

- SECRETARY

The main duty of the Secretary is to document minutes at all KPL Board and captains' meetings. If not present, one board member must carry out this task. This information must be properly archived on paper and/or digitally in an orderly and secure manner.

- TREASURER

This position is to monitor all financial transactions made by the Scorekeeper throughout the year. This will ensure proper allocation of KPL assets. Therefore, the Scorekeeper cannot simultaneously be the Treasurer. Any checks written from the KPL account must be signed by the Treasurer and one authorized KPL Board member. This is including but not limited to, payout checks, reimbursement of receipts of envelopes, stamps, paper, website, mailbox, ETC... At least three members must have check signing authorization. While working directly with the scorekeeper, the treasure must keep a detailed summary of all credit and debit transactions. This may be done digitally or on paper, and must be subsequently archived.

KPL BOARD:

The KPL Board is composed of 3 to 5 members. These positions include at a minimum: The President, Secretary, and Treasurer. No team can have more than one member on the board at any time. Any KPL Board member may vote if their captain is not present at a captains' meeting. No single board member is authorized to make decisions without the witting consent of the other members. No two board members can be in a relationship during their tenure. A relationship is considered, but not limited to husband/wife or boyfriend/girlfriend. A captains' or board meeting can only be conducted if a minimum of three KPL Board members are present. A majority vote in this case will still be honored. For disciplinary hearings, grievances, board ruling(s), etc. the Board is required to give the party concerned advanced notice and an opportunity to explain