

**Athletic Association By-Laws
Auburn Area Catholic School
Revised September 2008**

Name

The name of this association shall be the Auburn Area Catholic School Athletic Association.

Purpose

The purpose of the association is to support the athletic program at Auburn Area Catholic School and manage the activities in accordance with the administration's direction and school handbook. This purpose includes administering the athletic program as a non-profit organization and managing all associated fundraising activities.

Officers

The officers of the Auburn Area Catholic School Athletic Association shall consist of the President, Vice President, Secretary and Treasurer. Officers will not be immediate members of the Auburn Area Catholic School staff and spouses shall not serve simultaneously.

Terms of Officer

- Each officer shall serve a term of three years, renewable once.
- If an officer position is not filled through the nomination process due to lack of candidates the school administration has the right to appoint a representative to the term or extend existing officer term. Extension of term is to be limited until suitable officer can be selected.
- Officer terms should be staggered so president and vice-president term does not end during same year.
- Officers will be nominated by association members and principal during the final meeting of the year.
- Term shall begin August 1 of the first year and expire July 31 of the year following selection.
- Whenever a vacancy occurs, the committee shall name a new member to complete the unexpired term.

Duties

- The President will preside at all general meetings of the Association and maintain conduct and proper control over the meetings. This person will represent the athletic association at all School Committee meeting and all Rural League Athletic association meetings or assign a representative to attend in his/her absence. He/she will have the authority to assign specific responsibilities to individual committee members.
- The Vice President in the absence of the president shall perform all of the duties of the president.
- The recording Secretary shall maintain a written record of all acts of the association; conduct, receive, and dispose of all correspondence as directed; preserve all reports

and documents committed to their care and deemed pertinent to the operation of the association.

- The Treasurer shall be in charge of all funds belonging to the committee, pay all bills as authorized through the Parish office and keep an account of the same, and shall report at each meeting. Monies spent over \$200 on athletic items need to be approved by members of the association.
- All officers shall perform the duties outlined by these by-laws and those assigned during the course of the term in office. These officers shall deliver to their successors all of the official material and documentations prior to the transition of roles.

Duties of Association

- Identify athletic programs that will be offered during the calendar year by the beginning of the term.
- Maintain equipment, resources and assign referees for athletic teams.
- Solicit coaching volunteers and ensure new coaches have latest copy of the Athletic Handbook.
- Administer and maintain guidelines and requirements for coaches and volunteers of the athletic program.
- Link Christian behavior and academics with athletic program.
- Manage fundraising activities and administer as a non-profit organization.
- Ensure activity schedule is provided to school administration for weekly bulletin.

Authority

- This body is formed at the request of the administration of Auburn Area Catholic School.
- The Athletic Association is responsible to the school administration which has final authority over the association and its officers.
- The Athletic Association must participate and report activities to school administration at School Committee meetings.

Meetings

The athletic association will hold meetings a minimum of every two months during the school year. The president will establish the date for each meeting and can call additional meetings as necessary. Meetings are to be scheduled and communicated in the weekly school bulletin to allow attendance by all officers, school principal and optional coach and/or parent attendance.

Funds

- The athletic program is to be operated as a non-profit operation. Fund raising should be managed to result in a financial balance of no more than \$500 at the completion of the school calendar year.
- The athletic association is operated by funds raised during fundraising events and event concessions and admissions. Fund raising events are organized by the athletic association and must be approved by the school and parish administration.
- Detailed account of all transactions should be maintained and available at all times.

Handbook

Draft Copy

Handbook updates are the responsibility of the athletic association and school principal.
The handbook is not intended to override or contradict the by-laws.