

NORTH MASON PEE WEE ATHLETIC ASSOCIATION BYLAWS

REVISED OCTOBER, 2014

ARTICLE I NAME AND PURPOSE

- Section 1 The name of the organization shall be the North Mason Pee Wee Athletic Association (NMPWAA).
- Section 2 The purpose of this organization shall be to encourage, promote, assist, and organize an active junior sports program in the North Mason area of Mason County, Washington. Our intent is to teach basic rules and fundamentals of junior sports, develop skills, promote and foster a sense of good sportsmanship and fair play among all participants.
- Section 3 In the event the organization of NMPWAA is dissolved any and all funds will be donated to another local non-profit organization in North Mason County designated by the outgoing executive board.

ARTICLE II RULES OF ORDER, PRECEDENCE, AND QUORUM

- Section 1 This organization shall cooperate with the Kitsap Peninsula Adult Pee Wee Association (KPAPWA) and abide by all their rules and regulations. In the event any part of these Bylaws now or in the future shall conflict with the bylaws or rules of the KPAPWA, the bylaws or rules of the KPAPWA shall take precedence.
- Section 2 Except as otherwise provided in these bylaws or in the bylaws of the KPAPWA, Roberts Rules of Order shall be the parliamentary authority.
- Section 3 Six (6) members shall constitute a quorum for conducting business at the general meetings. (See ARTICLE IV Section 3)
- Section 4 Four (4) members shall constitute a quorum for the Executive Board. (See ARTICLE IV Section 4)

ARTICLE III GENERAL

- Section 1 Eligibility to participate in sports sponsored by this organization shall be governed by the rules and bylaws of the KPAPWA. However, it shall be the policy of the association to accept all youngsters of eligible age upon timely payment of prescribed fees and no one shall be cut from a sport save for disciplinary or health reasons.
- Section 2 An attempt shall be made by this organization to sponsor as a minimum: football, basketball, cheer, and baseball.
- Section 3 This association shall not be responsible for any unauthorized purchase anyone other than those persons authorized by these bylaws. Purchases of \$75.00 or more shall require authorization of the NMPWAA membership.

ARTICLE IV GENERAL AND QUORUM MEETINGS

- Section 1 There shall be monthly meetings year round on the first Monday following KPAPWA Central Council monthly meeting. If this date conflicts with other meeting or events, the date for any one monthly meeting may be changed by the decision of the Executive Board and notification shall be done by telephone.

- Section 2 One meeting a year will be designated as the annual meeting so as to comply with corporation rules. This meeting shall take place during the January meeting.

- Section 3 All meetings will be run by the President or Vice president in the President's absence. Four (4) Executive Board members must attend and six (6) General Board members in order to have a quorum. In the event these numbers are not met, the meeting will be cancelled without the conduction of business. Majority vote will be necessary for the implementation of any new rules, regulations, or amendments to general policies. Not included is the changing of by-laws which will need four-fifth (4/5) vote. Any changes to the bylaws may only occur quarterly (January, April, July and October) at the regularly scheduled general meeting.

- Section 4 Four (4) members shall constitute a quorum for the Executive Board with a majority vote for the acceptance and changing of policies concerning daily business of NMPWAA. Executive Board meetings shall be conducted before the general-monthly meeting. Special meetings may be called by the President or two (2) committee members as needed, provided notice of such meeting is given to all Executive Board members at least two (2) days in advance of such meeting and the President or Vice President will be available to chair meeting.

ARTICLE V MEMBERSHIP AND DUES

- Section 1 The parents and/or guardians of any youth participating in NMPWAA sports are members of this association. Any other interested person may become a member upon payment of annual dues of \$10.00. Members that are not coaches, Board Members, or parents of a youth(s) in NMPWAA may address the floor but have no voting privileges.

- Section 2 All qualified members are eligible to vote after attending two (2) General Board meetings in a consecutive twelve (12) month period. Members voting privileges shall expire one (1) year from date of last registration form.

- Section 3 Any pledged coach shall automatically be a member of this association with voting privileges for a period of one year.

- Section 4 Fees for parents and guardians of youths participating in NMPWAA sports shall be as directed by a decision of the Executive Board. In the case of hardship, the fees may be waived by the decision of the waiver committee. Waivers must be submitted in writing.

- Section 5 Fees must be paid at the time of registration.
- Section 6 Fee refunds will be made to the family requesting in writing, provided the request is made prior to the first scheduled game of the season, and further that the youth's withdrawal is necessitated by illness, relocation, or involuntary inability to participate. All refunds are subject to approval by the Executive Board.
- Section 7 Registration for any sport shall be closed after the announced sign-up dates, except were the age group needs to be filled to constitute the existing teams. Any exception must be approved by the Executive Board. No team shall have enough players to constitute two (2) teams with the exception of football.
- Section 8 Head coaches and Board members may pay registration fees but are under no obligation to do so. Limited to one (1) child per Head coach per season coached and (1) child per Board member per year.

ARTICLE VI ASSOCIATION OFFICERS AND EXECUTIVE BOARD

- Section 1 The officers of the association shall be President, Vice President, Secretary, Treasurer, Eligibility Director, Athletic Director, Publicity Director, and Awards Director.
- Section 2 Terms of office shall be for one (1) year except for the treasurer which serves a two (2) year term. Any office may be re-elected.
- Section 3 The following are appointed by the President and with the consent of the majority of the board: Equipment Manager, one (1) Football commissioner, one (1) Baseball commissioner, one (1) Cheer commissioner, and three (3) Basketball commissioners.
- Section 4 The Executive Board shall be made of all elected officers.

ARTICLE VII ELECTION OF OFFICERS

- Section 1 The President shall appoint a three (3) member nominating committee at the regular March meeting. This committee shall strive to present the names of the nominees for each elective office at the regular April meeting. Candidates may be nominated from the floor at the April meeting.
- Section 2 Election of the officers shall be held at the beginning of May meeting by secret ballot. Officers will take office upon completion of Old Business at the regular June meeting.
- Section 3 If the President resigns, the unexpired term shall be filled by the Vice President. All other vacant offices shall be filled by Presidential appointment, with the consent of majority of the board, for the remainder of the unexpired term. With the resignation of the Treasurer, or the election of a new Treasurer, an audit of the association's books and funds shall be held immediately and the findings reported to the Executive Board.

Section 4 Any positions of the Executive Board shall automatically be ruled vacant if member misses two (2) consecutive meetings unless excused by majority vote of the Executive Board.

ARTICLE VIII DUTIES OF OFFICERS

Section 1 **President:** The President shall serve as the Executive Officer of the association. The President shall call to order all meetings of the Executive Board. He/she shall preside over all regular and special meeting of the association and all Executive Board meetings. He/she shall ensure that the meetings of the KPAPWA Central Council are attended by the designated officer(s). He/she shall exercise such other duties as prescribed elsewhere in these bylaws or as a custom dictates. He/she shall appoint a three (3) member Audit committee as necessary after the appointment of or election of a new Treasurer. This committee shall audit the former Treasurer's accounts prior to installation of the new Treasurer. He/she shall serve as a co-signer of any checks issued by the association. In the event of a temporary absence or incapacitation of any officer, the president will appoint a delegate to carry out the roles and responsibilities of said officer.

Section 2 **Vice President:** The Vice President shall assume the duties of the President in his/her absence. He/she shall attend at the KPAPWA Central Council meetings. The Vice President shall notify the commissioners of and attend all KPAPWA general rule's meetings and report changes to the rules and results of these meetings to the Executive Board. He/she shall be the coordinate and point of contact for all fundraising activities. The Vice President shall appoint all special committees, including budget committees, and serve as Executive Officer on those committees. He/she shall organize and conduct all work parties. The Vice President shall serve as the point of contact for all matters pertaining to coaches and coaching and shall be responsible for such supervision of coaches as may be necessary. He/she shall inform commissioners of KPAPWA Central Council coaches meetings.

Section 3 **Secretary:** The Secretary shall keep the minutes of all Executive Board and association meetings and incorporate into the minutes any and all information presented from the KPAPWA Central Council meeting. The Secretary shall maintain the minute book. He/she shall answer all correspondence as directed by the Executive Board or the association membership. The Secretary shall conduct telephone notification of all Executive Board members, and association members, as necessary, of any changes involving the monthly meetings. He/she shall keep a record of all officers, coaches, and sponsors of the association. The secretary shall maintain current copies of the bylaws of the association and the KPAPWA bylaws and general rules. He/she be responsible for the making and distribution of said copies to the members. He/she shall maintain records through each season such as concussion forms, WSP background checks, coaches pledges, and other forms

as collected by the sport-specific commissioner. After each season, these records will be stored in a centralized location for the period of one year.

Section 4

Treasurer: The Treasurer shall be responsible for all funds for the NMPWAA and maintain complete accounts of said funds, to include paying of all bills and the filing and payment of state and federal taxes. In addition, this officer shall collect all dues from the association members as shall be established by the Executive Board including cash receipts and record donations of service to the association. A Treasurer's report shall be delivered at each general meeting of the association and at such other times as requested by the Executive Board or by the membership. The treasurer shall be the chairman of the budget committee and shall, with the aid of the Athletic Director and the Vice President, plan the seasonal budget and present it to the Executive Board a minimum of one (1) month prior to the upcoming sports season. After each sport's season, he/she shall provide a profit and loss statement to the Executive Board.

Section 5

Athletic Director: The Athletic Director shall establish the necessary arrangement between the North Mason School District/Mason County Parks Department and the Association. He/she shall serve on the budget committee with the Treasurer and the Vice President. He/she shall be responsible to maintain an accountability of all NMPWAA equipment. He/she shall be responsible for the accountability of all NMPWAA equipment to include facility keys and scheduling of field/gym usage for coaches. He/she shall hold coaches meetings along with the Eligibility Director. He/she shall provide to sport-specific commissioners gym/ field availability to give to Central Council. The Athletic Director shall be responsible, within reason, to negotiate and purchase for the best prices available for equipment and to exercise such care and judgment as to assure the best use of association funds. The Athletic Director is the only person authorized for the purchase of equipment/uniforms. He/she shall facilitate the distribution and collection of score clocks during basketball season.

Section 6

Publicity Director: The Publicity Director shall see that special events, to include registrations, fundraisers, championships, etc, are published in the local newspapers, on area reader boards, bulletin boards, and the NMPWAA website. He/she shall be responsible for maintaining the NMPWAA website. He/she shall serve on the publicity budget committee along with the Vice President and Treasurer which shall present an annual publicity operating budget to the Executive Board at the May meeting.

Section 7

Eligibility Director: The Eligibility Director shall be responsible for the enrollment of each NMPWAA participant in each sport and shall keep current and accurate records of such participants. He/she shall determine eligibility of each participant for each sport and notify Executive Board, all the coaches, and the KPAPWA of participant's eligibility. The Eligibility Director shall also be a delegate to the KPAPWA Central Council. Other

duties connected with this office include:

- a) Hold a registration and collect registration fees.
- b) Obtain signed parental consent forms for each sport.
- c) Submit registration fees to Treasurer.
- d) Submit an accounting of the number of youths and a roster of each team to the Equipment Manager, Awards Director, and sport-specific Commissioner.
- e) Shall keep a record of the eligibility rolls for a minimum of one year.

Section 8 **Awards Director:** The Awards Director shall be responsible for the purchase and delivery of all trophies and coaches' plaques. He/she shall coordinate team pictures for each team each sports season. The Awards Director shall answer to the Executive Board for any deviations of standard practice pertaining to awards and pictures.

Section 9 **Equipment Manager:** The Equipment Manager's sole responsibility is to inventory, issue, collect, and repair equipment. He/she shall maintain a correct inventory of all equipment and keep records of equipment issued. He/she shall maintain records of uniform checkout for the period of one year. He/she shall attend NMPWAA coaches meetings held by the Athletic Director and Eligibility Director. The Equipment Manager is directly responsible to the Athletic Director.

Section 10 **Football, Basketball, Baseball, etc. Commissioners:** He/she shall attend all NMPWAA coaches' meetings and KPAPWA Central Council Meetings pertaining to their specific sport. Commissioners shall act as liaisons between coaches, parents, players, and Executive Board. Commissioners shall oversee the actions of coaches and compliance of game day managers and team representatives. He/she shall notify coaches of required meetings pertaining to their sport. He/she shall maintain a copy of all rules and regulations pertaining to their sport and provide a copy to each coach. He/she shall also be responsible to inform parents and guardians new to the association of the rules and procedures that govern the association such as dues, rules of conduct, meeting dates, and other material information. He/she shall verify completion and collect WSP background checks, coaches' pledges, and concussion forms and forward to the Eligibility Director. Any and all grievances not able to be fulfilled by the commissioner shall be directed to the Vice President. Commissioners will also be expected to present a report monthly to the Executive Board. He/she will promote the growth of their respective sport and nurture the continued success of the program.

ARTICLE IX RESPONSIBILITIES OF A MEMBER

Section 1 A member should feel obligated to do his/her share in promoting the welfare of NMPWAA.

Section 2 A member shall make payment of registration fee in compliance with the existing bylaws. Failure to make payment may result in the suspension of youth from participating in subsequent sports. Registration fees may be waived if the member presents to the Executive Board in writing the

reasons for said waiver. Waivers are granted by decision of the Executive Board.

- Section 3 A member shall attend a minimum of one (1) meeting or serve on one (1) committee or fundraising during any active sports season that their youth(s) is participating in.
- Section 4 A member shall sign the prescribed consent form at the time of registration for each sport.
- Section 5 No parent shall interfere with a coach in the performance of his/her duties.
- Section 6 All grievances must be submitted in writing to the Executive Board.
- Section 7 All members shall agree to return, upon request, all uniforms and equipment belonging to the NMPWAA to the coach after the end of each sport season.
- Section 8 The minimum age at which a youth may participate in any level of any sport sponsored by NMPWAA will be based upon age requirements set forth in these bylaws, rules and regulations of the KPAPWA, and the decision of the Executive Board.
- Section 9 It will be the parent/guardians responsibility to ensure that their youth(s) participating in any sport, shall be delivered safely to and recovered from each practice and game in a timely manner. The youth(s) must be accompanied by their parent/guardians onto and off each facility, whether it is a gymnasium or playing field. The parent/guardians as well as the coaches are responsible to be at the designated place of each practice or game on time. In addition, with the following exceptions, no coach or parent/guardians shall leave a youth(s) unattended prior to or after any practice, game or any other NMPWAA event.
- Exception 1) Parents/Guardian have given prior approval for their youth(s) to use the school bus as transportation to a practice facility, then the youth(s) must report to the coach and the coach will take responsibility for the youth(s) upon arrival at the facility.
- Exception 2) Parents/Guardian, who have given the youth(s) permission to walk to and from the appointed place of practice, accept all responsibility for the youth(s) until they have reported to the coach. The responsibility of the coach in this case ends upon completion of practice.
- Section 10 Failure of any member to comply with the rules, regulations, or bylaws of the KPAPWA or NMPWAA may result in a fine of \$10.00, which will be assessed and must be paid before the youth(s) can be signed up for the next sports season in which they wish to participate in. In addition, an assessment for lost or destroyed uniforms and/or equipment may be

assessed and must be paid before youth(s) can be signed up for the next sports season which they wish to participate. The assessment for uniforms and equipment will be based upon the going rate for replacement of the same and will be established by the Executive Board.

ARTICLE X COACHES REQUIREMENTS

- Section 1 Eligibility to coach will be based upon the following:
- a) It is preferred that the coach is the parent of at least one (1) of the players being coached; this does not eliminate grandparents or parents/guardians of previous players but places preference on the parents.
 - b) Said coaches must have completed at least one (1) successful year of coaching in any sport, preference for coaching a sport will go to a coach who has coached the same sport previously.
 - c) The Executive Board has the final decision on who shall coach.
 - d) Coaches who previously violated the rules and/or bylaws of KPAPWA or NMPWAA shall be ineligible to coach without two-thirds (2/3) majority vote of the full Executive Board.
 - e) The NMPWAA Executive Board makes the final decision on coaches and who has completed a successful season.
 - f) After completion of a successful season of a given sport, a coach shall have the opportunity for first consideration as a coach for that same level the following year. A coach will also have first consideration of any vacancy at the next higher level if he/she is eligible.
 - g) If there is more than one team at a level and the following year only enough players to field one team at that level, the senior coach has first priority to that team. If coaching years in that sport are equal, the coach with the most returning players (from all teams at that level the previous year) will have first priority.
- Section 2 Coaches will sign the required pledge of the KPAPWA.
- Section 3 Coaches shall attend the KPAPWA Central Council Coach's meeting and the NMPWAA Coach's meeting.
- Section 4 Coaches shall maintain order on the playing field and gymnasium during practice and games.
- Section 5 Coaches are responsible to ensure that the facility which they use is kept clean and, in the case of a gymnasium, the doors locked and the lights are turned off upon departure.
- Section 6 Coaches shall submit all game rosters in a timely manner, as indicated on the rosters, to the KPAPWA Central Council Coordinator.

- Section 7 The coaches shall check the eligibility of his/her players with the Eligibility Director.
- Section 8 Coaches shall abide by the constitution and bylaws of the KPAPWA and the bylaws of NMPWAA.
- Section 9 At the A thru D levels, the coach shall be responsible to ensure that there is an official scorekeeper and timekeeper for all home games.
- Section 10 Any coach may be relieved of his/her duties by a majority vote of the Executive Board.
- Section 11 A coach shall be responsible to notify team members of practice and/or game cancellations or changes. It is advisable to appoint a team parent as a point of contact to discharge these duties.
- Section 12 A coach is responsible to coordinate with the opposing coach any game changes or cancellations.
- Section 13 A coach shall have the authority to suspend, temporarily, a youth or his/her parent/guardian for bad or un-sportsmanlike conduct.
- Section 14 All coaches shall refrain from using profanity, smoking, chewing tobacco or consuming alcoholic beverages or drugs on or in the facilities in use during practice or games. In addition, no coach shall be under the influence of alcohol or drugs on or in facilities in use during practice or games. Violation of this section will result in the dismissal of the offending coach.
- Section 15 It shall be the sole responsibility of the coach to collect all equipment issued to or used by his/her team after each sport season and must turn them over to the Equipment Manager. Equipment and uniforms shall be returned to the Equipment Manager no later than two (2) weeks after the end of current sports season.

ARTICLE XI REGISTRATION/ELIGIBILITY OF PLAYERS

- Section 1 Prior to all sports seasons, there will be a registration committee established, consisting of Vice President, Athletic Director, Eligibility Director, and pertaining sport Commissioners to make decisions on all registration eligibility.
- Section 2 Registration fees are due upon registration unless requesting a waiver/scholarship and is submitted at the time of registration. Registration fees must be paid and/or waiver/scholarship approved before player may participate in any games.

- Section 3 Age verification is to be provided upon registration and must be submitted by NMPWAA to the KPAPWA Central Council Registrar a minimum of 48 hours before the game to be cleared to participate.
- Section 4 Concussion and code of conduct forms, provided to the coach, must be signed and submitted to the NMPWAA Executive Board before participating in any games or practice.

ARTICLE XII FORMING OF TEAMS

- Section 1 The NMPWAA Registration committee has the final say of all player placements and team formation for the NMPWAA.
- Section 2 Returning players have first option to a team if registered before the deadline.
- Section 3 Returning players will be placed on previous season’s team after the deadline if placement does not negatively impact roster size of teams at that level.
- Section 4 Players will be placed on a team at their age group unless otherwise noted on registration form.
- Section 5 A requested coach will be considered if:
 - a) Parent/guardian is the coach
 - b) There is room on that team
 - c) Returning player to that team
 - d) New coach bringing new players to NMPWAA (with no team stacking allowed)
- Section 6 Players will not move to another team at the same level if the returning coach is available and it does not negatively impact the other team roster size (written request must be submitted to Registration committee for approval to do so).
- Section 7 Players will be allowed to play up if:
 - a) Have the permission of both coach and Registration committee
 - b) There is room on the team (players that are of the age group will have first placement priority on the team)
 - c) Returning player to that team (and does not adversely affect player placement of that team)
 - d) Once Registration committee approves allowing a player to play up, Section 2 of this article will remain in force for the duration of their playing career.
- Section 8 E level will be divided into two levels (7 yr olds/ 8 yr olds) whenever possible.
- Section 9 Maximum number of players on a team shall be no greater than 13. At this point, a team shall be split into two (2) teams unless the Registration committee approves not to split the team.

ARTICLE XIII GRIEVANCES

Section 1 All grievances must be submitted in writing before a committee can be called. A grievance committee shall be called by the Vice President whenever a problem or dispute arises among parents, coaches or NMPWAA that the sports commissioner cannot resolve satisfactorily among the disputants. The Vice President shall elect two (2) unbiased representatives to serve on the grievance committee with the Vice President. The Vice President shall be the presiding officer. Each party to the dispute shall be given the opportunity to present his/her case to the grievance committee and the committee may request such other testimony or conduct such investigation it feels warranted. The decision of the committee shall be binding on all parties unless reviewed by the Executive Board and reversed. Such reversal shall require at least two-thirds (2/3) vote of all Executive Board members.

Section 2 No person in a dispute may serve on the grievance committee. Such member shall be disqualified and a new member appointed by Vice President. If the Vice President is listed as a disputant in the grievance, then the grievance committee shall be appointed and directed by the President, Secretary, Eligibility Director, Athletic Director, Treasurer, Publicity Director or Awards Director, in this order, depending on who is listed in the grievance.

ARTICLE XIV INDEMNIFICATION

Section 1 The NMPWAA shall indemnify any director, officer, former or present, of the NMPWAA, or any person who may have served at its request as a director or officer of any other association or corporation, whether for profit or non-profit, against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceeding to be liable for negligence or misconduct in the performance of duty; but such indemnification shall not be deemed exclusive of any other rights to which such director or officer may be entitled, under any bylaw, agreement, vote of Executive Board, or otherwise.