

St. Jude Athletic Association Constitution

Revised 03/10/15

The name of the organization will be the ST. JUDE ATHLETIC ASSOCIATION and may be referred to as the ATHLETIC ASSOCIATION.

PURPOSE & AUTHORITY

The parish of St. Jude, being desirable of creating a committee of fellow parishioners to manage and operate the parish's athletics endeavors, established the St. Jude Athletic Association ("AA"). The AA will be a non-profit self-managed association that will remain totally accountable to the parish, through the pastor, to administer organized sporting opportunities for the school-aged members of the parish

MISSION STATEMENT:

St. Jude Catholic Youth Athletics, through the St. Jude Athletic Association, is established to further the mission of the Catholic Church and the St. Jude Parish by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church.

GOALS & GUIDING PRINCIPLES:

The goals of the St. Jude Athletics Association will mirror those outlined in the *Archdiocese of Cincinnati Charter on Catholic Youth Athletics*:

- Goal 1. Discipleship: To empower young people to live as disciples of Jesus Christ in our world today
- Goal 2. Participation: To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- Goal 3. Growth: To foster the total personal and spiritual growth of each young person.

The St. Jude Athletic Association will make all decisions, conduct its business, and operate its athletic sports programs in adherence to the *Archdiocese of Cincinnati Charter on Catholic Youth Athletics* and under the following guiding principles:

Guiding Principle 1. Discipleship, Faith and Family First: Catholic Youth Athletics proceeds from and should always include Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. All policies and practices will be developed with Christian discipleship, the Catholic faith, and family well being as the top priorities.

Guiding Principle 2. Evangelizing Mission: The whole Church and each of its members are called to the mission of evangelization; so too is St. Jude Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletics organizations, fans, and alumni - all those involved in some way in Catholic Youth Athletics - are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it.

Guiding Principle 3. Responsible Participation in the Church: Catholic Youth Athletics will reflect

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the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world.

Guiding Principle 4. Faith, Character and Virtue Development: In Catholic Youth Athletics, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families.

Guiding Principle 5. Trained and Competent Coaches and Athletics Leaders: Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.

Guiding Principle 6. Safety and Well-being of Children: The safety and well-being of young people in Catholic Youth Athletics are paramount.

Guiding Principle 7. Good Stewardship and Accountability: Demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.

ATHLETICS ASSOCIATION EXECUTIVE COMMITTEE

The business of the AA will be administered by the Executive Committee, which will be comprised of the four (4) elected officers and six (6) appointed members. The Executive Committee is responsible for governing the AA, specifically being tasked with establishing operational standards; securing and dispersing funds; directing the maintenance & availability facilities and associated equipment; providing continuity of programming. The AA has the authority to make any and all decisions necessary to advance its purpose and authority, however the parish Pastor has the overarching authority and can overturn any decision and/or vote at his sole discretion.

A. OFFICERS – 4 officers will be elected, serving 2-year terms.

1. PRESIDENT

The President is responsible for the overall management and performance of the Athletic Association, insuring that it operates in accordance to the Constitution.

The President, or a designee, represents the Athletic Association on the Parish Council, empanels necessary committees, appoints Executive Committee members and sports program coordinators, and presides over all Athletic Association meetings.

During his/her tenure, the President cannot hold any other position within the Athletic Association.

2. VICE PRESIDENT

In the absence of the President, the Vice President performs the duties of the President, along with assists the President with other functions and responsibilities at the discretion of the President

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3. TREASURER

The Treasurer is accountable for the funds of the Athletic Association, being responsible for insuring that the financial business of the Athletic Association is being conducted in an appropriate manner by reconciling accounts, producing and disseminating financial reports to the membership; preparing the annual audit, paying bills authorized for payment by the Executive Committee; and collecting revenues that are due.

The Treasurer will work with the Athletic Director to establish and insure compliance with the rules for the purchase of equipment and sportswear.

The Treasurer and one of the other elected officials, preferably the President, will sign all checks without exception. In the event that a check needs to be written to an Executive Committee member, the Treasurer and the parish Business Manager must sign it. All payments will require a receipt or written explanation of why the transaction was required.

4. SECRETARY

The Secretary is responsible for maintaining the non-financial records of the Athletic Association, which shall include; minutes of all regular and Executive Committee meetings; correspondence to & from the Athletic Association and any other record pertinent to the Athletic Association's operations. The Secretary also takes minutes (or arrange for the recording of the minutes) of monthly Athletic Association Meetings and provides them to the Publicity Director for general posting.

B. APPOINTED MEMBERS – 6 appointed members, serving 2-year terms.

1. PUBLICITY DIRECTOR

The Publicity Director is responsible for promoting the Athletic Association to the parish community and beyond, working with the other directors to promote the activities of the Athletics Association. Additionally, this director is responsible for any communications from the Athletic Association's Executive Committee or Coordinators, along with coordinating the insertion of all necessary information in the Sunday Bulletin and other information outlets.

2 PARISH & SPIRITUAL LIAISON: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer. The Pastor will appoint this member and report directly to him or his designee. The duties of the Liaison are:

* Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.

* Ensure that the annual coaches' ministry meeting is scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.

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- * Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.
- * Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
- * Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
- * Be a listening ear outside of the athletics organization for coaches, parents or athletes.
- * In consultation with the Pastor and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.

3. FIELD DIRECTOR

The Field Director is responsible for maintaining and scheduling the Athletic Association fields, along with all associated structures. This Director insures compliance with field usage polices and has the authority to close the fields/structures in the case of inclement weather or other conditions, which would make the use of the fields unsafe for the participants or cause damage to the fields. Along with the Sport Coordinators, the director is responsible for communicating schedules and developing an annual budget.

4. GYM DIRECTOR

The Gym Director is responsible for maintaining and scheduling the Athletic Association gyms. This Director insures compliance with usage polices and has the authority to close the gyms if conditions would make the use of the gyms unsafe for the participants or cause damage to them. Along with the Sport Coordinators, the director is responsible for communicating schedules and developing an annual budget.

5. GOVERNING DIRECTOR

The Governing Director is responsible for insuring compliance with the Athletic Association Constitution and maintaining the Code of Conduct. All alleged the Governing Director, who will provide a written report to the Executive Committee and parish Pastor of the findings, would investigate violations.

6. FINANCE DIRECTOR

Finance Director is responsible for assisting the Treasurer with the financial needs of the Association, primarily relating to the development and oversight of the budget. This individual will also be tasked with insuring that sports program coordinators execute purchases through a standardized program that insures fiscal responsibility and operational effectiveness.

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ELECTIONS & APPOINTMENTS

Any nominee for an officer position must be:

1. Parish member in good standing;
2. Is not prohibited under Ohio law from associating with youth;
3. Successfully passed the Archdiocese's child protection background check & prevention course;
4. Successfully passed any required training necessary to coach youths in the State of Ohio and/or within the Archdiocese of Cincinnati.

Election of Officers will take place each year at the regular May meeting. Officers are elected for vacant positions and serve a two (2) year term beginning June 1st following the election. The terms of only two of the four officer positions can expire in the same year and no individual can hold the same position for more than 2 consecutive terms.

It is preferred that nominees be currently serving on the Athletic Association's Executive Committee for longer than one (1) year. If there are no nominees that meet these criteria then other members of the Executive Committee can be nominated. If no nominees come from the Executive Committee, then the Athletic Association may accept nominees from the Parish at large.

Nominations must be made by existing Executive Committee members and be received no later than the January Athletic Association meeting. Nominees will be announced at the March meeting and elections held during the May meeting.

In the event of a vacancy of an elected member position, the member who received the most votes but was not elected at the previous election meeting will fill the vacant position for the duration of the term. If there are no such members, a special election will be called by the President.

Any nominee for an appointed position must be:

1. Parish member in good standing;
2. Is not prohibited under Ohio law from associating with youth;
3. Successfully passed the Archdiocese's child protection background check & prevention course;
4. Successfully passed any required training necessary to coach youths in the State of Ohio and/or within the Archdiocese of Cincinnati.

The appointment, with will be for a 2 year term, will be made by the President with the approval of the Executive Committee

An Executive Committee member who is absent from three (3) consecutive regular Athletic Association meetings or who has four (4) absences in a one year period, without good cause at the discretion of the executive Committee, will be asked to leave his/her position. An Executive Committee member may also be removed from their position for a non-discriminatory cause

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through a 2/3 majority vote of the Executive Committee. An Executive Committee member removed from his/her position may appeal their removal to the parish Pastor, whose decision will be final.

GRIEVANCE PROCESS AND COMMITTEE:

The Archdiocese of Cincinnati, St. Jude Parish, and St. Jude Athletic Association are committed to a safe and healthy environment for children, parents, coaches and spectators at all athletic events that take place in its name. Effective communication between athletics organizations, leagues, parents and children, inspired by Christian ideals, is an essential element of Archdiocesan athletics programs. Moreover, the Catholic principle of subsidiarity calls for matters to be handled at the lowest possible level, so that grievances are best managed and settled locally between people of good faith. In order to ensure healthy and effective communications especially in situations of disagreement or conflict, the St. Jude Athletic Association sets up the following grievance process.

In the event that there is a disagreement or conflict involving the manner in which the youth athletics are being administered or managed, with policies or practices, or for some other reason, a grievance should be filed in writing with the St. Jude Athletic Association President or Pastor.

The President (or Pastor if the complaint involves the President) empanels the Grievance Committee, who will subsequently investigate the matter to determine its validity. If the Committee finds that the grievance has merit, then they will make the necessary decisions to rectify the issue.

The Grievance Committee will consist the AA President, AA Vice President, AA Spiritual Liaison, parish council chairperson (or other non AA parish leader), a parent whose does not hold a position in the AA but has a child actively participating in a sports program, and Pastor. Decisions of the Grievance Committee are final; however, an appeal may be made to the Commission if: (a) due process of the AA has been claimed to have been violated; or (b) other non-compliance with the AA process have been discovered.

MEETINGS

Regular meetings are opened to all parish members and are governed by the Roberts Rules of Order. Monthly meetings during the months of January, February, March, April, May, August, September, October, November, and December will be held on the second Wednesday of the month beginning at 8:00pm at the parish. Meetings in June & July will be at the discretion of the President, but under no circumstance will any regular meeting occur without a 2-week notification being placed in the Sunday Bulletin.

Executive Committee meetings will be held at the discretion of the Officers and the President may call a special meeting of the members or any committee for any purpose. However, the minutes of those meetings will be presented at the next regular meeting.

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A minimum of ten (10) members will be necessary for a quorum in order to transact business at any regular meeting, while a minimum of six (6) members will constitute a quorum to transact business at any Executive Committee meeting.

VOTING

Each member of the Executive Committee will have one (1) vote.

It is necessary to have at least a simple majority of the nine (9) Executive Committee members voting, and the vote must be at least a 2/3 majority on all business (see chart below).

Number of Members present	Minimum votes needed for passage	Maximum votes against for passage
6	4	2
7	5	2
8	6	2
9	6	3
10	7	4

If it is not possible to have seven (7) members present, any vote must be rescheduled.

On any order of business for which a vote is required, it will be recorded in the minutes of that meeting that the vote was unanimous for or against. On any decision that the Executive Committee reaches it is essential that the solidarity of the Executive Committee be maintained.

AMENDMENTS

Any proposed amendments, modification, or additions to this Constitution must be submitted in writing to the Secretary of the Athletic Association, who will in turn submit it to the Executive Committee. Subsequent to a review of the proposal by the Executive Committee, a vote will be scheduled at the next regular meeting. A minimum of twenty (20) members will be required at that meeting, with at least 60% of the members voting in favor of the proposal for it to be made official.

In the event that there is a modification that is being made in order to adhere to federal/state law, the Archdiocese of Cincinnati Charter on Catholic Youth Athletics, or other mandated change, the modification will be made with the approval of the Executive Board. However, during the next scheduled AA meeting, the modification(s) will be summarized for the attendees and noted in the meeting notes.

Under no circumstances will there be any provision in this Constitution or action of the AA leaders that is in direct conflict with the mission of the Roman Catholic Church, the St. Jude Parish, the laws of the State of Ohio or the United States of America, or that discriminates on the basis of person's race, sex, religion, age, physical limitation, or national origin.

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Approved By:

Revision Date: _____, 2016

_____, Fr. Michael Hey

_____, Ken Schultz

_____, Mike Paff, President

_____, Tim O'Connell, Vice President

_____, Mike Schaffer Treasurer

_____, Andy Paff, Secretary