

# **BY-LAWS YORK CATHOLIC HIGH SCHOOL ATHLETIC ASSOCIATION**

## **Article I**

- 1.01. **Bylaws.** These bylaws constitute the operating rules proposed and adopted by the York Catholic High School Athletic Association (YCAA) and as approved by the York Catholic High School Administration.

## **Article II**

- 2.01. **Mission.** It is the mission and purpose of the YCAA to raise awareness of, participation in, and funds for all the athletic programs sponsored by York Catholic High School. It is the belief of the York Catholic community that sports play a role in the growth of many students and it is the desire of this community to support and promote all sports to this end.

## **Article III**

- 3.01 **Membership.** Membership in the YCAA shall be open to all supporters of the York Catholic athletic program and shall be granted under the following guidelines:
- a. Donation to the annual Booster Appeal or continuous involvement in athletic activities.
  - b. In recognition of their service in the Athletic Association program over the years, lifetime membership will be granted to the 2007-2008 membership list of the YCAA.
- 3.02 Membership shall be granted on a yearly basis as directed by the YCAA Board of Directors.

## **Article IV**

- 4.01 **Organization.** The YCAA shall be governed by the YCAA Board of Directors which reports to the School Administration. The YCAA Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, four (4) Committee Chairpersons and the School Principal or designee. The Term of the President and Vice President shall be two (2) years with a maximum of three (3) continuous terms. The Vice President, if accepted by him/her, shall be automatically nominated for the President's position at the time of election of a new board. The role of the YCAA board is to approve and coordinate all activities of the Committees, and be actively involved in the programs organized by the respective committees, report to the Administration, and approve any expenditure over \$500 requested by a YCAA Committee.

- 4.01.1 **President.** The President shall preside at all meetings of the YCAA Board, be the conduit to the School Administration and, appoint open positions in accordance with the Bylaws, and will be a standing member of all committees.
- 4.01.2 **Vice President.** The Vice-President shall act in all cases for and as President in the latter's absence or incapacity and shall perform such duties as he/she may be required as requested by the President.
- 4.01.3 **Secretary.** The Secretary shall attend all sessions of the Board, record all votes of the Board and minutes of all transactions, and perform all duties as requested by the President.
- 4.01.4 **Treasurer.** The Treasurer shall oversee the funds raised by the YCAA, keep records of such (including expenditures) working with the administration and report such to the YCAA Board. The Treasurer shall report all activity of expenditures of the AA Committees.
- 4.02 **Election.** The President, Vice President, Secretary and Treasurer shall be elected for a two (2) year term at the annual meeting (date TBD) from a slate of nominees submitted by the YCAA board and approved by the Administration and shall include any member in good standing wishing to participate in the respective role. The ballot shall be by simple majority of AA members present. Vacancies of any board position or chairperson may be filled by assignment of the YCAA Board President with the approval of the YCAA Board until that term has expired. There will not be any compensation or related financial benefits offered to any board, committee or AA member.
- 4.03 **Committees.** There shall be four committees, (1) the Booster Committee, (2) the Bingo/Fundraising Committee, (3) the Program/Publication/Banner Committee and (4) the Gates Committee. The structure of these committees will be as determined by each respective committee except that each will have a chairperson appointed by the YCAA Board. Proposed new standing committees must be approved by the YCAA Board, however the YCAA Board President shall have the authority to convene ad-hoc committees as determined for special projects or events. These ad-hoc committees shall be designated to disband at the conclusion of the task or event.
- 4.03.1 **Booster Committee.** This committee will be responsible to conduct the annual appeal, maintain the data base of members and potential donors, organize the Fall, Winter and Spring Kick-off Pep Rallies (formerly Meet the Team Night), organize the Team Parents and assist in other fund raising events.
- 4.03.2 **Bingo/Fundraising Committee.** This committee is responsible to conduct Bingo nights and Basket Bingo as determined, organize the

annual Irish Night, and organize other fund raising events as approved by the YCAA board.

4.03.3 **Program/Publication/Banner Committee.** This committee will be responsible to sell the advertising banners displayed at football and basketball games, publish the athletic newsletter (formerly published by the Booster Club), and to develop and publish a profitable program that can be sold at various YC sporting events.

4.03.4 **Gates Committee.** This committee will be responsible to organize volunteers to staff the gates/doors at home YC varsity football and girls and boys basketball games.

## **Article V**

5.01 **Finances.** The YCAA shall maintain a checking account to cover miscellaneous operating expenses throughout the year but all funds will be directed to the administration for their use to cover expenses of the athletic programs at York Catholic. It is the intent to raise enough money to cover the operating costs of the sports programs and to begin to build a fund to cover larger major capital expenses associated with the athletic program. The Treasurer shall be given regular updates from the Administration of the funds raised and spent and report such to the YCAA Board.

## **Article VI**

6.01 **Meetings.** The YCAA Board shall meet, at a minimum, of once per quarter, at a date and time determined during previous meetings. All meetings shall be open. Minutes shall be maintained by the board secretary, approved by the YCAA Board and submitted to the administration before or during the next regular scheduled meeting. All minutes will be filed and available for review by any AA member for one (1) year. Executive Sessions of the YCAA Board may be called by the YCAA Board President and /or the School Principal to discuss sensitive issues. Executive Session meetings may be connected to regular scheduled meetings or called at special times. Minutes of any "Executive Session" shall be kept separately and submitted to the Administration. Each committee shall meet on an "as needed" basis as determined by that respective committee and all meetings shall be open. Minutes shall be maintained for each committee meeting and submitted by the chairperson to the YCAA Board. All meetings shall be governed and operated by the Roberts Rules of Order and the President or Chairperson has the right to stop discussion on any subject if deemed by him/her to be redundant or argumentative.

6.01.1 **Notice.** Notice of meeting dates shall be as noted in the minutes of the YCAA Board or committee and advertised on the York Catholic web site.

6.01.2 **Quorum.** A quorum at meetings duly called of the YCAA Board and the Committees of the YC Athletic Association shall be achieved for the participants to conduct scheduled business if 50% (1/2) of the members of the board or committee are present unless the YCAA Board President or Committees Chair has received in writing or via e-mail a request by a standing member of that board or committee not to address a specific issue(s). If this occurs, the issues(s) will be tabled until the next regularly scheduled meeting or specially called meeting. A quorum may be achieved by conference call attendance or by written or e-mail ballot during or prior to the scheduled meeting.

6.01.3 **Voting.** Voting of the YCAA Board shall be limited to current standing members except for the President. The President shall only vote in the event of a tie vote of the standing board members. All voting decisions shall be by simple majority of the voting members. Voting of the standing committees will be limited to all committee members who have been a member and attended at least one previous meeting. The Chair of the committee shall vote in tie breaking situations only.

## **Article VII**

7.01 **Removal.** Any YCAA Board member may be removed from office for cause deemed sufficient by the Board upon the affirmative vote of a majority of the full number of Board members. Any Committee member may be removed from the committee roster by the Committee Chair with concurrence of the committee. Reasons could include the missing three (3) consecutive meetings without cause or loss of membership in the Athletic Association.

## **Article VIII**

8.01 **Purchases.** The YCAA Board or AA Committees shall not make any purchases from any Board or Committee member unless specifically approved by the respective Board or Committee. The respective member shall recuse themselves from any votes or discussions of costs.

## **Article IX**

9.01 **Amendments.** **Any amendments in consideration shall be posted on the YC website for a minimum period of fourteen (14) days prior to the regular scheduled meeting with the agenda item to discuss referenced amendments.** These Bylaws may be amended at any meeting of the YCAA Board held in accordance with these Bylaws by a two-thirds (2/3) majority of the YCAA Board members present providing that a quorum is met. In the event of a lack of quorum, the ballot may be extended to written or e-mail until such quorum is met. The approved Bylaw changes shall be submitted to the YC Administrative Board for record.

## **Article X**

10.01 **Indemnification.** The school shall hold indemnify and hold harmless each person who was, is now or shall hereafter serve as a member of the YCAA Board, AA Committee or volunteer.

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