

**ST. EMILY ATHLETIC ASSOCIATION
BY-LAWS**

*revised 2001-2002
renewed 2019-2020*

Article 1

Name

The name of this Association shall be the St. Emily Athletic Association of St. Emily School, Mt. Prospect, Illinois.

Article 2

Objectives

- A. The general objective of this Association is to develop and encourage the moral, mental, social, and physical growth of the students of St. Emily School.
- B. The specific objective of this Association is to provide well-planned extracurricular athletic programs for children of St. Emily School.
- C. The ultimate goals of this Association are the development of fair play, good sportsmanship, team cooperation, the will and desire to practice to become as skilled as possible, and a healthy pleasure from participation. If these goals are not implemented, and winning becomes the only goal, it becomes imperative that the Association take corrective action.
- D. The chain of command will be as follows: Parent, head coach, Athletic Director, Athletic Board, Principal.

Article 3

Policies

The Association shall direct the extra-curricular athletic activities of St. Emily School and supervise and administer such programs and incidental matters relating to them.

The Association shall provide students the opportunity to participate in athletic competition to the best of their ability. A concerted effort should be made to allow all team members who show desire and enthusiasm to play in every game except where extraordinary circumstances such as close games, missing practices, discipline problems, suspension, prevent such participation.

Practice time in the gym shall be divided equitable between the boys' and girls' activities according to their specific needs. The athletic director shall be responsible for implementing this policy.

Article 4

Athletic Board

- A. The policies and business affairs of this Association shall be managed by the Athletic Board and subject to the guidelines of the Pastor and Principal.

- B. The Athletic Board shall consist of the President, Vice-President, Secretary, Treasurer, Athletic Director, Director of Support Services, Parish Pastoral Council Liaison, and three ex-officio members: the Pastor or his delegate, the Principal or his/her delegate, and a representative of the school board.
- C. There shall be an Athletic Board meeting once a month from August through June, and at such other times as may be reasonably required upon request of the President or any two members of the Athletic Board. There shall be due notice to all Athletic Board members, as to the time and place, a reasonable time before the meeting.
- D. The general duties of each member of the Athletic Board shall be:

President - to coordinate the athletic programs with the Athletic Board; to act as liaison between the Board and the Pastor, Principal, head custodian, and Athletic Director; appoint all committees and chairpersons; and to perform all duties pertaining to this office.

Vice-President - to perform the duties of the office of President during the absence of inability or the President; chairperson of pictures.

Secretary - record minutes of each Athletic Board meeting and report same at subsequent meetings. Prepare publicity releases for the school and the parish, regular meeting and election notices for church bulletins, and send correspondence.

Treasurer - to monitor Association finances, determine with the Athletic Board budgets for various athletic programs, collect all monies, pay bills, make bank deposits and cash withdrawals, give a financial report in writing to the Athletic Board at each meeting, and give a financial statement for the entire program year (July 1 to June 30), in writing, no later than the August Athletic Board meeting. Quarterly statements are to be submitted to the Parish Financial Director.

Athletic Director - to oversee registration; to select the coaching staffs for all school sport teams, handle all disciplinary action following the chain of command; hold tryouts with coaches for all grades (judges cannot judge tryouts for their own son or daughters team); approve team selection, hold regular coaches meeting and clinics before and during the season to unify programs; set game tactics for each team; set-up game schedules with the conference; submit equipment requests to the Athletic Board for purchases over \$500; maintain and inventory all equipment and uniforms; appoint tournament directors who will set up and run tournaments held at St. Emily throughout the year; oversee the alumni games; to keep the athletic website and parish-wide gym calendar.

Director of Support Services - to supervise concession workers, purchase all concession supplies, collect all concession monies, give monthly reports, submit money to treasurer in a timely manner.

Parish Pastoral Council Liaison - to report and inform the Athletic Association of pertinent information from the Parish Council.

All board members contribute evenly to the running of the gym during night and weekend games, including opening and closing the concession stand when necessary.

Article 5

Standing Committees

Sports Physicals and Waivers - works closely with the school nurse to make sure all athletes have turned them in by the deadline; contact athletes regarding waivers; distributing waivers to coaches, alerting coaches to physical problems athletes may have.

Spirit Wear Coordinator - take orders, order and distribute all athletic spirit wear. Works with the season coordinator.

Fund-Raising Chairperson - set up an annual fund-raising project (ex. 3 on 3) to help support the athletic program, to coordinate the type of project, date, time, place, and publicity subject to prior approval of the Parish Council, report to the treasurer monthly on the status of this committee.

Alumni Games and Pack the Gym Chairperson - gets flowers/balloons, sets up gym, orders t-shirts, contacts coaches and alums, organizes all information pertaining to the games including collecting money and coordinating format with the Athletic Director.

Awards Chairperson - plans and organizes banquet, orders trophies.

Season Coordinators - attend conference scheduling meeting, if necessary; create and keep up to date with the season support schedules.

Tournament Directors - work with Awards Chairperson to order tournament awards; email communication with ADs and referee assignor; create schedules; work with Basketball Season Coordinator.

Uniform Coordinator - order basketball practice jerseys; distribution and collection of game uniforms; record uniform numbers for rosters; research and ordering of new uniforms (when needed).

Equipment Manager - Restock First Aid kits for each team and concession stand; take inventory of athletic equipment, and research new equipment and/or uniforms (when needed).

Athletic Banquet Coordinator - reserve parish center; send save the dates and take RSVPs; assign seating arrangement; order food; maintenance request for parish center.

Marketing/Advertising - work with secretary to create announcements, reminders, write ups, etc.

If these positions cannot be filled by volunteers, board members will be assigned a committee to chair.

Article 6

Standard of Conduct

All persons associated with St. Emily Athletic program shall conduct themselves in an exemplary manner while acting in their capacities or otherwise representing the parish. Offensive conduct such as profanity and abusive language, poor sportsmanship and uncontrolled temper is inconsistent with the high standard which must be observed by those who participate in the program. Conduct inconsistent with the foregoing shall be brought before the Athletic Board at a meeting. All interested parties shall be given notice and opportunity to be heard and need to

follow the appropriate chain of command which is as follows: the Athletic Director, Athletic Board, Principal. The Athletic Director has the power to suspend a player, coach, and/or parent. All parties have the opportunity to appeal with the Principal having the final authority over the decision. Coaches can suspend a player only after consultation with the Athletic Director.

Article 7

Nominations and Elections of Officers

Officers shall be elected by the entire voting association for a term of two (2) years and shall serve their office beginning the first regular board meeting of each year.

Candidates for office of the Association shall be nominated by a committee, which shall consist of three or more members selected by the President at least thirty (30) days prior to the annual election of officers. No more than a total of two (2) members of the nomination committee may be members of the Athletic Board. The President shall designate as chairman one of the members of the nominating committee.

The nominating committee shall present to the President and the Secretary, who shall make public its slate of officers and date of the election at least ten (10) days prior to the annual election of officers, including two (2) Church announcements.

Candidates for office may also be nominated from the membership provided such nominations are endorsed in writing by at least five (5) members of the Association, and such endorsement is delivered to the President at least seven (7) days before the annual election of officers. Election of the officers shall be conducted by written ballot.

Each member present shall be entitled to one vote and the nominee receiving the highest number of votes for each office shall be elected to that office.

If a member of the board cannot complete their two year term for any reason, the President, with board approval, can appoint a person to finish out their term.

Removal of a Board Member

A board member can be removed from the Athletic Board for just cause. If a Board member misses three (3) consecutive meetings that member can be removed from the Board by a majority vote. After two (2) consecutive absences the board member who is absent will be contacted. That member does have a right to appeal.

Article 8

Membership and Dues

Everyone is a member of the Athletic Association as follows: coaches, Athletic Board members, volunteers of the programs, and parents of school age children.

- A. Non-paying members are coaches, the Athletic Board, volunteers in the program, and parents of eligible children who participate in the athletic programs.

- B. Paying members are parents of St. Emily School children who are not participating in an athletic program and other interested parishioners. The annual membership fee will be \$10.00 per person.
- C. The pastor of St. Emily Parish and the principal of St. Emily School shall be ex-officio members of the Association without payment of dues.
- D. The membership year shall be from July 1 to June 30 of the following year.

Article 9

Amendments

The power to alter or amend these By-Laws shall be vested in the Athletic Board upon two-thirds (2/3) majority of the Board provided a written copy of the proposed amendment be given to each Board member three (3) days in advance, and subject to approval by the Principal.