



**PEMBROKE YOUTH ASSOCIATION**

# **BYLAWS**

**As Amended Through October 5, 2017**

# BYLAWS

## PEMBROKE YOUTH ASSOCIATION (PYA)

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**ARTICLE 1  
ORGANIZATION NAME & LOCATION**

This organization should be known as the Pembroke Youth Association, Inc. Hereafter referred to as PYA. The Principle office will be at the PYA building, which resides at the Pembroke High School, Route 5&77, Corfu, New York 14036. The Correspondence address will be PYA, P.O. Box 386, Corfu, NY 14036

**ARTICLE 2  
PURPOSE & OBJECTIVE**

The purpose of PYA is to promote the physical, mental and moral development of children primarily through athletic endeavors. PYA aspires to be an outstanding educational-athletic organization that wants to provide and helps to promote a high-quality experience to every athlete/child. PYA firmly believes that a high-quality experience for every athlete/child means:

- Every athlete/child is coached using the principles of positive coaching
- Every athlete/child has fun at practices and games
- Every athlete/child feels like and is an important part of the team regardless of their performance
- Every Athlete/child learns "life lessons" that have value beyond the playing field
- Every Athlete/child learns the skills, the tactics and the strategies of the game in which will help them improve as a player but more importantly as an individual

PYA firmly believes in promoting, practicing and encouraging good sportsmanship and good self-esteem all while providing a safe, healthy and positive environment in which the youth of our community can learn the fundamentals of all sports while having opportunities for athletic and personal growth.

**ARTICLE 3  
STRUCTURE**

The structure for PYA consists of Executive Board, Elected Officers, Commissioners, Voting Members and Committees, all in which shall serve without pay, no financial gain of any income/profits or assets.

**EXECUTIVE BOARD**

Executive Board consists of Elected Officers and Board of Commissioners

**ELECTED OFFICERS**

Elected Officers consists of; The President, The Vice President, The Treasurer,  
The Secretary and the Sergeant at Arms

**BOARD OF COMMISSIONERS**

Board of Commissioners consists of; The Commissioner (one) from each PYA Sport

**VOTING MEMBERS**

Voting Members consists of anyone individual/family that has paid for membership and has completed all requirements for membership.

**COMMITTEES**

Committees consists of anyone appointed or selected to sit on by the Executive Board

**Permanent Committees:**

- Audit
- Bylaw
- Scholarship

**Special Committees:**

- Any other committee needed short term to serve a purpose, or rectify a situation.

**ARTICLE 4**  
**MEMBERS/MEMBERSHIP**

**Any person over the age of 18, resident of the surrounding communities, that fills out a membership form and pays for membership can become a PYA member. PYA does not discriminate on the basis of race, sex, ethnic background, age or religion.**

**1. Classes of Membership:**

A. Individual

B. Household

**Individual-** Any ONE person 18 and older, whose name is on the membership form, is to attend any and all required meetings, is required to complete any and all stated PYA Functions, has ONE vote and is the ONLY person who can exercise that vote. All requirements are non-transferable. Individual is responsible for all requirements themselves.

**Household-** Any person 18 and older residing in the same household, spouse, significant other, older children that are named on the membership form are all allowed to share ALL membership requirements. Anyone within that household and on the membership form can attend any and all required meetings, can complete any and all stated PYA functions and can cast their ONE household vote. Regardless of how all members feel with regards to voting, only ONE vote is allowed per household membership.

**2. Eligibility for Membership:**

- A. The member will be governed by all the rules set forth by the organization and will conduct oneself in a manner that defines and represents a PYA member. (I.e. no criticism, or derogatory remarks with regards to the organization, its members, or its executive board via social media, verbally, written or otherwise)
- B. The member will be responsible to attend at least 3 FULL meetings, in a calendar year (January - December), with all 3 meetings being attended before the year's final December's meeting.
- C. The member is also required to volunteer at 4 PYA functions per calendar year, (January - December) that will be decided upon by the Executive Board, some examples are food booth, coach, assistant coach, team parent, commissioner, concerts, winter fest, lining soccer field, sports tournaments, etc.
- D. Individuals are not considered a member until they have attended 1 Full meeting, as well as no member can vote on general voting issues until they have completed 1 FULL meeting after membership has been received and accepted. EXCEPTION — any member that is a member in good standing at the end of the previous year and has already paid their membership for the New Year is allowed to vote on any general issues in January.
- E. Member's attendance and participation in all meetings and PYA functions will be recorded by the secretary.

**3. Dues or Fees:**

- A. All members in good standing will receive a discount off their sport registration fee, for any child in the household playing any sport offered by PYA. Additional fees and uniform costs are not waived or discounted.
- B. Membership dues are payable by cash or check (payable to: Pembroke Youth Association) and must be received at the time of application. In order to fulfill membership requirements, no new members will be accepted after September 1<sup>st</sup> of each year.

- C. Application for membership can be given to the PYA Board in person at the beginning of a regular meeting for immediate approval or sent to the P.O. Box address (as stated in Article I) for approval at the next regular meeting.
- D. The application for membership will be accepted as the first order of business at a regularly scheduled meeting. The applicant is encouraged to attend the meeting but will be excused from voting on any matters.
- E. Please note that regardless of when membership is paid for whether January, or September, that membership is still only good until the end of December of that calendar year. Come January a new application and membership fee will need to be completed, reviewed and renewed.
- F. To offset the rising costs that may occur, with approval of the membership, at the end of the January meeting each year the following will be reviewed and possibly changed:
  - Membership Fee
  - Discount Percentage

#### **4. Member in Good Standing:**

- A. A Member in Good Standing is a member that has:
  - Attended 3 FULL meetings before November's meeting
  - Completed 4 PYA Functions
  - Membership paid in full
  - Completed Membership form

### **ARTICLE 5 COMMITTEES**

#### **1. Audit Committee:**

- A. Audit Committee is responsible for going over all financial policy and procedures ensuring all bank accounts are current, correct and up to date.
- B. Audit Committee will produce an annual statement to show/prove to membership where all accounts stand as well as will report any discrepancies.
- C. Audit committee should consist of no less than three (3) members. It would be beneficial if these members possessed a background in banking, accounting or auditing. These kinds of backgrounds will help to ensure the financial stability of PYA.
- D. Audit Committee will ensure to follow all PYA policy and procedures as well as any and all state, federal and local requirements.
- E. The executive Board will appoint the members for this committee and any member chosen will serve a One year term - calendar year from January through December.
  - Vacancies will be filled/appointed by the Executive Board
  - Resignations should be in writing and presented to the Executive Board at a regular meeting. Resignations should state last day and reason for leaving.
- F. Audit Committee has no authority to spend any funds.

## 2. Bylaw Committee:

- A. Bylaw Committee is responsible to ensure all PYA Bylaws, its policies and its procedures are being implemented and are to PYA advantage.
- B. Bylaw Committee should consist of no less than three (3) members.
- C. The Executive Board will appoint the members for this committee and any member chosen will serve a one (1) year term - calendar year from January through December.
  - Vacancies will be filled/appointed by the Executive Board
  - Resignations should be in writing and presented to the Executive Board at a regular meeting. Resignations should state last day and reason for leaving.
- D. Bylaw Committee has no authority to spend any funds.
- E. Any and all recommendations, ideas, suggestions and comments need to be presented in writing and presented to the Bylaw committee and if warranted then all recommendations can then be presented to the Executive Board and its members to be voted on by all eligible members. Majority vote of all eligible members present stands.

## 3. Scholarship Committee:

- A. Scholarship Committee is responsible for reviewing all applications meeting the requirements set forth in the PYA Scholarship Application.
- B. Scholarship Committee should consist of no less than three (3) members - These members should be non-biased and should be able to distinguish between worthy candidates.
- C. The Executive Board will appoint the members for this committee and any member chosen will serve a one (1) year term - calendar year from January through December.
  - Vacancies will be filled/appointed by the Executive Board
  - Resignations should be in writing and presented to the Executive Board at a regular meeting. Resignations should state last day and reason for leaving.
- D. Scholarship Committee has no authority to spend any funds.
- E. Scholarship Committee will award no more than \$1,500.00 per calendar year (January - December) to all eligible athletes that are High School Seniors.
  - Candidates need to fill out an application
  - Candidates need to have a certain GPA
  - \$1,500.00 can be given to one candidate or split and given to multiple candidates.
- F. Any and all recommendations, ideas, suggestions and comments need to be presented in writing and presented to the Scholarship Committee, if warranted then all recommendations can then be presented to the Executive Board and its members and voted on by all eligible members. Majority vote of all eligible members present stands.

#### **4. Other Committees:**

- A. Other Suggested Committees should consist of no less than three (3) members.
- B. The Executive Board will appoint the members for this committee and any member chosen will serve a one (1) year term - calendar year from January through December.
- Vacancies will be filled/appointed by the Executive Board
  - Resignations should be in writing and presented to the Executive Board at a regular meeting. Resignations should state last day and reason for leaving.
- C. Other Suggested Committees have no authority to spend any funds.
- D. Any and all recommendations, ideas, suggestions and comments need to be presented in writing and presented to the Executive Board, if warranted then all recommendations can then be presented to the members and voted on by all eligible members. Majority vote of all eligible members present stands.

### **ARTICLE 6 BOARD OF COMMISSIONERS**

#### **COMMISSIONER DUTIES**

1. Oversee the registration sign ups- Each Sport Commissioner will determine any and all fees for their sport for each season based on cost history from past seasons, new equipment needed, etc.
2. Chooses the coaches for their sport, contingent on passing background check.
3. Oversee complaints throughout the season.
4. Select and present uniform.
5. Present equipment requirements to the Board of Commissioners for approval to purchase.
6. Attend league meetings and game scheduling.
7. Works with Vice President to ensure all equipment is accounted for both before and at the end of the season.
8. Track and present to the Treasurer in the beginning of the season all registrations forms and payments of all participants.
9. Responsible for forming a committee and give list of names to Executive Board for approval.
10. Responsible for budget for sport- financial, fundraisers.
11. Commissioners are required to maintain an active PYA membership.

## **ARTICLE 7 ELECTED OFFICERS**

### **PRESIDENT DUTIES**

1. President is required to have his/her own Individual Membership.
2. President casts the deciding vote in the event of a tie at any meeting at which they preside or waive right to do so.
3. President CAN ONLY vote at Elections for Officers.
4. President CANNOT vote on any other General Matters.
5. Shall preside at all PYA Membership meetings.
6. Investigates and works with Board of Commissioners with regards to any circumstances that involve the removal of a member that has displayed improper conduct during a game or practice.
7. Signs all written contracts and letters approved by the Executive Board of PYA, on behalf of PYA.
8. Oversees the process of obtaining background checks on all prospective PYA Board members, Commissioners and Coaches.
9. Call and conduct PYA board meetings.
10. Call emergency/special meetings when necessary upon approval from the Executive Board.
11. Accept and respond to complaint forms.
12. Be available to perform background checks when the Vice President is unable to or is in conflict in doing so.
13. Be able to provide a second signature on all PYA checks, unless the check directly involves funds being paid to the President then the Secretary would have to sign.
14. Be responsible for the overseeing all the operations of PYA and help manage the day-to-day operations.
15. See that the organization adheres to the rules, regulations and polices as set forth in the PYA Bylaws and in other referenced documents.
16. Assure each officer is aware of their duties and responsibilities within their office.
17. Brings all disputes and protests to the Executive Board for consideration.
18. Appoint, audit and be a standing member of all committees but shall not be a chairman of any committee.
19. Is responsible for communication between all elected officers, board of commissioners, all committee members, all general members as well as the general public.
20. Works closely with all board of commissioners and committees to ensure things are running smoothly.
21. Along with the Treasurer and Audit committee shall oversee all PYA budgets and financial reports.
22. Shall transmit any and all records and correspondence to any person elected to succeed him/her in that office (i.e. passwords, keys, pin numbers, documentation etc.)
23. Serves as the official representative of the organization.
24. Has a set of keys to everything at all times



## **VICE PRESIDENT DUTIES**

1. Call and conduct PYA board meetings when the President is not able to do so.
2. Run background checks on all PYA board members, Commissioners, Committee members and coaches prior to each year/season.
3. Call emergency and special meetings when necessary upon approval from Executive Board.
4. Responsibility of tracking, inventorying and logging all sports equipment, as well as distributing and collecting any and all equipment for all Sports from all Sport Commissioners. Must keep track of all new, good, as well as any damaged equipment as well as know of any equipment that hasn't been returned and will then work with that Sport Commissioner to obtain missing equipment.
5. In the absence of the President, assume all the Presidents roles and responsibilities until next scheduled election.
6. Shall assume all responsibilities for all insurance matters, including but not limited to informing the Executive Board of officers about insurance coverage, handling claims (including follow up) and dealing with any insurance problems that may arise. Responsibilities include; researching all information to make sure Policy carries proper/adequate coverage and is paid and up-to-date, however "Executive Board" makes decisions on what to pay and how much.
7. Shall transmit any and all records and correspondence to any person elected to succeed him/her in that office.
8. Responsible to check PYA Building and work with School grounds keepers and commissioners of sports to make sure in good order/condition as well as plowed as needed.
9. Has a set of keys to everything at All Times.

## **TREASURER DUTIES**

1. Shall collect, receive and deposit all monies of PYA into the designated bank, M&T of Corfu, New York, and shall keep an accurate record of all the receipts and expenses and pay out funds only as authorized by the executive board.
2. Responsible for calling Election Votes out loud and tallying all votes with Secretary.
3. Shall present a Treasurer's report at every meeting.
4. Mandatory that he/she sits on Audit committee.
5. Audits all accounts and sports by their self as well as with audit committee.
6. Maintains the signing authority of all PYA accounts along with the President a 3<sup>rd</sup> party - Secretary.
7. President and Treasurer will be the authorized signors on all accounts.
8. Keeps accurate record of all receipts and disbursements, which are permanent records of PYA, all other financial records, must be retained for 7 years including current tax year.
9. Make an annual financial report for February, which includes gross receipts and disbursements for pervious and current year.
10. File or cause to be filed such annual reports with the IRS, the State of New York and local agencies as required by law.
11. Shall act as advisor, provide oversight and have the ability to review any and all financial records for any sports within PYA.

## **TREASURER DUTIES (Continued)**

12. Is the sole keeper of all checkbook, bank account information-statements, and receipts.
13. Shall transmit any and all records and correspondence to any person elected to succeed him/her in that office.
14. Custodian of the funds of the organization.
15. Makes sure books are audited.
16. Fills out appropriate tax forms.
17. Responsible for ALL keys.

## **SECRETARY DUTIES**

1. Distribute board-meeting notifications to all members.
2. Document and keep an accurate record of the proceedings of all meetings of the Executive Board and Elected Officers.
3. Record and track attendance and all PYA functions for all members.
4. Record all voting of expenditures in the minutes.
5. Responsible for keeping track of all votes and tally's them up with the Treasurer.
6. Prepare an agenda for all meetings along with the President.
7. Is the sole keeper of all registration forms and team rosters.
8. Should always have current copy of the Bylaws, Roberts Rules of Order.
9. Be responsible for the preparation, counting and recording of any necessary ballots due to a vote.
10. Be responsible to send/distribute any and all correspondence deemed necessary by the President and the Executive Board.
11. Publicize through whatever means possible the activities and events going on in PYA (Pembroke Youth Association Facebook Page).
12. Keep an updated list of all members for attendance and correspondence issues.
13. Shall provide minutes of PYA meetings to all officers of governing board within 2 weeks subsequent to the meeting.
14. Shall provide notice of all meetings as required by PYA Bylaws and rules of all meetings to all elected officers, all commissioners, all committees, all general members and to the community.
15. Shall transmit any and all records and correspondence to any person elected to succeed him/her in that office.
16. In absence of both President and Vice President, secretary calls meeting to order.
17. Maintains the official list of members and the official attendance list.
18. Have a current list of membership as well as current committees and committee members.
19. Provide second signature on all checks when either the President or Treasurer are unable to sign.

## SERGEANT AT ARMS DUTIES

1. Responsible for maintaining order at all times.
2. Performs Flag Ceremonies at every meeting "Pledge of Allegiance"- must make sure always have a Flag.
3. Fill in for Secretary if absent at a meeting- take notes/minutes and attendance/role call.

## 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 needed for conducting the normal and/or business needs of the organization.

Regular meetings will occur on the first Thursday of every month at 7:00pm, or otherwise notified and stated differently.

A regular meeting can be canceled, by the President and Executive Board, due to weather or other extenuating circumstances. If a meeting needs to be rescheduled, the Secretary will notify all members via email. If cancellation is not due to weather, notice can be stated at a regular meeting, but not less than 48 hours notice.

### **The following are guidelines for conducting PYA meetings:**

#### **General Meetings:**

1. All general meetings will be held once a month, the first Thursday of each month unless it is a holiday, then the meeting will take place on the second Thursday of that month.
2. The Election of Officers will be held during the December Regular Meeting.
3. All meetings will be conducted under Robert's Rules of Order.
4. The following Agenda shall be considered proper format for conducting all Official business of PYA:
  - a. Call to order
  - b. Application for New Members
  - c. Secretary's Report (minutes from previous meeting)
  - d. Treasurer's Report
  - e. Report from the Sport's Commissioners
  - f. Committee Reports
  - g. Old Business
  - h. New Business
  - i. Public Participation
  - j. Roll Call (per ARTICLE 9)
  - k. Adjournment

#### **Emergency Meetings:**

This type of meeting will be scheduled by a majority vote of the Executive Board. Once an Emergency meeting has been approved, the Secretary, unless otherwise delegated by the President will send all members notice of said meeting. A majority vote of the active executive board and eligible members present will pass any and all issues being voted upon.

### **Special Meeting:**

This type of meeting is held at a time different from a regular meeting, and convened only to consider one or more items of business specified in the call of the meeting. Each special meeting normally completes a separate session. A special meeting can be called by the President, Vice-President or Secretary, however it needs a majority vote of all eligible voting members and Executive Board present at the meeting it is presented. Special meetings must be called, set and voted upon at a regular meeting. All special meetings need to be at least 48 hours notice and specify the date, time, place and issue/item to be discussed. Once agreed upon the meeting will be noted within the minutes as well as the secretary will send out a separate email to all members reiterating the meeting and it's purpose.

### **Executive Session:**

The executive session is held one hour before each regular meeting and only the Executive Board attends this meeting unless otherwise agreed upon to invite others.

Within this meeting the Executive Board is to discuss any and all general matters within PYA as well as any and all issues that have come up within PYA since the last regular meeting.

## **ARTICLE 9 ATTENDANCE**

Any board member that misses 2 consecutive meetings without notification or approved absence or 5 meetings in any one-year period be removed, per ARTICLE 14, from his or her position on the board.

Role call will be done at every meeting. There will be a sign in sheet at the beginning of the meeting and the secretary will call each name/person present at the end of the meeting.

## **ARTICLE 10 RUNNING FOR OFFICE/VOTING**

1. Any Executive Board member that holds more than one seat at a time on the Executive Board are only allowed one vote.
2. Nominations for Officers will be held at the November meeting of every ODD year. Any and All nominations will need to be presented before the close of the November meeting. No nominations will be accepted after the November meeting is complete.
3. Elections for Officers will take place at the December meeting. Ballot votes will be used for Elections.
  - The Secretary will state who is eligible to run for office and vote and count the number of Eligible members out loud
  - The Treasurer will call each vote out loud, while the Secretary keeps track of all votes. The Secretary will then tally up the votes, the Treasurer will double check it and then present the tally to the President with the votes for each candidate along with the winning Member named for said Officer position. This process will continue for all Officer positions.
4. If an individual nominates him/herself for an office, their nomination would be considered the first motion, still requiring a second to the nomination.

5. If an individual is nominated by someone else, that individual can either accept or decline the nomination for said office/position, if they accept then someone else needs to 2nd the nomination.
6. Any and all individuals need to be present to be nominated, as well as to accept or decline their nomination.
7. An individual can only Accept and run for ONE office per election.
8. Any individual accepting nomination for an Office, must be a “Member in Good Standing” (Please see ARTICLE 4, Section 4-A) as well as attend the November meeting to be nominated and December’s meeting to be voted upon, unless prior arrangements or extenuating circumstances are approved by the Executive Board. Members voting in elections must also meet the requirements of Article 4, Section 4-A
9. Elected Officer Positions shall be established every ODD year by way of majority vote of active, eligible voting members.
10. There is a limit of a Two Consecutive Terms (a term is 2-years) per office.
11. After maximum term in one office has been reached an individual is still eligible to run for another office/position
12. Once an individual has reached the maximum term in one office they are unable to return to the same office until one term of absence from said office has occurred.
13. Any and all other votes, other than an “Election”, are first approved by the Executive Board, if passed then goes to the eligible voting members to be voted upon, however, if it is not passed by the Executive Board then it dies and does not go to eligible voting members to hear and vote upon.

## **ARTICLE 11 OFFICER VACANCIES**

1. Any member of the executive board of the association absent from 2 consecutive meetings (unless excused by majority vote of the other members of the executive board) shall have his/her membership automatically declared vacant, and the association shall request the appropriate sports organization to fill such vacancy. Willful neglect of his/her duties to the detriment of the association by any member shall be sufficient cause for removal.
2. A vacancy in the office of President shall be filled by the advancement of the Vice-President. The VP shall be the President and will retain the title of President for that remaining term. When a vacancy occurs in the office of the VP, Secretary, Treasurer, or Sergeant at Arms the Executive Board shall elect a person to fill the office for the remainder of the term for which the retired official was originally elected.

## **ARTICLE 12 RESIGNATIONS**

Any Officer, Commissioner, Special Committee Member, or other PYA official, who wishes to resign from their position, shall present their resignation in writing to the Executive Board at the next Regular meeting. The Resignation needs to state effective date and reason for resignation. Upon resignation any and all PYA property within their possession MUST be returned to an Elected Officer within 48 hours otherwise the resigning member will be subject to prosecution under all applicable laws within New York State.

**ARTICLE 13  
SUSPENSIONS**

1. The Executive board shall have the authority to suspend from the organization any member whose conduct is considered by a majority of the Board to be detrimental to the best interests of the organization.

**ARTICLE 14  
EXPULSIONS**

1. Any member within PYA that continuously fails to meet the membership requirements as well as violates any PYA Bylaws, with sufficient cause/evidence can and shall be expelled by the recommendation of the Majority of the Executive Board
2. Expulsions may be done at any regular meeting by the majority vote of all eligible voting members present at the meeting.
3. Expulsion time frames will be recommended by a majority of the Executive Board and then voted upon by all eligible members (i.e. remainder of the year, lifetime ban, etc)

**ARTICLE 15  
AMENDMENTS TO BYLAWS**

1. Any Bylaws prior to this edition will be null and void.
2. These Bylaws, or any section thereof, may be amended or replaced by majority vote of the eligible voting members. Bylaws may be amended but not abandoned. The Bylaws shall apply except where the conflict with local, state, or federal laws.
3. Any amendments needed for discussion will be presented to the Bylaw committee first, to be reviewed and discussed, the committee will then write up all pros and cons to the change of the new amendment will be presented and reviewed with the Executive Board. The Bylaw committee will bring any and all changes to all eligible voting members to be voted upon on at the next regular meeting.

**ARTICLE 16  
PARLIAMENTARY AUTHORITY**

1. PYA Meetings will be governed by Robert's Rules of Order.

**ARTICLE 17  
DISSOLUTION CLAUSE**

1. Per PYA's Article in Corporation, # 14 it states that in the event of dissolution, all the remaining assets and property of the Corporation shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501(c) (3) of the Internal Revenue Code of 1954, as amend, subject to an order of the Justice of the Supreme Court of the State of New York.

**ARTICLE 18  
INDEMNITY CLAUSE**

This Section Has Been Intentionally Left Blank.

## ARTICLE 19 GENERAL PYA OPERATING PROCEDURES

The Elected officers shall decide all matters pertaining to the finances of PYA. It shall be general policy to place all monies in a common treasure as follows.

### 1. Bank Accounts:

There will be three (3) bank accounts, General Fund, Food Booth, and All Sports.

- The treasurer will break out all sport accounts and monies per the Treasurer's report at each meeting.
- It is up to the President, Treasurer, Audit Committee and Commissioners of each sport to make sure any and all monies are applied, deposited and accounted for correctly.
- Each account will be maintained at a designated bank, currently is M&T Bank in Corfu, New York in which PYA will conduct business. These accounts will be used for all sport programs, food booth and everyday operations of and for PYA.
- General Fund - Monies that are to pay everyday operating expenses and equipment needed for use by PYA (i.e., Directors Insurance, file cabinets, hosts Hardship monies etc) any and all expenses are only paid upon approval by the Executive Board.
- Food Booth - Monies are to pay for all operating expenses and equipment, any and all repairs as well as stock of food to be sold.
- All Sports – Monies that are reserved for their respective sports.

### 2. Checks:

The President and the Treasurer are to sign all checks, unless the check is made out to the President, in which case the Treasurer and Secretary are to sign the check.

### 3. Hardships:

- Will be given and approved by the Executive board for any PYA individual that cannot afford the registration fees to insure that their child has the opportunity to participate in its programs.
- There will be a limited fund (amount determined by the Executive Board) set aside towards Hardships, once these funds are exhausted, no other child can be placed unless approved by the Executive Board. This will help with accountability, transparency, as well as each sports program.
- Volunteer opportunities will be encouraged to off set sign up fees.

### 4. Insurance:

- Each registered player shall be covered by an accident insurance policy. The policy will be in the name of, and obtained by, PYA. Any other parties involved must also be listed on the policy. For example- School, Town will be listed as an additional insurer when using the town or school field for league play.

## **5. Donations:**

### **Monetary Donations**

- No more than \$500 per Calendar Year (January - December) can be donated from any Sport Account or General Account outside of PYA. Funds raised for a PYA authorized goal (i.e. high school baseball or other partnerships) can be distributed with majority approval of the Executive Board and Voting Membership present.
- Deviations from the above procedure must be authorized by a majority of the Executive Board and approved by 3/4<sup>ths</sup> of the Voting Membership present at two (2) consecutive Regular Meetings.
- Monetary donations need to be addressed in a letter to the Executive Board, if the Executive Board approves said donation it will then be presented to all eligible voting members for approval, if the Executive Board denies the donation it will not be presented to all eligible voting members for approval.

### **Equipment Donations**

- Equipment donations need to be addressed in a letter to the Executive Board, if the Executive Board approves said donation it will then be presented to all eligible voting members for approval, if the Executive Board denies the donation it will not be presented to all eligible voting members for approval.

## **6. Expenditures:**

- Sport Commissioners are allowed to spend up to \$100 without approval however anything over \$100 will need approval by the Board of Commissioners and all eligible voting members.
- Any and all purchases need to have a receipt in order to be reimbursed. If there is NO receipt there will be NO reimbursement. All invoices will be subject for approval and if said invoice was not for PYA use, there will be no reimbursement.
- All reimbursements need to be completed within 30 days, unless extenuating circumstances are proven to and approved by a majority of the Executive Board, otherwise any individual will forfeit their right to reimbursement.
- Any and all individuals should obtain a copy of their receipt for themselves to keep for their own records, meanwhile all original receipts are to be turned over to the Treasurer for reimbursement as well as for record keeping.

## **7. Negative Accounts:**

- It is each Sport Commissioners' responsibility to maintain a balanced account and budget.
- No Account should have a negative balance, if an account is near to becoming negative it is up to the Sport Commissioner and the Executive Board to help figure out a way to stay positive or get back into the positive again (i.e. Fund-raising, etc).

## **8. Dissolution of any Sport within PYA:**

- Once all outstanding expenditures are reconciled any and all remaining monies will be transferred into the General Fund Account.
- All equipment that can be utilized by another sport within PYA will be transferred to that sport, however if there is equipment that cannot be utilized within PYA it shall then be donated to another not-for-profit organization.

## **9. EVERYONE PAYS FOR ALL MEMBERSHIPS, AND ALL SPORT FEES, NO ONE IS EXEMPT!**



## ARTICLE 20

### COACHES AND TEAM REPRESENTATIVES

1. All coaches will be approved by Sport Commissioner's recommendation.
2. Coaches are responsible for the conduct of themselves, their assistants, their players, and their fans at all times.
3. Background Checks
  - A. Background checks will be run on all coaches and commissioners and are paid by and out of each PYA Sport's account.
  - B. Any coach or commissioner whose background check is denied will not be allowed to coach or act as a commissioner for any sport within PYA for that year.
  - C. All Coaches must read and sign his/her coaches' Code of Ethics/Conduct agreement prior to being allowed to hold practices or games. This will include an agreement to follow the guidelines and rules set forth by PYA and other affiliated organizations.
4. The following is a partial list of responsibilities:
  - A. All complaints on coaches or team representatives should be presented in writing to the Commissioner of the sport in question. If the dispute or conflict cannot be resolved at this level, the dispute may be presented before the PYA Board of Commissioners for review. After a careful review the PYA Board of Commissioners may suspend or remove any coach, assistant coach, or any other team representative from further participation in the organization. Direct confrontation of coaches during and/or directly after a game is strongly discouraged. A 24-hour cooling off period is highly recommended.
  - B. Any coach or team representative ejected from a game by the referee or game official will be subject to the following suspensions:
    - a. 1<sup>st</sup> offense- 1 game suspension
    - b. 2<sup>nd</sup> offense- 5 game suspension
    - c. 3<sup>rd</sup> offense- Removal for remainder of season
    - d. 4<sup>th</sup> offense- Lifetime ban from PYA
  - C. Possible violation for ejection is:
    - a. Profanity
    - b. Abusive language on the field or in the presence of player participants.
    - c. Under the influence of intoxicating liquor or drugs while on the playing field or any other league activity.
    - d. Unsportsman like conduct
    - e. Willingly and intentionally abusing referees, coaches, assistant coaches, team representatives or players.

- D. The Board of Commissioners has the authority to penalize any coach or team representative, athlete, parents, or spectators for failure to comply with all rules and regulations within that sport as well as within PYA standards.

The penalties will be swift and fitting. Penalties may include, but are not limited to, the following:

- a. EJECTION FROM THE GAME
- b. REMOVAL FROM THE BALLPARK OR OTHER FACILITY AT ANY PYA EVENT
- c. REMOVAL FROM COACHES POSITION
- d. BAN FROM THE LEAGUE
- e. ARREST

E. FINES:

- Any Representative of PYA, Coach, Commissioner, Athlete, Spectator, Parent due to their own actions or behaviors that incurs a monetary fine on behalf of PYA IS RESPONSIBLE to the fine themselves.
- Until said fine is paid that person(s) will be banned from any and all PYA sports

F. Equipment:

- Each Coach will be responsible for the equipment issued to them. Equipment is to be returned to the Sport Commissioner upon requested date unless other arrangements have been made.

## **ARTICLE 21 PLAYER/PARENT PARTICIPATION**

Participation in PYA activities should be considered an extra-curricular privilege. It is each player and parent's responsibility to follow the rules of play and to comply with the guidelines of the sport and code of conduct.

1. Any parent or athlete failing to conduct themselves in a proper manner can result in loss of playing and or spectator privileges.
2. ALL parents and Athletes MUST follow the Code of Conduct.
3. Player Development - All players will be provided many opportunities through practice and games to advance their individual and team skills.
4. Sportsmanship - We expect all participants in our organization, players, coaches, referees, league officials, commissioners, parents and fans to conduct themselves with respect, and have a positive and constructive attitude toward each other and the game. Winning without bragging, losing without complaining or making excuses is encouraged. Without this fundamentally positive and respectful attitude, attempts to accomplish any of our goals are undermined.

5. Competition - Competition and the desire to win are essential elements of PYA. Competition is an important part of a player development and that playing to win is an important part of competition. We recognize, however, that the level of competition and playing to win will vary based on age, league, regular season and playoffs.
6. Fairness and Transparency- Our processes and our management will be fair and transparent. Merit, skill, positive attitudes and hard work will be rewarded. Our selection processes for our teams and coaches along with our finances and rules and regulations will be managed in a clear, direct and open way. We will strive to ensure that the processes by which selections or decisions are arrived at are fair to the whole and transparent to all.
7. Fun and safety- we believe the most important reason young people play sports is to have fun. This does not mean that everything every player does is fun all the time. It does mean that when a player looks back on the year, they feel they been in an environment that was fun. We also require that the environment is safe for players, coaches and all involved.
8. Uniform Policy— All Athletes are required to follow any and all PYA uniform policies as well as any policies that PYA is affiliated with.

## **ARTICLE 22 APPLICATION/PLACEMENT**

1. All players are divided into groups either by their age or grade level. Players must play in their age group or grade level unless approved by the Commissioner for that sport. Any player wanting to play in a higher age group must notify the sport commissioner before registering. All players will be placed accordingly.
2. No registration refunds will be issued after the first game. If a refund is due then all refunds will be given upon return of all PYA equipment.
3. All sports will have a deadline to join once that deadline has been met no one will be accepted after.

## PLAYER/PARENT CODE OF ETHICS/PLEDGE

The success of our sports season depends on our ability to work together as a team. This involves everyone, and it recognizes both our individual and common goals. The common goal is to create a team that includes each participant sharing equally in the activities and having each individual enjoy them self. The common goal works toward having each participant learn from the adult supervisors and from each other. The winning team does not necessarily mean a season with more wins than losses. It means that everyone met their individual goals and that the common goal was met.

### PLAYER'S PLEDGE

1. I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
2. I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
3. I will expect to receive a fair and equal amount of playing time.  
(Football is a minimum of 6 plays per game per NOFA rule.)
4. I will do my best to listen and learn from my coaches.
5. I will treat my coaches with respect regardless of race, sex, creed or abilities, and I will expect to be treated accordingly.
6. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being FUN!
7. I deserve to play in an alcohol, tobacco, and drug free environment and expect adults to respect that wish.
8. I will encourage my parents to be involved with my team in some capacity because it's important to me.
9. I will do my very best in school and my sport.
10. I will remember that a sport is an opportunity to learn and have fun.

### CODE OF ETHICS

1. Theft, destruction or misappropriation of funds or property of PYA, or any school grounds that we visit will not be tolerated.
2. Repeated lateness or early departures from practice or games will not be tolerated. Excessive absences will not be tolerated. Missing too many practices can result in the player receiving reduced playing time at the following game, unless the valid reason(s) are communicated to the coach.
3. Do not report to practices/games in a condition that is hazardous to you or other players. i.e. If you have a cast, you will only be able to watch the practice/game.
4. No careless, reckless or negligent behavior. NO HORSEPLAY- someone can get hurt.
5. Participating in a fight or committing abusive or intimidating acts or threats toward other players, coaches, team parents, or officials will NOT be tolerated. Be respectful to others. Be a good sportsman at all times.
6. Wear or use of equipment furnished by PYA appropriately.
7. Report all injuries immediately to your coach or team parent.

I, \_\_\_\_\_ have read and understand the PYA's Code of  
(Player name)

Ethic's and Player's Pledge. I will abide by all the rules set forth, as well as any directions by the coaching staff and officers of the Pembroke Your Association, If any fines are levied against PYA due to the misconduct of a parent and/or player, it will be the responsibility of the parent to pay said fine before the player will be allowed to participate in any further PYA activities.

Player's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

REVISED 02/18/13