

# North Perry Adult Pee Wee Association

## By-Laws

As Amended May 12th 2021

### Article One Name and Purpose

**Section 1.** The name of the Association shall be the **North Perry Adult Pee Wee Association** (NPAPWA), a non profit organization, from now on called the Association

**Section 2.** The purpose of this Association shall be to encourage, organize, promote and assist youth sports programs in the North Perry district. This association shall cooperate with the Kitsap Peninsula Adult Pee Wee Association (KPAPWA) and abide by all rules and regulations of said organization. Youth sports shall include organized competitive sports for all youths eligible to participate under the Association's rules.

**Section 3.** The objective shall be to implant firmly in the youth and parents of the community the ideals of Good Sportsmanship, Honesty, Loyalty, Courage and Reverence so that they shall develop skills to become good citizens. This objective shall be achieved by providing supervised, competitive athletic contests. **All coaches shall bear in mind that the attainment of exceptional athletic skill or the winning of games is of secondary importance and the molding of future citizens as defined by the association's mission statement is the primary objective.**

### Article Two Officers and Duties

**Section 1.** The officers shall be the President, 1st Vice-President, 2nd Vice President, Treasurer, Registrar and Secretary. The officers shall make up the Executive Board. The Executive Board shall meet thirty minutes before any regular meeting.

**Section 2.** The President shall:

- A. Presides over all meetings
- B. Appoints committees, and calls special Executive Board meetings as required
- C. With approval of the Executive Board, may call special meetings of the association.
- D. Ensure the rules and regulations of these By-Laws are followed by the Executive Board and membership

**Section 3.** The 1st Vice President shall:

- A. Attend all Central Council meetings and report the proceedings of the meeting to the membership at the monthly meetings.

- B. He/She is responsible for obtaining all required information needed by the Central Council for the association.
- C. He/She shall appoint an alternate representative with approval of the Executive Board.
- D. The 1st Vice-President shall assume the duties of the President in the event that the President is unable to carry out the duties in Article Three, Section 2.

**Section 4.** The 2nd Vice President shall:

- A. Meet with the school districts and other agencies to obtain playing fields and facilities.
- B. The 2nd Vice-President shall schedule team pictures for each sport season.

**Section 5.** The Treasurer shall:

- A. Be responsible for all funds of the association and maintain accounts. Money may be earmarked for a sport by a majority voice of the members present at any regular or special meeting.
- B. The Treasurer shall abide by the rules governed in Article Nine.
- C. The Treasurer shall, at the Boards' discretion, be bonded in an amount not to exceed the previous year's gross business transaction rounded up to the next one thousand dollars, with the bond payable by the Association.

**Section 6.** The Secretary shall:

- A. Maintain a complete record of all business meetings, regular and special
- B. Shall prepare correspondence as directed by the President
- C. Shall maintain a register of membership at all meetings.
- D. Shall notify KPAPWA of the name of the Board members annually.

**Section 7.** The Eligibility Registrar shall:

- A. Register all youth per the rules and regulations of KPAPWA
- B. Issue team rosters for each coach
- C. Receive and record all fees paid or excused; to issue receipts to the payee and one for his/her records
- D. Forward registration information to the KPAPWA eligibility Chairperson, via elected registrar as defined by KPAPWA.

**Section 8.** The Executive Board shall make final decisions concerning any dispute in the association.

**Section 9.** The Executive Board term is two consecutive years. The 1st and 2nd Vice Presidents and Eligibility Registrar positions are voted on during odd years. The President, Secretary and Treasurer positions are voted on during even years. All positions can be voted on any year if there is interest in doing so.

**Section 10.** Upon the dissolution of the corporation, the Executive Board will determine the distribution of all assets to other non-profit section 501 (c)(3) organizations in good standing with the IRS and the State of Washington.

## **Article Three Election of Officers**

**Section 1.** The officers shall be elected annually. Candidates for office shall be nominated at the March, April or May meeting. Voting shall be by closed ballot or raise of hand at the May meeting. Only members may vote. Installation of officers shall be held during the regular May meeting. Reference election schedule outlined in Article 3 Section 9.

**Section 2.** In case of a vacancy on the Executive Board, before the expiration of the regular term of office, the position shall be filled by an election held at the next regular meeting after the vacancy occurs. The person elected shall continue in office until the next regular election. Before the election the vacant office may be filled temporarily by an appointment made by the President.

**Section 3.** In the event the Treasurer resigns or is requested to leave, an audit committee appointed by the president, consisting of at least 2 members, shall audit the outgoing treasurer's books and accounts and report their findings at the next regular meeting. The President shall then appoint a temporary Treasurer who shall serve until a new treasurer is duly elected to serve for the remainder of the unexpired term of the previous Treasurer.

**Section 4.** The treasurer position must be filled by someone who has already been a member of the association for no less than one calendar year and has attended at least 7 of the regular board meetings during that time.

**Section 5.** The Eligibility registrar is an appointed position to be agreed on by the executive board.

## **Article Four Meetings**

**Section 1.** Regular monthly meetings shall be held on the second Wednesday of each month at a time at a location to be determined by the Executive Board. Regular meetings may be canceled or rescheduled by the Executive Board.

**Section 2.** Special meetings shall be held at the discretion of the President

**Section 3.** A quorum required to hold a meeting and transact business shall consist of at least three fifths of the Executive Board and any members present at the meeting.

**Section 4.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules or order the Association may adopt.

## **Article Five Voting and Amendments**

**Section 1.** Voting on business shall be by a show of hands or voice vote at the discretion of the president. Each member shall be entitled to vote. The President shall resolve tie votes. A simple majority is required for passage.

**Section 2.** These BY-LAWS may be amended by a majority of the membership at any regular meeting, if the proposed amendment is presented in writing for reading and discussion at a regular meeting and put to vote at the next regular meeting.

## **Article Six Fundraising Chairpersons, Sports Coordinators and Field Chairperson**

**Section 1.** The Executive Board shall appoint a Fundraising Chairperson for each association fund raising project and a Snack Bar Chairperson. Each chairperson shall organize the project, solicit volunteers to work on the project and get all licenses and permits required. The chairperson shall make a report to the Executive Board at the end of the project.

**Section 2.** The Executive Board shall appoint a sport coordinator for each sport season. The duties are as follows:

- A. Inventory and keep a current list of equipment for the sport that he/she is responsible for. Provide a written list of equipment expected to be purchased and the estimated cost of the equipment for approval from the Executive Board.
- B. Recruit and/or receive requests from interested members to coach.
  - a. All members who wish to be a head coach must contact the sport coordinator.
  - b. If more than one (1) member requests a certain team to coach, decide the best qualified individual to be the head coach.
  - c. The Executive Board shall approve the sport coordinator head coach selections for each sport season.
- C. Notify coaches of and attend the preseason coaches meeting.
- D. Ensure each coach has the current season's rules and a team roster.
- E. Handout all practice gear before the first practice.
- F. Schedule and handout uniforms for each team before the first game.
- G. Schedule all practice times and sites for all teams and distribute to head coaches.
- H. Schedule and collect uniforms from each team at the end of the season.
- I. Replace any coach removed from his/her position or who has resigned.
- J. Appoint, with the approval of the Executive Board, an assistant to help with the duties of the position at his/her discretion.
- K. Be responsible for resolving conflicts and bring results to the Executive Board.
- L. Disseminate information from North Perry Meetings to coaches.

**Section 3.** The Executive Board shall appoint a field chairperson for baseball/football season. The field chairperson shall:

- A. Prepare a list of field improvements for Ostrander and Chris Gordon Field
- B. Organize and direct work parties to accomplish the field improvements and any maintenance required for the fields.

**Section 4.** Chairperson positions shall be nominated at the March meeting and voted on at the April meeting. New chairpersons will assume the position as of May 1.

**Section 5.** The Executive board will appoint a roster coordinator. The roster coordinator shall:

- A. Show coaches how rosters are to be completed
- B. Make sure all coaches have turned in game rosters in a timely manner
- C. Check that rosters are filled out properly
- D. Turn rosters in to KPAPWA in a timely manner

## **Article Seven Coaches**

**Section 1.** All coaches shall sign and agree to abide by the coaches' pledge and the North Perry code of Ethics. Head coaches must be at least 18 years of age.

**Section 2.** Coach's duties are as follows:

- A. Teach fundamentals of the sport they are coaching.
- B. Have open communication with parents and other coaches as to what is happening with their team.
- C. Keep all equipment clean and storage facilities organized.
- D. Complete game rosters accurately and get them turned in on time.
- E. To set up fields for games.

**Section 3.** A coach may be removed from their position as follows:

- A. Team parents may submit a letter of explanation, citing specific instances, date, times, witnesses, etc. to the Executive Board that details their grievance with the coach.
- B. The Executive Board, with information from the respective sport coordinator, shall investigate the validity of the complaints specified in the letter to their satisfaction and schedule a meeting within seven (7) days of receipt of the letter. The Executive Board shall notify the coach, and forward a copy of the letter within two (2) days, and obtain his/her written statement about the letter of complaint.
- C. The Executive Board shall conduct a meeting with the team's parents and coach. The meeting shall decide the resolution of the said letter. Resolution shall be decided from the following choices:
  - a. Resolution of complaint - coach retains position, with removal for any further written complaints.
  - b. Resolution of complaint – coach removed from position.

- D. The Executive Board may remove a coach from their position, without a letter from the parents, for violations of the coaching pledge or code of ethics at the Boards' discretion.
- E. Involvement in any activity that is detrimental to the club or threatens the safety of the children.

**Section 4.** A coach only coaching one team as follows: a. No parent or volunteer may be the head coach of more than one team during each sport season for the North Perry Pee Wee Adult Association.

## **Article Eight Financial**

**Section 1.** A registration fee and uniform deposit, the amount to be decided by the Executive Board before the sport season, shall be collected for each youth participating in the sport season. The registration fee (or payment plan) and uniform deposit shall be collected before the youth will be listed on the teams' roster.

**Section 2.** All monies collected in the name of the Association shall be deposited or turned over to the Treasurer for deposit in the general fund within fifteen days of receipt.

**Section 3.** The Treasurer or President must draw money out of the general fund as approved by the Executive Board or a majority vote at a regular meeting. All money allowed shall be paid by check signed by the Treasurer or President or automatic withdrawal.

**Section 4.** A treasurer's report shall be submitted in writing at each regular meeting.

**Section 5.** The Treasurer's books and accounts shall be audited by a committee consisting of at least two members once each year at the end of the tax year and when a new treasurer is instated.

**Section 6.** The registration fee shall be waived for all Executive Board members, Sport Coordinators, Fundraising Chairperson and KPAPWA representative from North Perry. Registration fee shall be reduced by \$100 for 1 head coach and \$50 for 1 assistant coach per team with the exception of T-Ball, Flag Football and EE Basketball whereas the head coach fee shall be lowered by \$50 for 1 head coach and \$25 for 1 assistant coach.

**Section 7.** After completion of the sport season each team will be assigned a date and time to return their uniforms. Failure to return the uniform at the assigned time will result in forfeiture of the player's uniform deposit. After 3rd contact all of the uniform deposit will be forfeited.

**Section 8.** The Treasurer shall develop a budget for the next year (1 Feb to 31 Jan) and submit it to the Executive Board at the April meeting. The budget shall be approved at the May meeting.

**Section 9.** If a returned check happens, the person writing the check will be charged a \$25 fee and will be required to pay the check amount and bank fee in cash or cashier's check as per the Executive Board decision.

**Section 10.** The treasurer must have the Association's annual tax return submitted to the Internal Revenue Service by the 15th of 2nd month following the end of the fiscal year. A copy of the return must be submitted to the Board at the next regular Board meeting.

**Section 11.** The Executive Board may award scholarships for up to 10% of players registered at full price for each sports season

## **Article Nine General Rules and Miscellaneous**

**Section 1.** The association shall purchase individual trophies for any team that places first in their division after the season is concluded. Trophies can be shirts, sweatshirts or trophies not to exceed \$20 per player.

**Section 2.** Players may participate at the next higher level according to the following conditions:

- A. All participants shall register for teams according to their Pee Wee ages in accordance to KPAPWA regulations.
- B. Some players, because of their birth date, attend class with youths who are one pee wee year older and thus are at a higher pee wee playing level. To allow these players to play with their school class peers, the parents or guardians must make a written request to the Executive Board. The Executive Board will consider the request based on the following criteria:
  - a. Is there sufficient room on the team
  - b. does the player's legal peewee team have sufficient substitutes
  - c. are they physically capable and will no player who is legally that pee wee age have to sit out
- C. Requests to play up will be considered on a case by case basis, returning players who are playing for the same team from the previous season are exempt from this section.
- D. T-ball players must be at least a pee wee age five (5) to play T-ball.
- E. Six (6) year olds may sign up for basketball on E string, if available.

**Section 3.** For any sport when a decision is made to divide the players of a team into two or more teams, it shall be done as follows:

- A. At the close of registration, those players who want to remain on their original team, from the previous sport season, shall be allowed to do so.
- B. Those players from last year's team; who decide to be part of a new team shall be assigned. If more than one team is to be filled, then those players from last year's team who decided to play on a new team shall have their names included in the process conducted in paragraph C.
- C. As determined by the Sport Coordinator and concurred on by the executive Board.

**Section 4.** Individual team sizes shall be as follows:

- A. All sports team sizes will be in accordance with KPAPWA general rules.
- B. The Executive Board reserves the right to modify, by adding player(s) to a team without a coach's approval.

**Section 5.** Player registration will be as follows:

- A. Player registration shall start at least three (3) weeks before the official start of the sport season. Information concerning registration will be distributed through the organization's website, email and Facebook.
- B. The registration for a particular team or level shall be officially closed when that team has the designated number of players. The registration for all teams shall be officially closed per KPAPWA rules.
- C. A player is officially registered and placed on a roster or waiting list when the registrar has received the online registration; registration fees and any waivers (if applicable). Players new to the association shall provide a copy of their birth certificate with their registration and prior to the first game.
- D. Player(s) may not participate in practice or any games until the player is officially registered. The roster shall be available to the team coaches and the sport coordinator via the online registration software utilized by the association. Only players listed on the roster shall be allowed to practice or play games. Failure of the coach to follow this section could result in their removal from the head coach position.
- E. Players who wish to sign up after the close of registration will be placed into one of the following categories:
  - a. If there are vacancies, they will be placed on a team
  - b. They will be placed on a waiting list. If there is sufficient number, a second team will be formed
  - c. If there are not enough players to form a second team, efforts will be made by the registrar to waive them to a local district to participate
- F. The primary objective is to ensure all youths who want to participate can do so.

**Article Ten**

**North Perry Pee Wee Code of Ethics**

**Section 1.** North Perry Pee Wee Code of Ethics and Code of Conduct shall be in accordance with KPAPWA's Code of Ethics and Code of Conduct.

**Section 2.** North Perry Pee Wee Association Parent-Coach-Player Code of Conduct:

- A. Disrespectfully addressing officials and showing resentment toward decisions and violations of the rules should not occur even though an official may make an error. Coaches, players and spectators must realize there is no game played in which coaches and players do not also make errors. No one would tolerate poor sportsmanship toward the coach or players because of this. In the same regard, everyone must show respect toward game officials. Coaches, players, parents and fans who show disrespect to

opposing players and officials are a liability rather than an asset to the Pee Wee program.

- B. The following are important items for good sportsmanship:
  - a. Courteous treatment of all officials, opposing players and fans.
  - b. Refraining from derogatory remarks addressed toward officials and players, taunting actions and cheering decisions made by officials against opposing teams.
  - c. Graciously accepting the decisions of the officials against a team by refraining from making unsportsmanlike comments, booing and jeering.
  - d. Be humble in victory and gracious in accepting defeat.
- C. The actions of a few individuals ruin the enjoyment for the majority of parents or fans who demonstrate their approval and support when their teams do something right, who suffer in silence when things go wrong and who do not blame the officials for each loss.
- D. North Perry Pee Wees does not tolerate discrimination in any of its programs, services, or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, North Perry Pee Wees will not exclude participation based on the grounds of race, color, national origin, sex, religion, age, disability, or income status.

## **Article Eleven Misconduct and Disciplinary Action**

**Section 1.** If any coach is guilty of misconduct (such as violation of these bylaws, abusive language, intoxication, fighting etc.) at any official association gathering (such as games, practice, business meetings, etc.), disciplinary action may be taken to include removal as Head Coach or Assistant Coach as decided by the Executive Board. This should be taken to include any member of the Executive Board and said member may not cast a vote at any Board Meeting held at which he/she is the subject of a disciplinary action.

**Section 2.** Parents and others involved in unsportsmanlike conduct before, during or after a game and have received a warning, either directly or indirectly, from a member of the Executive Board, Game Manager, or Coach and have refused to conform to acceptable behavior, such member may reserve the right to have the person ejected from the premises by qualified public officials. The Executive Board or team Head Coach must be notified as soon as possible of parent's or other's ejection from the premises.

**Section 3.** All complaints toward another player, another team, a coach, or the association need to be presented to the Executive Board first. The coach or sport coordinator will file the complaint with the Board within 48 hours of the incident/issue. These statements may be given to an Executive Board member over the phone, in writing, verbally before the Board or a combo of the above as determined by the Board based on the complexity of the situation(s) and time constraints. The Executive Board will review the alleged violation. If the Executive Board decides a violation has occurred, additional disciplinary action may be taken to include probation or suspension as

determined by the Board. The offending individual may appeal the ruling of the Board to the President, who will schedule an appeals hearing within 48 hours. The original penalty will be in effect until the appeals hearing has concluded. The hearing will be attended by a quorum by the Executive Board and the affected parties.

**Section 4.** The Executive Board holds the final decision for all disciplinary actions imposed.

In witness whereof we the Executive Board have signed and approved the Association By-Laws to be placed into effect on this 20th day of September 2023

President – Brittany Dunklin

1<sup>st</sup> Vice President – Robert Pedroza

2<sup>nd</sup> Vice President – Leane Church

Secretary – Trisha Yale

Treasurer – Cassandra Cabato

Registrar – Kristin Demoss