

BYLAWS OF ST. THOMAS MORE PARISH ATHLETICS

PREAMBLE

Under the authority granted by the Parish Pastoral Council of St. Thomas More Parish, the St. Thomas More Athletics Club is Parish Committee established to carry out the duties as outlined in the following Bylaws:

BYLAWS

ARTICLE I

Name

This organization shall be called the St. Thomas More Athletics Club, hereinafter referred to as the Club.

ARTICLE II

Purpose

The purpose of the Club are as follows:

- A. To promote athletic participation of children of all abilities throughout the St Thomas More School and Parish, hereinafter referred to as STM.
- B. To develop and foster a Christian approach toward true sportsmanship and fair play.
- C. To provide a safe and healthy environment for all Club programs.
- D. To provide leadership and coaching that will place an emphasis on the participant's health, safety, enjoyment and athletic development while nurturing Catholic faith and ideals reflective of the St Thomas More Parish.
- E. To maintain a fiscally sustainable athletic program that maintains and strategically develops the athletic facilities for generational success.

ARTICLE III

Responsibilities

The responsibilities of the Club are as follows:

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

- B. The Club shall determine the physical and monetary needs of the athletic programs and make recommendations to the Parish Council and Parish Finance Council. A yearly budget and report of the athletic program shall be prepared prior to May of each year. This report will include a list of all athletic activities and proposed expenditures by activity.
- C. The Club shall be responsible for setting the rules for participation in parish and school sports activities. All teams requesting monetary or physical support must be associated with the St Thomas More Parish and approved by the Club.
- D. The Club will be responsible for the operation and maintenance of the athletic facilities; coordinate scheduling of hours of use with the parish office and the school; monitor and provide for physical security; and provide for maintenance of the gymnasium and athletic fields. The Pastor, Parish Council, and Parish Finance Council shall be consulted and approve all major maintenance or facility improvements. Scheduled activities shall in no way interfere or conflict with other school or church related obligations of the participant(s) or the school or parish.
- E. The Club will be responsible for storage and accountability of all athletic equipment and uniforms, purchased with parish funds or donated. Every effort should be made to prevent the duplication of equipment and uniforms.
- F. The Club will be responsible for following STM parish club guidelines as outlined in the most current “Midtown Catholic Club Guidelines and Best Practices” document. This document can be obtained from the Saint Thomas More parish office.
- G. If the Club chooses to, they may grant 8th grade graduates with (1) Athlete and (1) Sportsmanship of the year award to (1) boy and (1) girl if they are enrolled in a Catholic high school upon STM graduation. If there is a tie in a category, the money is split between the recipients. The scholarships are for 1 year and are \$500 each unless there is a tie. The money will be sent directly to the high school at the beginning of their freshman year. The awards are voted on by coaches from the current year of athletics.

ARTICLE IV Membership

- A. **ELIGIBILITY** - Any person who has reached the age of nineteen (19) years and meets at least one of the three conditions below is eligible to become a member of the Club:
 - 1. Is a registered member of St. Thomas More parish;
 - 2. Has a child in St. Thomas More school or athletics; or
 - 3. Is a member of the staff at St. Thomas More parish or school.
- B. **REGISTRATION** - To become a member, an eligible person may register at any Club meeting or by emailing the Secretary of the Club.

ARTICLE V

Officers

- A) **POSITIONS** - The officers of the Club shall be President, Vice President, Secretary, Treasurer, and Faith Coordinator. These officers shall make up the Executive Board and be elected annually as prescribed in the Bylaws.
- B) **POWERS** - The Executive Board shall have the power to transact routine business; to determine routine policies of the Club; to select and empower coordinators/coaches for each sport; to recommend changes in the Guidelines; and act for the Club in cases of emergency.
- C) **LIMITATIONS** - All activities of the organization shall be subject to the limitations set forth by the Parish Pastoral Council, Finance Council, and Pastor. All officers are subject to approval and/or removal by the Pastor.

ARTICLE VI

Election of Officers

- A) **ANNUAL ELECTION** - The annual election of officers for the Club shall be held during the regular April meeting.
- B) **NOMINATIONS** - The officers shall serve as a Nominating Committee. It shall be the duty of the 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 by the Nominating Committee from the floor during the March and April meetings with the concurrence of the candidate.
- C) **TRANSITION OF POWER** - The newly elected officers shall take possession of said offices and responsibilities at the close of the May monthly meeting. Outgoing officers and newly elected officers will work together in April to ensure a smooth transition of leadership. Those officers responsible for special activities (Treasurer's Financial Statement) shall complete those duties before passing them on to the new officers including finalizing the budget with the new officers. All officers shall transfer to their successors, without delay, all notes, books, files, and other property of the Club in their possession except as noted above.
- D) **TERM LENGTH** - 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.
- E) **BALLOT** - Officers shall be elected by ballot. A majority vote of those members present and voting shall constitute a valid election. Each Club member present may cast one vote

for each elected office.

- F) PROXY - No proxy voting will be allowed. Only those Club members present at the election may cast votes and have their votes counted in the elections.
- G) RESIGNATION OR REMOVAL - In the event an officer resigns or is removed, a special election may be scheduled at any time. Nominations may take place at any open meeting. The election should take place at the next regularly scheduled meeting.

ARTICLE VII

Duties of Officers

- A) General Duties – The general duties of the Officers are to:
 - 1. Transact routine business and policies of the Club.
 - 2. Recommend changes in Guidelines to the Parish Council and Pastor.
 - 3. Authorize expenditures of the Club in line with the budget approved by the Finance Council.
 - 4. Appoint coordinators for each sport.
 - 5. Appoint an appropriate number of coaches for each sport.
 - 6. Propose and carry out revenue producing programs.
 - 7. Appoint special committees as needed.
 - 8. Provide agendas and hold regularly scheduled monthly meetings.
- B) PRESIDENT - The President shall preside at all meetings of the Club. President shall enforce a strict observance of all the Bylaws and Guidelines of the Club. President shall appoint all special committees, or special meetings; and perform such other duties as may pertain to the office as described in the Club Position Duties Document. President shall represent the Club at Parish Council or Finance Council meetings when appropriate or requested. President must Approve Club expenditures.
- C) VICE-PRESIDENT - 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 the office as described in the Club Position Duties Document.
- D) SECRETARY - The Secretary shall keep the minutes of all the proceedings of the Club. Secretary shall have custody of the books, papers, files, etc. Secretary shall give notice in the Bengal Newsletter, the parish secretary, and the STM Website of the time and place of the regular or special Club meetings. It shall be Secretary's duty to read to the membership all communications which are directed to the Club. Secretary shall give prompt replies to said communications when necessary. Secretary shall act as parliamentarian at all regular and special meetings. Secretary shall perform such other duties as may pertain to the office as described in the Club Position Duties Document.

- E) **TREASURER** - The Treasurer shall receive and hold, in conjunction with the control of the STM Business Office, in banking institutions approved by the Pastor all dues, fees and income received from revenue producing activities. Treasurer shall pay all bills and keep an itemized account of all income and expenses. Treasurer must provide a written report of the same at each monthly Club meeting. At the end of each major revenue producing activity, Treasurer will provide a written statement of all income and expenses for that event to Club for review. Treasurer shall perform such other duties as may pertain to the office as described in the Club Position Duties Document. Treasurer must approve Club expenditures.
- F) **FAITH COORDINATOR** - The Faith Coordinator shall open and close each meeting in prayer. Faith Coordinator has the express duty to find ways to incorporate the Catholic faith and STM Values into the Club and into the Athletics program. Faith Coordinator shall perform such other duties as may pertain to the office as described in the Club Position Duties Document.
- G) **FAMILY PARTICIPATION** - Club Officers, in order to emphasize participation of families of players and to share duties in hosting games in STM athletic facilities, may establish a program of mandatory family participation in such activities and working at concession stands, admissions, gym cleanup and maintenance and field maintenance. This program may provide for financial deposits by families to ensure participation, that may be refunded upon equitable assistance. If the assistance in any way falls short, in the sole and exclusive discretion of the Sports Club Officers, the Club may retain such financial deposits and use and distribute the same as necessary.
- H) **UNIFORMS** - The Club Officers, in order to ensure the timely return of STM uniforms and equipment in reasonable condition based on use, may establish a program of mandatory financial deposits by families of players. Upon the satisfactory return of the equipment and/or uniforms, the Club will refund these financial deposits. If the uniforms and/or equipment are not satisfactorily returned on a timely basis and in reasonable condition, the Club may retain such financial deposits and use the same as necessary.
- I) **EXPENDITURES** – All expenditures by the Club must be approved by the President, the Treasurer and one other officer. This can be done with an email to the STM Accounting Coordinator with each position replying approve.

ARTICLE VIII

Meetings

- A) **REGULAR MEETINGS** - The regular meetings of the Club shall be held on a regular

monthly day and time at the school, unless otherwise specified. Summer meetings (June, July and August) will occur on an “as requested” status. Meetings will be announced in the Bengal Newsletter, put in the STM Church Calendar, and posted on the STM website. Meetings will be open to all members of the parish and parents at the STM School. Members must request permission of the President prior to the meeting to get on the agenda. An agenda shall be sent out to all members ten days in advance of the regular meeting and notice of date and time of the next regular monthly meeting must be given at least twenty days in advance. The President reserves the right to close any meeting to the public (i.e. coach selections, dispute discussions, etc.).

- B) OFFICER MEETINGS - Officer meetings of the Club should be held monthly at times and dates determined by the sitting Board. Officer Meetings are closed to Members, unless invited.
- C) SPECIAL MEETINGS - The President may call a special meeting at any time. Special meetings must give the membership notice of the meeting and the agenda, including all matters for voting, at least ten days in advance.
- D) ATTENDANCE - The officers of the Club shall make “best efforts” to meet monthly. Multiple absences can be cause to request resignation or cause for removal by a unanimous vote of the Executive Board.
- E) PROCEDURE - Roberts’ Rules of Parliamentary Procedure shall govern at all regular or special meetings of the Club. The Secretary shall serve as parliamentarian at these meetings.

ARTICLE IX

Quorum

- A) REGULAR MEETING - Ten (10) members present, in good standing, shall constitute a quorum at any regular or special meetings of the Club.
- B) EXECUTIVE MEETING - Three (3) members shall constitute a quorum at any officer’s Board meeting.

ARTICLE X

Manner of Acting

- A) RESOLUTION - The membership may express their desires to the Club concerning routine matters by resolution from the floor at any regular meeting during the new business section of the meeting. Routine matters are defined as any matter not described in the Bylaws and Guidelines, but must be settled for the Club to carry on normal business. A resolution shall be forwarded to the Club for their consideration and/or action by a simple majority of those members present and voting. The Club 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 meeting of the Club concerning their disposition of the

resolution.

ARTICLE XI

Amendments

- A) AMENDMENTS - The Bylaws and Guidelines may only be amended and/or supplemented by the following process at any regular monthly meeting;
- a. a motion can be made for a special meeting on for the amendment or supplement.
 - b. Following a successful motion by two-thirds of the members present and voting, the President must call a special meeting of the membership for further discussion and a final vote which must be two-thirds of the members present and voting at the special meeting.
 - c. Once the Club membership approves changes to the Bylaws or Guidelines, the amendments or supplement must be presented to and approved by the Parish Pastoral Council and Pastor at their pastoral council meeting before being acted on or officially adopted by the Club.
 - d. The council may choose to take an additional month following the initial meeting to review the information before taking a vote on the Bylaw Amendment.

ARTICLE XII

Eligibility

Any student who participates in sports or events sponsored or sanctioned by the Club shall recognize that participation is an opportunity and not a right. Players will further recognize that they are students first and athletes second; participation is an extracurricular activity.

Eligibility for all players for Club sports teams will be determined, evaluated and enforced consistent the St. Thomas More School policy for student eligibility for extracurricular activities. The Officers maintain the ability to suspend or remove any student or parent from participating in or attending any, or all, sports or events sponsored or sanctioned by the Club based on academics or behavior. Any Officer decision resulting in suspension or removal can only be appealed to the Pastor.

Every effort will be made by the Club to preserve the confidentiality of student or parent sport suspensions and only the necessary persons will be informed of ineligible players or parents. Failure to adhere to this policy will be reported to the Parish and School. There will be no refunds of fees in the event of suspension or expulsion of players.

ACKNOWLEDGEMENT

These Bylaws have been recommended to the current Parish Council by the current Club Officers. The current Parish Council has reviewed and recommended approval of these Bylaws by the Pastor. These Bylaws have been read and approved by the current pastor of St Thomas More Parish on this the 3rd day of April 2025.

Rev. Frank Jindra