

CONSTITUTION AND GUIDELINES OF MARY OUR QUEEN PARISH
ATHLETIC COMMITTEE

PREAMBLE

Under the authority granted in the Parish Pastoral Council Guidelines of the Mary Our Queen Parish Council under Committees, the Mary Our Queen Church Athletic Committee is established to carry out the duties of the Adult Commission as outlined in the following Constitution and Guidelines:

ARTICLE I

Name

This organization shall be called the Mary Our Queen Athletic Committee, (hereinafter referred to as the Committee).

ARTICLE II

Purpose

The purposes of the Committee are as follows:

- SECTION A. To create and promote an interest in all phases of athletics of the members of Mary Our Queen Church Parish.
- SECTION B. To develop and foster an appreciation and desire for true sportsmanship and fair play.
- SECTION C. To provide a safe and healthy environment for all Mary Our Queen Athletic programs.
- SECTION D. To provide leadership/coaching that will place the participant's health, safety and athletic development as their first priority in an atmosphere of spirituality.

ARTICLE III

Responsibilities

The responsibilities of the Committee are as follows:

- SECTION A. The Committee shall be the primary source of contact for all school and parish athletic programs.

SECTION B. The Committee shall determine the physical and monetary needs of The athletic program and make recommendations. A yearly budget and report of the athletic program will be prepared prior to July of each year. This report will include a list of all athletic activities and proposed expenditures by activity.

SECTION C. The Committee shall be responsible for setting the eligibility rules for participation in parish and school sports activities. All teams requesting monetary or physical support must be approved by this Committee.

SECTION D. The Committee will be responsible for the operation and maintenance of the athletic facilities; coordinate scheduling of hours of use; monitor and provide for physical security; provide for maintenance of the gymnasium. All major maintenance items will be referred to the Pastor for resolution.

Participation in these activities shall, in no way, interfere or conflict with other school related activities of the participant(s), others, or religious obligations.

SECTION E. The Committee will be responsible for storage and accountability of all athletic equipment purchased with parish funds or donated. Every effort should be made to prevent duplication of equipment and uniforms.

ARTICLE IV

Membership

Any person, who has reached an age of nineteen (19) years and who is a registered member of Mary Our Queen Parish may become a member of the Committee.

ARTICLE V

Officers

The officers of the Committee shall be President, Vice-President, Secretary, and Treasurer. Said officers shall be approved and maintained by the Pastor and elected annually as prescribed in the Bylaws. The officers serve as the Executive Board of Directors of the Committee. The aforementioned Board (officers) shall have the power to fill vacancies of officers of the Committee, except that of President; to transact routine business; to determine routine policies of the Committee; to recommend changes in the Guidelines; and act for the Committee in cases of emergency. All activities of the organization shall be subject to the limitations of the Parish Pastoral Council Guidelines.

ARTICLE VI

Quorum

- SECTION A. A majority of the members present, in good standing, shall constitute a quorum at any regular or special meeting of the Committee.
- SECTION B. Three (3) members shall constitute a quorum at any officer's Board meeting.

ARTICLE VII

Policy Resolutions

The membership may express their desires to the Committee concerning routine policy matters by resolution from the floor of any general meeting during the new business section of the meeting. Routine policy matters are defined as any matter not described in this Constitution and Guidelines. A resolution shall be forwarded to the Committee for their consideration and/or action by a simple majority of those members present and voting. The Committee shall consider for possible action any such resolution, but shall not be bound by that resolution. The President shall report to the membership at the next regular meeting of the Committee concerning their disposition of that resolution.

ARTICLE VIII

Amendments

- SECTION A. This Constitution may be amended and/or supplemented at any regular monthly meeting by an affirmative vote of two-thirds of the members present and voting PROVIDED that the proposed amendment or supplement shall have been presented in writing to two (2) previous regular monthly meetings.
- SECTION B. The Guidelines, hereafter adopted to supplement this Constitution, may be amended and/or supplemented at any regular meeting of the Committee by an affirmative vote of two-thirds of the members present and voting PROVIDED that the proposed amendment or supplement shall have been presented in writing at the previous regular monthly meeting.

GUIDELINES

ARTICLE I

Meetings

- SECTION A. The regular meetings of the Committee shall be held on the first Tuesday of each month at 7:00 p.m., unless otherwise specified, on a yearly basis. Summer meetings (June, July and August) on an "as requested" status. Meetings will be announced in the bulletin the Sunday before the meeting. Meetings will be open to all members of the parish, but a parish member must request permission of the President prior to the meeting to get on the agenda. The President reserves the right to close any meeting to the public (i.e. coach selections and team selections).
- SECTION B. A special meeting may be called at any time at the request of the President.
- SECTION C. The officers of the Committee shall meet as required, at the call of the President. All officers of the Committee shall be notified of the meeting by phone, mail or email.
- SECTION D. Roberts' Rules of Parliamentary Procedure shall prevail at all regular or special meetings of the Committee. The Secretary shall serve as parliamentarian at these meetings.

ARTICLE II

Election of Officers

- SECTION A. The election of officers for the Committee shall be held during the regular April meeting.
- SECTION B. The officers elected and those assumed shall take possession of said offices and responsibilities at the close of the year's business. Those officers responsible for special activities (Treasurer's financial Statement) shall complete those duties before passing them on to the new officers.
- SECTION C. All officers shall transfer to their successors, without delay, all notes, books, files, and other property of the Committee in their possession except as noted in Section B above.
- SECTION D. Terms of offices are one (1) year. NO member may hold more than one office at a time. An incumbent is eligible for nomination to his previously specified office or any other elected office. Any defeated candidate can be nominated for a succeeding office.

SECTION E. Officers shall be elected by ballot or by a show of hands. A majority vote of those members present and voting shall constitute a valid election. One vote for each member present and voting for each elected office.

SECTION F. The officers shall serve as a Nominating Committee. It shall be the duty of this Committee to submit a list of at least one candidate for each office to be filled. The consent of each candidate must be secured before presenting his/her name as a candidate. Nominations for candidates for each office will also be accepted from the floor during the April meeting with the concurrence of the candidate.

ARTICLE III

Duties of Officers

SECTION A. GENERAL

1. Fill vacancies of officers of the Committee, except that of President.
2. Transact routine business and policies of the Committee.
3. Recommend changes in Guidelines.
4. Authorize expenditures of the Committee.
5. Serve as nominating committee for new officers.
6. Propose and carry out revenue producing programs.
7. Appoint special committees as needed.
8. Provide agendas for the monthly meetings.
9. Prepare and submit to the Parish Council, in accordance with Section C, Article VII of the Council Constitution, for approval at least quarterly, a report of the current activities, programs and projects and expenditures in such detail as the Council may require; submit copies of the minutes of all meetings and proceedings to the Secretary of the Parish Council; hold elections of officers at least once a year.

SECTION B. The President shall preside at all meetings of the Committee at all Parish functions. He/she shall enforce a strict observance of all the laws of the Committee. He/she shall appoint all special committees, or special meetings; and perform such other duties as may pertain to his/her office.

SECTION C. The Vice-President shall assume the duties and responsibilities of the President in the absence of the President and shall perform such other duties as may pertain to his/her office.

SECTION D. The Secretary shall keep the minutes of all the proceedings of the Committee; he/she shall have custody of the books, papers, files, etc., he/she shall give notice in the Parish Bulletin of the time and place of the regular or special Committee meetings; and he/she shall conduct the correspondence of the Committee. It shall be his/her duty to read to the Committee all official and/or personal communications which are directed to the Committee, and he/she shall give prompt replies to said communications when necessary. He/she shall act as parliamentarian at all regular and special meetings.

SECTION E. The Treasurer shall receive and hold in banking institutions approved by the Executive Board all dues, fees and income received from revenue producing activities; he/she shall pay all orders and/or disbursements which are drawn by other officers and/or committees and approved by the Board; he/she shall disburse no monies except on orders regularly drawn or shown on an approved budget; he/she shall keep an itemized account of all receipts and disbursements and provide a written report of the same at the regular monthly Committee meetings; he/she shall at the end of each major revenue producing activity provide a written statement of all income and expenses to the Committee; he/she shall in August of each year provide a written statement of all income and expenses of the Committee for the past year. This statement should include the fees and equipment expenses for athletic activities sponsored by the Committee.