

## **BYLAWS OF SAINT JAMES / SETON ATHLETIC ASSOCIATION**

### **PURPOSE**

The Saint James / Seton Athletic Association is commissioned by and responsible to the Saint James / Seton Total Board of Education. The Saint James / Seton Athletic Association's purpose is to manage and support the Saint James / Seton Athletic Program.

### **MISSION STATEMENT**

Our athletic program is a direct outgrowth of our Christian education philosophy; that is, a balanced approach to athletics to develop oneself mentally, socially and physically, with Christ as the center of attention on and off the athletic field / court.

Athletics should be conducted so that the emphasis is placed on their value as an educational tool. The success of our program should not be based on the number of games won and lost but rather the attitude, commitment, and dedication shown by the contestants, spectators, and coaches.

### **PROGRAM GOALS**

Students will be encouraged to:

- Develop self-discipline to achieve the greatest physical and mental efficiency.
- Develop good sportsmanship and make this a major aim in competition.
- Teach the acceptance of reasonable discipline necessary for the good of the team.
- Promote loyalty, dedication, and commitment to their team.
- Promote wholesome attitudes and outlets for emotions.
- Foster and develop friendships.
- Provide experience in leadership and responsibility.
- Keeps alive the spirit of youth and preserve the joyous zest for living.

### **ARTICLE I: MEMBERSHIP**

#### **Section 1: Who is eligible to be an officer and member of the Board of Saint James / Seton Athletic Association**

Supporters of Saint James / Seton athletics who are interested in the welfare of our athletic programs are eligible for active membership.

### **ARTICLE II: OFFICERS AND DIRECTORS**

#### **Section 1. Officers & Directors:**

The officers of this Association shall be a President, Vice President, Secretary, Treasurer, and Athletic Director. The Board of Directors shall be composed of the above officers and other Members at Large.

#### **Section 2. Officer & Directors Duties & Responsibilities:**

The management of this Association and the conduct of its affairs shall be vested in its Board of Directors, officers, and the Athletic Director. The following duties and responsibilities apply to each:

### **Athletic Director**

- A. The Athletic Director reports to the Director of Education.
- B. Main contact with Parochial Athletic League (P.A.L.) Director.
- C. Schedule gym / practice times for all sports under the Athletic Association.
- D. Main contact with gym scheduler.
- E. Distribute all necessary equipment, uniforms, keys, and books to coaches.
- F. Responsible for recruiting all coaches.
- G. Responsible for upkeep and ordering of equipment and uniforms as needed.
- H. Approve the payment of bills.
- I. May sign off on expenses of \$500 or less without a quorum approval.

### **President**

- A. Oversee the entire Athletic Association.
- B. Preside at meetings of the Athletic Association.
- C. Appoint chairpersons of committees.
- D. Supply written report to the Total Board of Education as required.
- E. Oversee fundraising events.

### **Vice President**

- A. Assist the President in overseeing the entire Association.
- B. Take the lead at meetings of the Association in the absence of the President.
- C. Shall perform such other duties as may be assigned by the President or by the Board.

### **Secretary**

- A. Keep minutes for Athletic Association meetings.
- B. Notify members of the association meetings.
- C. Type any memo / handout needing to go to parents, students, teachers, etc. (directed by A.D.)
- D. Shall perform such other duties as may be assigned by the President or by the Board.

### **Treasurer**

- A. Works with the Saint James / Seton Business Manager to prepare the Annual budget
- B. Works with the Saint James / Seton Business Manager to prepare the quarterly reports of receipts and expenditures.
- C. Prepare Annual Financial reports to the total Board of Education Finance Committee.
- D. Shall perform such other duties as may be assigned by the President or by the Board.

### **Section 3. Committees:**

The President of the Association may authorize, appoint or direct any Committee to assist the Association in carrying out the purposes and goals of the Association. The members of any such Committee shall not have any voting rights for the Association and shall be charged with such duties and responsibilities as the President shall authorize and direct by such adopted resolution.

## **ARTICLE III: NOMINATIONS, ELECTIONS & VACANCIES**

**Section 1.** The Athletic Director is hired by the Pastors of each of the Parishes.

**Section 2.** The President, Vice President, Secretary and the Treasurer shall be elected by popular vote of the active membership present at the annual May Regular Meeting. All officers shall hold office for the two years following the annual election beginning on June 1<sup>st</sup> of the next even numbered-year and ending on May 31<sup>st</sup> two years later.

**Section 3.** Following the conclusion of the annual fundraiser or before, the President shall appoint a nominating committee. They shall prepare a slate of nominees for each office and director position that is representative of both parishes and shall submit it to all members of the Association at least thirty (30) days prior to the election. If there is more than one nominee for an office, the voting shall be done by secret ballot. Space shall be provided for write-in candidates on the Official Ballots at the election. The Nominating Committee and the current President shall oversee the counting of the ballots. Voting records shall be kept on file until the following election.

**Section 4.** To be in good standing and remain on the board, each member must attend at least 50% of the scheduled meetings.

**Section 5.** Vacancies occurring between elections shall be filled by the Association's Board of Directors. These appointed directors shall serve until that term of office has expired.

**Section 6.** Board members whose children have graduated or otherwise moved on from Saint James Seton but who are willing and able to act upon behalf, and at the direction, of SJSAA shall be designated as Ex-Officio Board Members. Ex-Officio members may vote while attending meetings, but their absence will not count toward the quorum. The previous Athletic Director also would qualify as an Ex-Officio Board Member.

#### **ARTICLE IV: MEETINGS, NOTICE, QUORUM**

**Section 1.** The rules of parliamentary procedure as contained in Robert's "Rules of Order" shall govern all meetings of the Saint James / Seton Athletic Association.

**Section 2.** The order of business meetings shall be as follows:

1. Roll Call of Officers
2. Approval of Minutes of Previous Meeting
3. Treasurer's Report
4. Committee Reports
5. Unfinished Business
6. New Business

**Section 3.** Regular Meetings shall be held a minimum of six times per year at such time and place, as the President shall designate.

**Section 4.** Special Meetings may be called by the President or by any two other officers. The notice of Special Meetings shall state the purpose thereof and only such business stated therein shall be transacted.

**Section 5.** Notification of meetings to the Officers and Directors shall be given at least fifteen (15) days prior to the meeting. Notice of such meetings shall also be given to the general church and school public by publication in the church bulletins.

**Section 6.** If a special meeting of the Athletic Association is needed, the meeting will be called by the President, or two of the officers, and must be attended by at least one half of the board members

**Section 7.** A majority of the Board Members shall constitute a quorum for the transaction of business at any meeting of the Association.

**Section 8.** A simple majority vote of those individuals present at a meeting and entitled to vote shall control on all questions.

#### **ARTICLE V: FUNDRAISERS**

**Section 1.** All fundraisers conducted by the Saint James / Seton Athletic Association shall be conducted in accordance with the policies set forth by the Saint James / Seton Total Board of Education and the SJS Athletic Association.

**Section 2.** An Annual Spring Fundraiser will be conducted to raise money for the Saint James / Seton Athletic Association. The Athletic Association will run and manage the annual fundraiser with the help of volunteers not otherwise associated with the Athletic Association. Dates and location of the annual event will be determined in time for the school calendar.

#### **ARTICLE VI: SCHOLARSHIPS**

**Section 1.** An annual scholarship shall be presented to two 8th grade students (one boy and one girl) at Saint James Seton who will be attending an Omaha-area Catholic high school the following fall. Applicants will be graded on an essay submission and grading by their coaches on a number of criteria which do not include athletic ability.

**Section 2.** The scholarship is a one-time, non-renewable \$500 scholarship paid directly to the high school each winner will be attending. Checks will be mailed after school starts the following school year.

**Section 3.** The Athletic Association will run and manage the annual scholarship program, the Rick Gilbride Memorial High School Scholarship, with the help of volunteers not otherwise associated with the Athletic Association. The annual program will be announced at the Annual Spring Fundraiser and be awarded at Honors and Awards Night or graduation.

#### **ARTICLE VII: FISCAL YEAR**

**Section 1.** The fiscal year of the Saint James / Seton Athletic Association shall commence on July 1st and end the following June 30th.

#### **ARTICLE VIII: AMENDMENTS**

**Section 1.** Any amendments to these bylaws shall be submitted and approved by not less than a majority of the active members at the time of the vote.

**Section 2.** The petition will be subject to the approval by the Saint James / Seton Board of Education.

#### **CERTIFICATE**

It is hereby certified that the foregoing text of Bylaws comprises an accurate and complete copy thereof as adopted for the Association by action of its members and approved by the Saint James / Seton Board of Education on this 19th day of January, 2021.