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| **Contents**  [**Article I - Name**](#Article_I.__Name)  [**Article II - Purpose**](#Article_II.__Purpose)  [**Article III - Membership**](#Article_III.__Membership)  [**Article IV - Dues**](#Article_IV.__Dues)  [**Article V - Officers**](#Article_V.__Officers)  [**Article VI - Executive Board**](#Article_VI.__Executive_Board)  [**Article VII - Meetings**](#Article_VII.__Meetings)  [**Article VIII - Elections**](#Article_VIII.__Elections)  [**Article IX - Balloting**](#Article_IX.__Balloting)  [**Article X - By-laws**](#Article_X.__By-Laws)  [**Article XI - Amendments**](#Article_XI.__Amendments)  **By-laws**  [**Board Members**](#BOARD_MEMBERS)  [**Coordinators**](#COORDINATORS)  [**Participants**](#PARTICIPANTS)  [**Miscellaneous**](#MISCELLANEOUS)  [**Disciplinary Review Board**](#disciplinary)  [**Coordinator's Guidelines**](#coordinator_guidelines)  **Article I.  Name** The name of this organization shall be the St. Antoninus Athletic Club.  [**(return to top)**](#Contents)  **Article II.  Purpose** The purpose of this organization is:   1. To provide the physical development of the youth of the parish in conjunction with their spiritual and mental development. 2. To provide an opportunity for all persons of the parish to engage in sporting activities under proper supervision and guidance. 3. To promote a well-rounded program of interscholastic sports, for both boys and girls of the parish.   [**(return to top)**](#Contents)  **Article III.  Membership**   1. All individuals registered as members of St. Antoninus Church or as parents of students of St. Antoninus School shall be eligible for membership. 2. Membership shall be established by payment of dues by an eligible person. 3. In order for any person to participate in athletics offered by the Athletic Club, membership is mandatory.   [**(return to top)**](#Contents)  **Article IV.  Dues** Dues shall be payable in such amounts and at such times as the Executive Board shall determine.  [**(return to top)**](#Contents)  **Article V.  Officers**   1. The officers elected by the board shall be President, Vice-President, Secretary and Treasurer. 2. The duties of the President shall be as follows: 1. To preside at all general meetings of the membership and the Executive Board 2. To appoint committees. 3. To hold the officers and committees responsible for the duties entrusted to them. 4. To perform such other duties as are usually attached to the office of President. 3. The Vice-President shall have the powers and perform the duties of the President in his absence. 1. Effective with the officers elected as the result of the board election of the 1982 calendar year, the Vice-President will succeed to the office of President in the year following his or her Vice-Presidency.  A member of the board in their third year may not run for Vice-President. 4. The duties of the Secretary shall be as follows: 1. To keep minutes of all general meetings of the membership and of the Executive Board and to read or distribute them at the respective meeting immediately following. 2. To maintain a roster of the members and issue membership cards. 3. To conduct the correspondence of the organization. 4. To maintain the records and reports of the organization. 5. The duties of the Treasurer shall be as follows: 1. To collect the annual dues of the members. 2. To deposit all money of the organization in an authorized depository. 3. To pay all obligations of the organization after they have been approved by the Executive Board, and maintain vouchers and receipts.  An approved budget shall constitute the approval of the Executive Board. 4. To keep a financial record showing all receipts and disbursements. 5. To present a financial report at all general meetings of the membership and of the Executive Board. 6. To make all financial records available for audit as directed by the President.   [**(return to top)**](#Contents)  **Article VI.  Executive Board**   1. The Executive Board shall consist of: 1.  Twelve elected Board Members for a term of three years – four new members to be elected each year. 2.  Two members appointed by (A) above for a term of one year. 3.  The pastor of his designated appointee. 4.  A board member may not serve for more than two consecutive terms. 5. All elected board members must be paid up members of the Athletic Club. 2. The Executive Board shall meet once each month at a suitable time and place decided upon by them. 3. Eight members of the Board constitute a quorum for the purpose of conducting business. 4. The Executive Board shall promote and supervise the activities of the organization, conduct the business of the organization, conduct the business of the organization, budget the finances, authorize the expenditures of funds and report on its activities to the general membership. 5. A board member may be removed for due cause by 2/3 majority of the other board members.  Replacement appointee to fill vacancy for remaining term by majority of remaining board members. 6. Any board member absent from three consecutive board and/or general meetings or any four meetings in one year shall be removed from the board. A person elected by the Athletic Club Board shall fill their unexpired terms.   [**(return to top)**](#Contents)  **Article VII.  Meetings** Meetings of the entire membership shall be held at least four times each year at times selected by the Executive Board to conform to activities of the organization or during the months of February, May, August and November.  At general meetings the President has the option to table a vote on any new business until the following general meeting.  [**(return to top)**](#Contents)  **Article VIII.  Elections**   1. A nomination committee appointed by the President and including one current board member should solicit candidates to be placed in nomination at the January Board meeting.  An announcement must be placed in the weekly bulletin prior to January 1, providing all members with the opportunity of having their name placed in nomination.  All nominations are to be closed at the January meeting. 2. The Election of the Board Members shall be held in February.  As soon as possible thereafter, the elected board members must meet for the purpose of appointing two additional board members and to elect officers. 3. The term of office shall be as described in Article VI.  Paragraph A. 4. A plurality of ballots cast shall decide the election.   [**(return to top)**](#Contents)  **Article IX.  Balloting** A. All questions, except for those involving changes to the Constitution, to be decided at any general meeting of the membership, or at any meeting of the Executive Board, shall be by majority vote of the adult members present.  [**(return to top)**](#Contents)  **Article X.  By-Laws** This constitution shall be supplemented by by-laws.  [**(return to top)**](#Contents)  **Article XI.  Amendments** No amendments to this Constitution shall be made except at a general meeting of the membership and by a 2/3 vote of the members present.  Such amendments shall have been proposed to previous general meeting of the membership.  [**(return to top)**](#Contents)    **ST. ANTONINUS ATHLETIC CLUB BY-LAWS - ADOPTED JANUARY 1975**  **BOARD MEMBERS**   1. In order to have a vote any Board meeting, general meeting or election, individual members must be present.  No proxy votes will be recognized. 2. Elections – In the event of a tie vote, there will be a recount first and then a flip of a coin to decide the winner. 3. Board meeting will begin at the scheduled time.  If a quorum is not present within 30 minutes of the scheduled time, the meeting will be canceled. 4. All monies and credits collected on behalf of this organization must be given to the Treasurer to deposit.  All purchases and billings must also go through the Treasurer.  All entry fees or other fees must be paid by the treasurer. 5. The President is responsible to see that all files and records are accessible to succeeding presidents.   All originals are not to leave this file, only copies may be taken or made.  The secretary is responsible for making all copies.  The master file will be stored in the equipment room. 6. It is the duty of the President to see that all correspondence directed to him/her concerning complaints be answered by him/her. 7. Board Members are to be assigned various duties and are to serve at the pleasure of the President.   [**(return to top)**](#Contents)  **COORDINATORS - DEFINITION OF POSITION AND RESPONSIBILITY**   1. Will be appointed by the Board and serve at the pleasure of the Board. 2. Will propose an annual budget to the Board for approval for his/her particular sport (6) months prior to his/her position. 3. Will be responsible to the Treasurer for any monies or credits taken in by the activities of his/her sport. 4. Will select the coaches for his/her proposed teams, will facilitate tryouts, and oversee the drafting process to assure coaches draft teams fairly. 5. Will be responsible for the preparation of the field and playing areas for games and scheduled events for his/her particular sport (exclusive of any responsibility delegated to maintenance crews.) 6. Any coach may be suspended by the Coordinator, in the event he is suspended this action must be brought to the attention of the President. 7. All teams must have at least one coach, 21 years old or older, that must attend practices and games. 8. The Coordinator of any sport has the right, at his/her discretion, to refuse a position on any St. Antoninus team to a child who failed to sign up by that sport’s publicized sign-up deadline.   [**(return to top)**](#Contents)  **PARTICIPANTS**   1. Any child suspended from school will also be suspended from whichever sport he/she is actively participating for the period of such suspension. 2. The first sport a child is participating in with the St. Antoninus Athletic Club has priority over the second, if there is an overlapping period of time.  The second sport will not be able to penalize the participant. 3. When two or more sports are played concurrently, a child may not switch from one sport to another after team assignments have been made in either sport, except at the discretion and control of the coordinators of the sports involved. 4. All permission cards must be signed by the parent(s) or guardians and returned to a coach before there is any participation in sport activity.  Coordinators are responsible for all cards. 5. All coaches are responsible to have permission cards turned over to the Coordinator for a permanent file. 6. A child may not withdraw from the #1 team and play on another team once regular season play has begun. 7. All uniforms and equipment must be turned in for a previous sport before uniforms or equipment may be issued in another sport.  In the event of overlapping sports this rule would not apply. 8. Any player may be suspended by the coordinator for an incident related to his/her sport or team of affecting the responsibilities of the Athletic Club, whether or not such incident occurs on or off Athletic Club property.  Parents must be notified of the suspension.   [**(return to top)**](#Contents)  **MISCELLANEOUS**   1. If a teacher feels a child should be removed from a sport he/she is actively participating in, it is the responsibility of the teacher to talk to the parents.  At no time should a coach, coordinator or Board member become involved without the consent of the parents. 2. Food and refreshments are the only item that can be given to team members without the permission of the Board. 3. Purpose of Intramural Sports – To train our children in sports and to give all children an opportunity to participate. 4. Awards – Any team member, coach or manager that goes as far in their particular sport as they can will receive from St. Antoninus Athletic Club a trophy inscribed with his/her name, sport championship and year, catalogue #4209 from Koch’s or an award of equivalent value.  There will be no individual awards for any type of intramural program. (Ref: Supplemental Award Purchases – effective: Oct. 1999 – In competitive sport situations where a St. Antoninus team has become the Champion at the highest possible level, the Athletic Club Board authorizes the spending of a maximum of $10.00 per athlete and coach.  This money shall be spent on an appropriate acknowledge the team’s accomplishment.) 5. The Athletic Club Board will not pay or subsidize for any pictures for any sport.  Any agreements made should be made with the photographer on a risk basis. 6. Any solicitation, signs, poster, etc., placed on Parish property must be approved by the Pastor or his delegate.   [**(return to top)**](#Contents)    **By-laws Amendment**  **(Adopted 12/10/2004)**    **St. Antoninus Athletic Club Disciplinary Review Board**    The purpose of the Disciplinary Review Board (“DRB”) is to review and take action on disciplinary issues that may come before it, including (but not limited to) the following:    Any type of ejection from a game, including a player, coach or parent.  Any injury caused by an intentional or deliberate act by a player, coach or parent.  Any act by a player, coach or parent that causes damage to St. Antoninus Parish, Schott Field or Athletic Club property or to damage caused at a site other than St. Antoninus property where an athletic event may be held.  Suspension from school by a student athlete results in suspension from sports for the same length of time.  Any act or words that are disparaging toward another teammate, opponent, coach, game official or fan.  Any discipline imposed by a coach and/or coordinator.    The coach is responsible for handling individual game and practice discipline issues. However, the DRB has the right to intervene subsequently or in addition to, if necessary.    The Pastor of St. Antoninus will be advised of all decisions made by the DRB regarding discipline.    The DRB will consist of three Athletic Club Board Members elected by the Athletic Club Board on an annual basis at the same meeting that the other officer positions are elected.  The terms will be for a one-year period.  A board member may not serve on the DRB for more than two successive terms (years).  The Athletic Club President and Vice President cannot be elected members of the DRB due to other roles they may have in the discipline process.    Should an issue be brought to the DRB and a member cannot be impartial for any reason, the Athletic Club Vice President will stand in for that member to handle that particular issue.    The DRB shall conduct a hearing to review and take action, if appropriate, on disciplinary issues that may come before it concerning a player, coach or parent.  At the hearing the individual(s) for whom potential discipline is reviewed shall have the right to be present at the hearing, to hear the evidence offered against him or her, and to present evidence on his or her behalf.  A player has the right to be represented at the hearing by his or her parent(s) or guardian.    Discipline imposed by the DRB may include, but is not limited to:  reprimand, suspension; and reimbursement for damages caused by that individual as a condition to future participation in St. Antoninus athletics.    The decision of the DRB may be appealed to a three member Review Board consisting of the Pastor, the President of Parish Council, and the President of the Athletic Club.  A duly appointed member of the Athletic Club Board shall represent the DRB before the review board.  The decision of the DRB shall not be reversed or modified absent the unanimous agreement of all three members of the Review Board.  [**(return to top)**](#Contents)    **By-laws Amendment**  **(Adopted 12/10/2004)**    **St. Antoninus Athletic Club Coordinator Guidelines Document**    The purpose of this document is to provide a list of topics that the Coordinator(s) of each sport is required to review with every coach in their program prior to the start of each season.  This document is required to be provided to all coaches as a reference guide.  The Coordinator(s) are required to maintain a log of all the coaches who have been given a copy of these guidelines.    Guidelines:    1.)   All coaches must attend the most recent Archdiocese of Cincinnati Child Protection Decree Class.  The Coordinator is responsible for providing a list of all coaches in their program to the Child Protection Decree Liaison on the Athletic Club Board prior to the start of the season so that the list can be delivered to and  reviewed by the Parish’s Child Protection Decree Coordinator to ensure all coaches have attended the class.    2.)  All coaches must be fingerprinted and have those fingerprints on file with the Archdiocese of Cincinnati prior to coaching.  If the fingerprints reveal a violation that would prohibit them from being a coach, the Pastor of St. Antoninus will be informed by the Archdiocese.  The Pastor will inform the Athletic Club President who will notify the Coordinator, who will then notify the affected coach.  At no time during this process will the violation that prevents the volunteer from coaching be revealed.  If the volunteer wishes to appeal the decision they may do so directly with the Archdiocese of Cincinnati.    3.)  If a coach has a suspicion that one of their players may be a victim of child abuse, they should report it immediately to a children’s services agency or to local law enforcement authorities and to the Pastor of St. Antoninus.    4.)  Make all coaches aware of and understand the St. Antoninus Athletic Club discipline policy as stated in the By-laws.  The coaches should also be made aware of the purpose of the Disciplinary Review Board and that all or any case is reviewable by the Board.    5.)  Make all coaches aware of and understand the St. Antoninus Athletic Club’s guidelines regarding team parties.  It is recommended that team parties should **not** be held at the home of a coach.  Rather, it is suggested that such parties be held in a public place.  It is required that at least two adults be present for the entire duration of the party.  Parties that include a “sleepover” are considered inappropriate and are prohibited.    6.)  Make all coaches aware of and understand the player participation guideline.  All players must participate in games for a minimum of 25% of the entire season.  The only exceptions to this guideline are if the player misses an inordinate amount of practices without a valid excuse, the player is injured and cannot participate or the player has been suspended by the Athletic Club, school or league.    7.)  If a player participates on a St. Antoninus team and an “independent” team concurrently, the player is obligated to give the St. Antoninus team priority for all games.    8.)  If a player participates in two sports in the St. Antoninus Athletic Club program concurrently, the sport that began their season first takes priority over the second sport for all games.    9.)  The Coordinator(s) for each sport must provide their coaches with a supply of “Incident Reports.”  An “Incident Report” must be completed and turned into St. Antoninus Church Business Manager (Rectory) for any player, coach or fan attending a St. Antoninus practice or game that is injured to the point that they can no longer participate or watch the event or require medical attention.    10.) A coach may not conduct a practice unless at least two adults (including them self) are present.  To be considered an adult, the person must be at least 18 years of age and a high school graduate.    11.) Coaches are to refrain from foul language, demeaning comments to players, opponents, umpires/referees/officials and physically contacting any players.    [**(return to top)**](#Contents) |