

PYA Bylaw Additions and Revisions

January 4, 2019

NEW:

Article 4 Letter G

All board members, board of commissioners, appointed members and HEAD coaches' children shall participate in all annual PYA sports programs registration fee free in the sport in which they oversee. This should be budgeted by sport in the annual budget proposal accordingly. All fees and expenses not related to registration are the responsibility of the parent. HEAD coaches' children that serve on their team shall participate registration fee free. All other fees apply and must be paid.

REVISIONS:

ARTICLE 19 #9 if the above is approved.

This article states:
Everyone pays for all memberships and all sport fees, unless qualified under Article 4 Letter G.

REVISION:

ARTICLE 8 - MEETINGS

A formal and legal meeting of the PYA board shall be a meeting called by the PYA President, and attended by the elected officers, commissioners and eligible voting members constitutes the quorum of 6 needed officials/members for conducting the normal and/or business needs of the organization.

NEW:

Article 6.1 – DIRECTOR OF COMMUNICATIONS

Board of Directors shall appoint a Director of Communications. This role is not a board position and does not hold a voting responsibility. Appointment timeframes are at the discretion of the board.

The director of communications is responsible for managing and directing an organization's internal and external communications in a variety of channels to a select set of audiences. Audiences will include the board, parents, athletes, local partnering towns and schools, the general public and local media. The director of communications is responsible for handling the organization's public image, serving as a representative and keeping the flow of information from the Board moving in a productive manner. The director of communication creates and implements communication and marketing strategies, and serves as the key spokesperson and media contact for the organization. The director of communications is appointed by and reports directly to the board. The director of communications will attend board meetings and make

themselves available to the board and coaches as needed to execute required communication tactics.

Roles and Responsibilities

- Write press releases
- Post updates to social media
- Update web content
- Parent communications such as registration reminders, bounced checks, code of conduct violations and other needs defined by the board.
- Promote events such as registrations or fundraising and game attendance in all communication channels
- Create and disseminate marketing materials needed to support the promotion of individual sports

Access

The director of communication requires access to the web portal, email account, registration databases and social media channels to allow for prompt response to and posting of messages.

NEW:

Article 7.1 - Board of Directors Code of Conduct

- 1) All board members must fulfill all duties as assigned.
- 2) As a board member, one must abide by, uphold and be an example of the existing parent/player code of ethics (refer to addendum 1).
- 3) A PYA board member may not serve on a governing body of another external youth sport organization (excluding high school sports), particularly other organizations that create a conflict of interest without disclosing and receiving approval from the remaining members of the board.
- 4) A PYA board member's child should choose to participate in PYA sporting activities if the sport is available and should not choose to participate in a neighboring town unless extenuating circumstances exist and the request is made to, reviewed and approved by the board in an executive session.

NEW:

Article 19, Number 9 - Distribution of Food Booth Funds

- 1) A food booth manager must be appointed by the board of directors annually. This director is responsible for managing the purchasing, inventory, stocking, funds, reporting, management and upkeep of the food booth.
 - 2) An annual budget and profit-sharing proposal must be presented to the board by the food booth manager no later than May 1st to be reviewed by the board and presented for vote for approval by the membership at the May meeting (annually).
-

NEW:

**Article 19, Number 10 - Complaint Process for Executive Board and Board of Commissioners
Code of Conduct Violations and other Concerns**

- 1) A letter shall be submitted in writing by formal letter or email to every sitting board member and/or commissioner describing the nature of the complaint.
- 2) The board member/commissioner in question will be provided the opportunity to submit a letter of explanation or rebuttal in the same form to the board member and complainant.
- 3) The board members/commissioners not part of the complaint will meet in an emergency called meeting or executive session if time permits to discuss and manage the issue(s) presented.
- 4) An official decision/action memo will be issued by the executive board/board of commissioners to both parties and the complaint will be considered closed when conditions (if any) of that memo are fulfilled.