



South Kitsap Pee Wee Association 1025  
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**CONSTITUTION AND BY-LAWS OF THE SOUTH KITSAP PEE WEES ASSOCIATION**  
**Accepted March 12, 2026**

**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 whenever possible:

1. Football
2. Basketball
3. Cheer

**ARTICLE II JURISDICTION AND OBJECTIVES**

- A. The jurisdiction of this organization shall align with the same boundaries established by the Kitsap Peninsula Adult Pee Wee Association (KPAPWA) and by the West Sound Youth Football League (WSYFL).
- B. This organization shall be devoted and dedicated to encouraging, organizing, promoting, assisting, and supporting SKPWA/WSYFL 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 may grow up to be good, clean, and healthy citizens. This objective shall be achieved by providing supervised competitive athletic competitions. The board members, coaches, guardians, and participants should bear in mind that the attainment of exceptional skill or the winning of games is secondary to the prime goal of molding future citizens.

**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/Registrar

5. Treasurer

**B. General Board**

1. Football Equipment Manager
2. Football Athletic Director
3. Basketball Athletic Director/Basketball Equipment Manager
4. Cheer Athletic Director
5. Master-at-Arms
6. 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 the Executive Board will oversee. The following are a few examples:

1. Fundraising Coordinator
2. Picture Day Coordinator
3. Sponsorship Coordinator
4. Team Mom Coordinator
5. Game Roster 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 the fiscal calendar from April 1st to March 30th. Budget shall be approved by the General membership no later than the March General Membership meeting each year.
4. The 2<sup>nd</sup> Vice President and/or the Football Director shall attend the field turnover meeting on or around January 15th and July 15th each year, scheduled at the discretion of 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.
6. Shall maintain all social media sites.

**Executive Board Positions:**

**1. President**

- a. Shall attend all KPAPWA General meetings.
- b. Shall act as liaison between KPAPWA/WSYFL and SKPWA.

- c. Shall provide a report from the previous KPAPWA General/WSYFL Presidents meeting to all Board Members. If unavailable, the report shall be in written form or reported by the designated executive board member.
- d. Shall preside over all SKPWA meetings and elections.
- e. Shall oversee SKPWA marketing and merchandise.
- f. Shall oversee an "Opening Day Committee" and opening day activities.
- g. Shall enforce all by-laws; rules & policies set forth by SKPWA & KPAPWA.
- h. Shall keep in their possession a SKPWA issued debit card for club expenses.
- i. 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 year's operating budget and anytime deemed necessary by a simple majority vote of the executive board.
- j. Shall implement and maintain individual emails assigned to specific board positions.

## **2. Vice President**

- a. Shall act in the place of the President during their absence.
- b. Shall take over 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, SKSD, and any other organization requiring proof of insurance.
- d. Shall assist Equipment Managers in Requests for pricing of equipment to ensure the best overall value.

## **3. 2<sup>nd</sup> Vice President**

- a. Shall act in place of the Vice President during their absence.
- b. Shall take over the Vice President's position if the Vice President resigns or is removed by the Executive Committee.
- c. Shall oversee Clubhouse Maintenance and provide monthly reports on condition, necessary repairs, and expenses.
- d. Maintains SKPWA Clubhouse exterior doors, and storage locations.
- e. Shall attend field turnover.

## **4. Secretary/Registrar**

- a. Shall record the proceedings of each meeting.
- b. Shall maintain a record of attendance at each meeting.
- c. Shall notify SKPWA Members of the time and place of meetings.
- d. Shall perform all Registrar responsibilities.
  - Shall keep a full record of the eligibility of each player.
  - Shall provide KPAPWA/WSYFL with a Master Roster and the Registration for each participant as required.
  - Shall notify the Executive Board and Athletic Director(s) of any ineligible players.
  - Shall provide each team with KPAPWA/WSYFL approved game rosters for the season.
  - Shall verify that all players are eligible and have provided deposit checks prior to gear issue.
  - Shall create online registration forms for all SKPW programs.
  - Shall run all background checks for SKPW/SKPWA/WSYFL.
- e. Shall update and maintain the league's official website.

- f. Shall verify all coaches have completed all required certifications.

#### **5. Treasurer**

- a. Shall receive all funds, keep detailed reports, give receipts, and deposit all money in the bank.
- b. Shall pay all authorized bills. Shall keep in their possession a SKPWA issued debit card for club expenses.
- c. Shall gain the President's or a 2nd Executive Board Member's approval when the expenditure is over \$500.00.
- d. Shall provide a report on SKPWA monthly expenditure at the General Meetings.
- e. Shall oversee the Concessions Manager and operations to ensure all necessary permits are in place to operate concessions at all locations.
- f. Treasurer's bookkeeping:

Before a Treasurer is elected, they 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, or itemized invoice attached.
  - c. All individual items of deposit 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 into the proper column.
  - e. All checks must be entered by the date, number and payable too. 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. Football / Basketball Equipment Manager**

- a. Shall manage all the equipment and associated equipment room, which must be kept in organized, secured, 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 a player is returned clean and in good working order prior to releasing the deposit check.

##### **2. Football / Basketball / Cheer Athletic Director**

- a. Shall not be a registered Head Coach with the following exception.
- b. If there is a team/cheer squad who does not have a Head Coach.
- c. Shall ensure that coaches are notified and in attendance during organizational meetings, clinics, and any other training and activities the Executive Board deems necessary.

- d. Shall send, receive, and respond to communications regarding all needs for their respective sport.
- e. Shall be willing and able to volunteer during the off-season to organize pre-season clinics, training, and/or coaches' meetings, as necessary.
- f. Shall be responsible for the actions and activities of the coaching staff associated with SKPWA.
- g. Shall request Executive Board approval prior to removing a coach from all SKPWA for a specific sport season.
- h. Shall IMMEDIATELY notify the Executive Board of any situation that could create harm to any child and/or adult.
- i. The Football Director shall oversee the coaching staff of the first home game of the day by ensuring all necessary field setup is completed prior to the start of the game.
- j. The Cheer Director shall coordinate the issuing and collection of all SKPWA issued equipment and work with the Registrar in creating the cheer rosters.
- k. The Cheer Director shall coordinate all practice/game schedules.

#### **6. Master at Arms**

- a. Shall maintain order in a professional manner during all General Membership meetings.
- b. Shall assist in all matters of disciplinary actions and procedures.

#### **7. Concessions Manager**

- a. Obtain and maintain a food handler permit (paid for by SKPWA)
- b. Ensure all that all the 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 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 (1) person working concessions daily has a food handler permit.
- i. Must ensure that only a person with a food handler permit is the one handling all the food that must be cooked.
- j. 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 the 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. During the football season beginning in September General Membership Meetings will be held on the second Monday until November at 7pm.
3. General Membership Meetings shall be attended in person or via Zoom.
4. 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 person 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 SKPWA is automatically a member for one (1) KPAPWA/WSYFL Sports 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 if attended in person. If attended via Zoom a "Member in good standing" is defined as any member who has attended via Zoom and has been verified in eight (8) 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. Any "Member in good standing" due to attending General Membership meetings via Zoom must attend the November meeting in person in order for their vote to count.
5. In the event of a hung vote, the President shall vote to break the tie.
6. 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 November meeting.
2. All Nominees will be required to have their name on the ballot 2 weeks prior to November meeting and must be a Member in Good Standing.
3. 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 from the date of removal and must submit for approval to the Executive Board for re-instatement as a Club member.
4. Anyone who has resigned from their elected or appointed position may not run for any other position within one (1) year of resignation. After one (1) year it will be voted on by the Executive Board members for the reinstatement back into SKPWA.
5. Elected Board Members who fail their background check will be removed from their elected position.

6. Balloting for the Executive Board shall be done individually by secret ballot, prepared, and handed out by the Secretary at the November meeting. The Secretary, Master-at-Arms, and one (1) Members (non-executives) 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.
7. No more than one (1) member from the same family or household shall hold an Executive Board position simultaneously.
8. New Executive Board Members will take office immediately in conjunction with the existing Executive Board.
9. A Special Election can be held as soon as deemed practical by the Executive Board. 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 expenses of 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 December meeting.
2. All prospective General Board Members shall be required to submit in writing, for consideration for appointments 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 any SKPWA and KPAPWA background check that is required of them. B. 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.
- B. 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 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. SKPWA shall keep this organization as a self-supporting group, relying on promotion and registration to finance their league. Fees to be determined prior to registration opening for 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 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 KPAPWA 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.

