

**North
Jersey
Junior
Basketball
League Inc.**



League By-Laws

North Jersey Junior Basketball League Inc.
Organization By-Laws
As Amended October 25, 2004

ARTICLE 1 NAME

The name of the organization shall be the North Jersey Junior Basketball League Incorporated (hereafter referred to as League).

The organization is legally registered as a non-profit organization with the State of New Jersey's Office of Secretary of State.

ARTICLE 2 PURPOSE

The purpose of the League shall be:

To promote the welfare of boys and girls in the Northern New Jersey area by providing an organized league format for playing basketball;

To strongly encourage the spirit of sportsmanship, fair play, and team participation;

To provide young people with the environment to learn and play basketball in a competitive environment against young people in other communities and organizations.

ARTICLE 3 MEMBERSHIP FRANCHISE

Section 3.1 The League's membership shall consist of organization that are operationally active and that are legally constituted organizations.

Section 3.2.1 Each organization shall be entitled to one vote on any ballot that affects overall League policy and/or play.

Section 3.2.2 Each organization shall be represented by one League representative who shall have a vote on all League ballots.

- Section 3.3.1** Each participating organization’s team within a division shall have one vote on any ballot that affects that division’s overall policies and/or play.
- Section 3.3.2** Each organization’s team shall be entitled to one vote.
- Section 3.4** **MEMBERSHIP MEETINGS**
- Section 3.4.1** The League shall hold an annual membership organizational meeting. This meeting shall be held within a time frame of the last two weeks of the month of September.
- Section 3.4.2** Additional meetings may be called for by the President and/or Board of Directors.
- Section 3.4.3** Additional meetings may also be called for by a two-thirds majority of the League’s organizational membership. Such a meeting request will be in the form of a written petition to the President. The petition shall define the meeting’s agenda and purpose, as well as the signatures of the petitioners. The President must call for a meeting to address the petition within two weeks after the receipt of such a petition.
- Section 3.5** Where possible and practical, League meetings shall be conducted in accordance with the current practices and procedures defined in the current edition of “Robert’s Rules of Order”.
- Section 3.5.1** The standard agenda for the League’s yearly organizational meeting shall include the following topics:

- Election of Officers
- Financial Report
- Old Business
- New Business
 - New Applicants
 - League Alignment
 - Seasonal Play
 - Forthcoming Budget Estimates
 - Rules and Policy Considerations
 - Membership Discussion

Section 3.6 LEAGUE ALIGNMENT

Section 3.6.1 The League’s divisional alignments shall be based upon each organization’s most current census, with the divisional alignments sequentially allocated from the largest to the smallest organizations.

Section 3.6.2 The membership may opt to allow exceptions to this rule on a per team basis, only when an organization enrolls more than one team in a Division. Such an exception to the League’s alignment criteria must be approved by a majority of the League’s members.

ARTICLE 4 LEAGUE OFFICERS

Section 4.1 The League Officers shall be:

President, Vice President, Secretary, Treasurer,
and Director of Officials.

These Officers shall constitute the League’s Executive Board.

Section 4.2 DUTIES OF LEAGUE OFFICERS

Section 4.2.1 PRESIDENT

To call and conduct all meetings and hearings.

Appoint such committees as are necessary for the League to effectively operate.

Arrange for the scheduling of all related League games.

Act in cases where the Executive Board is unable to meet and/or confer. Actions of the President are subject to review and amendment at the next meeting of the Board of Directors.

With the majority of the Board of Directors’ approval, implement and enforce such penalties and disciplines that may be necessary to maintain the integrity, stability and purposes of the League.

The President shall be elected at the League’s annual reorganization meeting. The President’s term of office shall be one year.

Section 4.2.2

VICE PRESIDENT

Shall act in place of the President in all cases where the President is unable to perform the duties of the President's office.

At the President's request, shall assist the President in the League's administration and operations.

The Vice President shall be elected at the League's annual reorganization meeting. The Vice President's term of office shall be one year.

Section 4.2.3

SECRETARY

Shall be responsible for recording and distributing the minutes of all League meetings.

At the President's request, shall assist the President in the League's administration and operations.

Will review and verify League Registration and Team Roster Forms.

On a scheduled basis, will distribute the results of League games and standings to member organizations.

Notify member organizations of meetings, schedule changes, relevant League, National Federation Of High Schools and NJSIAA rule changes, and League activities, rulings and dispositions.

With the approval of the Executive Board, remit appropriate League publicity and standings to the media.

The Secretary shall be elected at the League's annual reorganization meeting. The Secretary's term of office shall be one year.

Section 4.2.4

TREASURER

Shall be responsible for collecting all League funds and depositing those funds in the League's checking account.

Shall maintain the League's financial records.

At the President's request, shall assist the President in the League's administration and operations.

With the approval of the President, shall make payments to the League Officers and League Officials (referees and umpires).

With the presentation of an invoice that has been approved by the President, pay bills that have been incurred through the League's operations.

Prepare and distribute a monthly financial report to all member organizations for the months encompassing September through May.

The Treasurer shall be elected at the League's annual reorganization meeting. The Treasurer's term of office shall be one year.

Section 4.2.5

DIRECTOR OF OFFICIALS

Shall be responsible for the conduct and performance of the League's designated Officials' Assignors.

The Director of Officials will specifically be responsible for assigning game officials to the following events;

- League All Star Game
- All League Play-Off Games
- League Championship Games

Shall maintain a League roster of qualified basketball officials (referees and umpires).

In accordance with League policies and procedures, may assign qualified basketball referees and umpires to scheduled League games in circumstances where-in the League's designated Assignor(s) can not fulfill the responsibility.

At the President's request, shall assist the President in the League's administration and operations.

The Director of Officials shall be elected at the League's annual reorganization meeting. The Director of Officials's term of office shall be one year.

Section 4.2.5.1

League Appointed Officials' Assignors

Based upon the recommendations of the Director of Officials, the Executive Board will assign Officials' Assignor(s).

The Board will be responsible for assigning each Organization to an Assignor. This assignment process will be assigned at the Board's discretion.

Section 4.2.5.2

Assignor's Responsibilities

The Assignor will be responsible for assigning two officials to each League scheduled game.

The Director of Officials will be responsible for the administrative and operating procedures regarding all activities of the League appointed Assignors.

Section 4.2.5.2

League Assignors' will be compensated in accordance with the League Compensation Schedule detailed in Section 5.1.

Assignors' are solely responsible for all of their expenses including telephone, administrative, travel and office expenses.

ARTICLE 5 LEAGUE COMPENSATION (Amended 10/25/04)

Section 5.1.1

Executive Board

The following compensation schedule shall be made payable to League Officers for their time and efforts in the performance of their responsibilities to the office to which they have been elected.

<u>Office</u>	<u>Compensation</u>
President	\$800.00
Vice President	\$100.00
Secretary	\$800.00
Treasurer	\$800.00
Director of Officials	\$800.00

League Officers compensation shall not be paid later than January 30th of the Officer's active term.

Officers not completing a term of office due to personal reasons, impeachment, or other reasons, will be required to repay the proportional amount of compensation in accordance with the following schedule:

<u>Months Served</u>	<u>Repayment Amount</u>
October – December	Full Payment
October – January	Half Payment
October – February	One Quarter Payment
October – September	No Repayment

Residual compensations will be paid to the succeeding League Official who is serving the balance of the term for that office.

Section 5.1.2

League Assignor Compensation

The Assignor will be paid \$ 2.50 per Team per Game for each game assigned in accordance with the published League Schedule.

Rescheduled games will be remunerated to the assignor at a fee of \$ 2.50 per Team per Game.

Section 5.1.2

In circumstances wherein an Organization initiates a schedule change which involves the changing dates, the Assignor will be compensated \$ 5.00 for the reschedule. This charge will be billed to the Organization responsible for the change. This fee will be invoiced at the conclusion of the season.

(Modified League Procedures pg 5 9/7/2000)

In order to receive payment for rescheduled games, the Assignor will be responsible for reporting Schedule Changes to the League President.

Payment to the Assignor will be made accordingly:

Fifty Per Cent (50%)	January 31
Balance of Payment Due	April 1

Section 5.2 League Affiliated Personal Expenses

The League Executive Board shall be compensated for personal out-of-pocket expenses that will include the following administrative costs:

Section 5.2.1 League Affiliated Telephone Calls

The League Officer will submit a voucher detailing the telephone calls which are considered League business to the League President. Upon the League President's approval of the voucher, the payment for that voucher may be made by the League's Treasurer.

Section 5.2.2 Administrative Supplies

The League Officer will obtain authorization from the League President for any purchases of administrative supplies before making such purchases. Upon an authorized purchase, the Officer shall submit an invoice or receipt indicating the item(s) purchased and the associated per item price, and the total price of the invoice/receipt.

This invoice/receipt must be approved by the President before payment is made by the League's Treasurer.

Section 5.2.3 League Affiliated Travel Expenses

League affiliated travel will be paid only to the President and/or Director of Officials. The travel expense must be affiliated with direct League business such as organization/team interviews and/or evaluations regarding department and/or disciplinary actions.

The Officer must present a voucher stating the purpose of the travel, the round-trip mileage expenses and tolls and parking (if applicable).

Mileage compensation shall be paid at \$.32 per mile. Tolls and parking will be reimbursed for the values paid for the applicable toll and parking receipts.

Extraordinary travel expenses shall be travel expenses that exceed \$25.00 for one voucher within one payment cycle. Such an extraordinary travel expense voucher will require the approval of the Board of Directors for reimbursement.

Section 5.2.4 Expense Payment Reimbursement

The Treasurer will attempt to reimburse authorized expense vouchers within the second and fourth weeks of the month inclusive from October through April. These two-week time increments represent League payment cycles.

Authorized expense reimbursement outside of the October to April time frame will be made at the President and Treasurer's mutual discretion.

Section 5.3 REIMBURSEMENT OF OFFICIALS (REFEREES AND UMPIRES)

Section 5.3.1 The reimbursement of referees and umpires shall be reviewed at the League's annual organizational meeting.

Section 5.3.2 Upon completion of this review, the League will vote on the fees to be paid to referees and umpires for the current season.

Section 5.3.3 The Treasurer will attempt to reimburse authorized payments for referees and umpires on a once monthly basis. Such payments shall be mailed by the tenth (10th) of each month, from October through April or in accordance with established League policies.

Section 5.3.4 In order to resolve payment discrepancies, the Treasurer, with the President's approval, shall attempt to process and remit a supplemental payment schedule by the last day of the month, from October through April.

ARTICLE 6 LEAGUE APPLICATION OF NEW TEAMS

Section 6.1 Organizations making applications for League membership are required to complete the Northern Jersey Junior Basketball League Inc. Registration Form.

Section 6.2 The President shall appoint a Membership Committee consisting of three (3) representatives of three (3) organizations that are active League members.

Section 6.2.1

The Membership Committee shall review all new League applications and make an acceptance disposition for the applicant(s) based on the following criterion:

1. Availability and conditions of the applicant's facilities to include the gym, lighting, scoreboards, dressing/locker rooms, rest rooms and spectator facilities.
2. Location of the facility
3. Provisions for adequate crowd supervision
4. The sponsoring group's fiscal responsibilities
5. The sponsoring group's history and records of activities
6. Other consideration and/or criteria that the Membership Committee may deem relevant to the applicant organization's request for League membership.

Section 6.3

The Membership Committee will present their recommendations to the League Membership at the next most opportune League meeting.

New applicants may be present at the meeting for the purposes of responding to questions from the League at large.

Each new organization's application shall be reviewed separately.

Section 6.4.1

Upon completion of the review process, the new applicants shall be dismissed from the meeting's premise. The League shall then vote on the League's acceptance of the individual organization as a member of the League.

Section 6.4.2

To be accepted as a League Member, the applicant organization must attain a two-thirds (2/3) majority of the eligible voting League membership as defined in Article 3.

Section 6.5

Newly accepted organizations shall be on probation for one League year (October through September of the current year). Probationary members will have no vote during the probationary period. After one year, probationary members may become full League members upon consent of the current League membership.

Section 6.6 All teams, after two years of participation in the League, must have two sets of contrasting colored uniforms. Both sets of uniforms must be available at every game.

Section 6.7 The League will not accept any organizations' applications for a League Division that has thirty (30) teams currently participating in the Division.

ARTICLE 7 CURRENTLY ACTIVE LEAGUE MEMBERSHIP RESPONSIBILITIES

Section 7.1 All members must annually submit a Northern Jersey Junior Basketball League Inc. Registration Form (reference: Exhibit A). This Form must be signed and dated by an authorized representative of the organization. A separate form is required for each team that the organization will sponsor in the League. This Registration Form must be submitted to the League Office not later than October 30th.

Section 7.2 Along with the above referenced Registration Form, the organization initially (in the organization's first year of membership) provide proof of the organization's liability insurance coverage. This Proof of Certification Insurance Statement will be retained by the Treasurer of the League and may be requested to be recertified by the League.

The organization's liability insurance must cover a minimum of \$ 1,000,000.00.

Section 7.3 As an active member of this League, each organization's teams are understood to primarily commit to supporting and maintaining the League's By-Laws and scheduled play and that no re-scheduling of games will be made to accommodate outside interests such as non-League games and tournaments.

ARTICLE 8 PLAYER REGISTRATION

Section 8.1 All players must be registered participants of the organization they represent.

Section 8.2 Each organization's team must have completed and filed a Northern Jersey Junior Basketball Team Roster Form (reference: Exhibit B). This form must be filed with the League Office before December 5th. No player may participate in any League game unless properly registered.

- Section 8.3** As proof of age, a photostat of a birth certificate or other legal document, such as a passport, may be requested by the League for each player/players registered on the Team Roster.
- Section 8.4** The number of registered players on the Team Roster shall not exceed fifteen (15) players nor be less than ten (10) players.
- Section 8.5** Once a Team Roster has been submitted to the League, the Team's Roster may not be amended once League play has commenced.
- Section 8.6** Team Rosters, along with the players' proof of age certification must be filed with the League by December 5th.
- Section 8.7** The League's Executive Board will randomly verify submitted Team Rosters.
- Section 8.8** Members have the right to question other members' Team Rosters. Such inquiries will be made through the League President.

ARTICLE 9 PLAYER ELIGIBILITY

- Section 9.0** To be eligible to play in the League, the player must meet both age and grade requirements detailed in accordance with the following sections of Article 9.
- Section 9.0.1** An organization's eligible player must also be established by geographical, educational and/or religious affiliation.
- Section 9.0.2** Any player that does not reside in the NJJBL's interpreted and accepted boundaries, must be approved for participation by the League's Executive Board before participating in League play.
- Section 9.1 Senior Teams:**
- A player must be in the seventh (7th) or eighth (8th) grades and not have reached his fifteenth (15th) birthday before December 1st.
- In specific instances, a sixth grader may play up on a Senior Team. This player must be registered on the Senior Team Roster. This player will not be eligible to play on the Junior Division Team once this player is on the Senior Team Roster.

ARTICLE 9 PLAYER ELIGIBILITY (continued)

Section 9.2 A player must be in the fifth (5th) or sixth (6th) grades and not have reached his thirteenth (13th) birthday before December 1st.

In specific instances, a fourth (4th) grader may play up on a Junior Team. This player must be registered on the Junior Team Roster. This player will not be eligible to play on the Bantam Division Team once this player is registered on the Junior Team Roster.

Section 9.3 A player must be in the third (3rd) or fourth (4th) grades and not have reached his eleventh (11th) birthday before December 1st.

ARTICLE 10 TEAM AND GAME REGULATIONS

Section 10.1.0 Scheduled Play

Section 10.1.1 All League games shall be played in the designated gymnasiums at the designated times unless the Home Team has notified both the League and the Visiting Team seventy-two (72) hours before the scheduled game was to take place.

Section 10.1.2 Both teams must agree to canceling scheduled game(s). The team that initiates the cancellation will be charged a rescheduling fee of \$ 5.00. (Modified League Procedures Pgs 3-6. 9/7/2000)

Section 10.1.3 Both teams must agree to a rescheduled game date in accordance with the current NJJBL policies and procedures.

Section 10.1.4 In cases of inclement weather, it is the Home Team's responsibility to notify the Visiting Team, the League President, and/or the Director of Officials, and/or the appropriate Assignor at least three (3) hours before the scheduled game's start time.

Section 10.1.5 Teams failing to appear for a scheduled game without proper League authorization or notification shall be subject to a forfeiture of that game. Three (3) forfeitures by a team will initiate League action to review the team's franchise and empower the Executive Board to immediately and permanently dismiss the team from the League. Such a dismissal from the League will cause the offending team to forfeit all League fees.

- Section 10.2.0** **Time of Play** (reference NJJBL Procedures, pg 11)
- Section 10.2.1** The League's Senior and 7th Grade Divisions will play the games in accordance with the rules of the National Federation of State High School Associations (NFSHA).
- Section 10.2.2** The League's Junior Division (5th and 6th Grades) will play seven (7) minute quarters and in the case of a tie at the end of regulation time, three (3) minute overtime periods until such time a winner is determined.
- Section 10.2.3** The League's Bantam Division (3rd and 4th Grades) will play seven minute quarters. If overtime is required to break a tie, there shall be a maximum of two (2) overtime periods consisting of two (2) minute quarters. If there is still a tie, the game shall end in a tie.
- Section 10.2.4** The clock shall stop on all whistled play stoppage.

Section 10.3.0 Equipment

Section 10.3.1 All equipment for the Senior Division, the 7th Grade Division and the Junior Division shall meet the standards set by the current edition of the National Federation of State High Schools Association Rule Book.

Section 10.3.2 The Bantam Division shall use baskets that measure 8 feet 6 inches from the floor.

Section 10.3.3 The Bantam Division shall use a standard size girl's basketball as specified by the National Federation Of High School Associations.

Section 10.3.4 The Home Team shall be responsible for providing all the equipment needed for the game as specified in the current edition of the National Federation of State High Schools Association Rule Book.

EXCEPTION: In place of a wall-mounted scoring clock, the game clock may be a table model, or in an emergency, a stop watch.

In all cases, the Home Team shall provide responsible adults to keep the time and maintain the official scorebook.

Section 10.4.0 Bantam Division: League Rules Exceptions

Section 10.4.1 Zone defenses are allowed (**Amended September 2001**)

Section 10.4.2 Pressing and trapping defenses will be allowed in the last two minutes of each half and in the overtime periods. The officials will notify the coaches when these defenses become playable.
Refer to Section 5: Procedures Document

Section 10.4.3 The lane violation is extended to five (5) seconds.

Section 10.4.4 Play shall consist of four 7 minute Quarters.
Time outs will be one minute in duration.
There shall be three (3) time outs allowed per half.

Section 10.4.5 The League shall assign two (2) referees per game.

Section 10.5.0 Bantam Division: League Policy Exceptions

Section 10.5.1 If is the League’s intent that all players on the team roster play a minimum of six minutes per game. Adherence to this policy is a discretionary action that is expected to be responsibly exercised by the coaches and staff of the participating teams.

Section 10.5.2 There will be a Bantam post-season League Play-Off Tournament.
(Amended 10/25/04)

Section 10.5.3 There will be Bantam Division Play-Off awards and trophies.
(Amended 10/25/04)

Section 10.6.0 Alternative or Substitute Officials

Section 10.6.1 All scheduled League games shall have two officials (a referee and an umpire) assigned by the Director of Officials or the designated League Assignor.

Section 10.6.2 In the event there is only one official, that official shall be the referee and in charge of the game’s conduct. The referee shall have the authority to designate a person who is mutually agreeable to both coaches and the referee to serve as the second official. If there is no mutually agreeable person to act as the second official, or the assigned official chooses, the assigned official shall officiate the game.

Section 10.6.3 In the event no League assigned officials are available, the coaches may agree to play with two mutually agreeable substitute officials. In such cases, no protests of judgement calls will be entertained by the League.

Section 10.6.4 In the event no League assigned officials are available and the coaches cannot agree on mutually acceptable substitute officials, the game will be postponed and the coaches will set a mutually agreed-to game re-schedule date.

ARTICLE 11

PROTESTS

(Reference NJJBL Procedures Section 8)

- Section 11.1** League Officials, registered League Representatives and Coaches are the only persons permitted to file protests.
- Section 11.2** A Protest must be made in writing to the President. The Protest must be presented using the NJJBL's Protest/Grievance Form. (Exhibit 11.2.F1)
- Section 11.3** Protests may not be made on judgmental decisions of the Officials, but must be confined to a violation or mis-application of the official game rules referenced in Section 10.2.1 and/or these By-Laws.
- Section 11.4** The League Office must receive the verbal protest within twenty-four (24) hours of the disputed incident and/or game. Minimally, the written protest must include:
- A. the situation and circumstances at the time of the protest
 - B. all the person(s) involved
 - C. the date and the time
 - D. the score and time on the clock (if applicable)
 - E. reference to the Rules and/or By-Laws in contention
- Section 11.5** No protest shall be considered unless the opposing team's coach and the League assigned Officials have been notified of the complainant's intention to protest.
- Section 11.6** At the President's discretion, the Executive Board shall review all protests. If the protest is deemed to have merit, the Board will forward the protest to the League's Appeals Committee.
- Section 11.7** The Appeals Committee will be appointed by the President at the League's annual re-organization meeting. The acting Committee shall consist of three active League Representatives and one alternate League Representative. The alternate will take the place of an acting Committee member who may be involved in a protest review. The President will assign temporary Committee member(s).
- Section 11.8** The Appeals Committee will review the protest and submit the findings and recommendations to the League's Executive Board for their review and disposition.
- Section 11.9** The Executive Board's decision on a protest shall be final and binding. Unless, in the judgement of the Board, there are mitigating circumstances, there will be no further appeal process.

Section 12.1.8 In the event the Board cannot meet, the President shall have the authority to act on behalf of the League. Such actions will be reviewed and are subject to the approval of the Board or the League Representatives at their next regularly acheduled meeting.

Section 12.1.9 The President shall appoint member(s) to fill vacated Board positions for the remainder of the unexpired term(s).

ARTICLE 13 RESPONSIBILITIES OF COACHES AND SPONSORING ORGANIZATIONS

Section 13.1 The primary responsibility of coaches and sponsoring organizations shall be to safeguard the safety and health of their players during the times which the players are under the coaches' jurisdiction. The League suggests each organization require a complete physical examination of each player and each player provide the sponsoring organization with an accompanying doctor's certification.

Section 13.2 The League has no responsibility for injuries and/or accidents that may occur before, during, or after any League competition.

Section 13.3 At all times before, during, and after scheduled League games, coaches are responsible for the conduct of their players, staff, and spectators.

Section 13.4 The home team coaches and the sponsoring organization shall be responsible for providing security and protection, in the home team's facility and grounds, for both teams' players and spectators, and the League assigned officials before, during and after any League competition.

ARTICLE 14 CHEERLEADERS

Section 14.1 Each team is strongly urged to have cheerleaders participate in League activities. They shall have access to cheer on the playing court during time-outs and intermissions.

Section 14.2 Cheerleaders shall not be on any portion of the playing court while the game is in progress.

Section 14.3 Cheerleaders and their coaches are subject to the rules and regulations of the League regarding sportsmanship, behavior and conduct. The League assigned officials are responsible for reasonably enforcing these disciplines and if necessary, taking remedial action.

ARTICLE 15 AMENDMENTS TO THESE BY-LAWS

Section 15.1 Motions to amend these By-Laws may be made at any League meeting.

Section 15.2 Such motions that are accepted by one-half (1/2) of the membership will be noted as candidate motions for adoption. These candidate motions shall be required to be read at a subsequent League meeting.

Section 15.3 Upon conclusion of the second reading of the candidate motions, the motions will require a two-thirds (2/3) majority of the entire member organizations in order to be adopted as a constituted amendment to these By-Laws.