

BY-LAWS AND GUIDELINES OF ST. PATRICK'S PARISH
ATHLETIC COMMITTEE

PREAMBLE

The St. Patrick's Athletic Committee; under the authority granted in the St. Patrick's Parish Pastoral Council Guidelines, under the section titled "Committees"; has established the following By-laws and Guidelines:

ARTICLE I: Name

This organization shall be called the St. Patrick's Athletic Committee ("Committee").

ARTICLE II: Purpose

The purposes of the Committee are as follows:

SECTION A. To create and promote an interest in all phases of athletics for the members of St. Patrick's Parish.

SECTION B. To develop and foster an appreciation and desire for true sportsmanship and fair play.

SECTION C. To provide a safe and healthy environment for all St. Patrick's Athletic programs and activities.

ARTICLE III: Responsibilities

The responsibilities of the Committee are as follows:

SECTION A. The Committee shall be the primary source of contact for all school and parish athletic programs.

SECTION B. The Committee shall determine the physical and monetary needs of the athletic program and make recommendations. A yearly budget and report of the athletic program will be prepared prior to July of each year. This report will include a list of all athletic activities and proposed expenditures by activity.

SECTION C. The Committee shall be responsible for setting the eligibility rules for participation in parish and school sports activities. All teams requesting monetary or physical support must be approved by this Committee. All teams or sports programs desiring to fundraise must seek Committee approval.

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SECTION D. The Committee will be responsible for the operation and maintenance of the athletic facilities; coordinate scheduling of hours of use; monitor and provide for physical security; provide for maintenance of the gymnasium (when completed). All major unbudgeted expenditures may be referred to the Parish Council for resolution.

Participation in these activities shall, in no way, interfere or conflict with other school related activities of the participant(s), others, or religious obligations.

SECTION E. The Committee will be responsible for storage and accountability of all athletic equipment purchased with parish funds, committee funds or by donation. Every effort should be made to prevent duplication of equipment and uniforms.

ARTICLE IV: Membership

SECTION A. Any person, who has reached an age of nineteen (19) years and who is a registered member of St. Patrick's Parish may become a member of the Committee.

SECTION B. Voting Members shall include the Officers, Subcommittee Chairpersons (Sports or Administrative Coordinators), the St. Patrick's School physical education teacher(s) as an ex-officio Voting Member(s) and the prior year Committee President as an ex-officio Voting Member. Each Voting Member shall have 1 vote regardless of the number of eligible voting positions they hold.

ARTICLE V: Officers

The officers of the Committee shall be President, Vice-President, Secretary, and Treasurer ("Officers").

Said officers shall be approved and maintained by the Pastor and elected annually as prescribed in the Bylaws. The officers serve as the Executive Board of Directors of the Committee. The Officers shall have the power to fill vacancies of officers of the Committee, except that of President; to transact routine business; to determine routine policies of the Committee; to recommend changes in the Guidelines; and act for the Committee in cases of emergency. All activities of the organization shall be subject to the limitations of the Parish Pastoral Council Guidelines.

ARTICLE VI : Quorum

SECTION A. A majority of the Voting Members present, in good standing, shall constitute a quorum at any regular or special meeting of the Committee.

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SECTION B. Three (3) members shall constitute a quorum at any officer's Board meeting.

ARTICLE VII: Policy Resolutions

The membership may express their desires to the Committee concerning routine policy matters by resolution from the floor of any general meeting during the new business section of the meeting. Routine policy matters ("Policies") are defined as any matter not described in this Constitution and Guidelines. A policy resolution shall be forwarded to the Committee for their consideration and/or action by any members present.

The Committee shall consider for possible action any such resolution, but shall not be bound by that resolution. The President shall elect to take the resolution to a vote of the Voting Members or postpone, for further review, until the next regular meeting.

Policies may be added, omitted or amended at any regular monthly meeting by an affirmative vote of a majority of the Voting Members present and voting.

ARTICLE VIII : Amendments

SECTION A. This Constitution may be amended and/or supplemented at any regular monthly meeting by an affirmative vote of two-thirds of the Voting Members present and voting PROVIDED that the proposed amendment or supplement shall have been presented in writing to two (2) previous regular monthly meetings.

SECTION B. The Guidelines, hereafter adopted to supplement this Constitution, may be amended and/or supplemented at any regular meeting of the Committee by an affirmative vote of two-thirds of the Voting Members present and voting PROVIDED that the proposed amendment or supplement shall have been presented in writing at the previous regular monthly meeting.

GUIDELINES

ARTICLE I: Meetings

SECTION A. There shall be nine regular meetings of the Committee held on the third Tuesday of each month, except for June, July and December, at 7:30 p.m., unless otherwise specified, on a yearly basis. Meetings will be announced in the bulletin the Sunday before the meeting. Meetings will be open to all members of the parish, but a parish member must request permission of the President prior to the meeting to get on the agenda. The President reserves the right to close any meeting to the public (i.e. coach selections and team selections).

SECTION B. A special meeting may be called at any time at the request of the President.

SECTION C. The officers of the Committee shall meet as required, at the call of the President. All officers of the Committee shall be notified of the meeting by phone, mail or email.

SECTION D. Roberts' Rules of Parliamentary Procedure shall prevail at all regular or special meetings of the Committee. The Secretary shall serve as Parliamentarian at these meetings.

ARTICLE II: Election of Officers

SECTION A. The election of officers for the Committee shall be held during the regular April meeting. Nominations will be sought during the regular March meeting.

SECTION B. The officers elected and those assumed shall take possession of said offices and responsibilities starting in May and ending in April of the following year. Those officers responsible for special activities (Treasurer's Financial Statement) shall complete those duties before passing them on to the new officers.

SECTION C. All officers shall transfer to their successors, without delay, all notes, books, files, and other property of the Committee in their possession except as noted in Section B above.

SECTION D. Terms of offices constitute a three (3) year commitment utilizing a roll up framework for officers not including the treasurer. Members holding the office Vice-President and Secretary shall automatically roll up to the preceding office of President and Vice-President respectfully, after one year of service. The President shall then roll out of the duty of officer after holding that position for one year. Election for Secretary shall be the only new member to the Officers each (1) year. Election for treasurer shall

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take place every third (3) year. All votes are by open ballot or a show of hands. NO member may hold more than one office at a time. The President may be eligible for nomination to the office of Secretary or Treasurer when those offices comprise an election.

SECTION E. Officers shall be elected by ballot or by a show of hands. A majority vote of those Voting Members present and voting shall constitute a valid election. The tally will include one (1) vote for each Voting Member present and voting for each elected office.

SECTION F. The officers shall serve as a Nominating Committee. It shall be the duty of this Committee to submit a list of at least one candidate for each office to be filled. The consent of each candidate must be secured before presenting his/her name as a candidate. Nominations for candidates for each office will also be accepted from the floor during the April meeting with the concurrence of the candidate. Preference shall be given to those candidates whom have held subcommittee positions.

SECTION G. An officer may be replaced at any time at any regular monthly or special meeting by an affirmative vote of three-fourths of the total Voting Members.

ARTICLE III: Duties of Officers

SECTION A. GENERAL

1. Fill vacancies of officers of the Committee, except that of President.
2. Transact routine business and policies of the Committee.
3. Recommend changes in Guidelines.
4. Authorize expenditures of the Committee.
5. Serve as nominating committee for new officers.
6. Propose and carry out revenue producing programs.
7. Appoint special committees as needed.
8. Provide agendas for the monthly meetings.
9. Prepare and submit to the Parish Council, in accordance with Section C, Article VII of the Council Constitution, for approval at least quarterly, a report of the current activities, programs and projects and expenditures in such detail as the Council may require
10. Submit copies of the minutes of all meetings and proceedings to the Secretary of the Parish Council
11. Hold elections of officers at least once a year.

SECTION B. The President shall preside at all meetings of the Committee at all Parish functions. He/she shall enforce a strict observance of all the laws of the Committee. He/she shall appoint all special committees, or special meetings; and perform such other duties as may pertain to his/her office. In the event that an office becomes vacant prior to

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the term of that said office, the President shall appoint a candidate to fulfill that said office until the regular term expires.

SECTION C. The Vice-President shall assume the duties and responsibilities of the President in the absence of the President and shall perform such other duties as may pertain to his/her office. It is deemed the responsibility of the Vice-President to resolve any grievances and/or disciplinary concerns and actions. If needed, the Vice-President shall, with the acting Principal, assess any situation needing attention and make any or all conclusions for discipline.

SECTION D. The Secretary shall keep the minutes of all the proceedings of the Committee; he/she shall have custody of the books, papers, files, etc., he/she shall give notice in the Parish Bulletin of the time and place of the regular or special Committee meetings; and he/she shall conduct the correspondence of the Committee. It shall be his/her duty to read to the Committee all official and/or personal communications, which are directed to the Committee, and he/she shall give prompt replies to said communications when necessary. He/she shall act as parliamentarian at all regular and special meetings.

SECTION E. The Treasurer shall receive and hold in banking institutions approved by the Executive Board all dues, fees and income received from revenue producing activities; he/she shall pay all orders and/or disbursements which are drawn by other officers and/or committees and approved by the Board; he/she shall disburse no monies except on orders regularly drawn or shown on an approved budget; he/she shall keep an itemized account of all receipts and disbursements and provide a written report of the same at the regular monthly Committee meetings; he/she shall at the end of each major revenue producing activity provide a written statement of all income and expenses to the Committee; he/she shall in August of each year provide a written statement of all income and expenses of the Committee for the past year. This statement should include the fees and equipment expenses for athletic activities sponsored by the Committee.

ARTICLE IV: SUBCOMMITTEES

SECTION A. Subcommittees shall be added or removed from time to time in order to effectively coordinate individual sports and administrative activities. Subcommittees may be added, dissolved or amended at any regular monthly or special meeting by an affirmative vote of two-thirds of the Voting Members present and voting.

SECTION B. Current subcommittees include: Athletic Banquet, Field/Facilities, Registration, Baseball/Softball/T-ball, PAL Basketball, YMCA Basketball, Flag Football, PAL Football (Tackle), CYSL Soccer, PAL Track, MicroSoccer, PAL Volleyball, YMCA Basketball, 3on3 Basketball Tournament.

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SECTION C. Subcommittees shall include a coordinator or lead person ("Chairperson") and other members as needed. Subcommittee Chairpersons shall be appointed by the President and shall take possession of said responsibilities starting in May and ending in April of the following year. All Chairpersons shall transfer to their successors, without delay, all notes, books, files, and other property of the Committee in their possession. Each Chairperson appointment shall require an affirmative vote of two-thirds of the Officers present and voting. The Chairperson of each subcommittee is a Voting member of the Committee.

SECTION D. Responsibilities include the following:

1. Complete Safe Environment training
2. Interface with the applicable League representatives (PAL, CYSL, YMCA, etc.)
3. Communicate registration information to Athletics Registrar
4. Coordinate team formation (follow policies)
5. Recruit and provide guidance to coaches and other volunteers
6. Coordinate use of facilities and equipment
7. Address parent complaints and policy violations
8. Other
 - a. Participate in the monthly regular Athletic Committee meetings (when possible)
 - b. Document procedures
 - c. Recruit vice chair – if not to help during the season, than to replace the Chair when they complete their term.
 - d. Participate in the Spring Sports banquet (if applicable age level)
 - e. Complete end of season survey including, list of coaches and volunteers, list of participants, win/loss records
 - f. Transition to replacement Chair

SECTION E. The Angel Scholarship Committee is an annual temporary special subcommittee to be charged with the proper disbursement of the St. Patrick's Angel Scholarships. This subcommittee is to consist of four voting members of the Committee selected on a yearly basis. The current Vice-President of the Committee assists in the creation of, and will have final approval of the composition of this subcommittee. The past-President of the Committee and representatives of the full range of sports should be given special consideration as members. No parent of a current 8th grade student may be selected for this subcommittee. The subcommittee will evaluate the scholarship applications using an approved set of guidelines. The subcommittee will follow all policies and deadlines set forth in the Sports Handbook regarding the Angel Scholarships.