



CHARTER AND CODE OF BYLAWS
OF
OUR LADY SCHOOL ATHLETIC ASSOCIATION

This CHARTER AND CODE OF BYLAWS (the “**Charter**”) of OUR LADY SCHOOL ATHLETIC ASSOCIATION, an association of Our Lady School (the “**School**”), is effective June 2, 2016, as approved by the Principal of Our Lady School, the Our Lady School Board (the “**School Board**”), and adopted by the Pastor of Our Lady of Good Hope (the “**Parish**”), a parish of the Diocese of Fort Wayne-South Bend (the “**Diocese**”).

Article 1
IDENTIFICATION

The name of this body shall be the OUR LADY SCHOOL ATHLETIC ASSOCIATION (the “**Association**”).

Article 2
PURPOSES AND NATURE OF THE ASSOCIATION

Section 2.1 **Purposes**. The Association exists to organize, promote, and advance the development of an athletic program (the “**Program**”) that facilitates the spiritual and physical growth of School students under the supervision, direction, and guidance of the Pastor, the Board, and the Principal. The Association shall develop the Program with the goal of providing School students the opportunity to participate in organized athletics that emphasize Christ-like attitudes, good sportsmanship, fellowship, and supervised competition.

Section 2.2 **Authority**. The Association shall participate in the making of all policies and other business matters related to the Program in accordance with the goals of the Parish and the School. The Association shall develop and govern the structure, philosophy, and policies for the Program; *provided, however*, that (a) all decisions of the Association shall be presented to the Board for approval, and (b) subject to Board approval, such Association decisions must be approved by the Pastor.

Article 3
DUTIES OF ASSOCIATION

Section 3.1 **Duties Generally**. The Association shall be responsible for all aspects of the Program. Specifically, the Association shall be responsible for:

- (a) Establishing and governing Program policies that will guide the School in achieving the purposes set forth in Section 2.1. Such policies enacted by the Association shall be in compliance with the teaching and canons of the Roman Catholic Church and the policies, goals, and objectives of the Diocese, the Parish, and the School;

- (b) Developing and recommending the annual Program budget;
- (c) Developing and recommending additional funding sources for the benefit of the Program;
- (d) Recruiting, interviewing, training, and supervising coaches and other Program volunteers; and
- (e) Communicating with, among others, the Pastor, the Principal, the Board, the School, the Parish, students, parents, the Fort Wayne Catholic Youth Organization (“CYO”), and other schools participating in the CYO.

Article 4
ASSOCIATION MEMBERS

Section 4.1 **Number of Members.** The Association shall consist of not less than five (5) and no greater than fifteen (15) voting members (the “**Members**”).

Section 4.2 **Ex Officio Members.** In addition to the Members, the following shall serve as non-voting *ex officio* members of the Association (the “**Ex Officio Members**”):

- (a) the Pastor;
- (b) the Principal;
- (c) the President of the School Board;
- (d) the President of the School’s Home and School Association; and
- (e) any voting or non-voting ex-officio members the Pastor may appoint from time to time.

Section 4.3 **Membership Criteria.** The Members shall meet the following criteria:

- (a) approval of the Pastor;
- (b) a credible witness to the Catholic faith;
- (c) demonstrated interest in and commitment to Catholic education in general, and to the School in particular;
- (d) availability to attend Association meetings and Association committee meetings;
- (e) maintenance of high levels of personal integrity and confidentiality; and
- (f) ability to deal with situations as they relate to the common good of the Parish, the School, Diocese, and community at-large.

Section 4.4 Selection of Members. The Pastor shall select and appoint the initial Members (the “**Initial Members**”). Thereafter, the Association shall establish a committee (the “**Nominating Committee**”) to recruit, screen, and nominate candidates, from time to time and as needed, to serve as Members. The Nominating Committee shall nominate appropriate candidates for the consideration of the whole Association, whose affirmative vote becomes a recommendation to the Pastor for appointment to the Association.

Section 4.5 Terms of Members. Except as may be approved by a majority of the Members then-serving: (a) Members shall serve terms of three years, with such terms deemed beginning on June 1 and ending on May 31 of a given year; and (b) Members may not serve more than three (3) consecutive terms. *Ex Officio* Members shall serve terms consistent with the terms of the outside positions or offices which give rise to their service as *Ex Officio* Members. The terms of the Members shall be staggered such that there shall be three (3) groups of Members, each composed of generally the same number, with one group’s term expiring each year. Initial Members and Members appointed to a partial term in order to effect the staggering of terms shall not be counted as a term for purposes of term limits and determining eligibility for re-election. The Immediate Past Athletic Director shall serve as a Member until the term of the then-current Athletic Director ends. Notwithstanding the foregoing, a Member shall serve until his or her successor is elected and qualified.

Section 4.6 Vacancies. Any vacancy on the Association shall be filled in the manner specified in Section 4.4.

Article 5 **OFFICERS OF THE ASSOCIATION**

Section 5.1 Officers. The Pastor shall appoint an Athletic Director with the duties set forth below (the “**Athletic Director**”). The Association shall elect other Members to serve as officers of the Association (the “**Officers**”). The Officers shall consist of, without limitation, Secretary, Treasurer, and Facilities Coordinator. The Association may authorize the establishment of additional offices on an *ad hoc* basis.

Section 5.2 Athletic Director. The Athletic Director shall serve on an at-will basis at the discretion of the Pastor. The Athletic Director shall (a) provide the strategy and direct the Program, (b) preside over all Association meetings, (c) assist in vetting, approving, and supervising coaches, (d) oversee all budget items, (e) disburse and collect funds related to Program activities, (f) fulfill the duties of any vacant offices, and (g) serve as a liaison to the School Board and report on the Association’s progress at monthly School Board meetings. The Athletic Director shall serve as a non-voting member of the Board.

Section 5.3 Secretary. The Secretary shall (a) in the absence or disability of the Athletic Director, perform the duties and exercise the powers of the Athletic Director, (b) assist in vetting, approving, and supervising coaches, (c) assist the Athletic Director with all Program activities, (d) plan and oversee all Program functions, (e) insure that accurate minutes are kept of all meetings of the Association, (f) insure that all copies of minutes, agendas, resolutions, and other Association actions are maintained in a permanent record, and (g) distribute minutes and other communications for newsletters, bulletins, parents, coaches, and other stakeholders.

Section 5.4 **Treasurer.** The Treasurer shall oversee the keeping of correct and complete records of account, showing accurately at all times the financial condition of the Association and the Program. The Treasurer shall (a) coordinate and manage the Program budget, (b) approve routine expenses, maintain income and expense reports, (c) prepare annual financial reports, and (d) oversee fundraising and development activities.

Section 5.5 **Facilities Coordinator.** The Facilities Coordinator shall (a) coordinate with the Parish and the School for use of the School gym and Parish facilities, (b) coordinate schedules for games with the CYO, (c) assist with concession stand activities, and (d) communicate with coaches regarding practice times.

Article 6 **MEETINGS**

Section 6.1 **Regular and Special Meetings.** Regular meetings shall occur on a monthly basis or as called by the Athletic Director. Special meetings of the Association may be held as called by the Athletic Director or by a majority vote of the Association.

Section 6.2 **Nature of Meetings.** Attendance at all regular meetings of the Association is open to all parents and coaches; *provided, however*, that any attendee other than a Member or an Ex Officio Member must be granted permission to offer remarks. The Athletic Director or the Pastor may permit such attendees to offer remarks as deemed appropriate in their discretion. No non-Member shall be permitted to vote on any matter pending before the Association nor present issues for a vote to the Association.

Article 7 **AMENDMENTS**

Section 6.3 **Amendments.** This Charter may be altered, amended, or repealed by the affirmative vote of two-thirds of the Members present at a duly constituted meeting of the Association, which vote shall serve as a recommendation to the Pastor, on whose consent, or that of a designee, such changes to this Charter shall become effective. The Pastor may also initiate alterations, amendments, or other changes to this Charter.