

BY-LAWS OF OUR LADY'S CHRISTIAN SCHOOL ATHLETIC BOARD

606 Lowell Avenue

Erie, PA 16505

Updated March 21, 2010

ARTICLE I Name & Objectives

Section 1 The name of this organization shall be Our Lady's Christian School Athletic Board.

Section 2 The objectives of this organization shall be:

- A. To offer students the opportunity to participate in athletic activities within a Christian environment in which respect for God, self, and others is practiced.
- B. To facilitate the athletic program in accordance with OLC and diocesan policy.
- C. Through the delegation of authority from the Pastor of Saint Jude and the Principal of OLCS, the Athletic Board organizes, promotes, and raises funds for all athletic programs at OLCS.
- D. Establish policies and procedures which provide the operating guidelines for the OLCS athletic program.

ARTICLE II Purposes

Section 1 The purposes of this organization are:

- A. To promote a healthy approach to sports by supporting school and diocesan athletic policy.
- B. To facilitate the athletic program at OLCS through the committee structure listed below.
- C. To organize supporters of OLCS to hold various fund raising activities where the funds raised would be split: 50% to athletics, 25% to the OLCS Endowment Fund and 25% to the Scholarship Fund. These fund raisers would be subject to the approval of the School Board in conjunction with PTO and Advancement Director.

ARTICLE III Membership

Section 1 Any parent of an OLCS enrolled child may seek to be a member of the Athletic Board. Membership in the OLCS Athletic Board is as follows:

- A. Twelve members elected by a school-wide election no later than the 2nd week of April of each year. Members' terms begin in May.
- B. Board members serve staggered terms and are divided into three groups of four members each. Persons seeking the four positions from each group are elected/re-elected every third year.
- C. Vacancies on the board are filled by appointments made by majority vote of the board. Person(s) filling a vacancy are completing the term of the former member.
- D. No board member may serve more than two consecutive three-year terms. At the end of the first term, a board member must submit his/her name for re-election.
- E. A board member must remain off the board for one school year before taking office once again in May.
- F. Any member missing three consecutive meetings, or five in one year school year must be removed and then replaced.

- G. The Pastor of Saint Jude and Principal of OLCS serve as ex-officio, non-voting members.
- H. Additional ex-officio members may be added with the concurrence of the Pastor of Saint Jude, Principal of OLCS, and a majority vote of the board.

ARTICLE IV

Executive Board

Section 1

The Executive Board shall be comprised of:

- A. Athletic Director - elected by the board at the last meeting of each school year for a one year term subject to the approval of the Pastor and Principal. The athletic director shall convene and preside at all general meetings and at all special meetings deemed necessary. The athletic director must have served a minimum of one year on the board prior to election. In addition, the athletic director shall be responsible for the following:
 - 1. Serve as the liaison between the school, participating parishes and diocese for all communications to the board.
 - 2. Attend all required diocesan meetings.
 - 3. Actively recruit coaches as needed for all sports offered by OLCS. Communicate expectations of the board to all coaches.
 - 4. Develop an annual operating budget for the athletics program.
 - 5. Serve as an advocate for the athletics program in the resolution of issues.
 - 6. Establish committees as necessary with board approval.
 - 7. Appoint committee chairs and members.
- B. Assistant Athletic Director – elected by the board at the last meeting of each school year for a one year term. In addition, the athletic assistant director shall be responsible for the following:
 - 1. Serve as the liaison to the OLCS staff member designated by the principal to maintain the gym reservation process.
 - 2. Serve as the liaison to all athletic teams who request gym reservations on more than an adhoc basis.
 - 3. Ensure that the appropriate clearances are obtained by coaches in conjunction with the OLCS staff.
 - 4. Serve as a substitute for the Athletic Director as needed.
 - 5. Assume the duties of the Athletic Director in his/her absence.
- C. Treasurer - elected by the board at the last meeting of each school year for a one year term. In addition, the treasurer shall be responsible for the following:
 - 1. Coordinate the financial obligations of the athletic board with funds being deposited in the Athletic Board account.
 - 2. Assist the Athletic Director in development of an annual operating budget for the athletics program.
 - 3. Monitor the cash flow of the athletic program including disbursements made with the prior approval of the Athletic Director.
 - 4. Maintain records in accordance with the guidelines established by the Saint Jude Parish Finance Council.
- D. Secretary - elected by the board at the last meeting of each school year for a one year term. In addition, the secretary shall be responsible for the following:
 - 1. Keep minutes of the monthly meetings of the Athletic Board. Make information available through the Athletic notebook found in the Library.
 - 2. Work with each Board Liaison to ensure the timely collection of athletic participation forms and fees.

3. Distribute athletic team forms each Spring.
4. Maintain a copy of all rosters.
5. Update and communicate information to the school's Marketing Director to update the school's web page and eOLC.
6. Maintain a record of each member's term expiration date.

Article V

Members

Duties of the members of the board are as follows:

- A. Each board member is expected to serve as a Board Liaison to a minimum of one sport or team during the school year. Board Liaison responsibilities are determined by the board each year.
- B. Board members are expected to promote OLCS athletics in a positive manner and encourage open and honest communication between parents, coaches, players, and other board members.

Article VI

Section 1

Committees

Standing Committees - the following standing committees will include a Member of the board as the chair, co-chair or organizing member playing a principal role. Non-members of the board may serve on adhoc committees.

- A. Annual Athletic Board Golf Outing
- B. Jan Freeman Memorial Basketball Tournament
- C. Wrestling Tournament
- D. Intramurals
- E. Gym Clothing sales.

Section 2

Adhoc Committees – are formed to address specific issues of concern to the board. Non-members of the board may serve on adhoc committees.

Article VII

Meetings

- A. Regular monthly meetings will be held by this Board from August to May.
- B. All members of the Board shall be voting members.
- C. The Pastor has the right to veto any measure taken by the Board.
- D. On all matters considered by the Board, an absolute majority vote shall govern.
- E. If someone other than an Athletic Board Member wishes to address the Board that person(s) must contact the Athletic Director at least one week prior to the meeting. The Athletic Director may place that person(s) on the agenda. Requests made less than one week will be at the discretion of the Athletic Director and the agenda.
- F. Discussions of the Athletic Board are held in confidence. Minutes will reflect the issues discussed at board meetings and the resolutions reached.
- G. An Executive Session can be called to discuss confidential and/or sensitive matters. Executive Sessions are only open to voting and ex-officio members. Minutes will not reflect the content of the Executive Session.

Article VIII

Amendments

- A. This constitution may be amended by an affirmative vote of nine out of twelve of the members at two consecutive meetings.

Reverend Thomas Brooks, Pastor

Date

Patricia Landenberger, Principal

Date

Ken Miller, Athletic Director

Date

Gina Allison, Assistant Athletic Director

Date

Alison Fessler, Secretary

Date

Mark Horstman, Treasurer

Date

Brian Migdal

Date

Ken Regenor

Date

Natalie Sweny

Date

Carol Young

Date