

KITSAP PENINSULA ADULT PEE WEE ASSOCIATION

BY-LAWS

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Article I. Name and Purpose

Section 1 The name of this organization shall be the **Kitsap Peninsula Adult Pee Wee Association** (KPAPWA), a non-profit organization, hereafter called the *Association and/or Central Council*.

Section 2 The purpose of the Association shall be to encourage, organize, promote, and assist junior sport programs on the Kitsap Peninsula.

Section 3 The objective shall be to implant firmly in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage, and respect so that they will grow up to be good, clean, and healthy citizens. The objective shall be achieved by providing supervised competitive athletic games. The supervision shall bear in mind that the attainment of exceptional athletic skills or the winning of the games is secondary and the molding of future citizens is of prime importance.

Article II. Membership

Section 1 The association shall be composed of organized districts of this peninsula and surrounding areas, which have agreed, in writing, to abide by all rules and regulations passed by the Association.

Section 2 Districts of the Association shall be the following: Bainbridge Island, Chico, Kingston, North Kitsap, North Mason, North Perry, Silverdale, South Kitsap, Tracyton, and Warren Avenue. Each district shall have clearly defined boundaries, which shall be recorded with the Association Eligibility Chairperson. Changes to currently recorded boundaries shall be subject to a recommendation of an appointed boundary committee and approval by the General Council.

Section 3 Each district must list with the secretary of the Association the following:

- (a) Election date of officers
- (b) Names, addresses and phone numbers of officers
- (c) Delegates and alternate delegates for Central Council

Section 4 Any new District desiring admission into the Association shall be considered for membership after the following steps have been taken:

- (a) Organize within the district or area, a parent or adult club, which shall agree to promote and organize junior sport programs in its area.
- (b) Elect two delegates, one (1) primary and one (1) alternate to appear before the KPAPWA body during a regularly scheduled meeting as defined in Article V to apply for membership. The Application will be presented to the body for review and voted on during the next regularly scheduled meeting. A simple majority vote is required for acceptance. However, the membership shall be probationary for one year and shall be revoked if the applicant district intentionally fails to abide by the rules and regulations of the KPAPWA.
- (c) KPAPWA's preference is for every district to make reasonable efforts to participate in all three (3) sports covered by the association. Clubs that participate in less than three (3) sports will have diminished voting rights. See Article VI.

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Section 5 Membership of any district in the Association may be terminated for violations of the rules by the following means:

- (a) Member District: A district may only be dropped from the association by a vote of three-quarters of the member districts at a regular Central Council meeting. (Before) Prior to being dropped from membership, a district must be placed on (probation) a probationary status for six (6) months. The district in question must be notified in writing, by the Secretary, of the Executive Board's intention to impose probation. Such notification must be given prior to the regular Central Council meeting at which the vote will be taken and will include the reasons for said punitive action. The district must then be afforded the opportunity to respond to the Central Council and explain its violations in writing or in person.
- (b) Probational districts may be dropped from membership by a majority vote at any regular Central Council meeting.

Section 6 Any district may voluntarily withdraw after the delegates have submitted a letter of intent from the adult organization at a regular Association meeting.

Article III. Duties and Responsibilities of Executive Board Members

Section 1 All officers in the association must be a bona fide adult resident of the Kitsap Peninsula.

- (a) All Association officers if delegates or alternate delegates must resign from that position for the length of their tenure as an Association officer.
- (b) The treasurer shall be bonded upon taking office.

Section 2 The officers of the Association shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. These officers along with the immediate past President, the Eligibility Chairperson, and the Sergeant at Arms, shall comprise the Executive Board.

- (a) There shall be one (1) eligibility chairperson for both divisions who shall be appointed by the President. The Eligibility Chairperson shall review all league squad rosters submitted at the beginning of each sports season to confirm the eligibility of all members and shall decide all cases wherein any question of eligibility arises. The Eligibility Chairperson shall be paid a fee at the end of each sports season; the amount shall be three hundred dollars (\$300) for boys' basketball, one hundred dollars (\$100) for girls' basketball, two hundred dollars (\$200) for football, and three hundred dollars (\$300) for baseball. This amount will cover all expenses (of printing, travel, etc.) of a second phone line for fax machine, printer paper and ink, etc. The eligibility chairperson shall report all major eligibility problems/matters to the Executive Board.
- (b) There shall be one (1) Sergeant at Arms who shall be appointed by the President. The Sergeant at Arms shall be responsible to maintain order throughout all general and special meetings of the Association and their committees. The Sergeant at Arms shall be available to assist the Executive Board as needed.

Section 3 The President shall:

- (a) Preside over all regular and special meetings of the Association and the Executive Board
- (b) Appoint Chairpersons of all regular and special committees
- (c) Call meetings of the Executive Board

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Section 4 The *First Vice President* shall:

- (a) Assume duties of the President in his/her absence
- (b) Act as permanent chairperson on the General Rules Committee and Playing Rules Committee
- (c) Report General Rule developments to the Association
- (d) Report all activities of the Playing Rules Committee to the Association
- (e) Deliver approved General Rules to the Secretary for distribution to member districts
- (f) Maintain an up-to-date copy of the General Rules and Playing Rules for each sport.
- (g) Call regular pre-season and post-season meetings of all sport coaches for the purpose of achieving rule familiarity, to discuss scheduling, and to discuss possible rule changes, etc. The post season meeting will be called not more than two weeks after the last regular scheduled game
- (h) The pay for the above duties will not exceed one hundred dollars (\$100) per sport. This will cover all expenses such as printing, etc.

Section 5 The *Second Vice President* shall:

- (a) Assume the duties of the President in the absence of the President and the First Vice President
- (b) Act as the permanent co-chairperson of the General Rules Committee and Playing Rules Committee
- (c) Make all league schedules for teams of member districts and insure that all teams have appropriate facilities available for all league contest
- (d) Be responsible for making certain (the) that qualified officials are present at and available to work all league contests of AA, A and B level teams
- (e) Purchase trophies approved by the Association
- (f) Notify district presidents of schedule and rule changes
- (g) The pay for the above duties will not exceed one hundred dollars (\$100) per sport. This will cover all expenses such as printing, etc.

Section 6 The *Secretary* shall:

- (a) Prepare and maintain full records of the Association meetings. He/she shall electronically distribute to the member districts said records no later than 3 days prior to the next scheduled meeting of the Association
- (b) Prepare correspondence as requested and approved
- (c) Distribute copies of By-Laws, General Rules, Playing Rules and other important correspondence to member districts electronically
- (d) Maintain the register of member district officers, delegates, and alternate delegates
- (e) Prepare and send out meeting notices to district presidents and executive board members

Section 7 The *Treasurer* shall:

- (a) Receive and deposit funds
- (b) Receive bills and report them to the Association

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- (c) Prepare and sign checks for approved payment of bills. A check shall be issued only after receiving a verifiable itemized receipt or invoice explaining the nature of the disbursement. In addition, if the payment is in response to authorized personal action a "request for payment" form shall accompany the receipt or invoice
- (d) Maintain a simple ledger of receipts and disbursements
- (e) Give a yearly written report to each district of the profit and loss occurred during the year at the regular August meeting
- (f) Maintain a supply of "request for payment" forms of a configuration accepted by the Executive Board

Article IV. Selection and Terms of Officers

Section 1 Selection of Association Officers shall be as follows:

- (a) Each member district is required to submit the name of one nominee for any elected office in the Association. The President shall notify all member districts of the requirement at the regular March meeting. Each district shall provide the name of one nominee and office preference at the regular April meeting. Nomination for individual offices, starting with the President, shall be made from the list of district nominees. Balloting on each office shall be done individually, therefore, making it possible for a defeated candidate to be nominated for another office. When more than one person is nominated for any office, voting shall be done by secret ballot.
- (b) Failure of a district to provide a nominee or refusal of the nominee to assume his/her elected office shall be cause for a one hundred dollar (\$100) fine to be levied upon the offending district.
- (c) Newly elected officers shall take office upon the completion of old business at the regular April meeting.

Section 2 The term of the Association Officers shall be two years. In the event that the President vacates his/her office for any reason, the First Vice President, or the Second Vice President in the event that the First Vice President office is vacant, shall assume the duties of the President until a special election can be held to fill the vacancy. In the event that either Vice President vacates his/her office for any reason, the President will appoint a temporary Vice President to serve until a new Vice President is duly elected to serve the remainder of the unexpired term of the previous Vice President. The same shall apply if the Secretary vacates his/her office for any reason.

Section 3 Election of the President, Second Vice President and Secretary will be conducted during even years, while the election of the First Vice President and Treasurer will be conducted during odd years. Note: The Eligibility Chairperson and Sargent at Arms are appointed positions.

Section 4 At the end of each term or in the event that the Treasurer resigns, the Association President shall appoint an audit committee in accordance with [Section 7.04], to audit the outgoing Treasurer's books and accounts and report their findings to the Central Council. The President shall then appoint a temporary Treasurer who shall serve until a new treasurer is duly elected to serve for the remainder of the unexpired term of the previous Treasurer.

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Article V. Central Council Meetings

Section 1 All business of the Association shall be conducted by the Central Council during regular or special meetings.

Section 2 The Central Council shall be composed of the Executive Board and delegates from each member district. Each district shall have one (1) primary and one (1) alternate delegate or one (1) delegate per sport and one (1) alternate. . The District President or Vice President shall be the number one delegate.

Section 3 Regular meetings shall be monthly. Meetings shall be held at such times and places as approved by the vote of the member districts unless cancelled by the President or Executive Board.

Section 4 Special meetings shall be called at such times and places as decided upon by the President or Executive Board.

Section 5 Executive Board meetings shall be monthly and shall be held at such times and places as decided upon by the President or the Executive Board.

Section 6 It shall be mandatory that all districts have at least one (1) delegate at each regular monthly meeting. The alternate delegate should also attend to familiarize themselves with the proceedings of the Central Council.

Section 7 Each district shall be fined twenty-five dollars (\$25) for failing to attend the regular monthly meeting unless excused by the President.

Article VI. Voting and Amendments

Section 1 Each district is eligible to one vote per sporting season in which it participated in during the previous rolling sporting year. The senior delegate present shall cast a block vote for their district.

Note: Previous rolling sporting year will include the active sporting season and the previous two regardless of which season is in progress (Football, Basketball, or Baseball)

Section 2 To avoid untimely delays, delegates should be authorized to and instructed by the parent clubs, to cast votes at such meetings where emergency legislation is being considered for immediate disposal.

Section 3 Tie votes shall be resolved by the vote of the President.

Section 4 Voting on routine business may be conducted either by a show of hands or by a voice vote, according to the desires of the President. By request from the floor, delegates may be polled individually. Elections shall be by secret ballot. [See Article 4; Section 1(a)]

Section 5 A quorum shall consist of greater than or equal to (\geq) sixty percent (60%) of total member districts for business to be conducted.

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Section 6 Proposed amendments, additions, or changes to the constitution and/or by-laws shall be presented in writing at any regular meeting of the Association. Such proposals may be adopted at the following meeting of the Association by approval of a simple majority of the eligible voting delegates present.

Section 7 Any proposed additions, deletions, or changes to the General Rules shall be submitted in writing to the First Vice President no later than two weeks prior to the General Rules Committee meeting. If the proposed change is voted upon by the committee and carried by an approval of two-thirds of the member delegates present, such proposal shall take effect immediately. If the proposal is carried by less than two-thirds majority, it shall not take effect until the next sports season. All approved changes in the General Rules shall be read by the Secretary at the following regular meeting of the Association.

Section 8 Any proposed additions, deletions, or changes to the Playing Rules shall be submitted in writing to the First Vice President, no later than three (3) months prior to the start of the affected sports season (football must be submitted by May, basketball by September, and baseball by January). Voting on proposed changes shall take place in a Playing Rules Committee meeting two (2) months prior to the start of the affected sports season (football voted on in June, basketball in October, and baseball in February). If changes are carried they shall take effect immediately. All approved changes in the playing rules shall be read by the Secretary at the following regular meeting of the Association. Member districts are not eligible to participate in sporting commissions or vote on playing rule changes for sports in which they did not actively participate in during the previous sporting season.

Article VII. Committees

Section 1 There shall be two standing committees to assist the Central Council in the conduct of the Association's business; the General Rules Committee and the Playing Rules Committee. Other Committees shall be established as required.

Section 2 The General Rules Committee shall consist of the First Vice President, as permanent chairperson, the Second Vice President as permanent co-chairperson and one registered delegate from each district. The delegates must be registered with the Association's secretary. This committee shall be responsible for the General Rules. The General Rules committee shall operate in accordance with the following:

- (a) The General Rules committee will meet three (3) times per year. Said meetings will be held in January, May, and September, at the pleasure and discretion of the First Vice President and at any other time deemed necessary by the First Vice President.
- (b) All district Presidents shall be informed in writing of all General Rules Committee meetings one (1) week in advance of the meeting night. Any General Rules Committee meeting held in violation of this requirement (of written notice to all Presidents) may be declared null and void by Central Council unless the disputed General Rules meeting is upheld by a two-thirds vote of the eligible delegates present at the Central Council meeting in which the objection is made.
- (c) Each district present shall be entitled to one (1) vote per sport in which they participate.
- (d) A quorum shall consist of greater than or equal to (\geq) fifty percent (50%) of district clubs.

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- (e) The outcome of all matters voted upon and passed by the General Rules Committee shall be presented at the following regular meeting of the Association.

Section 3 The Playing Rules Committee shall consist of the First Vice President, as permanent chairperson, the Second Vice President as permanent co-chairperson, and all pledged coaches of each member district for the sport in season. Each leagues coach's shall be responsible for bringing proposed rule changes back to their individual clubs to be presented at the next General Rules meeting. Those rules specifically governing the contests between member districts teams. This shall include the rules governing post-season competition such as All Star games, play-off games, etc. The Playing Rules Committee shall operate in accordance with the following:

- (a) All district Presidents shall be informed in writing of all Playing Rules Committee meetings one (1) week in advance of the meeting.
- (b) The meetings will be for the discussion of proposed rule changes only.
- (c) Each district present shall be entitled to one (1) vote. [See Article VI; Section 8]
- (d) The Playing Rules Committee shall meet during each sport season, once prior to the beginning of competition (Pre-season coaches meetings i.e. football in June, basketball in October, and baseball in February).

Section 4 An Audit Committee shall be appointed at the regular April Central Council meeting by the President from member delegates to audit the Treasurer's accounts. This committee shall consist of the incoming Treasurer and at least two (2) member delegates. An audit report shall be presented at the regular May Central Council meeting.

Article VIII. Financial Responsibility

Section 1 The Association will not be responsible for financial obligations incurred by member districts.