EATONVILLE YOUTH SPORTS ASSOCIATION BYLAWS

(Adopted 11/1/2026)

ORGANIZATION

The name of the association shall be the Eatonville Youth Sports Association and shall be a registered 501(c)3 organization. The association shall have the authority to change its name anytime the board sees fit. The association's EIN is 91-1655782.

CORRESPONDENCE

The mailing address shall be P.O. Box 1533, Eatonville, Washington, 98328 for all official correspondence.

MISSION

EYSA's mission is to encourage youth development by providing opportunities for personal and athletic growth. EYSA promotes sportsmanship, self-esteem, and the development of life skills through engaging youths in sports while providing a safe, healthy, positive environment where the youths of our community can learn the fundamentals of sports.

DEFINITIONS

Administrative Board ("board") – The collective voting body of the association's directors and officers who are responsible for governing the association. The Administrative Board shall be the body responsible for selecting the individuals that will participate in its programs.

Director – An individual elected to serve on the association's governing body.

Executive Committee – The six-member group generally comprised of the association's officers.

Majority Vote – More than half of the votes cast with a quorum present.

Member – Any voting member of the EYSA board.

Quorum – The minimum number of members needed to vote on an item. The board shall adopt a policy defining meeting quorum requirements. High School Representatives shall not count when calculating quorum requirements.

Supermajority Vote – A minimum of a 2/3 total votes cast with a quorum present.

RULES OF ORDER

Robert's Rules of Order Newly Revised shall be the guideline procedures for conducting association meetings. If there is a conflict between those rules and these bylaws, these bylaws shall take precedence.

JOINING THE BOARD OF DIRECTORS

A person wishing to become a director must attend three consecutive regular meetings and then be nominated by a member. If seconded, a majority vote is required to appoint a person to a director position. The board may vote to excuse the absence of a person wishing to join the board if the absence is the result of the person fulfilling certain civic obligations (military, voting, jury, etc.). If determined by the board, an absence as the result of fulfilling civic obligations shall not count as a meeting missed for the consecutive meeting requirement. The interested person must still attend three meetings prior to being eligible to be nominated to the board. A supermajority vote of the board is required to excuse any absence not counting towards the consecutive meeting requirement.

Any new member must fill an unoccupied position when elected to the board. If there are no vacant positions, the board shall create a temporary position for the new member to occupy and shall provide the new member with the responsibilities of the newly created position. Newly created director positions shall be deemed temporary and shall expire at the end of the fiscal year unless appropriate amendments to these bylaws are adopted. Any member not assigned to a director or officer position shall be removed from the board.

Any temporary officer position created by the board shall be added at the end of the officer position ranking list for the purpose of defining their place in the association's order of succession. Any temporary director position created by the board shall be added at the end of the director position ranking list for the purpose of defining their place in the association's order of succession.

DECISION MAKING AND VOTING

Decisions requiring a vote shall include a clearly stated motion, a second, and a vote that must be included in the meeting minute. The minutes shall show which members voted in opposition of the motion. Voting by proxy, telephone, text, email, or any other communication medium shall be prohibited except where expressly permitted within these bylaws.

All members must vote on a motion unless there is a need for a member to recuse themself. A director's abstention counts as a vote in favor of a motion. Any member failing to cast their vote shall be deemed to have voted in favor of the motion.

OFFICERS

The board shall elect members to key positions known as "officers" by a majority vote of members at the annual meeting or as necessary in accordance with these bylaws. All officers shall be, by default, members of the Executive Committee and are the only members authorized to sign binding documents on behalf of the association. All officers shall be authorized to be signers on all EYSA financial accounts. The board shall have the authority to create additional officer positions as it deems necessary to effectively administer the association.

Officer positions, ranked highest to lowest, shall be:

President

The President is the senior board member and is responsible for overseeing the association's officers. The president shall prepare meeting agendas and preside over all board meetings. The President is responsible for the general oversight of the association's officers and directors and shall be responsible for ensuring that the association is on target with its mission statement. The President shall be responsible for securing insurance policies sufficient for the operation of the association. The President shall be responsible for pursuing grant opportunities and shall oversee the High School Representative positions.

Vice President

The Vice President shall act in the President's capacity should the President be unwilling or unable to do so. The Vice President shall ensure that the association's liability waiver provides sufficient protection and shall be responsible for ensuring that the association's non-profit status remains valid. The Vice President shall be responsible for receiving all association deliveries. The Vice President is responsible for the oversight of the Director of Storage, the Director of Inventory, and the Directors of Equipment positions.

Athletic Director

The Athletic Director is responsible for overseeing the administration of all association program volunteers. The Athletic Director is responsible for ensuring that all volunteers comply with eligibility standards adopted by the board (background checks, concussion certifications, etc.). The Athletic Director is responsible for the oversight of the Directors of Fields and Courts, the Director of Rules, the Director of Game Officials, and the Director of Coaches positions.

Registrar

The Registrar shall be responsible for building the registration and program platforms for each program and for creating game/playoff schedules. The Registrar is responsible for recommending program enrollment fees for approval. The Registrar is responsible for the oversight of the Director of Facilities, the Director of Pictures, and the Director of Communications positions.

Secretary

The Secretary shall be responsible for recording meeting minutes and is the official custodian of all EYSA documents requiring physical and virtual retention, unless otherwise noted in these bylaws. The Secretary is responsible for the oversight of the Director of Uniforms and the Director of Assessments positions.

Treasurer

The Treasurer shall be responsible for presenting financial reports, as required. The Treasurer maintains financial records in a manner to be readily available for review and shall serve as the custodian of receipts relevant to financial transactions. The Treasurer is responsible for ensuring that all federal, state, and local tax requirements are met. The Treasurer is responsible for the direct oversight of the Director of Awards, the Director of Advertising, and the Director of Fundraising positions.

DIRECTOR POSITIONS

The board shall have the authority to create director positions as it deems necessary to fulfill the needs of the association. The Executive Committee shall have the primary responsibility for seeking volunteers to fill vacant board positions.

Nothing in these bylaws shall prohibit a member from holding multiple board positions.

Directors do not have term limits, unless specifically outlined in these bylaws. All directors shall serve in accordance with the standards outlined in these bylaws and/or any other relevant rules and/or regulations.

Director positions shall be established and ranked from highest to lowest, proceeding any officer positions, in the following order:

Position #1, Director of Coaches

Recruits and retains volunteer coaches. Facilitates necessary coach clinics/meetings. Creates/maintains/updates coach codes of conduct. Investigates allegations of coach conduct violations as outlined in the policy manual. Responsible for ensuring that all coaches complete required documentation/certifications. Responsible for signing coaches up for practice schedules.

Position #2, Director of Fields and Courts #1

Assists the Director of Fields and Courts #2 to ensure that all facilities are in acceptable condition for use. Facilitates any needed repair of facilities prior to each program. Responsible for scheduling field prep, tracking payments owed to field preppers, submitting field prep payment requests to the Treasurer, and for the distribution of payments to field preppers. Responsible for scheduling access to facilities for practices and games.

Position #3, Director of Fields and Courts #2

Assists the Director of Fields and Courts #1 to ensure that all facilities are in acceptable condition for use. Facilitates any needed repair of facilities prior to each program. Responsible for scheduling field prep, tracking payments owed to field preppers, submitting field prep payment requests to the Treasurer, and for the distribution of payments to field preppers. Responsible for scheduling access to facilities for practices and games.

Position #4, Director of Game Officials

Recruits all program game official. Facilitates necessary training clinics and game official meetings. Creates, maintains, and updates game official codes of conduct. Investigates allegations of game official conduct violations as outlined in the policy manual. Responsible for scheduling game officials and documenting game official payments. Submits game official payment requests to the Treasurer and is responsible for the distribution of payments to game officials.

Position #5, Director of Equipment, Inventory, and Storage #1

Assists the Director of Equipment #2 with building equipment bags. Creates/maintains a log of equipment issued to coaches. Facilitates equipment delivery to coaches and serves as the primary point of contact for issues related to equipment. Submits equipment orders to the Vice President. Responsible for facilitating the building of goals, nets, hoops, etc.

Establishes and maintains equipment inventory levels and ensures that all EYSA property is adequately labeled; that all equipment is in serviceable condition for use. Submits inventory orders to the Vice President. Facilitates the maintenance of the Gator.

Responsible for the overall organization of EYSA storage facilities. Facilitates the maintenance/repair of storage facilities and ensures their overall security. Maintains an inventory of distributed storage facility keys.

Position #6, Director of Equipment, Inventory, and Storage #2

Assists the Director of Equipment #1 in building equipment bags. Facilitates equipment returns from coaches. Oversees the return and unpacking of gear bags. Responsible for facilitating the disassembly of goals, nets, hoops, etc.

Establishes and maintains equipment inventory levels and ensures that all EYSA property is adequately labeled; that all equipment is in serviceable condition for use. Submits inventory orders to the Vice President. Facilitates the maintenance of the Gator.

Responsible for the overall organization of EYSA storage facilities. Facilitates the maintenance/repair of storage facilities and ensures their overall security. Maintains an inventory of distributed storage facility keys.

Position #7, Director of Rules

Creates draft rules for each program. Provides draft rules to coaches for review and to program committees for approval. Distributes approved rules to coaches. Serves as the investigative body for issues related to non-conduct program rule violations as outlined in the policy manual. Serves as the primary point of contact for issues related to non-conduct program rule violations.

Position #8, Director of Facilities

Submits facility use requests. Ensures access to facilities is available, (keys, alarm codes, etc.). Maintains the Eatonville School District's online facility master schedule.

Position #9, Director of Safety

Responsible for creating awareness and educating the board and its program participants on the opportunities to provide a safe environment. Creates safety plans related to emergency incidents. Ensures that first aid kits are adequate and is responsible for the maintenance and distribution of association AEDs. Reviews all injuries reported to EYSA and identifies risk areas related to participant safety. Reports all safety concerns to the President.

Position #10, Director of Communications and Advertising

Reviews social media messages and "contact us" emails from users and forwards them to the appropriate director. Maintains the association's website and communicates game information regarding rainouts and other exigent topics to parents via social media. Regularly checks the EYSA mailbox and distributes mail to the appropriate director.

Facilitates the advertisement of association programs and vacant board positions. Creates and distributes program flyers to schools, businesses, and organizations that may help increase program enrollment. Responsible for securing end of season banquet venues.

Position #11, Director of Fundraising

Manages concession operations. Provides a monthly financial report to the Treasurer related to fundraising revenue and expenditures. Serves as the point of contact for issues related to fundraising and scholarships and serves as the coordinator for the association's participation on local fundraising opportunities. Responsible for updating the qualification requirements for scholarships and coordinating volunteer schedules related to scholarships. Actively seeks out sponsorships from outside sources and serves as the primary point of contact for issues related to grants/fundraising.

Position #12, Director of Uniforms

Facilitates the ordering, pick up, review, and delivery of uniforms. Responsible for the selection and overall design of uniforms. Serves as the primary point of contact for all issues related to uniforms.

Position #13, Director of Pictures

Schedules each program's picture day and facilitates vendor access to venues. Facilitates the distribution of order forms and pictures. Ensures that facility use requests are submitted and serves as the primary point of contact for all issues related to pictures.

Position #14, Director of Awards

Orders, picks up, and verifies the accuracy of the awards order and coordinates their distribution. Responsible for the selection and overall design of program awards. Coordinates end of program banquets/parties and maintains a positive working relationship with businesses providing these services. Maintains sponsor perpetual trophies.

High School Representatives #1 and #2

There shall be two positions on the board reserved for high school-aged students who have a desire to participate in the administration of the association. Individuals wishing to serve as a High School Representative must be elected to the board by a quorum and are not subject to the three consecutive meeting requirements. Once elected to the board, High School Representatives shall have the same privileges and authority as a director, unless otherwise noted in these bylaws.

Regardless of when a High School Representative was elected to the board, their term shall automatically expire yearly on June 30th.

High School Representatives shall be eligible to receive community service credits for their service on the board. The High School Representatives positions shall be delegated responsibilities as deemed necessary by the President. High School Representatives shall be eligible to receive payment for officiating and field prep activities.

ELECTIONS

The board shall adopt a policy governing the election process. Elections shall occur for all board positions at each annual meeting.

SPECIAL ELECTIONS

Nothing in these bylaws shall prevent the board from holding special elections at any time during the fiscal year. Motions to hold a special election shall require a supermajority vote of the board. Notice of a special election must be provided to all members a minimum of six days in advance. All activity related to elections shall be listed on the meeting agenda.

GOVERNING BODIES

The Administrative Board ("board").

The board shall include all members of the EYSA Board of Directors. The board is the primary governing body for the association as outlined in these bylaws. The board shall have the authority to act on behalf of EYSA subject to the laws of the State of Washington and within the guidelines of these bylaws and other relevant rules/regulations. The Administrative Board shall have the authority to govern the association as it deems necessary in accordance with these bylaws.

The Executive Committee

There shall be a six-person faction comprised of the association's officers who are tasked with overseeing the association's directors known as the Executive Committee. If at any time the total number of officers does not equal six, the board shall elect the number of directors needed to satisfy the six-person Executive Committee requirement. Directors elected to the Executive Committee shall serve in conjunction with the association's fiscal year.

The Executive Committee shall act in leu of the board for association matters requiring immediate attention between board meetings and shall have decision making authority on all association matters that cannot effectively and/or efficiently be addressed by the board. The Executive Committee shall have the authority to suspend any committee decision pending a board review at the next meeting. A supermajority vote of the Executive Committee is required to suspend a committee decision.

The Executive Committee shall have the authority to vote in person, via text, and/or via email so long as all Executive Committee members are privy to all communications regarding the issue being voted upon.

The board shall have the authority to overrule an Executive Committee decision by a majority vote. Executive Committee members shall not vote on motions to overrule an Executive Committee decision, nor shall Executive Committee members count towards the number of votes needed for the motion to pass.

The Executive Committee shall be used as a means of addressing emergent issues needing immediate attention between board meetings and shall not be used to undermine the board's inherent authority to govern association matters.

Fundraising Committee

The board shall create a Fundraising Committee for the purpose of developing and administering events geared towards funding a scholarship program for families who are unable to afford to participate in the association's programs. The Director of Fundraising shall serve as the committee chair and the board shall elect two additional members to serve on the committee for each fiscal year. The Fundraising Committee shall review and approve scholarship applications and shall be responsible for ensuring that scholarship recipients comply with the conditions of receiving a

scholarship.

Other Committees

The board shall have the authority to create additional committees for the purpose of delegating oversight as it deems necessary. Committees shall be comprised of at least three members selected by a majority vote of the board. Unless otherwise indicated by the board, a committee shall commence on the day its members are selected and shall dissolve at the end of the association's fiscal year. Committee decisions can be suspended by a supermajority vote of the Executive Committee or can be overturned by the board.

COMMITTEE CHAIRPERSON

The highest-ranking member of any committee shall serve as its chair unless otherwise noted in these bylaws. The committee chair shall lead committee meetings and shall notify the President of meetings held and/or action taken as soon as is reasonably possible. A committee shall never include enough members to constitute a board quorum. If a committee consists of enough members to constitute a quorum, the lowest ranking members of the committee shall be removed from the committee until the number of committee members no longer constitutes a quorum.

MEETINGS

The board shall adopt a consistent and predictable meeting schedule and shall have the authority to open its meetings to the public. All members shall receive a meeting agenda at least two days prior to any meeting. Nothing in these bylaws shall require the board to meet if there are no action items on the agenda. Items listed in the agenda's consent list shall not be considered action items.

Annual Meeting

An annual meeting shall be held once per year in conjunction with the end of the fiscal year when board elections will take place, and the annual financial report will be submitted.

Regular Meeting

Regular meetings must be frequent enough that all business can be addressed sufficiently and in a speedy and productive manner.

Special Meeting

When there is a need for the board or any of its committees to meet outside of a regular meeting, the board or committee shall have the authority to convene special meetings. Any member may request a special meeting via text or email to all members. Any request must include the date, time, and location of the meeting. If a quorum appears likely, the committee chair shall facilitate the member's request.

Executive Session

The board shall discuss and/or act on subjects of sensitive nature in an executive session. Moving to an executive session requires a motion, a second, and a majority vote.

Executive session minutes shall be recorded but shall not be part of the regular meeting minutes. The secretary shall maintain all executive session minutes separate from the regular meeting minutes.

Executive sessions shall be closed to the public.

MEMBER ATTENDANCE

The board shall establish an attendance policy outlining the attendance expectations of its members. Members who attend meetings remotely shall be considered absent from the meeting and shall not count towards a quorum requirement.

MEMBER REVIEWS/SANCTIONS

Members

The Executive Committee shall have the authority to levy sanctions against a member who is found to have engaged in activities detrimental to the association or its progress. The Executive Committee will investigate the allegation and will base any sanctions on the severity and recurrence of the incident. Any sanctions rendered by the Executive Committee shall require a supermajority vote.

The Executive Committee shall have the authority to levy sanctions against a member who is found to have engaged in activities detrimental to the association or its progress. The Executive Committee will investigate the allegation and will base any sanctions on the severity and recurrence of the incident. Any sanctions rendered by the Executive Committee shall require a supermajority vote.

Any member who receives an Executive Committee sanction may appeal the decision to the board within seven days of receiving notice of the sanction from the Executive Committee. The member requesting the appeal must notify the President in writing within 48-hours of receiving the sanction. The appeal shall be heard by the board at the following regular meeting. The board's vote on the appeal shall be deemed final.

Non-Members

The board shall adopt a policy outlining the process for conducting investigations related to issuing sanctions against individuals who participate in its programs.

MEMBER DISMISSAL/RESIGNATION

Members

Members may resign at any time by notifying an officer in writing or by notifying the board during a regular meeting.

Members may only be dismissed by a motion of the Executive Committee to the board, and motions to dismiss a member may only come as the result of a supermajority Executive Committee vote to do so. Members of the Executive Committee do not vote on the motion made to the board to dismiss the members and are not counted towards the number of total votes needed for the motion to pass or fail. A supermajority vote of the board is required for the motion to dismiss the member to pass.

Non-Members

The board shall adopt a policy outlining the process for conducting investigations related to issuing sanctions against non-members.

POLICY MANUAL

The board shall have the authority to create and maintain policy manuals that outline additional information and/or requirements relevant to the administration of the association. In the event of a conflict between these bylaws and any policy adopted by the board and/or its committees, these bylaws shall take precedence.

The board shall assign three members to review its policies for relevancy and applicability at a minimum of once each year in conjunction with the annual meeting.

PROGRAMS

The board shall have the authority to create and administer any youth sports program it sees fit and shall have the authority to dissolve any such program as it sees fit.

COMMISSIONERS

The board may appoint one or more commissioners to manage the day-to-day operation of a program for issues that cannot be addressed by the appropriate director. The commissioners shall be responsible for communicating a program's needs to the appropriate director/officer.

FINANCIAL REPORTING

The fiscal year of the association shall begin September 1st and end August 31st of each year. The Treasurer shall provide financial reports to the board as outlined in these bylaws, and the board shall vote to accept as being adequate or rejected as being inadequate for each financial report. The Treasure shall strive to create reports that result in board approval.

Monthly Financial Report

At the first regularly scheduled meeting of the month, the Treasurer will create a monthly financial report for the previous month that shall be presented to the board for review. The report shall itemize income and expenditures in a manner sufficient to determine the sustainability of the association as well as the sustainability of its individual programs. The report shall show who has received the association's funds and who the association has received funds from. The name and signature of the person preparing the report on and the day the report was prepared shall also be included in the report.

Annual Financial Review

By no later than October 1st of each year, the Treasurer for the previous fiscal year shall provide an annual financial report that includes all receipts, statements, and all other relevant financial documents related to the financial activity of the association to the President. The reports shall include documents that show the overall fiscal performance of the association for the fiscal year and shall include reports showing the overall fiscal performance of the association's individual programs.

The President shall appoint three persons to the Financial Review Committee who shall have sixty days to review the annual report. The committee shall share its review findings with the board and recommend the approval or rejection of the annual report. The board shall then vote to approve or reject the annual report.

At least one member of the Financial Review Committee shall be a non-member.

SUCCESSION

The order of succession shall be in conjunction with the member rankings defined in these bylaws. If the President and Vice President positions become vacant, the highest-ranking member shall facilitate an election for the selection of a new President. The new President shall appoint members to fill vacant officer positions and may, at his/her discretion, appoint members to fill vacant director positions.

SECURE DOCUMENT STORAGE

The board shall adopt a policy governing the safe and secure storage of association documents, including digital files.

REVENUE GENERATION AND INVESTMENTS

The Board shall have the authority to seek out, solicit, and generate revenue from all lawful sources to support the fiscal health of the Association. Furthermore, the Board may allocate, hold, or invest Association revenues and grant proceeds into interest-bearing accounts or fiscally responsible, broadly diversified index funds to support long-term operational, capital, and growth needs, provided all investments comply with donor restrictions, prudent fiduciary standards, and applicable legal requirements.

FEES/WAIVERS/COMPENSATION

Members shall not receive monetary compensation because of their general participation on the board but are eligible to be reimbursed for costs incurred while conducting EYSA business. The board shall have the authority to compensate non-members who perform certain tasks directly related to the operation of the association. High School Representatives shall be eligible to receive compensation equal to the amount received by non-members for performing EYSA game official and/or field prep duties.

DISSOLUTION

Upon the dissolution of the association, after paying or adequately providing its debts and obligations, the remaining assets shall be distributed to a registered 501(c)3 organization whose work specifically supports the sports activities of the students in the Eatonville School District.

BYLAW AMENDMENTS

The board shall have the authority to amend these bylaws as it deems necessary. Any member wishing to amend these bylaws must provide their proposed amendment(s) to each member at least six days prior to the first meeting that the amendment will be submitted for consideration. Any proposed action that affects the terms of these bylaws must be included on the meeting agenda. Motions to amend the agenda to add items amending these bylaws are prohibited.

Amendments to these bylaws require a supermajority vote of the board at three consecutive meetings. The amendments shall be considered active upon the third successful reading, unless otherwise noted in the motion.

The board shall assign three members to review these bylaws for relevancy and applicability at a minimum of once each year in conjunction with the annual meeting.

SUSPENDING THE RULES

The board may vote to suspend a rule in these bylaws with a unanimous vote of a quorum. Such suspension shall only be in effect for the duration of the meeting in which the rules were moved and seconded to suspend. Motions to suspend the rules governing amending these bylaws shall be prohibited.

DATE OF EFFECT

These bylaws, as amended, shall take effect on November 1, 2026.

SEVERABILITY

Any determination that any provision of these bylaws is, for any reason inapplicable, illegal, or ineffective shall not affect or invalidate any other of its provisions.