

## **BYLAWS OF HOLY FAMILY PARISH ATHLETIC BOARD**

### **ARTICLE I – NAME**

The name of this body shall be the **HOLY FAMILY PARISH ATHLETIC BOARD**, hereinafter referred to as the “Athletic Board” or the “Board”.

### **ARTICLE II – STRUCTURE**

Under Archdiocese of Milwaukee Policies and Regulations for Athletics, the Holy Family Parish Pastor has the ultimate responsibility for all extra-curricular activities of parish-based programs. This responsibility has been delegated to the Holy Family Parish School Principal (“Principal”). As such, the Athletic Board shall operate under the direction of the Principal. It shall further comply with the Archdiocese of Milwaukee Policies and Regulations for Athletics and league(s) participation policies and rules.

### **ARTICLE III – PURPOSE**

The Athletic Board is to be the governing body responsible for establishing and operating an interscholastic athletic program for the students of Holy Family Parish School and Holy Family Parish Religious Education.

- A. Interscholastic athletics established by the Athletic Board will be conducted in accordance with the policies set forth in the Archdiocese of Milwaukee Policies and Regulations for Athletics, as well as the Holy Family Parish Athletic Handbook.
- B. The Pastor of Holy Family Parish has the ultimate responsibility for all interscholastic athletic programs and this responsibility has been delegated to the Holy Family Parish School Principal.

### **ARTICLE IV – RESPONSIBILITIES OF THE ATHLETIC BOARD**

The Athletic Board shall:

- A. Formulate procedures to implement the Archdiocese of Milwaukee Policies and Regulations for Athletics as contemplated in Article III (A).
- B. Formulate and approve the source and use of funds necessary to provide an ongoing interscholastic athletic program.
- C. Make available sufficient equipment and appropriate uniforms for each sport and the participating athletes.
- D. Hold an annual General Meeting in May of each calendar year. The purpose of this meeting will be to provide a forum for the Board to report to the interested parents of the School and

Religious Education on the status of the Holy Family athletic program and allow those parents to ask questions of the Board.

E. Hold monthly meetings at which the business of the Board will be conducted.

## **ARTICLE V – MEMBERSHIP**

### **Section 1: Membership Definition and Rights**

A. The Athletic Board shall consist of 9 members. Any parent of a School or Religious Education student interested in the Purpose as stated in Article III of the By-Laws of the Athletic Board shall be eligible for membership on the Board with voting privileges. Parents of students not currently participating in Holy Family Parish athletics shall hold no more than 2 seats on the Athletic Board and cannot hold an Officer position. Parents of Religious Education students shall hold no more than 4 seats on the Athletic Board. A Board member whose child is or is planning to participate in athletics at the time that that parent discerner to the Board will be considered a parent of a student participating in Parish athletics for the duration of his or her term.

B. The Holy Family Parish Pastor and School Principal shall be ex-officio members of the Athletic Board; both with veto rights over the decisions made by the Athletic Board.

C. Parents of School or Religious Education students may at any time attend an Athletic Board meeting. Attendees will, upon being recognized by the Athletic Director, be given the right to address the Board. Discussion of any new topic by a non-Board member must be submitted in writing to the Athletic Director, 3 school days prior to the Board meeting.

D. A minimum of 7 Board members must be present in any matter requiring a vote. A Board member may submit a written or e-mailed proxy vote to the Athletic Director if that Board member will be absent from the meeting where the vote occurs. If practical, Board members may participate in a Board meeting by telephone in an extraordinary situation.

F. All decisions made by the Board shall be by majority vote of the Board members attending the meeting at which the vote is taken.

### **Section 2: Athletic Board Nominations and Discernment**

Annually, each spring, nominations for each position about to become vacant shall be sought by advertising in the weekly parent folder, the Parish bulletin, or by other means that the Board deems appropriate. Current Board members may also create a list of potential candidates and personally contact each one to invite him/her to seek a Board position.

A. Discernment: The discernment will be held in May. Each nominee shall address the sitting Board members at this meeting. After hearing from each nominee, all nominees will be

dismissed from the meeting at which time the sitting Board members will discern the new members. The meeting will continue until the new members are discerned. A new member will be discerned when he or she has received a majority of the then sitting Board members votes. In the event of a tie, the Principal will be asked to break the tie. The new Board members will take office at the end of the June meeting.

B. Replacement: In the event that an Athletic Board member is unable to fulfill his/her term, the Board shall go back to those nominees who participated in the discernment process to solicit any nominees still interested in serving on the Board. If more than one nominee is interested, the Board shall hold a special meeting to discern the replacement. If there are no interested nominees, the Board shall solicit new nominees and follow the steps of the discernment process as applicable. The discerned "replacement" member will serve the remaining term of the person whom they are replacing and can choose to discern on for another 3 year term.

C. Upon being discerned, the Athletic Board Members serve a term of three years ending with the June meeting of their third year. Athletic Board Members shall be limited to two successive terms. After a minimum of two years without service, a qualified member who has already served two successive terms may again be voted on to the Board, with the ability to serve another two successive terms.

D. Athletic Board members are expected to attend all regular and special meetings and to productively contribute their efforts to the Athletic Program. Unexcused absences at three (3) consecutive regular meetings of the Athletic Board may be considered grounds for removal from the Athletic Board at the discretion of the Athletic Director.

E. The Principal may dismiss any member of the Board at his or her discretion based on the failure of that Board member to diligently discharge his or her duties, to follow School and Archdiocese regulations and requirements, to act in a manner consistent with the mission of the Parish and School, or for any other reason the Principal deems severe enough to warrant dismissal.

## **ARTICLE VI – OFFICERS**

### **Section 1: Selection of Officers**

The Officers of the Athletic Board shall be the Athletic Director, Assistant Athletic Director/Compliance Officer, Secretary, and Treasurer. The Officers will be elected annually by the Board at the regular June meeting. The newly discerned members will vote in the election of the officers for the incoming year, while the departing members will not vote. Each officer shall be selected separately by a majority vote of the members. Each candidate should have at least one year of Board experience prior to being eligible to be Athletic Director. Terms of

office shall run from the date of the election to the start of the June meeting the following year. Officers may be selected to the same position for a maximum of two consecutive years.

## **Section 2: Duties of the Officers**

A. The Athletic Director shall:

1. Conduct all meetings.
2. Appoint Committees, as required to meet the Athletic Board Purpose as contemplated in Article III, and be an ex-officio member of any such Committee.
3. Set suitable regular Athletic Board meeting dates – which shall be held once per month during the school year.
4. Call special meetings when necessary.
5. Prepare and distribute an agenda for each Athletic Board Meeting to all Athletic Board Members in advance of the meetings.
6. Prepare a calendar for the year covering regular meetings, special events, gym or facility usage dates for athletics, and key Athletic Board decision dates, a copy of which will be given to the Parish for purposes of facility scheduling and publication in the Parish bulletin.
7. Obtain from the School Principal at Holy Family and the school principals at any applicable schools attended by Religious Education players information regarding the scholastic eligibility of all students prior to their participation in the interscholastic activity and communicate to the appropriate coach(es) any ineligibility. Coordinate with the Principal(s) and appropriate coaches all suspensions and reinstatement of participants.
8. Review plans for each specific sport with the Principal before commencing with Board vote.
9. Perform such duties as the Athletic Board may, from time to time, direct consistent with this office.

B. The Assistant Athletic Director/Compliance Officer shall:

1. In the absence of the Athletic Director, carry out the duties of that position.
2. Perform such duties as the Athletic Director may, from time to time, direct consistent with this office.

3. Ensure all the activities of the Athletic Board are in compliance with all Archdiocese of Milwaukee Policies and Regulations for Athletics.
4. Provide to the Principal a report containing each sports' coaches names and personal data, times and places of practices, names of all student participants, schedule of games and tournaments, verification of all forms as required by the Archdiocese of Milwaukee Policies and Regulations for Athletics (including but not limited to completion of required training by coaches, student physical examination forms, sportsmanship forms, consent to play and limited liability forms, and rosters.
5. Distribute, collect and keep an inventory of keys.

C. The Secretary shall:

1. Keep accurate minutes of all Athletic Board meetings.
2. Provide copies of the minutes to the Athletic Board members prior to the next regular meeting of that committee and publish minutes in parent green folder or on Athletics website.
3. Keep a record of attendance at Athletic Board meetings.
4. Provide a roster of Athletic Board members, including name, address, telephone number and e-mail address of each member, to the Athletic Board members and the Principal.
5. Perform such other duties as the Athletic Director and Athletic Board may, from time to time, direct consistent with this office.
6. Organize the annual Athletic Board General Meeting in May of each calendar year.
7. Provide a copy of the game schedules and related volunteer assignments to the school office for inclusion on the Athletic website and display a hard copy in the concession room.
8. Obtain from the school office a copy of the most current family directory and place it in the phone box of the concession room at the start of each school year.

D. The Treasurer shall:

1. Receive and disburse all funds of the Athletic Board.
2. Keep an accurate record of all receipts and disbursements and prepare all necessary reports for the Board, including but not limited to, monthly and year-end reports detailing receipts and disbursements.

3. Supply cash boxes, as needed, for Athletic Board sponsored events.
4. Insure that all requirements of the Parish business office are met with in a timely basis.

## **ARTICLE VII – COMMITTEES**

### **Section 1: Purpose**

Committees shall be formed where necessary to meet the purpose and philosophy of the Athletic Program. Each Committee shall follow the philosophy and goals of the Athletic Program in its effort to accomplish the Athletic Program's stated purpose.

### **Section 2: Standing Committees and Responsibilities**

- A. Volleyball Committee
- B. Basketball Committee
- C. Track Committee
- D. Tennis Committee
- E. Softball Committee
- F. Concession Stand Committee (Determine menu, buy/stock items, create volunteer schedule for each sport season, parent/volunteer training, set-up and closing instructions.)
- G. Gym Supervisor Committee
- H. Equipment Coordinator (uniform organization, disbursement, collection, etc.)
- I. Ad Hoc Committees

It is the responsibility of these Committees to make recommendations, in compliance with policies, rules and regulations as contemplated in Article III (A), to the Athletic Board for final approval. Once the recommendations have been approved, the committees shall direct and coordinate the activities of each of their respective areas.

### **Section 3: Ad Hoc Committees**

Ad Hoc Committees are formed for the purposes established by the Athletic Board on an as needed basis. Examples are Basketball and Volleyball Summer Camps, Little Dribbler and Little Spikers Camps, the Spaghetti Dinner, Basketball and Volleyball Tournament committees, and committees to plan and oversee significant capital projects.

### **Section 4: Standing Committee Membership**

- A. Each standing committee shall be comprised of a Coordinator and an indeterminate number of parents of student athletes solicited by such Coordinator. Each Board member must serve on at least one committee. The Coordinators will be nominated and approved annually by the Athletic Board in a regular monthly Board Meeting at least 90 days in

advance of the upcoming respective sport season to allow for proper planning by the respective Committee. Coordinators are not required to be Athletic Board Members, but are to report to the Athletic Board at each regular monthly Athletic Board meeting as relevant for their specific sport or activity.

- B. Each Committee Coordinator shall be determined by a majority vote of the Board at the appropriate monthly meeting. Candidates for the Committee Coordinators shall be solicited from parents of student athletes. If a Board member is a candidate for being a Committee Coordinator, that Board member may not vote on the selection of that position.
- C. Ad Hoc Committee Coordinators shall be solicited by the Athletic Director and approved by the Board. The Coordinator shall then solicit an indeterminate number of Athletic Board members to achieve the goal of the Ad Hoc Committee. There will be a liaison from the board for every Ad Hoc Committee that will report back to the board on the committee's progress.

#### **ARTICLE VIII – AMENDMENTS**

Proposals to amend these By-Laws shall be approved by the Athletic Board through a vote of the majority of the Athletic Board Members present at a regularly scheduled meeting where the By-Laws are presented for amendment, then submitted in writing to the Principal for approval.