

North Perry Adult Pee Wee Association

Bylaws

As Amended July 15, 2024

Article One Name and Purpose

Section 1. The name of the Association shall be the **North Perry Adult Pee Wee Association** (NPAPWA), a nonprofit organization, from now on also referenced as the Association.

Section 2. The purpose of this Association shall be to encourage, organize, promote, and assist youth sports programs in the North Perry boundaries as indicated by the Kitsap Peninsula Adult Pee Wee Association (KPAPWA). This association shall cooperate with the (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.,
and
- D. Ensure the rules and regulations of these Bylaws 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. Is responsible for obtaining all required information needed by Central Council for the association,
- C. Shall appoint an alternate representative with approval of the Executive Board,
and
- 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,
and
- 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. Shall abide by the rules governed in Article Nine,
and
- C. Shall, at the Boards' discretion, be bonded in 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 or Executive Board,
- C. Shall maintain a register of membership at all meetings,
and
- 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,
and
- 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 Executive Board 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 Executive Board.

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 Executive Board 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:

- 1) 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,
OR
- 2) Can provide proof of formal education in accounting from an accredited education institute,
AND
- 3) Can provide proof of employment in an accounting/financial position for a minimum of 2 years.

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 Monday following Central Council—each month at a time and 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 Executive Board member shall be entitled to vote. The President shall resolve tie votes. A simple majority is required for passage.

Section 2. These Bylaws 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 Coordinator, Snack Shack Coordinator, Sports Coordinators and Equipment Coordinator

Section 1. The Executive Board shall appoint a Fundraising Coordinator, a Snack Shack Coordinator, Sports Coordinators, and an Equipment Coordinator. Each Coordinator shall organize the project, solicit volunteers to work on the project and get all licenses and permits required. The Coordinator shall make a report to the Executive Board at the end of the project or provide monthly updates for ongoing projects at the regular monthly meeting.

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 in conjunction with the Equipment Coordinator. 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.
 - i. 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 in conjunction with the Equipment Coordinator.
- 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 equipment from each team/players at the end of the season in conjunction with the Equipment Coordinator.
- 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 an Equipment Coordinator to manage all North Perry Pee Wees equipment. The Equipment Coordinator shall:

- A. Keep inventory of all equipment for each sport at the beginning of the season, reconciling at the conclusion of the season to ensure all equipment has been returned in conjunction with the Sport Coordinator,
- B. Manage the storage of all equipment, preventing damage to equipment during the off-season,
- C. Organize equipment handout and turn in, in conjunction with the Sport Coordinator,
And
- D. Provide a written list of equipment expected to be purchased and the estimated cost of the equipment for approval from the Executive Board in conjunction with the Sport Coordinator.

Section 4. The Fundraiser Coordinator, Snack Shack Coordinator, and Equipment Coordinator shall be nominated upon notice of vacancy from the current Coordinator. A replacement shall be voted on at the following monthly meeting and will assume the position at the conclusion of that meeting. The Sport Coordinator shall be selected by the Executive Board at the conclusion of the preceding sport season at the monthly meeting. The Sport Coordinator shall assume the position at the conclusion of that meeting.

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. Requirements:

- A. 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.
- B. All coaches are required to pass the WSP background check.
- C. Badges: All coaches are required to provide a photo for a KPAPWA badge which must be worn at all games. Coaches will not be permitted to coach if they do not have a badge.
- D. Football:
 - 1) Coaches are required to complete Heads Up certification, which is paid for by North Perry Pee Wees.
 - 2) Teams may only have the number of coaches on the field as approved by KPAPWA.

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; return all equipment at the conclusion of the season.
- 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 special meeting with the team's parents and coach. The Executive Board 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 if any further written complaints are received,
OR
 - b. Resolution of complaint – coach removed from position effective immediately.
- 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, unless the Executive Board deems otherwise.

Article Eight Financial

Section 1. A registration fee and equipment 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 equipment 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, -President, or Snack Shack Coordinator may 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 Executive Board 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, Snack Shack Coordinator, Equipment Coordinator 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 loaned equipment. Failure to return the loaned equipment at the assigned time will result in forfeiture of the player's equipment deposit. After 3rd contact all of the uniform deposit will be forfeited unless prior arrangements are made with the Executive Board.

Section 8. The Treasurer shall develop a budget for the next fiscal year (1 July to June 30) and submit it to the Executive Board at the August meeting. The budget shall be approved at the September 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 Executive Board at the next regular meeting.

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

Article Nine

General Rules and Miscellaneous

Section 1. 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 2. 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 3. 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 4. Player registration will be as follows:

- A. Player registration shall start at the conclusion 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 4-6 weeks prior to the first game of the season to ensure adequate time for jersey order & arrival.
- 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,OR

- 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.

Section 5. Third Party Vendors – Pictures & Uniforms:

- A. For uniformity and standardization across the league, the Executive Board will determine the photographer to be used for all sports under the North Perry Pee Wees organization.
- B. For uniformity and standardization across the league, the Executive Board will determine the uniform vendor to be used for all sports under the North Perry Pee Wees organization. The Sport Coordinator will be responsible for placing the uniform order for the season, ensuring uniform handout occurs in advance of the first game.

**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 ruins 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. Any player that has family members/fans ejected from the game will be unable to participate in North Perry Pee Wees activities for one year.

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 in person before the Executive Board at the regular meeting, 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 in Executive Session. If the Executive Board decides a violation has occurred, additional disciplinary action may be taken to include probation or suspension as determined by the Executive Board. The offending individual may appeal the ruling of the Executive 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 North Perry Pee Wees Bylaws to be placed into effect on this 15th day of July 2024.

President – Kellan Warren
1st Vice President – Robert Pedroza
2nd Vice President – Leane Church

Secretary – Trisha Yale
Treasurer – Cassandra Cabato
Registrar – Kristin Demoss