

St. Gerald Athletic Club

Constitution and Bylaws

May 1, 2003

CONSTITUTION OF ST. GERALD ATHLETIC CLUB

PREAMBLE

St. Gerald Parish is concerned with the religious, moral, social, academic and physical development of the students enrolled in its parish school and Religious Education for Youth Program. For some students, participation in athletics can be an important part of this development. The St. Gerald Athletic Program is established to provide and encourage education, participation and fun in team sports. As a Catholic interscholastic program, it is designed to teach and promote good Christian attitudes and to instill in the student athletes of St. Gerald the ideals of sportsmanship, integrity, honesty, loyalty, teamwork and respect.

The St. Gerald Athletic Program does not discriminate on the basis of race, sex, national or ethnic origin in organizing, managing, and funding its athletic program.

ARTICLE I - NAME

The name of this organization is: St. Gerald Athletic Club (hereinafter SGAC)

ARTICLE II — PURPOSE

The purpose of the SGAC is to organize, manage and fund an interscholastic athletic program open to all eligible students enrolled in St. Gerald School or Religious Education for Youth Program (hereinafter, "REY").

ARTICLE III — OBJECTIVES

The objectives of the SGAC shall be as follows:

1. To provide an instructional/competitive athletic program designed to teach students the fundamentals of the sport(s) in which they choose to participate and the importance of teamwork, fair play and good sportsmanship in athletic competition. To this end, the Athletic Program shall be considered instructional for Grade Levels 1 through 5 and competitive for Grade Levels 6 through 8;
2. To instill the ideals of Christian sportsmanship, loyalty, honesty, integrity, self-discipline and respect for authority through exposure to the St. Gerald community and that of other communities;
3. To provide student athletes with the opportunity to participate in athletics in a safe environment where they will be treated with dignity;
4. To recognize that stressing exceptional individual skills and winning games is secondary to the pursuit of these Objectives and to the concept of the Athletic Program as a tool of evangelization; and,
5. To teach and promote the development of good Christian values and attitudes.

ARTICLE IV - GOVERNING PRINCIPLES

The governing principles, in order of precedence, shall be:

1. this Constitution;
2. the Bylaws of the organization; and,
3. the standing procedures as in accordance with the parliamentary procedures as outlined in the Robot's Rules of Order

ARTICLE V - MEMBERSHIP

1. Membership in the SGAC shall be open to all registered parishioners of St. Gerald Parish, Oak Lawn, who are over the age of 18 years.
2. The membership term shall start on June 1st and end on May 30th of the following year.
3. Membership enrollment shall be open throughout the year. Any person meeting the requirements for membership may apply for and be accepted as an active member by paying the current annual membership fee.

4. The membership fee for the parents of student participants must be paid in full at the time of the scheduled annual registration.
5. A voting member shall be defined as an active member who has been in good standing for a period of at least two (2) months prior to the date of the vote.

ARTICLE VI - BOARD OF DIRECTORS

1. The Board of Directors of the SGAC (hereinafter, 'the Board') shall be the official representative of the St. Gerald Athletic Club membership.
2. The Board shall be comprised of four elected officers, seven appointed officers and ex officio members as may be appointed-pursuant to Article VII Section 6 of this Constitution. A parish priest shall be appointed by the Pastor to serve as a Spiritual Moderator. He shall be the liaison between the SGAC and the Parish and shall be a voting member of the SGAC, pursuant to Article V, Section 6.
3. The Board shall have the following responsibilities:
 - 3.1 to communicate the Objectives of the program and ensure that each is clearly understood and consistently followed;
 - 3.2 to determine all policies that govern athletic competition;
 - 3.3 to work in cooperation with and act as a liaison between pastor, principal, the parish and the school staff, parents, students and coaches regarding athletic program issues;
 - 3.4 to set criteria for screening, approving, training and monitoring of coaches;
 - 3.5 to coordinate, schedule and supervise all other athletic program volunteers;
 - 3.6 to determine league participation and the number of games and tournaments in which teams will participate consistent with the Archdiocese of Chicago Guidelines;
 - 3.7 to establish policies regarding selection of teams per grade level and ability;
 - 3.8 to prepare and present a budget for approval by the pastor and principal and set membership and registration fees;
 - 3.9 to develop fundraising strategies and to actively participate in all fundraising activities;
 - 3.10 to authorize expenditures consistent with Archdiocese of Chicago Budget Policy and to submit regular financial reports to the pastor and principal;
 - 3.11 to develop and communicate a Safety Protocol to address safety and security at facilities used to host games and/or practices;
 - 3.12 to establish a procedure for conflict resolution;
 - 3.13 to review and update the Constitution and Bylaws on an annual basis;
 - 3.14 to interpret motions and resolutions and to rule on matters brought before the Board by the membership of the SGAC;
 - 3.15 to act at all times in a manner that is consistent with the Constitution and Bylaws; and;
 - 3.16 to perform any other duties required to fulfill the program Objectives.
4. The Board shall establish the date, location, format and agenda of all SGAC meetings. The Board shall be required to meet as often as necessary to carry out the business of the SGAC, but in no event shall it meet less than six times per year. At least two (2) General Membership Meetings shall be held each year.
5. The Board shall possess a basic knowledge of parliamentary procedure.
6. Two-thirds of the members of the Board shall constitute a quorum.
7. Each member of the Board shall be entitled to one vote when voting on issues under consideration by the Board. All decisions and resolutions of the Board shall be made on the approval of the majority of the Board present and properly convened to conduct business, except where specifically noted to the contrary.
8. Any member of the Board who is absent from three (3) consecutive Board meetings, without a valid reason, shall be subject to removal from the Board. A three-quarter majority vote of the Board is necessary to remove any member of the Board.
9. The Board shall not incur any debt against the SGAC in excess of the dollar amount within the treasury of the SGAC plus dues and fees that are due within a sixty (60) day time frame, unless such debt is authorized by the members of the SGAC at any General Membership Meeting or at a Special Meeting called for that purpose.

10. The funds distributed by the Board shall be paid by check and shall require the signature of two elected officers who are empowered to distribute the funds only as authorized by the Board. The pastor shall be an authorized signatory on all SGAC accounts.

ARTICLE VII - OFFICERS

1. St. Gerald Athletic Club shall have four elected officers: President, Vice-President, Secretary; and Treasurer.
2. St. Gerald Athletic Club shall have seven appointed officers: Football Coordinator, Cheerleading Coordinator, Girls Basketball Coordinator, Boys Basketball Coordinator, Girls Volleyball Coordinator, Soccer Coordinator; and, Boys Volleyball Coordinator.
3. The term of office for all elected and appointed officers of the SGAC shall be two years, as set forth in Paragraph 4 of this Article VII.
4. Elected officers shall be elected in alternate years in the following order: 1st year — President and Treasurer, 2nd year — Vice-President and Secretary. Appointed Board members shall be appointed in the following order: In any year that the President and Treasurer are elected, Coordinators for Boys Volleyball, Boys Basketball and Cheerleading; in any year that the Vice-President and Secretary are elected, Coordinators for Soccer, Girls Basketball, Girls Volleyball and Football.
5. All candidates for elected office must be a member in good standing for at least two years immediately prior to the election. Appointed officers must be a member in good standing for at least one year prior to the appointment. Any adult over the age of 21 years of good moral character, interested in the welfare of the young people of St. Gerald Parish and willing to uphold, articulate and model the Objectives of the SGAC is eligible for any of the positions.
6. All Registration Fees, with the exception of the Annual Membership Fee, shall be discounted by 25% of the total cost of the required Registration Fees for all Board members, including ex-officio members, during their term of office.
7. The Presidents duties include, but are not limited to, the following:
 - 7.1 to provide leadership and direction to all SGAC programs;
 - 7.2 to preside at all General Membership Meetings and all Board Meetings of the SGAC;
 - 7.3 to serve as liaison between the SGAC and the parents of participants if any unusual situations arise;
 - 7.4 to communicate information on all SGAC programs and activities to St. Gerald School, Religious Education program, and the Parish when those programs and activities have a direct impact on them;
 - 7.5 to serve as Master of Ceremonies at all Awards Ceremonies;
 - 7.6 to appoint, with the advice and consent of the Board, a person to be responsible for the official monthly practice/gym calendar of the SGAC. This person shall serve as an ex officio member of the Board for a term of one(1) year;
 - 7.7 to appoint, with the advice and consent of the Board, a person to be responsible for the procurement, storage and inventory of all SGAC equipment and uniforms. This person shall serve as an ex officio member of the Board for a term of one(1) year;
 - 7.8 to appoint, with the advice and consent of the Board, a person to represent the SGAC as the official voting delegate to the Southside Catholic Conference (SCC). This person shall serve as an ex officio member of the Board for a term of one (1) year;
 - 7.9 to countersign checks drawn on the funds of the SGAC, as pursuant to authorization by the Board; and,
 - 7.10 to attend all Board meetings and the parish calendar meeting.
8. The Vice-Presidents duties include, but are not limited to, the following:
 - 8.1 to perform the functions of the President in case of the Presidents absence;
 - 8.2 to be responsible for the management of all athletic programs authorized by SGAC;
 - 8.3 to be responsible for enforcing the Bylaws of SGAC;
 - 8.4 to keep the Board informed as to the execution of SGAC policy within all athletic programs;
 - 8.5 to countersign checks drawn on the funds of the SGAC, pursuant to authorization by the Board; and
 - 8.6 to attend all Board meetings.
9. The Secretary's duties include, but are not limited to, the following:
 - 9.1 to keep an accurate record of all votes and SGAC policy decisions made at the Board meetings;
 - 9.2 to be responsible for processing and maintaining records of the current SGAC membership;

- 9.3 to conduct the general correspondence of the SGAC and to notify all members of General Membership Meetings;
 - 9.4 to be responsible for all SGAC publications (including the "Gerald Herald Sports Page"), advertisements, and public relations connected with official SGAC activities;
 - 9.5 to be responsible for parish bulletin announcements regarding the SGAC;
 - 9.6 to provide all members with a written list of Board Members and their phone numbers;
 - 9.7 to coordinate and schedule team pictures;
 - 9.8 to countersign checks drawn on the funds of the SGAC, pursuant to authorization by the Board; and,
 - 9.9 to attend all Board meetings.
10. The Treasurer's duties include, but not limited to, the following:
- 10.1 to collect, disburse, and account for all finances of the SGAC;
 - 10.2 to prepare the annual budget for approval by the Board and presentation to the pastor and principal;
 - 10.3 to keep an accurate account of all receipts and expenditures of SGAC, which shall be open and available to the Board;
 - 10.4 to ensure that all SGAC team members have provided a signed waiver of insurance liability;
 - 10.5 to publish a current report on the funds of SGAC at all General Membership Meetings and Board meetings;
 - 10.6 to monitor the pricing and ordering of awards for all Awards Ceremonies upon the recommendation of the Sports Coordinators and Committee Chairpersons;
 - 10.7 to monitor, in conjunction with the Equipment Coordinator, the procurement of equipment, uniforms and supplies for the entire athletic program;
 - 10.8 to countersign checks drawn on the funds of the SGAC, pursuant to authorization by the Board; and
 - 10.9 to attend all Board meetings.
11. The Sport Coordinator's duties include, but are not limited to, the following;
- 11.1 to compile a budget for their respective Sport for the inclusion in the SGAC annual budget;
 - 11.2 to recruit and present coaches to the Board for approval;
 - 11.3 to provide the members with registration forms, waiver forms, equipment forms and any other forms deemed necessary by the Board and to verify that all participants complete these forms, pay all required deposits and fees and receive uniforms and equipment
 - 11.4 to choose, price, order (upon approval of the Treasurer and in conjunction with the Equipment Coordinator) uniforms and equipment for teams in their sport, taking into account the opinions of the coaches and budgetary requirements.
 - 11.5 to choose, and register for all leagues, tournaments and competitions for teams in their sport, taking into account the opinions of the coaches and budgetary requirements;
 - 11.6 to prepare and submit all team rosters to the Principal and Director of Religious education for approval;
 - 11.7 to provide coaches with schedules and a roster of registered participants. This roster should contain the family name and phone number and any medical condition information necessary for the coach.
 - 11.8 to keep in contact with Coaches throughout the sports season;
 - 11.9 to work with the Gym Coordinator in order to assign fair gym time to the teams in their sport;
 - 11.10 to attend and represent the SGAC at all SCC, league or tournament meetings; and,
 - 11.11 to attend all Board meetings.

ARTICLE V II - ELECTIONS

1. The election of officers of the SGAC will take place at a General Membership Meeting in May.
2. Each officer will be elected separately in the following order: 1st Year – President and Treasurer; 2nd Year - Vice President and Secretary.
3. Voting members (as defined in Article V Section 6 of this Constitution) in attendance at the General Membership Meeting for the election of officers will be eligible to vote. Provisions should be made for absentee voting.
4. Voting shall be by secret ballot upon the request of any eligible member.
5. The candidate receiving the most votes cast will be declared the winner.

6. In the event of a tie, a second (run-off) vote shall be taken between the two candidates receiving the most votes cast. Should the run-off result in a tie, the Board shall choose the winner.
7. An election may be contested to the Board, in writing, within twenty-four (24) hours after the election.
8. The Board shall appoint a Nominating Committee no less than three months prior to the general election in May. The objective of the Nominating Committee is to identify qualified candidates for the office(s) to be filled.
9. The Nominating Committee shall consist of not less than three (3) nor more than five (5) members in good standing.
10. An announcement will be published seeking nominees from which the Committee will prepare a list of qualified candidates willing to serve for each office that year.
11. The Board shall present the list of candidates compiled by the Nominating Committee to the membership, pastor and principal at least one month prior to the election.
12. Nominations for all offices will be accepted from the floor.
13. A transition meeting of newly elected Board and the outgoing Board members shall take place for the transference of the duties, general information and any properties associated with each SGAC office as soon as possible after the election.

ARTICLE IX - RESIGNATIONS

1. Any officer may resign by submitting the resignation in writing to the Board.
2. If the President resigns, the Vice-President shall assume the duties of the President for the remainder of office.
3. If any officer other than the President resigns or vacates the office with a term of more than six (6) months remaining, the remainder of the Board may appoint any eligible SGAC member to fill that vacancy by a majority vote.

ARTICLE X - AMENDMENTS

1. Any amendments to this Constitution may be submitted by a SGAC member, in writing, to the Board.
2. Notification must be made to all current members of the SGAC regarding any proposed amendments.
3. Discussion and consideration of the proposed amendments shall take place a minimum of two (2) General Membership Meetings. Voting on the proposed amendments shall take place at the second meeting. Each amendment voted upon shall be adopted by a two-thirds (2/3) majority of the membership present at the meeting.
4. Only voting members in attendance at the General Membership Meeting will be eligible to vote. Proxy voting is not permitted.

ARTICLE XI - APPROVALS

President	Date
Vice President	Date
Secretary	Date
Treasurer	Date
Coordinator: Boys Basketball	Date
Coordinator: Boys Volleyball	Date
Coordinator: Cheerleading	Date
Coordinator: Football	Date
Coordinator: Girls Basketball	Date
Coordinator: Girls Volleyball	Date

Coordinator: Soccer

Date

Pastor

Date

Principal

Date