

VISITATION SCHOOL VISITATION ATHLETIC COMMITTEE BYLAWS

Revised May 2008

1. Mission Statement of Visitation School

Visitation School, a ministry of Visitation Parish, strives for academic excellence as it provides quality spiritual, moral and social development for young people in the community we serve. We cultivate and share knowledge, values and culture in a faith-based environment and with a spirit of mutual respect, responsibility and love.

2. Mission and Collaboration of Visitation Athletic Committee

The Visitation Athletic Committee (VAC) is a Visitation School ministry that helps the School Principal and the School's policy board, the School Ministry Team (SMT), manage and operate the School's athletic programs. VAC has a self-perpetuating board and operates independently. Since athletic participation and achievement are integral to the School's mission, the Principal and SMT shall oversee VAC programming. To facilitate collaboration between VAC, the Principal and SMT, VAC shall report regularly on VAC developments at SMT meetings, and shall share budget information, meeting agendas, meeting minutes and important decision-making with SMT officers or the relevant SMT committees and be guided by SMT input accordingly.

3. Duties and Responsibilities of VAC

The duties and responsibilities of VAC are to:

- A. assist on the implementation of the mission statement of Visitation School by coordinating athletic programs which promote Christian values, good sportsmanship, and positive competition;
- B. provide financial support for athletic programs through fundraising activities;
- C. provide information about athletic programs to parents and faculty;
- D. promote parental and family support for the School's athletic programs;
- E. encourage attendance at sporting events and volunteers for coaching, officiating and VAC fundraising activities;
- F. create a greater appreciation of Catholic education and Christian values in athletic competition;
- G. participate in accordance with the rules of the league(s) and conference(s) in which VAC elects to participate particularly the academic student eligibility rules and minimum participation rules; and

H. provide recognition for the accomplishments of the students participating in the athletic programs.

In fulfilling these responsibilities VAC is committed to best organizational practices, transparent financial accounting and open and inclusive processes.

4. Membership

A. VAC shall consist of 15 to 19 voting members, up to 18 of which are either Visitation School parents or parishioners and the last of which is a member of the School staff appointed by the Principal.

B. Each member shall serve a three year term except for the immediate past Chairperson if his/her term as Chairperson began in the third year in which case he/she shall serve a fourth year. If a member resigns or is removed prior to completing his/her term the Chairperson shall appoint a successor to serve such member's unexpired term.

C. VAC shall recruit new members personally and the VAC Secretary shall advertise the need for new members in the Parish and School newsletters in the Spring. New members are selected by current VAC members at the June meeting. If more nominations are received than the number of positions to be filled, VAC will hold a vote to determine the outcome.

D. Members are expected to attend all regular and special meetings of the committee and to participate in the committee functions and duties. Failure to meet these expectations may lead to the member's replacement, following a committee vote with at least a majority of members voting to replace the member.

5. Officers and Their Duties

A. The officers of VAC shall consist of a Chairperson, a Secretary, and a Treasurer.

B. The Chairperson shall i) call meetings of the committee, ii) prepare and circulate an agenda in advance of and preside over all meetings, iii) appoint subcommittees and chairpersons of subcommittees as are necessary, iv) oversee major expenditures, v) oversee the selection/appointment of new members, vi) undertake periodic review of the Bylaws, and vii) serve as VAC representative on the SMT. The past Chairperson shall perform the Chairperson's duties in the Chairperson's absence.

C. The Secretary shall i) record all proceedings of the committee, ii) handle all correspondence as designated, iii) coordinate advertisements for new members, and iv) prepare, circulate in a timely manner and submit for approval the minutes of each meeting.

D. The Treasurer shall i) keep an accurate account of all monies received and disbursed, ii) disburse VAC funds as instructed by the committee, iii) present financial reports to the committee on a regular basis, iv) serve as the VAC representative on the Finance Council of SMT and attend all of its meetings, and v) present reports on VAC's financial status to SMT and the Parish Council as requested.

6. Selection of Officers

A. Election of the new Chairperson takes place at the June meeting after election of new members and shall be facilitated by the outgoing Chairperson.

B. The current members and the newly appointed members shall select the new Chairperson. Nominees for Chairperson may include any current member with at least one year remaining on his/her term.

C. Any current member may nominate a candidate for Chairperson. If only one person is nominated to serve as the new Chairperson, he/she may be elected by "acclamation". If more than one candidate is nominated the members will hold a vote to determine the outcome. The outgoing Chairperson shall confirm the results with at least two members of the committee.

D. The Secretary and Treasurer shall be appointed by the new Chairperson and approved by a majority vote of the entire committee.

E. No officer shall be eligible for the same office for more than two consecutive terms except by a two-thirds vote by the entire committee.

F. New officers assume their responsibilities once elected.

7. Meetings, Quorum and Voting

A. The committee shall meet monthly from August to June. The Chairperson or a minimum of five members may call additional meetings as deemed necessary. Five days prior notice must be given to all members for any VAC meeting unless a bonafide emergency exists. Any parishioner is welcome to attend a VAC meeting.

B. A majority of current members shall constitute a quorum for a committee meeting. A majority vote of those present at a meeting is required to conduct VAC business.

C. To enable timely decision-making on non-controversial, routine matters the Chairperson may conduct a vote on a matter proposed by a member through electronic means (by e-mail, texting or the equivalent). If a majority votes in favor of the measure, and provided there are no objections or requests for face-to-face discussion, the matter shall be approved.

8. Responsibilities of VAC Officers and Supporting Positions

A. Chairperson. In addition to the responsibilities listed in Article 4, the Chairperson acts as a liaison between VAC, the Parish, the School, the Principal, and SMT. In the absence of the Athletic Director (AD), the Chairperson also assumes the role of primary liaison with the Parochial League, Catholic Conference Board, and the Catholic Youth Organization. The VAC Chairperson is the primary communicator for VAC. This implies responsibility for all newsletters, official communications, and memos to members, the Parish and to School families. It is the Chairperson's responsibility along with the AD to provide a gym calendar, and a calendar of all sporting events at Visitation. The Chairperson is required to attend all SMT meetings as the VAC

representative. The Chairperson or his/her delegate shall serve as the Master of Ceremonies at the Athletic Awards Assembly, held in May. At this event the Chairperson will briefly summarize the School's athletic accomplishments for the year and may hand out a small memento to the student athletes.

B. Treasurer. The Treasurer is the Chief Financial Officer of VAC, responsible for the receipt, custody, disbursement, investment, and precise record keeping of VAC funds. The Treasurer shall prepare and regularly report VAC budgets and financial statements to the committee. Requests for unbudgeted VAC funding from VAC members (other than the Chairman who has authority up to \$500), coaches, individual sports coordinators or others should be submitted to VAC in writing and requires approval by the Chairman, Treasurer and Athletic Director. In addition, unbudgeted purchases over \$500 must be approved by the Principal. Contracts in excess of \$500 should be signed by the Parish Business Manager. Unauthorized purchases or commitments are the responsibility of the person that committed the funds without authority. The Treasurer acts as a liaison for VAC by serving as a nonvoting member of SMT. VAC is committed to and the Treasurer shall assure that VAC budget and financial matters are handled very transparently with any VAC, school or parish member having open access to VAC finances.

C. Secretary. The Secretary is the custodian of all official records for VAC, shall record the minutes of each meeting and submit them for approval at the next meeting. A copy of the minutes shall be sent to the Chairperson of SMT. All topics and resolutions from each meeting shall be reflected in the minutes.

D. Individual Sports Coordinators. Individual sports coordinators are appointed by VAC throughout the year to oversee Visitation's participation in various sports. Each coordinator works with the AD to i) coordinate sign-ups and collect registration fees, ii) notify coaches of their responsibilities, iii) assign players to teams (working with coaches), iv) procure, disburse and collect equipment and uniforms, and v) arrange practice schedules. Along with the AD, individual sports coordinators are to interface with the league(s) in which they operate. The coordinator may, but need not be, a member of VAC.

E. Staff Representative. The Principal shall appoint a member of the School administration to serve as the Staff Representative, a full voting member of VAC. The Staff Representative shall i) act as primary liaison between the School faculty and VAC, ii) communicate comments and concerns between the School faculty and VAC, and vice versa, iii) receive student ineligibilities from teachers and relay that information to the AD or to the respective sports coordinator or coach, and iv) participate in all VAC functions and activities. VAC shall take into consideration the demands already placed on faculty and staff when asking for further involvement of the Staff Representative or other faculty.

F. Athletic Director. The Visitation Athletic Director (AD) is a Parish employee whose salary is paid by the School. He/she shall work part-time but year-round consistent with the demands of VAC sponsored sports. The AD is appointed by VAC for a one year term in April subject to approval by the Principal and the Parish Pastor. The AD answers to, takes direction from and reports to VAC and the School Principal. He/she is subject to review by VAC and the Principal each year and his/her contract is approved by the Pastor. The AD is responsible for preparing the gym schedule and the sports schedule, attending all AD meetings within the Parochial

League, and acting as the liaison to the Parochial League, and the Catholic Youth Organization. As such liaison to the various leagues the AD shall oversee the School's compliance with league rules and policies, including the requirement that coaches attend "Protecting God's Children" training. The AD shall promote Visitation athletics both within the School and when appropriate, within the community. He/she should constantly strive to improve the athletic programs by arranging for coaching clinics, etc. The AD shall keep all coaches forms and permission to play forms current and in order. With the assistance of the respective sports coordinators, the AD shall coordinate i) sign ups, ii) collection of registration fees, iii) notification to coaches of their appointments, iv) assignment of players to teams (along with independent selection advisors), v) disbursement and collection of equipment and uniforms, and vi) practice schedules. The AD is a voting member of the coach's selection committee. The AD is an ex-officio member of VAC and should attend all meetings and activities, but does not have a vote. If the AD is unable to perform his/her duties, or in the absence of an appointed AD, the immediate past Chairperson and current Chairperson of VAC shall assume the AD responsibilities.

9. Coaches Selection Committee

A Coach's selection committee shall be organized at the beginning of the new Chairperson's term. The selection committee shall include the AD, the Chairperson, the Staff Representative, a parent representative, and a VAC representative. This committee is a subcommittee of VAC and shall review all applications to coach VAC sponsored programs. This subcommittee appoints coaches to respective teams. The individual sports coordinators may attend the selection meeting but may not vote on the selection of coaches.

10. Sponsored Programs, Fundraising and Recognition

A. Athletic Programs Sponsored by VAC. VAC offers programs for Visitation students and those in the school of religion in grades 1-8. Fees vary from sport to sport and from year to year as determined by VAC. VAC budgets and charges participation fees based on the anticipated costs associated with each individual sport. As funds permit, VAC will offer "scholarships" for those Visitation students unable to pay the participation fee. The scholarship students are bound by all other rules of play.

B. Sponsored Sports. The following are VAC sponsored sports:

- i. Flag Football: for boys and girls in grades 1-4
- ii. Intramural Tackle Football: for boys in grades 2-4
- iii. Football: for boys grades 5-8
- iv. Intramural Basketball: boys and girls grades 2 and 3
- v. Basketball: boys and girls grades 4-8
- vi. Girl's Volleyball: grades 4-8
- vii. Boy's Volleyball: grades 5-8
- viii. Track and Field: boys and girls grades 4-8
- ix. Girl's Softball: grades 2-8 grades, 2 and 3 are coach pitch, grades 4-8 are fast pitch
- x. Golf: boys and girls grades 6-8

** Soccer is not a VAC sponsored sport, but VAC may help with payment of fees, equipment or field scheduling to promote soccer among Visitation students. This is determined on a yearly basis, and is not guaranteed.

C. Fundraising. In addition to fees charged for student participation, VAC is authorized by SMT to pay for programs through various fund raisers such as the VAC Golf Tournament and the annual "Tired Old Parents" tournament (TOPS) which is organized by VAC to build community and raise funds for VAC and the 8th grade. The TOPS tournament usually takes place after the parochial basketball season has ended. VAC may also charge fees for programs and for admission to home games at the School. VAC should clear all fundraising efforts with SMT and not compete or conflict with any other Parish or School fundraising effort.

D. Awards Assembly. VAC shall convene an awards assembly, the "V Banquet", each May to honor student athletes. The Chairperson and the School Principal shall determine whether to hold the assembly during the school day or off-site at another time. At the assembly VAC shall recognize all student athletes in VAC sponsored sports including conferral of a memento such as: a water bottle, towel, sports bag, medal, pennant, etc. The Chairperson or his/her delegate shall serve as Master of Ceremonies for the banquet.

E. V-Award. VAC will match a gift by the "Visitation Angels" of up to \$1,000 per year to award a \$1,000 scholarship to both the 8th grade boy and girl to the high school of their choice who best exemplify the wholesome spirit of athletic competition in VAC sponsored sports from the 5th through 8th grade. The award recipients need not be the best athletes in their class. VAC shall add \$2 to the cost of admittance to the V Banquet to supplement the scholarship. Candidates are rewarded with a multiplier for the number of VAC sponsored sports in which they participate. The Visitation Angels will donate the balance of the scholarship.

11. Gymnasium Schedule and Maintenance

The school shall have exclusive use of the gymnasium during school hours. The Principal and physical education teacher shall coordinate use of the gymnasium from 7:30-3:30 pm during weekdays of the school year. The school shall also have use of the gymnasium for special events like the auction, Christmas program, plays, dances, rehearsals, assemblies, etc. which the Principal shall reserve or coordinate with the Athletic Director.

Gymnasium use outside of use by the school, during school weekday evenings, weekends and summer time, shall be coordinated by the Athletic Director to promote athletic programs. School athletic events will have priority over non-school events. The Athletic Director and Principal, or his/her designee, will collaborate on the scheduling of school and athletic events. If a conflict arises, the Principal will resolve it.

The school will be responsible for clean up and general maintenance of the gymnasium during school hours. The leadership or committees hosting special events in the gymnasium shall be responsible for clean up and general maintenance during and after such events. VAC will be responsible for clean up and general maintenance of the gymnasium when used for athletic purposes. In addition, VAC will be responsible for general maintenance and clean up of the concession areas and trophy cases. The

school shall be responsible for more extensive repairs and capital expenses required from time to time to maintain the gymnasium in good condition and repair as the school budget permits.

12. Roberts Rules of Order

The governance rules “Roberts Rules of Order, Revised” shall govern committee proceedings in all cases where they are applicable and not inconsistent with these Bylaws.

13. Bylaw Review and Amendment

These Bylaws may be amended by a $2/3$ vote of the current committee membership at any VAC meeting with notice of the proposed amendment having been given to the committee ten days prior to the meeting. VAC shall review its Bylaws periodically and furnish copies of any amendments to SMT for their records.