

# **Athletic Association By-Laws**

## **ARTICLE I**

### **INTRODUCTION**

#### **SECTION 1 – NAME**

The name of this organization is \_\_\_\_\_ Athletic Association.

#### **SECTION 2 – DEFINITION OF BY-LAWS**

These by-laws constitute the code of rules approved by the pastor and adapted by the organization for the regulation and management of its affairs.

## **ARTICLE II**

### **PURPOSE**

The primary purpose of this organization is to advise the pastor and principal how best to enhance the development of its youth through varied athletic opportunities. These sports activities should encourage fair play and good sportsmanship build Christian character, and promote leadership, self-confidence, self-esteem, teamwork and a healthy lifestyle.

This organization should also provide direction and support to the operation of the school's athletic programs while recognizing that it is an integral part of a total Catholic school education.

And finally, this association is interested in insuring that every team or squad of every sport is treated equally with fair access to facilities and equipment without regard to gender or standing in the win/loss column.

## **ARTICLE III**

### **AUTHORITY**

The Athletic Association is responsible to the pastor and school principal who have full authority over the association and the directors.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **SECTION 1 – MEMBERSHIP**

The membership of the Association shall principally be the parents/guardians of school students in the athletic programs. The pastor, school principal, and athletic director are non-voting, ex-officio members.

The acceptance of membership obligates the member to comply with the provisions of the by-laws.

#### **SECTION 2 – MEETINGS OF THE MEMBERSHIP**

There shall be at least two General Membership Meetings during each school year. These are to be held in September and May. The purpose of the meetings shall be for the directors of the association to inform and update the membership as to the status, changes and expectations of the operations of the athletic association. The purpose of these meetings is also to conduct any business that directly involves general membership participation. The meetings shall be held on a day and time specified by the Association Board and shall be communicated to the families of the school students.

A special meeting of the membership may be called by the President, or by a minimum of two directors. Such special meetings shall be held not less than ten (10) days and not more than thirty (30) days of the request. For all such special meetings, the standards of notice and voting shall be followed. Standards of Notice include written notification to all members within five (5) days of the request.

## **ARTICLE V**

The government of the association, with the authority set out herein, shall be vested in a governing body known as the Association Directors. The duties and responsibilities of the Directors both individually and collectively shall be provided in the by-laws.

## **SECTION 1 – ASSOCIATION DIRECTORS**

The Directors shall consist of ten members of the Association. This includes the following:

- Pastor or his delegate, ex-officio, non-voting
- The school principal, ex-officio, non-voting
- Athletic Director, ex-officio, non-voting
- Ten Directors elected by the general membership

## **SECTION 2 – ELECTION PROCESS/DIRECTORS**

All association parent/guardian members are eligible to be elected as Directors. However, only one immediate family member per family can serve as Director at the same time. Non-parent members are eligible for one Director position.

An election notice for the election of the Directors shall be communicated to the families of the school student.

In order to be placed on the ballot for the Director, an eligible member must notify the Secretary no later than ten (10) days following the distribution of the election notice.

The ballot, consisting of all interested parties who are eligible to run, will be communicated to all Athletic Association members. All members not on the ballot are still eligible to be elected to the Directors as “write-in” candidates. Votes will be accepted for five (5) days following the distribution of the ballot.

The election of the Directors shall occur annually, prior to June 1<sup>st</sup>, as follows:

All votes shall be tabulated and verified by the Vice President and Secretary immediately upon completion of the voting process.

Results of the election shall be announced to the Directors and the Association membership by the Vice President.

In order to keep continuity of orderly activities from year-to-year, only five of the ten Director positions shall be up for election each year. Each Director elected shall hold office for two years.

Those members eligible to vote may vote for as many as five (5) candidates.

### **SECTION 3 – ASSOCIATION OFFICERS**

The four officers shall be determined by majority vote of the ten elected Directors as specified in Article IV, Section 4 – Election Process.

Officers shall be:

- President
- Vice President
- Secretary
- Treasurer

One person may not hold more than one office unless otherwise provided for in the by-laws.

All decisions of the Directors are final unless otherwise provided for in the by-laws.

A majority of Directors present (6) shall constitute a quorum during Director Meetings, with the following exceptions:

- a. General membership meetings
- b. Director meetings to fill officer/director vacancies
- c. Director meetings considering major rules, regulations, or programs

### **SECTION 4 – ELECTION PROCESS/OFFICERS**

The officers shall be elected by the Directors at the meeting of the Directors held immediately after the election of the directors. All elected members are eligible to serve as an officer. Such election of officers shall be conducted in accordance with the following procedures:

All candidates for office must be nominated by a member of the Directors.

A minimum of six (6) Directors must be present for a valid election to be held.

All officers shall be elected by method of secret ballot except: if only one (1) candidate is nominated for an office, he/she may be appointed by a majority show of hands of the members.

If more than two (2) candidates are nominated for the same office and the first ballot does not produce a winner (majority of votes from the Directors), a second ballot will be taken with the two (2) candidates receiving the most votes in the first ballot as the only candidates on the second ballot.

For the case where no candidate is able to obtain a majority vote from the Directors for a particular office, the Principal will declare a winner.

All newly elected officers will take office on June 1<sup>st</sup> of the year of the election, except for the case where such elections are delayed until after June 1<sup>st</sup>. For this special case, the newly elected officers will take office immediately after the election is concluded.

#### **SECTION 5 – DIRECTOR VACANCIES**

Any officer position vacancies occurring between scheduled elections shall be filled from within the existing Directors, by a two thirds majority vote of the Directors present and voting; with a minimum of six (6) Directors members present to constitute a quorum. This vote shall take place at the next board meeting after the Standards of Notice for membership notification have been made.

The Standard of Notice for Director vacancies shall be communicated to the general membership within ten (10) days of the vacancies, and requesting members interested in serving as a Director to notify the Directors within ten (10) days of such notice.

#### **SECTION 6 – TERMS OF OFFICERS/DIRECTORS**

Director members shall be elected to two year terms. The term of office shall be June 1 of the first year to May 31 of the second year. All Directors shall serve until their successors are elected, and may succeed himself/herself for additional terms, if re-elected, but shall not serve for more than two consecutive terms. After one year out of office, a member is eligible to run for election again. If all Directors are being elected for the first time, five shall be elected for two years to provide continuity.

#### **SECTION 7 – AUTHORITY & RESPONSIBILITY**

The Directors shall be responsible for, and have final authority except as otherwise provided for:

Interpreting and insuring compliance of the by-laws.

Appointing Committee Chairpersons.

Coordinating all competitions.

Establishing an approve budget for the seasonal year and stipulating all fees levied on the membership.

Approving of all actions of committees and chairpersons.

Insuring all committees complete their charge.

Establishing regulations which are deemed necessary to carry out the objectives of the Athletic Association.

Overseeing all nominations and elections.

Conducting Directors' meetings monthly during the academic year.

Recommending, along with the athletic director, all coaches and assistants to the principal for approval.

## **SECTION 8 – DUTIES OF OFFICERS**

### **PRESIDENT**

The President shall be responsible for the overall operation of the athletic association.

The President shall preside and conduct all meetings of the Membership.

The President shall appoint all chairpersons whose appointments are not otherwise provided for in the by-laws.

The President and Treasurer, with the approval of the principal, shall approve all expenditures of the athletic association.

### **VICE PRESIDENT**

The Vice President shall exercise all the powers of the President in his/her absence or in the case of his/her resignation, incapacity or death.

The Vice President shall assist the president in carrying out the duties and responsibilities of the Directors. The Vice President is responsible for publishing the notice of election in April of each year, receiving and tabulating the votes with the Secretary present during the tabulation, and reporting the results of both the Directors and General Membership.

### **SECRETARY**

The Secretary shall be responsible for keeping an accurate record of all the meetings of the Directors and General Membership as shall be required and provide minutes for the athletic association directors distribution. In addition, the Secretary shall handle all correspondence, give notice of meetings, secure public meeting locations and maintain the files of the athletic advisory association. Finally, the Secretary shall witness the tabulation of the election of officers.

## TREASURER

The treasurer shall be responsible for the accurate and efficient accounting of the athletic advisory association in accordance with diocesan financial policies.

The treasurer shall keep detailed accounts of all financial transactions of the athletic association, and such accounts shall be produced by the treasurer on demand by the board.

The treasurer is responsible to develop and present the itemized annual budgets for the athletic association.

The treasurer shall oversee the collection of all debts and fees owed to the athletic association, shall give a receipt for all such collections and shall deposit all such collections in a recognized bank account in the name of the athletic association.

The treasurer shall report on the financial status of the athletic association in writing at the meetings of the Directors and general meetings.

## **ARTICLE VI**

### **ATHLETIC DIRECTOR/COACHES**

#### **SECTION 1 – ATHLETIC DIRECTOR**

The athletic director is appointed by the pastor and the principal and reports directly to them.

The athletic director calls and conducts planning meetings with all coaches in attendance prior to the practice season for the purpose of developing a practice calendar for all squads.

The athletic director distributes monthly and weekly event calendars to all athletic association members prior to the practice season for the purpose of developing a practice calendar for all squads.

The athletic director insures athletic association compliance with diocesan rules, regulations and directives as well as that of the athletic association rules, regulations, and by-laws.

The athletic director is responsible for the day-to-day operations of the athletic association programs under the supervision of the principal.

The athletic director provides the athletic association status reports at all athletic association and general meetings.

## **SECTION 2 – COACHES**

### **GENERAL**

Coaches are expected to conduct themselves in a manner consistent with the purpose of the athletic association as defined in Article II. They must meet all the requirements for accreditation set forth in the Guidelines for Catholic Elementary Schools Sports Programs of the Diocese of Pittsburgh.

### **SELECTION OF COACHES**

Coaches will be selected by the Directors and approved by the Principal and Athletic Director. Selection criteria include:

- Demonstrate a consistent Christian ethic on and off the field or court.
- Possess Act 34 clearance which is a criminal background check and Act 151, which is a child abuse background check.
- Attend Protecting God’s Children
- View Coach’s Video provided by the diocese.
- Have the necessary knowledge of the sport in order to ensure that the students have a worthwhile experience.
- Be emotionally stable and responsible.

### **OTHER COACH RESPONSIBILITIES (MAY BE DELEGATED TO A PARENT VOLUNTEER)**

- Insuring that all players have submitted the required physical and parental permission forms prior to permitting the player to participate in the practice or game.
- Distributing and collecting all uniforms and other equipment.
- Notifying the Directors of any uniform needs, including practice jerseys and equipment
- Assigning parent volunteers as needed (for gate, 50/50, concession stand, etc.)

## **ARTICLE VII**

### **COMMITTEES**

#### **SECTION 1 – COMMITTEES**

The Directors shall delegate certain affairs and responsibilities to committees as provided by the by-laws. Committee chairpersons are not required to be Director members.

## **SECTION 2 – STANDING COMMITTEES**

The following suggested committees shall exist as standing committees with sufficient membership necessary to carry out duties and responsibilities as directed by the Directors:

- Financial Committee
- Fundraising Committee
- Tournament Committee
- Cross Country Committee
- Basketball Committee (grades K-8)
- Football Committee
- Soccer Committee
- Banquet Committee
- Membership Committee

All standing committees shall have a tentative chairperson appointed after the Directors elections at the end of each year.

This shall be done in order to facilitate the early organizing activities of the committees at the beginning of the following year, so as to prevent unnecessary time delays.

## **ARTICLE VIII**

### **PLAYER ELIGIBILITY**

#### **GENERAL**

Only those students enrolled in the school are eligible to participate in the athletic programs. Exceptions can be made to this rule only when: 1) a team does not have sufficient members to compete, and 2) the exception is approved by the Diocese. All league rules pertaining to player eligibility must be followed.

#### **PLAYER SUSPENSIONS**

Players are subject to suspension by the Coach or Principal for reasons of inappropriate conduct or academics. The Board will uphold any disciplinary action taken by the Principal.

### **TEAM ELIGIBILITY**

#### **PARTICIPATING GRADE LEVELS**

Varsity Teams participating in league competition will be comprised of players from the 7<sup>th</sup> and 8<sup>th</sup> grades selected by the Coaches based on their performance and ability to compete. If there are not sufficient 7<sup>th</sup> and 8<sup>th</sup> grade students, students from 6<sup>th</sup> grade may be asked to participate on the Varsity Team.

Junior Varsity Teams participating in league competition will be comprised of players from the 5<sup>th</sup> and 6<sup>th</sup> grades selected by the Coaches based on their performance and ability to compete. If there are not sufficient 5<sup>th</sup> and 6<sup>th</sup> grade students, students from 4<sup>th</sup> grade may be asked to participate on the Junior Varsity Team.

The team coaching staff determines playing time for each player.

### **MULTI TEAMS**

A goal of the athletic program is to ensure that each student has an opportunity to play at a level commensurate with his or her ability. Therefore, if there are sufficient numbers to field more than one team at the Varsity or Junior Varsity level, teams will be divided by skill, based upon an evaluation by at least three (3) evaluators, which can include coaches.

## ARTICLE IX

### **REGISTRATION**

#### **SECTION 1 – REGISTRATION**

Registration will be held to register all players for athletic participation. The registration can be completed online through the school website, via sign up sheets distributed through the school or through registration meetings. Registration will take place prior to any practices.

Coaches may also wish to conduct individual team meetings with prospective players and their parents/guardians. This will be an informal meeting explaining the program, expectations and answers, question/concerns.

#### **SECTION 2 – REGISTRATION PROCESS**

All registration forms and fees must be received by the athletic association prior to athletic practice.

All players shall submit the following information:

- Registration fee, if applicable, payable to the athletic association
- Completed registration form.

Prior to any athletic practice the following must be submitted:

- Completed physical
- Waiver, via signature by parent/guardian, of limits of liability.

### **SECTION 3 – REGISTRATION FEE**

When required, the athletic association will collect a registration fee from each and all individual players.

The registration fee is due and payable upon member registration.

The amount of the registration fee will be designated and approved by the Directors prior to the registration period.

## **ARTICLE X**

### **BY-LAW CHANGES**

#### **SECTION 1 – BY-LAWS**

Amendments to these by-laws must first be presented to the Athletic Association Director in writing and then to the general membership at the next general meeting after at least thirty (30) days notice of such proposed amendments. An affirmative vote of two thirds of the voting membership present at the meeting shall be necessary to pass such amendments. The pastor or principal has final authority for any recommended changes to the by-laws.

Approved and promulgated April 3, 2007.