

**Revised:**

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**Constitution and Bylaws**

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## **Guidelines and Rules**

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## Constitution and Bylaws

### **Article 1 Purpose**

- 1.1 To promote athletic activities within the parish.
- 1.2 To give assistance to the pastor and parish council on all athletic activities of the parish.
- 1.3 To give proper guidance, leadership and regulation to all boys, girls and adult athletic activities of the parish.
- 1.4 To secure competent coaches for all teams.
- 1.5 To arrange for proper use of parish facilities, equipment and uniforms and make schedules and rules for the use of parish athletic facilities.

### **Article 2 Name**

- 2.1 This organization shall be called the "St. Francis of Assisi Athletic Association".

### **Article 3 Membership**

- 3.1 The membership shall consist of a priest moderator, as a delegate of the pastor, and all members of the parish or people living within the parish boundaries who are over 18 years of age and who are interested in athletic programs of the parish.

### **Article 4 Officers**

- 4.1 This organization shall have a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Father Moderator. Together they shall make up the Executive Board.
- 4.2 All the officers shall be members of the parish.
- 4.3 All the managers shall reside within the parish boundaries, unless a parish manager cannot be found.

### **Article 5 Standing Committees**

- 5.1 The President shall appoint the following committee chairmen:
  - a. Baseball Lay Director(s)
  - b. Softball Lay Director(s)
  - c. Umpire(s)-in-Chief
  - d. Soccer Lay Director(s)
  - e. Soccer Referee(s)-in-Chief
  - f. Equipment Manager(s)
  - g. Concession Stand Manager(s)
  - h. Field Maintenance Manager(s)
  - i. Basketball Lay Director(s)
  - j. Basketball Official(s)-in-Chief
  - k. Volleyball Lay Director(s)
  - l. SportsSignUp Registration Director(s)
  - m. All Sports Uniform Coordinators

- n. Soccer Tournament Director(s)
- o. Any other such committees deemed necessary

- 5.2 Appointments to all committees outside those expressly mentioned in this Constitution shall be made by the President.
- 5.3 It is understood that the President is an ex-officio member of all committees and also that the moderator is a member of all.
- 5.4 The above committee chairmen and all other chairmen that the President appoints shall be known as Executive Staff.
- 5.5 This staff shall meet with the Executive Board at least once a month to coordinate all activities of the organization.

## **Article 6 Election of Officers**

- 6.1 The five elected officers are: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
- 6.2 They shall be elected at the regular September meeting by secret ballot, and they shall assume the duties of their office at the regular October meeting following election.
- 6.3 Their tenure of office shall be for two (2) years with a maximum of two consecutive terms in the same office. Alternating terms effective October 1987 will be as follows: President: 2 years. Secretary: 1 year, Treasurer: 2 years, 1st Vice President: 1 year, 2nd Vice President: 2 years. The 1st Vice President and the Secretary will be elected for 2 year terms beginning October 1988. Thereafter all elections will be for 2 year terms. When an officer is elected to complete a term for a departing officer, if the completion of that term is for a period of at least 1 year, he will be determined to have served one term.
- 6.4 The following oath of office will be administered to all new officers:  
**"I do hereby pledge myself to faithfully perform the duties of the office to which I am elected to the best of my ability and for the benefit and honor of this Association and to faithfully comply with all the provisions of the Constitution and Bylaws of this Association."**
- 6.5 A nominating committee shall consist of three members appointed by the President after consulting the Executive Board. This committee shall seek out qualified candidates for office from among the members and present their names in nomination at the regular September meeting.
- 6.6 The members of the nominating committee and its chairman shall be announced by the President at the August meeting.
- 6.7 The chairman of the nominating committee shall conduct the election at the September meeting. He shall assume the chair, accept nominations from the floor, count the ballots and announce the results of the election to the members.
- 6.8 When two or more members are nominated for the same office, they shall be elected

by a simple majority vote of the members present and voting.

6.9 The installation of officers shall be in accordance with the Association's Order of Business for the regular meeting.

## **Article 7 Meetings**

7.1 Regular meetings of the Association shall be held on the fourth Thursday of the month at 8:30 p.m. Special meetings may be held at the call of the President or the Moderator. Notice of all meetings of the entire membership shall be published in the parish bulletin.

7.2 The board of officers including the Moderator constitutes the Executive Board for this Association and they shall meet in executive session before every regular meeting. They may meet on other occasions at the discretion of the President or Moderator.

7.3 The Order of Business for the regular meetings shall be:

- a. Reading of minutes of regular and special meetings
- b. Report of Executive Committee
- c. Treasurer's report
- d. Nomination or installation of officers
- e. Correspondence
- f. Report of standing and special committees and report of delegates
- g. Unfinished business
- h. New business
- i. Good and welfare of the Association
- j. Adjournment

## **Article 8 Finances**

8.1 The Association shall raise its own operating funds. All fund raising projects shall require the support of a majority vote of the members present at a regular meeting. All such projects shall have the approval of the Moderator before being initiated.

8.2 It shall be the privilege of the Executive Board expressed by a majority vote, to accept any or reject any and all donations made to the Association.

8.3 The Executive Board will determine the registration fee structure at any point during the calendar year.

## **Article 9 Expenditures**

9.1 All proposed annual expenditures shall be voted on at the regular December meeting and passed by a majority vote of the members present.

9.2 Expenditures not in the budget shall be voted on at the regular meeting and passed by a simple majority vote of the members present.

9.3 The Executive Board does have the immediate authority to spend money for emergency repairs or replacement of equipment to keep the program in operation, or to file a protest with CYC where time limitation is a factor. Protest fee must be approved by the Lay Director.

**Article 10      Budgets**

10.1            Each committee that expects to spend money during the year shall make a list of its needs and estimated cost. This budget shall be submitted to the Executive Board by the December board meeting for review and then submitted to the members at the December meeting.

**Article 11      Member Responsibilities**

11.1            All members will be responsible to help raise the additional funds that will be needed to pay for the total program and to keep the field and facilities in operation.

11.2            All members with children or themselves playing in the sport programs will be asked to chair committees, work on the sports fields, work in the concession stand, and work on committees for the benefit of athletics and the parish programs.

**Article 12      Teams**

12.1            The Association will provide teams for all ages including Senior men’s and women’s teams.

12.2            Adult programs played at St. Francis will be an over 30 years of age league for men, and over 25 years of age for ladies.

**Article 13      Amendments**

13.1            Amendments to this Constitution and the Bylaws may be made at any regular meeting of the Association, provided that the proposed amendment or amendments shall be submitted in writing at the last previous meeting.

13.2            All amendments to the Constitution and the Bylaws shall require a two-thirds majority vote of the members present and voting, to pass.

**Article 14      Voting**

14.1            All members shall have the right to vote at any meeting of the Association.

**Article 15      Duties of the Officers**

15.1            The duties of the officers of the Association shall be as follows and as specified in these Bylaws.

15.2            The President shall preside at all meetings of the meetings of the Association and the Executive Board. He shall make appointments to the various committees in accordance with the Constitution, and shall appoint all committee chairmen. He shall be an ex-officio member of every committee.

15.3            The 1<sup>st</sup> Vice-President shall, in the absence of the President, preside at the meetings of the Association and its Executive Board and shall carry out all duties of the President on such occasions. He shall also carry out such duties as shall be assigned to him by the President.

- 15.4 The 2<sup>nd</sup> Vice-President shall, in the absence of the President and the 1<sup>st</sup> Vice-President, preside at the meetings of the Association and its Executive Board and shall carry out all duties of the President on such occasions. He shall also be chairman of the Parish Activities Committee. He will coordinate the Association in helping and assisting the Pastor and the Parish Council.
- 15.5 The Secretary shall keep complete minutes of all regular and special meetings of this Association. He shall keep an agenda or memorandum of the proceedings of meetings of the Executive Board. He shall carry on all necessary correspondence of the Association under the direction of the President. He shall annually update the Constitution and Guidelines if any changes are made during the year.
- 15.6 The Treasurer shall accept and hold all the monies of the Association. He shall deposit the same in a bank in the name of the Association. He shall disburse monies as directed by the Association by check, signed by him. He shall keep accurate books of account of Association monies and give an exact financial report of the Association monies at each regular meeting. His books shall be open to examination to the members of the Executive Board at any Executive session.
- 15.7 Upon the written request of any member of the Association, the President shall appoint three members to audit the books along with the Treasurer and prepare an audit report of its findings to be read at the next scheduled Association meeting. A request by a member to audit the books must only be granted if no audit has been performed within the 12 months prior to the request. All other requests will be granted within the discretion of the Executive Board.
- 15.8 The Moderator shall be the Pastor or other parish priest appointed by the Pastor as his delegate. The tenure of office of the Moderator shall be at the discretion of the Pastor.
- 15.9 It is to be understood that the authority of the Pastor supersedes the Constitution, Bylaws, or any other decision of this Association.

**Article 16 Guidelines and Rules**

- 16.1 Approved by the membership and listed under separate cover.

**Article 17 Quorum**

- 17.1 Ten members, three of which shall be officers, shall constitute a quorum for the transaction of business at the regular meetings.
- 17.2 A quorum for a meeting of the Executive Board shall be at least four of the six officers.

**Article 18 Players from Outside Parish**

- 18.1 Players from outside the parish when solicited to fill out teams will pay the same fee as a parish member.

**Article 19 Rules of Order**

- 19.1 "Roberts' Rules and Orders" revised shall be the authority to decide all questions of order not provided for by the Constitution and Bylaws.

## Guidelines and Rules

### **Article 1      Purpose**

Sec. 101      The rules and guidelines have been formulated for the good and betterment of the children of this Association.

### **Article 2      Lay Director Functions and Duties**

Sec. 201      The Lay Director shall be appointed by the President with the approval of the Executive Board.

Sec. 202      It shall be the duty of the Lay Director to select an assistant subject to the approval of the Executive Board.

Sec. 203      The duties of the assistant is to help the Lay Director the first year and possibly be the Lay Director the second year.

Sec. 204      The Lay Director shall have registration open for a period of at least one month to allow enough time to complete registrations. Registration should be completed by or around the following dates:

Baseball / Softball – mid February

Soccer – mid June

Volleyball – mid July

Basketball – mid October

Sec. 205      Late registrants to be put on a waiting list with no guarantee to be placed on a team. There will be an additional fee per child for late registration. Those who are not assigned to a team will be reimbursed their registration fee and late fee.

Sec. 206      The Lay Director shall appoint all managers (except parochial managers) in the following manner:

- A. Manager from last year who wants to continue managing will retain his position provided returning players are sufficient to field a team. In the event where the number of teams needs to be reduced, then the manager(s) with the most seniority will manage.
- B. If a manager does not wish to continue managing, the team will stay intact with the coach having first option of becoming manager.
- C. A new manager is appointed to the team at the sole discretion of the Lay Director.
- D. A manager may be relieved of his team at the discretion of the Lay Director, along with the approval of the Executive Board.
- E. A manager, of any sport, must be at least 18 years of age. This does not pertain to coaches, only managers.

Sec. 207      The Lay Director will have a pre-season meeting with the managers to confirm team



players, practice times, rules, and any other subjects he may deem necessary. A member of the Executive Board should be present at the Managers meeting.

Sec. 208

The Lay Director will assign players to a team in the following manner:

- A. All new registrants/players registering to participate in an Athletic Association sports program at the entering level for that sport will be assigned by blind draw. The entering level for the sports programs are:
- Volleyball – 3<sup>rd</sup> Grade
  - Basketball – 3<sup>rd</sup> Grade
  - Soccer – Intramural (pre-K)
  - Baseball – Intramural (pre-K)
  - Softball – Intramural (pre-K)

At the Intramural (pre-K) level, new registrants/players will be assigned by blind draw, but the Lay Director for the sports program shall take into account the ages of the players to provide for team balance. That is, the Lay Director should divide the registrants into groups by age, and assign players by blind draw from each age group in order to provide for teams with an equal number of players at each age.

- B. Past the entering year for a sport, registered players from any previous season will be assigned to the same team/Manager that the player was previously assigned to.
- C. Past the entering year for a sport, new registrants/ players to a sports program will be assigned by the following process:
1. If there is only one existing team at the grade level of the new registrant, the new registrant will be assigned to that team.
  2. If there is more than one existing team at the grade level of the new registrant, the new registrant will be assigned to the team with the fewest players.
  3. If there is more than one existing team at the grade level of the new registrant, and those teams have the same number of players, the new registrant will be assigned to a team by a blind draw amongst the teams with the fewest (but equal) number of players. The Lay Director will conduct the blind draw in the presence of the Managers involved.
- D. A new registrant/player is a child who has not previously participated in a particular sports program at St. Francis of Assisi, or has been transferred from his existing team. A player requesting transfer, if transfer is granted, will be assigned to another team by blind draw as set out in Sec. 208(C).
- E. A player on an existing team may be transferred to another team upon request. A player may only be transferred from an existing team with the written consent from:
1. The Manager of the team the player is being transferred from;
  2. The Manager of the team the player is being transferred to;

3. All other Managers of other teams at the grade level of the player being transferred; and
  4. The child's parent(s).
- F. In the event that an existing team from a prior year must be dissolved, whether from a lack of sufficient players, or any other reason, the remaining players from that team will be assigned to other existing team(s) by blind draw, in the manner described in Sec. 208(C). Players from a prior year's dissolved team will be assigned to a new team prior to the assignment of any new registrants/players.
  - G. In all instances under this Section 208 when a blind draw is called for, a current member of the Board of the St. Francis Athletic Association shall be present to observe the draw and assignment of players.
  - H. If a Lay Director has a conflict of interest (e.g. coaching a team at that level or any appearance of lack of independence), then the Executive Board will oversee the distribution of new players for that grade level. Any Executive Board member that lacks independence in appearance or in fact shall abstain from distribution proceedings.

Sec. 209

A roster will be considered full when the number of players on the roster is:

- 13 for baseball
- 9 for basketball
- 16 for soccer\*
- 14 for softball
- 9 for volleyball

\*At the Divisions where teams play 8 on 8, a soccer team may be considered full at 12 players.

Managers will be encouraged to accept all players who have registered, but will not be required to accept more players than the above numbers.

A team with players in excess of these roster maximums in the season prior to January 1, 2005, may not cut a player on that roster.

Sec. 210

All sports / athletic teams in all SFA Athletic Association programs will have the option to compete in either the Closed or Open Division for that sport. The designation of whether a team will be competing in the Closed or Open Division shall be presented to the Lay Director for that sport by the Manager of each individual team, who must affirm in writing that he or she has notified at least one parent or legal guardian of each participant on the team of the designation.

A Manager's designation of a team's Closed / Open status shall be the presumptive designation unless, within ten (10) days of the designation, a majority of the participants on the team (as expressed by a signed letter delivered to the Lay Director from the parents / guardians of the majority of participants) vote to override the Manager's designation. Upon verification of signatures in an override letter by the Lay

Director, a vote to override the Manager's designation (if submitted within ten (10) days of the designation) shall then determine the Closed / Open status of the team.

Disputes regarding application of this provision shall be resolved by the Grievance Committee pursuant to Article 3.

### **Article 3 Grievance Committee**

Sec. 301 A Grievance Committee shall be formed to enforce and interpret the rules and regulations of the Constitution and Guidelines. All grievances or complaints must be made in writing and will be heard as soon as possible by the committee. Their decision will be final. All hearings upon completion shall be made known in writing to all parties involved including the Executive Board.

Sec. 302 This committee shall consist of seven people chosen in the following manner:

- A. Two members appointed by the President.
- B. Two managers and three parents who are not managers in any sport. They will be nominated and elected by the general membership. The election will be held at the regular January athletic meeting.

Sec. 303 The President shall appoint a chairman from this committee. The term of office for this committee will be one calendar year.

Sec. 304 This committee shall meet whenever necessary and at least five members must be present to vote on any issue.

### **Article 4 Detrimental Conduct**

Any office holder, Lay Director, Manager, Coach, Player, or parent, may be removed for action contrary to CYC rules, or the constitution/rules of the parish sports program, or unsportsmanlike conduct, or any conduct detrimental to the children or to the program, at the discretion of the Executive Board.

### **Article 5 Tryouts**

There will be no tryout teams (including tournaments) other than the parochial, juvenile, and junior team(s).

### **Article 6 Minimum Playing Time**

Sec. 601 Baseball and softball managers will play each player a minimum of two full innings in the field during a regulation seven-inning game. All players will bat per the roster batting order rule as defined by South County. The above applies only if a player complies with association and team rules. The above is applicable to all league, playoff, and tournament games.

Sec. 602 Soccer - minimum playing time will be approximately 15 minutes per game, with some related to each half for Atom through Cadet. Intermediates will be approximately 20 minutes per game. Managers are not required to play a child who does not comply with association and team rules. The above is applicable to all league, playoff, and tournament games.

**Article 7 Representation at South County Board**

Sec. 701 The Executive Board of the Athletic Association with the approval of the Spiritual Director shall appoint a representative and an alternate to the South County District Board of Control according to the Official CYC Handbook.

Sec. 702 The Parish Representative to the South County CYC Board will attempt to insure that no one team is consistently scheduled to play away from St. Francis Field.

**Article 8 Pre-season and Post-season Rules**

Sec. 801 A child shall not be prevented from playing in two sports, but his primary obligation is to the seasonal sport. Baseball/softball season will be from April 1st to July 31st, except for playoffs. Soccer season will be from Labor Day to December 15th, except for playoffs.

Sec. 802 The SFA Athletic Association will provide for tournament play as follows: (1) in all CYC sports in which the SFA Athletic Association sponsors a tournament, all SFA teams will be entered in that tournament, and will pay one half (1/2) of the tournament registration fee being charged; (2) in all CYC sports in which the SFA Athletic Association is not sponsoring a tournament, the SFA Athletic Association will reimburse a team for one tournament registration fee, per sport, not to exceed \$120.00, provided that the roster manger of the team seeking reimbursement has documented attendance at three (3) SFA Athletic Association meetings in the 12 months preceding the request for reimbursement. The SFA Athletic Association will only reimburse for play in a Catholic parish sponsored tournament.

Sec. 803 Trophies/awards shall be given to the team members on the following basis and the team members will receive one of the following trophies/awards based on the best that the team does. Each trophy/award must have St. Francis of Assisi or SFA on it.

A team winning their league in grades 5-8 will be given a trophy/award for each member of the team by the Athletic Association and will be chosen by the Athletic Board. The cost of the trophy/award will be at the discretion of the Athletic Board.

A non-intramural team below grade 5 that is undefeated in its regular league play (i.e. has not lost a game) will be given a trophy/award for each member of the team by the Athletic Association and that trophy/award will be chosen by the Athletic Board. The cost of the trophy/award will be at the discretion of the Athletic Board.

A team winning the "South County District" Championship, but not their league, in grades 5-8 will be given a trophy / award for each member of the team by the Athletic Association, and that trophy/award can be chosen by the winning team. The amount that can be spent on each trophy/award can be no more than \$30.00. The Athletic Association will pay for that amount and any overage will be charged to the winning team.

A team winning their league and the "South County District" in grades 5-8 will be given a trophy / award for each member of the team by the Athletic Association, and that trophy/award can be chosen by the winning team. The amount that can be spent on each trophy/award can be no more than \$40.00. The Athletic Association will pay for

that amount and any overage will be charged to the winning team.

A team winning the "City/County" Championship in grades 5-8 will be given a trophy/award for each member of the team by the Athletic Association, and that trophy/award can be chosen by the winning team. The amount that can be spent on each trophy/award can be no more than \$50.00. The Athletic Association will pay for that amount and any overage will be charged to the winning team.

Members of the high school teams and the parochial teams will each be given a trophy/award on the same basis as grades 5-8.

**Article 9 Parochial Teams**

Sec. 901 The number of teams for a given sport will be at the discretion of the Lay Director(s) of that sport, with the number of eligible players being a factor.

Sec. 902 Eligibility is defined as follows: The children must be attending either a Catholic school or a PSR program and be in 7th or 8th grade. The grade requirement may be waived by the Lay Director if necessary to fill a roster. Reassignment of any player from a catholic school or PSR program other than SFA shall be approved by South County CYC.

Sec. 903 The parochial manager(s) will be chosen by the Lay Director(s) based on seniority (consecutive years of managing including the previous year) amongst the existing 7th and 8th grade managers. If they do not wish to manage, then the Lay Director(s) will choose the manager(s) at his/her discretion.

Sec. 904 The Lay Director(s) along with the manager(s) will decide on how the teams are to be formed, subject to the approval of the Executive Board.

Sec. 905 If tryouts are to be held, sufficient notice must be given in the Parish bulletin and/or on the Associations' web-site. The Lay Director(s) will appoint at least two people and no more than four who will judge the tryouts and form the team(s).

Sec. 906 A player may be a member of an SFA parochial team for more than one sport at the same time (for example, soccer and volleyball).

**Article 10 Existence of Guidelines Committee**

The Guidelines Committee shall be dissolved after the acceptance of these Guidelines.

**Article 11 Team Responsibility**

The current sports teams of the St. Francis Athletic Association will be scheduled to furnish help for the concession stand and field maintenance.

**Article 12 Umpires/Referees**

Umpire-in-Chief, head referee and their assistants for each sport shall obtain umpires or referees for all sports, obtain equipment for their officials from the equipment manager, and make pay schedules.

**Article 13      Concession Stand**

Concession stand manager and assistants shall obtain openers for all athletic contests during that season (suggested 10 openers for baseball/softball, 10 openers for soccer); train all openers; notify teams one week in advance of their scheduled work date. The concession stand manager will assign work days to teams. Concession stand workers must be 21 years of age or older.

**Article 14      Field Maintenance**

Manager and assistants shall assign teams two hours of work (over and above the paid help). The work load includes: painting, trash pickup, weed killing, trimming, grass cutting, repair work, etc. Heavy work is to be performed by men. The Lay Director will assign work days to teams.

**Article 15      Equipment**

Manager and assistants will be in charge of issuing and turning in of equipment, make repairs and maintain equipment and purchase equipment with the approval of the Board.

**Article 16      Letter of Intent**

The letter of intent to work 4 to 6 hours per family when asked, should be presented to and signed by parents at registration time. The letter should be a precondition of their child's participation. It should be stated that the concession stand profits reduce the registration fees, and that field maintenance provides for a safer and cleaner environment.

**Article 17      Meeting Attendance**

A team manager shall be required to attend two (2) Athletic Association meetings during the current calendar year to maintain his manager status for the following year. This rule will not prohibit a new manager from managing a team.

A manager sign-in sheet should be available at each monthly meeting. At the end of the calendar year, the Executive Board will inform the Lay Directors of those managers who have not met the above requirement.

**Article 18      Registration Fee Exemption**

The persons holding the following positions shall be exempt from paying registration fees for any sport for any member of their immediate family during the period that person occupies the position:

- Lay Directors
- Head Officials
- Field Managers
- Equipment Manager
- Head Groundskeeper
- Gym Coordinators
- Uniform Coordinator

- South County CYC Rep
- Batting Cage Coordinator
- Concession Stand Scheduler/Manager
- CYC Positions (league coordinator, rules committee, etc.)
- SportsSignup Registration Director
- Soccer Tournament Director
- Elected Executive Board members who have not completed their two-year term

All elected Executive Board members have a lifetime exemption from paying registration fees for any sport once they have completed their two-year term. (Effective January 1, 2001) (retroactive to Executive Board members on January 1, 1992).