

**Holy Childhood Athletic Program
Constitution
Revised October 2007**

Article I – Name

This organization shall be known as the “Holy Childhood Athletic Program.”

Article II – Parent Organization

The parent organization for the Holy Childhood Athletic Program is the Holy Childhood School Board, delegated to the Mission Effectiveness Committee.

Article III – Goals and Objectives

The goal is to support Athletic Programs at Holy Childhood School.

The objectives:

1. To offer guidelines and approval for the sports program policies.
2. To approve funding for the program and conduct fund raising.
3. To provide a forum for parents regarding the sports program.
4. To permit parent participation at athletic contests and events in the roles of hosts, concessionaires, timers, scorekeepers, etc.
5. To encourage the personal as well as physical development of the children who participate in the program.
6. To support and advise the Athletic Director regarding the sports program.

Article IV – Membership

Athletic Program Members consist of:

1. All parents or guardians with children participating in any sport at Holy Childhood School.
2. Holy Childhood pastor.
3. Holy Childhood School Principal.
4. Holy Childhood School Board Members.
5. Holy Childhood School Athletic Director(s)
6. All Holy Childhood School Coaches.

Article V – Holy Childhood School Principal

1. As Diocesan Policy 2211.2 states, all parish elementary athletic programs, athletic directors, coaches, and athletic associations or boards are under the direct supervision of the principal.
2. The athletic director is accountable to the principal.
3. The athletic director and all coaches are to be approved by the principal each year.
4. The principal should fill out an evaluation form on their Athletic Director every year.

5. Parish athletic associations/committees/councils are accountable to the principal.
6. The principal and/or athletic director will keep the parish board of education informed of the athletic committee's (i.e. HCS Athletic Program) activities.
7. The principal and pastor are to receive a semi-annual financial statement from the athletic committee.
8. The athletic director should give a written evaluation of each coach to the principal at the end of each season along with the recommendation on whether the coach should continue coaching or not. Evaluation forms are available from the Office of Education.

Article VI – Athletic Program Board Members

1. Any parent(s) or guardian(s) with children participating in any sport at Holy Childhood School are eligible for office.
2. The Athletic Program Board Members shall be elected by the general membership of the Athletic Program at an annual meeting in May.
3. The Athletic Program Board Members will decide amongst themselves who will fill the positions of President, First Vice-President, Second Vice-President, Senior Treasurer, Secretary, and Assistant Treasurer.
4. Terms for office will be three years and Athletic Program Board Members can be re-elected for one additional term.
5. To ensure a smooth transition of new Athletic Program Board Members and to allow for continuity, there will be staggered terms.
6. Once elected, the 6 Athletic Program Board Members are the only elected voting members of the Holy Childhood Athletic Program.
7. Any Athletic Program Board Members vacancy shall be filled by the principal at the next regular meeting held after vacancy occurs. The appointed person will complete the term of the vacated position.

Article VII – Powers and Duties of Athletic Program Board Members

1. The President shall be the senior board member and shall preside over the meetings of the general membership and shall be responsible for coordinating all efforts of the organization. In the absence of the president, the next available senior board member shall have the authority to perform the duties of the president.
2. The First Vice-President shall be the first senior board member to the president. He/she shall assist the president in ways designated by the president and shall supervise the affairs of the organization.
3. The Second Vice-President shall be the second senior board member to the president. He/she shall also assist the president in ways designated by the president.
4. The Senior Treasurer shall be the third senior board member to the president. The senior treasurer will be the authorized contracting party for the

organization, and as such, shall be in executive control of the funds of the organization. The treasurer shall receive all money and make permanent record of such receipts; pay all weekly or monthly invoices; pay all authorized expenditures approved at previous meeting. All invoices should be turned over to the senior treasurer as received. Any questionable invoices will be brought before the Athletic Program general membership for discussion. All checks shall be signed by the treasurer and another board member. The Athletic Director, School Principal, and Pastor may co-sign also. The Athletic Director shall be allowed to spend up to \$150 between meetings for necessary items and up to \$500 with the concurrence of 1 Athletic Program Board Member. This power will only be allowed 1 time between meetings. The treasurer shall present a report of the financial condition at all regular meetings and forward a copy to the Principal and School Board. The treasurer shall have auditors audit the accounts of the organization at the end of the Athletic Program year and before the August-September meeting. One copy of the audit shall be filed with the senior officers, the Principal and the School Board.

5. The Secretary shall be the fourth senior board member to the president. He/she shall be responsible for the recording and reading of the minutes of the general membership meetings and special meetings and for the preparation and handling of all correspondence among the members of the organization. The secretary shall submit a copy of the minutes to the Principal, School Board and parents at least one week before the next meeting.
6. The Assistant Treasurer shall be the fifth senior board member to the president. He/she shall also assist the Senior Treasurer as needed regarding financial affairs.

Article VIII – Athletic Program Executive Board

1. The executive board shall consist of the 6 Athletic Program Board Members, the Athletic Director(s), the Principal, and the Pastor.
2. The executive board shall transact the business of the Athletic Program between meetings.
3. The Pastor and School Principal are ex-officio members (non-voting).
4. The Athletic Director is appointed by the Holy Childhood School Principal
5. The Athletic Director will be an ex-officio member (non-voting); with the exception of a tie vote by Athletic Program Board Members. The Athletic Director can vote only to break a tie of 3 to 3. All 6 Athletic Program Board Members must vote before the Athletic Director may be allowed to cast a vote.
6. The Athletic Director may request up to 2 assistant Athletic Directors subject to approval by the School Principal. All assistant Athletic Directors will be ex-officio member(s) (non-voting).
7. A simple majority shall constitute a quorum of the executive board unless the vote is challenged by an Athletic Program Executive Board member

8. The outgoing executive board will present financial records to the school board's finance committee for review by the August-September meeting.

Article IX – Nominations and Elections

1. Nominations for Athletic Program Board Members candidates will take place at the April meeting when a scheduled vacancy or an appointee has come to the end of their respective term.
2. The Athletic Program Board Members shall conduct elections of new Athletic Program Board Members at the May meeting. Additional nominations may be made from the floor. If more than one candidate runs for office, election shall be held by secret ballot.
3. The elected Athletic Program Board Members shall be installed at the regular meeting in May. Their terms of office shall begin the first of June.
4. Any Athletic Program Board Member vacancy, at the elected level, shall be filled by appointment at the next regular meeting held after the vacancy occurs. The newly appointed Athletic Program Board Member will fill the position until next election. The vacancy shall be filled by appointment of the principal.
5. 2006-2007 - All members appointed by the principal and terms drawn.
2007-2008 - 2 members up for election for 1, 2, 3 year terms.
2008-2009 – 2 members up for election for 1, 2, 3 year terms.
2009-2010 – 2 members up for election for 1, 2, 3 year terms.

Article X – Voting and Decision

1. Each Athletic Program Board Member in good standing shall be entitled to one vote any meeting of the Athletic Program general membership. A majority vote of Athletic Program Board Members present at any meeting shall be sufficient upon any issue.
2. The Athletic Director will be an ex-officio member (non-voting); with the exception of a tie vote by Athletic Program Board Members. The Athletic Director can vote only to break a tie of 3 to 3. All 6 Athletic Program Board Members must vote before the Athletic Director may be allowed to cast a vote.
3. Occasionally, if a vote is put to the floor of the Athletic Program general membership by the Athletic Program Board Members then each member of the Athletic Program in good standing shall be entitled to one vote. A majority vote of members present shall be sufficient upon the particular issue.

Article XI – Amending the Constitution

1. Proposed changes to the Constitution must be presented in writing to the Athletic Program Board President no less than ten days prior to the next monthly meeting.
2. The President will ensure the proposed change requests to the Constitution are brought up at the next monthly meeting.

3. Proposed changes to the Constitution must be will voted on no earlier than the next month meeting not to exceed 60 days.
4. Any changes to the Constitution must be approved by a majority of the Athletic Program general membership.
5. Proposed changes to the Constitution must be submitted to the School Board for review and approval, and then approved by the principal.
6. Review of this Constitution will be done prior to the August meeting, of each year, by every newly elected Athletic Program Board Member, newly appointed Athletic Director(s), newly appointed Coach(es), newly hired School Principal, or new Pastor.

Article XII – Meetings

1. The Athletic Program Executive Board Members will meet 7 to 10 days prior to the regular monthly general membership meeting.
2. Meetings of the Athletic Program general membership shall be held as scheduled at least once a month during the school year and be presided over by the Athletic Program Executive Board. More frequent meetings can be held for special purposes or as called for by the president.
3. All meetings of the Athletic Program general membership shall be open to all members. Visitors are always welcome but may not vote.
4. All business needing to be added to the agenda should be given to the president no less than ten days prior to the meeting.
5. Each agenda should have time for individuals to address the Athletic Program Executive Board. The Athletic Program Executive Board will respond in an appropriate manner to all agenda items no later than the next scheduled Athletic Program general membership meeting.

Article XIII- Special Committees

1. Special (ad hoc) committees will be appointed to serve special one-time requirements of the Athletic Program and to assist standing committees in the implementation of those programs. Below is a list of some needed committees, yet not limited to just those listed.

- Spirit Wear
- Apache Book
- Candy Sales
- Munchkin Night
- Fish Fry
- Trivia Night
- Trophy Case
- Summer Concessions
- Indoor Concessions
- Soda Sales

- Indoor Workers
- Tourney Programs
- Diocesan Tournaments
- Tournament 50/50 Drawings
- Banquet
- Playground

Article XIV – Duration and Dissolution

1. This organization shall continue in existence until dissolved under the expressed provision of this Constitution or dissolved by School Board with approval from the Pastor and Principal
2. Upon dissolution, all outstanding obligations of the Athletic Program shall be liquidated and accounts closed by the Athletic Program Executive Board Members. A closing financial statement shall be prepared and presented to the School Board. All assets are property of the school and parish.

Article XV – Adoption

1. This Athletic Program and Athletic Program Executive Board with this constitution is effective immediately upon approval by the School Board.

Article XVI – Robert’s Rules of Order

Robert’s Rules of Order shall govern the association in all cases where they are applicable.