

# **SPWAA CONSTITUTION AND BY-LAWS**

**NOVEMBER 2023**

## **MISSION STATEMENT**

Silverdale Pee Wee Adult Association 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 basic fundamental skills and strategies of their sport as well as the concepts of teamwork, leadership, sportsmanship, and citizenship. 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.

## **ARTICLE 1: NAME, ADDRESS, PURPOSE, USE OF CLUB MARKS, LOGOS AND COLORS**

### **Section 1.1 Name**

The name of the association shall be the Silverdale Pee Wee Adult Association, Inc., a non-profit association.

### **Section 1.2 Address**

The location of the association will be the property owned by them commonly known as "Ross Field" located at 2944 NW Pete Ross Way, Silverdale, WA, with a mailing address of PO Box 44, Silverdale, WA 98383.

### **Section 1.3 Club Purpose**

The purpose of this organization is to encourage, organize, and promote a youth sports program in Silverdale, WA (Kitsap County.) To accomplish this objective, the Silverdale Pee Wee Adult Association (SPWAA) will provide a supervised competitive athletic sports program with the primary goal of teaching youths the value of good sportsmanship and citizenship. The supervisors of these sports programs shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary to the primary goal of teaching sportsmanship and citizenship.

### **Section 1.4 Use of Club Name**

There shall be no unauthorized use of the SPWAA name or associated entities without written permission by the Executive Board of the Silverdale Pee Wee Adult Association. (i.e. Facebook pages, social media outlets, websites, etc.).

## **Section 1.5 Club Logo and Colors**

The CLUB LOGO may be changed once every 10 years, so that it looks modern and represents the SPWAA. Club colors are to be and will remain indefinitely as follows: Orange, White, Black, and Dark Grey, the shades of these colors may change to present a professional and neat appearance depending on the application that they are being used on or in. Furthermore, any physical item to include but not limited to the following: Club trophies, medals, rings, cards, letterhead, structure colors, SPWAA branded clothing, mugs, etc. Uniforms for all sports, (Except regular season baseball uniforms, which may use MLB TEAM Jerseys) (Any tournament or All Star baseball uniforms "Must" use club colors.) SPWAA CLUB COLORS are defined above in Article 1 Section 5.

## **ARTICLE 2: MEETING TIMES, DATES, ADMINISTRATION, AGENDA, LOCATION**

### **Section 2.1 Required Board Meetings**

Monthly Board Meetings will be held year-round.

### **Section 2.2 Meeting Schedule**

The meetings will be held on the second Tuesday of each month at 7:00 p.m. to follow KPAPWA meetings on the first Wednesday of each month. If this date conflicts with other meetings or events, the date of any one monthly meeting may be changed by the decision of the Executive Board.

### **Section 2.3 Changes to Planned Meetings**

Notification must be given to SPWAA members of any change in meeting schedules. Notification of the change must be made at least 48 hours prior to the meeting.

### **Section 2.4 Meeting Administration**

All correspondence shall be placed in the permanent record of the SPWAA.

### **Section 2.5 Meeting Agenda**

All Monthly Membership meetings shall have an Agenda, previous month minutes, and a report from the Treasurer showing balance, cash flow, and a summary of budget tracking (simple On Track, Under/Over Spending.) Financial summary will be available upon request.

### **Section 2.6 Meeting Location**

In the event that monthly meeting can not be held in a public venue, alternative meeting

methods are authorized to use (teleconference, video conference, etc.).

**2.6.1** The Board will decide and notify membership of the change to the meeting venue. Notification of the change will be in accordance with section 3 of this Article.

**2.6.2** During alternative methods of the monthly meeting all rules established in these By-Laws shall be fully enforced.

### **ARTICLE 3: RULES OF ORDER AND PRECEDENCE – QUORUM**

Eight (8) members, including the 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. Four members shall constitute a Quorum of the Executive Board.

### **ARTICLE 4: MEMBERSHIP, DUES, FEES, SCHOLARSHIPS**

#### **Section 4.1 Membership**

**4.1.1.** You become a member upon paying the Registration Fee for your youth to participate in a Silverdale Sports program or upon registration, if receiving a scholarship.

**4.1.2.** 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.

**4.1.3** Membership is good for 12 months from registration.

**4.1.4** No person shall have more than one vote.

**4.1.5** Each family can have a maximum of two votes.

**4.1.6** The SPWAA reserves the right to revoke membership without a refund of the Registration Fee.

**4.1.7** The SPWAA may refuse membership to any person as voted by the membership.

**4.1.8** 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.

## **Section 4.2 Coach's Memberships**

Any pledged coach shall automatically be a member of this Association for a period of one year and shall become a voting member at the 2nd meeting they attend in their membership year. (See article XII.)

## **Section 4.3 Non-affiliated Membership Requirements**

Any other interested person may apply for membership in person during the Association's July or December meeting upon which time a fee of \$25.00 will be paid. They will be given voting privileges at his/her 3rd meeting. If for any reason said member wishes to withdraw his/her membership, they must do so within 30 days of application and a full refund will follow. That same person may then reapply at the next open membership date thereafter annual applications and fees will be required. Voting privileges will continue in succession.

## **Section 4.4 Fees, Scholarships, Scholarship Donations**

**4.4.1 Fees:** for parent(s) or guardian(s) of youth participating in Silverdale Pee Wee sports shall be established by the Executive Board and current sport Athletic Director and voted on annually by the membership at the regular SPWAA meeting no later than the regular scheduled meeting prior to registration of that sport.

**4.4.2 Leadership Fees:** Children of Board members and board appointed positions will be exempt from registration fees for the duration of his or her term.

**4.4.3 Full or Half Scholarship:** Parents may apply for Full or Half Scholarships. Full or Half Registration Scholarships will require an agreement to exchange services for registration fees as follows: Full Scholarships will require three 4hr shifts worked in the concession stand during the sport season the scholarship was awarded for. Half Scholarships will be required to work two 4hr shifts. All scholarship agreements will be submitted to the President and recorded with the Secretary to include: shift hrs, days, and time blocks. Agreed to shifts will be managed by the Concessions Manager. 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. The current Registrar will keep a listing of all exchange agreements and Scholarships.

**4.4.4. Scholarship Qualifications:** In order to qualify for a Scholarship you must provide physical proof of the following: enrollment in Medicaid, Supplemental Nutrition Assistance Program (SNAP), or Women, Infants, and Children Enrollment (WIC).

**4.4.5 Scholarship Donations:** While registering for a sport, parents will be given the option to make a monetary donation of any size to the registration assistance fund. This donation is OPTIONAL and ALL donations will go towards registration assistance for

that sports season or retained for subsequent seasons of the sport which the donation was received. (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. The number of general scholarships allowed per sport shall be tailored to the number of players participating in that sport and limited to 2.5% of participating players.

#### **Section 4.5 Payment of Fees**

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

#### **Section 4.6 Fee Refunds**

Fee refunds will be made to any family requesting a refund, providing such a request is made in writing and in accordance to the following "Refund Policy":

**4.6.1** Minimum \$15.00 refund fee.

**4.6.2** Full refund within 48 hours of registration time/date – NO exceptions (\$15.00 refund fee applies)

**4.6.3** 50% refund before practices begin (for any team) – see date posted on website for each sport.

**4.6.4** After practices begin or date posted on website, there is no refund for non-injury\* refund requests.

**4.6.5** Injury refunds are pro-rated according to the date of injury or doctor's visit.

**4.6.6** Late registration fees are non-refundable.

**4.6.7** ALL Refund requests must be submitted via email to [registrar@silverdalepeewee.org](mailto:registrar@silverdalepeewee.org) [email required for time/date accuracy].

**4.6.8** A doctor's note is required on official letterhead for injury refunds; injury refunds are prorated from the first day of practice and uniform replacement fees may apply.

**4.6.9** 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. Email Doctor's notes to [registrar@silverdalepeewee.org](mailto:registrar@silverdalepeewee.org)**

## **Section 4.7 Volunteer Support Fee and Exempted positions**

A \$50 Association Volunteer Support fee will be required when registering each sport season. This fee will be waived during registration when registered for volunteer activities. Two hours of volunteer time will be required to fulfill the volunteer role. All volunteer hours will be recorded and submitted bi-weekly to the appropriate Athletic Director or appointed representative. Failure to complete the required volunteer hours will result in the \$50 being assessed to your account. Exempted from this requirement include:

**4.7.1** Board Members (Covered in organization chart breakdown)

**4.7.2.** Appointed Positions (Covered in organization chart breakdown)

**4.7.3.** Coaches for that season to include the following:

**4.7.3.1** All Head Coaches

**4.7.3.2** Two (2) Assistant Coaches per team for Baseball and Basketball

**4.7.3.3** Four (4) Assistant Coaches per team for Football

## **Section 4.8 Online Registration Timeline**

Online registrations will be available via the league's official website [on each sport page]. Onsite registrations will be available only when advertised and may not be available for all sports. Registration will be conducted on a consistent year-to-year basis:

- Baseball – January\*
- B. Football/Cheer – May\*
- C. Basketball/Cheer – October\*

\*Unless otherwise posted and a new date approved by the Executive Board.

Supplementary registration dates, if needed, may be added by the Registrar after notification of the Executive Board. Registration for all sports will be closed one (1) week prior to the first game of the season. Registration may be closed prior to the prescribed date, due to full teams, on approval of the Executive Board. Waivers to other clubs will not be processed until the closing of registration for the sport. All waivers must be approved by the Executive Board. Waivers from other clubs will be accepted only during the open registration period and be signed by the Athletic Director or the Registrar. In addition, online registration will be available at the SPWAA website (<http://www.silverdalepeewee.org>) for each sport defined above.

## **Section 4.9 Youth Sponsorship**

Any other interested person may:

**4.9.1** Become an Advisory Member with no voting privileges.

**4.9.2** Sponsor a youth, upon approval from the youth's parent(s) and paying the youth's registration fee. Sponsoring adults receive one (1) voting membership. The parent(s) or guardian(s) of that youth also receive one (1) vote, for a total of two (2) voting members per family participating. The Executive Board must approve youth sponsorships, with anonymity being maintained at all times between the sponsor and that youth and/or the parent(s) or guardian(s) if requested by the sponsor. The sponsor's membership will be withdrawn 30 days after the registration date of a sport that the sponsor member does not have a youth sponsored in Silverdale Pee Wee sports.

## **Section 4.10 Honorary Membership**

Any interested person may be nominated by a voting member of SPWAA, for honorary membership. The voting member must submit, in writing to the Secretary, the reason for nomination. The request will be read during the following General Business Meeting. A simple majority vote by voting members in attendance at the meeting will be necessary to grant honorary membership. The honorary member will have full privileges, as accorded all other SPWAA members will be exempt from fees. The honorary member cannot be a current (i.e. have a participating child) and may not be nominated or elected to the Executive Board. Membership may be revoked if, at any time, just cause can be shown to support removal of the honorary membership. A simple majority vote by attending voting members of a monthly meeting is necessary for revocation of the honorary membership status.

## **ARTICLE 5 OFFICERS AND DUTIES**

### **Section 5.1 SPWAA Board Member Roles and Duties**

The officers of the Association shall be President, Vice-President, Second Vice President, Secretary, Treasurer, and Registrar.

### **Section 5.2 President**

**5.2.1** Preside at all meetings of the association and Executive Board.

**5.2.2** Appoint delegates to the KPAPWA. The President and a member of the Executive Board shall attend the monthly KPAPWA General Meeting, at a minimum.

**5.2.3** Appoint the Chairperson of all regular and special committees, except as otherwise stated in these by-laws.

**5.2.4** Be an ex-officio member of committees and be a member delegate of this club to KPAPWA.

**5.2.5** Countersign all personal checks and business checks over 1500.

**5.2.6** Will be a bank account card holder and secondary member on the account.

**5.2.7** Review the income and expenses on a monthly basis.

**5.2.8** Review Budgeted versus Actual income and expenses on a monthly basis and report the findings to the membership.

**5.2.9** Act as a permanent chairperson of the Coaches Committee.

**5.2.10** On his/her own accord, or appoint someone as necessary to recruit and manage a Guardian Angel committee, to consist of: SPWAA President, a Banking Executive, an Attorney, a Land Developer/Realtor, and a member of the Silverdale Chamber of Commerce. These Guardian Angels shall be volunteers with the sole purpose of looking after the best interest of the SPWAA.

**5.2.11** 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.

### **Section 5.3 Vice President**

**5.3.1** Assume duties of the President in his/her absence.

**5.3.2** Countersign all personal checks and business checks over \$1500 in the absence of the president.

**5.3.3** Will have access to the bank account but will not be a card holder.

**5.3.4** Issue all keys to Pee Wee Building locks, keep up to date records of all persons who have keys and call in all keys when not needed by the sports head.

**5.3.5** Serve in an administrative capacity as delegated by the President.

**5.3.6** Ensure proper sport operation in accordance with SPWAA goals.

**5.3.7** Ensure safety standards are maintained and work with Athletic Directors to ensure diligent use of funding.



**5.3.8.** Nominate an Athletic Director for each sport.

#### **Section 5.4 Second Vice President**

**5.4.1** Shall act in place of the Vice President during their absence.

**5.4.2** Shall meet with the school districts and other agencies to obtain playing fields and facilities.

**5.4.3** Shall attend the KPAPWA meetings and report to the membership at the SPWAA meeting.

**5.4.4** Shall assist the Vice President with assuring safety standards are maintained and work with the Athletic Directors of each sport.

**5.4.5** Shall work with each Athletic Director, and gear/equipment manager for each sport on maintaining an inventory of gear and replacement of gear when needed.

**5.4.6.** Assist any Board Member as required.

#### **Section 5.5 Secretary**

**5.5.1.** Prepare and maintain full records of all Association meetings.

**5.5.2** Prepare correspondence as required by the President.

**5.5.3** Provide copies of all by-laws, general rules, and other Association information to the general.

**5.5.4** File all correspondence in the Association permanent record.

**5.5.5** Maintain a register of membership present at all meetings for the last 12 months.

**5.5.6** Notify KPAPWA Secretary of all Officers and Central delegates of this Association when changes to a Board position or Board designated position change.

**5.5.7** Conduct WSP background checks for coaches, directors, and volunteers; report all results and reports to Athletic Director(s), VP, and applicant. Keep all WSP background check records for each year.

**5.5.8** Coordinate and work with the website manager and Athletic Directors to maintain the SPWAA web page and social media in regards to SPWAA.

**5.5.9** Verify current registration software is maintained and accurate.

**5.5.10** Responsible for keeping records of signed SPWAA Parent Code of Conduct.

**5.5.11** Responsible for sending KPAPWA Parent Code of Conduct form signed by SPWAA participants.

## **Section 5.6 Treasurer**

**5.6.1** Receive, receipt, and deposit all funds, collect player application fees and/or arrange payment plans as needed. This includes the pick up and deposit of all Concessions monies weekly.

**5.6.2** Receive bills and report them to the membership when requested.

**5.6.3** Prepare, sign, and obtain counter signatures on checks for payment of approved bills over 1500 and all personal checks.

**5.6.4** Maintain a simple ledger of receipts and disbursements.

**5.6.5** Maintain three (3) separate accounts: A General Operating Account, a Field Development Account which cannot be used for general operations, and an Emergency Fund Account.

**5.6.6** The monthly financial reports are requested to be completed and shared two (2) days prior to the membership meetings allowing the Athletic Directors, Concessions Manager (etc.) to track budgets and submit accurate proposals for consideration.

**5.6.7** File all tax reports, as required by law, or provide information to a CPA to have taxes filed on behalf of SPWAA.

**5.6.7.1** Ensure that the IRS 501(c)(3) status is maintained.

**5.6.8** Maintain and update all signature cards for money accounts and Post Office boxes.

**5.6.8.1** Money accounts will carry signatures of the President, Vice-President, and Treasurer (Anytwo (2) of the three (3) are necessary for access).

**5.6.8.2** Post Office box authorization will be the President, Vice-President, and Treasurer.

**5.6.9** Upon request of a member, supply them with a financial summary within (10) days of the request..

## **Section 5.7 Registrar**

**5.7.1** Verify current registration software is maintained and accurate.

**5.7.2** Hold registrations on prescribed dates and add additional registration dates, if needed, after notification of the Executive Board.

**5.7.3** Submit to the Treasurer and Secretary a list of all registered youths and a parent/guardian contact.

**5.7.4** 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.

**5.7.5** Provide a complete list of players to the Athletic Directors of each sport. Work with Athletic Directors to allocate divisions and teams by A and then B:

**5.7.6** Obtain physical or electronic signature of parent(s) and/or guardian(s) on prescribed consent for each sport.

**5.7.7** Maintain an up to date adult Membership list with phone numbers.

**5.7.8** Report all rosters and Master Roster information necessary to the County Registrar of KPAPWA.

## **Section 5.8 Executive Board Structure and Powers**

**5.8.1 The Executive Board:** shall consist of the President, Vice-President, Second Vice President, Secretary, Treasurer, and Registrar as voting members.

**5.8.2.** The elected members of the Executive Board must appoint an Athletic Director for each sport, a Concession Manager, a Facility Manager, and a Fundraising Manager.

**5.8.3** The President shall vote only if the other board members are split. His/her vote will be the deciding vote.

**5.8.4** The President, Vice President, and 2nd VP 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 apprised 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.

**5.8.5** The Executive Board must approve all correspondence, which shall be mailed on SPWAA letterhead. These documents must be signed and dated and a copy filed in the SPWAA permanent records.

**5.8.6** 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 SPWAA, the governing, legal document, approved by the membership as the authority for organization operations.

**5.8.7** Once elected or reelected 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.

## **ARTICLE 6 SPORT and NON-SPORT APPOINTED POSITIONS**

### **Section 6.1 Sport Appointed Positions.**

**6.1.1 Sports Athletic Director:** Shall be responsible for the sports budget to be submitted to the Board for approval, all budgets must be balanced by the sports registration fees, no budgets shall be passed until all budget items are covered by registration fees. Furthermore, sponsorships and donations may not be used in any budgets, until the monies are received by the SPWAA. This budget should include an itemized list identifying the minimum required budget items (e.g. jerseys, player equipment, field equipment, officiating, field rentals, awards, parties, etc.)

**6.1.2** Responsible for the selection of coaches, assistant coaches and division directors. Each selectee must communicate with the Executive Board as requested. Failure to produce requested information may result in immediate removal from the position.

**6.1.3** May select a member to help complete various AD duties. Selectee must communicate with the Executive Board as requested. Failure to produce requested information may result in immediate removal from the position.

**6.1.4** Responsible for the selection of equipment manager (if required).

**6.1.5** Assure that coaches are not practicing or playing ineligible players.

**6.1.6** Secure necessary facilities, such as gymnasiums or ball fields to support the program.

**6.1.7** Tracking the use of paid officials at games.

**6.1.8** Assure that coaches hold team meetings and make parents aware of SPWAA expectations. This includes their conduct.

**6.1.9** Responsible for holding a Coach's meeting prior to a sports season and one at the conclusion. Any others they deem as necessary.

**6.1.10** Responsible for collecting from Coaches the SPWAA and KPAPWA Parent Code of Conduct forms and giving them to the Secretary two weeks prior to the first game.

**6.1.11** Responsible for scheduling Concussion training for coaches.

**6.1.12** Responsible for receiving participants' parent/guardian signatures on concussion form.

**6.1.13** 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.

**6.1.14** Attend monthly KPAPWA (Central Council) meetings during their sport season, to include months with rule votes OR appoint an SPWAA representative to attend meetings in his/her absence (Baseball does not need to attend meetings.)

**6.1.15** Attend any and all coaches meetings or committee meetings of the KPAPWA regarding their sport or during their sport season OR appoint an SPWAA representative to attend meetings in his/her absence.

**6.1.16** Provide a list of unreturned uniforms and numbers, along with the names of player(s) who did not return SPWAA property, to the Vice President.

**6.1.17** Responsible for ensuring preseason and postseason field cleanup conducted at least 2 weeks prior to the season starting. Also responsible for ensuring all coaches understand all pre and post-game field maintenance requirements to include trash removal.

## **Section 6.2 D-String Football Official:**

**6.2.1** Will be appointed by the Football Athletic Director. The Football Athletic Director shall ask all members for a volunteer to be the SPWAA D-String Official. The Football Athletic Director will select one volunteer to officiate all D-String regular season games (home and away). The D-String official will attend training as directed by the Football Athletic Director. The D-String official will officiate all home and away games for D-String Football during the regular season. The official will be refunded up to \$120 (\$20 per

game) of player registration at the end of football season. This is based on completely fulfilling duties.

## **Section 6.3 Non Sport Appointed Positions**

### **6.3.1 Projects Manager:**

**6.3.1.1** Shall plan, budget, and coordinate all facility projects. For any facility improvements over \$5000, a minimum of two (2), preferably (3), separate bids shall be acquired to provide the club with best value information.

**6.3.1.2** Leads the execution of special projects throughout the facility under delegation and coordination of the Board, Facilities Manager, and Athletic Director.

**6.3.1.3** Work with Athletic Directors to schedule projects.

**6.3.1.4** Supervise all approved projects that are contracted out by the SPWAA membership.

**6.3.1.5** The Project Manager will report at the monthly meeting.

**6.3.1.6** Project Managers can be assigned to each sport or to serve the entire club.

**6.3.1.7** Responsible for communicating with vendors and volunteers, providing timely updates to all stakeholders.

**6.3.1.8** Assists in generating strategic investment plans for the club.

### **Section 6.4 Groundskeeper:** Shall be responsible for the tasks:

**6.4.1** Mow all lawn areas.

**6.4.2** String trim around all fences in grassy areas (not killed with herbicide).

**6.4.3** Pick up and remove trash prior to mowing a designated area.

**6.4.4** Spray weeds and grasses in hardscapes and graveled areas.

**6.4.5** Empty trash and recycling containers.

**6.4.6** Trim bushes, ornamental shrubs, greenbelts and hedges.

**6.4.7** Prune trees as required to minimize contact with structures, field lights and spectator vehicles. Ensure tree limbs do not block field-of-play..

**6.4.8** Removes dead trees and replants as needed.

**6.4.9** Maintains wood-chipped spectator areas, ensuring the surface stays below fencing and backstops.

**6.4.10** Applies fertilizer, pesticides, and herbicides per the Ross Field grounds maintenance plan. Generally this means the fields will be treated 4 times per year and weeds treated at the time of fertilizer application.

**6.4.11** Aerate all fields once per year.

**6.4.12** Top-dress grass areas with topsoil to smooth uneven surfaces or repair accidental damage. Topsoil shall be procured or donated from a local topsoil supplier and shall not include mulched materials with wood chips, bark, or rocks.

**6.4.13** Apply a moss killer once per year.

**6.4.14** Blow down all hard surfaces and parking areas.

**6.4.15** Drag parking lot gravel areas to refresh gravel, as needed.

**6.4.16** Paint parking lines, as needed.

**6.4.17** Perform routine maintenance on powered equipment.

**6.4.18** Acquire fuel, as needed, for motorized equipment.

**6.4.19** Maintain a neat and organized shop area that is free of hazards and enables visual inventory.

**6.4.20** Perform other related grounds duties as requested by the Board of Directors, Athletic Directors, Facilities Manager, or Project Manager.

**6.4.21** Actively requests assistance, if needed, to meet scheduled deadlines created by Athletic Directors.

**6.4.22** Shall work with the board of directors and present a budget at the beginning of each year. Budget will be submitted and approved by a vote at the January membership meeting.

**6.4.23** Shall help Athletic Directors, as needed, perform field repairs, upgrades, drainage modifications, etc. (All field repair work must be approved by the Board and Athletic Directors.)

**6.4.24** Shall report any issues or concerns with the grounds immediately to the board and Athletic Directors, including recommended courses of action. All solutions must be presented to the Board and Athletic Directors before being executed.

**Section 6.5 Facilities Manager:** Shall be the Chairperson of the Field Development Committee. This committee shall consist of a minimum of five (5) people, at least two (2) members shall have youth active in the Pee Wee program. There shall not be more than one (1) member of the same family on the committee. The Field Development Committee shall meet for the purpose of determining changes or capital improvements to the Silverdale Pee Wee fields. A spokesperson for the committee will present their ideas and estimated costs to the membership present at the next scheduled meeting of the SPWAA. The members at the meeting will approve, deny or delay funding authorization of the proposed ideas. A delay would only be acceptable if reasonable estimated costs were not provided by the committee.

**6.5.1** Responsible for the repair and maintenance of SPWAA owned or leased real property, equipment, and buildings.

**6.5.2** Plan, budget, and coordinate all facility projects.

**6.5.3** Work with Athletic Directors to schedule projects.

**6.5.4** Supervise all approved projects that are contracted out by the SPWAA membership.

**6.5.5** The Facilities Manager will report at the monthly meeting.

**Section 6.6 Concession Managers:** Shall be responsible for the monthly report to the membership.

**6.6.1** The coordination of concession volunteers and workers.

**6.6.2** Inventory and restocking of supplies.

**6.6.3** Keeping a sales log and expense log

**6.6.4** Getting all monies and receipts to the treasurer in a timely fashion.



**6.6.5** Supervise all repairs and maintenance to concession equipment and facilities.

**6.6.6** Keeping an auditable binder for tracking Food Handler Permits maintained in the Concession Stand. (The minimum age for WA State Food Handlers Card is 13 years old)

**Section 6.7 Fundraising Manager:** Shall be the Chairperson of the Fund-Raising Committee. The Fund-Raising Committee shall meet for the purpose of providing SPWAA with funds to use towards the operating budget. Fundraising will help SPWAA support its vision, mission and goals through effective committee activities designed to promote and acquire financial support. Fundraiser Manager must track and properly document all activities and complete all necessary reporting requirements in conjunction with all planned events.

**6.7.1** Fundraising activities must be presented to and voted on by the board prior to public announcement.

**6.7.2** Work with the Secretary and Events Coordinator to promote events.

**6.7.3** Coordinate volunteers to assist with the fundraising events.

**6.7.4** Will hold and coordinate a minimum of 6 fundraising events per year, with a goal of \$5000 in total funds raised for the SPWAA.

Work with the Treasurer to ensure that the IRS 501(c)(3) status is maintained.

**Section 6.8 Sponsorship Chair Shall:** seek sponsorships from local businesses in Kitsap County by direct contact, email, referral, through the Chamber of Commerce, Etc.

**6.8.1** Keep track of all businesses that have been asked to sponsor and current businesses that have sponsored the SPWAA in the SPWAA Drive.

**6.8.2** Shall talk with a minimum of 12 new businesses per year, with a goal of \$30000 in sponsorships annually.

**6.8.3** Shall talk with all current business sponsors each year and seek renewals.

**6.8.4** Shall order up signage for each new sponsor and work with facilities manager to place signs.

**6.8.5** Shall keep all SPWAA sponsorship forms up to date, to include but not limited to: Logo, Date's, and Pricing.

**6.8.6** Shall present a new pricing structure each year in December to the Executive Board, to be voted on by the Executive Board and Membership at the January meeting.

## **Section 6.9 By-Law Chairperson:**

**6.9.1** Shall ensure the SPWAA By-Laws are current, approved, and posted for review. He/She shall ensure the SPWAA By-Laws are enforced to their best ability.

## **Section 6.10 Military Liaison:**

**6.10.1** There shall be a Military Liaison person appointed by the President. This person shall report at monthly membership meetings. They will inform the Executive Board of new ships/submarines arriving so extra registration dates may be added if necessary. They shall be responsible to communicate to new arrivals registrations dates and information in regards to SPWAA.

## **ARTICLE 7 ELECTION OF OFFICERS**

### **Section 7.1 Election Preparations**

**7.1.1** The President shall appoint a three (3) member nominating committee at the April meeting. This committee shall strive to present the names of two nominees for each elective office at the May meeting. Elections will be held at the regular June meeting. In addition to the nominees of the nominating committee, candidates may be nominated from the floor at the May meeting. Balloting for candidates for each office shall be done individually by secret ballot prepared and handed out by the Secretary at the June meeting. The Secretary and one witness shall tabulate the votes and report the results to the President to be read to the assembly.

### **Section 7.2 Officer Terms**

**7.2.1** 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.

**7.2.1.1** President, 2nd Vice-President, Secretary will be up for election on even numbered years.

**7.2.1.2** 1st Vice-President, Treasurer, Registrar will be up for election on odd numbered years upon resignation or more than two 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.

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

### **Section 7.3 Officer Resignation/Removal from Office**

**7.3.1** 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.

### **Section 7.4 Requirements for Voting**

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

### **Section 7.5 Seat Limitations**

**7.5.1** No more than one member from the same family shall hold the Executive office of President, VicePresident, or Treasurer.

### **Section 7.6 Requirements for Running for Office**

**7.6.1** 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.

### **Section 7.7 Vacated Officer Audit Requirements**

**7.7.1** Anytime the treasurer position is changed or vacated an audit of the association books shall immediately be performed by an audit committee IAW Article X section3.

### **Section 7.8 Special Elections**

**7.8.1** A special election will be held at the first available membership meeting, to elect a replacement to any vacated position. Special Elections will be governed as if they are General Elections.

### **Section 7.9 Administrative Record Requirements**

**7.9.1** In order to maintain accurate administrative records, all Board members, appointed positions, and AD appointed positions shall save all electronic documents in the Google Shared Drive called 'SPWAA Shard Drive' for easy access

## **ARTICLE 8 DUTIES OF A MEMBER**

**Section 8.1** 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.

**Section 8.2** Members must pay a registration fee in compliance with the existing By-Laws. 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.

**Section 8.3** A member must attend a minimum of one (1) meeting for each sporting season in which he/she has a child participating. Failure to comply with this obligation without cause may (at the discretion of the Executive Board) be sufficient grounds for suspension of the youth(s).

**Section 8.4** Members must serve on committees as requested. Flagrant failure to comply with this obligation may (at the discretion of the Executive Board) be sufficient grounds for suspension of the youth(s.)

**Section 8.5** Members must sign the prescribed "Registration Form" at the time of registration.

**Section 8.6** Members must sign the prescribed SPWAA and KPAPWA Parent Code of Conduct at the beginning of each sport season.

**Section 8.7** No parent, or other family member, shall interfere in any way with a coach or an official while they are performing their official duties. Disciplinary actions will be in accordance with Article 17.

**Section 8.8** All grievances must be submitted in writing to the Executive Board.

**Section 8.9** 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 SPWAA. If it is an NSF check, the youth(s) won't be allowed to play future sports with SPWAA until payment of gear deposit is made in full.

**Section 8.10** Any member soliciting funds in the name of the Silverdale Pee Wees 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.

**Section 8.11** Submit at time of registration Birth Certificate if first time participating in SPWAA sports to registrar.

**Section 8.12** Parent responsible for submitting and following player play up procedure.

## **ARTICLE 9 ELIGIBILITY OF YOUTH**

### **Section 9.1 Eligibility**

**9.1.1** The youth's age must comply with the rules of the SPWAA. Any deviation from this rule must be approved by the Executive Board.

**9.1.2** Each youth must comply with all other eligibility rules of the SPWAA and KPAPWA.

**9.1.3** 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.

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

## **ARTICLE 10 FINANCIAL RESPONSIBILITY**

**Section 10.1** This Association shall not be responsible for any financial obligation incurred by Association members without prior approval of the Executive Board.

**Section 10.2** The President or Treasurer will notify proper vendors as to who will have authority to charge during each sport season.

**Section 10.3** Unbudgeted items exceeding \$750.00 must be tabled until the following monthly meeting for further review and study.

## **ARTICLE 11 COMMITTEES**

### **Section 11.1 Coaches Committee**

**11.1.1** There shall be a Coaches' Committee, which shall consist of the President as permanent chairperson, the Athletic Director and two (2) members appointed by the Executive Board. The committee will receive any complaints made toward coaches, resolve those complaints, and administer the decision made by the committee. They will provide a written and signed report of all complaints, resolutions, and decisions to the Executive Board. They will investigate credentials of any applicant, as the committee deems necessary and select coaches.

### **Section 11.2 Budget Committee**

**11.2.1** There shall be a BUDGET COMMITTEE which shall consist of the Executive Board. This committee shall be responsible for planning the annual budget of the Association and presenting it to the membership at the October meeting for approval. The budget shall guide income planning and expenditure for the coming year, which shall be January 1 through December 31.

### **Section 11.3 Audit Committee**

**11.3.1** An annual audit of the books shall take place in the first calendar quarter. To accomplish this task an Audit Committee shall be established. The AUDIT COMMITTEE will consist of three (3) members appointed by the President to review accounts. The report shall be in writing and presented to the Executive Board. The report must be added to the official club records. The finding should be dated and signed by the Board Members that reviewed the findings.

### **Section 11.4 Fundraising Committee**

**11.4.1** Fundraising Committee: Shall be appointed by the Fundraising Chair, to help develop, plan, and execute fundraising activities for the SPWAA.

## **ARTICLE 12 AWARDS**

**Section 12.1** Any team may give recognition to their player through awards. These awards must be financed through the team and not the SPWAA.

**Section 12.2** All SPWAA teams that are in first place after the Sports Season shall receive a maximum of \$10.00 per team member and up to 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.

**Section 12.3** The SPWAA reserves the right to give special recognition as it deems appropriate.

**Section 12.4** All team trophies won by Silverdale Pee Wee Adult Association shall become property of SPWAA. Individual awards will be retained by the individual player.

## **ARTICLE 13 COACHING**

### **Section 13.1 Duties and Responsibilities**

**13.1.1** All coaches shall:

**13.1.1.1** Fill out an application form.

**13.1.1.2** Sign the required pledge of the SPWAA.

**13.1.1.3** Submit to a background check.

**13.1.1.4** Submit a completed Disclosure Form.

**Section 13.2** Once all paperwork is properly filled out and the background check is complete, coaches will receive a badge. This badge will be visibly worn at all practices and games, any coach who fails to wear a badge shall not be permitted to coach until the badge is properly displayed. \*except Silverdale Pee Wee Baseball

**Section 13.3** Coaches shall attend the Pre-season and postseason coaches meeting as set by SPWAA.

**Section 13.4** A coach is required to attend monthly SPWAA meetings during their sport season. \*except Silverdale Pee Wee Baseball

**Section 13.5** Coaches shall maintain order on the playing area during practice and during games.

**Section 13.6** A coach has the authority to temporarily suspend a boy/girl at any time, for unseemly conduct on his/her behalf or his/her parent(s) behalf. The coach will notify the AD of this decision.

**Section 13.7** A coach shall report to the proper authority the results of all games.

**Section 13.8** A coach shall insure the eligibility of his/her players on the team roster.

**Section 13.9** A coach shall abide by the Constitution By-Laws and Parent Code of Conduct of the Silverdale Pee Wee Adult Association.

**Section 13.10** A coach shall be responsible for seeing that there is an official scorekeeper and timekeeper for all home games.

**Section 13.11** A coach may be relieved of his/her duties by majority vote of the Executive Board and Coaches' Committee, after hearing of facts.

**Section 13.12** A coach shall be responsible for notifying team members of practice or game cancellation or changes.

**Section 13.13** Coaches shall play all youths who are present in complete uniform in compliance with rules approved by SPWAA 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.

**Section 13.14** Each head coach may select a team parent. The team parent must communicate with the Executive Board as requested. Failure to produce requested information may result in immediate removal from the position as team parent.

**Section 13.15** Coaches must attend any safety training scheduled by the Athletic Director.

## **ARTICLE 14 AMENDMENTS TO THE BY-LAWS**

**Section 14.1** Proposed amendments, additions or changes to the Constitution and By-Laws will be presented in writing at the January, April, July, and October membership meetings only of the Association. Such proposals may be adopted at the following meeting of the Association by approval of 3/4 of the eligible voting members present. Urgent or Emergency changes may be made and approved during the next scheduled board meeting.

## **ARTICLE 15 SPORTS SEASON PLAYING RULES**

**Section 15.1** Baseball, football, and basketball seasons and playing rules shall be set by the SPWAA 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 By-Laws 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 SPWAA website for review by the membership, once they become available.

## **ARTICLE 16 DISCIPLINARY ACTION**

### **Section 16.1 Reasons for Disciplinary Action**

**16.1.1** The SPWAA officers shall have the authority to suspend, discharge, or otherwise discipline anyone whose conduct is in violation of the Constitution and By-Laws of the SPWAA and/or is considered detrimental to the best interests of the SPWAA.

**16.1.2** Anyone who refuses to comply with the rules of the SPWAA will be considered for disciplinary action.

**16.1.3** Persons subject to discipline shall have the right to a hearing before the SPWAA officers.



**16.1.4** 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.

**16.1.5** All disciplinary measures must be documented in writing and added to the permanent records of the SPWAA. The offending person shall receive a copy of this record.

**16.1.6** Recognizing the difficulty of establishing penalties for a variety of violations of acceptable conduct, the following penalties are suggested. SPWAA officers may impose the one which, in their opinion, appears to match the offense:

**16.1.6.1** Warning: The offending person is to be advised that repetition of the offense shall result in a more severe penalty.

**16.1.6.2** Suspension: The offending person is to be advised of the start and duration of suspension from SPWAA activities. Duration may be expressed in the number of games or days that the suspension will be in force.

**16.1.6.3** Dismissal: The offending person is to be advised of dismissal from the remainder of the current sports season. The SPWAA officers may at their discretion include more than the current sports season.

**16.1.6.4** Barred: The offending person is to be advised that right to participate in present and future SPWAA activities has been revoked. The offending person is to be advised of the duration and the conditions for reversal of this decision.

## **Section 16.2 SPWAA Rights**

**16.2.1** SPWAA 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 SPWAA.

**16.2.2** Anyone who engages in unsportsmanlike conduct, such as fighting, abusive language, or similarly derogatory activity, may be barred for one or more SPWAA activities.

**16.2.3** Anyone who engages in substance abuse, such as alcohol, drugs, or similarly controlled substances, may be dismissed or barred from SPWAA facilities and SPWAA activities.

**16.2.4** Anyone in violation of this General Conduct policy may be refused entry to SPWAA facilities or may be removed from SPWAA activities.

## **ARTICLE 17 IMPORTANT NOTICE CONCERNING LEGAL DISPUTES AND LAWSUITS**

### **Section 17.1 PURPOSE**

**17.1.1** To encourage reasonable discussions between actual parties to legal disputes regarding SPWAA 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 SPWAA activities of those who are involved in legal disputes with the SPWAA.

**Section 17.2 PROCEDURE**

**17.2.1** 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 SPWAA, SPWAA Board of Directors Members, or SPWAA Affiliates regarding a matter that is in any way associated with SPWAA or has a lawyer contact on their behalf SPWAA, a SPWAA Director, a member of the SPWAA Board of Directors, or SPWAA Affiliates regarding a matter of disagreement that is in any way associated with SPWAA shall be automatically suspended from all SPWAA activities until such threatened legal actions or legal disagreements are resolved to the satisfaction of the SPWAA 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 SPWAA activities until such threatened legal actions or legal disagreements are resolved to the satisfaction of the SPWAA Board of Directors.

**17.2.2** Threatening legal action or threatening to retain a lawyer regarding a SPWAA related dispute in a verbal communication with a SPWAA Director, Board Member or Official is unsportsmanlike conduct that may result in suspension or removal from a SPWAA activity.

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SPWAA Secretary/Date

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SPWAA President/Date