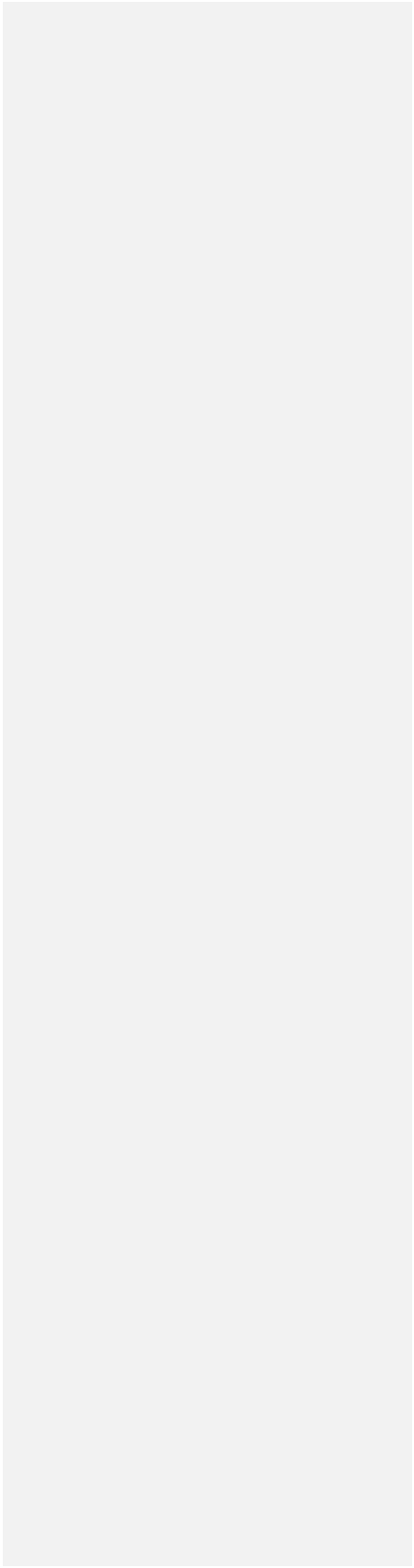


**SPBCAA**  
**St. Peter's of Boerne**  
**CATHOLIC ATHLETIC**  
**ASSOCIATION**

**CONSTITUTION & BY-LAWS**



|



**St. Peter's of Boerne CATHOLIC ATHLETIC ASSOCIATION  
CONSTITUTION**

**ARTICLE I  
NAME & OBJECTIVE**

**SECTION I - NAME**

- A. The name of this organization shall be the St. Peter's of Boerne Catholic Athletic Association (SPBCAA).
- B. This association is a non-profit organization operating under the jurisdiction of the Pastor of the St. Peter the Apostle Catholic Church.

**SECTION II- PURPOSE**

The purposes for which this athletic association is formed are:

- A. To comply with the objectives of the Policy and Procedures Handbook of the Catholic Youth Organization (CYO) and its mission statement. To offer to all youth, sports and recreation programs emphasizing friendly competition through good sportsmanship modeled by adult participants. To invite all participants, Catholic and otherwise, youth and adults, to share in the life of their faith community.
- B. The St. Peter's of Boerne Catholic Athletic Association shall be recognized as an Association within Zone 6. Membership of this Association in Zone 6 is predicated upon the continued compliance with the accreditation requirements detailed in the Policy and Procedures Handbook and the desire of the Parish to remain. A Parish cannot lose its membership, but may be placed on probation or suspension for violations of current CYO and/or Zone rules or indebtedness to the Zone. Violations may be by individual members, or teams or Parish violations. There will be a yearly membership accreditation review by the Zone/City Officials for each participating parish in order to maintain membership.
- C. This Association shall provide for the members of this parish the opportunity for their children to participate in athletic programs that will promote the religious and social development of its youth as well as developing athletic skills under the supervision by responsible adults. With the safety of the children being of utmost importance and free of personal adult ambition and glory.
- D. To provide the young people and parish members the opportunity to compete in divisions constructed by age. Leagues will be further divided into first year age groups and second year age groups if possible. These teams will be constituted in accordance with current City CYO rules and within the leagues form in Zone 6, for the sport consisting of:

1. **Volleyball (with sufficient participation)**
2. **Basketball**
3. **Track (with sufficient participation)**
4. **Other sports as designated by the ZONE (assuming they do not compete with other local/community organizations)**

- E. This Association is to manage and maintain facilities necessary for the promotion of athletic and recreational activities, as outlined in the CYO Policies and Procedures Manual, Standard IV, Organization and Administration.
- D. The division breakdown shall be in accordance with the current CYO Sports Program Coaches Handbook:

**Tot Division**  
**Tiny Division**  
**Pee Wee Division**  
**Mite Division**  
**Cub Division**  
**Junior Division**

The Parish Registrar will comply with the CYO Policies and Procedures Handbook for organizing teams in each City recognized league in each division.

## **ARTICLE II CYO PARISH MEMBERSHIP**

### **SECTION I- REQUIREMENTS**

- A. The requirements to become a CYO member of this SPB Athletic Association shall be determined by Canon Law and the active participation in all the Association's activities. Membership to the association is a year round obligation and does not end at the end of a sport season. Participation in monthly meetings, fundraisers, etc. is highly encouraged.
- B. Membership in this association is predicated upon the continued compliance with the requirements detailed in the Policy and Procedures Handbook, in good standing with the association and the desire of the member to remain. A member may be placed on probation or suspension for violations of current CYO and/or Zone rules or indebtedness to the Parish. Violations may be by individual members or team support fans or Coaches violations.

### **SECTION II- MEMBERSHIP**

- A. Any adult who is a parent or guardian of a child participating in the SPB Athletic

Association or who is a coach or parishioner may be a member of this association upon completion of all registration requirements and accreditation requirements.

- B. Every applicant for membership who has met membership eligibility and provided his or her minimum registration fee requirements for at least one sport activity is a member for that current sports year provided there are no outstanding debts. Debts refer to monies owed from current or previous registration, fundraisers, outstanding payments or uniforms that were not returned from any previous sport participation.

### **ARTICLE III OFFICERS**

#### **SECTION I - ELECTED OFFICERS**

Any adult in good standing with this association is qualified to hold office in this association. The elected officers of this organization shall be:

- A. President**
- B. Vice President**
- C. Athletic Director**
- D. Minister**
- E. Secretary**
- F. Treasurer**
- G. Registrar**
- H. The Reverend Pastor or his representative-Ex-Officio**
- I. (Any Other Officer necessary to operate the Organization)**

#### **SECTION II- APPOINTED OFFICERS**

The President may appoint the following officers. Appointees must have at least two years experience in one of the following: Coaching, assistant coaching, parish officer or board member and/or commissioners.

- 1. Volleyball Commissioner (as necessary)**
- 2. Basketball Commissioner**
- 3. Track Commissioner (as necessary)**
- 4. Other sports activity commissioners as designated and as necessary**

#### **SECTION III- PARISH EXECUTIVE COMMITTEE**

The elected Officers of the Parish Association shall constitute the Parish Executive Committee.

**ARTICLE IV  
ELECTION OF OFFICERS**

**SECTION I - TERM**

Elections for Officers shall be held annually for staggered two-year terms. During a regular meeting of the Parish Association in March/July, the Parish Membership shall elect officers according to the following schedule:

- a. Year Ending in an Even Number: President, Treasurer and Registrar.
- b. Year Ending in an Odd Number: Vice-President, Athletic Director, Secretary, Parish Minister.
- c. If other officers are elected they will be balanced between the odd and even years.

All Officers elected shall serve for a period of two (2) years (Parish has the option to set term limits). Except in the first year of establishing the parish organization, all officer and director positions will be limited to a one (1) year term. In the event of a vacancy of any position in the off-year of election for that position, the individual appointed or elected will serve only for the one year and or months remaining in the term of that position.

**SECTION II- NOMINATIONS**

The process for nominations shall be as follows: after the appointment of the Nominating Committee by the President at the January meeting, the Nominating Committee will meet to prepare a slate of recommended nominees. At the February meeting, the slate of nominees will be announced to the membership. Nominees can come from coaches, parents, Board members or registered parishioners at the February regular meeting from the floor for the addition of nominees (if any are proposed) added to the list of recommended nominees. Then all nominations will be closed. All the nominees accepted at the February regular meeting will be presented for election in March.

**SECTION III- ELECTION PROCEDURE**

- A. The Parliamentarian will preside over the election of officers. The President will appoint a presiding officer to conduct the election if the Parliamentarian is absent from this meeting.
- B. The Parliamentarian will state the rules governing the election.
- C. The Chairperson of the Nominating Committee will read nominations from the Nominating Committee and any others accepted at the February/June regular meeting.
- D. Method of voting shall be secret ballot when two or more candidates are running for office. When only one candidate has been nominated for an office, a motion to elect by acclamation may be made from the floor. (Example: Mr. X is nominated for President, by acclamation we will proceed to vote. All in favor say aye and those opposed say nay or no.)

**SECTION IV- VOTING DELEGATES**

- A. Only member coaches and Ex-Officios in good standing for the current CYO calendar year are eligible to vote on all motions for the elections brought before the Association at any regular or special meeting. Only member coaches and Ex-Officios in good standing (see section VII) and having attended four (4) meetings during the current CYO calendar year are eligible to vote and make motions on the elections.
- B. Eligible voting delegates shall be a maximum of four (4) team coach members in good standing from each participating team to vote on elections brought up any Parish meeting or special meeting.
- C. Parish Officers shall be elected at the March meeting by a majority of the votes cast. The

incumbent Parish Officers will also be eligible to vote with the exception of the President who may only vote in case of ties.

- D. Any Executive Committee member absent either a.) Two consecutive board meetings, or b.) Three board meetings in a CYO calendar year without proper notification to the President or Secretary prior to the meeting and without valid reason will automatically forfeit any voting privileges for the remain of the CYO year pending any further action by the Grievance Committee.

#### **SECTION V- INSTALLATION OF OFFICERS**

The newly elected Officers will assume office immediately on August 1. All books and records must be turned over to the new officers immediately.

#### **SECTION VI- VACANT OFFICES**

If the Parish President voluntarily resigns this position, then the Vice President shall assume the duties and responsibilities of the office of the President of this Association for the remainder of the uncompleted term. If any other elected Officer chooses to leave his/her position prior to the completion of their term, then in such a case, the Parish President shall appoint a person to serve the remainder of the term. Also, if the Parish Executive Committee feels that an elected Officer is lacking in his/her duties, they may vote the Officer out of office.

- A) A letter will be sent to all executive committee members and dated requesting a hearing on board members not doing their job.
- B) A hearing will be held within 15 days by the President or next in line (if needed).
- C) Majority of the executive committee must be present. No member may be expelled by less than a two-thirds vote.
- D) Election will be held to replace that position if needed.

#### **SECTION VII-GOOD STANDING**

1. A coach or Ex-Officio will not be allowed to vote or hold office during the period that they are under disciplinary action.
2. Must attend at least four (4) meetings during the CYO year to be eligible to vote at elections.

### **ARTICLE V REGULAR MEETINGS**

#### **SECTION I**

The Secretary or a Parish Officer will post at a convenient location in the Parish bulletin, and give all coaches a schedule of regular meetings for the CYO year. Regular monthly meetings for the Association Membership and Executive Offices will be held during the months of September through March. These meetings will take place on the third (3<sup>rd</sup>) Thursday of each month, unless otherwise rescheduled due to an unforeseen conflict with parish business. However, the President may call special meetings at any time, notice of such meetings to be given by a telephone committee. A roll call will be taken of all officers and members and record kept. In the event that the President fails to call the monthly meeting within 45 days, the Vice President will have the right to call a meeting. No meeting shall be conducted with no less than fivethree (53) officers and half of the membership parish or association present. By Executive decision or by majority vote of the membership, one upcoming meeting during the current CYO calendar year may be deleted from the scheduled

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meetings.

- A. Regular meetings shall run for one hour-thirty minutes maximum time. Individual members who desire to address the membership, will request to be placed on the agenda and have a three (3) minute time limit placed on each speaker for presentation. The general discussion will not hear grievances, appeals, protests or personal complaints of individuals. The general discussion is afforded to allow members an opportunity to make suggestions to improve the Parish operations.
- B. All issues to be addressed at the upcoming Parish meeting shall be placed on the agenda. These items for discussion will be presented to the Parish President for consideration to be included at the upcoming meeting seven (7) days prior to the scheduled meeting.

The President or presiding officer has the right to conclude or stop the open forum at any time the situation becomes unruly.

## **SECTION II- SPECIAL MEETINGS**

The President may call special meetings of the Parish Association at any time that such a meeting becomes necessary. Twenty-four (24) hour notice of the same shall be given to all the Parish Executive Committee members. Notice shall consist of personal contact (if possible) messages left on an answering machine, pager or to family members. If the majority of the Parish Executive Committee members are notified, the special meeting will be conducted.

## **SECTION III- VOTING (REGULAR AND SPECIAL MEETINGS)**

- A. Only member coaches and Ex-Officios in good standing for the current CYO calendar year (see sec. VII) are eligible to vote on motions brought before the Association at any regular or special meeting. Only member coaches and Ex-Officios in good standing for the current CYO calendar year are eligible to make motions.
- B. Eligible voting members shall be a maximum of four (4) team coach members in good standing from each participating team to vote on motions brought up any Parish meeting or special meeting.
- C. Motions made and seconded, shall be enacted, when approved by a majority of the votes cast. The Parish Officers will also be eligible to vote with the exception of the President who may only vote in case of ties.
- D. Any Executive Committee member absent either a.) Two consecutive board meetings, or b.) Three board meetings in a CYO calendar year without proper notification to the President or Secretary prior to the meeting and without valid reason will automatically forfeit any voting privileges for the remain of the CYO year pending any further action by the Grievance Committee.

## **SECTION IV- EXECUTIVE COMMITTEE**

The Parish Executive Committee meetings shall be held at the call of the President.



**ARTICLE VI  
QUORUM**

**SECTION I - REGULAR MEETING**

A quorum shall consist of a majority of the members present and 5 Executive Officers at any regular meeting of the Parish.

**SECTION II- SPECIAL MEETING**

A quorum shall consist of a majority of the members and 5 Executive Officers present at any special meeting of the Parish.

**ARTICLE VII  
AMENDMENTS**

**SECTION I - AMENDMENTS**

- A. The Parish will establish this Constitution and By-laws to govern the Parish Sports Program. This Constitution and By-Laws will not contradict the rules establish by the City CYO Policies and Procedures Handbook unless a waiver has been granted by the City Executive Council. Parish will submit the rules or amendments to the CYO Sports Director who will review the rules or amendments and ensure that they are not contrary to the rules of the CYO Sports Program. The Sports Director will advise the parish president of any conflict in the rules and instruct the parish to make changes as necessary.
- B. The Parish will approve the changes to be amended, at any regular meeting of the Association by a majority of the members present. The process for an amendment shall be as follows: after the discussion at a regular meeting for the need of a proposed amendment, an amendment will be formulated and prepared for presentation at the next regular meeting. This version of the amendment shall be presented to the Membership and read. If no other changes are necessary, the amendment will be tabled for 30 days consideration, where upon the amendment will then be read at the next regular meeting for voting and adoption.

**ARTICLE VIII -**

**SECTION I**

The Association shall be governed by a code of By-Laws to be adopted simultaneously with the adoption of this Constitution.

## **ARTICLE IX - PROCEEDINGS**

### **SECTION I**

Roberts Rules of Order shall govern all meetings of the Association where procedure is not otherwise provided herein or the by-laws of the city Handbook.

**St. Peter's of Boerne ATHLETIC ASSOCIATION  
BY-LAWS**

**ARTICLE I  
DUTIES OF THE ELECTED  
AND APPOINTED OFFICERS**

**SECTION I- PRESIDENT**

The President shall:

- A. Preside at all meetings of the Association and the Parish Executive Committee.
- B. Act as official spokesperson for the Association.
- C. Direct all activities of the Association.
- D. In conjunction with the Athletic Director, be responsible for scheduling, setting practice schedules and budgeting the cost for each sport as outlined in the Policy and Procedures Manual, Standard VI.
- E. With the Athletic Director, be responsible for the interview and selection of team coaches.
- F. Perform all duties; such as represent the Association at the Zone and City CYO level, which may effect the Association's voting eligibility.
- G. Upon receiving all the information on any dispute, will then present the facts of the situation to the Grievance Committee for a decision.
- H. Be a representative or appoint an alternate representative at all Parish Council meetings.
- I. Make copies of the Policy and Procedures Handbook for all Parish Officers.
- J. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

**SECTION II- VICE PRESIDENT**

The Vice President shall preside in the absence of the President and should be prepared to perform all the duties of the President should the need arise. The Vice President shall:

- A. Assume the duties and responsibilities of the office of the President of this Association for the remainder of the uncompleted term if the President resigns.
- B. Perform the duty of monitoring the accreditation process and report to the membership of these requirements.
- C. Perform such duties as at awards presentations.
- D. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

**SECTION III- ATHLETIC DIRECTOR**

The Athletic Director shall:

- A. Supervise the league scheduling process assisted by sport commissioners.
- B. Rule on all sport related problems and or concerns.
- C. Maintain a complete inventory of all athletic equipment.
- D. Determine the teams needs and report to the President for necessary replacements.
- E. In conjunction with the President, organize teams for all programs.
- F. In conjunction with the President, assist the scheduling of practice schedules and locations.
- G. Be responsible for the maintaining published game schedules and distribute to the coaches prior to the start of the season.
- H. With the President, be responsible for the interview and selection of team coaches.
- I. Gather all the facts and information on all disputes and or problems occurring during a particular sport and will be communicated to the Parish President.
- J. Assist the Registrar in checking carefully all rosters to insure that a team is composed correctly and in accordance with Association guidelines.
- K. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

#### **SECTION IV- SPORTS MINISTER**

The Parish shall have an elected Sports Minister to assist the City CYO in the development of the Parish Team Ministers and the duties to foster faith development.

#### **SECTION V - SECRETARY**

- A. The corresponding Secretary shall coordinate all meetings with the member parishes.
- B. Keep a calendar of all Association activities, as well as all the member parish activities.
- C. Shall represent the Association at the City CYO meetings should the President or Vice President be unable to attend.
- D. Shall be responsible for the records of the meetings, and also the highlights of the minutes, such as motions being made, seconds, and names of the persons making such. The minutes will contain only the pertinent facts of the previous meeting and distributed to those present.
- E. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.

#### **SECTION VI - TREASURER**

The Treasurer shall:

- A. Keep complete records of bank accounts, savings accounts, pay all bills.
- B. Coordinate with the President and Athletic Director, the amounts of assessments for the various sports, depending on the number of teams per parish.
- C. Assist and provide guidance to the members on the proper reporting/collecting information or monies required by the CYO Central Office and assist in Parish fee schedules as outlined in the Policy and Procedures Manual, Standard VI.
- D. Render a monthly account of financial activities of the Association to the Zone
- E. Provide payment of the services to contracted associations, vendors and other obligations.
- F. Be required to be at Parish functions and sport events to properly maintain accounting of the

finances, i.e. gyms, fields, fundraisers, etc.

- G. Perform the duties outlined in the Policy and Procedures Handbook, Standard V.
- H. Persons authorized to sign checks should not be related.

## **SECTION VII- REGISTRAR**

- A. The Registrar shall be responsible for scheduling pre-season sign up registration. Responsible for registration completion for all teams, for checking all birth certificates, verifying player's releases and letters of parishioners. Will complete rosters and submit all documentation to the City, Zone and coaches.
- B. The Registrar shall attend the required training on the proper registration procedures. These procedures are outlined in the Policy and Procedures Handbook, Standard II.

## **SECTION VIII- SPORTS COMMISSIONER**

The commissioners of sports may be appointed by the Parish President to assist the Athletic Director in the discharge of the duties of the Athletic Director. Each Sports Commissioner, in conjunction with the Athletic Director shall be responsible for:

- A. Formation of sports division or divisions.
- B. Ascertain number of teams.
- C. Contacting the teams if there are schedule changes.
- D. Abide by City CYO recommended starting and closing dates.
- E. Ascertain umpiring services, subject to approval by the Executive Committee.
- F. Assist the Treasurer, President and Vice President in collection of such funds.
- G. Assisting in acquiring necessary facilities approved by the Executive Committee.
- I. Assist the Athletic Director in whatever player eligibility problems might arise.
- J. Work with the Zone Sports Coordinators to assure the smooth operation of, and complete coordination of all scheduling, changes, standings and award programs.

## **ARTICLE II BEHAVIOR AND DISCIPLINE**

### **SECTION I**

- A. The Parish Officers shall take the responsibility of reprimand for undesired behavior by managers, coaches, players and spectators for violating rules of conduct as per the City CYO Sports Handbook or misconduct considered detrimental to the best interest of this Association or objectives.
- B. Parish Officers shall constitute the Grievance Committee (unless the Officer is directly involved in the grievance) and have the authority to place offenders on probation or suspension.

## **SECTION II**

- A. All accusations shall be dated and in writing within ten (10) days from the incident as required by the CYO Policy and Procedures Handbook, Standard VIII.
- B. The grievance shall be filed with the person in charge of the next level up from the level of occurrence, i.e. if the grievance is lodged against a coach within a parish athletic association, the grievance is filed with the association president, if against a zone decision, with the Archdiocesan CYO Sports Director, etc.
- C. The general guidelines for proceedings and appeals shall be as outlined in the CYO Policy and Procedures Handbook, Standard VIII.

## **SECTION III**

- A. The grievance shall be dated, signed, contain the facts of the incident, the salient rule or procedure that is alleged to have been violated, and the names of witnesses who will testify, if necessary.
- B. The person in violation must be present at such hearing.

## **SECTION IV**

- A. The decision reached by the Parish Executive Committee on behavior and discipline may be appealed to the CYO Zone Executive Board.
- B. Unsatisfied grievant may appeal up the chain until they reach the CYO City Executive Council level from which there is no appeal.
- C. During each phase of the process, all should keep in mind that they are operating within the context of a CYO program and not an adversarial-based confrontation. The good of the program is a program existing for the benefit of children and should remain paramount.

## **ARTICLE III MEMBER COACHES**

### **SECTION I**

- A. The President and the Athletic Director will accomplish selection and screening of coaches for this association.
- B. All Association coaches must be certified in accordance with current City CYO rules. Parish Vice President is responsible for monitoring the accreditation status of their coaches.
- C. Coaches are encouraged to be actively involved in all Parish activities. Parish jumping is not recommended and the Parish Officers will address apparent abuse.
- D. Coaching ability for the specific athletic activity is highly recommended.
- E. A Head Coach of any sport must be at least 21 years of age.
- F. Evaluation of the coaches will be accomplished as required and outlined in the CYO

- Policy and Procedures Handbook, Standard XIII.
- G. Volunteers who wish to participate in CYO must understand the necessity of screening. Not all who volunteer should or will be accepted. CYO reserves the right to conduct (or have conducted) background checks as outlined in the CYO Policy and Procedures Handbook, Standard VIII.

## **ARTICLE IV AWARDS AND SPECIAL RECOGNITION**

### **SECTION I**

During each CYO sports calendar year (September 1-August31), outstanding personnel or teams may be recognized according to the following award titles:

1. Top Boy/Top Girl
2. Top Man/Top Woman
3. Top Coach
4. Top Team
5. Other titles as designated by the Association.

### **SECTION II**

Qualifications for each proposed recipient of an award shall be submitted in writing to the Executive Committee in a timely manner and format as designated by the President. The Executive Committee will convene to review the qualifications and to select the award recipients.

### **SECTION III**

Each Executive Committee member may cast one (1) vote for each candidate of a specified award. The Parish President may only appoint an alternate-voting representative when unable to attend. The selected candidate must receive the largest number of votes.

## **ARTICLE V FINANCIAL POLICY**

### **SECTION I**

Funds for the Parish Association shall be derived from participation fees collected from participants as well as from concessions, fundraisers, endowments, gifts, grants, bequests and such other sources as the Parish Executive Committee sanctions. All income collected in the name of the SPB CYO Association shall be the property of the Association and be deposited in the account of the Parish

CYO Association. All expenditures will require two signatures (Pastor-President, President-Treasurer, etc.) for settling all debts by the Association. Persons authorized to sign checks should not be related.

**SECTION II**

- A. All team fundraisers must be approved by the parish CYO Board.
- B. All money and bills must go through the treasurer.
- C. Teams are encouraged to seek out sponsors to help offset cost.

**SECTION III**

The Parish Officers, in compliance with the Policy and Procedures Handbook, Standard VI, will set forth participation fees (see attached sample). This participation fee breakout shall be prepared and given to each parent member.

By signature of the majority of the Parish representatives, this Constitution is hereby adopted on this date \_\_\_\_\_, 2008.07.

**Approval Signatures:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Parish Minister

\_\_\_\_\_  
Pastor

Coaches:  
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