

ST. ATHANASIUS BOOSTER CLUB BY-LAWS



I. Mission Statement

A. The St. Athanasius community supports an athletics program that provides the student-athlete many opportunities to develop his or her individual skills while contributing to a team. Our mission is to provide and establish a wholesome program that promotes sportsmanship and fair play with an emphasis on teaching character, athletic and social skills, sportsmanship and a healthy attitude.

II. Sports Teams

A. St. Athanasius fields teams in twelve CSAA sanctioned sports: Volleyball, Football, Cross Country, Basketball, Golf, Baseball, Softball, Soccer, Field Hockey, Swimming, Tennis and Track. Although not a CSAA sanctioned sport, St. Athanasius also fields a Cheerleading, Dance and Archery squad. Many of our sports are also available for Pre-K, Kindergarten, first and second grade.

III. Executive Board of Directors

A. Members of Executive Board

- 1) The President, who shall be the chief executive officer of the organization, shall preside at all meetings of the membership, shall supervise the organizations affairs, and shall make an annual report to the members thereon. He/She may assign subcommittees to help with the running of his/her office. The President will be elected in December of an even year and take office the following January 1.
- 2) The Vice President shall act for the President in the event of his/her absence or disability. The Vice President will be elected in December of odd years and take office the following January 1.
- 3) The Secretary shall keep a permanent record of the minutes of the meetings, including a list of people who were in attendance. He/she shall be custodian of all official records of the organization. The Secretary will be elected in December of odd years and take office the following January 1.
- 4) The Accounts Payable Treasurer (APT) shall keep the financial books of the organization, disburse funds at the direction of the membership, and shall report in detail at the monthly meeting and at such other times as directed on the financial condition of the organization. The APT, along with the ART, is responsible for compiling a yearly budget due to the Parish Office in March. The APT will be elected in December of odd years and take office the following January 1.

- 5) The Accounts Receivable Treasurer (ART) is responsible for making sure all income gets deposited and the deposit receipt gets to the Parish Office. The ART is to be sure that there is enough money for change for each activity. Along with the APT, they will compile a budget that is due to the Parish Office March 1. The ART will be elected in December of even years and take office the following January 1.
- 6) The Work Commitment Coordinator is responsible for the assignment of workers and keeps an accurate record of each volunteer who worked. The Work Commitment Coordinator will be elected in December of even years and take office the following January 1.
- 7) The Reverend Pastor of St. Athanasius, or his designated representative, shall be included as an officer and ex-officio member of all committees.

B. Duties of the Executive Board

- 1) The elected officers shall have control and management of the property of the organization. Funds of the organization shall be under the supervision of the Parish Bookkeeper and Reverend Pastor.
- 2) The officers of this organization shall be elected in the manner prescribed in the by-laws and shall hold office for two years or until his/her successor is elected.

C. Elections of the Executive Board

- 1) At the September meeting, the President shall appoint a nominating committee of at least three (3) members who shall recommend candidates for office. The candidate must be a member in good standing.
- 2) The Nominating Committee shall select member nominees for each expiring office to serve for two (2) years.
- 3) Additional member names may be placed in nomination from the floor up to and including the December meeting.
- 4) At the December meeting, there shall be a signed written ballot election from among the members present.
- 5) Voting shall be by membership and no member shall have more than one (1) vote. There will be no proxy voting.
- 6) Any parishioner at St. Athanasius or legal guardian of a child that attends either school or the Religious Education Program at St. Athanasius AND has attended at least three (3) meetings in the past twelve (12) months AND have fulfilled their financial and work commitment obligations are considered a member in good standing and are eligible to vote.

7)Each member will serve for two (2) years

8)Officers shall take office on January 1 after their election.

D. Vacancy

1)In the event there is a vacancy in any of the elected offices (except President); the President has the power to appoint a member in good standing to fill that position, with Booster Club approval, until that term has ended.

2)If there is a vacancy in the Presidency, the Vice President shall become the new President and hold that office until the term ends.

3)Special elections will be posted in the church bulletin, Facebook, and email.

E. Special assignments

1)The elected officers shall have control and management of the property of the organization. Funds of the organization shall be under the supervision of the Parish Bookkeeper and Reverend Pastor.

IV. Booster Board

A. Members

1) The Girls Athletic Director will be appointed by the President, with Executive Board approval, on January 1. The term will be one year. The Girls Athletic Director is responsible for all girls' sports at St. Athanasius. The Girls Athletic Director has the authority to appoint Coordinators for each sport. The Girls Athletic Director, or his/her designated representative, must give a sports report at each monthly meeting. With the Executive Board's approval, the President has the right to replace the Girls Athletic Director at any time.

2) The Boys Athletic Director will be appointed by the President, with Executive Board approval, on January 1. The term will be one year. The Boys Athletic Director is responsible for all boys and co-ed sports at St. Athanasius. The Athletic Director has the authority to appoint Coordinators for each sport. The Boys Athletic Director, or his/her designated representative, must give a sports report at each monthly meeting. With the Executive Board's approval, the President has the right to replace the Boys Athletic Director at any time.

3) The Ball Field Manager will be appointed by the President, with Executive Board approval, on January 1. The term will be for one year. The Ball Field Manager will be responsible for the day to day operations of the Ball Field. With consent from the Executive Board, the Ball Field Manager may appoint Ball Field Captains to help him/her with the upkeep and running of the Ball Field. The President, with the Executive Board's approval, has the right to replace the Ball Field Manager at any time.

4) The Parish Hall Manager will be appointed by the President, with Executive Board approval, on January 1. The term will be one year. The Parish Hall Manager will be responsible for the day to day set up of the “gym” and concession stand. With approval of the Executive Board, the Parish Hall Manager may appoint “Gym Captains” to help him/her. With Executive Board’s approval, the Parish Hall Manager may be replaced by the President at any time.

5) The President, with Executive Board approval, may also include others (special events, fish fry, uniform, sports sign up, etc...) on the Board as he/she sees fit. All terms will begin on January 1 and last for one year.

V. MEETINGS

A. Member in Good Standing may attend any meeting

- 1)Parent/legal guardian of a St. Athanasius school student.
- 2)Parent/legal guardian of a St. Athanasius PREP student.
- 3)Parishioner of St. Athanasius.
- 4)All Financial and work obligations are up to date.

B. Agenda

- 1)Anyone wishing to bring a topic before the board should contact the President, in writing, at least one week prior to the meeting date.

C. Rules of Order

- 1)The rules contained in Robert's Rules of Order shall govern the proceedings of all meetings insofar as they are not in conflict with the by-laws.

D. Voting

- 1)The President will cast his/her vote, only on matters where there is a tie.
- 2)A majority vote will be final and binding on all issues.
- 3)A majority of the Board Members must be present for a vote to occur.

E. Framework

- 1)The President, or Vice President in case of his absence, will lead each meeting
- 2)The Board will endeavor to meet each month at 7:00 PM.
- 3)The minutes from the prior meeting needs to be approved.
- 4)The treasurer's financial statement needs to be approved.
- 5)Items on the agenda will be discussed.
- 6)Any member on the Booster Board may make a motion or 2nd a motion.
- 7)Meeting may be changed to an alternate time and place if necessary.
Other meetings will be held as needed or required.

VI. Finances

A. Budget

- 1)The Treasurers (APR & ART) will present a budget to the membership during the February meeting.
- 2)The budget will be voted on at the March meeting and then forward to the Parish office for approval.

B. Financial Statements

- 1)A Financial statement must be brought before the board at every monthly meeting.

2)The Financial Statements and books can be audited by anyone in good standing.

C. Distribution of money

- 1)Any item up to \$500 must have the Booster Club President’s approval.
- 2)Any item \$500 or more must have the Booster Club’s approval.
- 3)Any item \$1,000 or more must have the Reverend Pastor’s or his designated representative’s approval.
- 4)All purchases must have a purchase order.

D. Fiscal Year

- 1)The Fiscal year of the organization shall run from July 1st, to June 30th.

VII. Policies and Regulations

A. Eligibility to play sports at St. Athanasius (3rd Grade-8th Grade)

- 1)Attends school at St. Athanasius.
- 2)Attends school at another Archdiocese of Louisville parish, and that school does not offer that sport (with the approval of the CSAA)
- 3)Attends Religious Education Program at St. Athanasius.
- 4)Attends Religious Education Program at another parish in the Archdiocese of Louisville and that parish does not offer that sport (with CSAA approval).
- 5)If a player does not go to school that day, they are not eligible to practice or play that night without approval by the Principal. This does not apply during summer sports or school holidays.
- 6)Any student suspended from school, may not participate in any activities until the suspension is lifted.
- 7)Student Athletes must comply with the age and grade requirements of the CSAA and St. Athanasius.

B. Sport Registration

- 1)All Sports Registrations will be done online.
- 2)Sports Registration will start approximately one month before the start of the sport season (see CSAA sports Calendar).
- 3)Anyone registering after registration is closed, is NOT guaranteed a spot on a team, but rather will be put on a waiting list. Those chosen to become members of the team, will be done so by sequential order of their registration date and time. All individuals must participate in “tryouts” to be considered to be removed from the waiting list and put onto a team.
- 4)All Fees must be paid before tryouts.
 - a. Fees paid after tryouts will incur a \$15 late fee.

- b. All Financial requests for hardship must be before the treasurer in writing and before the start of the sport's season.
- c. A refund request will only be allowed if before the treasurer before the end of the first week of practice. A \$5 fee will be deducted.
- d. No player will be put on a roster until all fees are collected.

5) All players who register prior to the close of registration, will be assured placement on a team. This “no cut policy” is in effect **unless CSAA limits the number of teams per sport or number of players per team.**

6) If we do not have enough players to fill a team, the treasurer will refund your payment in full.

7) “Tryouts” will be the first week of the sport’s season and will determine which team you will be on.

8) A roster will be given to the Pastor, or his designated, to verify that any non-school children are bona-fide members of the Parish PREP Program. If such a situation arises, that a player is removed from the team, those on the waiting list, may be contacted in sequential order to fill this vacancy.

9) Registration information and other pertinent information will be made available to all families in their registration packets, email, Facebook, church bulletin, website and via the Director of Religious Education.

C. Change

1) The by-laws may be amended by a two-thirds (2/3) vote of the members in good standing present at any regular or special meeting.

2) Notice of the proposed action must have been given in the church bulletin three (3) weeks prior to the meeting.

D. Amendments

1) Anyone in good standing can make a recommendation to amend the by-laws.

2) The recommendation must be presented at a regular meeting, entertained as a motion by a presiding Executive Board member and duly seconded and passed by a majority.

3) Upon approval by the membership of the recommended amendment, the President, shall appoint a committee of six (6) members consisting of him/herself, the Reverend Pastor or his designated representative and four (4) other people, to study the recommended amendment. This committee shall study the recommended amendment and/or any pertinent change to the recommended amendment and report back to the membership at a regular meeting within thirty (30) days with a progress report.

4) After the final report from the committee, and after notification in the bulletin for three (3) consecutive weeks, voting on the amendment will take place at the following regular meeting.

5) The vote on the amendment will be secret ballot and must be passed by two-thirds (2/3) of the majority present at the properly notified meeting.

6)The voting ballots shall be counted by the committee and certified by the Executive Board of Directors.

VIII. St. Athanasius Athletic Review Board

A. General

1)The St. Athanasius Athletic Review Board was formed in 1983 to give all of those involved in our sports program a vehicle to pursue questions, areas of concern, problems or situations that may arise in the day to day activities of the various sporting programs. These programs, in most cases, will be offered through the Catholic School Athletic Association (CSAA), St. Athanasius Parish and the St. Athanasius Booster Club. The Review Board will have authority on all sports even if they are not offered or endorsed by the CSAA. The Review Board is an independent organization under the umbrella of the Booster Club.

B. PURPOSE

1)The purpose of this Board is to promote the teaching of good fundamentals in all sports, insure fairness to all involved, review and recommend a sports budget to the Booster Club Executive Board, recruit and interview coaches, approve coaches, monitor coaches, counsel coaches, discipline and/or remove coaches, address and handle complaints arising from any of the sports programs under its jurisdiction dealing properly and fairly with all participants, uphold and support all rules instituted by the Parish Priest, CSAA, the Booster Club and the School Principal, while promoting and adhering to all principles of the Catholic Church and the Archdiocese of Louisville.

C. QUALIFICATIONS FOR OFFICE

1)All appointed members must be a member in good standing and at least twenty-one (21) years of age. All candidates should be interested in children, the Catholic Faith, the St. Athanasius community and children's sports programs. Although it is not mandatory, a working knowledge of sports programs in the CSAA would be extremely helpful.

D. MEMBERS

1)The members of this Board will be seven (7) in number and will be appointed as follows:

- a. Chairman – Current Vice President of the Booster Club
- b. Vice Chairman – Current Athletic Director of the Booster Club
- c. The Reverend Pastor of the Parish or His designated representative
- d. Sport's Coordinator
- e. Member at Large – Appointed by the Chairman
- f. Member at Large – Appointed by the Chairman
- g. Member at Large -Appointed by the Chairman

2)The three (3) members at large serve at the pleasure of the Chairman for a maximum term of one (1) year. There is no prohibition of serving consecutive terms as long as the succeeding Chairman re-appoints the person.

3)The Vice Chairman (current Athletic Director) may also serve consecutive terms as either a Member at Large and/or Vice Chairman as long as the succeeding Chairman re-appoints the person.

4)Vacancies will be filled in the same manner as initial appointments are made.

E. VOTING ELIGIBILITY

1)The Chairman (or Vice-Chairman in his absence) of the Review Board has the right to vote on any issue assuming his presence creates an uneven number. A majority vote will be final and binding on all issues.

F. MEETINGS

1)The Chairman of the Athletic Review board will call for a meeting when a complaint is brought before the board. The meeting should take place within seventy-two (72) hours.

G. DECISION MAKING AUTHORITY

1)The Review Board will review, act on, respond to the plaintiff and keep the plaintiff's name confidential (unless impossible) on all complaints received in writing.

2)This Board will take input from various sources. These sources include, but are not limited to: the Assistant Parish Pastor, School Principal, CSAA, Coaches, and Parents. In any case, a final decision made by a majority vote of the Review Board will stand and carry the full force of the Executive Board. Dissenting voters will be expected to support the decisions of the majority publicly.

3)In the absence of the full Board, the Chairman, and Vice Chairman, will have authority to act for them in Executive Session. All such sessions will be documented and reported to the full Board at the next regular meeting. In cases of emergency, all members will be notified if possible and a meeting set to include all (or at least the majority) depending on the urgency and seriousness of the matter. The Chairman will be responsible to call all meetings and notify the members. The Vice Chairman will call and chair meetings only in the Chairman's absence.

4)At any duly called meeting where all members have been notified or word left for them, a quorum of five (5) will be considered sufficient to deal with and rule on any matter. One of the five (5) present, however, must be the Chairman or Vice Chairman.

H. RECORD KEEPING

1)It will be the Chairman's responsibility to maintain an accurate copy of all the policies, minutes and correspondence unless duly and properly delegated. The Chairman has the right to appoint a recording secretary at any of the meetings.

IX. GRIEVANCE PROCEDURE

A. We would hope that the parent will try to work out a solution with the coach. If an unresolved grievance arises the following procedure will be utilized. Address your complaint in writing to the following persons/organizations in this sequential order

- 1)The Coordinator of that sport,
- 2)The Athletic Director
- 3)The Review Board – c/o the Chairman
- 4)The Booster Club Board – c/o of the President
- 5)The Parish Council

X. OPERATIONAL POLICIES

A. ALCOHOLIC BEVERAGES

- 1)No alcoholic beverages may be sold, served or consumed during a grade school athletic event including banquets and any event where the primary attendees will be children.

B. COACHES

- 1)Signups for all Head Coaches should be held in all cases at least thirty (30) days prior to the first practice of the sport involved or thirty (30) days prior to the CSAA starting date of the sport. More time will be allocated if at all possible to allow the Board time to make selections while assisting all involved in planning and organizing the sport.
- 2)All coaches, new or otherwise, must have attended a SAFE Training class, view the CSAA Coaching Video, and meet with the Revidew board if at all possible. In the event an inadequate number of applications are received, the Review Board will appoint the necessary coaches as they deem necessary.
- 3)All coaches are expected to meet with the parents of their players within the first two (2) weeks of their practice. They should disseminate to the parents their coaching philosophy, inquire about any special problems of a given player and make the parents feel familiar, comfortable and good about their child's involvement.
- 4)All coaches are expected to support and assist the Booster Club in all fund raising activities and attend meetings as required. All coaches should exercise basic common sense, logic, patience, concern, set a good example, use no unsavory language, and stress that school comes first and the player's education is our prime concern. Most of all, coaches should remember they are coaching at St. Athanasius, a Christian Catholic Community.
- 5)Coaches and Coordinators will be appointed on an annual basis using seniority, past performance, knowledge and qualification as the bulk of the criteria. At minimum, to be a head coach the candidate must be a high school graduate.

6) High School students may be utilized in an assistant coaching capacity. As with all coaches, high school students must be approved by the Review Board. High School aged assistant coaches may in no circumstance conduct a practice or part of a practice without the head coach present.

7) Coaches will be expected to uphold and support all by-laws, policies, and regulations of the Booster Club as well.

8) Coaches are responsible for all activities in the gym at the time they are holding practice.

- (a) No one is allowed on the stage.
- (b) No gum allowed at any time.
- (c) No balls bounced against the walls.
- (d) No climbing on the bleachers.
- (e) Inform parents of non-participating children that they must be seated at all times.
- (f) Non-participating un-chaperoned children are not allowed.
- (g) Children should not arrive more than 15 minutes prior to their practice unless chaperoned by and approved by their coach.
- (h) No food or drinks allowed during the practice.
- (i) No children allowed in the equipment room.

9)The last coach out should check all restrooms, stairwells and turn off all the lights. The floor should be swept at least once each evening. (What is swept up must be picked up.)

C. CSAA RULES & POLICIES

1)In addition, all rules and policies enumerated in the CSAA Handbook must be adhered to without exception. If coaches have any questions or any doubt they should be sure to check with the Athletic Director or other members of the Board.

D. EQUIPMENT

1)All coaches and coordinators are responsible for all of the equipment given to them to use during their particular seasons. They are likewise held accountable for the uniforms and other equipment they issue to the players. Coaches should schedule items to be returned within two (2) weeks of the season being over. Uniforms should be washed and put away clean and neatly. In any event all equipment must be turned in no later than the Athletic Director's cutoff date. If a player has not turned in equipment from one sport he/she will not be allowed to practice, play or even sign up for the next sport. The Parish Hall (gym) is also considered to be equipment and demands a great deal of monitoring and care. The building committee for the Parish Hall has their separate list of rules that must be strictly adhered to. (This list is enumerated below is accurate as of this writing. By the same token, if ballfield and/or its equipment are made available to the coordinator/coach, the same care should be exercised to protect it.)

2)When equipment is purchased, we should obtain the best possible equipment for the best possible price. Normally the Booster Club Board, via the Athletic Director, will recommend a place to purchase. If we cannot get what is needed there, we will go through an informal bidding procedure to insure that we are getting the best item for the best price. In all cases, where safety and protective equipment are needed, we should obtain the best available, within reason, to insure the safety and well being of all children involved in the various programs.

3)Coordinators will purchase all equipment after insuring it is needed as requested by the coach. The coordinator must obtain a purchase order from the Booster Club Treasurer.

E. PLAYING UP

1)Situations may arise requiring the need for a player to play up on a different team. A player could be playing on two (2) teams simultaneously if permitted by all rules and guidelines enumerated herein. This normally happens in baseball but could also happen in basketball or other sports where CSAA rules do not prohibit it. The following criteria will be utilized: (1) there must be definite and proper need for this, (2) there must be approval by the player's parents or legal guardian, (3) there must be an approval by the coach of the player's primary team, (4) and there must be approval from the Athletic Director or the Board.

2)Once the above have been complied with, these additional rules will also come into play. A child may only play up one grade. For instance, a second grade teeball player may play on a third and fourth grade baseball team. A fourth grader may play on a fifth and sixth grade teams and a sixth grade player may play on a seventh and eighth grade team. Again these situations will exist only when the need justifies. If a child is playing up, all regular players on that team must have an opportunity to play first. This means that a second grade teeball player may not be put on a third and fourth grade team if the third and fourth grade players are not getting playing time. If a player is playing up to help fill a roster, especially during vacations, they will not be required to practice on the team they are playing up on. In any case, practice time cannot exceed the CSAA limit during school. If the practice is held while school is not in session, and the player chooses to practice, they may.

3)CSAA rules do permit a fourth grade child to play on a fifth and sixth grade team, in some sports, if the 5th/6th grade numbers are totally not adequate. If this situation arises, a try out for all interested fourth grade boys and/or girls would have to be held and a predetermined number of children chosen. This would require the approval of the Board.

4)No child will be allowed to play down for any reason.