

WEST HARTFORD GIRLS BASKETBALL LEAGUE, **BY-LAWS**

Approved October 30, 2024

ARTICLE I - NAME AND ORGANIZATION

Section 1. Name. The name of this organization shall be the West Hartford Girls Basketball League, hereinafter referred to as “WHGBL”.

Section 2. Non-Profit. WHGBL shall operate as a division of the West Hartford All Sports Council, Incorporated, a non-profit organization.

ARTICLE II – OBJECTIVE

Section 1. Objective. The WHGBL objective is to promote the fundamentals of basketball through commitment, teamwork, sportsmanship, fair play, hard work and fun. This must be done in an environment that is safe, positive and enjoyable to all who participate. Our goal is to foster self-esteem in each of our players regardless of talent level, to have fun and to create in each player the desire to be the best that she can be.

ARTICLE III – BOARD MEMBERS

Section 1. Number. Election and Term of Office. The Board of Directors (the “Board”) shall consist of a minimum of three (3) members. The members shall be titled with and have the following roles: President, Treasurer and Secretary.

An individual may hold more than one (1) Board member position, but no individual shall be entitled to more than one (1) vote.

All Board members will hold a term of three (3) years and must be re-elected at the end of each term. Each Board member shall be elected by a majority of the Board that is present to vote (or have provided their proxy in writing or electronic medium to another Board member) in December of the Board members final term year. In the case where there is more than one candidate for any Board position, the individual receiving the most votes from the Board present to vote (or have provided their proxy to another Board member) in December of the Board members final term year shall be awarded the position. A Board member may not vote to re-elect their own position.

An individual must serve as a Board member for a minimum of one (1) year to be eligible to serve as President of the WHGBL.

Board members may be removed at any time by a two-thirds (2/3) vote of the remaining Board members then in office at any regular or special meeting of the Board. In the event that the last remaining Board member of WHGBL shall die, resign or be unable or unwilling to serve as a Board member and shall fail to fill at least one (1) of the then vacant Board member positions, so

that all the Board member positions shall be vacant for a period of six (6) months, then upon application of any interested party, two of the vacant Board member positions shall be filled by appointment by the Town Manager of the Town of West Hartford. The two (2) Board members so selected shall elect a third Board member and the Board members appointed shall constitute the Board, which shall act in the manner and with the powers expressly provided in these By-Laws, the Certificate of Incorporation of the West Hartford All Sports Council, Incorporated, and the laws of the State of Connecticut.

Section 2. Vacancies. Any vacant Board membership shall be filled for the unexpired portion of the term by a majority vote of the remaining Board members at either a regular meeting (see Section 4) or a special meeting (see Section 5).

Section 3. Expansion of the Board. The Board may choose to add ex-officio or at large Board members as the Board deems necessary at any time during either a regular or special meeting. The term limit for the new Board member would follow the current term limit of the WHGBL Board.

Section 4. Regular Meetings. Regular meetings of the Board shall be held at such time and place as may be specified from time to time at the request of the President or upon the written request of a majority of the Board members. Meetings may be held either in-person or via virtual means (e.g., Zoom, Skype or similar applications).

Section 5. Special Meetings. Special meetings of the Board shall be held upon the request of the President or upon the written request of the majority of the current Board members. Any special meeting shall be held as soon as practicable, but no later than thirty (30) calendar days from the date of any such request. If the President fails to hold a special meeting within the thirty (30) day period, the Board members requesting such meeting may call a special meeting of the Board any time thereafter. Each Board member shall receive notice of any special meeting of the Board as soon as practicable, but no fewer than three (3) calendar days. No notice of a special meeting need be given to any Board member who attends that meeting in person or who waives notice in writing and provides that written notice to the Secretary of WHGBL either before or after the meeting. The Secretary shall cause any waivers to be filed with, or entered upon, the records of the meeting. Meetings may be held either in-person or via virtual means (e.g., Zoom, Skype or similar applications).

Section 6. Quorum and Voting Requirements. A majority of the current sitting Board members shall constitute a quorum. Board members who are unable to make a regular or special meeting may provide their proxy to another board member. A proxy to another board member shall be considered the same as a Board member present to constitute a quorum. The affirmative vote of a majority of the Directors at a meeting at which a quorum is present shall be required for action by the Board on any matter whatsoever except for those matters for which the vote of a greater proportion of the Board is required by these By-Laws. The right of remaining Board members to fill vacant Board positions under Section 1 of this Article III shall not be subject to the quorum or voting requirements of this section. Electronic voting via email, virtual meeting applications or via texting is expressly allowed as this is to enable voting during months that a regular meeting is not scheduled, or when an item comes before the Board that requires an immediate vote, which determination shall be made by the President. The President is

responsible for requesting motions and the President or Secretary will be responsible for communicating the content of the item to be voted on and ask that all Board members answer with a “yes” or “no” vote. Any Board member may ask for clarification on an item and may convene online or texting discussion on that item up for vote. Once discussion has completed, the vote will be taken by the Secretary or President. The Secretary or President shall tally the votes, and the item will pass or fail when a majority of the Directorship has responded with their votes. Votes may be done open or by secret vote through the league Secretary as determined by the league President. In the event of the need for a secret vote, the votes shall be sent to the league Secretary. Once the vote is tallied, the Secretary shall email all Board members the result of the vote. The results of the vote shall be published as an addendum to the next published Board meeting minutes.

Section 7. Powers, Duties and Responsibilities. The property, business and affairs of WHGBL shall be managed by the Board members, who may exercise all the powers and do all things which may be exercised or done by the WHGBL, subject to the provisions of the law, the statutes of the State of Connecticut, the Certificate of Incorporation of the West Hartford All Sports Council, Inc. and these ByLaws. The Board shall have responsibility for the following:

- (a) Establishing and maintaining the general policies of the WHGBL and providing overall supervision of the activities of each Division;
- (b) Coordination of fund-collecting activities, court assignments for practices and games, referee training and assignments, dates for the opening and closing of the seasons for the Recreational League (as defined in Article IV below), playoffs and tournaments;
- (c) Representing the WHGBL before the local, state, regional or national organizations, the West Hartford All Sports Council, Inc., and all other governmental organizations;
- (d) Approving any additions, amendments or other changes to the rules and regulations of the league;
- (e) Approving the election of coaches within each Division;
- (f) Resolving any disputes within or between each Division;
- (g) Reviewing and either endorsing or modifying any dispute or protest within a Division;
and
- (h) Any other matter from time to time that relates to, regards, concerns, involves or touches upon any affair of the WHGBL.

Section 8. Committees. There are four (4) standing committees for the WHGBL. These committees are By-Laws, Rules, Disciplinary, and Scholarship. The President shall assign Board members to each of these committees with a minimum of two Board members for each committee. A Board member may serve on more than one committee at the same time. In addition, the Board may form any ad hoc committees by a quorum majority vote at any regular or special meetings of the Board. Ad hoc committees shall have and may exercise only the

authority expressly granted to it by the Board including the term limit of the committee. Each such committee shall serve at the pleasure of the Board and shall keep minutes of its proceedings, which shall be reported to the Board Secretary. Non-Board members may be selected by the President to advise committees but only a Board member of a committee has voting rights for that committee (except for the SafeSport Committee, which allows voting from non-Board members). The President shall be an ex-officio, non-voting member of all standing and ad hoc committees. The following is a description of the responsibilities for each standing committee of the WHGBL:

By-Law Committee: Responsible for maintaining the WHGBL By-Laws and providing recommendations for By-Law amendments and changes to the Board when necessary.

Rules Committee: Responsible for maintaining the WHGBL written game rules, league operations manuals, player, coach and spectator codes of conduct and providing recommendations for additions and changes of these documents to the Board when necessary. The Rules Committee is required to meet a minimum of once per year within thirty (30) days before the end of a season's registration period.

Disciplinary Committee: Responsible for providing and maintaining written processes and procedures for receiving and appropriately investigating protests or complaints against any persons or organizations associated with the WHGBL. The committee is also responsible for providing recommendations to the Board for disciplinary action against any persons or organizations associated with the WHGBL as a result of investigations stemming from protests or complaints.

Scholarship Committee: Responsible for providing and maintaining written processes and procedures for developing and communicating various scholarship opportunities for current or former players in the WHGBL. The committee is also responsible for developing processes and procedures to recruit and evaluate candidates for consideration of scholarships and providing recommendations to the Board for scholarship award recipients and financial award amounts. In addition, the committee is also responsible for developing and maintaining written processes and procedures for evaluating league registration, fee waiver requests and making recommendations to the Board for consideration of fee waivers for financial hardship candidates.

Section 9. Indemnification and Reimbursement. WHGBL shall indemnify and reimburse its Board members, representatives, volunteers and employees to the full extent permitted by applicable Connecticut law.

ARTICLE IV – DIVISIONS

Section 1. Objective. WHGBL shall conduct its basketball programs through the following three (3) divisions (collectively, the "Divisions"): The Seniors Division, the Juniors Division, and the Minors Division. (the Seniors Division, the Juniors Division, and the Minors Division are at times collectively referred to as the "Recreational League.").

Section 2. Representatives. Each team in each Division shall have one “Representative.” The Representative shall be the head coach of a team within the Division.

Section 3. Quorum and Voting Requirements. Each Representative shall be entitled to one vote on any matter put before the Representatives. In the absence of the Representative, the head coach may assign an assistant coach to exercise the Representative’s right to vote and, for purposes of this Article IV, shall be deemed in attendance at the meeting by the Representative. A majority of the Representatives then serving shall constitute a quorum. The affirmative vote of a majority of the Representatives at a meeting at which a quorum is present shall be required for action by the Division on any matter whatsoever.

Section 4. Eligibility for and Organization of Recreational League. Subject to the grade level restrictions set forth below, to be eligible to play in the Recreational League, girls must either officially reside in or attend school, public or private, in the Town of West Hartford. The Recreational League consists of three (3) Divisions organized as follows:

- (a) Minors Division: girls in 3rd or 4th grade.
- (b) Juniors Division - girls in 5th or 6th grade.
- (c) Seniors Division - girls in 7th or 8th grade.

Recognizing that extenuating circumstances may exist from time to time, the Board is authorized to consider requests for exceptions to the grade level limits to allow a player to play in a lower Division as set forth above with respect to their Divisions, provided that the requests must be: (i) submitted in writing; and (ii) must fully describe the extenuating circumstances. Any such requests will be evaluated on their individual merits and subject to majority approval of the attending Board members at any regular or special meeting.

ARTICLE V - COACHING PERSONNEL

Section 1. Selection. Each team in the Recreational League shall be supervised by one (1) head coach. The head coaches shall be appointed by the League President and shall be subject to the approval of the Board. The selection of coaches shall be in accordance with the following criteria for all Divisions:

- (a) good character, temperament and judgment;
- (b) ability to work with girls in the third (3rd) to eighth (8th) grade level;
- (c) reasonable knowledge of the game of basketball;
- (d) conformance to these By-Laws, the rules and regulations of the Division and the goals of the WHGBL; and
- (e) passes the WHGBL background check.

Section 2. Assistant Coaches. Each head coach in the Recreational League shall select his/her assistant(s). The Board shall have the authority to approve and remove any head coach or assistant coach, who, in the opinion of the Board, is not acting in the interests of the team or WHGBL. The head coach shall be responsible for the actions of the assistants, as well as for the actions of players and spectators affiliated with his/her team. Any disciplinary action against players or spectators shall follow the procedure set forth in Section 4 below.

Section 3. Coaching Restrictions. A person may serve as a head coach for up to, but no more than, two (2) teams, provided those teams are not in the same Division.

Section 4. Disciplinary Actions. Formal complaints against coaches, players, league personnel, Board members or organizations associated with the WHGBL shall be directed to the League President in writing within seven (7) days of the complained-of incident or conduct. The League President shall notify the Board of Directors of the complaint, and the Board shall investigate the complaint through the Disciplinary Committee. The investigation shall be completed within thirty (30) days of receipt of the complaint by the Disciplinary Committee. The Disciplinary Committee may make disciplinary recommendations to the Board for approval, or the Board may discuss, determine, vote on and approve its own disciplinary actions. The vote may occur either at the next scheduled regular meeting or special meeting and, if the Board votes to impose any discipline, such discipline shall be implemented immediately thereafter. Any decision of the Board with respect to disciplinary action shall be final, binding and not subject to appeal to the full extent permitted by law.

Section 5. Training of Coaches. Recognizing that coaches in the Recreational League may not be basketball professionals, the intent of WHGBL is to help and encourage coaches to gain knowledge of the game to improve the experience of the players participating in WHGBL basketball programs. To that end, the WHGBL encourages coaches in the Recreational League to utilize coaching documents on the WHGBL website; and to make available to the coaches' clinics as part of basketball training conducted by WHGBL.

ARTICLE VI – BOARD MEMBER RESPONSIBILITIES

Section 1. Title. Election and Duties. The Board of Directors shall be elected by the Board at the December meeting prior to the end of their three (3) year term. The duties of the Board Members of WHGBL shall be such as are imposed by these ByLaws and from time to time prescribed by the Board.

Section 2. President. The President shall call for and conduct all meetings of the Board according to the By-Laws. The President shall be the Executive Officer in charge of carrying out policies approved by the Board. The President shall oversee all public relations and publicity, including such matters as awards, presentations and league ceremonies, if any. The President shall have general charge and direction of the business of WHGBL subject to the control of the Board. The President may delegate responsibilities as necessary for a limited time as determined by the President.

Section 3. Treasurer. The Treasurer shall be responsible for the deposit, safekeeping, and disbursement of all funds of WHGBL. The Treasurer shall be chosen for his/her integrity and knowledge of proper maintenance of financial accounts. At each regular meeting of the Board, the Treasurer shall be prepared to present a brief report or summary of the collections and expenditures that have occurred since the last regular meeting and call attention to any other financial matters. Each year, the Treasurer shall provide an accounting to the Board, the substance of which shall be determined by the Board.

Section 4. Secretary. The Secretary shall keep the minutes of the meetings of the Board and shall give notice of all such meetings as required by and in accordance with these By-Laws. The Secretary shall have custody of the seal of the WHGBL and all books, records and papers of the WHGBL, except those in the custody of the Treasurer or some other person authorized to have custody and possession thereof by a resolution of the Board. The Secretary shall keep track of members of all WHGBL committees and committee meeting minutes.

Section 5. Vacancies. Vacancies among the officers by reason of death, resignation or other cause shall be filled at the discretion of the Board.

Section 6. Non-Board Member Positions. The Board may from time to time appoint individuals (who may but need not be Board members, Representatives or otherwise affiliated with WHGBL) to serve other functions on behalf of WHGBL, including without limitation Webmasters, Referees, Registration, Publicity and Fundraising Coordinators. The individuals appointed to such positions may be invited to attend, report to or participate in meetings of the Board.

ARTICLE VII - DISTRIBUTION OF ASSETS

Section 1. General Distribution. No part of the income, or of the assets, of WHGBL shall ever be distributed to its officers, Directors, Representatives or other individuals affiliated with WHGBL, provided that the foregoing shall restrict the right of WHGBL to reasonably compensate individuals who may be affiliated with WHGBL for services rendered to WHGBL and approved by the Board.

Section 2. Dissolution. In the event of the dissolution of WHGBL, any assets remaining after payment of all liabilities and obligations of WHGBL shall be distributed to one (1) or more non-profit charitable, scientific or educational organizations then qualifying as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or other provisions of like intent and purpose) in such proportions and amounts as the Board, by a vote of Directors holding two-thirds (2/3) of the Directorships, shall determine, provided, however, that if any of such assets shall remain undistributed for a period of six (6) months commencing upon the date of the dissolution of WHGBL, then all such assets remaining at the end of such six (6) month period shall be distributed to the Town of West Hartford's Department of Leisure Services.

ARTICLE VIII – AMENDMENTS TO BY-LAWS

Section 1. By-Laws. The By-Laws of WHGSL may be amended at any time by vote of Directors holding two-thirds (2/3) of the Directorships at any meeting of the Board.

Section 2. Limitation of Power to Amend. Anything herein to the contrary notwithstanding, no change shall be made in these By-Laws that is likely to affect the exempt status of WHGBL or the West Hartford All Sports Council, Inc. under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended from time to time.

Section 3. Record of Changes. Whenever a By-Law is amended, repealed or adopted, such action and the date on which it was taken shall be noted on the original By-Laws in the appropriate place or a new set of By-Laws shall be prepared incorporating such changes.

Section 4. Inconsistencies with Certificate of Incorporation. If any provisions of these By-Laws shall be found to be inconsistent with any provisions of the Certificate of Incorporation of the West Hartford All Sports Council, Inc., as presently existing or as from time to time amended, the latter shall govern.