

St. James Athletic Association

BY-LAWS

Article I

Name The name of this organization will be known as the St. James Athletic Association, under the cooperation of the pastor of St. James The Greater Parish.

Article II

Purpose The purpose of the Athletic Association shall be to serve, guide and enrich the spiritual and physical welfare of the children of St. James The Greater Parish.

Article III

Organization The Executive Board will consist of : Spiritual Director; Athletic Director; Assistant Director; Secretary; Treasurer; Purchasing Director; Uniform Director; Volleyball, Soccer, Basketball, Baseball and Softball Directors.

Regardless of the number of positions held by one person on the Executive Board only one vote may be exercised.

The responsibilities of the Executive Board are:

- To handle problems that are greater in scope and cannot be handled by the AD alone. Any meeting of the Board will be called by the AD or Spiritual Director.
- To exercise final authority on all appeal cases concerning relief from duty, suspension, etc. Such action must be by simple majority vote.
- To mediate any disagreement between members by invitation of any of the members involved. Either the AD or Spiritual Director shall decide whether any disagreement merits a meeting of the Board. The decision of the Board will be final.
- To set the registration fees for the various sports and to formulate the deposit policy for uniforms. This will then be presented to the membership for a vote.
- To schedule a monthly meeting of the Executive Board the first Tuesday of each month to help organize the various sports.
- Any Board decision will be binding to the succeeding Board.

Article IV

Membership Membership shall be comprised of parents of children participating in the St. James Athletic program and any other interested parishioner. All members are expected to attend and actively participate in some form.

The sports teams shall be comprised of children either registered in St. James Parish School/PSR, from the appropriate grade/age level. If there are not enough children to field a team, the acceptance of team member shall proceed in the following order:

1. Children of appropriate grade/age in the parish boundaries.
2. Children of appropriate grade/age within the District.

Board Members, Managers, Coaches, Parents and Players must meet and abide by all CYC rules and regulations.

All Board Officers except for the Spiritual Director, Sports Directors and the Uniform Director shall be elected by voting members of the AA at the May meeting.

If there are members to fill the positions of the organization above manager, no one may hold more than one position at any one time.

The AA will meet monthly. All motions must be seconded and then voted on by simple majority for approval. The right to vote for elections will be extended to members who have attended simple majority of the last ten meetings of this association August thru May (simple majority is six meetings).

Anyone nominated to a position on the Executive Board must be a member in good standing and have attended the minimum number of meetings to be eligible to vote at the elections. (Amendment passed 3/13/12)

This document may be amended as required by a majority vote, after it has been submitted in writing at a regular meeting and voted on at the following regular meeting.

Anyone suspended by the CYC shall not participate in any aspect of any St. James sports team. i.e. Practices, activities throughout the length of the suspension.

Anyone suspended must be reviewed by the Board before being allowed to participate in any further St. James Sports activity.

#### Section I Spiritual Director

- Is a position that is appointed by the Pastor of St. James the Greater.
- The Spiritual Director must chair any meeting convened for consideration of matters of actions affecting overall parish policies of procedures. Assures conformance with all rules and regulations of the Parish & Diocese.
- The Spiritual Director shall audit the financial and equipment record each year with the AD.

#### Section II Athletic Director

- The Athletic Director (called the Lay Director by CYC) shall serve for a one year term.
- The Duties of the Athletic Director are:
  1. Coordinate the entire program.
  2. Oversee the finances of the program and formulate a budget, this should be done in January of each year with the advice of the Board. An

inventory from the previous year, including suggestions for purchases should be available from the Purchasing Director.

3. Call and chair any Athletic Board meeting of the Parish, or notify the Assistant AD to chair the meeting.
4. Appoint along with the Executive Board the various Sport Directors.
5. Approve or disapprove the managers and coaches selected by the appropriate Sport Director.
6. Represent this Parish or appoint a representative for the appropriate CYC meetings and at the Parish Council meetings.
7. Approve the scheduled use of facilities and equipment.
8. Work with the Purchasing Director to keep an up-to-date inventory.
9. Approve all rosters before being sent for final approval to the Spiritual Director.
  - The AD shall have the authority to relieve any Sport Director, Manager or coach of his position. Any such notification must be done by the AD in writing within 24 hours to the person being relieved.
  - If the Sport Director, Manager or Coach feels that he has been treated unfairly by the AD, he can request a Board Meeting. The AD cannot refuse a request for said meeting. However, some type of verbal communication must take place prior to such a demand. Then the demand must be made in writing to the AD and the Spiritual Director stating the reason for such a meeting. It is hoped that this will never be needed, and will be used only for serious disagreements.
  - The AD shall form (keep) a “calendar” showing the approximate dates that the various duties are done, and any hints of procedures not outlined in this document. This must be given to the next AD.

### Section III Assistant Athletic Director

- The Assistant AD shall be elected for a one year term thru the usual election procedures and will automatically assume the position of AD.
- The duties of the Assistant Director are:
  1. Work with the AD to understand the entire program so that the absence of the AD will not adversely affect the program.
  2. Chair any Athletic Board meeting if so appointed by the AD.
  3. Represent our Parish if assigned by AD at CYC.
  4. Coordinate any committee activities as directed.
  5. Develop an annual fund raising plan by March and coordinate all fund raising projects for the Association.

### Section IV Secretary

- This person shall be elected for a one year term thru usual election procedures.
- The duties of the secretary are:
  1. This person shall record minutes from all meetings.
  2. The secretary shall be custodian of the records and shall in general, perform all duties incident to the office of secretary and perform such other duties as may be required by the Board or the AD.
  3. Keep a log of various duties of the office.
  4. Communicate with the St. James the Greater School Advancement Director on information presented to prospective families during orientation.

#### Section V Treasurer

- This person shall be elected for a one year term thru usual election procedures.
- The duties of the treasurer are:
  1. In charge of all disbursements for Association funds.
  2. Establishment of banking, checking accounts and assure collection of all debt and interests.
  3. Assist AD in development of budget.
  4. Report financial status at all meetings.
  5. The Treasurer and AD will be bonded.
  6. Prepare an annual financial statement and present books for audit in July, to be presented to membership in August.

#### Section VI Purchasing Director

- This person is elected to a one year term thru usual election procedures.
- The duties of this position are:
  1. To arrange for all purchasing that may be required of Association and present competitive prices to AD and Treasurer.
  2. Coordinate all purchased with Sports Director and Treasurer, then authorize payment of bills.
  3. The care, storage and distribution of all equipment.
  4. NO ONE may issue or take equipment without the consent of the Purchasing Director.
  5. Keep and up-to-date inventory with the help of the Sport Director and provide said inventory to AD.
  6. Keep adequate records of who has what equipment. The various Sport Directors must work closely with the Purchasing Director in this regard.
  7. This person must always be at least six months ahead of the program by submitting replacement orders to the AD.

#### Section VII Uniform Director

- This person is a member of the Executive Board and is appointed by the AD.
- The duties of this position are:

1. Care, store and issue the uniforms.
2. Keep an up-to-date inventory with the help of the Sport Directors and present said inventory to the AD.
3. Keep adequate records of who has what uniform.
4. NO ONE may issue or take uniforms without the consent of the Uniform Director.
5. This person must always be at least six months ahead of the program by submitting replacement orders to the Purchasing Director. The Purchasing Director will then report to the AD if purchases are OK.

## Section VIII Sport Directors

- There will be a sport Director for Soccer; Volleyball; Basketball; Baseball and Softball.
- Each Sport Director is responsible for any Parish facilities.
- Each Sport Director must submit a statement of the number of participants and associated fees to the Secretary and Treasurer.
- A person may manage only one team at a time per season. i.e. Soccer or Volleyball.
- A Sport Director may also manage or coach in the same sport or in another sport.
- The duties of the Sport Directors are:
  1. To help represent the Parish at CYC meetings involving their sport.
  2. Submit a list of managers and coaches to be appointed for approval by the AD.
  3. Work with AD with registration and forming of the teams.
  4. Check and verify the eligibility of all participants and send completed roaster to CYC office. Any player from outside Parish of District must be approved by the Executive Board before being put on a St. James roster.
  5. Work with the Purchasing Director in the care and replacement of equipment for his sport. At the end of his season, he must plan a year ahead to replace or add to the supplies and equipment. He must turn in an inventory and replacement list to the Purchasing Director.

## Section IX The Managers

- In CYC terminology the “Manager” of a team is the Head Coach.
- The Sport Director appoints the Managers with the approval of the AD.
- The duties of the Managers are:
  1. Each Manager is expected to set an example of good sportsmanship at all times and be mindful of the feelings of the children.

2. Because the goal of the Athletic program is to give each child the opportunity to engage in competitive sports activities, it will be the responsibility of each Manager to see that each child gets the chance to play a reasonable portion of each game.
3. The supervision of team members at all practices and games.
4. The care of the team's supplies and equipment.
5. A Manager may suspend a player at any time for disobedience or unsportsmanlike conduct while under the Manager or Coach's supervision. If this occurs, the Sport Director, AD and Spiritual Director should be notified.

## Section X The Players

- A Manager may suspend a player for the remainder of the season at any time that the player is under the Manager's supervision for disobedience or unsportsmanlike conduct.
- If the parents of the player feel that such a suspension is unjustified, a meeting between the player and parents, the Manager, Coach, the Sport Director and AD will be called to review the case. The decision of the Board members after this meeting will be final.
- The failure of a player to return his uniform is grounds for suspension. Forfeiture of deposit is a fine. Uniforms must be returned before a player is eligible to be placed on a future roster, and second deposit will be required.