



CONSTITUTION and BYLAWS

ARTICLE I – NAME, AIMS, LOCATION and PROPERTY

Section 1 NAME

This organization shall be known as the BRAMPTON MINOR BASKETBALL ASSOCIATION and shall be referred to as “the Association” throughout these “Constitution and Bylaws”.

The Association adopts the following bylaws as its own. It is further understood the Association may implement its own policies and procedures to ensure the efficient operation of its programs. However, policies and procedures will not contradict or take precedence over the Bylaws. In accordance with the Ontario Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15 the Association shall operate exclusively as a non-profit organization providing a supervised program of youth sport in the City of Brampton.

Section 2 AIMS

The Aims of the Association shall be:

1. to provide an organized basketball program for the youth both boys and girls of the City of Brampton;
2. to promote, stimulate good sportsmanship in all participants;
3. to develop lifelong skills through instruction;
4. to encourage leadership through responsibility;
5. to instill a love of the game of basketball by participation;
6. Develop enthusiastic support among students, parents, players, participants and other members of the community of Brampton.
7. Development of Rep teams in various age groups to compete at provincial, national, and professional levels.

Section 3 LOCATION

The principal office of the Association shall be located in the City of Brampton. Constitution and Bylaws

Section 4 PROPERTY

No part of the property of the Association shall inure to the benefit of any individual, volunteer, participant or entity whose activities in any material way attempt to influence decision making or any personal interest, nor to the benefit of any individual in any of our programs. Property of the Association is defined and used herein as any realty or personality in which the Association has interest, including but not limited to; all funds including bank accounts and certificate of deposits, receipts, credit rating and earnings, tangible property such as equipment, member data, website, domain name, marketing and brand material, the Association name the Association team names, and all other property.

ARTICLE II – MEMBERSHIP

Section 1 Shall be limited to parents/guardians who have completed an application and/or has an active profile online and have paid an Annual Registration Fee(s) for participation in House League, Development Programs and/or Representative Teams.



Section 2 Shall include Coaches, Assistant Coaches, Instructors, and Volunteers, all of whom shall be selected and approved by the Association Executive Director(s) with program responsibility.

Section 3 The Executive Board of Directors shall have the right to accept or reject any applicant, Coach, Volunteer, Assistant Coach and or Instructor.

Section 4 Voting privileges shall be open to all Members who are eighteen (18) years of age and older and in good standing with the Association. Good standing is defined as an active member with the Association.

ARTICLE III – EXECUTIVE BOARD OF DIRECTORS and THEIR DUTIES

Section 1 The Executive Board of Directors shall consist of the following (if applicable):

- Past President
- President
- Vice President, Rep/AAU
- Director, Rep Girls
- Director, Rep Boys
- Vice President, House League & Select Programs
- Director, House League Girls
- Director, House League Boys
- Director, Purchasing
- Director, Facilities
- Director, Sponsorship and Business Development
- Director, Marketing & Communications
- Treasurer

Section 2 DUTIES

The Executive Board of Directors will be the governing body of the Association and will operate and act within the constitution, by-laws, city regulations, laws, and other applicable policies to conduct the affairs of the Association. The following duties are examples but not limited to;

Past-President shall:

- aid and advise the President when needed;
- ensure successful transition to new President within one year of appointment, including but not limited to handing over banking information, passwords, keys, corporate files, etc.;
- transfer voting right and signing authority to new President within three weeks of them taking office;
- acts as a consultant to the new President and support an effective onboarding process; and
- not be appointed by any member or director on the Executive Board.

President shall:

- preside at all meetings concerning the Association;
- cast the deciding vote when necessary;
- ensure the Association maintains effective governance practices;



- perform such duties which fall naturally within the bounds of this office;
- review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan;
- act as the board ambassador, and a spokesperson to broader community and external stakeholders;
- maintain a high standards relating to Executives' Code of Conduct;
- ensure all potential conflicts of interest are declared and determines next steps if a conflict of interest arises, up to and including the removal of Executive member;
- represent the Association for all City of Brampton engagements, as well as community events;
- participate in all disciplinary matters resulting from a Code of Conduct breach or any other extenuating circumstance;
- be the primary signing officer for the Association;
- participate in various Association events both internal and external; and
- be fully committed to the organization and must be able to devote the necessary time required to fulfill this role.

Vice-President, Rep Program shall:

- oversee the effective operations of the Rep program;
- coordinate coach training opportunities both internal and external;
- enforce Codes of Conduct (Player, Parent/Spectator, and Coach) throughout Rep season;
- in collaboration with the Director, Rep Program, and President, actively participate in investigations resulting from any Code of Conduct breach or other extenuating circumstance;
- participate in team practices to ensure coaches are providing appropriate training and meeting program expectations;
- provide feedback to coaches as appropriate to improvement player development outcomes;
- support coaches and team managers, and respond to member inquiries; and
- assist with scheduling, team travel arrangements, and program planning;
- support the Director, Rep Program, as required;
- liaise with other basketball clubs within the community to create strong partnerships to support overall growth of program.

Director, Rep Program, shall:

- collaborate with Treasure to establish program budget;
- communicate with Rep coaches;
- enforce Codes of Conduct (Player, Parent/Spectator, and Coach) throughout season;
- in collaboration with the Vice President, Rep Program, and President, actively participate in investigations resulting from any Code of Conduct breach or other extenuating circumstance;
- coordinate with the Vic President, Rep Program, on program timelines and milestones to be included in communications plans for upcoming season at least 3-months prior to season starts;
- collaborate with Director, Marketing and Communications, to develop program communications;
- organize and/or approve tournaments; and competitive leagues for Rep teams
- ensure coaches provide all information to meet the OBA roster submission requirements
- collaborate with Director, Purchasing, to determine player uniform and/or program equipment requirements;



- determine tryout and/or ID session dates;
- oversee the selection of leagues and/or tournaments for teams;
- recruit, assess, and select appropriate volunteer coaches;
- monitor team progress throughout the season;
- participate in team practices to ensure coaches are providing appropriate training and meeting program expectations;
- provide feedback to coaches as appropriate to improvement player development outcomes;
- support coaches and team managers, and respond to member inquiries; and
- follow-up with coaches on mandatory certifications and training requirements (Canada Basketball, Ontario Basketball, BMBA).

Vice-President, House League and Select Programs, shall:

- oversee the effective operations of Small Ball (Jr. NBA), House League, and Select programs;
- lead the coordination of Jr. NBA program, including communication with NBA/Jr. NBA program lead (external) and securing appropriate trainer(s);
- collaborate with the Director, House League, to promote and grow the BMBA House League program;
- communicate with all Select coaches;
- collaborate with Director, Purchasing, to determine Select player uniform and/or equipment requirements;
- enforce Codes of Conduct (Player, Parent/Spectator, and Coach) throughout Select and House League seasons;
- in collaboration with the Director, House League and President, actively participate in investigations resulting from any Code of Conduct breach or other extenuating circumstance;
- coordinate with the Director, House League, on program timelines and milestones to be included in communications plans for upcoming season at least 3-months prior to season starts;
- collaborate with Director, Marketing and Communications, to develop program communications calendar for upcoming season including but not limited to timelines for communicating program registration, coach and volunteer requirement; member engagement opportunities (drop-ins and camps), etc., and key messaging;
- assist with scheduling, team travel arrangements, and program planning;
- support Director, House League, where required;
- explore external opportunities to showcase House League program within the community (schools); and
- liaise with other basketball clubs within the community to create strong partnerships to support overall growth of program.

Director, House League, shall:

- collaborate with the Vice President, House League and Select Program, to determine structure of House League program;
- collaborate with Treasure to establish House League budget;
- communicate directly with House League coaches;
- organize pre-season House League Evaluations for league;



- collaborate with Director, Purchasing, to determine House League player uniform and/or equipment requirements;
- enforce Codes of Conduct (Player, Parent/Spectator, and Coach) throughout House League season;
- in collaboration with the Vice President, House League and Select Program, and President, actively participate in investigations resulting from any Code of Conduct breach or other extenuating circumstance;
- provide appropriate training to Convenors and Scorekeepers to ensure expected program operations are met, including health and safety, program efficiency, scheduling, officiating;
- from time-to-time attend regular season games; and be onsite for all knockout playoff games wherever possible;
- oversee duties assigned to Convenor(s);
- review gameplay rules, pre-season evaluation process, and player safety guidelines annually, and discuss recommended enhancements with the Vice President, House League and Select Program;
- determine appropriate site Convenors, and assign site Convenors for league play;
- support the balancing of house league team rosters during the pre-season Evaluation;
- lead the coordination of House League All-Star event(s) including develop the program schedule, player and team recognition, and fair player selection process;
- determine player and team recognition requirements for playoffs; and
- respond to member relations inquiries in a timely manner.

Director, Purchasing, shall:

- collaborate with the Board to determine purchasing requirements for equipment, uniforms, apparel, basketballs, awards, etc.;
- explore potential suppliers and recommend preferred suppliers;
- negotiate contracts including terms, payments and deposit timelines;
- review shipments to ensure accuracy and quality control;
- manage inventory; and
- audit invoices for accuracy and work with the Treasurer to ensure accurate payments.

Director, Facilities, shall:

- obtain public/separate school gym permits prior to commencement of League;
- secure city and private gyms to accommodate seasonal program needs;
- review gym rental invoices for submission to Treasurer;
- prepare House League game and practice schedules;
- prepare Rep and Select Teams' practice schedule; and
- ensure appropriate gym space to fulfill BMBA programming.

Director, Sponsorship and Business Development, shall:

- oversee the solicitation of potential sponsors for the Association.
- develop Sponsorship Packages and ensure attractive return on investment to sponsors.
- manage all communications between The Association and Sponsors.



- work with Board of Directors and directly with Marketing to ensure Sponsors are effectively marketed.
- provide fundraising initiatives to Directors to implement within their program.
- keep accurate record of all sponsors for the Association.

Director, Marketing and Communications, shall:

- maintain and build our brand image within the community.
- create and/or edit promotional materials, website content, social media content, e-newsletter, and press releases.
- develop and drive the online marketing strategy which includes corporate website and social media, ensuring a clear and consistent brand message and tone.
- manage social media presence on platforms active platforms including Instagram, YouTube, as well as other platforms deemed appropriate to generate engagement, interaction and conversation.
- create engaging and effective offline materials for targeted markets.
- maintain and build positive relationships with media outlets, reporters and producers.
- support all club events and programs.
- establish a work group/committee to assist with executing deliverables.

Treasurer shall:

- collaborate with Executives (program leads) to prepare a budget each year for President approval prior to the start of each scheduled program season;
- prepare current Financial Statements for the Executive Board of Directors on a monthly basis;
- ensure that all monies are collected and deposited promptly;
- ensure Bank Accounts are reconciled monthly;
- ensure all Accounts Payable are paid on time;
- prepare an annual Financial Report for presentation at the Annual General Meeting;
 - the Financial Report will have been reviewed by the Board of Directors and approved by the President.
- arrange for a 3rd party auditor review of financials at the beginning of new term and end of term.

Section 2.1 Upon successful completion of duties per season the Directors will be considered to receive an honorarium for exemplary services contributing to the success of the Association.

Section 3 ELECTION OF OFFICERS & TERM OF OFFICE

All elected Executive Board of Director positions are for a period of two (2)-years.

Odd numbered years

1. Vice President, House League & Select Programs
2. Vice President, Rep Program
3. Director, Rep Program (Girls)
4. Director, House League (Girls)
5. Director, Purchasing
6. Treasurer



Even numbered years

1. President
2. Vice President, House League & Select Programs
3. Director, Rep Program (Boys)
4. Director, House League (Boys)
5. Director, Facilities
6. Director, Marketing & Communications
7. Director, Sponsorship & Business Development

Section 4 DIRECTOR VACANCY AND/OR TERMINATION OF DIRECTOR

Should an Executive position become vacant, due to resignation or by a majority vote of the Executive Board of Directors declaring a vacancy, the vacant position shall be filled by appointment by the Executive Board. This appointment is valid until the next upcoming Annual General Meeting, at which time the position will be filled by a vote of all the Association Members present. No Member of the Board of Director shall be terminated for any discriminatory reasons but may be terminated if:

1. The Director is unable to perform his/her duties expected of the position due to, but not limited to, any of the following reasons;
 - a. 1.1 if the director becomes unable to performing the duties of the Association deemed by the President.
 - b. 1.2 if the director is absent from five or more meetings of the Board without satisfactory reason
 - c. 1.3 if the director is terminated by 2/3 majority of the board of directors; or
2. The Director has compromised the integrity of the Association due to, but not limited to, any of the following reasons:
 - a. 2.1 if the director has failed to properly account for monies or other properties belonging to the Association
 - b. 2.2 if the director has been found guilty of a criminal offence which directly affected the Association.

ARTICLE IV – APPOINTMENT of AUDITORS and THEIR DUTIES

At each Annual General Meeting, the Membership shall elect two (2) Auditors.

DUTIES:

- examine the Financial Records of the Association and report to the Membership at the Annual General Meeting;
- ensure that a realistic application of the “By Brampton Policy” is being adhered to;
- recommend “Retain and Destroy Policy” for any records;

ARTICLE V – VOLUNTEER SCREENING & EQUAL OPPORTUNITY

All Coaches and Volunteers are required to provide a vulnerable sector certificate in accordance with governing body requirements. The volunteer will be financially responsible to cover the cost of the police record search and submit to the Association. The Association does not discriminate against any person on the basis of any prohibited grounds as defined by the [Ontario Human Rights Commission](#).



All deemed paid positions within the Association will be properly communicated and advertised to the general public to apply if interested. The Association will not engage in favoritism or preferential treatment to one person or group for any financial gain.

ARTICLE VI – MEETINGS - ANNUAL, SPECIAL and EXECUTIVE

- The Annual General Meeting (AGM) shall be held within 60 days of completion of the Fall/Winter House League playoffs.
- Notification of the AGM will be posted online and communicated 30 days prior to the AGM advertised date.
- Special Meetings of the Association may be called at the request of the Membership to deal with matters vital to the Association.
- Executive Board of Directors Meetings will be held monthly and as frequently as required to conduct the business of the Association, and Executives must attend 80% of scheduled meetings.
- At all Meetings a quorum shall consist of a majority of the Executive Committee and those Members present.
- Preceding the Annual General Meeting, but not later than two (2) weeks following the AGM a final retiring Board of Directors Meetings shall be held. At the termination of this meeting, all outgoing Directors shall cease to hold office and ensure all property of the Association is handed to the newly elected Director. The newly elected Directors shall take the responsibilities of office.

ARTICLE VII – AMENDMENTS to the CONSTITUTION and BYLAWS

Amendments shall be:

- circulated to each Member in writing at least 14 days prior to the AGM;
- adopted by a 2/3 majority of the Members present;
- accepted “from the floor” only with the unanimous consent of all Members present at the AGM;

ARTICLE VIII – BYLAWS

1. Any Member of the Association or participant in the programs who is in violation of the Aims of the Association may be suspended at the discretion of the Executive Board of Directors.
2. Although the intention is to restrict participation in our Programs to bona fides residents of the City of Brampton, the Association reserves the right to examine any exceptions on an individual basis.
3. The Association will adhere to the constitution and bylaws of the Ontario Basketball Association and apply for affiliation where appropriate.

ARTICLE IX – INDEMNITY

Members of the Board of Directors or other employees to the Association, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all time by the Association against all costs, losses, and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect or default.



ARTICLE X – ASSET DISSOLUTION

If the BMBA disbands or otherwise ceases to exist, the assets and funds of the organization shall be transferred to and held in trust by the City of Brampton Parks and Recreation Department pending Resolution and distribution of all such assets and funds.

Record of Changes:

Amended April 6, 2010 by R.Bogle

Amended March 30, 2018 by D.Baah

Amended May 1, 2021 by L.Johnson-Carmichael

Amended September 9, 2024 by L.Johnson-Carmichael