

# **Kings Basketball Association (KBA)**

## **By-Laws**

As Amended  
August 4, 2021

Kings Basketball Association (KBA) By-Laws

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## Article I – ORGANIZATION

1. The name of the organization shall be “Kings Basketball Association” and referred to in abbreviated form as “KBA.”
2. The organization shall have the following seal (or logo):



## Article II – PURPOSE

1. KBA is a non-profit volunteer organization that provides children in the Kings Local School District in grades 2<sup>nd</sup> – 6<sup>th</sup> grade the opportunity to learn and enjoy the game of basketball. The purpose of KBA shall be to organize and supervise the playing of youth basketball, to place teams in leagues and divisions that are suitable for their age group and skill level.

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code

## Article III – MEMBERSHIP

1. Participation in this organization shall be open to all individuals in sympathy with its purpose but may be limited by available resources.
2. Members of KBA shall include, but not be limited to, the following:
  1. Youth player in grades 2<sup>nd</sup> – 6<sup>th</sup> grade that are residents of Kings Local School District;
  2. Parents and legal guardians of any child that is registered to play for KBA;
  3. All duly elected board of directors and officers of KBA;
  4. Any person that is a head coach or coach of a team of KBA
3. Members shall be classified as either voting or non-voting. All elected officers and Board of Directors will be classified as voting members and have the right to vote on all measures, amendments, or other actions presented to the general membership for consideration. All other persons are considered to be non-voting members.

## **Article IV – MEETINGS**

1. Regular meetings of the Board of Directors shall be held at a minimum of 4 times per year, except for holidays.
2. Regular meetings shall be open to the public.
3. The presence of the majority of the Board of Directors shall constitute a quorum and shall be necessary to conduct the business of this organization.
4. The membership of KBA shall hold an annual meeting at such time and place as shall be determined by the Board of Directors. Notice of time and place of such annual meeting shall be made known to the membership of KBA through publication on the KBA website not less than five days prior to the date of the meeting
5. Special meetings may be called by the President with 72 hours' notice by email to the Board of Directors.

## **Article V – VOTING**

1. At all meetings, all votes shall be by voice.
2. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for in the election of the Board of Directors.
3. Only the Board of Directors is eligible to vote on items requiring a vote to be taken.
4. The President will only vote on items requiring a vote to be taken when it is necessary to break a tie result. The exceptions to this are any votes requiring a two-thirds majority and the election of the Board of Directors. Under these exceptions, the President will have a single vote of equal weight to the vote of each director of the Board of Directors.

## **Article VI – ORDER OF BUSINESS**

- Roll Call
- Approval of the Minutes of the Preceding Meeting
- Old and Unfinished Business
- Recognition of Guests
- New Business
- Reports of the Executive Board
- Reports of Coordinators
- Report from Kings Local School District
- Adjournment

## Article VII – BOARD OF DIRECTORS

1. The business of this organization shall be managed by a Board of Directors.
2. The Board of Directors shall serve for a term of one (1) year. A Board of Directors member may serve successive terms.
3. The Board of Directors to be chosen for the ensuing year shall be elected at the Spring regular meeting of the Board of Directors and Coordinators.
4. Board of Director Candidates must be nominated at the Spring regular meeting and receive a majority of votes from those present who are eligible to vote in order to be elected (no proxies).
5. The Board of Directors shall have the control and management of the affairs and business of this organization and has the right to take any action deemed to be in the best interest of the organization.
6. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
7. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
8. The President of the organization by virtue of his/her office shall be Chairman of the Board of Directors.
9. A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization. Not less than two-thirds majority of the active Board of Directors shall be required to remove a director from the Board of Directors. Active board members are defined as attending a minimum of 50% of the meetings in the past twelve (12) months.
10. The Board of Directors shall have no less than 5 people and no more than 16 people, or such greater number as determined by the Board of Directors. The Board of Directors is comprised of the:
  - a. Executive Board, and
  - b. Board of Coordinators
11. A director must successfully pass a background check in order to retain their elected position on the Board of Directors.

12. Each director of the Board of Directors shall have one vote and such voting may not be done by proxy.
13. Board of Directors will be listed annually in Addendum A.

## **Article VIII – EXECUTIVE BOARD**

1. The Executive Board are the elected trustees of the Board of Directors and consist of:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Past-President
2. The **President** has the following responsibilities:
  - a. Chairman of the Board of Directors.
  - b. Authority as may be reasonably construed as belonging to the chief executive of any organization.
  - c. Preside over all meetings.
  - d. Keep meetings focused, productive, and on time.
  - e. Assure KBA objectives are met and KBA philosophies are upheld.
  - f. Attend external meetings or events representing KBA.
  - g. Secure monthly meeting location.
  - h. Interpret findings from all background checks.
  - i. Provide guidance and consultation to the Board of Directors.
  - j. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games covering all leagues throughout the season.
  - k. Plan, prepare, and conduct KBA Coaches meeting to kick off the season.
  - l. Manage KBA's general mailbox within KBA email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
  - m. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
  - n. Review and approve KBA press releases and announcements and interface with the local media as required.
  - o. Maintain the KBA By-Laws and Board of Director roles and responsibilities, and schedule of activities which define when the various responsibilities need to be completed by whom throughout the year.
  - p. Provide backup responsibility for any of the other directors on the Board of Directors.
  - q. Plan, prepare, and oversee all aspects related to registration.
  - r. Coordinate attendance at all KBA meetings.

- s. Maintain the current list (including contact information) of approved directors and coaches that have passed a background check.
3. The **Vice President** has the following responsibilities:
    - a. Reports to the President of the organization.
    - b. Become acting President of the organization with all the rights, privileges and powers as if he/she had been the duly elected president in the event of the absence or inability of the elected President to exercise his/her office.
    - c. Assist in managing the KBA general mailbox within KBA email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
    - d. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
    - e. Coordinate discipline of players, coaches and parents. This discipline may involve counseling individuals or teams; suspending individuals or teams; terminating an individual's or team's season; losing of practice time; bans from attending games; and any other discipline deemed necessary to ensure a safe experience for players, fans, and officials.
  4. The **Secretary** has the following responsibilities:
    - a. Reports to the President of the organization.
    - b. Keep the minutes and records of the organization.
    - c. Prepare meeting agendas.
    - d. Official custodian of the records and seal of the organization.
    - e. Prepare and email meeting minutes prior to the next regular meeting of the Board of Directors.
    - f. Give and serve all notices to members of this organization.
    - g. Maintain current contact information list for the Board of Directors.
    - h. Develop KBA press releases and announcements in coordination with the KBA President and local media.
    - i. Interface with the local media on KBA activities as required.
    - j. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
  5. The **Treasurer** has the following responsibilities:
    - a. Reports to the President of the organization.
    - b. Care and custody of all monies belonging to the organization and be solely responsible for such monies or securities of the organization.
    - c. Sign checks or drafts of the organization.
    - d. Manage and reconcile bank accounts.
    - e. Keep accurate records for all financial transactions and maintain a general journal (chronological listing of transactions by account) for the organization.

- f. Provide current financial reports at Board of Directors meeting. Minimally, the following should be provided: general journal report and cash flows report.
- g. Build and provide a planning budget for the new season so that decisions can be made by the Board of Directors for establishing registration fees.
- h. Manage all deposits and expenses and provide timely payment of invoices.
- i. Manage organization's post office box and regularly check and process player registrations and supplier invoices.
- j. Cooperatively work with the Board of Directors to achieve the best interest of the organization.

## **Article IX – BOARD OF COORDINATORS**

1. The Board of Coordinators reports to the Executive Board and are elected members of the Board of Directors.
2. The Board of Coordinators consist of:
  1. Boys Coordinator (2<sup>nd</sup> – 6<sup>th</sup> Grade)
  2. Girls Coordinator (2<sup>nd</sup> – 6<sup>th</sup> Grade)
  3. Scheduling Coordinator
  4. Registration Coordinator
  5. Fundraising Coordinator
  6. Social Media/Picture Coordinator
  7. Assessment Coordinator
  8. Equipment Coordinator
  9. Weekend Supervision Coordinator
  10. At-Large

## **Article X – TEAM FORMATION**

Players will be assigned to teams within their school grade level. KBA has Athletic and Recreational (“Rec”) divisions. KBA encourages all kids that have proficient to high skill level in the third to sixth grade level to try out for an Athletic team in boy’s or girl’s divisions. See section below about Tryouts. The guiding principle and goal of KBA is to place teams with an overall skill level into the proper division, Athletic or Recreational.

**2<sup>nd</sup> Grade:** Teams will be formed by player assessment by the Board of Directors and Grade Level Coaches and subsequent draw by the grade level coordinator. Coaches for 2<sup>nd</sup> grade teams are chosen by the KBA Board of Directors with board members whose children are at that grade level receiving first rights of refusal to coach that grade level. Coach/Assistant Coach requests will be honored but limited to two, one head coach and one assistant coach per team.

**3<sup>rd</sup> -6<sup>th</sup> Grade Athletic Teams:** Teams are formed via tryout process, coordinated by Board of Directors with assistance by the Kings Boys and Girls School High School Coaches. Tryouts occur during September and/or October; dates will be posted on website and communicated, if possible, to the prior year age groups, and incoming 3<sup>rd</sup>-6<sup>th</sup> grade age groups. The goal each year is to form at minimum, 8-player teams (not to exceed 10-player teams), to include A/B & C teams, if applicable, based on skill level available. Board of Directors who have children in a grade level may assist in coordinating the tryout for their respective grade level but may not assess or score their grade level tryout. Coaches for athletic teams are chosen by the KBA Board of Directors with board members whose children are at that grade level receiving first rights of refusal to coach that grade level.

**3<sup>rd</sup> – 6<sup>th</sup> Grade Recreational Teams:** Teams are formed following the tryout process and selection of athletic teams at each grade level. Recreational coaches will join the Board of Directors and conduct a draft of remaining players available. A banded scoring system, carried over from tryouts, will be used to try and balance all teams to the best of our ability. Coaches for recreational teams are chosen by the KBA Board of Directors, with board members whose children are at that grade level receiving first rights of refusal to coach that grade level.

KBA reserves the right to assign individual players to a formed team if there are less than ten players on the team. Teams that have ten still may receive an 11<sup>th</sup> or 12<sup>th</sup> player if the individual has signed up on time. Players who sign up on time will be placed on a team before those who fail to sign up before the registration deadline.

## **Article XI – REQUEST FOR PLAYING UP A GRADE**

1. KBA does not allow players to play up a grade level.

## **Article XII – FINANCIAL**

1. The Board of Directors will annually establish Registration fees. All KBA families will pay the same initial registration fee established by the board for a 10-game season. Players who make Athletic Teams will be asked to pay additional costs based on a 20-game season schedule to cover additional official fees set by the league of affiliation.
2. KBA reserves the right to “waive” registration fees for families or provide financial assistance to those families who qualify.

## **Article XIII – AMENDMENTS**

1. These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds majority of the Board of Directors.

## **Article XIV – DISSOLUTION**

1. Upon dissolution of this organization, the Board of Directors is directed to pay all outstanding debts and subsequently donate all remaining assets to a non-profit organization chosen by majority agreement of the Board of Directors.

### **Article XV – EFFECTIVE DATE**

1. These By-Laws of Kings Basketball Association shall become effective on August 5, 2021.

### **Article XVI – PRIVACY STATEMENT**

1. **Our Commitment to Privacy** – Kings Basketball Association (KBA) respects the privacy of visitors to its website. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. To better protect your privacy, we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our home page and at every point where Personally Identifiable Information (PII) may be requested. To protect online privacy, KBA has implemented the following policy:
2. **About the Information We Collect** – It is our policy to collect and store only the necessary information to help the organization achieve its purpose (refer to the KBA By-Laws for the organization’s Purpose statement).
3. **Casual Website Visitors and General Users** – We do not collect any PII from users browsing our website. When you use the public areas of our website you are doing so anonymously. We do collect aggregate use information, such as the number of hits (visits) per page, but we don’t collect any PII. If you contact members of KBA via e-mail, we will use return e-mail addresses to answer the e-mail we receive.
4. **Registrants, Coaches and Sponsors** – If while visiting our website you register to participate as a coach or sponsor or register your child to participate in one of our leagues, you will be asked to provide certain PII. In all cases this information is submitted voluntarily. In most cases, the organization asks clients to provide their name, address, telephone, and e-mail. We never use this information in ways unrelated to the purpose of our organization or share it with outside parties except to the extent necessary to complete your registration.
5. **Credit Card Account Information** – If you choose to register online you may be asked for credit card information. You will also have the option to pay via mailing a personal check. For additional security, credit card information is not stored on our website. Instead, we utilize an outside registration service (SportsEngine Inc) to maintain this

information. Moreover, (SportsEngine Inc) utilizes secure transaction methods (SSL encryption for data transfer, firewalls, and password-restricted access to data) when collecting credit card information over the Internet to help make sure your information is safe. Please read (SportsEngine Inc) Privacy Policy before providing your information when registering (also found at [www.kbahoops.org](http://www.kbahoops.org)).

6. **Cookies** – Cookies are small bits of code that are sent to your computer when you logon to a website that allows us to identify you when you return to the site. Cookies in and of themselves do not personally identify users, although they do identify a user’s computer. Most browsers are initially set to accept cookies. If you prefer, you can set your browser to refuse cookies.
7. **Privacy and the Links on Our Website, Links IN** – We welcome links to any part of our website from other non-profit organizations and others who wish to help extend our purpose into the non-profit sector. We ask that you contact us to let us know of your intentions to link to our site and indicate the purpose of the link. No link may present or display a product or activity in a way that states or implies the organization’s endorsement. KBA does not endorse any commercial organizations or products. To be approved to use in-links to [www.kbahoops.org](http://www.kbahoops.org), please contact us by e-mailing a request to our Registration Coordinator with a copy to our President at [kbahoops@gmail.com](mailto:kbahoops@gmail.com).
8. **Privacy and the Links on Our Website, Links OUT** – The Kings Basketball Association’ website may feature links to our online registration service provider, corporate sponsors and other non-profit organization websites. We do not routinely “out-link” to private, commercial or other similar websites. However, on a case-by-case basis, we will consider requests from such groups or persons to out-link to their website. KBA will grant such requests only where it is determined that such links will clearly support our purpose and where we have concluded that such links will not in any way jeopardize our reputation, independence, objectivity or purpose. When accessing out-links be sure to read the privacy policies related to those sites, especially before providing PII as security and privacy policies on the associated pages may differ from this policy. From time to time, KBA may decide to out-link to other websites. The same criteria described above will apply. Such links may be short or long-term, at the discretion of the organization.
9. **Complaint Procedure** – If you suspect that we have handled your PII in a manner that doesn’t comply with this privacy statement, please contact us by e-mailing an explanation to our Registration Coordinator with a copy to our President at [kbahoops@gmail.com](mailto:kbahoops@gmail.com).

## **Article XVII - Anti-Sexual and Anti-Discrimination Policy**

## Kings Basketball Association (KBA) By-Laws

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KBA does not discriminate against any employee, volunteer coach or player on the basis of race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state, or federal law. This policy extends to all decisions. KBA does not tolerate harassment for any reason. Respect for the dignity of others shall be the guiding principle for our relations with each other.

The Bylaws are approved and adopted by membership of KBA, its Board of Directors and Officers this day of Wednesday, August 4, 2021.

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Jason Gardner  
President

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Zack Woods  
Vice President

## Addendum A

### Board of Directors 2025-2026

#### Executive Board:

President	Jason Gardner
Vice – President	Zack Woods
Treasurer	Kelly O’ Connor
Secretary	Omid Mianegaz
Past – President	Phil Poggi

#### Board of Coordinators:

Boys Coordinator	Andy Krusling
Girls Coordinator	Amanda McHugh
Scheduling Coordinator	Doug Wade
Assessment Coordinator	Jason Gardner
Social Media Coordinator	Amanda McHugh
Registration Coordinator	Ryan Young   Brian Daniel
Equipment Coordinator	Travis Brown
Weekend Coordinator	Brian Schaff
Skills and Drills Coordinator	Kelen Weathers
Spirit wear Coordinator	Steve Watson
Fundraising Coordinator	Omid Mianegaz   Justin Neff
At-Large	Jon Feldkamp
At-Large	Nick Molz
At-Large	Craig McCarty

*Revised: 8/26/2025*