

**CONSTITUTION AND BYLAWS OF THE
ST. JOSEPH ATHLETIC ASSOCIATION**

ARTICLE I PURPOSES

The goals and objectives of this association are:

1. To develop and maintain an athletic program for the youth of the St. Joseph Parish Community as coordinated with the Youth Committee;
2. To instill in each player teamwork and the qualities of sportsmanship and fair play by providing equal play time for all players;
3. To provide financial resources for the operation of each athletic program for youth.

ARTICLE II MEMBERSHIP

Any member of the St. Joseph Parish community who is interested in the purposes of the association is eligible for membership. To become a voting member, an individual must attend at least three Executive Committee meetings during a fiscal year. Upon the call to order at the third meeting, that individual will become a voting member for the duration of that Fiscal year and the first three meetings of the following fiscal year. Only voting members are eligible to be elected officers. All members of the Executive Board are automatically voting members for the duration of their terms. The Pastor and Parish Youth Minister have over-ruling authority on any membership.

ARTICLE III – OFFICERS

The officers of the association shall consist of the President, Vice- President, Secretary, Treasurer, Activities Chairman, and an Equipment Manager. A sports chairman for each athletic program shall be appointed by the Association Chairman. These positions constitute the Executive Committee. The Youth Minister of St. Joseph Church will act as moderator.

The term of office for each officer of the association shall be for one year, running from June 1st through May 31st. As a guideline, a particular office should not be held for longer than two consecutive terms and turnover is encouraged where practical.

Nominations for officers will be accepted by the Executive Committee prior to the final meeting of the year. Elections of officers shall take place by a majority of those Association members present at the final meeting of the year. In the case of a tie, the Association Chairman will cast the deciding vote. Vacancies in offices can be filled at any time through appointment by the Association President and approval by a majority of the Executive Committee members present at the next meeting. In the event of a tie in the approval of an appointment, the Association President shall cast the deciding vote.

The terms of office for each sports chairman will have no limitations placed.

1. The duties of the President are:

- a. To oversee all sports activities and all money-making fund raisers;
 - b. To preside over all meetings of the Association;
 - c. To approve all publicity and notices;
 - d. To appoint special projects committees and Chairmen for each athletic program;
 - e. To chair the Executive Committee
 - f. To represent the Association on the Parish Activities Awareness Committee of the Parish Council;
 - g. To deposit all monies in the bank;
 - h. To write checks for outstanding expenses should the Treasurer not be available.
2. The duties of the Vice-President are:
- a. To assist the President in overseeing all sports activities and all money making fund raisers;
 - b. To preside over meetings in the absence of the President;
 - c. To represent the Association on the Youth Committee of the Parish Council;
 - d. To monitor the expenditures of the Association to the approved budget of each sports program;
 - e. To fulfill the financial duties of the President should the President not be available.
3. The duties of the Secretary are:
- a. To record the minutes of all meetings and to distribute the minutes to the Executive Committee members;
 - b. To read the minutes of the previous meeting;
 - c. To ensure all notices are put in the Parish bulletin at proper times.
4. The duties of the Treasurer are:
- a. To maintain the financial records of the Association, including balancing the checking account monthly;
 - b. To submit quarterly financial reports of the Association to the Executive Committee;
 - c. To write checks for outstanding expenses.
 - d. To work with each sports Chairman to develop and monitor budgets for the sports programs.
5. The duties of the Activities Chairman are:
- a. To organize any money making fund raisers that would benefit the Association (e.g., dances, raffles, pizza sales, etc.);
 - b. To organize special committees to oversee and staff each of these events.
6. The duties of the Equipment Manager are:
- a. To inventory all uniforms and equipment belonging to the Association;
 - b. To control the issuance and return of uniforms and equipment;
 - c. To coordinate with each Sports Chairman the ordering of all uniforms and equipment.

7. The duties of each Sports Chairman are:
 - a. To recruit players and coaches;
 - b. To register all children in the particular sports program;
 - c. To enter teams in the appropriate leagues;
 - d. To work with the Treasurer on presenting a budget for all necessary funds, such as league fees, officials fees, uniforms, equipment, and banquet expenses;
 - e. To coordinate with the Equipment Manager the ordering of all necessary equipment for the particular sports program;
 - f. To arrange for all practices and post-season games;
 - g. To arrange for all practice areas for the particular sports program;
 - h. To copy and distribute all athletic schedules;
 - i. To organize end of season sports banquets;
 - j. To conduct meetings as necessary with coaches and volunteers to coordinate activities (e.g., pre-season organization, post season evaluations, etc.)

ARTICLE IV – MEETINGS

1. The Executive Committee shall meet at least once per quarter.
2. The order of business shall be as follows:
 - a. Call to order by the President;
 - b. Reading of minutes of the previous meeting
 - c. Officers and Committee reports;
 - d. Old business;
 - e. New business; and then motion to adjourn.

ARTICLE V - SPORTS BANQUETS AND THE RETURNING OF UNIFORMS AND EQUIPMENT

Each Sports Chairman will have an end of season sports banquet. The Sports Chairman and the Activities Chairman will submit in writing a request to the Association President, at the beginning of the season, the planned dates of the banquet, facilities needed, and what has been budgeted for the banquet.

All children registered as a team member of their sport will receive an award during that sports season. The child must have returned all required uniforms and equipment assigned to them to the Equipment Manager (or designated person) no later than 24 hours before the banquet. Coaches are responsible to: (1) return all uniforms and equipment in their possession to the Equipment Manager before the awards ceremony, and (2) contact the parents of those children who have not returned their uniforms if directed to do so by the Equipment Manager. No child will be given another uniform for any sport until the uniform is returned or reimbursement has been made, as stipulated by the Executive Committee.

The Association President shall approve the plans for the sports banquet and monies required to hold the affair, with the following stipulations:

1. All sports banquets will be standardized in principle: food (pizza, hot dogs, hamburgers, etc.), drinks (soft drinks, alcohol will be discouraged), and awards;
2. There will be no admission charge to the sports banquet.

ARTICLE VI - CHILDREN PLAYING ON OLDER AGE TEAMS

Children may play on older age teams provided there is room on the roster and the following guidelines are observed:

1. If the child=s mother or father is the head coach of the older age team or;
2. If there are too many children on a team (more than the maximum number allowed) and there is room on the older age team or;
3. If the child is exceptional in ability and is ranked in the top five children on the older age team by that head coach or;
4. If the child and parents are in complete agreement with the move upward.

Each case will be individually reviewed by the Sports Chairman and both head coaches involved. The final decision will be made by the individual Sports Chairman.

ARTICLE VII - INTERNAL CONTROL

Budget Review

It is an objective of the Executive Committee of the Athletic Association to ensure that the Association remains within the annual budget requirements as adopted for that current year. At the beginning of each sports season (after registration), the Executive Committee will review and approve the budget. Once the budget has been approved, the Sports Chairman will be authorized to run the sports program within the approved budget requirements. Changes may need to be made if the following occur: (1) a shortage of funds is projected; (2) an increase/decrease in the number of children registered; (3) an emergency of some kind. If changes to the budget are needed, then approval by a majority of the Executive Committee present is needed. In case of a tie, the President of the Association will cast the deciding vote.

Expenses

All requests for funds must be documented as to whom, what, and when the expenditures were made and be submitted, in writing, to the Vice President of the Association.

The following procedures will be followed:

1. Prior to the start of a sports season, the Sports or Event Chairman will submit to the Association Vice President a list of planned expenses and who is authorized to make purchases under the approved budget.
2. All purchases must be pre-approved by the Sports/Event Chairman.
3. Purchasers will ensure the accuracy of the invoice and initial with AOK to pay the invoice.
4. Purchasers will submit their written instructions for reimbursement/payment to the Association Vice President. Receipts for expenses in excess of \$100 must be initialed with AOK to pay by the Sports/Event chairman prior to being submitted to the Vice President.

5. The Association Vice President and Sports Chairman will ensure that the expense is within the approved budget.
6. The Association Vice President will initial with AOK to pay each approved request and forward all documentation and instructions to the Association Treasurer.
7. Upon receipt of an approved expenditure, the Treasurer will make payment.

Income

All monies and cash receipts will be forwarded to the President of the Association. The President

will record cash transactions and report them to the Treasurer. All monies will be deposited in the bank and the deposit slip forwarded to the Treasurer for balancing the monthly checking account and recording in financial reports.

ARTICLE VIII - CAPITALIZATION POLICY

For the purposes of accounting, any item, whose whole value is carried over the accounting year (June 1st - May 31st), it is the Association's policy to capitalize any individual item costing \$1,000 or more.

ARTICLE IX – AMENDMENTS

The bylaws may be supplemented and/or amended at any meeting of the Executive Committee by a vote of three-fourths of those committee members present, provided at least 10 days notice is given to each member of the Executive Committee.

(UPDATED 4/25/1989)

(Revised for submittal to the Association vote on 9/11/1995)

(Revised for submittal to the Association vote on 5/08/2000)

(Revised for submittal to the Association vote on 9/10/2001)

(Revised for submittal to the Association vote on 9/12/2005)