



Central PA Elite Basketball Club By-Laws

Mission Statement

The Central Pa Elite AAU Basketball Club is a 501(c)(3) tax-exempt non-profit organization, located in Harrisburg, PA, that is committed to making a positive difference in the lives of student athletes. Utilizing the rigors of athletic competition, our aim is to improve athletic and academic skills, while enhancing important life skills such as self-discipline, positive relationship building, attention to details, and good sportsmanship. The Club has age-group teams which will compete in AAU, Junior National, and College Exposure Tournaments.

Club Values #CPE

- **Character** - The action you take to carry out values, ethics and morals that you believe in. Consistency between what you say you will do and what you actually do.
- **Pride** -A feeling that you respect yourself and deserve to be respected by other people.
- **Excellence** - Always doing your best and striving to make best better.

Board of Directors

I. Organization of the Board of Directors.

- A. The Board of Directors consists of 7 Elected Positions: Chairman of the Board, Executive Director, Treasurer, Secretary, and up to 3 additional members. The three additional members must include the Boy's Commissioner, Girl's Commissioner, and one member at large.
- B. All members of the Board shall have voting rights.
- C. Central PA Elite AAU Basketball Club (CPE) shall be managed by the Board of Directors.

II. Duties of Elected Board Members

- A. Chairman of the Board
 - i. Calls to order business meetings of the Board of Directors.
 - ii. Conducts the Club's business in an orderly fashion.
 - iii. Follows rules of procedure (Robert's Rules of Order).
 - iv. Functions as tie-breaking vote when the vote count does not meet 3/4 majority.
 - v. Serves as supportive resource for all committees.
- B. Executive Director
 - i. In the absence of the Chairman, shall serve as the acting Chairman.
 - ii. Responsible for oversight and coordination of all basketball and Club operations.
 - iii. Investigates complaints and discipline concerns for the program. If any disciplinary action is to be considered, a committee of two will form a panel to hear the issues, make decisions, and report to the board.
 - iv. Responsible for securing gym space for the AAU Basketball Club season.
 - v. Responsible for selecting and ordering players and coaches uniforms and equipment.
 - vi. Responsible for recruitment/development/and retention of quality coaches.



- vii. Responsible to nominate and present proposed coaches to the Board for the AAU Basketball Club season.
 - viii. Organizes the team tryout process and team player selection.
 - ix. Oversees CPE media/social media to include Website, Facebook, Twitter, Instagram, and YouTube.
 - x. Notifies the Board of Directors of business meetings.
 - xi. Prepares an agenda for each board meeting.
 - xii. Performs other such duties as from time to time may be assigned by the Chairman or the Board of Directors.
 - xiii. Serves as supportive resource for all committees.
- C. Treasurer
- i. Collects and disburses funds as operational necessity dictates.
 - ii. Manages bank accounts as necessary.
 - iii. Keeps records of receipts and expenditures for the Club.
 - iv. Renders a statement of financial condition at business meetings.
 - v. Assists in any approved fund-raising committees.
 - vi. Responsible for all tournament payments.
 - vii. Responsible for checking mail at the Post Office box.
- D. Secretary
- i. Coordinates and maintains all internal and external correspondences.
 - ii. Records minutes of all meetings.
 - iii. Assists the Chairman in his/her duties.
- E. Girl's Commissioner
- i. Responsible for coordination and oversight of all aspects of the Girl's AAU Basketball Program.
 - ii. Will report the progress of the girl's program to the Board on an on-going basis.
 - iii. Coordination of the program candidates during registration and tryouts.
 - iv. Coordination of equipment or uniform dissemination to each team.
- F. Boy's Commissioner
- i. Responsible for coordination and oversight of all aspects of the Boy's AAU Basketball Program.
 - ii. Will report the progress of the boy's program to the Board on an on-going basis.
 - iii. Coordination of the program candidates during registration and tryouts.
 - iv. Coordination of equipment or uniform dissemination to each team.
- G. At-Large-Member
- i. Performs duties from time to time may be assigned by the Chairman or the Board of Directors.

III. Meetings

- A. The business of CPE shall be conducted according to the Robert's Rules of Order.
- B. All members of the board shall have one vote.
- C. The majority of the board shall constitute a quorum.
- D. Meetings of the Executive Board will be called on a monthly basis unless needed more often.
- E. The act of the majority, of those present and voting, shall be the act of the Board.



- i. A minimum of fifty percent (50%) of the board members must be present before an issue can be voted upon.
- ii. Issues requiring a vote without the minimum numbers of members present must be tabled until the next meeting.

F. Where there are insufficient agenda items to necessitate a meeting, the Chairman may poll by telephone or email all the members of the Board to obtain their vote and notify all Board members of the vote decision prior to the next meeting.

IV. Terms of Membership to Board of Directors

- A. Members of the CPE Board are elected by a majority of the current board members.
- B. All members must be "active members" by attending scheduled meetings on time as well as participating in the Club's activities.
- C. The CPE Board has the right to ask a Board Member to step down if the member is not fulfilling their role as a Board Member and for disciplinary measures.
- D. If a member has missed three consecutive meetings and has not been involved in Board activities/responsibilities held within the three-month time frame without contacting another member to explain absence, a letter will be sent notifying him/her that their membership has been terminated and Board replacement at the following meeting unless the absent member is present at that meeting.
- E. Any Board member engaging in activity deemed detrimental to CPE can be removed by a majority vote of the Board.
- F. Elected Board members shall serve a term of 1 year with elections being held every year.

V. Election of New Members

- A. New members of the CPE Board are elected by a majority of the current Board members.
- B. A vacancy on the Board will be filled as soon as possible.
- C. New members will be required to complete a questionnaire and return it to the Board Chairman or Executive Director for review and election by the current CPE Board members.
- D. Nominations of prospective members may be placed before the Board by any member considered in active standing. Nominations will be made in advance to the prospective member's attendance.

VI. Committees

- A. Committees may be formed for any specific purpose not contrary to the purpose of the CPE. All committees shall be appointed by the Board of Directors
 - i. Standing Committees
 - 1. Finance/Budget Committee
 - 2. Nominating/Membership Committee
 - 3. Development/Fund raising Committee
 - 4. Coaches/Player Conduct Review Committee

VII. General

- A. No officer or other voting member of this association shall receive any fees for activities related to his or her official office in the Club.
- B. Payment for any personal expenses other than mail or telephone costs must be approved by a majority of the Executive Board.



- C. Any Board member has the authority to spend \$50 without the approval of the Board for an item which promotes the mission of CPE.
- D. The Board shall govern and administer the day-to-day operation of the association within the scope of the By-Laws and policy guidelines set by the Board.
- E. The Board shall set policy guidelines and make amendments to the By-Laws.
- F. The Board will decide any issues not covered under these By-Laws.
- G. Once adopted, this By-Law document shall only be amended by a $\frac{3}{4}$ vote of those present and voting at Board meetings.

Player Participation in the AAU Program

The AAU Club is intended for players who desire to play basketball at a higher level of competition. These players must possess better than average individual basketball skills.

Team/Coach Selection

I. Team Selection

- A. Team tryouts are open to all players who have paid their registration fee, signed the waiver, and are in grades 4 through 11.
- B. Teams should have a minimum of 8 and maximum of 12 players.
- C. Executive Director and team coaches will evaluate the players during tryouts.
- D. First team tryouts are held during late October/early November. The second team tryouts are held during early to late February.
- E. Any player injured during or before the tryouts or unable to attend tryouts will be evaluated on previous experience or have an individual tryout session.
- F. The results of the tryouts will be made known within 24 – 48 hours after the tryouts have been completed. Phone calls will be made and acceptance letters will be sent to each player.

II. Coach Selection

- A. Candidates may be male or female. They should be at least 18 years of age and have Board approval. The candidates should have basic knowledge of the game and possess good administrative and management skills, and follow the rules of the CPE Board.
- B. CPE Board may interview each applicant and must select a coach for each AAU team. If there are not enough coaches to fill all of the positions, a committee will be required to recruit qualified individuals for those open positions.
- C. Coaches are approved for the current season only and must be approved each year to continue in the AAU Club.
- D. The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board. The coach has the right to appeal the decision at regular Board meetings.
- E. Prospective coaches will be asked to complete clearance forms for the PA State Police background check before coaching.



Code of Ethics

- I. Parent Code of Ethics**
 - A. Conduct yourself responsibly.
 - B. Accept willingly and graciously the decisions of the officials.
 - C. Make sure your child arrives to practice and games at the appropriate times.
 - D. Make sure your child is picked up immediately after all practices and games.
 - E. Educate yourself on the rules and regulations of AAU basketball.
 - F. In the event of questions or concerns, please contact the Executive Director.
- II. Player Code of Ethics**
 - A. Play the game for the love of the game.
 - B. Be a team player.
 - C. Be gracious in losing and winning.
 - D. Obey the rules.
 - E. Accept willingly and graciously the decisions of the officials.
 - F. Any player removed from the game for fighting will be suspended for the next game.
 - G. Chronic discipline problems will be brought before the Board for consideration of suspension for the season.
 - H. Be prompt for all practices and games.
 - I. Educate yourself on the rules and regulations of AAU basketball
- III. Coaches Code of Ethics**
 - A. Understand the rules of the game and share that understanding with the players.
 - B. Treat the players fairly and equally.
 - C. Be prompt for all practices and games.
 - D. Be considerate of other teams.
 - E. Be well prepared for practices.
 - F. Have knowledge in first aid.
 - G. Teach players to respect officials' decisions.
 - H. Educate players on the rules and regulations, importance of skill development, and the off-season development opportunities.
 - I. Any disciplinary action involving the suspension of a player must be reported by the coach to the CPE Board.
 - J. Noncompliance with this Code of Ethics will result in a review of the coach by the CPE Board to determine the disciplinary action.
- IV. Miscellaneous**
 - A. Board will decide any issues not covered under these By-Laws.
 - B. Coaches from each team must attend a coach's meeting at beginning of the season.
 - C. CPE reserves the right to amend these By-Laws.
 - D. Though every player is guaranteed at least 1/3 playing time in a game, this does not mean equal playing time. Issues such as missed practices, poor attitude, not following a coach's instructions, etc. affect this latter coaching decision.