

# **SEVEN HOLY FOUNDERS ATHLETIC ASSOCIATION**

**FOUNDED 1955**

**AFFTON, MISSOURI**

**CONSTITUTION**

Amended 9/20/2004

## **ARTICLE 1            NAME**

- 1.1     The name of the organization shall be the "Seven Holy Founders Athletic Association"
- 1.2     Formerly SHF Father's Club, this Constitution supersedes the Father's Club Constitution.

## **ARTICLE 2            PURPOSE**

- 2.1     To supervise and develop athletic activities for grade school and teenage parish members and non-members. To give proper guidance, leadership, and regulation to all boys, girls, and adult athletic activities of the parish. To promote good sportsmanship
- 2.2     To promote a fraternal (social) organization which would enhance an air of fellowship among members, and to sponsor social activities for the parish community.

## **ARTICLE 3            MEMBERSHIP**

- 3.1     Membership will include any person 21 years of age or older, a registered member of the parish or anyone who has a child registered in the SHF athletic program.
- 3.2     Members should be encouraged to invite prospective members to any meeting if the prospective member meets the qualifications stated in section 3.1.

## **ARTICLE 4            PARISH REPRESENTATION**

- 4.1     There shall be a Spiritual Director who shall be a parish priest/deacon designated by the Pastor of Seven Holy Founders Parish.
- 4.2     A member of the Athletic Association, appointed by the Association President, is to be the official SHF Athletic Association representative to the Christian Service Commission.

## **ARTICLE 5            OFFICERS**

5.1     The officers of the organization shall be: the Spiritual Director, the President, the Vice President for Athletic Affairs, the Vice President for Social Affairs and Fund Raising, the Secretary, the Treasurer, and the immediate past President. These members shall comprise the Executive Board.

## **ARTICLE 6            STANDING COMMITTEES**

6.1     All lay director positions will be elected office, by a vote of the majority of the Athletic Association members present. If no one runs for an office, the President will appoint the lay director. To run for these positions, a person must be a member in good standing of the Athletic Association.

6.2     The Athletic Committee shall consist of the following:

- Baseball Lay Director
- Basketball Lay Director
- Softball Lay Director
- Volleyball Lay Director
- Soccer Lay Director
- Equipment Manager
- Hoc Soc Lay Director
- Gym Coordinator
- Tiger Field Coordinator
- Field Maintenance Manager
- Association Treasurer
- Association Vice President of Athletics

6.3     The social and Fund Raising committee will consist of the following:

- New Year's Eve Dance Coordinator
- Pancake Breakfast Coordinator
- Sponsors Coordinator
- Social Director (Gold and Horse Racing)
- Fish Fry Coordinator
- Bar-B-Que. Coordinator
- Bingo Coordinator
- Other Events Coordinator

6.4     Appointment to all committees outside those expressly mentioned the President shall make this Constitution.

6.5     It is understood that the President in an ex-officio member of all Association committees.

6.6     The two Vice-Presidents shall meet with their respective committee Chairpersons at least once a month.

## **ARTICLE 7            ELECTION OF OFFICERS**

- 7.1    The elected offices are: President, Vice President for Athletic Affairs, Vice President for Social Affairs and Fund Raising, Secretary, and Treasurer.
- 7.2    They shall be nominated at the October meeting, and elected at the November meeting. The officers will assume their respective duties at the January meeting of the following year.
- 7.3                    Their tenure of office shall be one year, with no limit on consecutive terms in the same office with the exception of the treasurer, who shall be limited to two consecutive terms.
- 7.4    The Spiritual Director at the December meeting shall swear in the officers.
- 7.5    A nominating committee shall consist of three members. The President appoints two members, and the third member is being the past President who shall chair the committee.
- 7.6    The members of the nominating committee shall be announced to the general membership at the September meeting.
- 7.7    The chairman of the nomination committee shall conduct the election at the November meeting. He shall assume the chair, accept nominations from the floor, count the ballots, and announce the results of the election.

## **ARTICLE 8            MEETINGS**

- 8.1    General membership monthly meetings of the association shall be determined by an annual vote of the Executive Board. Notice of the meeting shall be published in the parish bulletin.
- 8.2    The meeting of the Executive Board shall be held within 10 (ten) days of the meeting of the general membership.
- 8.3    The Vice Presidents shall hold their respective committee meetings within 10 (ten) days prior to the general membership meeting.
- 8.4    Conduct at all meetings shall be governed by "Roberts Rules of Order"

## **ARTICLE 9            FINANCES**

- 9.1    The association shall raise its own operating funds and be financially independent of other parish groups.
- 9.2    The committee chaired by the Vice President for Athletic Affairs will determine the athletic fee structure and submit an annual budget at the January meeting.
- 9.3    The committee chaired by the Vice President for Social Affairs and Fund raising shall prepare and submit an annual budget proposal to the general membership at the January meeting.

- 9.4 The Executive Board shall vote expenditures not in the budgets, with a limit of \$250.00 on. Expenditures not in the budgets, exceeding \$250.00, shall be voted on by the general membership and will be passed by a simple majority.
- 9.5 A review of the expenditures and revenues of the organization shall be made, by a member appointed by the Executive Board, at the close of the organization's fiscal year. Review findings will be reported to the Executive Board.

## **ARTICLE 10 MEMBERS RESPONSIBILITY**

- 10.1 All members have an obligation to help raise funds that are needed to pay for the total programmed to keep fields and facilities in operation.
- 10.2 Members will be asked to chair or participate in committees as outlined in Article 6 of this Constitution.

## **ARTICLE 11 AMENDMENTS**

- 11.1 Amendments to this Constitution may be made at any regular meeting provided that the proposed amendment or amendments be submitted in writing at the last previous meeting.
- 11.2 All amendments to the Constitution shall require a two-thirds majority vote of the present members in good standing.

## **ARTICLE 12 DUTIES OF THE OFFICERS**

- 12.1 The duties of the officers of the association shall be as follows as specified in this Constitution.
- 12.2 The President shall preside at all general meetings of the Association and the Executive Board. He/she shall make appointments to the various committees in accord with the Constitution. He/she shall be an ex-officio member of the committee. The President shall coordinate activities with the Spiritual Director.
- 12.3 The Vice President for Athletic Affairs shall preside over the athletic committee. In the absence of the President, the Vice-President for Athletic Affairs shall preside at the meetings of the Association and the Executive Board, and carry out the duties of the President on such occasions.
- 12.4 The Vice President for Social Affairs and Fund Raising shall preside over the social and fund raising committee. In the absence of the President and the Vice President for Athletic Affairs, the Vice President for Social Affairs and Fund Raising shall preside at the meetings of the Association and the Executive Board, and shall carry out the duties of the President on such occasions.
- 12.5 The Secretary shall keep complete minutes of all regular, special, and Executive Board meetings of this Association under the direction of the President. He/she shall annually update the Constitution if any changes are made during the year.
- 12.6 The Treasurer shall accept and hold all the monies of the Association. He/she shall deposit the same in a financial institution, approved by the Executive Board, in the name of the Association. He/she shall

disburse monies of the Association, as directed by the Association, by check. In his absence, the President can distribute funds. He/she shall keep accurate books of account of Association monies and give financial report of Association monthly disbursements, receipts, and balance at general meeting. Account books shall be open to examination to members of the Executive Board at any Executive Board meeting.

- 12.7 The Spiritual Director shall be the Pastor or other parish priest appointed by the Pastor as his delegate. The tenure of the Spiritual Director shall be at the discretion of the Pastor.

### **ARTICLE 13            GUIDELINES**

- 13.1 The Athletic Committee and the Social and Fund raising Committee shall provide guidelines and rules governing the operation of said committees under separate cover.
- 13.2 All guidelines and rules by standing committees need general membership approval by majority vote, and subsequent changes require a two-thirds vote.

### **ARTICLE 14            QUORUM**

- 14.1 Quorum for the Executive Board shall consist of the President or acting President and three members of the Executive board.
- 14.2 Quorum for the general membership meeting shall consist of the President and nineteen members of the general membership.