

ST. LOUISE de MARILLAC
ATHLETIC BOARD
BY-LAWS

I. PHILOSOPHY:

- A. To teach, develop and exemplify Christian character.
- B. To teach principles of good sportsmanship.
- C. To provide athletic opportunity for students through Diocesan sponsored and community competition.
- D. To ensure that coaches are aware that although winning games is not to be done at all costs, St. Louise strives to field competitive teams in all sports in which it competes, and to develop fundamental skills in its developmental and competitive teams.
- E. To ensure that the St. Louise de Marillac sports programs are an adjunct to, and an integral part of, the academic curricula and code of discipline of the St. Louise de Marillac School.

II. RESPONSIBLE TO:

- A. The Athletic Board works with the School Principal and ultimately is responsible to the Pastor as it relates to school athletic programs.

III. MEMBERSHIP:

- A. Composition:
 - 1. The Athletic Board shall consist of an Executive Committee composed of the following: an Athletic Director; an Assistant Athletic Director; a Secretary; and a Treasurer.
 - 2. The remainder of the Board shall consist of Program Directors and Assistant Program Directors, appointed as necessary, for the following sports: baseball, boys' basketball, cheerleading, football, girls' basketball, boys' volleyball, girls' volleyball, track/field/cross country, and softball. Special advisors may be appointed from time to time, as necessary, by the Athletic Director. The School Principal and Pastor are *ex officio* members but shall not have a vote in ordinary Board matters except as set forth in Section III. E.

B. Term of Office:

1. The term of office for the Athletic Director shall be at the discretion of the Pastor.
2. The term of office for all other Board Members shall be so long as the Board Member chooses to remain on the Board or unless removed by a simple majority vote of the Board, or by the Pastor.

C. Selection Method:

1. All vacancies for Board Members shall be advertised in the St. Louise Parish Bulletin and sent home to school parents in the weekly envelope. No new Board Member shall be approved until at least 21 days has passed since the first advertisement.
2. The Athletic Director shall be selected and appointed by the Pastor.
3. Candidates for each additional Executive Committee position shall be interviewed by the Athletic Director who shall recommend to the then existing Athletic Board a candidate for each position, which candidate shall then be approved by a simple majority of the then existing Athletic Board.
4. Candidates for the positions of Program Director Board Members shall be interviewed by the entire Executive Committee, which shall then recommend candidates to the then existing Athletic Board which candidate shall then be approved by a simple majority of the Board.
5. The Pastor retains veto power over any elected Board Member.

D. Quorum:

1. The presence of seven (7) Board Members shall constitute a quorum at each meeting. Regularly scheduled meetings will be held quarterly. Special meetings may be called by the Athletic Director, the Pastor, the School Principal, or by a simple majority of the Board Members.
2. All requests for special meetings called by a majority of the Board Members shall be submitted to the Board Secretary and accompanied by a writing listing:
 - a. The names of the Board Members requesting the meetings;
 - b. A statement of the purpose of the meeting;
 - c. A proposed written agenda.

3. All special Board meetings called by the Athletic Director, Pastor or School Principal shall be accompanied by a writing listing:
 - a. A statement of the purpose of the meeting;
 - b. A proposed written agenda.

E. Voting:

1. Each Board Member as set forth in Section III shall have one (1) vote on all issues.
2. In case of a tie, the School Principal shall provide the tie-breaking vote.
3. Any Board Member who will be absent at any meeting may designate a proxy vote on any or all issues to any other Board Member. The proxy shall be submitted in writing to the Board Secretary in advance of the meeting, and shall designate on what issue or issues the proxy is valid.

F. Selection of Coaches:

1. The Executive Committee, along with the Program Director(s) of the particular sport for which a head coaching vacancy exists, shall be responsible for interviewing and recommending a candidate or candidates for any vacant head coaching position. The Executive Committee shall then propose a candidate for any head coaching position for approval to the entire Athletic Board. The Pastor, with input from the Principal if requested, retains a veto over any head coaching recommendation.
 - a. Head Coaches may appoint Assistant Coaches with the verbal approval of the Athletic Director as it relates to school athletic programs. The Pastor, with input from the Principal if requested, retains a veto over any assistant coach.
2. All vacant head coaching positions shall be published in the St. Louise Parish Bulletin for two (2) consecutive weeks, which shall consist of solicitations for applications, with applications to be sent to the Athletic Director. Notice of the vacant positions shall also be sent home to school parents in the weekly envelope.
 - a. A head coach vacancy occurs when an incumbent head coach resigns or is removed for cause from his/her current position, regardless of whether the incumbent head coach does so to move to a different head coaching position.

- b. Removal for cause of any coach may be done by a simple majority vote of the Board or by the Pastor.

G. Dismissal

1. Any Board Member may be removed from office before the expiration of that Board Member's term of office by a simple majority of those Board Members constituting a quorum, for good cause shown. Any vote on the dismissal of a particular Board Member must be set forth in a published meeting Agenda, with notice to all Board Members, the Pastor, and the School Principal, at least one (1) week before any such vote.

H. Board Eligibility:

In order to be eligible to serve as a member of the St. Louise de Marillac Athletic Board, the following criteria must be met:

1. Be a member of the parish in good standing for at least three years prior to submitting an application for Board membership;
2. Have served the St. Louise de Marillac sports program in some capacity for at least two consecutive years before applying for Board membership; and
3. Be 21 years of age or older.

IV. RESPONSIBILITIES OF MEMBERSHIP:

A. Athletic Director

1. Ensure that the philosophy contained within these By-Laws and the associated policies contained with the Athletic Board Policy Manual are adhered to by each individual associated with the St. Louise athletic program.
2. Chair all Athletic Board meetings.
3. Work closely with the Program Directors and the Men's Fish Fry Chairman and Committee.
4. Work closely with the Pastor and School Principal concerning Athletic Board responsibilities relative to scholastic or disciplinary measures.

5. Resolve issues raised which are not resolved by the Program Director. In the event an adequate solution is not reached by the Athletic Director, the issue will be taken before the Principal, then to the Pastor if necessary, for a final resolution.

B. Assistant Athletic Director

1. Preside at any meeting of the Athletic Board in the absence of the Athletic Director.
2. Perform general public relations work including publication of the schedules of all school related sports and submitting press releases to publicize both individual and team achievements. Any Board Member, Coach or Parent who wishes to publish an achievement MUST submit the proposed publication, including announcements in school, to the Assistant Athletic Director for approval, editing if necessary, and submission for publication.
3. Update and order championship banners.
4. Perform such additional duties as designated by the Athletic Director.

C. Secretary

1. Record, publish and circulate all minutes of regularly scheduled and special meetings.
2. Advertise upcoming meetings and other important announcements in the St. Louise Parish bulletin and/or via the weekly school envelope.
3. Coordinate Sports Banquet Awards for all Sports Banquets.

D. Treasurer

1. Prepare an annual budget, approved by a majority of the Athletic Board, for submission to the St. Louise Fish Fry for funding.
2. Be responsible for the financial affairs of the Athletic Programs and provide quarterly financial reports to the Athletic Board. Non-budgeted expenditures by the Athletic Board shall be considered by the Athletic Director in consultation with the Treasurer and the Parish Business Manager.
3. Provide general accounting information to the Parish Business Manager.

E. Program Directors:

1. Ensure that each program is operated within the guidelines of these By-Laws, associated policies set forth in the Athletic Board Policy Manual, and the Diocesan Guidelines for Catholic Elementary Schools Sports Programs, with the St. Louise policies given first priority, as approved by the Board, if a conflict exists with Diocesan Guidelines.
2. Interact with coaches and parents directly involved with the Program to:
 - a. Resolve issues raised;
 - b. Identify future needs of the Program; and
 - c. Report on Program activities at each regularly scheduled Athletic Board meeting.
3. Collect, conduct and document the results of an annual physical inventory and store equipment and uniforms at the completion of the Program's season.
4. Identify future equipment and uniform needs of the Program and recommend purchases.
5. Provide annual Program budget to the Athletic Director by May 1.
6. Participate in the planning, execution, and evaluation of each event as it relates to the Director's Program.
7. Cooperate with the Fish Fry Committee in marketing their events.
8. Assist the Athletic Director in administering the Program.
9. Ensure payment of the Diocesan league fee;
10. Coordinate scheduling of practice and game times;
11. Assist in coordination of game day activities.

V. COACHES/MODERATORS:

- A. Each year, the particular Program Director for each sport will review all coaches in that particular sport in writing and submit the review to the Executive Committee of the Board.
- B. When a head coaching vacancy exists in a school sport, the Athletic Board will solicit applications pursuant to Section III. F. 2. of these By-Laws, unless an emergency situation arises in which case the advertising requirement is waived.
- C. Head coaching vacancies shall be filled in accordance with Section III. F. of these By-Laws.
- D. Assistant Coaches shall be selected in accordance with Section III. F. a. of these By-Laws.
- E. A coach who does not live up to the philosophy embodied in this Charter and the associated policies maintained within the Athletic Board Policy Manual may be subject to dismissal for cause as set forth in Section III. F. b.

VI. PURCHASING:

- A. All purchasing shall be conducted by the Program Director and/or Athletic Director in accordance with Parish policy.

VII. AMENDMENTS:

- A. These By-Laws may be amended through proposals by a member or members of the Athletic Board, the School Principal and/or the Pastor. The Amendments must receive a majority vote of the Athletic Board members and must be accepted by the School Principal (as it relates to school activities) and the Pastor.
- B. The Athletic Board Policy Manual may be amended through proposals by a member or members of the Athletic Board, the School Principal and/or the Pastor. The Amendment must receive a majority vote of the Athletic Board Members and must be accepted by the Athletic Director, the School Principal (as it relates to school activities) and the Pastor.

VIII. CHAIN OF COMMAND:

A. The chain of command for registering complaints regarding the St. Louise de Marillac Athletic Program is as follows, and each step must be followed in succession:

1. Meet personally with the coach waiting at least 24 hours after the incident giving rise to the complaint;
2. Meet with the Program Director (along with the Coach at the Program Director's discretion);
3. Meet with the Athletic Director and the Program Director who may refer the issue to the entire Board;
4. Meet with the School Principal, the Athletic Director, the Program Director and perhaps the entire Board;
5. Meet with the Pastor, the Athletic Director, the Principal, and the Program Director;
6. The Pastor may refer the matter to the Diocese.

B. Should any parent not follow the chain of command or send e-mails or other written communication in an attempt to circumvent the chain of command, the parents (father and mother) will not be permitted to attend their child's practices or games for a period of two weeks from the date that the suspension is issued in writing to the parents. A repeat violation will be referred to the entire Board for further sanctions that may be appropriate. An exception may be granted if the matter involves an egregious action by a coach such that it cannot be brought to the coach first (playing/participation time is NOT such a matter).

C. St. Louise had and will advise the Athletic Director for the Diocese of Pittsburgh that he/she should not address any issue brought to him that hasn't been brought by the Pastor or the Athletic Director, but to send the same back to St. Louise to handle at the local level.

D. The St. Louise Athletic Board **WILL NOT** concern itself with, or address, any issue raised by anonymous letter or anonymous e-mail. Any Board member receiving such an anonymous communication shall immediately discard it without further discussion with any other Board Member.

E. The St. Louise Athletic Board, through its Board Members, will not substantively address any issue raised via e-mail. If there is an issue, complaint, or grievance to be presented, such must be presented in person following the above chain of command. E-mails may only be used to set an appointment to discuss the substantive matter being raised.

F. Each parent/guardian will be provided a facsimile of this Chain of Command agreeing to abide by it as a condition of their son/daughter being permitted to participate in a St. Louise de Marillac school-sponsored sport/activity governed by the Athletic Board.

IX. CONDUCT OF MEETINGS:

- A. The Athletic Director shall conduct the quarterly meetings and special meetings in accordance with parliamentary procedure as set forth in Roberts Rules of Order as closely as possible.
- B. The Athletic Director shall set the agenda and publish it at least one day before the meeting with agenda items submitted by Board members. Board members may submit as agenda items of which they become aware that concern the St. Louise Athletic Program.
- C. Regular Board meetings are open to the public except for those meetings or portions of meetings that concern personnel matters. All personnel matters shall be discussed in executive session consisting of Board members, only, and *ex officio* Board members which are defined as the School Principal and the Pastor. Special Board meetings may or may not be open to the public at the discretion of the Board as decided by a simple majority vote of the Board.
- D. Board meetings shall be conducted pursuant to Roberts Rules of Order. Before the conclusion of any regularly scheduled Board meeting, under the Agenda item entitled "New Business", not more than five (5) members of the public in attendance may be permitted to address the Board. Persons wishing to speak are limited to three (3) minutes each and shall address the Board, only, with their comments.

These By-Laws have been adopted by a simple majority of the Board Members eligible to vote the 14th day of May, 2012, and approved by the Pastor on this 29 day of May, 2012.

On behalf of the St. Louise de Marillac Athletic Board

By: Joseph L. Luvara
Joseph L. Luvara, Athletic Director

On behalf of St. Louise de Marillac

By: M. Caridi
Rev. Michael Caridi, Pastor