

St Leo Athletic Association Constitution and Governing By – Laws

Updated March 26, 2009 by Mike Lingenfelter
Prior updated by Frank Hinnenkamp August 25, 1992

Constitution

Article I: Name

1. This unincorporated organization shall be called the St Leo Athletic Association

Article II: Objectives

1. To administer the St Leo Athletic program
2. To teach sportsmanship, comradeship, self reliance and the fundamentals of the various sports activities to the participants

Article III: Membership

1. All persons ,18 or more years of age , who are active in the organization in any category
2. All registered student athletes who participate for a team sponsored by the SLAA.
3. Voting members will comprise of the committee heads for each organization under the SLAA and the officers of SLAA
 - a. Committee Heads
 - Baseball
 - Softball
 - Girls Basketball
 - Boys Basketball
 - Cheerleading
 - Track
 - Concession
 - Banquet

Article IV: Officers

1. There shall be four officers: President, Vice President, Secretary and Treasurer
2. The officers shall be elected by a majority vote of voting members present at the May meeting and shall assume office at the conclusion of that meeting
3. The term of all offices is one year. There is no limit on the number of successive terms for any individual.
4. Vacancies between elections shall be filled by a majority vote of the voting members present at a regular or special meeting.

Article V: Meetings

1. The complete membership shall meet at 7:00 PM on the third or fourth Monday of every month based, with the exception of June and July.
2. Special meetings may be called at any time by the president

Article VI: Voting Privileges

1. Any person, who qualifies under Article III, is eligible to vote on any issue. Proxy votes are never permitted. No person shall have more than one vote.

Article VII: Amending the By – Laws

1. All amendments must be submitted in writing by an Association Member or prepared by the secretary following a verbal proposal at a regular scheduled or special meeting and voted on at the next regular scheduled meeting. There must be a minimum of seven days between the submission of the amendment and the vote
2. A majority vote of the voting members present at the regular meeting is necessary to pass the amendment.
3. Upon approval of the new amendment, no amendments are permitted for three (3) months.

BYLAWS

Article I Quorum

1. The number of voting members present at a regular or special meeting shall constitute a quorum. On all actions submitted to a vote, a majority of the voting members present is sufficient to carry or defeat a motion unless otherwise specified in the bylaws.

Article II Duties of the Officers

1. President: The President shall preside at all meetings and shall perform other duties normally related to the office
2. Vice president: the Vice President shall, in the absence of the President, preside at all meetings and shall perform other duties normally related to the office. If the President resigns or is removed from office the Vice president shall temporarily assume the duties of the presidency and shall initiate a search for a new President.
3. Secretary: The Secretary shall be responsible for all official papers, shall give notice of meetings, shall keep a complete record of the proceedings of all meetings, shall conduct correspondence, subject to the direction of the President, and shall perform other duties normally related to the office.
4. Treasurer: The Treasurer shall receive and deposit all funds of the organization and shall disburse these funds subject to the direction of the President. The treasurer shall maintain proper and adequate records of all receipts, deposits and the disbursements and shall give a report thereof at every meeting. The Treasurer shall maintain a purchase order system for obtaining equipment and uniforms. The Treasurer shall perform other duties normally related to the office. Either the Treasurer or the President is authorized to sign checks.

Article III Coordinators

1. Each sport shall be administered by a coordinator appointed by the President. There are six (6) coordinators as follows: one for baseball, one for softball, one for boy's basketball, one for girl's basketball one for track and one for cheerleading
2. The duties of the coordinator cover all aspects of the specific sport, subject to the constitution and the desires of the President and Officers of SLAA.

Article IV Committees

Executive Committee

1. The members are the four officers of the organization
Nominating Committee

1. Three (3) members of the association shall be appointed by the President in April of each year to select candidates for the elections in May.

Finance Committee

1. The members are the President and the Treasurer and whoever else is considered necessary by them
2. The duties are to prepare the budget for the coming year
3. The fiscal year is from September 1 to August 31 and the budget shall be prepared for the same time period. Budgets need to be approved at the August meeting
4. Rules governing the budget preparations are
 - a. There shall be no deficit spending
 - b. The expenses contained in the budget shall not be greater than the total income from the estimated registration for the coming year plus the income from the fund raising activities, including concessions of the previous year.
 - c. Requests for expenditures shall be obtained from each coordinator prior to the May meeting
 - d. The Treasurer shall gather and present the financial information necessary to prepare the proposed budget including income and expenditures from the three (3) previous years.
 - e. The registration for the coming year for all sports is determined by the finance committee.
5. Fund raising outside the scope of SLAA for any use, especially for an individual team, is specifically prohibited. SLAA is not allowed to condone or permit such activity

Coaching Committee

1. The members are the six (6) coordinators and the Vice President who is the Chairperson
2. The committee objectives are to locate suitable coaches for all sports and to protect the coaches and SLAA
3. If more than one person has applied for a specific coaching position, all applicants are interviewed and recommendations made to the Executive Committee and they shall make the final choice.
4. If problems arise pertaining to any coach, facts are obtained and a recommendation made to the executive committee and they shall take whatever action is necessary.

Article V: Outline of Activities / Team offered through SLAA

1. Boys Baseball
 - a. There is no requirement to attend St Leo School or PSR to participate on a St Leo sponsored baseball team
 - b. St Leo Baseball teams compete in the Lancaster County Youth Baseball League. All athletic associations and organizations that are members of the Lancaster County Youth Baseball league are required to adhere to and institute the league's rules and policies.

- c. St Leo Baseball also follows guidelines and policies established by the baseball coordinator and approved by the Executive Committee of SLAA.
 - d. Team selections: The final selection is made by the head baseball coaches and the baseball coordinator.
 - e. St Leo Baseball also sponsors an in house league for 5 and 6 year old players. Rules are determined by the Coordinator of St Leo baseball
- 2. Boys and Girls basketball
 - a. St Leo basketball and cheerleading programs participate in the Dioceses of Harrisburg Catholic Youth Organization (CYO) and adhere to the rules and regulations of the league.
 - b. All players must attend St Leo School or St Leo RSR on a regular basis to be eligible to play
 - c. Team selection: St Leo's goal is to field enough teams to accommodate ALL applicants. The Varsity and JV head coaches will have the authority to decide rosters for the Varsity and JV teams. The other players will be divided equally onto teams to compete at the intermediate or novice levels.
- 3. Crusader Softball
 - a. Crusader Softball competes in the Lancaster Softball League and adheres to the league's rules and regulations.
 - b. Crusader Softball also follows guidelines and policies established by the Softball coordinator and approved by the Executive Committee of SLAA
- 4. Cheerleading
 - a. St Leo basketball and cheerleading programs participate in the Dioceses of Harrisburg Catholic Youth Organization (CYO) and adhere to the rules and regulations of the league.
 - b. Team selections: The final selection is made by the cheerleading coordinator and the coaches.
- 5. Track and Field
 - a. Participants must attend St Leo School to participate
 - b. The St Leo Track Team participates in one meet each year – The Knights of Columbus Track and Field competition, held each April / May
 - c. The St Leo Track teams follow the guidelines provided by the K of C

Article VI: Duties of Managers and Coaches

- 1. The manager or head coach is responsible for all decisions relating to the team. The conduct of such persons shall be proper, remembering that all actions are seen and heard by players and spectators alike.
- 2. Profane or obscene language shall not be used: arguments with officials, fans and other coaches and players shall be avoided as well as any other non-sportsmanlike actions.
- 3. The manager or head coach is responsible for the actions of players, assistants and fans associated with the team
- 4. Physical or verbal abuse of the player is never tolerated under any circumstances

Article XII: Discipline

Discipline is an essential part of any activity or sport and is the responsibility of each coach. Teams are impossible to control if there is not a set of rules for the team members. However, discipline can be carried to far and so become an unwanted liability to the player and the team. Normally accepted forms of discipline are related to such things as running laps, doing wind sprints, keeping quiet, sitting still and standing away from the team. Any further discipline needs to be approved by the sports coordinator. If a problem still can not resolved the President of SLAA will be called upon to assist with the decision process.

Article XIII: Playing Time

1. St Leo team's ad hears to playing time regulations governed by the league the team participates in.
2. SLAA encourage that players receive a consider amount of playing time besides the required time when applicable.

Article IX: Appeals / Protest of Athletic Association Decisions

On occasion, there may be members of SLAA who are not satisfied with the outcome of a particular policy or decision or lack of a decision on part of SLAA. In such event, the opportunity for reconsideration is always available by contacting the President or by presenting the matter at a regular or special SLAA meeting.

All members and non members are strongly urged to follow these procedures in time of dissent and not bypass SLAA by presenting the complaint to other organizations in the parish or diocese. If the matter is not resolved, further steps should be taken as a last resort.

If the problem is associated with a particular team or sport the head coach should be contacted first. If the problem is not resolved, the coordinator is contacted and if a solution is not reached then the President. If the coach is bypassed for some reason, and the problem taken directly to the coordinator or President the coach must be notified of such action immediately.

Unless the guidelines above are adhered to complaints will not be handled at an open session of a SLAA meeting

Article X: Financial Donations by Individuals

In order to insure fair and equitable treatment for all players and teams, individual financial contributions must go through SLAA and be disbursed by SLAA. Specifically, individual or groups of individuals may not purchase and use equipment, except of a minor nature, or uniforms or trophies or anything similar associated with the team unless approval is given by SLAA. Season end team parties are permitted without obtaining approval.

Article XI: Removal of Elected or Appointed Officials from Office

1. Any elected or appointed official may be removed from office by a two thirds vote of the voting members present at a regular or special meeting
2. Any persons membership in SLAA may be recalled by a two thirds vote of the voting members present at a regular or special meeting
3. The removal and recall actions noted in points 1 and 2, above must be presented at a regular or special meting and must be a minimum of seven days before the actual vote. There must be a minimum of 10 voting members present for the actual vote
4. Any person appointed to office by the President may be removed by the President

Article XII: Insurance

Hospital and medical insurance shall be obtained from any insurance agent by SLAA to cover all participants in all sports unless insurance is available through St Leo School or a league

Article XIII: Amendments

1. All amendments must be submitted in writing by SLAA member or prepared by the secretary following a verbal proposal, at a regular scheduled or special meeting and voted on at the next regularly scheduled meeting. There must be a minimum of seven days between submission of the amendment and the vote
2. A majority vote of the voting members present at the regular meeting is sufficient to pass the amendment.