
St. Elizabeth Athletic Association

By Laws

May 2009

Article I – Name

This organization shall be known as St. Elizabeth Grade School Athletic Association of St. Elizabeth Parish of the Diocese of Wilmington. Also known as St. Elizabeth Athletic Association.

Article II – Purpose

The purpose of this organization shall be:

1. To assist St. Elizabeth Parish grade school (grades K-8) with its Athletic Programs.
2. The Athletic Association of St. Elizabeth, together with CYM coaches and parents, strive to provide your child with a positive sports experience. Participation in school sports can give a child a sense of belonging and help to promote self esteem as well as physical well being. We focus on good sportsmanship, christian values, and school pride and spirit.

Article III - Membership

1. Membership in this organization is open to any person, 18 years of age or older, who is a parishioner, school child or parent, has participating child in our program, active coach with St. Elizabeth Athletic Association, faculty/clergy at St. Elizabeth, or member of athletic association committee.
2. Voting privileges on floor issues are extended to all eligible members who have attended at least two (2) meetings of the last four (4) meetings inclusive.

Article IV – Officers

1. The officers of the organization shall be the moderator, who is the Pastor, or who has been appointed by the pastor, the president, vice-president, secretary, treasurer, two athletic directors, sergeant at arms, and financial secretary.
2. Duties of Officers:
 - A. The president shall:
 1. Preside at all of the meetings of the association
 2. Maintain contact with all coaches, and with all the organization's committees on which he serves as an ex-officio member
 3. Call special meetings of the organization or of the officers as needed

4. Prepare the Vice President to preside at any meeting for which he/she cannot attend
 5. Act as the primary contact and communicator representing St. Elizabeth Athletic Association
- B. The vice-president shall:
1. Preside in the absence of the president
 2. Fill in for any other officer in their absence
 3. Accept any other duties tendered by the president
 4. Maintain contact with committee chairpersons and monitor progress
- C. The secretary shall:
1. Keep an accurate record in a permanent book, of all meetings of the association
 2. Secure written reports from outstanding committees
 3. Read official communications upon the direction of the president or moderator
 4. Lead the opening and closing prayer at each meeting in the absence of the Moderator
 5. Keep an up to date membership roll
- D. The Treasurer shall:
1. Keep an accurate permanent record on all funds received and disbursed, and reconcile with the general fund quarterly
 2. Render a report at each business meeting of funds received and disbursed since the last meeting and the balance on hand
 3. Authorize all checks as approved by the body. All bills are paid by the general fund or by the petty cash fund
 4. Be responsible for collecting all registration and event fees
- E. The Financial Secretary shall:
1. Assist the treasurer in collecting all registration and event fees
 2. Chair all major fundraising events including concessions
- F. The Sergeant At Arms shall:
1. Maintain order and decorum at all meetings
 2. Be responsible for admitting recognized voters during elections
- G. The Athletic Director shall:
1. Be responsible for distribution and collection of all uniforms and equipment, and provide a report of any discrepancies to the executive board; Inventory and assess uniforms and equipment, and recommend replacement needs; Collect bids for pricing of uniforms and equipment; Present costs to the board; After approval order uniforms and equipment.

2. Have the authority to purchase uniforms and equipment up to \$250 without the preauthorization of the executive board
3. Be responsible for maintaining and organizing all athletic uniforms and equipment

ARTICLE V – Election of Officers

To be a candidate for office, an individual must have been an active member in good standing for one (1) year.

1. Nominations for officers shall take place on the first and second meetings in April and first meeting in May. Elections will follow nominations during first meeting in May. Installation of newly nominated officers will take place at the annual sports banquet in May or the 2nd Monday of May.
2. The voting shall take place immediately following the regular business of the meeting.
3. No officer except the treasurer and athletic director may hold the same office for more than four consecutive years. After four years any officer may be reelected only if running unopposed. Treasurer has no restriction on the number of terms. The athletic director's term will be two years, and has no limit on the number of terms. If for any reason an officer does not complete their term, the newly seated officer will complete said term.
4. Members have to attend at least six (6) meetings since May of the previous year to be eligible to vote in elections or run for office.
5. Any member can be nominated by a majority vote of the executive board for any office position.

ARTICLE VI – Replacement of Officers

1. Any officer who is absent for four (4) consecutive meetings without sufficient cause may be removed from said office by the majority vote of the general membership or majority vote of the executive board.
2. Any officer who finds it necessary to discontinue their term of office or is removed from office, shall be replaced by a special election by the general membership, under the standard election rules in Article V Section 1.

ARTICLE VII – Committees

1. Each committee shall have a chairman and such personnel as is necessary to discharge the responsibilities of the committee.
2. The Executive Committee shall be composed of the president, vice-president, treasurer, secretary, financial secretary, athletic directors, and sergeant of arms. At the discretion of

the president independent issues may be voted upon by the executive board without being proposed to the general membership.

3. The past president is a member of the executive board for one (1) year immediately following his/her term.

ARTICLE VIII – Meetings

1. The regular business meeting of the organization shall be held on the 1st and 3rd Mondays of the month, with the exception of June and July.
 - A. Meetings are called to order at 7:00 PM EST.
 - B. Meetings may be rescheduled/cancelled at the discretion of the president.
2. The order of business for meeting shall be as follows:
 - A. Prayer by the Moderator
 - B. Reading of Minutes of previous meeting by Secretary
 - C. Treasurer’s Report
 - D. Reading of Correspondence
 - E. Reports of Committees
 - F. Unfinished Business
 - G. New Business – Suggestions from the floor
 - H. Prayer by the Moderator

ARTICLE IX – Amendments

No amendments shall be made to this Constitution except at the regular meeting and by a three-fourths majority vote of the members present and voting. No amendments shall be made unless a formal notice of the proposed amendment has been given at the previous two meetings of the organization.

ARTICLE X – Quorum

Four (4) members and one (1) officer must be present in order to conduct a meeting.

ARTICLE X – Parliamentary Procedure

Roberts’ Rules of Order (Revised Edition) govern in all cases wherein they do not conflict with the Rules of this Constitution and By-Laws.