

ST. CHRISTOPHER ATHLETIC ORGANIZATION BY-LAWS

ARTICLE I

The organization shall be known as St. Christopher Athletic Organization

ARTICLE II – OBJECTIVE

Section 1 - the objective of the organization will be to instill and to promote Christian values, sportsmanship, teamwork, good citizenship, school and parish pride, and other values consistent with our Catholic Doctrine by providing an interscholastic athletic program for the children of St. Christopher parish.

ARTICLE III – MEMBERSHIP

SECTION 1- Level 1 shall be the children of the parish. All children in grades where programs are offered are eligible. Eligibility is determined by league rules. They are non-voting members.

SECTION 2 - Level 2 shall be the Athletic Board. Level 2 membership will govern the activities of the organization thru a voting process. Each position of Level 2 will be entitled to cast one vote in matters requiring a voting process.

SECTION 3 - Level 3 shall be the regular members, consisting of all coaches and any interested adult parishioner. These members will be allowed to vote on bylaw changes and officer elections, provided they fulfill the voting eligibility requirements described in Section 4. All head coaches must be at least 21 years of age. All coaches (head/assistant) must be VIRTUS trained and have a completed background check on file.

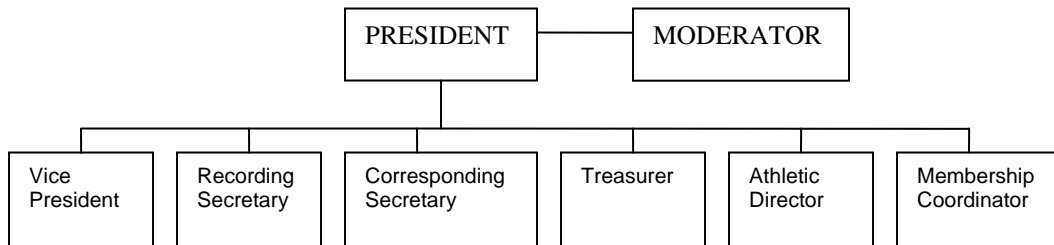
SECTION 4 - Level 3 members must attend 6 regularly scheduled monthly meetings beginning with the August meeting of each year to be eligible to vote.

SECTION 5 - All members shall conduct themselves consistent with the objectives outlined in ARTICLE II. Adult members shall act as a role model for the children to ensure the consistency and development of Christian values.

Upon two-thirds vote of the board, any level member can lose their eligibility when conduct is found to be detrimental to the objective of the organization or parish.

ARTICLE IV - THE ATHLETIC BOARD AND COACHING MEMBERSHIP

SECTION 1 - The Athletic Board shall consist of at least 6 elected members and 1 appointed member. Elected members may consist of:



- A) President
- B) Vice-President
- C) Athletic Director
- D) Treasurer
- E) Corresponding Sec.
- F) Recording Secretary
- G) Membership Coordinator

The appointed member shall be the Moderator appointed by the parish Pastor. This position is reserved only for clergy.

Coaching members will be the Head Coach and One Assistant from each organization sponsored team.

SECTION 2 - The President's duties shall be to:

- A) Assure all Board & Membership activities stay in line with Organizations objectives. (By-Laws ARTICLE II)
- B) Establish and maintain a cooperative relationship with the school, parish and other organizations.
- C) Assure representation of our organization at inter-parish activities.
- D) Enforce By-laws as interpreted by the Board.
- E) Organize and chair regular meetings.
- F) Select individual(s) for special assignments i.e., Market Day, banquets, pictures, meeting action points.
- G) Oversees special committees/meetings i.e. Executive Board meetings, by-laws, Budget, Calendar.
- H) Oversees Grievance procedure
- I) Cast deciding vote in the event of a voting deadlock.

SECTION 3 - The Vice-President's duties shall be to:

- A) Fulfill role of President in his/her absence.
- B) Participate in Budget committee meetings
- C) Coordinate all fundraising activities i.e. smoker/Vegas night, St. Patrick's Day dance, alumni and coaches' game, other activities as assigned.
- D) Maintain school trophy case by organizing and displaying existing and new trophies and keeping trophy cases clean and presentable.
- E) Coordinate the disbursement and collection of equipment and uniforms.
- F) Coordinate purchasing of all uniforms, equipment and associated items for the organization after receiving board approval.

SECTION 4 - The Athletic Director's duties shall be to:

- A) Oversee the Coordination of all league activities i.e. Girls Basketball, Boys Basketball, Girls Volleyball, Boys Volleyball, Cheerleading, Soccer
- B) Coordinate openly and fairly all gym time available.
- C) Coordinate gym control.
- D) Appoint League representatives, i.e. boys and girls sporting activities.
- E) Assure representation at all league meetings.
- F) Assure representation at annual calendar meeting.

SECTION 5 - The Treasurer's duties shall be to:

- A) Chair the annual Budget committee.
- B) Prepare monthly treasurer's report and maintains all previous years' financial records.
- C) Record all approved expenditures and deposits.
- D) Oversee the activities of the Concessions Coordinator

SECTION 6 - The Corresponding Secretary's duties shall be to:

- A) Coordinate all publicity and correspondence.
- B) Notify all members of monthly meetings.
- C) Maintain the By-laws and keep a current list of Board members.

SECTION 7 - The Recording Secretary's duties shall be to:

- A) Take minutes at all meetings and present minutes from previous meetings for board approval.
- B) Coordinate the preparation and distribution of a monthly newsletter.
- C) Be responsible for monthly attendance and record individual voter eligibility.

SECTION 8 – The Membership Coordinator’s responsibilities shall be to:

- A) Arrange and coordinate the registration for all boys and girls sporting activities.
- B) Maintain a current list of coaches, league reps and Coaches Request Forms.
- C) Keep for monthly attendance and determining voter eligibility.
- D) Sports photo coordination – all sports
- E) 8th grade plaques

SECTION 9 - The Head Coaching duties shall be to:

- A) Execute the principle objective of the Organization.
- B) Complete required forms and respond to board inquiries.
- C) Supervise all activities of their team or assure the supervision by at least one adult assistant coach.
- D) Attend all regular meetings. The Board President must be notified in the event of absence.
- E) Be responsible for all issued equipment.
- F) Meet Article 3 Section 3 requirements.
- G) Attempt to resolve all internal team issues – See Grievance Procedures (Article X)

SECTION 10 - The Assistant Coach’s duties shall be to:

- A) Perform the duties of a Head Coach in their absence.

SECTION 11 – Concessions Coordinator

- A) Appointed by the board.
- B) Responsible to the treasurer.
- C) Purchase concession items (bulk purchases must be inventoried with the treasurer or his/her designee).
- D) Recommend pricing to the board for approval.

ARTICLE V – MEETINGS

SECTION 1 - Regular meetings will be held on the third Wednesday of each month, August thru May or as designated by the board.

SECTION 2 - Special meetings can be called by the President. Requests for these meetings by any member of the Organization will be heard by the President.

ARTICLE VI- ELECTIONS AND APPOINTMENTS

SECTION 1 - Nominations for Board positions will be made at each April meeting by any Organization member.

SECTION 2 - Elections for Board positions will be held at the May meeting by ballots.

SECTION 3 - All committee appointments will be made by the Board as needed.

SECTION 4 - Committee chairpersons will be selected within each committee. Exceptions are the Budget and Fundraising committees.

ARTICLE VII- COMMITTEES

SECTION 1 - Committees will be appointed by the Board to study issues and present recommendations as needed. All members are eligible for committee positions.

SECTION 2 - The annual Fundraising Committee shall be responsible for the annual fundraisers (i.e. - smoker and St. Patrick's Day dance.) Appointments will be made by the Vice-President.

SECTION 3 - The annual Budget Committee will be comprised of members appointed by the President.

SECTION 4 - A separate Banquet Committee will be appointed by the Board to coordinate the Banquet activities.

ARTICLE VIII- FINANCIAL ACCOUNTING

SECTION 1 - The Budget Committee will be charged with the responsibility to present a common sense budget to reflect all income and expenditures, projected and spent during the current fiscal year.

SECTION 2 - The Budget Committee will establish reserve funds and their expenditures.

SECTION 3 - The common sense budget will be presented at the September meeting. This presentation will represent the overall estimated budget for the upcoming year based on the previous year's actual financial report.

SECTION 4 - The annual financial report will be delivered by the Budget Committee at each May meeting. Included will be:

- A) Monies on Hand – beginning of year
- B) Monies Paid Out – by expense
- C) Monies Collected – by source
- D) Monies on Hand – end of year

SECTION 5 - The Fiscal Year will end on June 30 of each year.

SECTION 6 - A monthly report of cash activities will be made during regular meetings by the Treasurer.

SECTION 7 - The Budget Committee has the authority to grant or deny expenditures above and beyond the September presentation.

SECTION 8 - All monies will be kept in a common fund, unless designated as a reserve to be drawn on by the President and Treasurer.

SECTION 9 - All monies designated as reserves, i.e. equipment, uniforms, etc. will be deposited into a separate account, preferably interest bearing. Expenditures from these reserve funds can be made from the common fund and will be reimbursed from the separate fund within a reasonable amount of time.

SECTION 10 – The best practices accounting recommendations of the Archdiocese of Chicago will be adhered to.

- All door and concession monies should be double counted by the team parents assigned to that position. Both signatures should appear on the envelope.
- A money drop should take place whenever the concessions or door bank exceeds the start up amount by \$100.00.
- Bulk purchases will be inventoried with the treasurer or his/her designee.

ARTICLE IX- AMENDMENTS

SECTION 1 - The By-laws will be distributed at each February meeting upon being seconded, a majority vote will amend for review. Recommendations for changes will be heard by the Board at each March meeting. Upon being seconded, a majority vote will amend the By-laws.

SECTION 2 - The Board reserves the right to interpret the By-laws as they see, in the best interest of the organization.

By-law amendments become effective on June 1st.

ARTICLE X – Grievance Procedure

Team issues should be attempted to be resolved at the team level. Unresolved issues should be presented to the board, preferably the President, for resolution.

ARTICLE XI – Playing Time

Revised: 1988 General Revision of the By-laws
1990 ARTICLE III, Section 2; ARTICLE IV, Section 1; ARTICLE VIII Section 5
1991 ARTICLE II, Section 1, Section 2,(Deleted); ARTICLE III, Section 4; ARTICLE IV, Sections 1, Section 6; Article IX, Section 1
1992 General Revision of the By-laws
1997 ARTICLE IX, Section 2 (addition) Review of By-laws
2007 General Revision of the By-laws. Added Membership Coordinator Position