



**South Kitsap Pee Wee Association
1025 Tacoma Ave.
Port Orchard WA 98366
www.skpeewees.org**

**Accepted March 9, 2017
CONSTITUTION AND BY-LAWS OF
THE SOUTH KITSAP PEE WEES
ASSOCIATION**

**ARTICLE I
NAME**

This organization shall be known as the South Kitsap Pee Wee Association (SKPWA), a Non-Profit Organization, and shall maintain the following sports:

1. Football
2. Basketball
3. Cheer

**ARTICLE II
JURISDICTION AND OBJECTIVES**

- A. The jurisdiction of this organization shall extend geographically in the City of Port Orchard and Kitsap County Washington, within the same boundaries established by the Kitsap Peninsula Adult Pee Wee Association (KPAPWA).
- B. This organization shall be devoted and dedicated to encourage, organize, promote, assist, and support Pee Wee sports programs within its jurisdiction.
- C. The objective shall be to implant firmly in the youth of the community the ideas of good sportsmanship, honesty, loyalty, courage and respect so that they shall grow up to be good, clean, and healthy citizens. This objective shall be achieved by providing supervised competitive athletic games. The supervisors shall bear in mind that the attainment of exceptional skill or the winning of games is secondary to the molding of future citizens and is of prime importance.

ARTICLE III ORGANIZATION

The officers and appointed positions of the South Kitsap Pee Wee Association shall minimally consist of:

A. Executive Board

1. President
2. Vice President
3. 2nd Vice President
4. Secretary
5. Treasurer

B. General Board

1. Registrar
2. Football Equipment Manager
3. Basketball Equipment Manager
4. Club Maintenance Manager
5. Football Athletic Director
6. Basketball Athletic Director
7. Cheer Athletic Director
8. Information Officer
9. Master-at-Arms
10. Concessions Manager

C. Non-Board Positions

Non-Board Positions may be appointed and disbanded at any time with a majority vote by the Executive Board. All Non-Board positions will be reviewed and will have Executive Board oversight. The following are a few examples:

1. Fundraising Coordinator
2. Picture Day Coordinator
3. Sponsorship Coordinator
4. Team Mom Coordinator
5. Advertising Coordinator
6. Game Roster Coordinator
7. Public Relations Coordinator

D. Duties and Responsibilities of Executive Board Members and appointed positions:

Executive Board Guidelines:

1. The purpose of the Executive Board is to manage the daily operations of SKPWA. This includes development, approval and management of:
 - a. Annual operating budget
 - b. Monthly expenditures
 - c. Annual sport budgets
 - d. Emergency or time sensitive actions
 - e. All Club policy decisions
2. All Executive Board positions require a clear national background check.
3. Shall set an annual operating budget for the Club on a fiscal calendar of April 1st to March 30. Budget shall be approved by the General membership no later than the March General Membership meeting each year.
4. One member of the Executive Board shall accompany the Club Maintenance Manager at the field turn over meeting on or around January 15th and July 15th each year, as scheduled with SKWLL.
5. SKPWA will run background checks for volunteers including, but not limited to, Executive Board, General Board, Non-Board Positions, Coaches, and Team Moms. All background checks must be approved by one (1) Executive Board Member and one (1) General Board Member.

E. Executive Board Positions:

1. President

- a. Shall attend all KPAPWA (CC) meetings.
- b. Shall act as liaison between Central Council and SKPWA.
- c. Provide a report of Central Council meeting to all Board Members, in absence, the report shall be in written form.
- d. Preside at all South Kitsap Pee Wee meetings and elections.
- e. Shall oversee SKPWA marketing and merchandise.
- f. Shall oversee an "Opening Day Committee" to plan and execute opening day activities.
- g. Shall enforce all by-laws & policies set by SKPWA & KPAPWA.
- h. Shall appoint an audit committee to review the treasurer's books at the end of each treasurer's term, and prior to the approval of the following years' operating budget.

2. Vice President

- a. Shall act in the place of the President during their absence.
- b. Shall assume the President's position if the President resigns or is removed by the Executive Board.
- c. Shall maintain mandatory insurance for SKPWA and provide Certificate of Insurance to the City of Port Orchard and SKSD.
- d. Shall assist Equipment Managers in Requests for Pricing (RFP's) for equipment to insure best overall value.

3. 2nd Vice President

- a. Shall act in place of the Vice President during their absence.
- b. Shall assume the Vice President's position if the Vice President resigns or is removed by the Executive Committee.
- c. Shall oversee the Information Officer position, to insure effective league communications.
- d. Shall oversee the Club Maintenance Manager and provide monthly reports on condition, necessary repairs, and expenses.
- e. Shall maintain SKPWA Clubhouse exterior doors, storage locations, security alarm and camera system.

4. **Secretary**

- a. Record the proceedings of each meeting.
- b. Maintain a record of attendance of each meeting.
- c. Notify SKPWA Members of the time and place of meetings.
- d. Must email the meeting minutes to all board members no less than 7 days prior to the next scheduled meeting.
- e. Shall oversee all Registrar responsibilities, and approve Master Roster prior to delivery to Central Council.
- f. Shall provide the Registrar(s) with approved/confirmed player list prior to issuing equipment.

5. **Treasurer**

- a. Receive all funds, keeping detailed reports, giving receipts and deposit all money in the bank.
- b. Shall pay all authorized bills.
- c. Shall require a 2nd Executive Board Member's signature when check value is over \$500.00
- d. Shall provide a report of SKPWA monthly expenditures at the General Meetings.
- e. Shall oversee the Concessions Manager and operations and ensure all necessary permits are in place to operate concessions.
- f. Treasurer's bookkeeping:

Before a Treasurer is elected, he/she shall read the following and verify that the Treasurer's book shall be kept up, in accordance with the League's by-laws.

1) Checkbook

- a) Must be of large type.
- b) All individual items on payable checks must be listed on the stub of the check.
- c) All individual items of deposits must be on stub opposite the deposits in the checkbook.

2) QuickBooks

- a) All income and debits shall be entered into QuickBooks.
- b) Reconciliation of our league account must be done monthly.
- c) All deposits must be entered by the date of deposits.
- d) Each individual item of deposit must be entered in the proper column.
- e) All checks must be entered by the date, number and payable to. Each item of check must be entered in its proper column.

3) Taxes/CPA

- a) Must keep all records, receipts, bank statements and give a (COPY) to the CPA by February 15th of each calendar year.

General and Appointed Positions:

1. **Registrar**

- a. Shall keep a full record of the eligibility of each player.
- b. Shall provide Central Council our Master Roster and Registration for each participant as required.
- c. Shall notify the Executive Board and Athletic Director(s) of any ineligible players.
- d. Shall provide each team with KPAPWA approved game rosters for the season.
- e. Shall verify that all players are eligible and have provided deposit checks prior to gear issue.

2. **Football / Basketball Equipment Manager**
 - a. Shall manage all the equipment and associated equipment room, which must be kept in organized and safe conditions at all times.
 - b. Shall provide the Executive board with an equipment inventory no more than three (3) months after gear check-in, and no less than one (1) month prior to the start of the season, to reflect all newly purchased equipment.
 - c. Shall provide a detailed purchase proposal for equipment to be approved by the Executive Board as appropriate.
 - d. Shall ensure all gear issued to player is returned in clean and good working order prior to releasing the deposit check.

3. **Club Maintenance Manager**
 - a. Shall organize field maintenance and clean-up, recruiting volunteers, as needed.
 - b. Shall ensure field is lined and setup prior to football game days.
 - c. Shall provide a field supplies inventory to the Executive Board for purchase approval by the June General Membership Meeting.
 - d. Shall attend the field turn over meeting, set forth in the Executive board guidelines.

4. **Football / Basketball / Cheer Athletic Director**
 - a. The Athletic Director (s) shall ensure that coaches are notified and in attendance during organizational meetings, clinics, and any other training and activities the Executive Board deems necessary.
 - b. The Athletic Director(s) shall be willing and able to send, receive and respond to communications in regards to all needs for their respective sport.
 - c. The Athletic Director (s) must be willing and able volunteer during the off-season to organize pre-season clinics, training, and/or coach's meetings, as necessary.
 - d. The Athletic Director(s) is responsible for the actions and activities of the coaching staff associated with our club.
 - e. The Football Director shall oversee that the Club Maintenance Manager in ensuring all necessary field setup is completed one hour prior to first game start time.
 - f. The Athletic Director must IMMEDIATELY notify the Executive Board of any situation that could create harm to any child and/or adult.
 - g. Cheer Only:
 - i. Shall coordinate the issuing and collection of SKPW equipment.
 - ii. Shall assume responsibility for all cheer rosters, practice schedules, and game schedules

5. **Information Officer**
 - a. Shall update and maintain the leagues official website.
 - b. Shall monitor and maintain surveillance equipment.
 - c. Shall maintain and track all computer software/hardware.
 - d. Shall implement and maintain individual emails assigned to specific board positions.
 - e. Shall oversee all social media for SKPWA, including authorizing administrators of social media and website.

6. **Master at Arms**
 - a. Shall maintain order in a professional manner during all Executive and General Membership meetings.
 - b. Shall assist in all matters of disciplinary actions and procedures.
 - c. Shall maintain official roll of attendees for all meetings.
 - d. Shall Maintain keys/access to SKPWA facilities, and keep a written log of all keys issued

7. Concessions Manager
 - a. Obtain and maintain a food handlers permit (paid for by SKPWA)
 - b. Ensure all necessary permits to run the concession stand(s) are in place (with assistance of the Treasurer)
 - c. Provide a proposed menu and suggested inventory to the Executive Board prior to the July Executive Board meeting
 - d. Shop for groceries and supplies to properly stock the concession stand(s) (paid for by SKPWA)
 - e. Must be available to have concessions ready and running from start to finish every practice and home game day
 - f. Must be responsible for opening and closing concessions daily
 - g. Maintain a volunteer sign in/sign out sheet for time worked in concessions
 - h. Verify that at least one person working daily has a food handlers permit
 - i. Along with the treasurer, reconcile daily concessions revenue

ARTICLE IV MEETINGS AND MEMBERSHIP

With exceptions as otherwise provided in these By-Laws, Roberts Rules of Order Second Edition shall be parliamentary authority.

A. Quorums

1. Five (5) "members in good standing" shall constitute a quorum for conduction of business. If a quorum is not present at any General Membership 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.
2. Four (4) members shall constitute a Quorum of the Executive Board. In the event of any hung votes, the motion and/or proposal shall be tabled until the President is present and can break the tie.

B. Meetings

1. General Membership Meetings shall be held on the second Thursday of each month at 7pm. Changes can be made to meeting times and dates given 48 hours' notice to all members.
2. The Executive Board shall meet at least once per month prior to the regularly scheduled General Membership Meeting.

C. Membership

1. Membership is open to any persons over 18 years of age and is interested in volunteering to promote, assist or oversee SKPWA activities. A parent or guardian of a child registered in the Pee Wee Association is automatically a member for one year.
2. A "Member in good standing" is defined as any member who has attended and has been verified in six (6) of the last twelve (12) General Membership meetings.

D. Voting

1. Members in good standing shall be eligible to vote at General Membership meetings on all proposals presented by the Executive Board.
2. "Members in good standing" shall only receive one (1) vote per motion or proposal.
3. Multiple members of the same family or household shall only receive (2) votes combined.
4. In the event of a hung vote, the President shall vote to break the tie.
5. All matters of voting shall be determined by a simple majority vote.

E. Election of Executive Board Members

1. Elections shall be held at the October meeting.
2. All Nominees' will be required to have their name on the ballot 2 weeks prior to the October meeting and must be a Member in Good Standing.
 - a. Anyone who has been removed for disciplinary reasons from their elected or appointed position may not run for any type of position with SKPWA for a duration of 1 year, and must submit for approval to the Executive Board for re-instatement as a Club member.
 - b. Anyone who has resigned from their elected or appointed position may not run for any other position within one (1) year of the resignation. After the one (1) year it will be voted on by the Executive Board members the reinstatement back into SKPWA.
 - b. Elected Board Members who fail their background check will be removed from their elected position.
3. Balloting for the Executive Board shall be done individually by secret ballot, prepared and handed out by the Secretary at the October meeting. The Secretary, Master-at-Arms, and one (1) Member (Non-Executive) not on ballot shall tabulate the votes and report the results to the President privately. The President will then announce the newly elected board members' names to the assembly.
4. Not more than one (1) member from the same family or household shall hold an Executive Board position simultaneously.
5. New Executive Board Members will take office immediately in conjunction with the existing Executive Board. The existing Executive Board Members shall, at their discretion reside on the active Executive Board as non-voting Executives until April 1st the following year, in advisory roles.
6. A Special Election will be held as soon as deemed practical by the Executive Board, to elect a replacement to any vacated position. Special elections will be governed as if they are General Elections.

F. Motions

1. Motions may be presented at any General Membership Meeting by any member.
2. Motions shall be voted on by "Members in good standing"
3. Motions requiring Club expense more than \$500 will require review and approval by the Executive Board.
4. Motions amending or modifying SKPWA operations, by-laws, or general rules shall require review and an approved proposal from the Executive Board

G. Appointment of General Board Members

1. All general board positions with member interest shall be appointed by the November meeting.
2. All prospective General Board Members shall be required to submit in writing, for consideration for appointment to a general board position.
3. Selectees who fail their background check will be removed from their elected position.

**ARTICLE V
BACKGROUND CHECKS**

- A. All board members, appointed members, coaches and volunteers will complete a background check for each sport. The Washington State Patrol will complete the background check and two executive board members will review them for approval.
- B. Executive Board will complete an additional National Background check upon being elected.
- C. The following situations will disqualify a potential volunteer:
 - 1. Anyone who makes a false statement on the volunteer paperwork or fails to disclose criminal convictions.
 - 2. Anyone convicted of a misdemeanor or gross misdemeanor committed within the previous five years. This disqualification does not apply to simple misdemeanor traffic offenses unless the offense was drug or alcohol related.
 - 3. Anyone convicted of a felony committed within the previous seven years.
 - 4. Anyone convicted of more than one criminal offense, regardless of when each crime was committed. This disqualification does not apply where a person was convicted of more than one count arising from the same conduct committed at the same time.
 - 5. Anyone convicted of any "crime against children or other persons" as defined in RCW 43.48.830(5).
 - 6. Anyone convicted of a crime which would disqualify the person from employment by the South Kitsap School district under RCW 28A.400.320 as now existing or hereafter amended, regardless of when the crime was committed.
 - 7. Anyone convicted of committing or attempting to commit any crime of violence or of a sexual nature against a minor not listed above, regardless of whether the crime of conviction was a misdemeanor, gross misdemeanor, or felony, and regardless of when the crime was committed.
 - 8. The Executive board has, at its discretion the authority to accept certain misdemeanors more than 5 years old and not related to violent or sexual offenses, or any offenses involving drugs, alcohol or minors.

**ARTICLE
VII FINANCE**

- A. South Kitsap Pee Wee Association shall keep this organization as a self-supporting group, relying on promotion and registration to finance their league. Fees to be determined the beginning of each sport season.
- B. All money raised by South Kitsap Pee Wee Association will go into one common treasury.
- C. South Kitsap Pee Wee Association will adhere to the Internal Revenue Service (IRS) 501(c) (3) Compliance Guide.

**ARTICLE VIII
INSURANCE**

- A. Insurance waivers shall be signed by parents of all participants prior to any participation associated with SKPWA.
- B. Parents are required to use their own insurance or medical plan. No participants will be accepted without insurance.

**ARTICLE IX
DONATIONS AND SPONSORSHIPS**

- A. Donations of goods, equipment, and funds shall be voted on by the Executive Board.
- B. Sponsorships shall meet all criteria of the current Sponsorship Contract. See Sponsorship Attachment.
 - 1. All sponsorship funds will be applied to the Capital Budget to be utilized for Capital Budget items.
 - 2. Upon a motion from the General Board, the Executive Board can utilize these funds for Operations Budget items on an emergency basis if:
 - a. The Operations Budget is underfunded.

**ARTICLE X
AMENDMENT OF BYLAWS**

- A. The bylaws can be amended at any Executive and General Membership meeting as follows:
 - 1. At the end of each quarter i.e. March, June, September, and December provided that an amendment proposal was presented to the board at the previous month's meeting.
 - 2. If a bylaw is discovered to conflict against the Kitsap Peninsula Adult Pee Wee Association or considered to be detrimental to SKPWA, The Executive Board shall amend only that bylaw that provides a conflict of interest with a majority vote.