

# SPWAA CONSTITUTION AND BY-LAWS

AUGUST 2010

## 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 I: NAME AND PURPOSE

### Section 1:

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

### Section 2:

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 3:

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.

## ARTICLE II: MEETINGS

### Section 1:

Monthly meetings will be held year-round.

### Section 2:

The meetings will be held on the first Monday of each month at 7:00 p.m. 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.

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

**Section 3:**

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

**Section 4:**

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

**Section 5:**

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.)

### **ARITCLE III: RULES OF ORDER AND PRECEDENCE – QUORUM**

**Section 1:**

Except as otherwise provided in these by-laws, Roberts Rules of Order Second Edition shall be parliamentary authority.

**Section 2:**

Eight members 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.

**Section 3:**

Four members shall constitute a Quorum of the Executive Board.

### **ARTICLE IV: MEMBERSHIP AND DUES**

**Section 1:**

- A. 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.
- B. Members have voting rights, if they have attended at least two other meetings in the immediately previous eleven months, as long as they were a member in good standing at those meetings.
- C. Membership is good for 12 months from registration.
- D. No person shall have more than one vote.
- E. Each family can have a maximum of two votes.
- F. The SPWAA reserves the right to revoke membership without a refund of the Registration Fee.

**Section 2:**

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 3<sup>rd</sup> meeting they attend in their membership year. (See article XII.)

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

### **Section 3:**

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 3<sup>rd</sup> 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:**

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

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

Agreements to exchange services for registration fees will be submitted and recorded with the Secretary and the Registrar for any person or family that exchanges services for registration(s). Such agreement will define the exact agreement. The current Registrar will keep a listing of all exchange agreements and scholarships. Any "lifetime scholarships" will be recorded with both the Secretary and the Registrar.

In case of hardship, the fee may be waived and a scholarship may be given by the current Athletic Director. The parent of the child receiving the scholarship must sign a contract stating that the family (adults only) must donate/give as many hours of their time to equal 1 hour donated per \$10.00 of scholarship received during that sport season. Scholarship hours will be managed by the Registrar, and duties/tasks will be mutually agreed to by an SPWAA Officer, Registrar, or Athletic Director and the parent. If service hours are not completed by the date specified in the contract, the parent(s) or guardian(s) forfeit the opportunity for any future scholarships in any sport until such time that the service obligation is met.

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. HALF-scholarships can be offered instead of FULL scholarships to make more scholarships available to more families

The number of Board Member scholarships must be accounted for in each sport's budget and will count against the percentage of available scholarships.

### **Section 5:**

Fees must be paid at the time of registration unless waived in accordance with section 4 guidelines.

### **Section 6:**

Fee refunds will be made to any family requesting a refund, providing such a request is made in writing prior to the first scheduled game. The youth's withdrawal request must be necessitated by illness, relocation, involuntary inability to participate or other extenuating circumstances. All refunds must be approved by the current Athletic Director with supporting documentation added to the permanent record of the association. Except for football, a full refund will be given if the above conditions are met. Football refunds will be reduced by \$5.00 for each partial week of practice due to wear and tear on the equipment.

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

## Section 7:

On-Site Registration will be conducted on a consistent year to year basis:

- A. Baseball – 1<sup>st</sup> three (3) Saturdays in February.
- B. Football – 1<sup>st</sup> two (2) Saturdays in June.
- C. Basketball – 1<sup>st</sup> two (2) Saturdays in November.
- D. Cheer – Football – 1<sup>st</sup> two (2) Saturdays in June.  
– Basketball – 1<sup>st</sup> two (2) Saturdays in November

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 and registrar. In addition, online registration will be available at the SPWAA website (<http://www.spwaa.org>) for each sport defined in Section 7, sub-sections "A" through "D" above from the date of the first on-site registration until the teams are full. Section 8:

Any other interested person may:

- A. Become an Advisory Member with no voting privileges, or
- B. 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 9:

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  $\frac{3}{4}$  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 and 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  $\frac{3}{4}$  majority vote by attending voting members of a monthly meeting is necessary for revocation of the honorary membership status.

## ARTICLE V: OFFICERS AND DUTIES

### Section 1:

The officers of the Association shall be President, Vice-President, Secretary, Treasurer, and Registrar. Officers shall be elected by the general membership to serve for a term of one year. Upon resignation the membership will elect a replacement at the first available membership meeting.

### Section 2:

#### THE PRESIDENT SHALL:

- A. Preside at all meetings of the association and Executive Board.
- B. Appoint delegates to the KPAPWA. The President or Vice-President shall be one of the delegates.
- C. Appoint the Chairperson of all regular and special committees, except as otherwise stated in these by-laws.
- D. Be an ex-officio member of committees and be a member delegate of this club to KPAPWA.
- E. Countersign all checks issued by the Association.
- F. Review the income and expenses on a monthly basis.
- G. Review *Budgeted* versus *Actual* income and expenses on a monthly basis and report the finding to the membership.
- H. Act as a permanent chairperson of the Coaches Committee.
- I. 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.

### Section 3:

#### THE VICE PRESIDENT SHALL:

- A. Assume duties of the President in his/her absence.
- B. Countersign all checks in the absence of the President.
- C. 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 sports head.
- D. Serve in an administrative capacity as delegated by the President.
- E. Ensure proper sport operation in accordance with SPWAA goals.
- F. Ensure safety standards are maintained and work with Athletic Directors to ensure diligent use of funding.
- G. Nominate an athletic director for each sport.

#### **Section 4:**

##### **THE SECRETARY SHALL:**

- A. Prepare and maintain full records of all Association meetings.
- B. Prepare correspondence as required by the President.
- C. Make copies of all by-laws, general rules, and other Association information to the general membership and post copies where the membership can read them.
- D. File all correspondence in the Association permanent record.
- E. Maintain a register of membership present at all meetings and keep the last 12 months posted where the membership can read it.
- F. Prepare and send out meeting notices every month to local news media, especially local newspapers that service the Silverdale area.
- G. Notify KPAPWA Secretary of all officers and central delegates of this Association when changes to a board position or board designated position change.

#### **Section 5:**

##### **THE TREASURER SHALL:**

- A. Receive, receipt, and deposit all funds, collect player application fees and/or arrange payment plans of needed.
- B. Receive bills and report them to the association.
- C. Prepare, sign, and obtain counter signatures on checks for payment of approved bills. All checks must carry two (2) signatures.
- D. Maintain a simple ledger of receipts and disbursements.
- E. There shall be two (2) separate accounts: A General Operating Account and a Field Development Account which cannot be used for general operations.
- F. File all tax reports as required by law.
- G. Maintain Safety Deposit Box at bank for all papers.
- H. Maintain and update all signature cards for money accounts, Post Office box, and Safety Deposit box at bank.
  - a. Money accounts will carry signatures of the President, Vice-President, and Treasurer (Any two (2) of the three (3) are necessary for access).
  - b. Safety deposit box will carry signatures of President and Treasurer (any one (1) of two (2) necessary for access).
  - c. Post Office box authorization will be the President, Vice-President, and Treasurer.

#### **Section 6:**

##### **THE REGISTRAR SHALL:**

- A. Maintain a list of eligible participants in all sports.
- B. Hold registrations on prescribed dates and add additional registration dates, if needed, after notification of the Executive Board.
- C. Submit to the Treasurer a list of all registered youths and a parent/guardian contact.
- D. Inform parent(s) and/or guardian(s) new to the association of the rules and procedures that govern the association, such as fees, duties of the members, meeting dates and other pertinent information.
- E. Provide a complete list of players to the Athletic Directors of each sport.
- F. Obtain signature of parent(s) and/or guardian(s) on prescribed consent for each sport.
- G. Maintain an up to date adult membership list with phone numbers.

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

## Section 7:

### THE EXECUTIVE BOARD SHALL:

- A. The Executive board shall consist of the President, Vice-President, Secretary, Treasurer, and Registrar as voting members.
- B. The elected members of the Executive Board must appoint an Athletic Director for each sport, a Concession Manager, and a Facility Manager.
- C. The President shall vote only if the other four board members are split. His/her vote will be the deciding vote.
- D. If a financial **EMERGENCY** arises, the Executive Board may approve up to \$500.00 expenditure from the general fund. This expenditure requires approval by the board members. The membership must be appraised of the action at the next membership meeting. In case of a sport stopping emergency, the Executive Board may begin needed actions to correct the problem. An emergency Membership Meeting will be scheduled within the required two week's notice, at which time membership will vote on needed funds to fix the problem.
- E. 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. Newsletters and Registration Announcements do not need to be on SPWAA letterhead, but shall be approved and filed.

## Section 8:

### APPOINTED POSITIONS:

- A. Facility Manager:
  - a. Responsible for the General Budget.
  - b. Member of the Field Development Committee.
  - c. Responsible for the repair and maintenance of SPWAA owned real property, equipment, and buildings.
  - d. Plan, budget, and coordinate all facility projects.
  - e. Work with Athletic Directors to schedule projects.
  - f. Supervise all approved projects that are contracted out by the SPWAA membership.
- B. Concession Manager:
  - a. Responsible for the concession budget.
  - b. Responsible for the coordination of concession volunteers.
  - c. Responsible for monthly inventory and restocking of supplies.
  - d. Responsible for keeping a sales log, expense log, and inventory log.
  - e. Responsible for getting all monies and receipts to treasurer in a timely fashion.
  - f. Supervise all repairs and maintenance to concession equipment and facilities.

- C. Current Sports Athletic Director:
- a. Responsible for sports budget to be submitted to the Board for approval.
  - b. Selection of coaches.
  - c. Selection of equipment manager.
  - d. Selection of Team Parent.
  - e. Assists in assuring coaches are not practicing or playing ineligible players.
  - f. Secure necessary facilities, such as gymnasiums or ball fields to support the program.
  - g. Track the use of paid officials at games.
  - h. Assure coaches hold team meetings and make parents aware of SPWAA expectations. This includes their conduct.
  - i. 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. 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.

## **ARTICLE VI: ELECTION OF OFFICERS**

### **Section 1:**

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

### **Section 2:**

Installation of officers shall be held at the beginning of the January meeting.

### **Section 3:**

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

### **Section 4:**

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

### **Section 5:**

No more than one member from the same family shall hold Executive office of President, Vice-President, or Treasurer at the same time.

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

**Section 6:**

Any person wishing to run for an office must have attended 50% of the meetings, from the previous year (October to September.) 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:**

Anytime the treasurer position is changed or vacated an audit of the association books shall immediately be performed. 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. An annual audit of the books shall take place in the first calendar quarter by the audit committee.

## **ARTICLE VII: DUTIES OF A MEMBER**

**Section 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 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 3:**

A member must attend a minimum of one 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 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 5:**

Members must sign the prescribed "Registration Form" at the time of registration for a period of one year.

**Section 6:**

No parent, or other family member, shall interfere in any way with a coach or an official while they are in the performance of their official duties.

**Section 7:**

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

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

**Section 8:**

Uniforms must be returned at the end of each sport season. Failure to do so will result in the youth(s) not being allowed to participate in any subsequent sport.

**Section 9:**

Any member soliciting funds in the name of the Silverdale Pee Wees shall turn in all moneys received to the Treasurer within five (5) days 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.

## **ARTICLE VIII: ELIGIBILITY OF YOUTH**

**Section 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.

**Section 2:**

Each youth must comply with all other eligibility rules of the SPWAA.

**Section 3:**

Each youth must be accompanied by his/her parent or guardian at the time of registration.

**Section 4:**

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

## **ARTICLE IX: FINANCIAL RESPONSIBILITY**

**Section 1:**

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

**Section 2:**

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

**Section 3:**

Unbudgeted items exceeding \$500.00 must be tabled until the following monthly meeting for further review and study.

## ARTICLE X: COMMITTEES

### Section 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 President.

#### DUTIES:

- A. Receive any complaints made toward coaches, resolve those complaints, and administer the decision made by the committee.
- B. Report all complaints, resolutions, and decisions to the Executive Board.
- C. Investigate credentials of any applicant, as the committee deems necessary and select coaches.

### Section 2:

There shall be an Athletic Director for each sport appointed by the Executive Board.

#### DUTIES:

- A. Serve as a member of the Executive Board during his/her sports season.
- B. Serve on coaches committee.
- C. Attend all KPAPWAA Council meetings during his/her sports season.
- D. The Athletic Director shall appoint committees as necessary to accomplish duties.
- E. Has authority to appoint assistant Athletic Directors.
- F. Prepare a list of equipment needed, with estimated costs, to the Association for approval.
- G. Purchase and maintain equipment.
- H. Issuance and collection of uniforms.
- I. Coordination of practices and practice areas.
- J. Coordinate field preparation.
- K. Conduct coaches meeting when required.
- L. Inventory equipment before and after each season and submit a list of equipment to the Association.
- M. The Athletic Director shall be authorized to spend an amount not to exceed \$100.00 per sport for emergency purchases, without the approval of the membership.
- N. Obtain coaches signatures on coaches' agreement in compliance with SPWAA general rules.
- O. Schedule photo session and coordinate distribution of pictures.
- P. Give a list of unreturned uniforms and numbers to the next Athletic Director and players on the list who will not be allowed to participate in the next sport.
- Q. Be responsible for ordering all awards under article XI.
- R. Be responsible for gathering information regarding All Stars, (i.e. selection process, whereabouts, sponsorship, etc.)

### Section 3:

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.

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

**Section 4:**

When deemed necessary, there shall be a REVIEW COMMITTEE, which shall consist of three (3) members appointed by the President to review accounts.

**Section 5:**

There shall be a FUND RAISING COMMITTEE, the Chairperson to be appointed by the President. This committee shall have charge of fund-raising programs.

**Section 6:**

There shall be a PUBLICITY AND TELEPHONE COMMITTEE, the Chairperson of which shall be appointed by the President.

**Section 7:**

There shall be a FIELD DEVELOPMENT COMMITTEE, the Chairperson of which shall be the Facility Manager. 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 estimate costs were not provided by the committee.

**Section 8:**

There shall be a CONCESSION MANAGER for each sport appointed by the Executive Board.

DUTIES:

- A. Serve on Concession Committee and any Team Mom Committees.
- B. Attend all SPWAA council meetings during his/her sports seasons.
- C. The Concession Manager plans menus, purchases supplies and sets prices.
- D. Sets the schedule for open hours for concession.
- E. Has authority to recruit volunteers and setup a concession work schedule for each team and parents.
- F. Prepares an estimated budget for each season.

## ARTICLE XI: AWARDS

### Section 1:

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

### Section 2:

All SPWAA teams that are in first place after the Sports Season shall receive a maximum of \$10.00 per team member and coach 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 3:

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

### Section 4:

For an individual business firm or association to receive a permanent bronze plaque to be affixed to the Aldrich Memorial Flagpole Monument, the minimum cash, merchandise, or commodity must exceed \$1000.00. The name will appear on the top row and the donation will appear on the following rows of the plaque, as well as the date of the donation. A \$1,000 donation will entitle above to a large sign that will be displayed at the complex. A donation of \$1000.00 every three years is required to keep the sign up at the complex.

## ARTICLE XII: COACHING

### Section 1:

All coaches shall:

- A. Fill out an application form.
- B. Sign the required pledge of the SPWAA.
- C. Submit to a background check.

### Section 2:

Coaches shall attend the Pre-season coaches meeting as set by SPWAA.

### Section 3:

All Managers and Head Coaches will be required to complete a coach's certification course approved by SPWAA before that sports' regular season.

### Section 4:

Coaches are required to attend the SPWAA meetings during their sport season.

### Section 5:

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

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

**Section 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.

**Section 7:**

A coach shall report to the proper authorities the results of all games.

**Section 8:**

The coaches shall check eligibility of his/her players on the eligibility roster.

**Section 9:**

The coach shall abide by the Constitution and By-Laws of the SPWAA.

**Section 10:**

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

**Section 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 12:**

A coach shall be responsible for securing transportation to away games, and for notifying team members of practice or game cancellation or changes. (It is advisable that he/she appoint a team parent to discharge these duties.)

**Section 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.

## **ARTICLE XIII: AMENDMENTS TO THE BY-LAWS**

Proposed amendments, additions or changes to the Constitution and By-Laws will be presented in writing at the January and July membership meetings only of the Association. Such proposals may be adopted at the following meeting of the Association by approval of  $\frac{3}{4}$  of the members present.

## **ARTICLE XIV: SPORTS SEASON PLAYING RULES**

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 at the SPWAA web site for review by the membership.

## **ARTICLE XV: ALL STARS**

### **Section 1:**

Upon receipt of All Star policies from the Athletic Director at the monthly meeting, the membership present will vote to support or not support the All Stars for the sport season. A simple majority vote will be the deciding factor.

### **Section 2:**

A vote to support All Stars will immediately be followed up by proposals and a vote to determine how much and to what extent Silverdale Pee Wee resources will be allowed (moneys, equipment, fields, etc.)

### **Section 3:**

A vote to not support All Stars will not prevent players and coaches selected from participating. It will simply mean NO Silverdale Pee Wee resources will be used for All Star purposes.

### **Section 4:**

In the event that All Star information is not made available to the Board for the presentation prior to one (1) meeting before the beginning of proceedings for the upcoming All Star season, the President will call an emergency meeting of the Executive Board where a unanimous vote will be required to support All Stars. In addition, a unanimous vote will be required for any proposal of resource support.

### **Section 5:**

All fundraising proceeds, donations and sponsorships (in monetary form) to SPWAA All Star teams are the property of the Association. The Executive Board shall approve distribution of these funds. The funds shall be allotted to the teams responsible for obtaining them. The primary use of the funds shall be for room and board for team members only. Remaining All-Star team monies will be carried over and designated to the All-Star program for the following year until the individual designated team completes its 12U

Reviewed by: President\_\_\_\_\_ Secretary\_\_\_\_\_

season or the team disbands. All additional monies after the 12U season or the team disbands will be designated for general All-Star program expenses.

## ARTICLE XVI: DISCIPLINARY ACTION

### Section 1:

- A. 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.
- B. Anyone who refuses to comply with the rules of the SPWAA will be considered for disciplinary action.
- C. Persons subject to discipline shall have the right to a hearing before the SPWAA officers.
- D. 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.
- E. 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.
- F. 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:
  - 1. **Warning:** The offending person is to be advised that repetition of the offense shall result in a more severe penalty.
  - 2. **Suspension:** The offending person is to be advised of the start and duration of suspension from SPWAA activities. Duration may be expressed in number of games or days that the suspension will be in force.
  - 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 sport season.
  - 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 2:

- A. 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.
- B. Anyone who engages in non-sportsmanlike conduct, such as fighting, abusive language, or similarly derogatory activity, may be suspended for one or more SPWAA activities.
- C. 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.
- D. Anyone in violation of this General Conduct policy may be refused entry to SPWAA facilities, or may be removed from SPWAA activities.