

# St. Dominic School Athletic Association

## CONSTITUTION



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ST. DOMINIC ATHLETIC ASSOCIATION CONSTITUTION

St. Dominic School Athletic Association..... 1  
    CONSTITUTION ..... 1  
ARTICLE I. NAME ..... 1  
ARTICLE II. OBJECTIVES ..... 1  
ARTICLE III. FUNCTIONS..... 1  
ARTICLE IV. ELECTION OF BOARD MEMBERS..... 1  
ARTICLE V. OFFICERS ..... 1  
    Section I. Names..... 1  
    Section II. Election of Officers ..... 1  
        A. PRESIDENT/ATHLETIC DIRECTOR (AD)..... 2  
        B. VICE-PRESIDENT/ASSISTANT ATHLETIC DIRECTOR..... 2  
        C. TREASURER ..... 2  
        D. SECRETARY ..... 2  
ARTICLE VI. RESPONSIBILITIES..... 3  
    Section I. Election of Operational Positions ..... 3  
    Section II Operational Positions ..... 3  
        A. SPORTS COORDINATORS (Volleyball/Basketball/Cross Country-Track) 3  
        B. FACILITIES/EQUIPMENT COORDINATORS (Three Positions)..... 4  
        C. CONCESSIONS COORDINATORS (Three Positions) ..... 4  
        D. FUNDRAISING/PUBLICITY COORDINATOR (Two Positions)..... 5  
        E. TOURNAMENT DIRECTOR (One position) ..... 5  
        F. FOOD HANDLING COORDINATOR (One-Two Positions)..... 5  
ARTICLE VII. CONDUCT OF BUSINESS ..... 6  
    Section I. Agenda/Minutes ..... 6  
    Section II. Quorum ..... 6  
    Section III. Voting..... 6  
ARTICLE VIII. COMMITTEES..... 6  
    Section I. Standing Committees..... 6  
    Section II. Ad Hoc Committees ..... 6  
ARTICLE IX. FINANCE..... 6  
    Section I. Fiscal Year ..... 6  
    Section II. Budget..... 6  
    Section III. Requests/Reimbursement for Funds..... 7  
    Section IV. Annual Stipend ..... 7  
ARTICLE X. AMENDMENTS ..... 7  
ARTICLE XI. PARLIAMENTARY AUTHORITY ..... 7  
ARTICLE XII. MEETINGS..... 7  
ARTICLE XIII. BOARD MEMBER CERTIFICATION..... 7  
ARTICLE XIV. REMOVAL FROM THE BOARD ..... 7

## **ARTICLE I. NAME**

The name of this organization is the St. Dominic School Athletic Association (Association). Parents of currently enrolled students are members of the Association. All members are entitled to vote for members of the Athletic Board (Board).

## **ARTICLE II. OBJECTIVES**

1. To foster the physical development and sportsmanship of all the students of St. Dominic School participants.
2. To provide an opportunity for all students in 5<sup>th</sup> through 8<sup>th</sup> grade to participate in some form of athletic activity.
3. To help each student become a better person as a result of his/her participation in the program.

## **ARTICLE III. FUNCTIONS**

1. Provide money, through fund raising and fee collection, to underwrite the cost of the athletic program.
2. To oversee the expenditures within the Athletic Program.
3. Organize and plan all activities in the Athletic Program.

## **ARTICLE IV. ELECTION OF BOARD MEMBERS**

1. A vote to fill vacancies on the Board shall be held at the May school board election by the voting body of the Association.
2. Unexpected vacancies may be filled at the discretion of the Board prior to the annual May election. The appointed member shall serve the length of the vacated term.
3. Board members shall be elected for a term of 3 years. Each year, one third of the terms will expire on a rotating basis.

## **ARTICLE V. OFFICERS**

### ***Section I. Names***

The Officers (executive board) is made up of the President, Vice President, Secretary and Treasurer. The Principal and Pastor are Ex-Officio members of the Board.

### ***Section II. Election of Officers***

All officers have a one year term commencing on July 1<sup>st</sup>. Officers positions will be filled through a vote at the first board meeting of the start of the fiscal year following the May election. Unexpected Officer vacancies may be filled at the discretion of the Board after the first board meeting until the end of the year.

### ***Section III. Executive Committee***

#### **A. PRESIDENT/ATHLETIC DIRECTOR (AD)**

- Schedules and runs the Board meetings.
- Point of Contact for all issues where the job responsibility is unknown or not assigned.
- Signs all contracts or written agreements; or appoints another association member to sign, together with the principal and pastor.
- In concert with the School Board, Pastor, Principal and Treasurer, prepares the annual budget.
- Schedules Board Members (“Board Member on Duty”) for opening and closing of home games
- Review and approve all coaching assignments and with the sports coordinator, present recommendations to the Athletic Board.
- Works with the Parish Office/School Administration for all gym and facilities scheduling.
- Approves selection of all A/B teams from the coaching staff.

#### **B. VICE-PRESIDENT/ASSISTANT ATHLETIC DIRECTOR**

- Assume the duties of the President in their absence.
- Represents the Association at meetings with the School board and other organizations or persons, or appoints another association member to represent the association.
- Handles any issues regarding insurance of athletes/parents.
- In the event of a vacancy in the office of President, the Vice-President will succeed to the office of President for the unexpired portion of the term.
- Assists with tasks assigned by the Athletic Director.

#### **C. TREASURER**

- Performs income, expense budget tracking.
- Sets policy for cash handling, inventory, and accounting.
- Maintains the financial records of the association.
- Reports in writing on the financial status of the Association at the regularly scheduled meetings.
- Prepares financial statements of the Association for the Pastor, Principal and School Board quarterly.
- Prepares the approve cash requests forms and gives them to the principal to check and sign.
- Works with parish Business Manager, if necessary.

#### **D. SECRETARY**

- Responsible for the official correspondence of the Association.

- Keep the minutes of the Board meetings and files of association transactions. These documents must be transferred to his/her successor.
- Keeper of all official documents such as Constitution, Handbook, Registration Forms, Cash Handling Forms, etc.
- Amends and redistributes document's when Amendments are approved.
- Handles Coaches Folders, Handbook printing, Notices and announcements.

## **ARTICLE VI. RESPONSIBILITIES**

### ***Section I. Election of Operational Positions***

All operational positions have a one year term commencing on July 1<sup>st</sup>. Vacancies for the operational positions will be filled through a vote of the Board at the first board meeting following the May election. Unexpected vacancies may be filled via Board vote prior to the first board meeting.

### ***Section II Operational Positions***

All Board members shall hold an operational position and be responsible to perform the duties of that position. All operational positions are required to open/close and work at Home Games as "Board Member on Duty" on a rotating basis.

#### **A. SPORTS COORDINATORS (Volleyball/Basketball/Cross Country-Track)**

There are three sports coordinator positions, Volleyball Coordinator, Basketball Coordinator, and Cross Country/Track Coordinator. Below is a list of Sports Coordinator responsibilities.

- Organizes Registrations for the respective sport.
- Works with the board/coaches to determine which away tournaments St. Dominic teams will participate in.
- Submits league entry forms and league entry fees.
- Attends league meetings.
- Liaison for board decisions and league rules/policies
- Enforces policies and procedures set forth by the Athletic Board and in the Athletic Handbook.
- Responsible for Sports Registration, Team Rosters, League Team Formation and commitment.
- Trains & Schedules all Scorebook and Scoreboard personal. Manages payment of the scorekeeping personal.
- In coordination with the AD, selects and qualifies coaches for each season. Presents list of coaches for board approval.

- Works with League for to resolve scheduling conflicts and rescheduling of League Games/Meets.
- Communicates eligibility status of players to coaches.
- Schedules and holds the team parent meeting(s), and coaches pre-season scheduling meeting(s).
- Follows the Joliet Diocese Interscholastic Guidelines for Sports and communicates rules and policies to the Coaches.
- Schedules all practices with coaching staff and gym time for home games.
- Handles rescheduling of cancelled/postponed games and communicates to coaches and league.
- Works with Athletic Director to determine available league games times.
- Schedules and trains officials when necessary.
- For Cross-Country/Track, schedules/organizes parent help for all meets.
- Develops participation fees/late fees and other sport associated fees and presents to the board for approval.
- Approves selection of A/B teams from the coaching staff.
- Sets fee rate for sports registration, subject to approval by the Athletic Board.
- Sets entry fees for home game, subject to approval by the Athletic Board

#### **B. FACILITIES/EQUIPMENT COORDINATORS** (Three Positions)

- Inventories equipment.
- Buys new equipment.
- Finds competitive prices/discounts.
- Buys, Issues and tracks uniforms/issues and track coaches equipment (e.g., balls, medical kits, etc.).
- Assists and helps direct any capital improvements for the facilities (e.g. volleyball setup, bleachers, locker room upgrades, etc.)
- Repairs or oversees repairs of the facilities.
- The Lead Chairman is the Athletic Board School Building and Grounds representative.
- The two facilities/equipment coordinator positions will consist of a lead and assistant to be agreed upon when elected to the position.

#### **C. CONCESSIONS COORDINATORS** (Three Positions)

- Organizes all supplies and re-stocking of the concession stand.
- Assist the Publicity/Fund raising Chair with fund raising related to concessions/home game events.
- Procurement of new supplies.
- Trains workers on opening/closing and running the concessions.

- Train volunteers at positions if needed. The three concessions coordinators positions will consist of a lead and assistants to be agreed upon when elected to the position.
- Works with Team Work Coordinators to schedule parent concessions/gate workers at all home games & tournaments.
- Manages schedule from each Team Work Coordinators and maintains a copy of this schedule and contact information at Concessions Area.
- Sets prices for all concessions items.
- Coordinates repair, regular maintenance and procurement of all Concessions equipment and supplies.

#### **D. FUNDRAISING/PUBLICITY COORDINATOR (One Position)**

Organizes all sponsorship for fund raising, including but not limited to:

- Organizes all fund raising activities including: Advertisement board, Tournament Advertisement book, and new revenue producing activities.
- Organizes publicity for Athletes in the Knightline, sports corner newsletter, School web sight, and/or local newspapers.
- Buys and Organizes the End of Season Awards/Trophies.
- Buys and Organizes Awards/Trophies for Home Tournaments.
- Updates Athletics Bulletin Board in the School.
- Coordinates all Fund raising Activities.
- Updates Athletic Association web site

#### **E. TOURNAMENT DIRECTOR (One position)**

- Organizes all home tournaments and is the main point of contact for all tournament related issues.
- Sends invitations and accepts entries from all schools.
- Determines tournament scheduling in conjunction with sports specific coordinator.
- Sets tournament entry registration fee that is subject to approval by the Athletic Board.
- Collects, records and works with the Treasurer to account for all incoming revenue from tournament entry fees. Works with Treasurer to process refunds.
- Works with Publicity/Fund raising coordinator to order tournament awards.
- The two tournament director positions will consist of a lead and assistant to be agreed upon when elected to the position.

#### **F. FOOD HANDLING COORDINATOR (One-Two Positions)**

- Act as liason between the Athletic Board and county health inspector for continued operation of the concession stand.
- Non-voting position
- No stipend will be paid for this position

## **ARTICLE VII. CONDUCT OF BUSINESS**

### ***Section I. Agenda/Minutes***

The President will be responsible for preparing the agenda for Board meetings. The Secretary will record the proceedings.

### ***Section II. Quorum***

A simple majority of the voting members of the Board constitutes a quorum.

### ***Section III. Voting***

1. Voting on motions and resolutions and other matters may be by voice, show of hands, by standing, or by ballot and will require a majority vote of the elected members present.
2. If a decision must be made between meetings, the Board may be polled via phone, email or in person. A majority of the Board is required to affirm any decisions made in this manner.

## **ARTICLE VIII. COMMITTEES**

### ***Section I. Standing Committees***

The President may recommend to the Board any standing committees and may name the chairperson of each committee.

### ***Section II. Ad Hoc Committees***

The President may create ad hoc committees as necessary and may appoint members and chairpersons of each committee.

## **ARTICLE IX. FINANCE**

### ***Section I. Fiscal Year***

The fiscal year of the Board will be the same as that of the Parish.

### ***Section II. Budget***

1. The Board must present its annual budget at the School Board's first meeting of the fiscal year.
2. Any money that remains in the Association account at the end of the fiscal year will be earmarked for future expenses in accordance with the Diocesan fiscal plan.



### **Section III. Requests/Reimbursement for Funds**

All extraordinary expenditures of funds over \$250 shall be approved by the Principal. All requests for funds must be turned in with the request for funds form. All requests for reimbursement must be turned in within the earlier of 90 days from the date the expense was incurred or the end of the fiscal year. Each expense must be turned in with the proof of the expenditure (e.g., receipt, invoice, canceled check, etc. ) and a request for reimbursement form.

### **Section IV. Annual Stipend**

The President, Vice President, Secretary and Treasurer will receive an annual stipend of \$50 payable at the end of the school year after the term is served. In addition, all other operational positions will also receive stipend of \$75 payable at the end of the school year after the term is served.

## **ARTICLE X. AMENDMENTS**

These by-laws may be amended at any meeting of the Board by affirmative vote of a quorum of the Board providing that all members have received the amendment in writing ten (10) days prior to the meeting/vote.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

In absence of any provision in these by-laws to the contrary, all meetings of the Board shall be governed by the parliamentary rules and usage contained in the current addition of *Roberts' Rules of Order*.

## **ARTICLE XII. MEETINGS**

Regular Meetings of the St. Dominic Athletic Association shall be held on the third Wednesday of each month at 7:30 pm to 9 pm fixed by resolution. Meetings will be held on the following months: August, September, October, November, January, March, April. The President may call special meetings provided adequate notice is given.

## **ARTICLE XIII. BOARD MEMBER CERTIFICATION**

All Board members shall be registered as a Diocesan Volunteer and have the background checks performed as required by the School Administration and/or Diocese.

## **ARTICLE XIV. REMOVAL FROM THE BOARD**

Removal from position as a board member will be based on either non-performance of duties or actions which are deemed as detrimental to the St. Dominic Athletic Association. Automatic removal from the board will occur after two unexcused absences from regularly scheduled board meetings over a one

year period commencing July 1st. Removal of a board member position not due to unexcused absences will require 2/3 vote of the remaining members.