

BYLAWS OF ST JOSEPH ATHLETIC ASSOCIATION, MECHANICSBURG, PA
UPDATED: MARCH 11, 2017

ARTICLE I
NAME

Section 1. The name of the association is the Saint Joseph Athletic Association (hereinafter referred to as SJAA).

ARTICLE II
STATUS

Section 1. The Saint Joseph Athletic Association is an integrated auxiliary of Saint Joseph Parish, Mechanicsburg, Pennsylvania (hereinafter “Parish”) and as such has no independent legal status. It exists solely at the pleasure of the Pastor of Saint Joseph Parish (hereinafter referred to as the “Pastor”). Should the SJAA be disbanded by action of the members or by direction of the Pastor, all property and funds of SJAA shall revert to the Parish.

ARTICLE III
PURPOSE

Section 1. According to the policies of the Diocese of Harrisburg, the CYO (Catholic Youth Organization) parish-based basketball (or other sports) program, exists to provide opportunities for youth to grow in faith and understanding of the Catholic Church through involvement in parish and diocesan life. It encompasses a comprehensive model for the total development of the individual through a six-phase approach to youth ministry: athletic, social, cultural, catechetical, service and spiritual. As with any ministry to our youth, the three goals of a Catholic Youth Sports program are the same as enumerated in *Renewing the Vision: A Framework for Catholic Youth Ministry*:

- a. To empower young people to live as disciples of Jesus Christ in the world today.
- b. To draw young people to responsible participation in the life, mission and work of the Catholic faith community.
- c. To foster the total personal and spiritual growth of each young person.

Section 2. The purpose and objective of the SJAA shall be as follows:

- a. To teach young athletes Christian principles in action.
- b. To serve as an integral part of the Parish Youth Ministry.
- c. To foster and promote through athletic programs parish unity and participation.
- d. To establish, promote, and financially support athletic programs for the Parish.
- e. To foster the teachings of the fundamentals of each sport, the importance of team play, and to stress fairness and good sportsmanship according to Christian principles.
- f. To recognize that all youth athletic activities of the Parish are open to all eligible youth and to exercise its best efforts to accommodate all children who wish to participate.

ARTICLE IV **MEMBERS**

Section 1. Membership in the SJAA is comprised of all adult members of Saint Joseph Parish, Saint Elizabeth Ann Seton Parish, and Saint Katherine Drexel Parish. Membership for Saint Elizabeth Ann Seton Parish adult members or Saint Katharine Drexel Parish adult members shall end when the respective Parish establishes an athletic association. The membership shall, to the extent not otherwise included under this section, also include the parents of all children in attendance at Saint Joseph School or actively participating in the Religious Education Program of their respective Parish.

ARTICLE V **OFFICERS**

Section 1. The officers of the Association shall be the **President, Vice-President, Secretary, Treasurer, and Fund Chairperson.**

Section 2. Individuals to be eligible to serve as officers must be members of the SJAA.

Section 3. The above-named officers, are each elected as hereinafter provided for a two (2) year term but each is permitted to serve additional terms in the same office.

Section 4. No officer shall hold more than (1) office in the SJAA at one time.

Section 5. The President shall preside at all meetings of the SJAA and the Executive Board. He or she shall be a member ex-officio of all committees.

Section 6. The Vice-President shall perform the duties of the President in his or her absence and shall succeed to the presidency in the event of a vacancy in that office.

Section 7. The Secretary shall take and maintain written minutes of the SJAA meetings and the Executive Board meetings. He or she shall conduct the correspondence of the SJAA and keep a complete file of such correspondence. The Secretary will forward a copy of the minutes to the Pastor, Parish Manager and Finance Manager of Saint Joseph Parish. Upon a change in office in the position of Secretary, all minutes of prior meetings and all correspondence files shall be transferred to the successor in office within ten (10) days.

Section 8. The Treasurer shall receive and collect all monies of the SJAA and deposit said monies in a bank approved by the Executive Board and shall pursue collection of all accounts receivable. The SJAA Treasurer shall issue checks and receive deposits for the SJAA Board and the athletic program coordinators. The Treasurer shall forward to the Pastor or his designee a complete, monthly financial report detailing receipts and disbursements for the SJAA and shall otherwise comply with Parish and Diocesan financial controls and/or policies. Upon a change in office in the position of Treasurer, all financial records and all correspondence files shall be transferred to the successor in office within ten (10) days.

Section 9. The Fund Chairperson shall be in complete control of the fund raising efforts, which efforts must be **pre-approved by the Pastor or his designee** and the Executive Board, and is accountable to the Treasurer for all receipts and shall provide periodic reports as requested by the President.

ARTICLE VI

MEETINGS-QUORUM-PURPOSE

Section 1. Meetings of the Executive Board shall take place at least bi-monthly, or on an as needed basis, which at the discretion of the President, may be open. There shall be an annual general meeting of the SJAA held each spring before May 31 the purpose being outlined herein. The Pastor or his designee may attend any Executive Board meeting whether open or closed.

Section 2. A quorum for Executive Board and the annual general meetings shall be four fifths (4/5) of the Executive Board members in office.

Section 3. The agenda of the annual general meeting held in the spring shall include the annual report of the Treasurer and the election of officers.

ARTICLE VII **EXECUTIVE BOARD**

Section 1. The officers of the SJAA shall constitute the Executive Board. The Executive Board shall have the authority over the affairs of the SJAA; subject to the ultimate authority of the Pastor.

Section 2. Only the members of the Executive Board shall be eligible to make motions or vote at meetings of the Executive Board, SJAA open meetings and the annual general meeting for the election of officers. Majority rule shall apply for voting procedures and governance of the SJAA by the Executive Board except as otherwise provided herein. Other members of the SJAA present at Executive Board meetings may participate in discussion of issues only when recognized by the Chairman of the meeting.

Section 3. Meetings of the Executive Board may be called at any time at the discretion of the President. The President shall notify all Executive Board members and the Pastor or his designee of the time and place of such meetings at least one week in advance of the meeting unless such notice is waived in writing by the members of the Executive Board.

Section 4. Candidates for the election of officers must submit a request for nomination in writing to the Board Secretary or President by April 30. The request should include which officer position(s) the individual is interested in.

Section 5. The election of officers shall be by secret ballot. A candidate is elected if he or she receives a simple majority of votes cast. Should no candidate receive a majority of votes cast; a runoff election shall take place immediately. If two (2) or more candidates are tied with the highest number of votes, those candidates shall have a runoff election. The election shall be supervised by the Secretary. Ballots may be inspected by any interested member of the SJAA at the time of election.

Section 6. In the event a vacancy occurs on the Executive Board, the President shall designate an individual who, upon approval of the Executive Board, shall complete the unexpired term.

Section 7. In the event a vacancy occurs at the President position and the Vice President is unable to assume the role of President, the Executive Board must approve by majority vote a new President to complete the unexpired term. The Vice President will succeed to the president position at the end of the president's two-year term. If the Vice President is unwilling to assume the role of President at the expiration of the President's term, the executive Board must approve by majority vote a new president.

Section 8. The Vice President and Secretary will be elected in even numbered years of the spring general meeting. The Treasurer and Fund Raising Chairperson will be elected in odd numbered years of the spring general meeting.

Section 9. A special open meeting shall be called with written request given to the President by any Executive Board member and approved by a majority of the Executive Board. Such a meeting shall be held within two (2) weeks of approval by the Executive Board. Notice shall be delivered to Saint Joseph, Saint. Elizabeth Ann Seton and Saint Katharine Drexel Parishes for publication in each parish bulletin.

Section 10. A member of the Executive Board may be removed from office at a special meeting of the SJAA by unanimous vote of the other members of the Executive Board. Written notice of the action will be given the officer in question. The Pastor shall have the power to remove from office any Executive Board member without the approval of the other members of the Executive Board.

ARTICLE VIII **COMMITTEES**

Section 1. Committees such as a Ways and Means Committee, Nomination Committee, or Auditing Committee shall be appointed by the Executive Board. Other committees may be formed and dissolved as determined by the Executive Board.

ARTICLE IX **COORDINATORS-COACHES**

Section 1. In April of each year, the Executive Board shall appoint coordinators for each sport and cheerleading program sponsored by the SJAA. **If a sport is inactive (not held the previous year) or a new sport would like to be added, a request for approval to have the sport restarted or approved must be submitted to the Pastor, and approved by the Pastor, prior to any advertisement/promotion of the sport.** The coordinators shall assume their duties immediately following their appointment and after completing Youth Protection Clearance. The coordinating positions shall include the following: Football coordinator, Cheerleading coordinator, Boy's Basketball coordinator, Girls' Basketball coordinator, Soccer coordinator, Track coordinator, and Youth Protection coordinator and such other coordinators as may be required to fulfill the responsibilities of this organization.

Section 2. Each coordinator will organize the sport for which he or she is responsible including submission of a proposed budget. The coordinator will, as directed by the Executive Board, present a list of prospective coaches or advisors for the particular sport for approval or rejection by the Executive Board and pending Youth Protection Clearance. In closed session, the Executive Board may reject any candidate for coach or advisor. The Executive Board is under no duty or obligation to provide any reason for its actions. It is hereby expressly represented that the opportunity to coach or serve as an advisor to any Saint Joseph team is a privilege not a right or entitlement and is **ultimately subject to the discretion of the Pastor.**

Section 3. When the Executive Board approves prospective coaches or advisors, the pastor shall be presented with the list of approved names for his final approval or rejection of any or all candidates. **The approval and/or rejection by the Pastor is solely a matter of the Pastor's discretion and is undertaken as part of his Pastoral duties. Rejection of a prospective coach or advisor by the Pastor is final and unappealable. The Pastor must be provided the list of coaches/rosters two weeks prior to the diocesan deadline for submission.**

Section 4. Coaches, assistant coaches and advisors are appointed for the length of time covered by one (1) season of the particular sport with which they are involved and the said season ending one (1) month after the final game. All coordinators, coaches, assistant coaches and advisors shall be responsible to the SJAA and act in a manner consistent with its objectives and bylaws, and its obligations under any league rules by which it agrees to be bound.

Section 5. If a problem should arise in any sport, the coordinator will make every effort to resolve the matter. If the coordinator feels it is necessary and cannot resolve the problem, he or she will bring the matter to the Executive Board.

Section 6. The Executive Board has the authority upon majority vote of the Board members in attendance at a duly held, closed session, Executive Board meeting to remove any coach, advisor or coordinator from his or her position. There shall exist no requirement for the Board to announce reasons for such action or to afford any opportunity to be heard. **Notwithstanding the authority of the Executive Board, the Pastor may remove any coach or advisor at any time without providing any basis for such action. The Pastor's action to remove a coach or advisor is final and unappealable.**

Section 7. Meeting attendance: Each coordinator should attend all meetings during their respective season, and present a report to the Board of the status of their activities. The season includes the preparatory months prior to the actual scheduled competitions, and all award/banquet activities that follow. If unable to attend, a representative designated by the coordinator will provide the coordinator's report at the Board meetings.

ARTICLE X
AMENDMENTS

Section 1. These bylaws may be amended at any meeting of the Executive Board by a majority vote of the Executive Board present. The proposed amendment/s shall have been submitted to the board in writing at a prior meeting. No amendment to these bylaws shall take effect until approval in writing has been obtained from the Pastor. Any changes to these bylaws shall be announced to the membership at the annual general meeting.

APPROVAL:

Reverend Thomas J. Rozman
Pastor, Saint Joseph Catholic Church

Date

President, Saint Joseph Athletic Association

Date

Review

Revised

