

August, 1974
Revised November, 1984
Revised December, 1995
Revised May, 2002

**BY-LAWS
OF
HOLY APOSTLES ATHLETIC ASSOCIATION**

MISSION STATEMENT

The purpose of this organization shall be to develop an interscholastic athletic program at Holy Apostles School providing a positive learning experience for Christian development through a competitive environment which teaches sportsmanship and teamwork while giving our students the opportunity to improve their knowledge of sports and skill levels.

ARTICLE I - NAME

The name of this organization shall be the **HOLY APOSTLES ATHLETIC ASSOCIATION**, hereinafter referred to as the "Athletic Association". The fiscal year shall run from July 1 to June 30.

ARTICLE II - STRUCTURE

Per Archdiocese of Milwaukee Policies and Regulations for Athletics, the Principal has the ultimate responsibility for all extra-curricular activities (of school-based programs). As such, the Athletic Association shall operate under the direction of the Holy Apostles Principal. It shall further comply with the laws of the State of Wisconsin, as well as the Archdiocese of Milwaukee Policies and Regulations for Athletics.

ARTICLE III - PURPOSE

The Athletic Association is to be the governing body responsible for establishing and operating an interscholastic athletic program for the students of Holy Apostles School.

- A. Interscholastic athletics established by the Athletic Association will be in accordance with, but not limited to the policies set forth in the Archdiocese of Milwaukee Policies and Regulations for Athletics, as well as the Holy Apostles Athletic Association Handbook.

B. The Principal of Holy Apostles School has the ultimate responsibility for all interscholastic athletic programs.

ARTICLE IV - RESPONSIBILITIES OF THE ATHLETIC ASSOCIATION

The Athletic Association shall:

- A. Formulate procedures to implement the Archdiocese of Milwaukee Policies and Regulations for Athletics as contemplated in Article III (A).
- B. Formulate and approve the source and use of funds necessary to provide an ongoing interscholastic athletic program.
- C. Make available sufficient equipment and appropriate uniforms for each sport and the participating athletes.
- D. Plan, organize and hold an annual participant award banquet for each sport.

ARTICLE V - MEMBERSHIP

Section 1: Membership Definition

- A. Parents of Holy Apostles School students comprise the Athletic Association.
- B. The Athletic Association shall have a governing Athletic Board consisting of members elected annually at the Athletic Association General Meeting in May. Any Athletic Association member interested in the Purpose as stated in Article III of the By-Laws of the Athletic Association shall be eligible for membership on the Athletic Board with voting privileges. Parents of students not currently participating in Holy Apostles athletics shall comprise no more than 20% of the total membership of the Athletic Board and cannot hold an Officer position.
- C. The Holy Apostles Parish Pastor and School Principal shall be ex-officio members of the Athletic Board.

Section 2: Athletic Board Election Process

- A. Notice of the annual Athletic Association General Meeting in May shall be published and distributed to members of the Athletic Association at least two (2) weeks prior to the meeting.

B. New Athletic Board nominations are to be made and seconded at the May General Meeting. Present Athletic Association members shall then vote on such nominations, each having one vote. Upon a majority approval vote, Athletic Board Members may serve an indeterminate number of two-year terms.

C. Athletic Board members are expected to attend all regular and special meetings and to productively contribute their efforts. Unexcused absences at three (3) consecutive regular meetings of the Athletic Board may be considered grounds for removal from the Athletic Board at the discretion of the Athletic Director.

ARTICLE VI - OFFICERS

Section 1: Selection of Officers

The Officers of the Athletic Association shall be the Athletic Director, Assistant Athletic Director, Secretary and Treasurer. The Officers will be elected annually (typically in the regular monthly Athletic Board Meeting following the Athletic Association General Meeting) by a majority of the Athletic Board. Officers may be elected to a maximum of four consecutive (4) one-year terms in each office.

Section 2: Duties of the Officers

A. The Athletic Director shall:

1. Conduct all meetings.
2. Appoint Committees, as required to meet the Athletic Association Purpose as contemplated in Article III, and be an ex-officio member of any such Committee.
3. Set suitable regular Athletic Board meeting dates.
4. Call special meetings when necessary.
5. Prepare and distribute an agenda for each Athletic Board Meeting to all Athletic Board Members in advance of the meetings.
6. Prepare a calendar for the year covering regular meetings, special events, and key Athletic Board decision dates, a copy of which will be given to the Parish for purposes of facility scheduling and publication in the Parish bulletin.
7. Provide to the School Principal a report containing each sports' coaches names and personal data, times and places of practices, names of all student participants, schedule of games and tournaments, verification of student physical examinations, and parent waiver of Parish liability.

8. Obtain from the School Principal information regarding the scholastic eligibility of all students prior to their participation in the interscholastic activity and communicate to the appropriate coach(s) any ineligibility. Coordinate with the School Principal and appropriate coaches all suspensions and reinstatements of participants.

9. Perform such duties as the Athletic Association may, from time to time, direct consistent with this office.

B. The Assistant Athletic Director shall:

1. In the absence of the Athletic Director, carry out the duties of that position.

2. Perform such duties as the Athletic Director may, from time to time, direct consistent with this office.

C. The Secretary shall:

1. Keep accurate minutes of all Athletic Association meetings.

2. Provide copies of the minutes to the Athletic Board members and to the Parish Council Chairman prior to the next regular meeting of that committee.

3. Keep a record of attendance at Athletic Board meetings.

4. Be responsible for advance notification to all Athletic Board members of both regular and special meetings.

5. Report to the Athletic Board on all communications to the Athletic Association and handle all correspondence as directed by the Athletic Board.

6. Provide a roster of Athletic Board members, including name, address, telephone number and e-mail address of each member, to the Athletic Board members and the School Principal.

7. Perform such other duties as the Athletic Director and Athletic Board may, from time to time, direct consistent with this office.

D. The Treasurer shall:

1. Receive and disburse all funds of the Athletic Association.

2. Keep an accurate record of all receipts and disbursements and prepare for the Athletic Board all necessary reports, including but not limited to, monthly and year-end reports detailing receipts and disbursements.

3. In conjunction with the Athletic Director and respective Sport Coordinators, prepare an annual operating budget of the Athletic Association.

4. Submit a Capital Budget to the School Principal by December for inclusion in a report to the Parish Building and Grounds Committee.

ARTICLE VII - COMMITTEES

Section 1 Purpose

Committees shall be formed where necessary to meet the Mission Statement of the Athletic Association. Each Committee shall follow the philosophy and goals of the Athletic Association in its effort to accomplish the Athletic Association's stated Mission.

Section 2 Standing Committees and Responsibilities

- A. Basketball Committee
- B. Volleyball Committee
- C. Track Committee

It is the responsibility of these Committees to direct and coordinate the activities of each respective sport in compliance with policies, rules and regulations as contemplated in Article III (A).

Section 3 Ad Hoc Committees

Ad Hoc Committees are formed for the purposes established by the Athletic Board on an as needed basis. Examples are the Holy Apostles Basketball and Volleyball Tournament and Track Meet Committees, Committees to plan and oversee significant Capital Projects and Committees to plan the May General Athletic Association Meeting.

Section 4 Membership

The three (3) Standing Committees shall be comprised of a Coordinator and an indeterminate number of Athletic Association Members solicited by such Coordinator. The Coordinators will be nominated and approved annually by the Athletic Board in a regular monthly Board Meeting well in advance of the upcoming respective sport season to allow for proper planning by the respective Committees. Coordinators are not required to be Athletic Board Members, but are to report to the Athletic Board at each regular monthly Athletic Board meeting.

Ad Hoc Committee Leaders shall be solicited by the Athletic Director. The Leader shall then solicit an indeterminate number of Athletic Association members to achieve the goal of the Ad Hoc Committee.

ARTICLE VIII - AMENDMENTS

Proposals to amend these By-Laws shall be approved by the Athletic Board through an affirmative vote of the majority of Athletic Board Members present at a regularly scheduled meeting where the By-Laws are presented for amendment, then submitted in writing to the Principal for approval.

ARTICLE IX - PARLIMENTARY AUTHORITY

The business and meetings of the Athletic Association shall be governed by Robert's Rules of Order in so far as it pertains to these By-Laws.

Items of Business:

- A. Call to order by the Athletic Director.
- B. Opening Prayer.
- C. Approval of the minutes of the previous meeting.
- D. Principal's Report.
- E. Treasurer's Report.
- F. Report of Standing Committees by Coordinators.
- G. Report of Ad Hoc Committees by Coordinators.
- H. Unfinished business.
- I. New business.
- J. Adjournment.