

CORPUS CHRISTI SCHOOL WETHERSFIELD, CONNECTICUT

School Athletic Sports Club By-Laws and Constitution

Revised, Approved and Accepted (*September 25, 2008*)

PREAMBLE: The following articles contain the rules by which the Corpus Christi School Athletic Sports Club will be governed. The duly elected officers, directors, and participants, will honor them and all Members will respect them. The organization shall be known as the **Corpus Christi School Athletic Sports Club (Referred to below as "the Sports Club")**.

The primary purpose of this organization is to direct the activities of the school sports Programs as defined in the document "**Corpus Christi Athletic Program**" hereafter referred to as **the "Athletic Program."** The sports programs are considered a Christian Youth Organization (CYO) and are to be operated in a manner consistent with the directives from the Pastor/Priest Director and/or School Principal. The Sports Club is accountable to the Pastor(s) and/or School Principal. The main objective of all CYO activities is the formation of Christ-like youth. The Sports Club shall promote the growth of Christian individuals through the participation in the sports program. The school sports programs will follow the rules and regulations set forth by the Archdiocese of Hartford.

Article I – Defining Membership and Organizational Structure

Section 2 – The organization Membership is structured as follows:

- A) An Executive Board of Directors as defined in Article III, Section 1, below, which has leadership responsibility and the authority to act on behalf of the Sport Club
- B) Coaches, whose roles are defined by Athletic Program documents and who are considered ex-officio members of the Sports Club
- C) Athletic Director or Deanery Liaison
- D) Operating Coordinators and Volunteer Parents who handle the day to day operations of the school sports programs as defined in the Athletic Program document
- E) Parents or guardians of children who participate in a sport

Article II - Membership and Eligibility

Section 1 – Executive Board Members subsequent to the establishment of the Ad Hoc Executive Board must be nominated by Sports Club Members and be approved by a majority vote of the Executive board. Executive Board participation is limited to one individual per household.

Section 2 – Coaches may or may not be parents or legal guardians of a player on one of the school sports team rosters or a student at the school. Coaches are selected based on criteria established by the Athletic Program. Head Coaches may not hold an Executive Board position. Assistant Coaches may hold a Board position but not an Executive Board position as an officer.

Section 3 – Program Directors and Operating Coordinators are volunteer positions held by parents or legal guardians of players or students of the school. All Sports Club Members are required to volunteer their time for a minimum number of hours during the sports season as defined in the Athletic Program. Program Directors and Operating Coordinators may hold an Executive Board Position while serving in their positions.

Article III – Government

Section 1 - The Executive Board shall consist of a minimum of five (5) members and include up to but not exceeding nine (9) individuals. A Quorum of 50% or more is required for a valid Executive Board Vote. Board positions will consist of the following:

- A. Pastor/Priest Director
- B. School Principal or School Administrative Designee
- C. Four (4) Executive Board Directors who are officers including a President, Vice President, Treasurer, and Secretary
- D. At least one, up to three (3), additional Executive Board parent Members

Section 2 - The general management of the Sports Club shall be vested with the Executive Board. The Executive Board will follow Robert's Rules of Order while running its own meetings and while running meetings involving all members. "General management" shall be defined as responsibility for the following activities:

- A. Directing proper communications between the Pastor/Priest Director, the School Principal, all members of the Sports Club, and parents of children involved in sports programs
- B. Maintaining and modifying as needed the document "Corpus Christi Athletic Program" for any sport run by the school
- C. Overseeing finances of the sports programs and ensuring fiduciary requirements
- D. Recruiting and managing the Coaches, Program Directors, Operating Coordinators and Volunteers
- E. Directing proper communications with outside groups impacting school programs such as the Central Connecticut Deanery, Parish CYO leagues, etc.

Section 3 - The Pastor/Priest Director and/or Principal/Admin Director shall have the power to veto any action, activity or spending of the Sports Club.

Section 4 – Three regular meetings for the full membership of the Sport Club shall be held pre-season, mid season, and post season during the academic school year at times established by the Executive Board. The Executive Board will meet a minimum of once per month and may call meetings on an as needed basis.

Article IV - Election of Directors and Officers

Section 1 – An initial Ad Hoc Executive Board shall establish a voting process such that all Sports Club members can elect Board Members to open positions on the Executive Board subsequent to the approval of these By-Laws. Moving forward, the Executive Board is responsible for filling open Board positions by conducting an election involving all Sports Club members.

Section 2 – The Executive Board shall elect officers defined in Article I, Section 1, to terms not exceeding two years. The Executive Board can elect Officers to fill vacancies if required.

Section 3 - Following the initial year elections will take place in May. A notice will be sent to Members of the Sports Club at least 30 days prior to the date of the elections. Nominations will be accepted before a meeting date and a slate of Candidates will be announced in the Wednesday Headlines for at least two weeks before the election.

Article V - Duties of the Officers

Section 1 – The President oversees all activities described in Article III, Section 2 above. In addition, the President oversees accomplishing goals; presiding at regular and special meetings; coordinating nominations and elections of the Sport Club Officers; and representing the Sports Club by attending School Board meetings and meetings with other organizations.

Section 2 – The Vice President presides in the absence of the President; assists the President coordinating Sports Club committees; performs such duties as the President shall designate; and succeeds as Interim President pending a Board vote if the President cannot complete a term.

Section 3 – The Treasurer is responsible for reviewing the accounting and reconciliation of all Sport Club bank accounts and financial reports to the Sports Club.

Section 4 – The Secretary is responsible for recording and distributing minutes of all meetings; correspondence to Sports Club members as directed by the Executive Board; contacting Sports Club members about all meetings; and maintaining files of all Sports Club activities and records.

Article VI – Operating the Sports Club

Section 1 – The day to day operations of the Sports Club are defined in the Athletic Program.

Section 2 - Amendments to the Athletic Program must be proposed to the Executive Board by a Sports Club member(s) and must be approved by a majority vote of the Executive Board.

Article VII - Finances

Section 1 - The Executive Board shall set up the operating budget for the following academic year at the post-season meeting of the Sports Club.

Section 2 - The Fiscal Year shall be from July 1 to June 30th of each year.

Section 3 - Any non-budgeted expenditure over 300 must be approved by the Executive Board.

Section 4 - The Pastor/Priest Director's name (signature) will appear on all Sport Club accounts, and the Pastor/Priest Director will advise the Executive Board about transacting expenses.

Article VIII - Amendments

These by-laws may be amended at any meeting of the Executive Board provided a Quorum is present in a minimum of 50% or more. Notice must be given at the previous meeting of the organization. The Pastor/Priest Director and/or Principal must approve all amendments before being accepted.