

# Our Mother of Perpetual Help Athletic Association



## OMPH ATHLETIC ASSOCIATION BY-LAWS

### Article I NAME

The name of the organization shall be Our Mother of Perpetual Help Athletic Association (OMPH AA).

### Article II MASCOT/COLORS

The athletic team's mascot shall be a BLUE JAY. The athletic team's color shall be royal blue and white.

### Article III PURPOSE

The purpose of this organization is to promote Catholic morals, values and sportsmanship through athletic programs for Our Mother of Perpetual Help (OMPH), Our Lady of Lourdes and St. James parishes. The goal is to teach the fundamentals of sports, the importance of team play and stress good sportsmanship according to Christian principles.

### Article IV OFFICERS

- The elected officers of the organization shall be President, Vice-President, Secretary, and Treasurer. These elected officers will be the Executive Board.
- Also, there shall be an elected representative for Girls & Boys Basketball, Director of Volunteers and an Equipment Manager.
- The President will preside over general meetings of the organization. He shall appoint committees as needed and it is understood that the President is Ex Officio on all committees.
- The Vice-President shall assume the duties of the President in his absence.
- The Secretary shall keep an accurate record of minutes and attendance at all meeting of the organization. The Secretary shall also handle the written correspondence of the organization.
- The Treasurer shall keep accurate financial records and report at each general meeting. The Treasurer will deposit all funds collected by the organization and pay all expenses from those funds.
- The elected Representatives shall serve as advocates to the general membership and officers for the sport they represent. They may give a report at each general meeting.

### Article V FINANCIAL

- The President, Treasurer and Pastor shall be authorized to sign checks. Two signatures will be required to sign-off on all checks.
- A yearly budget shall be prepared by the Vice-President. It shall be submitted to the Executive Board for approval in April.
- The President and/or Treasurer shall approve items up to \$300.00.
- The Executive Board shall approve items up to \$500.00.
- All items over \$500.00 shall be approved by the membership at a general meeting.

# Our Mother of Perpetual Help Athletic Association



- The fiscal year of this organization shall run June 1 through May 31.

## Article VI MEMBERSHIP

- Membership in this organization shall be open to all interested persons who are at least 18 years of age.
- All membership terms are for one year starting in June and expire in May of the following year.
- Registration shall be with the Secretary of this organization. The Secretary shall maintain a list of members. Any Executive Board member may register a new member in the absence of the Secretary during any general meeting.
- The Executive Board may impose a nominal registration fee to cover the cost of distributing meeting minutes and other correspondence to the registered members.
- Only a registered member may vote on issues raised in general meetings. A registered member must participate in a minimum of three meetings during the school calendar year, to secure voting rights at a general meeting. Voting rights can be carried over into December 31 of the new school calendar year, but if the member fails to attend three meetings in the current year they lose their voting rights and must start the process over again.

## Article VII GENERAL MEETINGS

- The President shall hold general meetings on a regular basis. The purpose of these meetings shall be to keep the general membership informed of the activities of the organization, encourage discussion of relevant issues and vote on any motions needed.
- A regularly scheduled meeting may be canceled and re-scheduled by the President provided at least 3 days' notice of the new date is given to registered members.
- The Secretary shall record the names of registered members attending general meetings.
- All those attending meetings shall have a voice but only members shall have vote. All votes, except elections, shall be by ballot submission. A motion shall pass with a majority of votes cast. The total votes cast shall have 3 executive board members and 2 members present.
- A quorum for the purpose of transacting business shall be at least 5% of the membership of the organization.
- At least one officer must be present to conduct a general meeting. In the absence of the President, the Vice-President, Treasurer, Secretary shall preside in that order.
- The President shall prepare an agenda for each meeting.

## Article VIII EXECUTIVE BOARD MEETINGS

- The Executive Board shall consist of the President, Vice-President, Secretary and Treasurer.
- The President shall act as Chairman of the Executive Board.
- The President shall call Executive Board Meetings as needed.
- A quorum shall consist of 3 of the members. The President or Vice-President must be one of the officers.
- The President shall only vote to break a tie.
- Non Board Members may attend Executive Board Meetings only upon the approval of the President.

# Our Mother of Perpetual Help Athletic Association



## Article IX ELECTIONS

- A standard Bio will be created by the OMPH Executive Board and must be completed by all interested applicants with no more than 250 words.
- Members may be nominated for only one office per election.
- Term of office for all positions is one year.
- An individual may serve as many terms in the same office as he/she is elected to serve.
- Nominating committee shall give their report at the April general meeting at which time any additional nominations shall be taken from the floor.
- Election shall be held at the May meeting.
- Only those members who shall have participated in three general meetings with the current officers shall have a vote.
- The Secretary shall prepare a ballot. All requests for an absentee ballot shall be made in writing to the Secretary. The sealed absentee ballots shall be returned to the Secretary who will hold them until the election.
- The nominating committee shall conduct the secret ballot election using the list of qualified voting members supplied by the Secretary.
- The individual with the highest number of votes shall win the office.
- In the event of a tie, the Executive Board shall vote by secret ballot at that meeting, with the President only voting to break a TIE.
- Elected officers shall take office on June 1.
- In the event any elected position should become vacant, the President shall appoint a member to fill the unexpired term.

## Article X REMOVAL OF MEMBERSHIP, ELECTED AND APPOINTED OFFICIALS

- Any elected or appointed coach may be removed from office by three-fourths of the votes cast by the executive board.
- Any person's membership in this organization may be recalled by three-fourths of the votes cast by the executive board.
- The removal and recall actions noted in dot point 1 and 2 above must be presented at a general meeting and there must be a minimum of seven days before the vote of removal.
- Any person appointed to office by the President may be removed by three-fourths of the votes cast by the executive board.

## Article XI STUDENT REQUIREMENTS

- Students from Our Lady of Lourdes, St. James, or OMPH Parishes and students from OMPH School shall be eligible to participate in the sports program based on the regulations put forth in the CYO Diocesan, League, OMPH By-Laws and OMPH Student-Athlete Participation Form.

# Our Mother of Perpetual Help Athletic Association



- Students shall be informed of and comply with all Religious and Academic requirements in the Student-Athlete Participation Form as specified by the OMPH AA.

## Article XII COACHING REQUIREMENTS

- Coaches are accountable for their actions to the Executive Board, see article X.
- Candidates for coaching vacancies shall complete the coaching application process prior to coaching any CYO activity. The Executive Board shall hire the coach for the open coaching position after the candidate(s) completes the application process.
- All coaches will retain their positions until they either resign or the AA Board removes them. Any coaching removal must comply with Article X regarding an elected or appointed official.
- Head coaches shall be a minimum of 21 years of age prior to October 20<sup>th</sup>.
- Coaches shall comply with the CYO Diocesan, League and OMPH By-Laws and the OMPH Student-Athlete Participation Form.
- Coaches must inform the AA Executive Board of any By-Law or Student-Athlete Participation Form infractions by any student-athlete, parent or other members of the coaching staff .

## Article XIII PARENTAL / SPECTATOR RESPONSIBILITY

- Parent and spectator responsibilities are explained on the OMPH AA Registration Form and the Student-Athlete Participation Form, which needs to be signed by the student-athlete, parents and the pastor. All diocesan, league, parish and OMPH AA rules will need to be followed by all parties.
- Coaches and other spectators are expected to show respect towards officials, athletes, coaches, and fans of opposing teams as well as our own teams.

## Article XIV ROSTERS / SEASONS

- All rosters and practice starting dates shall comply with CYO Diocesan and League Rules. This shall apply to League and Tournament participation. The varsity coaching staff will select their team first, followed by the JV/Intermediate and novice teams.

## Article XV DISCIPLINE

- The Executive Board shall mediate all grievances and render decisions as needed.
- The Executive Board shall hold hearings involving rule infractions which may result in disciplinary actions. The Executive Board shall determine who it shall invite to these hearings.

## Article XVI EMAIL POLICY

- The purpose of this email policy is to ensure the proper use of the OMPH AA email system and make users aware of what the OMPH AA deems as acceptable and unacceptable use of its email system.

# Our Mother of Perpetual Help Athletic Association



- The OMPH AA considers emails as an important means of communication and recognizes the importance of proper email content in conveying both a Catholic and professional image. Users shall take the same care in drafting an email as they would for any other communication.
- Therefore, users shall adhere to the following OMPH AA email guidelines:
- The OMPH AA understands that there are different groups within its email system, so communicating with a single group is permitted. Any violation of the OMPH AA email policy may result in immediate discipline actions including membership termination. Upon notice of a violation from any member, coach, parent, or student-athlete the OMPH Executive Board will hold an immediate meeting to address the violation and render a disciplinary decision.
  - Do not send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify the OMPH AA Executive Board.
  - Do not forward a message with sensitive information without acquiring permission from the sender or the OMPH AA Executive Board first.
  - Do not send unsolicited email messages that are not relevant to the OMPH AA, without permission from the OMPH AA Executive Board first.
  - Do not forge or attempt to forge email messages.
  - Do not disguise or attempt to disguise your identity when sending mail to the OMPH email list serve or users.
  - Do not send email messages using another person's email account to the OMPH email list serve or users.

## Article XVII FACILITY / EQUIPMENT

- The facility use shall be in accordance with the "Policy On The Use and Care of the Parish Center" as set forth by OMPH Church.
- The OMPH Equipment Manager will create a procedure to insure uniforms and other equipment is adequately maintained and accounted for.

## Article XVIII PARTICIPATION

- **BOYS BASKETBALL PLAYER SELECTION**  
Grade 8- Varsity Team Only  
Grade 7- Varsity or JV Teams  
Grade 6- Varsity, JV or Intermediate Teams  
Grade 5- JV, Intermediate, or Novice Teams  
Grade 4- JV, Intermediate, or Novice Teams  
Grade 3 & 2- Instructional Only (Boys may play up if there are not enough Boys to field an intermediate or JV team-Needs AA Executive Board Approval).
- **GIRLS BASKETBALL PLAYER SELECTION**  
Grade 8- Varsity Team Only  
Grade 7- Varsity or JV/Intermediate Teams  
Grade 6- Varsity, JV/Intermediate Teams  
Grade 5- JV/Intermediate, or Novice Teams  
Grade 4- JV/Intermediate or Novice Teams

# Our Mother of Perpetual Help Athletic Association



Grade 3 & 2- Instructional Only (Girls may play up if there are not enough Girls to field an intermediate or JV team-Needs AA Executive Board Approval).

- **CHEERLEADING**  
Grade 8- Varsity Team Only  
Grade 7- Varsity or JV Teams  
Grade 6- Varsity or JV Teams  
Grade 5- JV Team Only (Girls may cheer on the varsity team, but only if needed to fill squad).  
Grade 4- JV Team Only  
Grade 3 & 2- JV Team Only
- **TRACK**  
All children in grades 5, 6, 7 and 8 are eligible.
- This Organization shall involve as many eligible students in its programs, as is possible, provided in so doing there is no conflict with any Diocesan or League regulation; and that our facilities are adequate, that enough coaches are available, and the funds for the equipment and uniforms needed to properly field a team can be provided. The coaching staff shall set up tryouts that will best implement team selection.
- This Organization recognizes that the purposes of League and Tournament play, the levels Intermediate, Novice and Instructional are participatory in nature. The levels Varsity and JV are competitive in nature.
- It shall be the policy of this organization that at the Varsity and JV levels, the coaches shall make decisions involving the amount of playing time for each athlete. All other programs must follow league rules.

## Article XIX MISCELLANEOUS

- These BY-LAWS, when adopted by the organization, shall take precedence over any previous Rule, Regulation, or adopted motion with which they conflict.
- The BY-LAWS of this organization may not conflict with any CYO Diocesan or League BY-LAWS.

## Article XX PARLIAMENTARY AUTHORITY

- A current edition of ROBERT'S RULES OF ORDER shall govern all parliamentary situations that are not provided for in the BY-LAWS.

## Article XXI AMENDMENTS

- BY-LAWS shall be added or amended by two-thirds of the votes cast by the registered members present at a general meeting provided the proposal has been read at the previous two general meetings.
- Article V Amended

11/4/93

# Our Mother of Perpetual Help Athletic Association



Most Articles edited

8/31/2015