

THE CHICO PEE WEE ASSOCIATION CONSTITUTION AND BYLAWS

April 2022

MISSION STATEMENT:

Chico Pee Wee Association (CPWA) was conceived for and is dedicated to promoting a positive sports learning environment for our community's youth. Our focus is on the children's exposure to the fundamental skills and strategies of their sport as well as the concepts of teamwork and leadership. Our primary goal is to provide every child an opportunity to develop and grow both as an athlete and as a person, where they evaluate their experience based on their individual efforts and the enjoyment they achieved from participating. To accomplish these objectives, CPWA will provide a supervised competitive athletic sports program with the primary goal of teaching youths the value of good sportsmanship and citizenship; the attainment of exceptional athletic skill or the winning of games comes secondary to these goals.

ARTICLE I: NAME AND LOCATION

1.1 The name of this organization shall be the Chico Pee Wee Association, a non-profit association.

1.2 The location of the association will be the property owned by them commonly known as "Chico Field" located at 3620 Kittyhawk Dr. NW, Bremerton, WA. 98312. Mailing address: PO Box 881, Silverdale, WA 98383.

ARTICLE II: MEETINGS

2.1 Monthly board meetings will be held year-around on the 2nd Thursday of each month at 6:30 pm at the Chico Field Clubhouse (unless otherwise designated). Notification must be given to the CPWA Executive Board members of any change in meeting schedules at least 48 hours prior to the meeting.

2.2 All monthly meetings shall have an agenda including, but not limited to previous month minutes, reports from the Treasurer showing balance, cash flow, and a summary of budget tracking. Financial summary will be available upon request.

2.3 With exceptions as otherwise provided in these Bylaws, Robert's Rules of Order Second Edition shall be parliamentary authority.

2.4 Five (5) members, including the Executive Board, shall constitute a quorum for conduction of business. If a quorum is not present at any regular monthly meeting, the Executive Board shall conduct all normal business that was scheduled for the regular meeting, unless it is something that requires a membership vote. Three (3) members shall constitute a quorum of the Executive Board.

2.5 The President shall provide a board meeting agenda at least five (5) calendar days prior to the each scheduled board meeting, allowing opportunity for board members to add topics to be discussed.

ARTICLE III: MEMBERSHIP AND REGISTRATION DUES

3.1

- a. You become a member upon paying the Registration Fee for your youth to participate in a CPWA sports program or upon registration, if receiving a scholarship.
- b. Members have voting rights if they have attended at least two other meetings in the immediately previous eleven months, as long as they were a member in good standing at those meetings.
- c. Membership is good for twelve (12) months from registration.
- d. No person shall have more than one (1) vote.
- e. Each family can have a maximum of two (2) votes.
- f. The CPWA reserves the right to revoke membership without a refund of the Registration Fee.
- g. The CPWA may refuse membership to any person as voted by the Executive Board.
- h. Members have a responsibility to the organization to hold accountable, the elected representatives, to the articles and bylaws established by the members, as the governing documents, directing the operations of the organization.
- i. Any pledged coach shall automatically be a member of CPWA for a period of one (1) year and shall become a voting member at the 2nd meeting they attend in their membership year.

3.2

- a. Fees for parent(s) or guardian(s) of youth participating in CPWA sports shall be established by the Executive Board and voted on by the membership at the regular CPWA meeting no later than the regular scheduled meeting prior to registration of that sport.
- b. One child per Executive Board member or board appointed position will be exempt from registration fees for the duration of his or her term.
- c. Parents may apply for full, half, or hardship scholarships to be agreed upon by the Executive Board. Full or half scholarships will require an agreement to exchange services for registration fees. Agreements to exchange services for registration fees will be submitted and recorded with the Secretary and the Registrar for any person or family that agrees to exchange services for registration(s). Such an agreement will define the exact agreement, requiring families (adults only) to give as many hours of their time to equal one (1) hour donated per \$50.00 of scholarship received during that sports season. Scholarship hours will be managed by the Registrar, and duties / tasks will be mutually agreed to by a CPWA Executive Board member and the parent. If service hours are not completed by the date specified in the contract, the parent(s) or guardian(s) forfeit the opportunity for any future scholarships in any sport until such time that the service obligation is met.
- d. The current Sport Registrar will keep a listing of all exchange agreements and scholarships.
- e. Hardship scholarships can be given by the current President, Vice President, or Athletic Director. Hardship scholarships will not require the recipient to repay any part of the scholarship received.
- f. While registering for a sport, parents can be given the option to make a donation to the scholarship fund. This donation is optional, and ALL donations must go toward scholarships for that sports season or retained for subsequent seasons of the sport in which the donation was received, as maintained by the Treasurer. (i.e., if a donation is received while registering a player for baseball, that donation may only be used for current or future baseball scholarships.) An accounting of donations received, portion utilized, and portions held for future use must be made available to the membership at the first meeting following the closure of each sports registration.

3.3 Fees must be paid in full (or per scheduled payment plan) at the time of registration unless waived. Players with fees not paid in-full before games begin, will not be eligible to participate in games.

3.4 Fee refunds will be made to any family requesting a refund, providing such a request is made in writing and according to the following:

Refund Policy:

- a. Minimum \$15.00 refund fee unless the refund is the result of CPWA's inability to form a team. If no team can be formed due to numbers, coaches, or field availability, the refund fee will be waived.
- b. Full refund within 48 hours of registration time/date – NO exceptions (\$15.00 refund fee applies)
- c. 50% refund before practices begin (for any team) – see date posted on website for each sport.
- d. After practices begin or date posted on website, there is no refund for non-injury* refund requests.
- e. *Injury refunds are pro-rated according to the date of injury or doctor's visit.
- f. Late registration fees are non-refundable.
- g. ALL Refund requests must be submitted via email to **chicopeeweess@gmail.com** [email required for time/date accuracy].
- h. *A doctor's note is required on official letterhead for injury refunds; injury refunds are pro-rated from the first day of practice and uniform replacement fees may apply.
- i. **Relocation (moving out-of-area, military orders, etc.) refunds are subject to the same guidelines as Injury Refunds.

NOTE: Injury refund requests require a doctor's note on official letterhead, stating that the player may not participate in said sport or athletic activity; refunds are pro-rated according to the date of injury or doctor's visit. Doctor's notes may be emailed to **chicopeeweess@gmail.com**

3.5 A \$100 CPWA volunteer support fee will be required when registering for each sport season. This fee will be waived during registration when registered for volunteer activities. One (1) hour donated per \$50.00 may be fulfilled in lieu of the volunteer support fee equaling two (2) hours total.

Exempted from this requirement include:

- a. Executive Board Members
- b. Appointed Board Positions
- c. All Head Coaches

ARTICLE IV: DUTIES OF A MEMBER

4.1 A member, by registering his / her child for participation in athletic competition, assumes the obligation of contributing his / her fair share to promoting the welfare of the Association.

4.2 Members must pay a registration fee in compliance with the existing Bylaws. Failure to comply will result in suspension of the youth(s), except in such cases as the Executive Board determines that a waiver in fee is appropriate.

4.3 Members must sign the prescribed registration form(s) at the time of registration.

4.4 Members must sign the prescribed CPWA and Kitsap Adult Pee Wee Association (KPAPWA) Parent Code of Conduct at the beginning of each sport season.

4.5 No parent, or other family member, shall interfere in any way with a coach or an official while they are in the performance of their official duties. Disciplinary actions will be in accordance with Article XII (Conduct and disciplinary actions).

4.6 All grievances must be submitted in writing to the Executive Board.

4.7 Uniforms and gear must be returned, in good/clean condition, at the end of each sport season. Failure to do so will result in the deposit being deposited to CPWA. If it is an NSF check, the youth(s) won't be allowed to play future sports with CPWA until payment of gear deposit is made in full.

4.8 Any member soliciting funds in the name of the CPWA shall turn in all monies received to the Treasurer within 48 hours of receipt together with an itemized and detailed statement. Checks will be issued by the Treasurer against this money for the special purposes upon receipt of the proper and legitimate itemized bills pertaining to the special project.

4.9 At the time of registration, submit Birth Certificate(s) if it is the first time participating in CPWA sports.

4.10 Parent(s) / legal guardian(s) are responsible for submitting and following player play up procedure.

ARTICLE V: OFFICERS AND DUTIES

5.1 The officers of the CPWA shall be President, Vice-President, Second Vice President, Athletic Director, Secretary, Treasurer, Concessions Director, Fundraising Director, Sport Coordinator(s), and Sport Registrar(s).

5.2 President's duties:

- a. Preside at all meetings of the association and Executive Board.
- b. Appoint delegates to the KPAPWA. The President or a member of the Executive Board shall be one of the delegates.
- c. Be an ex-officio member of committees and be a member delegate of this club to KPAPWA.
- d. Countersign all checks issued by CPWA.
- e. Review the income and expenses on a monthly basis.
- f. Review 'budgeted' versus 'actual' income and expenses on a monthly basis and report the finding to the membership.
- g. The President is allowed the right or opportunity to put a one-month stay on votes that are deemed incomplete, possibly harmful to the organization, and / or unreasonable.
- h. The President, with approval of the Executive Board, may call special meetings of the association to address pressing matters.

5.3 Vice President's duties:

- a. Shall act in place of the President during their absence.
- b. Shall attend the KPAPWA meetings and report to the membership at the CPWA meeting.
- c. Shall assist the President and Athletic Director with assuring safety standards are maintained.
- d. Shall work with each Athletic Director and Sport Coordinator(s) on maintaining an inventory of gear and replacement of gear when needed.
- e. Assist any Board Member as required.
- f. Responsible for the repair and maintenance of CPWA owned or leased real property, equipment, and buildings.
- g. Plan, budget, and coordinate all facility projects.
- h. Work with the Athletic Director and Sport Coordinators to schedule projects.
- i. Supervise all approved projects that are contracted out by the CPWA membership.

5.4 Second Vice President's duties:

- a. Shall act in place of the Vice President during their absence.
- b. Shall attend the KPAPWA meetings and report to the membership at the CPWA meeting.
- c. Shall assist the Vice President and Athletic Director with assuring safety standards are maintained.
- d. Shall work with each Athletic Director and Sport Coordinator(s) on maintaining an inventory of gear and replacement of gear when needed.
- e. Assist any Board Member as required.
- f. Assist the Vice President in the repair and maintenance of CPWA owned or leased real property, equipment, and buildings.
- g. Assist the Vice President to plan, budget, and coordinate all facility projects.
- h. Work with the Athletic Director and Sport Coordinators to schedule projects.
- i. Supervise all approved projects that are contracted out by the CPWA membership.

5.5 Athletic Director's duties:

- a. Responsible for the sports budget to be submitted to the Board for approval.
- b. Responsible for the selection of coaches and assistant coaches.
- c. May select member(s) to help complete various Athletic Director duties.
- d. Assure that coaches are not practicing or playing ineligible players.
- e. Secure necessary facilities, such as gymnasiums or ball fields to support the program.
- f. Track the use of paid officials at games.
- g. Ensure that coaches hold team meetings and make parents aware of CPWA expectations (including conduct).
- h. Responsible for holding a coaches meeting prior to sport season and one at the conclusion, and any others they deem as necessary.
- i. Collect from coaches the CPWA and KPAPWA Parent Code of Conduct forms and give to the Secretary two weeks prior to the first game.
- j. Responsible for scheduling concussion training for coaches.
- k. Responsible for receiving participants' parent / guardian signatures on concussion form.
- l. Submit uniform and equipment inventory to the Board within 30 days of the final date of play of the season, or by the first board meeting after those 30 days. Inventory should include a count of any expired or damaged equipment that will require replacement with an estimated cost. An extension [of time] may be requested for extenuating circumstances. This request should be given to the Board at the first board meeting after the original 30 days.

- m. Attend monthly KPAPWA (Central Council) meetings, to include months with rule votes or appoint an CPWA representative to attend meetings in his / her absence.
- n. Attend any and all coaches' meetings or committee meetings of the KPAPWA or appoint a CPWA representative to attend meetings in his / her absence.
- o. Provide a list of unreturned uniforms and numbers, along with the names of player(s) who did not return CPWA property, to the Vice President.

5.6 Secretary's duties:

- a. Prepare and maintain full records of all Association meetings.
- b. Prepare correspondence as required by the President.
- c. Provide copies of all bylaws, general rules, and other Association information to the general public, as requested.
- d. File all correspondence in the Association's permanent records.
- e. Maintain a register of membership present at all meetings for the last twelve (12) months.
- f. Notify CPWA Secretary of all Officers and Central delegates of this Association when changes to a Board position or Board designated position change.
- g. Conduct Washington State Patrol (WSP) background checks for coaches, directors, and volunteers. Report all results and reports to Athletic Director, Vice President, and applicant. Keep all WSP background check records obtained.
- h. Coordinate and maintain the CPWA web page and social media in regard to CPWA.
- i. Maintain an email contact list of members and coaches.
- j. Responsible for keeping records of signed CPWA Parent Code of Conduct.
- k. Responsible for sending KPAPWA Parent Code of Conduct form signed by CPWA participants.

5.7 Treasurer's duties:

- a. Receive, receipt, and deposit all funds, collect player application fees and / or arrange payment plans as needed.
- b. Receive bills and report them to the membership when requested.
- c. Prepare, sign, and obtain counter signatures on checks for payment of approved bills. All checks must carry two (2) signatures.
- d. Maintain a simple ledger of receipts and disbursements.
- e. Maintain three (3) separate accounts; Concessions Checking Account, General Operating Checking Account, & Savings Account.
 - 1. Concessions Checking Account: The concessions account shall maintain a balance less than \$1,500.00. The purpose of the concessions account shall be used by the Concessions Director for purpose of inventory and restocking concessions supplies. Any transfers from the general operating account or savings account into the concessions account must be approved by the Board.
 - 2. General Operating Checking Account: The general operating account shall operate as the main checking account. Aside from concession expenses, all payables and receivables shall be routed through this account. Any automatic payment plans shall be set up utilizing this account. This account will support costs such as athletic equipment, utility fees, field development, insurance fees, KPAPWA assessment fess, referees and other expenses approved by the Board.
 - 3. Savings Account: The Treasurer shall build and maintain an active saving account. With exception to donations, 10% of all receivables shall be deposited into the savings account. The savings account is intended to go unused and only utilized when its use will have a major positive, or prevent a major negative, impact on the club. To utilize the

savings account for club costs, a special board meeting must be called to discuss the costs and the board shall have a majority vote to utilize the account.

- f. File all tax reports, as required by law, or provide information to a CPA to have taxes filed on behalf of CPWA.
- g. Ensure that the IRS 501(c)(3) status is maintained.
- h. Maintain and update all signature cards for money accounts and Post Office box.
 - 1. Money accounts will carry signatures of the President, Vice-President, and Treasurer. (Any two (2) of the three (3) are necessary for access).
 - 2. Post Office box authorization will be the President, Vice-President, and Treasurer.
- i. Upon request of an Executive Board member, supply them with a financial summary.

5.8 The Executive Board:

- a. The Executive Board shall consist of the President, Vice-President, Second Vice President, Athletic Director, Secretary, and Treasurer as voting members.
- b. The Executive Board members of the CPWA must appoint a Concession Director, a Fundraising Director, a Sport Coordinator for Football, Basketball, Baseball, and Cheer, and a Registrar for Football, Basketball, and Baseball.
- c. The President shall vote only if the other Board members are split. His / her vote will be the deciding vote.
- d. The Executive Board may approve up to \$500.00 expenditure from the general fund. This expenditure requires simple majority approval by the board members. The membership must be appraised of the action at the next membership meeting. In case of a sport-stopping emergency, the Executive Board may begin needed actions to correct the problem.
- e. The Executive Board must approve all correspondence, which shall be mailed on CPWA letterhead. These documents must be signed and dated, and a copy filed in the CPWA permanent records.
- f. The Executive Board is responsible to the membership, the electing authority, to consciously work to promote the best interest of the organization by strictly adhering to the Constitution and Bylaws of the CPWA, the governing, legal document, approved by the membership as the authority for organization operations.
- g. Once elected or re-elected, each member of the Executive Board shall submit paperwork to the Secretary and have a background check conducted. The paperwork shall be submitted within one (1) month of taking office.

5.9 Concession Director's duties:

- a. Responsible for the monthly report to the membership.
- b. Responsible for the coordination of concession volunteers and workers.
- c. Responsible for inventory and restocking of supplies.
- d. Responsible for keeping a sales log and expense log.
- e. Responsible for getting all monies and receipts to the Treasurer in a timely fashion.
- f. Supervise all repairs and maintenance to concession equipment and facilities.
- g. Responsible for tracking Food Handler Permits for all personnel working at the concession stand.

5.10 Fundraising Director's duties:

- a. Shall lead all fundraising activities for the purpose of providing CPWA with funds to use towards the operating budget. Fundraising will help CPWA support its mission through effective committee activities designed to promote and acquire financial support. The Fundraiser Director must track and properly document all activities and complete all necessary reporting requirements in conjunction with all planned events.
- b. Fundraising activities must be presented to and voted on by the Executive Board prior to public announcement.
- c. Work with the Athletic Director and Secretary to promote events.
- d. Coordinate volunteers to assist with the fundraising events.
- e. Work with the Treasurer to ensure that the IRS 501(c)(3) status is maintained.

5.11 Sport Coordinator(s)' duties:

- a. Assist the Athletic Director in selection of coaches. He / she shall be guided by sportsmanship, knowledge of the game, and the ability to supervise children in a positive manner.
- b. Responsible for inventorying, issuing, collecting, repairing, and purchasing of all equipment, once approved by the Executive Board. He / she shall be responsible for assisting the Athletic Director in securing gyms / fields for practices and games, and the scheduling of all practices.
- c. Ensure that each coach provides a "Game-day Manager" who will act as liaison between coach and parents. He / she shall provide each coach with the current rules for each sport as outlined by KPAPWA.
- d. Coordinate team pictures for each sport.
- e. Provide the Athletic Director with an inventory of equipment, uniforms, and supplies at the end of each season.

5.12 Sport Registrar's duties:

- a. Maintain a list of eligible participants in all sports.
- b. Hold registrations on prescribed dates and add additional registration dates, if needed, after notification of the Executive Board.
- c. Submit a list of all registered youths and a parent / guardian contact to the Treasurer and Secretary.
- d. Inform parent(s) and / or guardian(s) new to the association of the rules and procedures that govern the association such as: fees, duties of the members, meeting dates, and other pertinent information.
- e. Obtain physical or electronic signature of parent(s) and / or guardian(s) on prescribed consent for each sport.
- f. Maintain an up-to-date adult membership list with phone numbers.
- g. Report all rosters and master roster information necessary to the County Registrar of KPAPWA.

ARTICLE VI: ELECTION OF OFFICERS

6.1 Officers shall be elected by the general membership to serve for a term of two (2) years. Terms shall be staggered to promote continuity in the Executive Board.

- a. President, 2nd Vice-President, and Secretary will be up for election on even numbered years.
- b. 1st Vice-President, Athletic Director, and Treasurer will be up for election on odd numbered years.

Upon resignation or more than two (2) consecutive absences (unexcused by the Executive Board members in attendance), the membership will elect a replacement for the vacant office at the first available membership meeting.

6.2 Installation of officers shall be held at the beginning of the August meeting.

6.3 Upon the resignation or removal of any elected officer, an election will be held at the first available membership meeting. The remaining officers will share the duties until the election. Newly elected officers will assume the board position immediately following the election.

6.4 To participate in the election of officers, a voting member must have previously attended two (2) meetings prior to the election.

- a. No more than one member from the same family shall hold an Executive Board position of President, Vice-President, or Treasurer.

6.5 Any person wishing to run for an office must have attended 50% of the meetings from the previous year (June to May). In the event that an office cannot be filled because no one eligible desires to run, the nominations for that office will be opened to the membership at large.

6.6 Anytime the Treasurer position is changed or vacated, an audit of the association books is recommended to be performed by an audit committee assembled by the President.

6.7 A special election will be held at the first available membership meeting, to elect a replacement to any vacated position.

ARTICLE VII: COACHING

7.1 All coaches shall:

- a. Must be at least 18 years of age.
- b. Fill out an application form.
- c. Sign the required pledge of the CPWA.
- d. Submit to a WSP background check.

7.2 Coach's duties:

- a. Coaches shall attend the pre-season and postseason coach's meeting as set by CPWA.
- b. Maintain order on the playing area during practice and during games.
- c. A coach has the authority to temporarily suspend a player at any time, for unseemly conduct on his / her behalf or his / her parent(s) behalf. The coach will notify the Athletic Director of this decision.
- d. Report to the proper authority the results of all games.
- e. Ensure the eligibility of his / her players on the team roster.
- f. Abide by the Constitution Bylaws and Parental Code of Conduct of CPWA.
- g. Responsible for seeing that there is an official scorekeeper and timekeeper for all home games.
- h. A coach may be relieved of his / her duties by majority vote of the Executive Board after hearing of facts.
- i. Responsible for notifying team members of practice or game cancellation / changes.
- j. Coaches shall play all youths who are present in complete uniform in compliance with rules

approved by KPAPWA for that sport. Failure to attend practice sessions or the necessity for discipline shall be sufficient cause for any coach to prohibit any youth(s) from participating in any scheduled game.

- k. Each head coach may select a team parent.
- l. Coaches must attend any safety training scheduled by the Athletic Director for their respective sport.

7.3 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:
 - 1. Resolution of complaint - coach retains position, with removal for any further written complaints.
 - 2. 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.

7.4 No parent or volunteer may be the head coach of more than one team during each sport season for CPWA.

ARTICLE VIII: ELIGIBILITY OF YOUTH

8.1 The youth's age must comply with the rules of the KPAPWA. Any deviation from this rule must be approved by the Executive Board of CPWA and KPAPWA.

8.2 Each youth must be accompanied by his / her parent or guardian at the time of onsite registration. Online registrations MUST be completed by a parent or legal guardian.

8.3 Each youth must have either his / her parent(s) and / or legal guardian(s) written consent to participate.

8.4 Team formation is under the direction of each Sport's Coordinator. Multiple teams will be allowed per level and each team will have equal rights and privileges. At no time will there be tryouts or judging of any kind to establish team selection at any level. Parental requests for coach / team placement are taken into consideration on a case-by-case basis, at the discretion of the Athletic Director. In subsequent years, returning players have precedence for positions on that team within a 3-week registration window that begins at the time registration forms are mailed for that sport. After the 3-week returning

player registration window, registration shall be considered open, and teams shall be filled on a first come first serve basis. Every effort is made to keep teams together, with exceptions made when enrollment dictates the number of teams be reduced or increased to accommodate the population of CPWA at each level of play.

ARTICLE IX: AWARDS

9.1 Any team may give recognition to their player through awards. These awards must be financed through the team and not the CPWA.

9.2 All CPWA teams that are in first place after the sports season shall receive a maximum of \$20.00 per team member and up to three (3) coaches toward a recognition award. This is to be included in each sport's budget. If the team desires to spend more on the award they must finance the difference.

9.3 The CPWA reserves the right to give special recognition as it deems appropriate.

9.4 All team trophies won by CPWA shall become property of CPWA. Individual awards will be retained by the individual player.

ARTICLE X: SPORTS SEASON PLAYING RULES

10.1 Baseball, football, and basketball seasons and playing rules shall be set by the CPWA and approved by the membership vote at regular monthly meetings. All written proposals shall include a brief description of the intent or reasoning for the amendment, addition, or change. If the proposal is adopted, the description shall become an addendum to the Bylaws and shall state the year and date adopted. The Association Secretary shall make all changes as approved by the members and shall create a section for addenda and present the amended By-Laws at the next regular meeting. At this time, the President and Secretary shall review the original document for errors and if accepted, sign, date and stamp the signature with the corporate seal. The original document shall be maintained at Ross Field and will serve as the "original." All sporting rules shall be available on the CPWA website for review by the membership once they become available.

ARTICLE XI: FINANCIAL RESPONSIBILITY

11.1 Emergency expenditures (e.g., broken plumbing, lock repairs, etc.) and up to \$250 for miscellaneous operating costs (e.g., chalk for field, food for concession stand, utilities, etc.) per month may be paid by the president or treasurer. All other expenditures shall require prior approval by executive committee with exception to 11.2 below.

11.2 Concession Director may purchase up to the following amount per month without executive committee as follows:

Month	Amount	Rational
August	\$350	Maintain Inventory
September	\$350	Maintain Inventory
October	\$350	Maintain Inventory
November	\$200	Maintain Inventory
December	\$0	No Concessions
January	\$0	No Concessions
February	\$0	No Concessions
March	\$1,200	Initial stocking for the sport season
April	\$350	Maintain Inventory
May	\$200	Maintain Inventory
June	\$0	No Concessions
July	\$1,200	Initial stocking for the sport season

11.3 The President or Treasurer will notify proper vendors as to who will have authority to charge during each sport season.

11.4 This Association shall not be responsible for any financial obligation incurred by Association members without prior approval of the Executive Board.

ARTICLE XII: CONDUCT AND DISCIPLINARY ACTION

12.1

- a. The CPWA officers shall have the authority to suspend, discharge, or otherwise discipline anyone whose conduct is in violation of the Constitution and Bylaws of the CPWA and / or is considered detrimental to the best interests of the CPWA.
- b. Anyone who refuses to comply with the rules of the CPWA will be considered for disciplinary action.
- c. In the event that the offending person is a minor, a hearing will be required and attendance by the parent or legal guardian will be mandatory.
- d. All disciplinary measures must be documented in writing and added to the permanent records of the CPWA. The offending person shall receive a copy of this record.
- e. Recognizing the difficulty of establishing penalties for a variety of violations of acceptable conduct, the following penalties are suggested. CPWA officers may impose the one which, in their opinion, appears to match the offense:
 - 1. Warning: The offending person is to be advised that repetition of the offense shall result in a more severe penalty.
 - 2. Suspension: The offending person is to be advised of the start and duration of suspension from CPWA activities. Duration may be expressed in the number of games or days that the suspension will be in force.
 - 1. Dismissal: The offending person is to be advised of dismissal from the remainder of the current sports season. The CPWA officers may at their discretion include more than the current sport season.
 - 2. Barred: The offending person is to be advised that their right to participate in present and future CPWA activities has been revoked. The offending person is to be advised of the duration and the conditions for reversal of this decision.

12.2

- a. CPWA reserves the right to withdraw membership from any member whose conduct, on or off the playing field, reflects in a manner that is detrimental to the best interests of the CPWA. Anyone who engages in unsportsmanlike conduct such as smoking, use of profane / abusive language while at Chico Field (including the parking lot), fighting, or similarly derogatory activity, may be suspended for one or more CPWA activities.
- b. If any coach or Board member is guilty of misconduct (such as violation of these bylaws, abusive language, intoxication, fighting etc.) at any official association gathering (such as games, practices, business meetings, etc.), disciplinary action may be taken up to and including removal as Head Coach, Assistant Coach, or Board member, as decided by an Executive Board vote. 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.
- c. Parents, players, or 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, Team 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.

- d. 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.
 1. 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.
 2. The offending individual may appeal the ruling of the Board to the President, who will schedule an appeal 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.
- e. The Executive Board holds the final decision for all disciplinary actions imposed.
- f. Anyone in violation of this General Conduct policy may be refused entry to CPWA facilities or may be removed from CPWA activities.

ARTICLE XIII: AMENDMENTS TO THE BYLAWS

13.1 Proposed amendments, additions or changes to the Constitution and Bylaws will be presented in writing at the January and July membership meetings only of the Association. Such proposals may be adopted at the following meeting of the Association by quorum approval.

ARTICLE XIV: IMPORTANT NOTICE CONCERNING LEGAL DISPUTES AND LAWSUITS

14.1 Purpose: To encourage reasonable discussions between actual parties to legal disputes regarding CPWA sanctioned activities, to prevent additional disputes between parties to legal disputes, to limit contact and communication between parties to a legal dispute when legal counsel to all parties are not present, and to establish procedures for the suspension from CPWA activities of those who are involved in legal disputes with the CPWA.

14.2 Procedure: Any Participant, Official, Team, Sponsor, Related Party (including but not limited to parents, spouses and children of Participants, Officials, etc.) or any other person who threatens in writing a legal action against CPWA, CPWA Executive Board members, or CPWA Affiliates regarding a matter that is in any way associated with CPWA or has a lawyer contact on their behalf CPWA, or CPWA Affiliates regarding a matter of disagreement that is in any way associated with CPWA shall be automatically suspended from all CPWA activities until such threatened legal actions or legal disagreements are resolved to the satisfaction of the CPWA Board of Directors. In addition, that person's (or any related parties) team and each of its members and other persons related to that team may be suspended from all CPWA activities until such threatened legal actions or legal disagreements are resolved to the satisfaction of the CPWA Executive Board. Threatening legal action or threatening to

retain a lawyer regarding a CPWA related dispute in a verbal communication with a CPWA President, Executive Board member is unsportsmanlike conduct that may result in suspension or removal from a CPWA activity.

ARTICLE XV: DISSOLUTION OF ASSOCIATION

15.1 In the event of the dissolution of CPWA, legal counsel shall be retained by the board for the distribution of assets to such organizations or organizations organized and operated by non-profit basis for junior sports programs in the Kitsap County Washington area after all liabilities have been settled as specified in 501 (c)(3) of the Internal Revenue code of 1954 as from time to time amended.