

## ST. GERARD ATHLETIC COMMISSION BY-LAWS

### **Article I. PURPOSE AND DUTIES**

The St. Gerard Athletic Commission exists to implement the St. Gerard athletic programs in compliance with the Catholic Youth League Constitution, and Catholic Youth League By-Laws and the St. Gerard Athletic Policy, and to establish and amend as necessary the St. Gerard Athletic Policy. Each member shall receive a copy of the Catholic Youth League Constitution, Catholic Youth League By-Laws and the St. Gerard Athletic Policy

1. Veto power is held by the Pastor only.
2. The Principal and Athletic Director are responsible for policy implementation.

### **Article II. MEETINGS**

Meetings will be held at 4437 W. Willow at 7:00 PM on the second Monday of every month except for June and July. Emergency meetings may be called by the Chairperson.

Meetings shall follow the following format:

1. Welcome/Prayer
2. Faith Sharing
3. Roll Call
4. Visitor Forum
5. Review Minutes
6. Old Business
7. New Business
8. Reports
  - a. Athletics
  - b. Finance
  - c. Faculty
  - d. Concessions
  - e. Boosters

The Commission shall meet in Executive Session in order to deal with sensitive issues that may not necessarily be shared with the public. The meeting minutes note an Executive Session

was held, if applicable. The decision, topic, issue or concern discussed in Executive Session is not published.

### **Article III. VISITOR'S FORUM**

Members of the St. Gerard Parish and School community may ask to address the Commission at a regular Commission meeting. A written request must be made to the Commission President at least one (1) week prior to the Commission meeting in order to be placed on the agenda. The time limit for this address of the Commission is no longer than five (5) minutes. Except in exigent circumstances, the Commission shall not consider any proposals from the Visitor's Forum until the next scheduled meeting.

### **Article IV. MEMBERSHIP**

The Commission shall consist of thirteen voting members, the Parish-appointed Athletic Director (ex officio), the principal (ex officio) and an appointed faculty representative (ex officio). The Commission may increase or reduce the number of voting members, but only at a regular meeting and only with the approval of 2/3 of all members present.

Voting members shall be selected through the means identified by the Pastor. The current practice is to solicit volunteers whose names will be submitted and randomly drawn to fill vacancies as they occur at the end of each term. Such drawings occur in the Spring.

Each voting member shall serve for a 3 year term and may serve up to two consecutive terms. A member's term shall commence on June 30<sup>th</sup> of the year of their appoint and and shall expire 3 years from their date of appointment.

### **Article V. OFFICERS**

The following offices shall be elected by the Athletic Commission:

Chairperson  
Vice-Chairperson  
Secretary  
Treasurer

Boys concessions, girls concessions, booster chairperson, intramural, team photography coordinator and parent representative shall be a volunteer or assigned positions.

The slate of officer nominees shall be presented to current Commission members for election at the June meeting. Nominations from the floor from current Commission members will be accepted and added to the slate of officer nominees. The Commission member being nominated from the floor must be present at the June meeting.

Each officer shall be considered separately. In the event of a tie, a run-off election of the individuals who tied shall be held. Balloting shall be secret. In the case of a second tie, the election shall be determined by lot. All officers assume duty after elections are held.

## **Article VI. VACANCY**

Should a voting member no longer be able or willing to participate in Commission activities, the Chairperson may appoint a replacement to fill the remainder of the term. Such person may then elect to complete a second term but may not seek a third term.

## **Article VII. QUORUM**

A simple majority of voting members shall be necessary to conduct a meeting.

## **Article VIII. MAJORITY RULE/VOTING**

A majority of voting members present shall decide an issue. Voting shall normally be conducted by simple voice vote or show of hands. However, voting may be taken by secret ballot if a Commission member so requests. Such a request for a

secret ballot must be approved by a two-thirds (2/3) majority of the Commission members present.

## **Article IX. ATTENDANCE AND REMOVAL**

In order to retain membership on the Commission, attendance at regular Commission meetings is expected. Any Commission member who has three (3) consecutive unexcused absences at regular Commission meetings throughout the school year will be asked by the Chairperson to resign his/her position on the Commission. If there are extenuating circumstances that have precluded attendance, a two-thirds (2/3) majority vote by the remaining Commission members shall be taken to determine if this article shall be overridden and membership status be reinstated.

Present members may be removed by two-thirds vote of the voting members.

## **Article X. BUDGET**

An annual budget shall be prepared by the treasurer for presentation at the January meeting, approved by the Commission at the February meeting and presented to the Parish Pastoral Council for their information and review.

## **Article XI. EXPENDITURES**

Expenditures are not allowed unless provided for by an approved budget. Outside of the budget, expenditures of less than \$250 may be approved by the Athletic Director in consultation with the Treasurer. Athletic Director cannot approve expenditures of over \$250 unless there is approval by the Commission.

## **Article XII. FUNDS**

All monies coming into the custody of a Commission member, AD and/or appointed coach, shall be promptly turned over to the Treasurer.

### **Article XIII. DISSOLUTION**

Should the activities of the Commission cease, all monies, assets and records shall become the property of St. Gerard's Parish.

### **Article XIV. OFFICERS**

The officers of the Commission shall be: Chairperson, Vice Chairperson, Secretary, Treasurer and Athletic Director.

### **Article XV. CHAIRPERSON DUTIES**

The Chairperson shall preside over all Commission meetings and appoint committees that are deemed necessary for the effective and efficient organization of the Commission. The Chairperson shall attend the Pastoral Council meetings and Parents' Club Meetings, or appoint a delegate to do so.

### **Article XVI. TREASURER**

The Treasurer shall be the official custodian of all monies and shall keep accurate records of all receipts and disbursements. No expenditures shall be made except by the Treasurer. The Treasurer shall report receipts, disbursements and bank balance at each regularly scheduled monthly meeting.

### **Article XVII. SECRETARY**

The Secretary shall keep all minutes of each meeting. The Secretary shall prepare minutes and agenda for each meeting.

The Secretary shall be responsible to submit items that need to go into the Parish Bulletin. The Secretary will also be responsible for all correspondence when the need arises thru the Commission.

### **Article XVIII. ATHLETIC DIRECTOR DUTIES**

The Athletic Director shall operate the athletic program in compliance with the Catholic Youth League Constitution, Catholic Youth League By-Laws and the St. Gerard Athletic Policy and shall hire all coaches and maintain all equipment and perform such other duties as the Commission shall direct.

### **Article XIX. AMENDMENTS**

These By-Laws may be amended by two-thirds vote of those voting members present.

We certify that the aforementioned By-Laws were approved by a majority vote at a meeting of the Athletic Commission on