

HOLY TRINITY ATHLETIC ASSOCIATION BY-LAWS

ARTICLE I – NAME

This Organization shall be known as the Holy Trinity Athletic Association.

ARTICLE II – PURPOSE

- Section 1 To work in cooperation with the school for the betterment of the athletic programs.
- Section 2 To build pride and spirit in the school.

ARTICLE IV – MEMBERSHIP

- Section 1 General membership in this Organization shall be open to any parent or other family member at Holy Trinity.
- Section 2 There shall be no restrictions as to the number of members that may attend meetings.

ARTICLE V – EXECUTIVE BOARD AND OFFICERS

- Section 1 The Executive Board shall transact all business and consist of 7 voting members. The Executive Board will be comprised of the following individuals: The Athletic Director and 6 persons selected by the School Principal, Athletic Director, and current Executive Board members. The school principal will be an ex-officio member of the EB.
- Section 2 All EB members, other than the Athletic Director, will serve 2 year terms. The terms of each member will be staggered such that only 3 Board members will be replaced each year.
- Section 3 Any member who is interested in serving on the EB shall advise the Athletic Director of said interest on or before March 31 of each applicable school year. The EB will meet thereafter and select the new EB Members from the pool of candidates. New EB Members will take office on August 1 of each applicable year.
- Section 4 The Executive Board will appoint from the EB membership a treasurer and secretary and those persons will have the duties/responsibilities outlined below. The EB will also appoint EB members to chair the standing committees referenced in Article XII.
- Section 5 The Executive Board shall have the authority to appoint from the general membership, individuals to serve on standing and/or special (ad hoc) committees to assist them in any association business. A member of the Executive Board shall serve as the chairman of each committee.
- Section 6 The Executive Board shall hold regular monthly meetings at a date and time published to all members. To the extent possible, the meetings will take place on the same date/time each month.
- Section 7 Should any board member be absent from three (3) meetings in a six (6) month period, the board member shall be deemed to have vacated the position and it shall be the duty of the Executive Board to fill the vacancy. Said member will receive written notice of his/her dismissal.

ARTICLE VI – DUTIES

- Section 1 The duties and responsibilities of the Executive Board shall be prescribed herein.
- Section 2 The Athletic Director shall preside over all meetings and shall be responsible for or delegate coordination of all efforts of the Organization. He/she shall have the power to call special meetings of the Executive Board when necessary.
- Section 3 In the absence of the Athletic Director at a meeting, the order of authority shall be as follows: Secretary and then Treasurer, and that person shall have the authority and shall perform the duties of the Athletic Director at the meeting.
- Section 4 The Secretary shall be responsible for the recording of all meeting minutes, for taking accurate roll call at each meeting, for preparation and handling of all correspondence for the Organization, and maintaining a record of workers at all fundraisers and athletic events. The Secretary shall keep a record of all amendments to these by-laws.
- Section 5 The Treasurer shall be in control of the funds of the Organization and prepare a budget for the upcoming year by the May Athletic Association meeting. The Treasurer shall keep a correct record of all money received and spent. The Treasurer shall pay all bills, including, but not limited to referees and tournament fees. The treasurer shall prepare a monthly accounting of the Association's funds and distribute at each meeting. A copy of this document shall be provided to the church office.

ARTICLE VII – VOTING GUIDELINES OF THE EXECUTIVE BOARD

- Section 1 Each Executive Board member of the Association shall be entitled to one vote. A majority vote of the board members present at any meeting at which at least 5 members are present shall be sufficient to vote upon any matter.
- Section 2 Any expenditure of the organization shall be approved by a majority vote.
- Section 3 Any expenditure greater than \$1000 shall only be approved by a majority vote of ALL current Executive Board members. All other expenditures shall be voted on by at least 5 Executive Board Members.

ARTICLE VIII – DUTIES/RESPONSIBILITIES OF ALL MEMBERS

- Section 1 Concession Stand: It is the responsibility of all teams to provide workers before, during and after games in the concession stand. It is the responsibility of AN Executive Board representative to ensure that a schedule is prepared and circulated to all teams so that workers can be scheduled.
- Section 2 Fundraisers: Fundraisers for the Organization shall be conducted and the Executive Board will be responsible for scheduling and all other efforts associated with any fundraising activities. Any new fundraisers require school board approval.
- Section 3 To recruit workers for all Athletic Association Events
- Section 4 To help maintain the fields and gym while sporting events are in session
- Section 5 To otherwise assist the Athletic Director to ensure the Athletic Programs at Holy Trinity are the best they can be

ARTICLE IX – AMENDMENTS

- Section 1 Every proposed amendment to the by-laws must be reduced to writing and given to any Board Member, who shall distribute it to all Executive Board Members.
- Section 2 A two-thirds majority vote of ALL board members may adopt the amendment.
- Section 3 Once adopted, such amendment shall become effective immediately.

ARTICLE X – FINANCE

- Section 1 The accounting system for this Organization shall comply with acceptable accounting principles and shall be directed by the Executive Board.
- Section 2 Revenue shall be derived from registration fees, voluntary contributions and fundraisers and such other matters approved by the Executive Board.
- Section 3 All funds shall be deposited in the name of the Organization in a bank designated by the Executive Board/Church/and School.
- Section 4 All expenditures, whether by check or cash, shall be supported by receipt, voucher, or other evidence of payment.
- Section 5 Disbursement from Organization funds shall be made by check whenever possible, signed by the Treasurer or other authorized person.
- Section 6 The financial position of the Organization shall be reported and verified monthly.
- Section 7 A budget for the following school year shall be prepared and approved by May 30.

ARTICLE XII – COMMITTEES

- Section 1 The following standing committees will be appointed by the Executive Board for the purpose stated. Members of standing committees shall serve at the discretion of the Executive Board.
- A. The Membership and Communication Committee shall supervise the Association's efforts to obtain members and keep members abreast of important events concerning the Organization.
 - B. The Ways and Means Committee shall develop and implement the ways by which the Organization is to acquire the revenue required to accomplish its stated objective, including fundraisers.
 - C. Facilities and Uniforms Committee shall supervise the distribution and needs of uniforms for the athletics program. The Committee shall also determine the future needs for the Organization and any facilities needs or issues. This will include all efforts related to scheduling workers for the concession stand and other game day workers.
- Section 2 Special (ad hoc) committees can be appointed by the Executive Board when a need arises.