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St. Bartholomew Athletic Association Constitution and By-Laws

Article 1

Name

Section 1: The name of this association shall be the St. Bartholomew Athletic Association (SBAA).

Article 2

Purpose/Mission

Section 1: The purpose of the association is as follows:

- A) To sponsor and promote athletic activities for the youth of St. Bartholomew and other affiliated member parishes as determined by St. Bartholomew Parish and the Archdiocese and the students of John Paul II Catholic School.
- B) To regiment a program of athletics for the youth of St. Bartholomew and the other affiliated member parishes and the students of John Paul II Catholic School in a chosen league or preparatory manner for such league. Intramural or sports programs sponsored by other organizations or sponsored directly by the school shall not be a part of this association.
- C) To approve the type and number of teams and sports to participate in and the coordinators, directors and coaches responsible for thereof.
- D) To raise funds for the purpose of operating the aforementioned athletic programs.

Section 2: The Mission of the St. Bartholomew Athletic Association is that Catholic Youth Athletics furthers the mission of the Catholic Church by providing Sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church

The St. Bartholomew Athletic Association is an extension of the mission and youth ministry efforts of the parish and parish school. SBAA is responsible for organizing, coordinating and sustaining high quality athletics experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics.

Section 3 Role of Catholic Athletics Organizations: The athletics organizations of our parishes, and non-parish schools, are the heart and soul of

Catholic Youth Athletics. It's the place where the Catholic identity of participants, coaches and teams is authentically affirmed, modeled, and lived out. SBAA through the parish and non-parish school is:

- A) An integral part of the mission, ministries, and life of the parish, or non-parish school, and committed to that mission above and beyond other considerations;**
- B) Under the direct authority of the Pastor (parish) or principal (non-parish school) for resources, finances, buildings, insurance and overall oversight of the program;**
- C) Part of the youth ministry of the Catholic Church, with leaders, coaches, adult volunteers, and parents who understand the youth ministry mission of Catholic Youth Athletics;**
- D) Guided by the mission, goals and principles of this Charter and;**
- E) A source of inspiration, character development, virtue and Catholic Christian behavior that ideally will be beyond reproach.**

Article 3

Structure

- A) **Section 1:** The membership of SBAA shall be comprised of the parents/guardians of the children who are or who have actively participated in an SBAA sponsored sports program during the current year (August – June) and that have paid the required fees for each sport participated in and the annual dues of SBAA, if any. Parents/Guardians of children who participate in a sport that is administered through a joint agreement with another Parish or Parishes shall not be considered members unless they are members of St. Bartholomew or a affiliated member parishes as determined by St. Bartholomew Parish and the Archdiocese or have a child that is a student at John Paul II Catholic School.

Section 2: The membership of SBAA shall elect nine (9) officers from the membership who shall comprise the Board of Directors of SBAA.

Section 3 The Board of Directors shall:
A) Mange the affairs and funds of SBAA
B) Constitute and appoint committees and define the powers and duties of the same

- C) Appoint an Audit Committee, consisting of the Vice President and two (2) other association members.
- D) Provide for the continuity of the organization.
- E) Enter into agreements and create additional Boards in cooperation with another Parish or Parishes in order to jointly administer a specific sport program (i.e. football or track) where it has been determined that due to limited participation, financial resources or overall administration complexities a joint venture is in the best interest of the SBAA.

Article 4

Officers and Elections

- Section 1: The Officers of the SBAA shall be:
- A) President
 - B) Vice President
 - C) Secretary
 - D) Treasurer
 - E) Boys Athletic Director
 - F) Girls Athletic Director
 - G. Registration and Communication Director
 - G) Gates and Concession Director
 - H) Fund Raising Director

- Section 2: The SBAA Board, at its January Meeting shall appoint a committee to nominate officers for the subsequent term. The SBAA Board shall also post notice in the church bulletins at St. Bartholomew and the other affiliated members parishes informing the membership of the upcoming election and the officer positions that are open for candidates interested in running for election and detailing the process required to do so.

The President, Secretary, Treasurer, Boys Athletic Director and Gates and Concession Director will be elected for a term of two (2) years during even numbered years. The Vice President, Girls Athletic Director, Registration and Communications Director and Fund Raising Director shall be elected for a two (2) year term during odd numbered years.

- Section 3: The SBAA Board shall consider the nominations of the Nomination Committee during its February Meeting and recommend a slate of candidates for election by the membership in March of each year.

- Section 4: SBAA Members who are interested in running for an open officer position must submit their interest in writing, including a statement of why they are interested and a summary of other Boards or volunteer capacities they have served.

This letter of interest shall be submitted by March 1 of each year to the Registration and Communications Director during even numbered years and to the Secretary during odd numbered years.

Section 5: The Election of SBAA Officers shall take place during the March Meeting of the SBAA each year. Voting must take place in person and shall be limited to two (2) parents/guardians per member family. To be eligible to vote, and be considered a member, all of the requirements specified by Article 3, Section 1 of this Constitution must be met.

The Election of SBAA Officers shall be administered by the Registration and Communications Director during even numbered years and the Secretary during odd numbered years.

Only those individuals who have been recommended by the SBAA Board and/or those that have submitted a letter of interest pursuant to Section 4 of this Article will have their names placed on the ballots. No write-in candidates will be considered at the time of election.

Section 6: The terms of Officers shall be two (2) years and shall run from the June to May (two years later) meetings of the SBAA Board.

Section 7: The unexpired term of any Officer's position left vacant due to resignation or removal from office by the majority of the SBAA Board due to lack attendance or other forms of misconduct shall be filled by the SBAA Board.

The Board shall also have the authority to fill any vacate Board Position in cases where no SBAA Member Candidate stands for election as required by Section 4 and 5 of these Bylaws and Constitution.

Section 8: The SBAA Board shall approve any agreements and appoint the members to any additional Board or Boards created in cooperation with another Parish or Parishes in order to jointly administer a specific sport program (i.e. football or track) where it has been determined that due to limited participation, financial resources or overall administration complexities a joint venture is in the best interest of the SBAA. Such additional joint Board(s) shall consist of a least three (3) members that are appointed by the SBAA Board. Such Board shall then have the authority and power to administer the program, including the approval of the type and number of teams, selection of the league and the coordinators, directors and coaches responsible for thereof. The expenditures of money and all purchasing decisions of the jointly created Board shall require the approval of the SBAA Board of Directors, however.

**Article 5
Spiritual Liaison**

Section 1: The Spiritual Liaison shall be Appointed by the Pastor of St. Bartholomew and report directly to him or his designee. The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.

Section 2: The Spiritual Liaison shall have the following duties:

Communication: Responsible for communicating the spirit, mission, goals and principles of the SBAA.

Meetings and monitoring: Ensure that the annual coaches' ministry meeting(s) is (are) scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.

Promote ministry spirit: Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.

Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.

Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.

Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.

Develop guidelines: In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.

Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

Section 3: Evaluation: An annual review of the Spiritual Liaison should take place with the Pastor, or principal of a non-parish school, or designee, with input from coaches and athletics organization leadership.

Article 6

Meetings

Section 1: An annual membership meeting shall take place during the January meeting of the SBAA Board each year at such time and place as determined by the SBAA President. The President shall preside over such meeting and prepare the agenda and present any action items requiring membership vote.

Section 2: Meetings of the Board of Directors shall be held each month or at the call of the President. At all SBAA Board of Director's meetings, five (5) present members shall constitute a quorum.

Section 3: Special meetings may be called by the SBAA President or by majority vote of the SBAA Board.

Section 4: Any SBAA Board of Directors member, who shall fail to attend three (3) consecutive meetings, may be suspended by action of the Board of Directors and so notified in writing by the Secretary. Within thirty (30) days after the day of suspension, said member shall show reasonable cause for failure to attend any one of more of said three meetings or his/her name shall be removed from the Board by motion of the Board of Directors. The vacancy shall be filled by appointment of the Board of Directors to complete the term of said member.

Section 6: In the event of the President's office being vacant, the Vice President will automatically fill the vacancy.

Article 7

Amendments

Section 1: This Constitution and By-Laws may be amended by a two thirds vote of the members present at any annual, special or regular meeting, provided that the proposed amendment has been previously discussed and recorded by the SBAA Board during one of its regular meetings and provided that the date of the meeting when the proposed amendment will be considered has been previously announced to the membership through the church bulletin at St. Bartholomew and the other affiliated member parishes.

Article 8

Rights and Duties of Officers

Section 1: The President has the rights and duties:

- 1) To preside at all meetings, to enforce the observance of the SBAA Constitution, By-Laws, Handbook and rules of order;
- 2) To prepare the meeting agenda for Board of Director meetings and present all petitions for approval submitted by the SBAA membership, Board of Directors, Chairperson of a committee;
- 3) To establish or change any practices, excluding those guaranteed by the SBAA Constitution, By-Laws, Handbook and other official policy voted upon by the membership or the Board of Directors. This is subject to the right of appeal by other members of the Board of Directors or of a committee.
- 4) To establish committees and appoint the chairperson and members
- 5) To attend any committee meeting(s).
- 6) To keep in a permanent file, minutes and copies of all official proposals voted upon by the Board of Directors.
- 7) To request written reports from committee Chairperson at any time with at least one (1) week notice.
- 8) To Excuse a member from attendance at a Board of Directors meeting.
- 9) To acquaint him/herself with rules and regulations concerning "Roberts Rules of Order".
- 10) To serve as liaison with the Pastor, Parish Council and with the John Paul II School Board.

Section 2: The Vice-President has the rights and duties:

- 1) To preside at the meetings in the absence of the President.

- 2) To assume all rights and duties of the President when the President is absent and is delegated either by the President or, if not delegated by the President when he/she is absent, receives delegation by a simple majority vote of the Board of Directors.
- 3) To make a sincere effort to become familiar with the duties of the President.

Section 3: The Secretary has the rights and duties:

- 1) To record in a permanent record book those motions which were voted upon by the membership or the SBAA Board of Directors.
- 2) To record all proceedings and minutes of membership and SBAA Board of Director meetings in a reasonable detail.
- 3) To post notices of day, date, time and place of meetings.
- 4) To be in charge of all general correspondences including notices, letters and announcements.
- 5) To keep an up to date file of name, addresses, and phone numbers of all members.
- 6) To coordinate and administer the annual election of SBAA Officers during odd numbered years

Section 4: The Treasurer has the rights and duties:

- 1) To keep accounts of receipts, bills paid and money on hand.
- 2) To give monthly and annual reports on financial conditions of the association at all SBAA membership and Board of Directors meetings.
- 3) To prepare, subject to approval of the SBAA Board of Directors, an annual operating budget, and to monitor adherence to it.
- 4) To have the books ready for audit at year end by the Audit Committee appointed by the SBAA Board of Directors

Section 5: The two Athletic Directors (Boys and Girls) have the rights and duties:

- 1) To supervise and direct all phases of their respective programs.
- 2) To submit an outlined program and budget to the Board of Directors at times specified by the board.
- 3) To submit periodic reports to the Board of Directors at times specified by the board.
- 4) To authorize expenditures or collect any money if authorized by the Board of Directors.
- 5) To develop policies for the sports programs subject to review and approval of the SBAA Board of Directors.
- 6) To be responsible for the condition of field and courts.
- 7) To be responsible for all athletic equipment and uniforms.

- 8) To recruit and appoint coaches and commissioners, subject to the approval of the SBAA Board of Directors.

Section 6: The Registration and Communication Director has the rights and duties:

- 1) To facilitate and supervise all SBAA sports registrations and maintain accurate record of paid sports registration for each season.
- 2) To supervise selection and award of the Christian Athletic Award.
- 3) To maintain the SBAA Web Site and an updated listing of Member's contact information including current email address.
- 4) To coordinate and administer the annual election of SBAA Officers during even numbered years
- 5) To ensure all SBAA Notices and Information is posted on the SBAA and Parish Web Site; submitted to the affiliated Parish Bulletins and to the John Paul School mail.
- 6) To maintain and keep updated versions of all SBAA Forms, Bylaws/Constitution and Handbook.

Section 7: The Gates and Concessions Director has the rights and duties:

- 1) To supervise and direct all activities related to the collection of Gate for SBAA athletic events held on St Bartholomew Parish property.
- 2) To supervise and direct all activities related to the sale and distribution of concessions for SBAA athletic events held on St Bartholomew Parish property.
- 3) To submit an outlined program and budget to the SBAA Board of Directors at times specified by the board.
- 4) To develop policies for Gates and Concessions, subject to review and control by the SBAA Board of Directors.
- 5) To be responsible for the equipment utilized in the execution of Gates and Concessions.
- 6) To recruit and appoint commissioners, subject to the approval of the SBAA Board of Directors.

Section 8: The Fund-Raising Chairperson has the rights and duties:

- 1) To supervise and direct all activities related to specific fundraising activities, events, and /or programs for the SBAA.
- 2) To submit an outlined program and budget to the SBAA Board of Directors at times specified by the Board.

- 3) To develop policies for fundraising, subject to review and approval of the SBAA Board of Directors.
- 4) To be responsible for the equipment utilized in the execution of fundraising.
- 5) To recruit and appoint commissioners, subject to the approval of the SBAA Board of Directors.

Section 9: All members of the Board of Directors shall have the right to vote upon all policies of the SBAA.

Article 9

Compensation

Section 1: All SBAA Board of Directors, Coordinators, Coaches and other individuals serving the SBAA in any capacity whatsoever shall do so as volunteers and shall receive no compensation or remuneration for their efforts.

Article 10

Appeals

Section 1: All members of the SBAA have the right of appeal to the President. Upon refusal of the President to recognize the appeal, the individual must present a letter in duplicate to the President ten (10) days prior to the next scheduled Board of Director's meeting stating his/her appeal. The president must then sign both copies and submit the original to the Board of Directors. The individual retains the signed copy. The final disposition of the appeal shall be determined by vote of the SBAA Board of Directors

Article 11

Dues

Section 1: The annual family dues for the members of the association shall be stipulated by the Board of Directors, payable at the first registration for the school year that a player participates.

Section 2: No child may participate in a sports program unless the family dues and all registration and related fees have been paid.

Section 3: A maximum of two parents/guardians members shall be allowed the right to vote only if family dues have been paid prior to the meeting.

Section 4: The SBAA Board of Directors may at its discretion, waive fees for any member in times of financial hardship or other special circumstances. Although the action by the Board shall be documented in the minutes and the name of the member shall be kept by the treasurer for record keeping purpose, the name should not be included in the minutes.

Article 12

Funds

Section 1: All funds must be kept in the name of the St. Bartholomew Athletic Association.

Section 2: All expenditures and receipts must be approved by the SBAA Board of Directors.

Article 13

Committees

Section 1: The President of the SBAA Board of Directors has the authority to appoint standing and Ad Hoc committees at its discretion.

Article 14

Rules of Order

Section 1: Robert's Rules of Order shall be the SBAA's final authority on all questions of procedure and parliamentary law not covered by the constitution and by-laws.

Article 15

Order of Business

Section 1: Order of business shall be as follows:

- A) The minutes of the previous meeting will be reviewed.
- B) Approval of the previous meeting's minutes.
- C) Reports made by members of the Board of Directors.
- D) Reports of committees.
- E) Unfinished Business.
- F) New Business.

The order of business may be modified by the President at his/her discretion.