

CONSTITUTION  
AND  
BY-LAWS  
OF  
THE  
NEW JERSEY BASKETBALL  
COACHES ASSOCIATION

ESTABLISHED

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# CONSTITUTION AND BY-LAWS

## ARTICLE I - NAME AND PURPOSE

NAME: The name of this association, which is a Limited Liability Corporation organized under the Limited Liability Corporation Act of the State of New Jersey as a 501c4, is The New Jersey Basketball Coaches Association (hereinafter “NJBCA”).

PURPOSE: The NJBCA LLC is organized for charitable and educational purposes.

The purposes of this association, without limitation, are:

- To maintain the highest possible standards in basketball and in the profession of coaching basketball
- To provide a forum for the discussion and study of all matters pertaining to basketball and coaching
- \* To provide opportunities for professional development in all areas of coaching and program development
- To make the game as safe and exciting as possible through rules of play
- To have a strong voice in interscholastic legislation affecting basketball in the State of New Jersey
- To freely exchange information on coaching methods and techniques
- To promote good fellowship and social contacts within the association
- To establish and maintain partnership with selected charities
- To provide opportunities and enhance the recruiting process for the NJ basketball high school student athlete

AMENDMENTS: The Constitution and By-Laws may be amended only after the following actions are completed:

1. Submission – All proposed amendments are to be submitted in writing to the Executive Board.
2. Adoption – The proposed amendment, together with the opinion of the Executive Board, shall be read at the monthly meeting of the association, and a two-thirds majority of the members voting in person shall be necessary for the adoption of the said amendment.

## ARTICLE II – MEMBERSHIP

1. COMPOSITION - There shall be 2 classes of membership

#### ACTIVE -HONORARY- ALLIED

A. ACTIVE – Active coaches from NJSIAA member New Jersey high schools (public or private) who are currently coaching at the highschool level. This includes Middle School. Frosh, JV. Varsity and Assistants. To be considered an ACTIVE member, dues shall be paid for the current NJBCA fiscal year. Each Head Varsity Coach ACTIVE member shall have the privilege of one vote.

B. HONORARY – membership may be conferred upon any person who has contributed to the advancement of basketball in New Jersey and shall be nominated and voted upon by the Executive Board. A two-thirds majority vote of the Executive Board is necessary for HONORARY status. HONORARY members shall have the same privileges as an ACTIVE member, excluding the privilege of voting.

#### 2. DUES

Executive Board will set dues at the annual meeting. The membership fiscal year will be **September 1st** of the current year through **August 31st** of the following year. To be considered a member in good standing, yearly dues must be paid by a date to be set by the Executive Committee.

### ARTICLE III – ADMINISTRATION

COMPOSITION: The administration of the NJBCA will consist of two bodies comprising the Executive Board:

1. THE EXECUTIVE BOARD: The Executive Board shall consist of, but not be limited to, the following:

EXECUTIVE BOARD MEMBERS VOTING:

EXECUTIVE DIRECTOR/TREASURER
ASSISTANT EXECUTIVE DIRECTOR (B) /RECORDING SECRETARY
ASSISTANT EXECUTIVE DIRECTOR (G) / MEMBERSHIP

<b>BOYS</b>	<b>GIRLS</b>
PRESIDENT	PRESIDENT
1ST VICE PRESIDENT	1ST VICE PRESIDENT
2ND VICE PRESIDENT	2ND VICE PRESIDENT
3RD VICE PRESIDENT	3RD VICE PRESIDENT

MEMBER
MEMBER
MEMBER
MEMBER
MEMBER
PAST PRESIDENT

CHAIRS OF STANDING COMMITTEES/ NON VOTING MEMBERS

JUNE /NCAA SCHOLASTIC SHOWCASE	SPONSORSHIP CHAIR
CLINIC CHAIR	NJBCA ALL STAR GAME CHAIR (2)
COMMUNICATIONS/SOCIAL MEDIA CHAIR	COUNTY REP/PLAYER AND COACH RECOGNITION CHAIR (4)

OTHER POSITIONS:

- WEBSITE COORDINATOR
- NJSIAA LIAISON
- BASKETBALL OFFICIALS LIAISON (2)

Each of the sections, as determined by the NJSIAA, will have a representative serve as either the President or a level of Vice President. They will serve for a term of three years in each capacity. A rotation will move the list forward producing a President from each section.

(A) Duties: The Executive Board shall have control and management of the association’s affairs, funds, and property and shall have and exercise all the powers possessed by the association itself so far as such delegation of authority is not inconsistent with the laws of the State of New Jersey, or with these bylaws. The Executive Board shall exercise their duties in a manner consistent with the purposes of the association, keeping in mind that the NJBCA is not organized for profit. However, these objectives are not to limit the Executive Board in the proper conservation and augmentation of the association’s funds, but any such profits shall never enure to the benefit of any private individual.

(B) Vacancies: A vacancy on the rotating Executive Board shall be filled by an active coach from the vacated section or in the case of a standing position selection shall be made by nomination and a simple majority vote by the Executive Board.

(C) Meetings: The Executive Board will meet prior to each general membership meeting. There will be Executive Committee meetings scheduled determined by the Executive Director and Assistant Executive Director.

(D) Quorum: A simple majority of the Executive Board shall constitute a quorum at any meeting of the committee. A simple majority of the quorum present shall decide any

action or matter brought before the Board.

And

2. THE EXECUTIVE DIRECTOR: The Executive Director of the NJBCA will serve the association for a time period as seen fit by the Executive Board. The Executive Board has appointed this individual after an accepted nomination and a simple majority vote.

Duties of the Executive Director: Under the guise of the Executive Board, the Executive Director shall be charged with the following leadership responsibilities/guidelines with regard to the operation of the New Jersey Basketball Coaches Association.

- To be present at all NJBCA Executive Board meetings as well as the general membership meetings
- To attend any additional Board meetings of the coaches' association.
- To work in conjunction with the Communications Director to ensure all NJ high schools are presented the opportunity to actively attend monthly meetings
- To assist in the handling of all public and media relations of the NJBCA. This must only be executed with the approved and uniform communications that are commensurate with views and opinions that directly reflect the NJBCA Executive Board along with its general membership.
- To maintain a positive working relationship with the NJSIAA and the basketball committee and the possibility of being a voting representative on the NJSIAA Executive Committee and NJSIAA Basketball committee
- Work with the NJSIAA Basketball Committee to better the sport of basketball in the State of New Jersey
- Make the Basketball Committee of the NJSIAA aware of the NJBCA's concerns, needs and beliefs
- Report to the Executive Board the results of the meetings
- To maintain an accessible line of communication for all committees, officers and the general membership
- To actively pursue potential revenue generating projects including but not limited to fundraisers, promotional events, charity events and clinics
- The Executive Director may NOT enter the NJBCA into ANY legally binding contract without the written consent of the simple majority of the current Executive Committee members
- To perform any additional duties the Executive Board deems necessary to further the mission of the NJBCA and advancement of high school basketball in the State of New Jersey

- Treasurer – The treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of an organization’s finances. The Treasurer will have duties specific to its role, including, but not limited to:
  - Bank account maintenance – Selecting a bank and signing checks
  - Provide necessary identification for signature cards and passwords for all accounts
  - Maintain a record of checks, including payer and check numbers, deposits and debits
  - Maintain a file of all deposits made and bills paid, along with identifying the purpose of each
  - Financial transaction oversight – Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
  - Financial Policies – Overseeing the development and observation of the organization's financial policies
  - Reports – Keeping the Executive Board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the Executive Board
  - Monthly Report – Prepare a monthly financial report and make it available to the general membership at monthly meetings
  - Annual Report – Prepare a fiscal year end report made available to the general membership
  - Maintain a file of all legal documents required by or issued by local, state and federal government
  - Filing – File the appropriate paperwork to State and Federal Agencies

2. THE ASSISTANT EXECUTIVE DIRECTOR (B): The Assistant Executive Director of the NJBCA will serve the association for a time period as seen fit by the Executive Board. The Executive Board has appointed this individual after an accepted nomination and a simple majority vote.

Duties of the Assistant Executive Director: Under the guise of the Executive Board, the Assistant Executive Director shall be charged with the following leadership responsibilities/guidelines with regard to the operation of the New Jersey Basketball Coaches Association.

- To be present at all NJBCA Executive Board meetings as well as the general membership meetings



- To attend any additional Board meetings of the coaches' association.
  - To work in conjunction with the Executive Director to ensure all NJ high schools are presented the opportunity to actively attend monthly meetings
  - To assist in the handling of all public and media relations of the NJBCA. This must only be executed with the approved and uniform communications that are commensurate with views and opinions that directly reflect the NJBCA Executive Board along with its general membership.
  - At the request of the Executive Director, or in the Executive Director's absence or disability, the Assistant Executive Director shall perform all the duties of the President. When acting, the Assistant Executive Director shall have all the powers of and be subjected to all the restrictions upon the Executive Director.
  - To assist in actively pursue potential revenue generating projects including but not limited to fundraisers, promotional events, charity events and clinics
  - The Assistant Executive Director may NOT enter the NJBCA into ANY legally binding contract without the written consent of the simple majority of the current Executive Committee members
  - To perform any additional duties the Executive Board deems necessary to further the mission of the NJBCA and advancement of high school basketball in the State of New Jersey
- Recording Secretary – The Recording Secretary is the officer in charge of minutes (documents recording the proceedings), correspondence, the roll of members, and similar matters. The secretary's duties are to record the minutes and keep them in a book, to maintain current, accurate copies of all organizational documents (including the bylaws, rules of order, and standing rules), to make minutes and organizational documents available to members at reasonable times and places. In the absence of the secretary, a secretary pro tem should be elected. In writing the minutes, the secretary should include the following: the date, time, and place of the meeting; the kind of meeting (for example, adjourned regular); the name of the assembly; the fact of the presence of the regular chairman and secretary or, in their absence, the names of their substitutes; whether the minutes of the previous meeting were approved; all main motions in their final form and their status; all oral notices of motions; all points of order and appeals, including the reasons given by the chair; all motions to reconsider; all elections; all numbers or tellers' reports announced by the chair; the roll and the votes of members when a vote was taken by roll call; names of movers of important motions; and the time of adjournment.

3. THE ASSISTANT EXECUTIVE DIRECTOR (G): The Assistant Executive Director of the NJBCA will serve the association for a time period as seen fit by the Executive Board. The Executive Board has appointed this individual after an accepted nomination and a simple

majority vote.

Duties of the Assistant Executive Director: Under the guise of the Executive Board, the Assistant Executive Director shall be charged with the following leadership responsibilities/guidelines with regard to the operation of the New Jersey Basketball Coaches Association.

- To be present at all NJBCA Executive Board meetings as well as the general membership meetings
  - To attend any additional Board meetings of the coaches' association.
  - To work in conjunction with the Executive Director to ensure all NJ high schools are presented the opportunity to actively attend monthly meetings
  - To assist in the handling of all public and media relations of the NJBCA. This must only be executed with the approved and uniform communications that are commensurate with views and opinions that directly reflect the NJBCA Executive Board along with its general membership.
  - At the request of the Executive Director, or in the Executive Director's absence or disability, the Assistant Executive Director shall perform all the duties of the President. When acting, the Assistant Executive Director shall have all the powers of and be subjected to all the restrictions upon the Executive Director.
  - To assist in actively pursue potential revenue generating projects including but not limited to fundraisers, promotional events, charity events and clinics
  - The Assistant Executive Director may NOT enter the NJBCA into ANY legally binding contract without the written consent of the simple majority of the current Executive Committee members
  - To perform any additional duties the Executive Board deems necessary to further the mission of the NJBCA and advancement of high school basketball in the State of New Jersey
- Membership – The membership chairperson will be responsible for applying the duties stipulated in the Responsibilities:
    - Carry on membership drives
    - Develop a publicity campaign
    - Compose and distribute a membership application package through NJBCA.org and the County Reps for each state conference
    - Collect application forms and fees
    - Give fees to Treasurer
    - Maintain a complete file of membership information
    - Work with the Website Chair to update member information

- Work with the Communications Chair to ensure all membership paperwork is available to current and prospective members
- Mass email members on current items and issues
- Keep track of total membership numbers
- Supply password and username to active members
- Actively update website with current coaches information
- Identify members in good standing
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

## ARTICLE IV - MEETINGS

1. TIME AND PLACE: The NJBCA will hold meetings throughout the calendar year. The time and place will be set by the Executive Board.
2. RULES OF ORDER: The following shall be addressed:
  - A. Meeting called to order by the current President
  - B. Acceptance of the previous minutes from last meeting
  - C. Treasurer's financial report
  - D. Old business
  - E. New Business
  - F. Adjournment

## ARTICLE V – STANDING COMMITTEES

1. APPOINTMENT: Members of standing committees will participate on a volunteer basis without compensation. Committee chairs will report when appropriate to the Executive Board and general membership. Committees will be determined by the Executive Board and maybe formed from the Sectional and County Reps.
2. COMPOSITION: Any member in good standing may volunteer for a committee. Members must be from the Active or Honorary classifications. Members volunteering will be accepted by a simple majority of the Executive Board.
3. DESIGNATION: The standing committees will be determined by the Executive Board

## ARTICLE VI– SECTIONAL AND COUNTY REPRESENTATIVES

1. APPOINTMENT: Members of county representatives will participate on a volunteer basis without compensation and be approved by the Executive Board. Representatives will be the spokesperson for their assigned County or counties. All counties in the state of New Jersey will have a representative. It is the intent of the NJBCA to have representatives from every part of New Jersey to give a full NJ State view of the issues and solutions in making the game of basketball better for the students, athletes and coaches.

2. COMPOSITION: Any member in good standing may be appointed to be a Representative. Members must be from the Active classification. Members volunteering will be accepted by a simple majority of the Executive Board.

3. DESIGNATION: The County representatives will consist of, but not limited to, the following.

- Atlantic
- Bergen
- Burlington
- Camden
- Cape May
- Cumberland
- Essex
- Gloucester
- Hudson
- Hunterdon
- Mercer
- Middlesex
- Monmouth
- Morris
- Ocean
- Passaic
- Salem
- Somerset
- Sussex
- Union
- Warren

## ARTICLE VII – BENEFITS

- Members of the NJBCA are represented by a strong state-wide leadership organization which protects the basketball coaching profession’s best interest, your best interests, and strives for the highest possible professional standards, as outlined in its Constitution and By-laws
- NJBCA membership constitutes dual membership with the National High School Basketball Coaches Association (NHSBCA). NJCBA members will receive benefits and privileges of both the NJBCA and the NHSBCA
- NJBCA membership enhances a coach’s professional growth and gives him an opportunity to contribute to the improvement of his/her profession
- It provides new contacts, a line of communication and a forum for the exchange of ideas and information within the profession
- Members (in good standing) may have the opportunity for invitation to NCAA/NJBCA recruiting events for teams and or players if applicable.
- Active members receive free admission to the annual North-South High School All Star Basketball Classic
- Active members can become involved in the rules and/or rule changes
- Active members, through the association, become a part of the NJSIAA, especially with regard to basketball in the state of NJ.
- Active members have the opportunity to contribute to help shape the course of high school basketball in New Jersey

## ARTICLE VIII – DUTIES & RESPONSIBILITIES

COMPOSITION: The association separates the duties under three categories, Officers Chairpersons, Sectional and County Representatives

### 1. OFFICERS:

A. President - The President is under the direction and supervision of the Executive Board, shall have general charge of the business affairs and property of the Association. The President shall have such other duties and responsibilities and may exercise such other powers as may be assigned by these Bylaws or the Executive Board from time to time. The President should maintain a positive working relationship with the NJSIAA and the basketball committee. Attend the annual Basketball Committee meeting. Attend any other NJSIAA meetings dealing with the sport of basketball. Represent the interests of the NJBCA in a professional manner. Work with the NJSIAA Basketball Committee to better the sport of basketball in the State of New Jersey. Make the Basketball Committee of the NJSIAA aware of the NJBCA's concerns, needs and beliefs. Report to the Executive Board the results of the meetings.

Each Vice President will serve as a Committee Chairperson

- . First Vice-President - At the request of the President, or in the President's absence or disability, the First Vice President-Elect shall perform all the duties of the President. When acting, the First Vice President-Elect shall have all the powers of and be subjected to all the restrictions upon the President. The First Vice President-Elect shall have such other duties and responsibilities and may exercise such other powers as from time to time may be assigned by the President or the Executive Board.
- Second Vice-President - In the event of the absence or disability of the First Vice President-Elect, the Second Vice President-Elect shall perform all the duties of the First Vice President-Elect subject to the restrictions of that office.
- Third Vice-President - In the event of the absence or disability of the First Vice

President-Elect, and the Second Vice President-Elect the Third Vice President-Elect shall perform all the duties of the First Vice President-Elect subject to the restrictions of that office.

**B. Website Coordinator** - will be responsible for the following duties:

- Create a Website for the needs of the NJCBA
- Update current and new information, which includes text and graphics, on the website
- Add pages or menus to the website as necessary
- Perform necessary maintenance on each of the drop-down menus, updating them on a regular basis
- Update the calendar on a regular basis
- Work to keep the membership database current
- Work to ensure important information is posted at the earliest possible date
- Monitor the overall final project appearance
- Maintain the integrity of the site
- Act as the liaison between the web host and the NJBCA
- The Coordinator is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

## 2. CHAIRPERSONS:

**A. Communications/ Social/ Media Chairperson**– The Communications/Social Media Chairperson will work closely with the Website Director and the Executive Board and will be responsible for applying the duties stipulated in the Responsibilities

The Communications/Social Media Chair and associated committee members will be responsible for the following:

Duties:

- Write and place press releases
- Use and update Social media platforms

- Write and distribute messages to the membership
- Manage media relationships
- Publicize NJBCA events
- Make available relevant information (i.e., events, announcements, stories, photos, documents, etc.) to the membership
- Develop, implement and evaluate the NJBCA's communication plan.
- Develop and ensure conformance with branding standards for all NJBCA communications vehicles (logo usage, fonts, colors, page layout formats, etc.) so that the organization's messages take on a consistent look and feel, and are readily recognizable by the public
- In conjunction with the Web Director, generate web and print content, including press releases, that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, editing, formatting, distribution, and maintenance of all print and electronic collateral including, but not limited to, brochures, annual report, e-newsletters and NJBCA's website content in conjunction with the Web Director
- Develop relevant website content
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

**B. JUNE Scholastic NCAA Showcase Chairperson** – The NCAA/JUNE Scholastic Showcase Chairperson will be responsible for applying the duties as stipulated in the Responsibilities

The Showcase Chairperson and associated committee members of the Executive Board will be responsible for the following:

Duties:

- Work with the Executive Board and the NJSIAA to plan in accordance with the NCAA, NFHS, NHSBCA the live recruiting weekend or weekend known as the " Jersey Live " Showcase.
- Work with Executive Director in getting Showcase approved by all governing bodies



- Coordinate obtaining a proper facility to run the event
- Coordinate game help and responsibilities to run the event
- Coordinate teams or individual participants
- Help promote event to Colleges and Universities
- Coordinate game schedules
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

**D. NJBCA Clinic** - The clinic chair will be responsible for applying the duties as stipulated in the Items and Responsibilities

The Clinic Chair and associated committee members will be responsible for the following duties:

- Select the date and time for the annual clinic
- Secure a location for the clinic
- Secure a location for the post clinic social
- Secure keynote speakers
- Secure additional speakers, members of the NJBCA
- Make appropriate arrangements for food and drink
- Identify and contract appropriate vendors
- Contact potential vendors to serve as clinic sponsors
- Work with communications chair to publicize event
- Submit information to website chair for publication
- Coordinate the events of the day of the clinic
- Identify individuals to handle the various “day of“ events
- Coordinate with other clinics in the area
- Submit bills to the treasurer to be paid in a timely manner
- Prepare a post clinic report
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

**D. County Rep & Player/Coach Recognition Chair** - The County Rep Chairperson will be responsible for applying the duties as stipulated in the Items and Responsibilities

The County Rep Chair and associated committee members will be responsible for the following duties:

- Selection of County Reps for both Boys & Girls Varsity Coaches for every county in NJ
- To create a County Rep Directory and update it.
- Coordinate County Reps to create and share with NJBCA Executive Board a County Directory for every Boys and Girls Varsity Basketball Coach in the state of NJ.
- Create Criteria for selection of NJBCA ALL COUNTY TEAMS player recognition
- Create Criteria for selection of NJBCA COUNTY COACH of the YEAR recognition
- Coordinate through the County Reps lists of Players and Coaches to be recognized.
- Work with Website coordinator and Communication/Social Media Chair to publicize the award winners
- Contact Vendors to produce the awards (Certificates/ Plaques)
- Submit bills to the treasure for payment in a timely manner.
- Additional items as deemed necessary

**E. NJBCA ALL STAR GAME CHAIR** - The NJBCA ALL STAR GAME Chairperson will be responsible for applying the duties as stipulated in the Items and Responsibilities

The ALL STAR GAME Chair and associated committee members will be responsible for the following duties:

- Select date and time on the NJBCA All Star game
- Coordinate obtaining a proper facility to run the event
- Coordinate game help and responsibilities to run the event
- Coordinate Selections individual participants and coaches for the North and South teams
- Help promote event to Colleges, Universities and Media
- Coordinate game schedules and officials.
- Coordinate uniforms and awards if appropriate.
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

E. **SPONSORSHIP CHAIR** - The Sponsorship Chairperson will be responsible for applying the duties as stipulated in the Items and Responsibilities

The Sponsorship Chair and associated committee members will be responsible for the following duties:

- Obtain sponsorship both monetary and product to help support the mission of the NJBCA
- Obtain sponsorship using the Website, NJ Live Showcases, The NJBCA All -Star Game and the NJBCA Coaches Clinic.
- The Chair is responsible for developing and enumerating additional tasks for the committee
- Additional items as deemed necessary

## ARTICLE IX – DISSOLUTION OF ORGANIZATION

1. Upon dissolution of the NJBCA, the Executive Board will liquidate all remaining assets according to section 2. 2. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) 3 of the Internal Revenue Code, or corresponding section of a future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.