2024-2025
CHESTERFIELD GIRLS BASKETBALL LEAGUE Inc.
BYLAWS

ARTICLE I – NAME

1. The name of the Association shall be known as "Chesterfield Girls Basketball League Inc." also referenced as "CGBL, Inc." or "the League" in the following document.

ARTICLE II – PURPOSE

1. To promote an organized sports program on a basis where good sportsmanship and fair play will always be 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. CGBL Inc., shall be governed, operated and administered in accordance with policies as outlined and authorized by the Chesterfield County Code of Conduct, and the League Rules and Bylaws.
2. The government of the League shall be vested in the Executive Board of Directors and the Board of Voting Representatives, herein referred to as Voting Reps. The Executive Board shall decide on the policies and procedures affecting the general management of the League. Since the Executive Board is charged with overall responsibility of operating the League on a day-to-day basis, appeals on decisions related to policies and procedures are not permissible. The Executive Board shall have authority to act in the name of the League in an emergency, or needful occasion between League meetings.
3. The Executive Board of Directors shall consist of elected representatives:
    a. President
    b. Vice President
    c. Secretary
    d. Treasurer
    e. League/Web Administrator
    f. Division Commissioners
4. Not more than two (2) members of a participating Association may reside on the Executive Board of Directors at the same time.

5. All revisions to existing rules which control and coordinate the League game day activities must be submitted to the Executive Board for approval. Revisions to existing rules are subject to approval by the Board of Representatives.
6. The Board of Representatives shall consist of one (1) Representative from each participating Association in the League. Each Association will have one (1) vote through their voting representative or alternate.
7. If a participating Association is not represented on the Board of Representatives for any two (2) regular meetings during the current year, the Association will be issued a written warning. If a third meeting is missed, the Association voting privileges will be revoked for the remainder of the year.

ARTICLE IV - NOMINATION AND ELECTION OF OFFICERS

1. Each year at the December League meeting, the Executive Board will announce Executive Board vacancies for the following season. Nominations must be submitted in writing to the Executive Board in advance of the January meeting. The term of office shall be for a period of one (1) year minimum. The term of office commences on April 1, of the current year.
2. The candidates will be elected by the Board of Representatives with one (1) vote per Association. Immediately following the January meeting, an electronic ballot will be emailed to each voting rep. The voting reps will have 48 hours to respond to the ballot. If the deadline is passed and no response is received, the association loses their vote. In the event of a tie, a new ballot shall be cast which will include votes from the Executive Board.
3. Within 48 hours of the voting deadline, the Secretary will announce the new Executive Board members via email.
4. Any Executive Board member who does not perform satisfactorily can be dismissed by a majority vote of the Executive Board. Remaining members of the Executive Board may then fill the vacancy of office by appointment for the remaining term of office.

ARTICLE V - EXECUTIVE BOARD POSITIONS AND ASSOCIATED DUTIES

1. <u>PRESIDENT</u>:
    a. Serve as chairman of the Executive Board.
    b. Preside over all meetings.
    c. Preserve order and decide all points of order that may arise subject to appeal.
    d. Sign all contracts and documents.
    e. Maintain good relations with all Associations of the League.
    f. The President shall be bonded.

2. <u>VICE PRESIDENT</u>:
    a. In absence of the President:
        i. Preside over all meetings.
        ii. Sign all documents and contracts.

b. Coordinate all league contracts (insurance, bond, lawyer, website, online registration system, officials).
c. Responsible for coordinating and formulating league schedules to include post-season play.
d. Update game scores by Tuesday following weekend games.
e. Appoint a committee, if necessary, to assist in the development of the schedule.
f. Purchase necessary League equipment and/or paraphernalia.
g. Perform all other duties as assigned by the President.

3. SECRETARY:

a. Keep accurate and legible records of all meetings and proceedings of the League.
b. Distribute League meeting minutes once reviewed by the Executive Board.
c. Email out notices to each participating Association prior to a League scheduled meeting.
d. Custodian of all contracts pertinent to the League.
e. Keep an accurate roster of all participating Associations and their voting representatives.
f. Responsible for League communications with voting representatives.
g. Liaison with Chesterfield County Parks and Recreation Dept.
h. Perform all other duties as assigned by the President.

4. TREASURER:

a. Collect and receipt all money coming into the League's accounts.
b. Keep true and accurate records.
c. Responsible for depositing all money received within five (5) days of receipt.
d. Make payment when authorized by the President or by action of the Executive Board if requiring the expenditure of funds.
e. Sign all checks in conjunction with the President's signature.
f. Submit a monthly balance to the Executive Board and be prepared to present a summary during the season if requested.
g. Records and ledgers are subject to audit by the Executive Board and/or independent CPA at any time.
h. The Treasurer shall be bonded.
i. Perform all other duties assigned by the President.

5. LEAGUE/WEB ADMINISTRATOR:

a. Responsible for updating and maintaining the League's Website.
b. Create an online team registration form and share with voting reps during registration period.
c. Provide oversight of team registration paperwork (master roster, birth certificates, code of conduct, CGBL participation form, and coaches background check card) to ensure accuracy and completeness.

d. Manage CGBL social media accounts.

6. DIVISION COMMISSIONERS:
    a. Govern their respective divisions in accordance with the League Rules and the Bylaws.
    b. League Rules enforced by a Commissioner are subject to Executive Board appeal.
    c. Keep an accurate roster of all teams and their players.
    d. Review and approve the Division season and post-season game schedules provided by the Executive Board.
    e. Attend all season and post-season games within their Division. Planned absences should be communicated to the Executive Board at least one week in advance.
    f. Not allowed to coach in the Division they govern.
    g. Perform other duties as assigned by the President.

ARTICLE VI - GENERAL EXECUTIVE BOARD FUNCTIONS AND AUTHORITY

1. The Executive Board has the authority to reverse the President's Decision by majority vote.
2. The Executive Board has the authority to suspend a coach and/or association, team or players (as prescribed in the League rules) for infractions of the rules or for any other action that is deemed detrimental to the League.
3. Any member of the Executive Board 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.
    a. Should the Executive Board decide to suspend or dismiss any Board members, the member will have the same right to appeal before the Board of Representatives.
4. The Executive Board may appoint one or more individuals to serve as Assistant(s) to each Division Commissioner. The Assistant Commissioners will not have a vote on decisions made by the Executive Board but may attend Board meetings.

ARTICLE VII – ORGANIZATION

1. The League is the basic unit of the organization and is the highest authority. Unless agreed to by the Board of Representatives, all personnel serve on a non-compensated basis.
2. CGBL consists of Youth Associations throughout Chesterfield County and Powhatan County.
3. A league fee, which shall be determined annually and payable to the League Treasurer, is due from each Association at a date and time as determined by the League.
4. Associations must make an 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.
5. Gym availability will determine the number of Associations and/or teams being added to the League each playing year. The Executive Board will make the decision on the number of teams to be added to the League on a year-to-year basis.

ARTICLE VIII – MEETINGS

1. Regular League meetings shall be held during the months of September through March, at a place designated by the President or their representative.
2. During the months of April through August, meetings shall be called by the President as the need arises.
3. The President shall call special meetings of the Executive Board, or the Board of Representatives as the need arises.

ARTICLE IX - MANAGEMENT OF PROPERTY

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

ARTICLE X - FISCAL YEAR

The League's fiscal year shall begin on the first day of April.

ARTICLE XI – QUORUM

A quorum of the Board of Representatives shall consist of the majority of all member Associations.

ARTICLE XII – RESTRICTIONS

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

ARTICLE XIII - LIQUIDATION AND DISTRIBUTION OF ASSETS

In case of dissolution of this League (CGBL, Inc.) 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 liquidation.

ARTICLE XIV - RULES OF ORDER

Rules of order are governed by the League Bylaws and Rules.

ARTICLE XV – AMENDMENTS

1. Proposed amendments to the Bylaws of the League shall be prepared in writing and presented to the Executive Board for approval.
2. Proposed amendments to the League General Playing rules shall be prepared in writing and presented at the September League meeting. Rules require a majority vote of the Executive Board and Board of Representatives.

3. The President may appoint a Rules and Bylaws Committee of at least three (3) members at season end to prepare for the following season.

ARTICLE XVI – LIABILITY

In accordance with SECTION A.1. OF VIRGINIA CODE SECTION 13.1-870.1, as it is constituted on the date this Bylaw provision is approved, the liability of the officers and directors shall be eliminated unless an officer or director engages in willful misconduct or a knowing violation of the criminal law.