



**PORTAGE
YOUTH
SOFTBALL**

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ORGANIZATION BY-LAWS

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PORTAGE YOUTH SOFTBALL, INC.

PO BOX 854 - PORTAGE, WI 53901

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REVISION HISTORY

- **V2021.1**
 - Initial writing of the Portage Youth Softball, Inc. Organizational By-Laws approved by the Board of Directors on Sunday, January 31, 2021.

BY-LAWS

I. Article I - General

I.A. Name

The official name of this organization shall be "Portage Youth Softball, Inc.," hereinafter referred to as "Portage Youth Softball", "PYS" or "Organization".

I.B. Mission

I.B.1. Full Mission Statement

PYS shall provide an affordable, quality, educational, welcoming, encouraging, competitive, and enjoyable fastpitch softball opportunity for youth girls in the Portage, WI community to foster a love for the sport, provide additional opportunities throughout the community, and to support the Portage High School Softball Program.

I.B.2. Shortened Mission Statement

PYS shall promote the sport of fastpitch softball in the Portage, WI community by providing opportunities for youth girls in the community while also supporting the Portage High School Softball Program.

I.B.3. Additional Objectives & Expectations

Throughout all PYS sponsored activities and opportunities, the following traits, including but not limited to, should be instilled in all participants: Honesty, Integrity, Loyalty, Teamwork, Discipline, Responsibility, Sportsmanship, Respect, Leadership, Trust, Compassion, and Commitment. Such traits are essential to successful members of our community, society, and athletic teams.

We shall instill in our youth players the following: the challenge of competition, the joy of victory, the reality of defeat, the importance of commitment, the benefits of community service, and the value of giving back.

It shall be the responsibility of all volunteers, parents, players, advisors, sponsors, coaches, fans, members, and others involved with PYS to promote the mission of the organization and hold others to the ideals and expectations that come with being involved in Portage Youth Softball.

I.C. Dissolution

Upon the dissolution of PYS, assets shall be donated to the Portage High School Softball Program or another non-profit or educational organization, with approval of the Board of Directors.

I.D. Non-Profit Status

PYS shall operate as a charitable organization under Section 501(c)(3) of the Internal Revenue Code of the Internal Revenue Service (IRS). As defined by the IRS: "The exempt purposes set forth in section 501(c)(3) are charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals. The term charitable is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency."

I.E. Official Colors

The official colors of PYS shall be Orange, Black, & White. Gray is an approved alternate color. Other colors must be approved by a majority of the Board of Directors prior to being used on any uniforms, logos, apparel, and the like. Signage, publications, media, and the like may contain other secondary colors without approval.

I.F. Mailing Address

The official PYS mailing address shall be “Portage Youth Softball, PO Box 854, Portage, WI 53901” unless otherwise designated by the Board of Directors.

I.G. Rules of Order

Where not specifically covered or defined in these By-Laws, the latest edition of *Robert’s Rules of Order* shall govern the Organization including all Board of Directors and Committee meetings.

II. Article II - Membership**II.A. Classes & Qualifications**

There shall be three (3) classes of our membership: Voting Members, Non-Voting Members, and Board of Directors Members.

II.A.1. Voting Members

Voting members shall be entitled to one (1) vote in the annual Board of Directors election.

Voting members are defined as approved volunteers and registered players. Registered players can defer their vote to a parent/guardian.

II.A.2. Non-Voting Members

Non-voting members shall not be entitled to vote in the annual Board of Directors election.

Non-voting members are defined as parents of registered players (with the exception noted in section **II.A.1**) and other people involved in PYS not meeting the definition specified in section **II.A.1**.

II.A.3. Board of Directors Members

Members elected to the Board of Directors during the annual Board of Directors election shall qualify as Voting Members as defined in section **II.A.1**. Additional rights and responsibilities are included in **Article IV**.

II.B. Voting Rights

Voting Members and Board of Directors Members shall be entitled to one (1) vote in the annual Board of Directors election.

Non-Voting Members shall not be entitled to vote in the annual Board of Directors election.

Board of Directors Members shall also be entitled to one (1) vote at PYS Board of Directors meetings. If a member of the Board of Directors occupies more than one position in the Board of Directors, they shall be entitled to a maximum of one (1) vote in total.

II.C. Proxies

Voting for the annual Board of Directors election will be conducted virtually using online voting. In-person voting will not occur for the Board of Directors election. Therefore, voting by proxy for the annual Board of Directors election does not apply.

Voting by proxy for Board of Directors meetings shall be prohibited. For members unable to attend Board of Directors meetings in person, phone or video participation shall be permitted. Electronic decisions not at a meeting shall be permitted according to section **IV.H**.

II.D. Dues, Fees, & Membership Requirements

No person shall be granted official membership as a Voting Member until all fees, dues, and membership requirements deemed appropriate by PYS have been paid and/or completed. Such requirements include player registration fees, player registration forms, volunteer applications, volunteer background checks, and other requirements outlined in other sections of these by-laws and/or other approved PYS policies.

II.E. Financial Assistance

In agreement with the PYS mission statement, PYS shall make an effort to not turn away players on the basis of financial means. Financial Assistance should be offered when possible to encourage participation from a diverse group of girls in the Portage, WI community.

Payment plans can be offered and approved by agreement between the Treasurer and Registrar or by a majority vote of the Board of Directors. Payment plans shall be defined as breaking the annual registration fee down into multiple, separate payments to be completed over the course of the current year. At least 25% - 50% of the base registration fee should be paid as an initial payment. Failure to fulfill payment plan requirements will prohibit the same player from receiving a payment plan for three (3) years into the future. Late registration fees can be waived for players new to PYS.

Any other discount (full or partial) must be approved by a majority of the Board of Directors. The Registrar should work with athletes requesting a financial assistance discount to complete the required registration documents with the exception of payment. Full payment or adjusted payment will then be due upon decision by the Board of Directors or the player will be allowed to withdraw their registration without penalty.

The Standing Finance Committee shall review all instances of financial assistance at the end of each year and propose adjustments to the financial assistance opportunities if required for approval by the Board of Directors.

II.F. Discounts

There shall be no discounts for a single family having multiple members.

Members that have membership requirements or fees reduced or waived by the Board of Directors or authorized representative shall retain full Voting Member status.

II.G. Membership Term

The membership term for Voting Members and Non-Voting Members shall be valid for up to one (1) year starting upon the completion of all membership requirements and fees as defined in section **II.D** and running through January 31 of the following year. If for any reason, the annual Board of Directors election is postponed beyond January, membership terms shall be automatically extended through the end of the annual election to ensure all Voting Members are able to vote in the annual Board of Directors election.

II.H. Membership Revocation

Membership status can be revoked by a majority vote of the Board of Directors. Players that withdraw their registration shall have their membership status changed from Voting Member to Non-Voting Member. Refer to **Article IV** for the process of removing a member from the Board of Directors.

III. Article III - Meetings**III.A. Annual Meeting**

The annual meeting of PYS shall be held in January, February, or March at the date and time designated by the Board of Directors and shall be held prior to player registration being opened for the upcoming

summer season. The annual election for the Board of Directors shall be completed virtually prior to the annual meeting. The annual meeting will be run by the newly elected Board of Directors. Topics of the annual meeting may include, but are not limited to: review of previous season(s), registration requirements, volunteer roles & requirements, survey results, upcoming season, expectations for all PYS members, additional opportunities, communication options, registration policies, organizational bylaws & changes, and more. Attendance is optional, but strongly encouraged for all players, parents, volunteers, and coaches. Attendance is required (unless excused by the Board President) for all Board of Directors members. The Annual Meeting must be scheduled and placed on the official PYS calendar at least thirty (30) days prior to the meeting.

III.B. Regular Board of Directors Meeting

The Board of Directors shall hold a minimum of four (4) Regular Board of Directors Meetings throughout the course of the calendar year, not including the Annual Meeting. Additional meetings shall be scheduled as required to ensure a highly functioning Board of Directors and successful Organization. At least one (1) meeting must be held during each quarter of the calendar year (January-March, April-June, July-September, October-December). Regular Board of Directors Meetings are open to the full membership and members of the public. Portions of these meetings may be closed to everyone except for members of the Board of Directors if topics of discussion are confidential or relate to disciplinary or legal action. Regular Board of Directors Meetings must be scheduled and placed on the official PYS calendar at least seven (7) days prior to the meeting.

III.C. Special Board of Directors Meeting

The Board of Directors shall hold Special Board of Directors Meetings as required. Special Board of Directors Meetings are open to the full membership and members of the public. Portions of these meetings may be closed to everyone except for members of the Board of Directors if topics of discussion are confidential or relate to disciplinary or legal action. Special Board of Directors Meetings must be scheduled and placed on the official PYS calendar at least forty-eight (48) hours prior to the meeting. Topics of discussion shall be limited to only urgent & time sensitive topics. All other topics shall be delayed until the next scheduled Regular Board of Directors Meeting.

III.D. Committee Meeting

Various committees as appointed by the Board of Directors or established by these By-Laws may hold meetings to plan for specific events or areas of the PYS organization. Committee Meetings are open to the full membership and members of the public. Committee Meetings must be scheduled and placed on the official PYS calendar at least forty-eight (48) hours prior to the meeting.

III.E. Location of Meeting

The Board of Directors shall designate a suitable place within the City of Portage, WI, USA for any PYS Meeting. Effort shall be made to hold the Annual Meeting in an ADA accessible public location to best accommodate all PYS members and members of the public (preferably in a Portage Community School District facility). Virtual meeting options shall be permitted if adequate access is provided to all who may wish to attend.

III.F. Notice of Meeting

Notice of the details of any meeting shall be posted on the official PYS calendar on the PYS website. Personal notice will be sent via email to all members for the Annual Meeting. Regular Board of Directors Meetings, Special Board of Directors Meetings, & Committee Meetings will only have notices sent out to those who are required or requested to attend. Notices for the Annual Meeting should be made at least four (4) times: 30 days prior, 14 days prior, 7 days prior, and 1 day prior. Notices for Regular Board of Directors Meetings shall be made at least five (5) days prior to the meeting. Notices for Special Board of

Directors Meetings and Committee Meetings shall be made immediately after the scheduling of the meeting and at least twenty-four (24) hours prior to the start of the meeting. In general, meeting notices shall not be sent more than thirty (30) days in advance without at least one (1) additional reminder sent within thirty (30) days of the meeting.

III.G. Meeting Records

The Secretary or appointed representative shall be responsible for keeping records of meeting agendas and meeting minutes for all PYS meetings.

The Annual Meeting shall consist of a slideshow or other informational display. Decisions shall not be made at the Annual Meeting so a meeting agenda and meeting minutes are not required. The slideshow or informational display shall be used as the record of the meeting.

All other meetings shall have a meeting agenda published to the PYS website with any applicable attachments or references prior to the start of the meeting. For Regular Board of Directors Meetings, meeting agendas/packets shall be posted at least five (5) days prior to the meeting. The meeting agenda/packet should also be sent out via email to all required/requested attendees. For Special Board of Directors Meetings and Committee Meetings, the meeting agenda/packet shall be published to the PYS website at least twenty-four (24) hours prior to the meeting and should also be sent out via email to all required/requested attendees.

All meetings shall have meeting minutes published in draft form to the PYS website within seven (7) days after the meeting. Meeting minutes in draft form shall be reviewed at the next Regular Board of Directors Meeting where they can either be approved or approved as modified at the Regular Board of Directors Meeting. After approval, updated meeting minutes shall be published to the PYS website.

III.H. Quorum

A quorum shall be met for Board of Directors meetings when a majority of the Board of Directors members are present (> 50%). A quorum shall be met for Committee meetings when a majority of committee members are present (> 50%). Business can be discussed at meetings without a quorum. However, no decisions shall be made without a quorum and all motions/approvals/decisions must be delayed until the next scheduled meeting.

IV. Article IV - Board of Directors

IV.A. Authority

The authority to amend these by-laws and make decisions concerning PYS shall be vested in a volunteer Board of Directors. The Board of Directors shall be responsible for all decisions within the organization except for the election of the Board of Directors. The Board of Directors shall be elected by the full Voting Member membership. No minimum number of votes is required to elect the Board of Directors.

IV.B. Size

The affairs of PYS shall be managed by a volunteer Board of Directors consisting of not fewer than five (5) nor more than eleven (11) members. The size of the Board of Directors shall be set at the end of the year by the current Board of Directors for the next year/Board of Directors.

IV.C. Qualifications

All members of the PYS Board of Directors must pass a background check prior to being allowed to serve in their elected position.

IV.C.1. Executive Officers

There shall be four (4) executive officer positions on the Board of Directors: President, Vice President, Secretary, and Treasurer. Executive officers must be a minimum of twenty-five (25) years of age.

IV.C.2. At-Large/Coordinator Members

There shall be an unlimited number of At-Large/Coordinator Members so long as the number does not cause the total number of Board of Directors members to exceed the maximum number of Board members as designated in section **IV.B**. Coordinators shall be tasked with overseeing various portions of the PYS organization and/or committees tasked with planning events or evaluating options and alternatives for various topics. At-Large members shall have no designated specific role and instead are responsible for helping in any area of the organization as requested by an Executive Officer or Coordinator. At-Large/Coordinator Members must be at least eighteen (18) years of age.

IV.C.3. Appointed Members

Appointed members shall be members appointed by each new Board of Directors after the annual Board of Directors election. Appointed members shall count in the total number of Board of Directors members and shall be entitled to one vote. However, appointed members need not be elected as an Executive Officer or At-Large/Coordinator Member.

The Portage High School Softball Program Liaison shall be an Appointed Member to ensure the collaboration between PYS and the PHS Softball Program in the event no member of the PHS Softball Coaching Staff or PHS Athletic Department is elected to the Board of Directors.

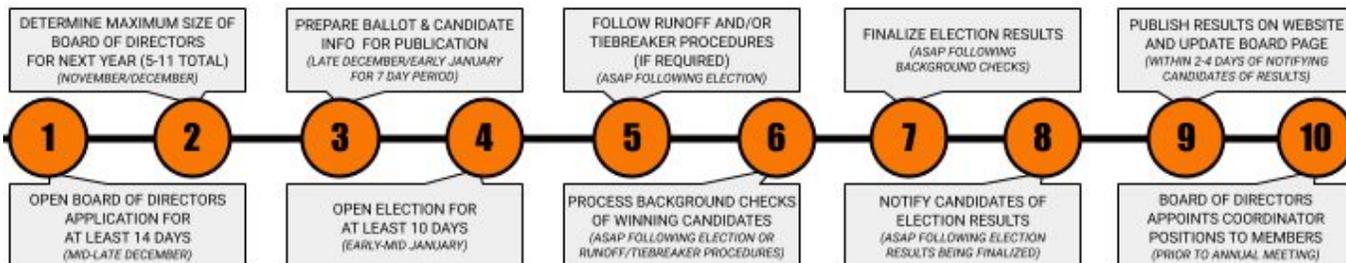
No other voting positions may be directly appointed by the Board of Directors except when filling a vacancy unless noted elsewhere in these By-Laws. Non-voting positions may be appointed by the Board of Directors without limit.

IV.D. Election & Terms**IV.D.1. Schedule**

To protect the voting rights of the membership and ensure oversight over the Board of Directors, the Board of Directors shall be elected by the voting membership on an annual basis. At the end of the year in November or December, the Board of Directors shall decide how many members to have on the Board of Directors for the next year. Applications for the Board of Directors should be opened to the public in December prior to the annual election for at least fourteen (14) days. Candidates can apply for each Executive Officer position separately in addition to applying to be an At-Large/Coordinator Member. A period of seven (7) days between the close of the application and start of the election should be used to prepare the virtual election ballot, verify candidate qualifications and experience, and send out candidate information to the membership prior to the election starting. Elections shall take place virtually each year in early-mid January, with the exact dates to be determined by the Board of Directors. The annual Board of Directors election must be completed at least seven (7) days prior to the Annual Meeting and the election must run for at least ten (10) days. If there are ties or undecided races, the runoff and/or tiebreaker procedures shall be promptly followed. Winning candidates shall then have their background checks processed prior to finalizing election results. Upon finalization of election results, all candidates shall be notified of election results. Results shall then be posted on the Organization website and distributed within 2-4 days following

notification of candidates. Board of Directors members shall assume their positions upon election results being finalized and published on the Organization website. At the next Regular Board of Directors meeting, the Board of Directors shall appoint the Coordinator positions to members of the Board of Directors.

The timeline below shall be used for reference of the PYS Board of Directors election process.



IV.D.2. Voting

Each Voting Member shall be entitled to one (1) vote in the annual Board of Directors election. All voting will be virtual by means of an online ballot. Identification of members will be verified using their name, date of birth, and any other information on file. Members may request to have their ballot voided so they can change their votes by written request to PYS up until 48 hours before the election closes. Members shall also be allowed to adjust their votes until the designated voting deadline if no assistance from PYS is required.

IV.D.3. Position Assignment & Terms

Candidates for Executive Officer positions will be voted on directly by the Voting Members for each of the four (4) Executive Officer positions. Candidates elected to an Executive Officer position will serve a two (2) year term starting upon finalized election results and ending upon the finalized election results two (2) years in the future, unless reelected. Executive Officer positions are not assigned by the Board of Directors as they are directly decided by the annual Board of Directors election. The positions of President & Treasurer shall be elected in odd years. The positions of Vice President & Secretary shall be elected in even years.

In the event that there are no candidates for an Executive Officer position, no candidates shall be placed on the ballot for such position(s). The new Board of Directors shall offer such vacant Executive Officer position(s) to a qualified and elected At-Large/Coordinator member. If there are no qualified/elected At-Large/Coordinator members willing to serve as an Executive Officer, the vacant position(s) shall be offered to another qualified candidate from the election ballot. Qualified candidates shall include any candidates that meet the minimum qualifications for an Executive Officer position and that were on the ballot for any election race. If there are no qualified candidates to serve in such position, the Board of Directors shall have the power to appoint any qualified person to serve in such position until the time of the next Board of Directors election.

Candidates for Coordinator & At-Large positions will be voted on by the Voting Members for At-Large/Coordinator positions. The previous Board of Directors shall determine how many total members should be on the Board of Directors for the next year. The candidates with the most votes will win At-Large/Coordinator seats. The new Board of Directors will nominate and approve positions for these members of the Board of Directors. Candidates elected to an

At-Large/Coordinator positions will serve a one (1) year term starting upon finalized election results and ending upon the finalized election results of the next year, unless reelected.

There shall be no term limits on any positions in the Board of Directors.

IV.D.4. Ties

In the event of a tie in a race for an Executive Officer, the tie shall be decided by the Board of Directors in place prior to the election at a Special Board of Directors Meeting. The tie shall be decided prior to the results of the election being finalized and published. If a tied candidate is currently on the Board, they shall not vote nor be present at the Special Board of Directors Meeting where the tie is decided.

In the event of a tie race for the last remaining At-Large/Coordinator position, the tie shall be decided by the incoming Board of Directors after the election results are finalized with the exception of the spot(s) that are tied.

IV.D.5. Multiple Candidates

In races for Executive Officers, the winning candidate must receive at least fifty percent (50%) of the vote. In the event there are three (3) or more candidates for any Executive Officer position and no candidate receives at least fifty percent (50%), a runoff election shall be held only for such positions where no winner is declared.

IV.D.6. Runoff Election

A runoff election shall be conducted virtually in the same manner as the annual election. Those eligible to vote shall include the full Voting Membership at the time of the annual election. The top two candidates for all undecided positions shall be placed on the runoff election ballot. If multiple candidates are tied so that the candidates cannot be narrowed down to the top two (2) candidates, additional candidates may be added to the runoff election ballot. However, in the event the race is not decided by the runoff election, the race shall be treated as a tie detailed in section **IV.D.4**. The runoff election shall last three (3) days. In the event of a tie, the process detailed in section **IV.D.4** shall be followed.

IV.D.7. Failed Background Check

A candidate who fails a PYS background check according to the PYS rejection criteria shall not be allowed to serve on the Board of Directors or as any other volunteer role for any reason. If after the annual election, a winning candidate fails a PYS background check, they shall not be declared the winner and the next steps depend on the type of race and number of other candidates.

For Executive Officer races where there is only one (1) other candidate, the other candidate shall be declared the winner even if they received less than fifty percent (50%) of the vote. For Executive Officer races with more than one (1) other candidate, a runoff election shall be held per section **IV.D.6** unless a runoff election was already conducted for the race. If a runoff election had already been conducted, the race shall be treated as a tie per section **IV.D.4**.

For At-Large/Coordinator candidates, the candidate failing the background check shall be removed from the ballot. No runoff election shall be held. If the removal of the candidate results in a tie between other candidates, section **IV.D.4** shall be followed.

IV.E. Grounds for Removal

Members of the Board of Directors shall be removed from the Board of Directors upon the following condition(s).

IV.E.1. Reasons

IV.E.1.1. Conduct

If the conduct which includes but is not limited to: behavior, language, and coaching style, is deemed inappropriate or against the policies and mission of PYS, then the member shall be subject to removal from the Board of Directors.

IV.E.1.2. Communication

Any member of the Board of Directors that fails to effectively communicate with the entire Board of Directors shall be subject to removal from the Board of Directors.

IV.E.1.3. Attendance

Any member of the Board of Directors that misses three (3) consecutive Regular Board of Directors Meetings or ½ of the Regular Board of Directors Meetings in any given year shall be subject to removal from the Board of Directors.

IV.E.2. Process

To initiate the process to remove a member from the Board of Directors, the Board member petitioning the removal of another member should propose a Special Board of Directors meeting. Alternatively, the topic shall be added to the next Regular Board of Directors Meeting. At the meeting, the petitioner shall make their case as to why they feel the member should be removed from the Board. The Board member being recommended for removal should be given the chance to offer their side of the story or an explanation. A vote shall then proceed. The Board member will be deemed removed if a ⅔ majority of the Board votes to remove the said member from the Board.

IV.F. Vacancies

Any vacancy occurring in the Board of Directors because of death, resignation, or removal may be filled by the remaining Board of Directors with a majority vote for a time period extending until the next Board of Directors election is complete even if the term extends past the election. Effort should be made to fill the vacant position if the vacancy occurs more than three (3) months from the annual Board of Directors election. For vacancies that occur within three (3) months of the next annual Board of Directors election, the position may remain unfilled unless deemed critical to the success of PYS by the Board of Directors.

IV.G. Resignations

Members of the Board of Directors may resign from their elected position with a two (2) month written notice to the Board of Directors. However, Members of the Board of Directors are encouraged to fulfill the entirety of their elected term to minimize disruptions to the operations of PYS. Upon a notice of resignation being submitted to the Board of Directors, the vacancy shall be publicized on the PYS website and communication channels so that interested candidates may express their desire to fill the position. Interim Members of the Board of Directors shall be appointed to serve up until the next election at which point they will need to apply for the Board of Directors and win the election to continue serving on the Board of Directors, even if the partial term extends past the election.

Members of the Board of Directors that wish not to seek reelection to the Board of Directors shall be expected to inform the Board of Directors prior to the annual Board of Directors application period so that expected vacant/uncontested positions can be adequately advertised.

IV.H. Electronic Decisions Not at a Meeting

If decisions need to be made quickly on a limited number of topics, a vote can be conducted via email or video conference without the need for an official meeting. Any decisions made via an electronic method must be reviewed at the next Regular Board of Directors Meeting. Votes via electronic method shall be allowed for five (5) days or until such time that all votes are received, whichever is shorter. A quorum shall still be required to pass any motion conducted via electronic method not at a meeting.

IV.I. Positions & Responsibilities

The following positions are considered as Executive Officer positions as defined in section **IV.C.1**. All Executive Officer positions are responsible for ensuring the PYS By-Laws are followed as written.

IV.I.1. President

The President shall be the chief executive officer of PYS and shall preside over all meetings within the organization except in the case where the President is being considered for removal as specified in section **IV.E.2** in which case the Vice President shall preside. The President shall efficiently communicate amongst the members of the organization and shall oversee all committees of PYS.

The duties of the President shall include, but not be limited to the following:

- Oversee all PYS committees and preside over all PYS meetings (unless specified elsewhere).
- Assist the Secretary in preparing meeting agendas prior to all meetings and ensure all agendas are distributed and published on the PYS website at appropriate times.
- Work with the Portage High School Softball Program Liaison to help bring PYS in close alliance with the PHS Softball Program.
- Manage all other Board of Directors Members and Volunteers in coordination with the Volunteer Coordinator.
- Issue public statements regarding the status of PYS.
- Create plans for future changes to the structure & offerings of PYS.
- Work with the PHS Softball Program and PHS Athletic Department to determine which facility upgrades are needed and possible.
- Serve on the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.
- Vote only in the event of a tie on motions at Board of Directors Meetings. The President shall be included in the number of Board of Directors present to achieve a quorum.

IV.I.2. Vice President

The Vice President shall perform such duties as may be assigned by the President or Board of Directors and shall preside over meetings and committees in the absence of the President.

The duties of the Vice President shall include, but not be limited to the following:

- Assist the President in their duties and act as the President in the absence of the President.
- Work closely with other members of the Board of Directors throughout the year to ensure tasks are being completed and deadlines are being met.
- Work on future planning for the organization including fundraising, special events, playing opportunities, facility upgrades, etc.
- Directly oversee various Coordinator positions ensuring responsibilities are fulfilled.

- Serve on the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.

IV.1.3. Treasurer

The Treasurer shall be the sole controller and record keeper of all PYS finances.

The duties of the Treasurer shall include, but not be limited to the following:

- Receive and have custody for all funds of PYS, including membership fees and dues.
- Keep complete and accurate accounts of all receipts and disbursements of PYS.
- Endorse and deposit all checks received by PYS.
- Monitor online payment accounts (i.e. PayPal, Stripe, etc.)
- Oversee the finances of the Concession Stand with the assistance of the Concessions Coordinator including managing methods of payment for purchases and ensuring items are priced to make a profit.
- Submit financial summaries consisting of account balances of PYS to the Board of Directors prior to each Regular Board of Directors Meeting.
- Submit profit & loss statements on a quarterly basis for review by the Standing Finance Committee and approval by the entire Board of Directors at the following Regular Board of Directors Meeting.
- Prepare and submit an annual financial report for the organization's Annual Meeting for the viewing of the membership.
- Submit annual financial reports to the accountant designated by the PYS Board of Directors.
- Be responsible for maintaining the organization's non-profit status and any additional requirements including, but not limited to: raffle licenses, tax-exempt status, etc.
- Serve as the Chair of the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.

IV.1.4. Secretary

The Secretary shall be the main record keeper of all organization records including financial records and meeting agendas/minutes.

The duties of the Secretary shall include, but not be limited to the following:

- Prepare meeting agendas/packets for all PYS meetings and ensure all agendas/packets are distributed and published on the PYS website at appropriate times..
- Keep detailed minutes of all meetings within the organization. Minutes should accurately detail the discussions of each meeting including start/stop times, motions, votes, tabled topics, future topics, and more. The purpose of minutes is so the Board and PYS membership can review and understand the minutes of a meeting, regardless of whether or not they attended the meeting. The Secretary may record video and/or audio of the meetings to assist in creating detailed minutes.
- Be custodian of the records of PYS. The Secretary shall share this responsibility with the Treasurer and Registrar.
- Issue all notices of meetings in conjunction with the Marketing Coordinator.

- Serve on the Standing Finance Committee to review PYS Financial Reports on a quarterly basis.

The following positions are considered as At-Large/Coordinator positions as defined in **IV.C.2**. Not all Coordinator positions need to be filled by members of the Board of Directors. Remaining positions can also be appointed by the Board of Directors to those not elected to the Board of Directors. Those appointed to Coordinator positions that are not on the Board of Directors shall not be entitled to a vote during Board of Directors Meetings. In the event Coordinator positions remain unfilled for a season, the Board of Directors shall share responsibility for the roles of unfilled Coordinator positions. All At-Large/Coordinator positions are responsible for ensuring the PYS By-Laws are followed as written.

IV.I.5. Registrar (Registration Coordinator)

The Registrar shall oversee the registration process and be the primary record keeper of all membership records.

The duties of the Registrar shall include, but not be limited to the following:

- Plan and prepare the online registration system for annual registrations with the assistance of the Technology Coordinator.
- Submit information about our leagues and playing opportunities to the Portage Daily Register, Portage Parks & Recreation Department, and all area schools for publication and distribution.
- Answer all registration questions during the registration period.
- Send correspondence regarding incomplete, complete, and pending registrations.
- Collect birth certificates or other identifying documents as required.
- Review PYS registration policies annually and recommend changes to the Board of Directors prior to the Annual Meeting and start of annual registration period.

IV.I.6. Sponsorship Coordinator

The Sponsorship Coordinator shall be the primary contact for the PYS Sponsorship Program and should focus on networking with area businesses to bring in additional income to further the mission of the Organization.

The duties of the Sponsorship Coordinator shall include, but not be limited to the following:

- Develop ways to expand the PYS Sponsorship Program.
- Ensure the Sponsorship Program is profitable for PYS and beneficial for the sponsors.
- Network with and recruit potential sponsors with the assistance of the entire Board of Directors.
- Communicate with sponsors to learn how to better improve the Sponsorship Program.
- Present recommended changes to the Board of Directors prior to the Annual Meeting.
- Ensure receipts and thank you letters are delivered to all sponsors with the assistance of the Treasurer.
- Lead all fundraising efforts with assistance from the Treasurer.

IV.I.7. Tournament Team Coordinator

The Tournament Team Coordinator shall be responsible for overseeing all PYS Tournament Teams (Portage Pride).

The duties of the Tournament Team Coordinator shall include, but not be limited to the following:

- Determine interest level at each age level throughout the year.
- Organize and run tryouts and evaluation sessions.
- Find possible tournaments for our tournament teams.
- Submit tournament registrations and payments after approval of the Board of Directors.
- Verify compliance with tournament requirements prior to registering for tournaments.
- Work with coaching staff to organize hotel blocks for tournaments that require overnight stays. (All reservations for rooms must be done by individual parents/guardians).

IV.1.8. Tournament Coordinator

The Tournament Coordinator shall be the main contact and planner for any PYS hosted tournaments throughout the year.

The duties of the Tournament Team Coordinator shall include, but not be limited to the following:

- Schedule all PYS hosted tournaments with approval of the Board of Directors.
- Work with the Marketing Coordinator and Technology Coordinator to publish information regarding PYS hosted tournaments on the PYS website, various tournament websites, and PYS social media pages.
- Directly contact qualified teams to ensure tournaments are filled.
- Work with the Umpire Coordinator to schedule umpires for the tournament(s).
- Work with the Facility Coordinator to secure necessary facilities and maintenance staff for the tournament(s).
- Create the tournament format and schedule.
- Remain on the tournament site for the entire duration of the tournament to handle all disputes, update tournament schedule, direct volunteers, and present awards at the conclusion of the tournament.
- Work with the Concessions Coordinator to ensure adequate variety and supply of food and beverages.
- Ensure facilities are prepared and cleaned prior to teams arriving on site.
- Contact all registered, waitlisted, and interested teams prior to, during, and after the tournament.
- Use feedback to suggest changes for future years to continue expanding our tournament offerings.

IV.1.9. Uniform & Apparel Coordinator

The Uniform & Apparel Coordinator shall be responsible for the design and ordering of all PYS uniforms, apparel, awards, and other promotional items.

The duties of the Uniform & Apparel Coordinator shall include, but not be limited to the following:

- Receive bids from area apparel companies (if applicable) for annual uniform and apparel orders.

- Work with apparel companies and/or the Board of Directors to create a design, ensuring all necessary elements are present on the uniforms.
- Developing apparel sales including online apparel stores and apparel raffles.
- Work with the Concessions Coordinator to determine supply needs for apparel in the Concession Stand.
- Promote the PYS organization using a variety of branded apparel options and other promotional items.

IV.I.10. Facility Coordinator

The Facility Coordinator shall be responsible for the scheduling of all PYS events and ensuring facility approval for all events.

The duties of the Facility Coordinator shall include, but not be limited to the following:

- Reserve field/gym time for all PYS teams and events.
- Work with the Portage High School Softball Program Liaison and the Portage Athletic Department.
- Prepare and organize routine facility maintenance.
- Ensure the online calendar is updated accurately and timely to display all games, practices, meetings, deadlines, special events, tournaments, and more.

IV.I.11. Equipment Coordinator

The Equipment Coordinator shall be responsible for managing and repairing/replacing all equipment owned by PYS.

The duties of the Equipment Coordinator shall include, but not be limited to the following:

- Track equipment inventory and determine equipment needs annually.
- Sign in and out equipment to approved coaches and volunteers.
- Sign in and out facility keys to head coaches and members of the Board of Directors.
- Prepare purchase requests for approval by the Treasurer and/or Board of Directors.
- Ensure all PYS owned equipment is safe and in good repair.
- Dispose of damaged equipment.
- Answer questions regarding equipment requirements for all leagues.
- Oversee online equipment help groups and buy/sell/trade groups.
- Organize all teams bags and sanitize equipment at the conclusion of each season.

IV.I.12. Marketing Coordinator

The Marketing Coordinator shall be responsible for publicizing the organization and promoting the mission of the organization.

The duties of the Marketing Coordinator shall include, but not be limited to the following:

- Updating the PYS website, social media pages, apps, and other communication methods with assistance from the Technology Coordinator.
- Regularly post on PYS social media accounts to engage members and fans.
- Create advertisements, flyers, and publications to promote PYS registration, events, fundraisers, and more.
- Send mass emails to PYS members to inform them of the happenings within the organization.
- Promote our generous sponsors with the help of the Sponsorship Coordinator.

- Ensure all meeting notices including agenda/packets and minutes are distributed and published on the PYS website with the assistance of the Secretary.
- Assist with creating the presentation for the Annual Meeting.

IV.I.13. Technology Coordinator

The Technology Coordinator shall be responsible for maintaining all digital accounts of the organization and assisting members and volunteers with such platforms and communication methods.

The duties of the Technology Coordinator shall include, but not be limited to the following:

- Create and maintain all digital accounts for the organization.
- Create and manage all online registration/form systems.
- Maintain the PYS website and make updates as required.
- Assist members including coaches, board members, volunteers, umpires, and athletes with all digital platforms used by PYS.
- Prepare reports related to registration with assistance of the Registrar.
- Promote our generous sponsors with the help of the Sponsorship Coordinator.
- Conduct an annual parent/player survey to determine areas of improvement for PYS.
- Work with the Marketing Coordinator to ensure all messages are being distributed across all platforms in a timely manner.
- Serve as webmaster including creating, updating, and monitoring the PYS website and associated plug-ins and integrations.

IV.I.14. Umpire Coordinator

The Umpire Coordinator shall be responsible for scheduling and communicating with umpires for all games and tournaments throughout the year.

The duties of the Umpire Coordinator shall include, but not be limited to the following:

- Recruit umpires for PYS games and tournaments.
- Understand the certification process and requirements.
- Verify umpire certification status and conduct background checks as required.
- Assign games to umpires based upon umpire availability and preference.
- Work with the Treasurer to ensure umpires are paid at the end of each month for games and at the conclusion of any tournaments.
- Evaluate umpires working for PYS to ensure the best umpires are being assigned a majority of available games.

IV.I.15. Volunteer Coordinator

The Volunteer Coordinator shall be responsible for recruiting PYS volunteers and ensuring all volunteer requirements are completed.

The duties of the Volunteer Coordinator shall include, but not be limited to the following:

- Determine volunteer requirements annually that are required for each volunteer role.
- Oversee the background check program including processing background checks, approving or denying volunteers, and contacting volunteers upon denial.
- Record all volunteer requirements in the volunteer database.
- Ensure only approved volunteers are assisting teams throughout the year.

- Develop volunteer training opportunities or classes to best prepare PYS volunteers.
- Organize volunteers for PYS special events including tailgates, tournaments, fundraisers, field maintenance days, etc.
- Track volunteer involvement and propose volunteer requirements for parents & guardians of registered players.

IV.I.16. Concessions Coordinator

The Concessions Coordinator shall be responsible for overseeing the ensuring the success of the concession stand and any other food & beverage sales.

The duties of the Concessions Coordinator shall include, but not be limited to the following:

- Order food and beverages to sell in the concession stand and at special events.
- Track inventory to determine which products should be added, maintained, or discontinued.
- Set prices for all items to ensure profitability on all items.
- Organize equipment and storage for larger events including tournaments and special events.
- Lock and unlock restrooms for all games, tournaments, and special events.
- Track finances of the concession stand and report to the Treasurer on at least a bi-weekly basis.

IV.I.17. At-Large Member

At-Large Members shall be responsible for assisting the other Board Members in their duties along with any other duties assigned by the President. At-Large Members should work toward transitioning into a Coordinator position over time to best distribute tasks amongst all Board Members.

IV.I.18. Portage High School Softball Program Liaison (PHS Liaison)

This position is considered an Appointed Position as defined in section **IV.C.3**. The person serving in this position need not be elected and shall be entitled to one (1) vote on the Board of Directors. If a coach of a PHS Softball Team or a member of the PHS Athletics Department is elected to another position on the Board of Directors, this position must be given to the highest ranking member as detailed below. The intent of this position is not to create an additional spot for a high school coach or athletics staff member if the Portage High School Softball Program is already represented elsewhere on the Board of Directors.

The PHS Liaison shall be responsible for connecting PYS and the Portage High School Softball Program.

The duties of the PHS Liaison shall include, but not be limited to the following:

- Ensure communication between PYS and the PHS Softball Program.
- Create opportunities to connect high school players with the youth players.
- Determine financial needs of the High School Program that can be helped and supported by PYS fundraising efforts.

Additional requirements and qualifications for this position include the following:

- Must be a coach of a PHS Softball Team, OR

- Must be a member of the PHS Athletics Department

Priority for the position shall be given the following order:

- Varsity Head Coach
- Junior Varsity Head Coach
- Varsity Assistant Coach
- Junior Varsity Assistant Coach
- Junior Varsity Reserve Head Coach
- Junior Varsity Reserve Assistant Coach
- Athletic Director
- Employee of the PHS Athletic Department Office

If there are no qualified people willing to serve in this role, it should remain unfilled and effort should be made to work with the high school program. However, funding to support high school programs or events should be suspended until such time the position is filled and there is a working relationship with the PHS Softball Program.

IV.I.19. Additional Positions

Additional positions can be added to the By-Laws by amending the By-Laws. It shall be acceptable for positions (excluding Executive Officer positions) to remain unfilled so long as the responsibilities of such positions are handled by other members of the Board of Directors or other appointed person(s).

IV.J. Multiple Positions

Members of the Board of Directors may hold multiple positions with the following limitations:

- No member shall be permitted to serve as more than one (1) Executive Officer at a given time (President, Vice President, Treasurer, and Secretary). In the event a person is elected to more than one Executive Officer positions, they shall be awarded the highest ranking position. If there is only one other candidate in the lower ranking position(s), the runner-up shall be declared the winner regardless of the number or percentage of votes received. If there are two (2) or more other candidates in the lower ranking position(s), a runoff election shall be held. Refer to sections **IV.D.4**, **IV.D.5**, and **IV.D.6**.
- Serving in multiple positions shall not entitle the Board Member to more than one (1) vote total.

IV.K. Additional Restrictions

The following additional restrictions regarding serving on the Board of Directors shall be in effect.

- No two (2) members of the Board of Directors shall be married.
- A parent and child may both serve on the Board with the restriction being only one of them can be an Executive Officer.
- All members of the Board of Directors including appointed members must go through the volunteer application process on an annual basis within all set deadlines and must be approved as a volunteer per Organization policies.

V. Article V - Financial Management

V.A. Fiscal Year

The Fiscal Year of PYS shall be January 1 through December 31, annually.

V.B. Checking Account

A business checking account shall be maintained to be the main depository of PYS funds. The President, Vice President, and Treasurer shall serve as the executors of the PYS checking account. The full Board of

Directors shall oversee the usage of funds with direct regular oversight from the Standing Finance Committee.

V.C. Standing Finance Committee

The Standing Finance Committee shall directly oversee all finances of the Organization. The committee shall be composed of the Executive Officers and optionally other person(s) as appointed by the Board of Directors. The Treasurer shall serve as the Chair of the Committee. At a minimum, the Committee shall conduct quarterly audits of the Organization for approval by the Board of Directors.

V.D. Digital Accounts

Digital bank accounts (i.e. PayPal) and payment processing accounts (i.e. PayPal, Stripe) shall be permitted so long as they are directly connected to the primary checking account and the activity on these accounts is reported on a regular basis with other PYS finances.

V.E. Savings Accounts

Additional savings accounts may be established for the purpose of saving towards specific expenditures (i.e. equipment replacement, facility upgrades, scholarships, etc.). Additionally, these funds may be kept in the main checking account with a separate Reserve Fund line item added to the official budget.

V.F. Reports

The Treasurer shall present a summarized report including income, expenses, and account balances at each Regular Board of Directors Meeting for review and approval by the Board of Directors. The Treasurer shall compile detailed budgets and expense categories for presentation at the Annual Meeting.

V.G. Budget

At the end of each year, the Treasurer shall present a proposed budget to the Board of Directors detailing anticipated expenses based on projected number of teams, games, facility upgrades, etc. The projected budget should set aside funds for each league, various facility upgrades & maintenance, equipment replacements, umpire fees, insurance fees, parent organization fees, etc. The proposed budget should be used in determining the required registration fees for the upcoming year. Expenses over the projected budget for any expense category should be reviewed by the Board of Directors.

V.H. Signatures

Checks under \$500 shall not require pre-approval by the Board of Directors. Such checks require a signature of either the President, Vice President, or Treasurer and must be reviewed at the next Regular Board of Directors Meeting. Checks equal to or greater than \$500 shall require pre-approval by a majority of the Board of Directors prior to being signed by the President, Vice President, or Treasurer. The same limits apply to purchases completed using electronic fund transfers or credit/debit card payment.

V.I. Bids

Any proposed expense over \$1,000 shall require at least two (2) bids to be presented to the Board of Directors at a Board of Directors Meeting prior to expense approval.

V.J. Reimbursement

Any expenses incurred by a member of the organization shall be submitted to the Treasurer for reimbursement. Reimbursement requests can only be processed if accompanied with the original receipt showing subtotal, tax, and total amounts. Tax will not be reimbursed. Use of the PYS tax-exempt status can be used at the time of purchase with advance contact of the Treasurer. Reimbursements greater than \$150 shall require approval by the majority of the Board of Directors.

V.K. Petty Cash

Petty cash should be avoided when possible with a preference to expense reimbursements to avoid mishandling of cash. Petty cash for operation of the concession stand shall be limited to no more than \$200. Regular deposits shall be made by the Treasurer when concession stand petty cash exceeds \$200.

V.L. Quarterly & Year-End Audits

The Treasurer shall prepare quarterly financial reports for auditing by the Standing Finance Committee. After the Standing Finance Committee reviews the 4th Quarter financial reports, such reports shall be reviewed by a qualified certified public accountant who shall be responsible for any and all tax filing requirements.

VI. Article VI - Player Registration

Players intending to participate on any PYS team must register during the annual registration period starting in January, February, or March of each year with the registration dates to be determined by the Registrar. All prospective players must fully complete an online registration form and submit payment for all base registration fees, outstanding fees, and additional fees if applicable. Prospective players must also agree to all additional policies, procedures, and agreements enacted by PYS.

For supplemental seasons in the same calendar year (i.e. fall softball), an additional registration form will be required prior to the start of the supplemental season.

Registration shall not be limited to girls living in or attending school in Portage, WI. The organization's priority shall be to provide opportunities for girls in the Portage, WI community. However, girls from surrounding communities are welcome to participate in PYS so long as they complete all registration requirements and there are sufficient roster spots available at their age level. Priority for non-Portage players shall be given to those who do not have a recreational youth softball organization in their home community. Affiliate organizations and other leagues may further restrict which players can participate in their leagues & divisions based on residential address or school district. Regardless of a player's residential address or school district, they are expected to attend a majority of games and practices.

VII. Article VII - Volunteer Requirements

Volunteers intending to participate within PYS in any way must apply during the annual volunteer application period. All prospective volunteers must complete an online volunteer application and any other requirements set forth by PYS. At a minimum, PYS will require annual background checks on all volunteers. Background checks will be paid for by PYS and will only be processed after all other volunteer requirements are completed for a volunteer. The only exception to the background check requirement is for volunteers less than eighteen (18) years of age or that are still enrolled in high school. Volunteers shall remain approved upon completing all volunteer requirements until their background check expires unless their approval is revoked by the Volunteer Coordinator or Board of Directors.

VIII. Article VIII - Umpire Requirements

Umpires for PYS shall be independent contractors and not employees of PYS. Scheduling preference shall be given to umpires currently registered and certified through the Wisconsin Interscholastic Athletic Association (WIAA). Umpires with the most experience shall be given preference, especially for older age levels. USA Softball (USASB) shall be an approved secondary umpire association. Umpires not registered with WIAA or USASB must request an annual background check through PYS with the cost to be deducted from their umpire game fees. Umpires shall not be assigned to work games for age levels consisting of players that are of equal or older age than the umpire, unless lack of umpires necessitates such an assignment. Under no situation should an umpire work such games behind the plate.

IX. Article IX - Sponsorships

It shall be the practice of PYS to solicit sponsorships from local businesses and/or families to assist with funding the various opportunities provided by PYS to our members. All sponsors must promote messages that are consistent with the mission of PYS. In exchange for financial assistance, PYS shall provide advertisement(s) and recognition in compliance with the PYS Sponsorship Program. The PYS Sponsorship Program shall be reviewed annually. Donations shall also be accepted for those that wish to remain anonymous or who do not wish to contribute enough for an official sponsorship.

X. Article X - Access to Facilities

Only approved PYS volunteers, players, umpires, and pre-approved personnel are allowed within the confines of play during any PYS activity. Confines of Play is defined as any area where a PYS activity is taking place, whether in Portage or another community. Examples include gymnasiums, dugouts, playing fields, batting cages, etc. Admittance into any of the areas designated as confines of play by non-approved personnel is strictly prohibited. Pre-approved personnel include the following: PCSD School District staff, EMTs, Paramedics, Law Enforcement Officers, First Responders, Tournament/Gameday Staff, and Parents/Guardians of Injured Players. Coaches and Board Members are responsible for enforcing access limitations for the safety of all involved within PYS. The Volunteer Coordinator shall be responsible for enforcing these rules and disciplining those who disobey them.

XI. Article XI - Players, Rosters, & Teams**XI.A. Team Assignments**

Players will be assigned to teams after the completion of the annual registration period. Where player numbers warrant more than one team at an age level, the head coaches for those teams, as decided by the Board of Directors, shall equally divide the players onto the teams. Effort should be made to make each team as equal as possible in terms of ability, positions played, playing experience, etc. Coaches are prohibited from contacting players on their team until rosters are approved and published by the Registrar to the Organization's website and other team management platforms, if applicable.

XI.B. Rosters

After players are assigned to teams, the Registrar shall review the team rosters to ensure equality between all teams at an age level. The Registrar shall modify teams as required in their judgment. Rosters will then be posted to the PYS website and player information will be distributed to head coaches.

The maximum number of players on a roster that will play games is twenty-three (23) players. If twenty-four (24) or more players are in the same age level, an additional team must be fielded unless a lack of volunteers makes an additional team unfeasible.

XI.C. Tournament Teams

Tournament Teams must be filled solely with players that are fully registered for a PYS recreational team. Players from outside organizations are prohibited from playing on PYS teams unless fully registered, paid, and participating on a recreational team.

To promote unity within PYS and ensure consistent branding, all PYS Tournament Teams shall operate under the name of "Portage Pride." No other names for Tournament Team names shall be used if any funding or resources are provided by PYS. Recreational Teams may enter into tournaments using the name of the Recreational Team (i.e. Portage Orange, Portage Black, etc.) and need not be entered as "Portage Pride." Tournament Teams using a non-approved name shall have all funding and resources withheld including, but not limited to: funding, insurance, digital resources, equipment, facility accommodations, etc. and shall not claim to be associated with PYS.

Players should be selected for tournament teams based on skill level as evaluated throughout PYS recreational seasons, tryouts, and evaluation sessions. Players should be evaluated by an impartial group of at least three (3) total evaluators consisting of board members, high school coaches, or other youth coaches in addition to the coaches of the tournament team. At least two (2) evaluators must be members of the Board of Directors that are not on the tournament team's coaching staff. The Tournament Team Coordinator shall schedule and oversee the evaluation process.

Upon being offered a spot onto a tournament team, a \$100 non-refundable deposit is due within fourteen (14) days to guarantee the player's spot on the roster as well as to ensure the commitment of the player and their family. The deposit can only be refunded if the tournament team dissolves or the season is canceled. The remaining playing fee which will be determined by the Board of Directors and will be communicated to parents/guardians prior to a deposit being invoiced shall be paid in full prior to the tournament team participating in any games or tournaments or prior to a deadline set by the Treasurer. Failure to pay fees prior to deadlines may result in the player being removed from the tournament team with the deposit, if paid, being held by PYS. Deadlines can be adjusted and payment plans created at the discretion of the Registrar and Treasurer.

XII. Article XII - Stipends

Stipends shall be issued to each head coach and top assistant coach in the form of a reimbursement or check at the conclusion of the season if the coaches are in good standing with PYS. Coaches can defer their stipend reimbursement to another player on their team or donate it back to PYS. There shall be no compensation for any Board members unless a Board member is also a coach qualified to receive a stipend. Stipends only apply to summer recreational teams. Tournament teams, fall teams, winter teams, and spring teams do not qualify for stipends.

XII.A. Head Coaches

Each head coach shall receive a stipend worth the value of the base registration fee for the age division they are coaching. If the head coach has no daughter on the team, the stipend shall be transferred to an assistant coach of their choice, deferred to another player on the team, or be issued as a check from PYS at the discretion of the head coach.

XII.B. Assistant Coach

Up to one (1) assistant coach per team shall be specified by the team's head coach to receive a stipend worth the value of half the base registration fee for the age division they are coaching. If the assistant coach has no daughter on the team, the stipend shall be transferred to another assistant coach of their choice, deferred to another player on the team, or be issued as a check from PYS at the discretion of the assistant coach.

XII.C. Process for Coaching Stipends

Stipends for coaches must be approved by a majority of the Board of Directors at the conclusion of the summer season. Upon approval from the Board of Directors, a reimbursement will be issued to the form of payment used during player registration. If a coach registers their player late and is assessed a late fee, the late fee will be kept by PYS and will not be included in the stipend reimbursement. For coaches without children on the team that elect to receive a check from PYS, the Treasurer shall issue a check for the appropriate value mailed to the mailing address on file.

XII.D. Co-Coach Stipends

In the event that more than one (1) coach is in the same role such as Co-Head Coaches, each team shall be limited to a total coaching stipend equal to one and one-half (1.5) times the value of the base registration fee for the age division they are coaching.

XII.E. Multi-Team Stipends

In the event a coach is eligible for a coaching stipend for more than one team, their total coaching stipend for a single year shall be limited to the value of the base registration fee for the most expensive age division they are coaching.

XII.F. Team Stipends

Each team shall be entitled to a stipend reimbursement to be used for an end-of-season gathering. The head coach will be responsible for organizing and funding the gathering. The expenses will be reimbursed up to the set limit upon submitting an expense reimbursement request with all receipts to the Treasurer. Reference section **V.J.** The value for a team stipend shall be \$50 for the first twelve (12) players on the official roster with an additional \$5 allotted for each additional player on the official roster.

XIII. Article XIII - Sportsmanship

Sportsmanship shall be promoted as a top priority throughout all PYS activities. Displaying fair, respectful, and ethical behavior during our sporting events reflects PYS as a quality organization. Sportsmanship also includes following the rules of all parent organizations or hosting teams in addition to being truthful regarding age and eligibility. Unsportsmanlike behavior should be disciplined by an approved volunteer or member of the Board of Directors. Good sportsmanship shall be encouraged and awarded when warranted.

XIV. Article XIV - Policies & Procedures

The Board of Directors may enact additional policies and procedures in addition to these By-Laws. Such policies and procedures must be approved by an affirmative vote of $\frac{2}{3}$ majority of the Board of Directors. Such policies must be publicly posted on the PYS website for access by the membership. Such policies may include, but not be limited to: Refund Policy, Late Registration Policy, Birth Certificate Policy, Team Assignment Policy, League Advancement Policy, etc. Any approved policies and procedures must be followed without exception until such time as the policy or procedure is repealed, amended, or replaced.

XV. Article XV - Insurance & Indemnification

The Board of Directors shall purchase an insurance policy for the Organization that covers all players, volunteers, employees, agents, and events including a policy that indemnifies the Executive Officers, Board of Directors members, Employees, Volunteers, and other Agents for actions taken by them on behalf of the Organization.

XVI. Article XVI - Amendments

The Board of Directors, by an affirmative vote of $\frac{2}{3}$ majority, shall have the powers to adopt, amend, or repeal any of the By-Laws of the PYS Organization except as noted below, provided notice of the proper amendments is given to each member of the Board of Directors at least ten (10) days prior to such meeting and is included on the official meeting agenda. All changes to the By-Laws must be summarized at the next Annual Meeting to inform the membership of changes to the structure of the PYS Organization. Additionally, any changes to the By-Laws must be communicated to all members within ten (10) days of the changes being approved by the Board of Directors or membership.

To protect the voting rights of the membership and to ensure oversight over the Board of Directors, the Board of Directors shall not have the authority to modify the following sections (and all subsections, as applicable): **II.A, II.B, IV.A, IV.C, IV.D, XVI**. Changes to such sections (and subsections) must be included on the ballot during the annual Board of Directors election for the full voting membership to vote on. Proposed amendments for such sections (and subsections) may be proposed by any voting member, including those on the Board of Directors, by submitting such proposals via email to the PYS Board of Directors no later than December 15 prior to the next election. An affirmative $\frac{2}{3}$ majority vote of the voting membership shall be required to amend such sections (and subsections).