to each Director at least three (3) days prior to such meeting, or by email to each Director at least three (3) days prior to such meeting, or by United States mail to each Director at their home address at least six (6) days prior to such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail properly addressed with postage pre-paid. Attendance of a Director shall constitute a waiver of notice of the meeting, except where the Director attends solely for the purpose of objecting to the holding of the meeting for want of due notice or other factor affecting the legality of the meeting.

Meetings of the Board of Directors shall be open to be attended by Members of the Corporation and by any non-member Officers and Assistant Officers of the Corporation, but shall not in general be open to the general public. A specific meeting of the Board of Directors may be opened to the general public by a majority vote of the Board of Directors.

The Directors may act by consent as provided in Section 181.0720 of the Wisconsin Statutes.

## Article VI    Officers

The Officers of the Corporation shall consist of the President, Vice President, Treasurer and Secretary, plus such other Officers and Assistant Officers as defined by a two-thirds (2/3) majority vote of the Board of Directors and listed in Schedule B of these By-Laws.

Officers shall be Members of the Corporation, or shall be non-members approved by majority vote of the Board of Directors.

All Officers and Assistant Officers other than the President, Vice President, Secretary and Treasurer shall be elected or appointed annually by majority vote of the Board of Directors as they may deem necessary.

The election or appointment of an Officer or Assistant Officer does not place said Officer

or Assistant Officer on the Board of Directors, and no voting rights are granted. Officers or Assistant Officers who are already on the Board of Directors, for example the President, Vice President, Secretary and Treasurer, maintain their Board of Directors voting rights by virtue of being on the Board, independent of their status as an Officer or Assistant Officer.

Any Officer or Assistant Officer elected or appointed by the Board of Directors may be removed by majority vote of the Board of Directors whenever in its judgment the best interest of the Corporation shall be served thereby.

A vacancy in any office other than President, Vice President, Treasurer or Secretary, because of death, resignation, disqualification or otherwise, may be filled by majority vote of the Board of Directors for the unexpired portion of the term.

The President shall be the principal executive Officer of the Corporation and subject to the control of the Board of Directors, shall in general supervise and control all the business and affairs of the Corporation. The President shall preside over all meetings of the Members.

The Officers shall have such duties and functions as are generally held or performed by such officers in business corporations, and such additional duties and functions as may be established by the Board of Directors. Additional Officers and Assistant Officers shall have charge of and shall perform such duties as may be authorized by the Board of Directors or assigned to them by the President.

#### Article VII Basketball Operations

The day-to-day management of the youth basketball teams within the Corporation will be performed by the Department of Basketball Operations, which shall include a Director of Basketball Operations, all coaching staff, and any other non-coaching positions approved by majority vote of the Board of Directors. The Department of Basketball Operations will function subject to these By-Laws, and to rules and guidelines set down by the Board of Directors, and to rules and guidelines set down by the governing basketball league, but will otherwise operate mostly autonomously.

The Director of Basketball Operations shall be elected by a two-thirds (2/3) majority vote of the Board of Directors. The term of the Director of Basketball Operations shall be defined by a two-thirds (2/3) majority vote of the Board of Directors and listed in Schedule A of these By-Laws. If a Director of Basketball Operations is not elected, the President will act as Director of Basketball Operations in all capacities.

The Director of Basketball Operations may be removed by two-thirds (2/3) majority vote of the Board of Directors whenever in its judgment the best interest of the Corporation shall be served thereby.

The coaching staff shall be appointed by the Director of Basketball Operations, taking into account input and advice from the existing coaching staff, and shall not be subject to approval by the Board of Directors nor by the Membership, with the exception of removal by the Board of Directors. A returning coach may continue the position unless

there is cause for the position to be open.

Any coach may be removed by two-thirds (2/3) majority vote of the Board of Directors whenever in its judgment the best interest of the Corporation shall be served thereby. Coaches are not required to be Members of the Corporation prior to their appointment by the Director of Basketball Operations.

#### Article VIII By-Laws Amendment

These By-Laws may be amended at any business meeting of the Corporation by a vote of two-thirds (2/3) of the Members present provided the amendment has been provided to the Membership in writing by email or mail ten (10) days prior to the meeting.

#### Article IX Dissolution

Upon dissolution of the Corporation, the Directors will, after paying all outstanding debts of the Corporation, turn over the balance of funds and all other assets of the Corporation to the School District of Grafton Board of Education to administer the distribution of said funds and assets among the sports programs in the Grafton schools where in the Board of Education's judgment, they will best serve the original Purpose of the Corporation.

## **SCHEDULE A DIRECTORS**

### **President**

Term: A first-term President will serve a 1 year term; a re-elected incumbent President will serve a 2 year term. A President who leaves the position for any length of time and is later elected President shall be considered a first-term President. A past Vice President who is elected President shall be considered a first-term President.

Description: Provides effective program leadership; oversees all activities of the program; ensures the organization runs smoothly and effectively; assigns duties to the Vice President; monitors program finances; presides over meetings; prepares end of year report.

### **Vice President**

Term: A first-term Vice President will serve a 1 year term; a re-elected incumbent Vice President will serve a 2 year term. A Vice President who leaves the position for any length of time and is later elected Vice President shall be considered a first-term Vice President. A past President who is elected Vice President shall be considered a first-term Vice President.

Description: Stays in close contact with the President; serves President's functions in the absence of the President; performs duties assigned by the President or Board.

### **Secretary**

Term: 2 years

Description: Keeps and documents the minutes of Board meetings; works with Director of Basketball Operations to update and maintain the Grafton Hoops handbook.

### **Treasurer**

Term: 2 years

Description: Maintains the finances of the program; manages all bank account(s); monitors revenue from fundraising and concessions; balances bank statements monthly; manages and pays program bills; provides monthly income and expense reports to the Board; maintains annual budget; maintains 501(c)(3) license; works with Fundraising to maintain state raffle license(s); regularly checks program post office box.

### **Fundraising/Sponsors**

Term: 2 years

Description: Contacts and secures program sponsors and donors; prepares and coordinates printing of game day programs. Works with Treasurer to maintain state raffle license(s); coordinates other fundraising efforts (e.g. car washes, game day 50/50 raffles).

### **Spirit Wear/Uniforms Coordinator**

Term: 2 years

Description: Coordinates the offering and purchase of spirit wear for players and their families. Coordinates and manages the purchase and distribution of game day uniforms for all players.

### **Tournament Director/Concessions**

Term: 2 years

Description: Ensures gym facilities are reserved. Publicizes tournament dates on websites; communicate with website coordinator to update Grafton Hoops, Inc. website. Prepare game/tournament schedule and communicate to coaches of all registered teams. Locate a concessions chairperson to oversee all aspects of concessions sales (including purchasing of supplies and parent volunteer schedules, coordinating usage of concession stand with GHS Booster Club). Work with Grafton High School basketball coaches to schedule clock and scorekeepers during all games. Work with Treasurer to provide ample "change" for tills. Facilitate set-up and take-down activities. Over see all other aspects of the tournaments.

### **Internal Communications & Public Relations**

Term: 2 years

Description: Distributes registration information to newspapers, community boards and elementary/middle schools; manages social media outlets; compiles contact information sheets and parent email lists; administers text alert service; keeps all parents up to date on program events; distributes program and game information to newspapers as desired by Basketball Operation.

### **WYBL Coordinator/Advisor**

Term: 2 years

Description: Communicate with WYBL Director the number of Grafton Hoops, Inc. teams, grade levels and division placement. Communicate schedules to all Grafton Hoops, Inc. coaches. Coordinate payments for all teams & referees. Communicate process on game results to WYBL with coaches. Coordinate all team registrations. Attend/Participate in WYBL scheduled yearly informational meetings. Understand, collect, submit all rosters, waivers and release forms. Communicate all WYBL League Rules and Guidelines. Communicate WYBL expectations, sportsmanship and parent behavior. General communications as needed.

### **Website Coordinator/Designer**

Term: 2 years

Description: Maintains the website; keeps all dates and contact information up to date; adds flyers and links as needed; uploads team photos when available.

### **Facilities Coordinator**

Term: 2 years

Description: Works together with the girls youth basketball program facilities coordinator and the District to obtain gym space for practices; schedule practices for all teams; look ahead to know when practices will be cancelled due to school activities, voting, etc.; reschedule team practices as necessary and communicate with coaches and the District as needed.

### **Consultant Advisor**

Term: 1 year

Description: Provide insight and answer many of the questions that come up at the Board level. This is intended to be the Grafton High School boys varsity basketball coach.



## **Basketball Operations**

The following Department of Basketball Operations personnel are automatically Directors. They have responsibility to attend as many Board meetings as possible, but given the heavy coaching workload, they are not asked to carry additional administrative tasks, which are the responsibility of the other Directors and of the various committees.

### **Director of Basketball Operations**

Term: 1 year

Appointed annually by Director of Basketball Operations:

**8<sup>th</sup> Grade A-Team Head Coach**

**7<sup>th</sup> Grade A-Team Head Coach**

**6<sup>th</sup> Grade A-Team Head Coach**

**5<sup>th</sup> Grade A-Team Head Coach**

**4<sup>th</sup> Grade A-Team Head Coach**

**3<sup>rd</sup> Grade A-Team Head Coach**

**SCHEDULE B  
OFFICERS & ASSISTANT OFFICERS**

**Officers**

President

Vice President

Treasurer

Secretary