

St Agnes Sport Committee Bylaws – 2010-2011



Article 1. Organization

This association shall be known as the “St. Agnes Sports Committee”, and its principle address will be the address of St. Agnes School & Church.

Article 2. Objective

The objective of the St. Agnes Sports Committee, also known as “SASC”, is to enhance the quality of the student experience through the instruction, learning, and competition of team sports. It is also the objective of the SASC to promote friendships outside of the classroom setting, while fostering teamwork and good sportsmanship. The coaches will bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary to the objectives cited in this paragraph.

Article 3. Government

The administration of the SASC shall be under the direct supervision of the Executive Committee (E-Board). The Executive Committee will be under the direct supervision of the school principal and the pastor, who shall have the ultimate authority for the conduct/operation of the Sports Committee.

The Executive Committee shall consist of President, Vice President, Secretary, and Treasurer. The aforementioned shall hold office for a period of two (2) years. Any officer is eligible for re-election. No elected officer shall simultaneously hold more than one elected office. President and Secretary shall hold office concurrently and the Vice President and Treasurer shall hold office concurrently. Therefore, two (2) executive positions will be up for election each year. This will allow a smooth transition of newly elected officers and existing officers.

At the discretion of the officers, special advisors to the committee may be appointed.

Elections shall be held annually at the May meeting. Nominations for the election shall take place before the May meeting. Any General Member may nominate a qualified candidate.

All matters concerning the policy and procedures of the committee (i.e. coaches, teams, etc.) shall be decided by a majority vote of the Executive Committee and be binding on the committee and considered final. Should an Executive Committee review or grievance hearing be necessary for any

Executive Committee decision, the Executive Committee decision will stand until overturned or changed by review or grievance.

The Executive Committee shall set the "Sports Registration Fee". This registration fee entitles each student to participate in any and all sports offered to their particular age and grade level. Registration fees shall be payable in September of the school calendar year.

The Executive Committee shall have the right, where league rules allow, to open a particular team to CCD/parish athletes. The Executive Committee may deem it necessary to take this action in circumstances such as an existing team being short players or a new team being formed. In no circumstances, shall a CCD/parish athlete have roster priority over a St. Agnes school student. Before a CCD/parish athlete's name is permitted to be added to the roster the committee must first attempt to fill the roster shortage by allowing players to play up/down if league rules permit. The decision to allow CCD/parish athletes to play shall be done on an "as needed" basis and reviewed each year.

A majority vote of the regular members present at regular meeting or a written request signed by five (5) regular members may petition the Executive Committee to review an Executive Committee decision. A full report of said review is to be presented to the general body at the first regular meeting following the Executive Committee's meeting or within 30 days, whichever is sooner. The decision stated in the full report shall be considered final.

A quorum of the Executive Committee shall consist of 51% of the Executive Committee Members excluding the President. In the event of a deadlock on a motion at a regular, special, or Executive meeting, the President shall have the power to cast the deciding vote. If the President is unavailable, it shall fall to the Vice President. If the Vice President is not there, than it would fall to the Secretary, and finally the Treasurer, as long as a quorum was still maintained.

To be eligible for any of the offices on the Executive Committee, a candidate must be a Regular Member, in good standing. This will be evaluated on a case by case basis when regular members cannot continually attend scheduled meetings.

Any vacancy in the President's office shall be filled by elevation of the Vice President. Vacancies in offices shall be filled by election by the regular members at the next regular meeting or a special meeting called for that purpose. Any officer elected shall serve for the duration of the term that person is assuming.

Article 4 Membership

General/Regular membership is open to all parents/guardians with a student enrolled at St. Agnes School.

To be considered a general member, you must have attended fifty percent (50 %) plus one [50%+1] of the general meetings called for that school year.

Any general member is eligible to be considered for a coaching position. Any person wishing to coach, who does not meet the criteria of a general member, may petition the Executive Committee for the opportunity to coach. The Executive Committee must approve all coaches.

All coaches must attend the “Protecting God’s Children Program “and attend the “Rutger’s SAFETY Program”. In addition, any coach who is participating in a CYO program must also take and pass the Catholic Coaching Essential Online Course. A copy of the certificate must be provided to the committee. Any coach, who does not attend/pass these programs before the beginning of the year of coaching, will not be permitted to coach.

The President shall have the authority to suspend any member whose actions are considered, in his opinion, to be detrimental to the best interests of the league.

Upon such a suspension, the President shall call a special meeting of the Executive committee, within seven (7) days to review suspension for confirmation or reinstatement.

In the event of confirmation of suspension by the Executive Committee, the suspended member may appeal to the Executive Committee. A meeting shall be held with the Executive Committee, along with the suspended member, and the school principal and /or the pastor. Decision of this appeal shall be final.

5. Meetings

The Sports Committee shall meet monthly during the school year at a publicly designated room. The President shall have the right to call special/emergency meetings as needed or by a written request of three (3) general members. Notice of the place, day and hour of all meetings must be published not less than five (5) days prior to the meeting date. The President shall set the exact place and time of each meeting.

The President or the majority of the Executive Committee may call emergency meetings of the Executive Committee at any time. Each officer shall be notified by the Vice President or the President as to the time and place of meeting.

Five (5) regular members shall constitute a quorum at any regular or special meeting and a majority vote of the members present shall govern except where otherwise especially provided.

Robert’s Rules of Parliamentary Procedure (Revised) shall govern the proceedings of all meetings, except where same conflicts with this Constitution.

A written record of all acts of the Sports Committee, maintained by the Secretary, shall be preserved in the archives of the parish.

Opening Prayer

Order of Business at regular meetings:

Roll call of officers

Minutes of previous meeting

Treasurer’s report

Communications

Old Business

New Business (agenda items)

New Business (from floor)

Adjournment (**CLOSING PRAYER**)

6. Duties of Officers

President

Preside at all meetings of the organization and at all meetings of the executive committee, assuring adequate discussion and timely resolution of issues.

Shall have general control of the administration of the committee, subject to the direction of the Executive Committee.

Shall receive all necessary information needed to discuss and resolve issues as planned by the board members and ensure that the meeting agenda is prepared.

Serve as the communication/decision point for SASC to St. Agnes School and Rectory

Appoint representatives of SASC as necessary to perform certain tasks.

Appoint a nominating committee to assure prompt succession of officers at conclusion of their terms.

Vice President

Notify representatives prior to meetings.

Perform the duties of the President in the absence of the President.

Secretary

Keep accurate records of all meetings of the membership and the Executive Committee. The Secretary shall be responsible for the publishing and dissemination of minutes from all meetings.

Posting of minutes can be provided on the website.

Maintain and keep a current roster of the membership and of active athletes.

Shall be custodian of the records for the committee.

Shall give and serve all notices of the committee.

Treasurer

The Treasurer shall have the care and custody of and be responsible for all funds of the committee in such bank as St. Agnes may designate.

He/She shall co sign, make, and endorse in the name of the committee, all checks for the payment of money, and pay out and dispose of same and receipt thereafter.

Shall exhibit at all reasonable times, the books and accounts to the Executive Committee.

Shall render a statement of the condition of the finances of the league at each regular meeting, and at such other times as shall be required of him/her. The treasurer shall make a full financial report at the May meeting.

Shall perform all duties pertaining to the office of the Treasurer.

Trustees

The Executive Committee shall have the right to appoint Trustees, who will be active members of the Executive Committee.

Trustees shall assist in the formation of procedures, policies, and operation of the committee as well as have voting rights.

7. Grievance Procedures

Grievances/disputes, which shall arise, will be handled according to the following hierarchy:

1. Every reasonable effort shall be made to resolve the dispute between the parties involved (i.e., coach-coach, coach-member, member-member, etc.)

2. If dispute is not resolved satisfactorily in step 1 above, the complaint must be submitted in writing to Executive Committee for action.

3. If not resolved satisfactorily in step 2 above, the Executive Committee shall request a meeting between the parties involved, and the school principal and /or the pastor. The decision of this panel shall be final.

8. Scholarship

The Sports Committee awards two scholarships each year to deserving students enrolling in a Catholic High School. Nominations for recipients are made by the head coaches to the Executive Committee for consideration. All members of the Executive Committee are entitled to cast a vote. In the event the head coach cannot be present for the vote an absentee ballot may be cast. Any member of the Executive Committee, who has a child nominated, must abstain from the vote. The scholarship shall be payable upon proof of enrollment in a qualified Catholic school.

Joseph Santos Memorial Scholarship Award Policy and Guidelines

This award is presented to an 8th grade boy and an 8th grade girl who is furthering their education at a Catholic High School.

The acting Sports Executive Committee along with the school principal, and Sue Vlkovic or family member shall act as coordinators and overseers of the awards procedure.

The Varsity **HEAD COACH**/coaches shall nominate, in writing, as many children as they feel deserving of this award. A short paragraph or a few sentences should be submitted to explain why each child should be considered.

The Principal will confirm their eligibility based on the guidelines listed below.

A vote will be taken to determine the 2 recipients of the Joseph Santos Memorial Sports Scholarship Award. Only the Head Coach and Executive Committee will have voting rights.

Any Head Coach and Executive Committee member will abstain from voting if in the case their own child is eligible for the award.

Scholarship Guidelines

This award will be given to a boy and girl in the 8th Grade who is furthering their high school education at a Catholic High School.

- Must have played any sport at St. Agnes for at least 2 years of their middle school years. (6th, 7th, 8th) with 8th grade being one of the two years.
- Shows sportsmanship on and off of the playing field.
- Exhibits team spirit in and out of St. Agnes School.
- Academically, is an average student - an average grade of " C " or better.
- *Most importantly*, must be registered and attend a Catholic High School for their freshman year (9th grade).

9. By-Laws & Amendments

The by-laws of this organization may be amended, repealed, or added to, or new by-laws adopted, to reflect the changes of the time.

No part of this Constitution shall be replaced, annulled, altered, suspended or amended, unless a proposition to that effect is made in writing by the majority of the Executive Committee. Each General Member shall be notified of the pending meeting. All changes/revisions/additions must be presented at two (2) general meetings, before being submitted for a vote by the general membership. A 2/3-majority vote of all present is necessary for adoption of the proposals.

All former constitutions, by-laws, or resolutions not contained in the foregoing are hereby repealed and annulled.

Accepted:

President

Date

Vice President

Date

Secretary

Date

Treasurer

Date

Trustee

Date