

ST. MATTHIAS SCHOOL BYLAWS OF SAINT MATTHIAS ATHLETICS ASSOCIATION

ARTICLE I - NAME

The name of the organization shall be St. Matthias Athletic Association (SMAA) The principal office shall be located at St. Matthias School ("SMS"), 4910 N. Claremont, Chicago, IL 60625 Phone: 773-784-0999.

ARTICLE II - PURPOSE

Section 1. SMAA Supporting the St. Matthias School. SMAA will assist in supporting programs designed to further mission of the St. Matthias Athletics Program of providing a safe sports environment that serves as an extension of the school's academic and religious programming.

Section 2. SMAA Supporting Parents. SMAA will be responsible for communication with parents throughout the entire school year with respects to team sports, events, and other programs designed to support the St. Matthias Athletics Program. As membership is open to all parents of the school, it will serve as an opportunity for all parents to be involved in the St Matthias Athletics Program.

Section 3. SMAA Supporting Children. SMAA will support and recommend programs that continue the mission of the St. Matthias Athletics Program.

Section 4. Goals. Each elected Executive Committee will set goals for the current school year to reflect the mission of the organization and will staff and coordinate all volunteer activities for St. Matthias Athletics sponsored events, games, and outing. The Committee will conduct sponsored activities and fundraisers for our athletics program. (what does this mean?) fund raisers?

Section 5. SMAA will support the Athletic Director in carrying out the work necessary to further mission of the St. Matthias Athletics Program of providing a safe sports environment that serves as an extension of the school's academic and religious programming.

Section 6. Fundraising. SMAA does not exist to raise money; however, St. Matthias does have some fundraisers that are used to better the athletics programs for our children. All income and expenditures of SMAA are determined collaboratively with the Pastor and the Principal. A suggested means of determining needed athletic program items is the use of the "Wish List". The principal, Athletic Director(s) and coaches/event organizers compile a list of needed school items or programs to the SMAA from which the organization can make choices.

ARTICLE III - MEMBERSHIP

Section 1. Members. The membership shall consist of no more than two Presidents (i.e. Co-Presidents), no more than two Vice Presidents (i.e. Co-Vice Presidents), Secretary, Treasurer, Volunteer Coordinator and Member at Large. All parents or guardians of students currently enrolled at SMS are eligible to hold a member position and are considered Members at Large.

Section 2. Ex-Officio Members. The Principal shall serve as an ex-officio member of the Executive Committee with no voting privileges; the Principal shall designate a member or members of the school staff to serve as the Faculty Representative(s), ex-officio member(s) of the Executive Committee with no voting privileges and a member of the organization shall attend Committee of Specified Jurisdiction meetings as an ex-officio member with no voting privileges, and the Pastor - Under Canon Law - has exclusive veto powers in the event the members require a mediator.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. Members. The Executive Committee shall consist of the Principal of St. Matthias and the elected members.

Section 2. Duties. The Executive Committee shall facilitate all SMAA activities and programs. See Exhibit A for all role descriptions.

Section 3. Appointing Committees. The Executive Committee shall form committees and select/solicit volunteer committee chairpersons as needed.

ARTICLE V - COMMITTEES

Section 1. Committees. Special committees will be short-term committees whose members are volunteers or appointed as needed. A committee chairperson will be appointed by the President of the SMAA, the Principal of the School or any other such person who has reason to be responsible for organizing the committee as long as that person has a direct relationship to the school.

Section 2. Governance of Committees. Each chairperson of a committee, once appointed, will be responsible for organizing the members to serve on the committee and shall report their progress to the Executive Committee as requested to assure the committee is serving its purpose. Failure of a chairperson to organize a group and report progress shall be deemed a resignation, and the President shall have the power to declare the position vacant and appoint a successor. See Exhibit A for a list of the current active committees.

ARTICLE VI - MEETINGS

Section 1. Organization Meetings. There shall be no fewer than four meetings scheduled during the current school year at such times as SMAA should decide.

- August (to set goals and priorities for current school year)
- October (to set goals and priorities for upcoming holiday activities)
- February (to regroup, track progress and vote on any proposed amendments)
- May (to finalize goals and priorities for next school year and election/re-election of executive committee members). See Exhibit B for Election Procedures and current executive committee members.

Section 2. Executive Committee Meetings. The executive committee is a representative group of SMAA and shall consist of the executive members of the organization and two ex-officio representatives. Executive committee members vote preside. Executive committee members must attend 70% of planned meetings.

The duties of the executive committee shall be:

- To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
- To create standing and temporary committees necessary to carry out the objectives and aims of this organization.
- To present a report of plans, projects, activities, etc., at the regular meetings.
- To approve routine bills.

All meetings of this committee shall be called meetings as deemed necessary. Twenty-four hour notice should be given for special executive committee meetings.

Section 3. Rules of Procedure. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern SMAA in all cases to which they are applicable and in which they are not

inconsistent with these bylaws and any special rules of order SMAA may adopt.

Section 4. Quorum. Four members of the SMAA shall constitute a quorum at any General or Special Meeting. A simple majority of the Executive Committee shall constitute a quorum.

Section 5. New Business. Members will be required to request agenda time for new business prior to the next scheduled meeting. Requests must be approved by the principal and/or vice president.

ARTICLE VII - MONIES

Section 1. Activities and Events. The main purpose of our events and activities is community building. Fundraising activities shall be discussed and approved by the Executive Committee and the Principal. All fundraising activities should have potential for a 30% profit margin.

Section 2. Profits. Profits from SMAA will be used to fund school projects and programs for the benefit of a well-roused athletic program. All income and expenditures of SMAA are determined collaboratively with the pastor and the principal. All monies are expected to be disbursed by the end of the fiscal year. Enough money for summer operation and start-up of the school year can be held in the SMAA account.

Section 3. Budgets. Proposed budgets for the upcoming year shall be submitted by the committee chairpersons at the Executive Committee and Parent meetings as requested. Proposed budgets should be based on itemized costs whenever possible. Projected spending needs to be based on itemized costs to insure that the spending is as prudent as possible. The Executive Committee shall adopt an annual budget by majority vote after review and discussion of the proposed itemized committee budgets. Budgeted amounts may be changed during the year after discussion and vote by the Executive Committee. Requests for budget changes and allocations of discretionary funds must be submitted in writing to the Executive Committee. The Executive Committee shall review and discuss all such requests and report its recommended action.

Section 4. Transition Review. A meeting for a transition review of the Treasury monies and a process overview will be conducted at the end of each school year. This review will include both the current Treasurer and the incoming Treasurer.

ARTICLE VIII - AMENDMENTS

The bylaws may be amended at any meeting of SMAA by a 51% vote of members present at a general meeting. Notification must be made at least two weeks prior to the date such vote will be taken if amendments are not made on the first February of the current school year. Communication of any changes will be sent out via email with two reminders prior to the general meeting.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. Nominations. See Exhibit B for specific nomination procedures.

Section 2. Elections. See Exhibit B for specific election procedures.

Section 3. Succession. Executive Committee members may succeed themselves in the same office if no other members have been nominated and then elected.

Section 4. Officers and Their Elections. The officers of this organization shall be no more than two Presidents (i.e. Co-Presidents), no more than two Vice Presidents (i.e. Co-Vice Presidents), Secretary, Treasurer, Volunteer Coordinator, and Member at Large. Officers shall be elected in May. Officers shall assume their official duties at the close of the current school year of their election. (i.e. last

day of school in June following their election.) Officers shall serve a term of two years and/or until their successors are elected. A person shall not be eligible to serve more than one consecutive term in the same office.

ARTICLE X - DUTIES OF MEMBERS

See Exhibit A for all Member role descriptions.

ARTICLE XII - DISSOLUTION

To dissolve the SMAA, the issue must be presented to the members and a vote taken as to whether or not to dissolve. Upon dissolution, the members will decide upon a project for the betterment of the school and to spend ALL remaining monies. All books and records shall be turned over to the school for future use.

ARTICLE XIII - MISCELLANEOUS

Section 1. No Compensation. The time given by Members in pursuing activities in support of SMAA, whether as such, as members of the Executive Committee, or as members of any Committee or otherwise, shall be uncompensated. Only direct out-of-pocket expenses for an activity shall be reimbursed, subject to appropriate verification procedures. No loss of salary or transportation expenses shall be paid or reimbursed.

Section 2. Indemnification. The organization may indemnify and hold harmless any person who is a party or is threatened to be made a party to any suit or proceeding by reason of the fact that he/she is or was an executive member of the organization. Such indemnification shall be for the expenses (including attorney's fees), judgements, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he or she acted in a manner reasonably believed to be in or not opposed to the best interests of the organization. Any indemnification under this Article shall be authorized by (a) majority vote of executive committee members or executive committee members who were not parties to such action, or (b) by affirmative vote of a Majority of the members entitled to vote thereon.

Although current indemnification is provided by the Archdiocese, if the executive committee determines to do so, the organization may purchase and maintain insurance to cover the potential liability.

By Laws revision Control:

1. Original draft Version 1 - October 13, 2
2. Updated Version -
3. Final Version -

EXHIBIT A - SMAA Executive Committee Role Descriptions

St Matthias Athletic Association Executive Committee Job Descriptions

All Executive Committee Members are required to attend 7 out of 10 Executive Committee Meetings.

President(s)

The President(s) shall preside or alternately preside at all meetings of the organization and of the executive committee. If there are Co-Presidents, one shall be designated by mutual agreement, as the primary contact for the principal and/or the administration; The Presidents shall be ex-officio member of all committees except the nominating committee; and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the executive member committee; and shall coordinate the work of the executive members and committees, in order that the objectives- mission may be promoted.

Vice President

The Vice President or co-vice presidents will serve as assistant/s to the President and perform the duties which the president may assign. In the event of the President's absence or inability to serve, the Vice president will exercise the powers and perform the duties of that office.

Secretary

The Secretary shall perform the following duties:

Record minutes at all meetings

Send agenda two days prior to meeting

Type minutes up and have them posted on the school website within three business days.

Notify webmaster of outgoing announcements in family emails

Correspond with Executive Committee members via email within three days between meetings Write thank you notes

Treasurer

Assist with the finances of the SMAA. They will also help with proposing ways to continue to improve the management and cost of programs associated with the St Matthias Athletic Program

Volunteer Coordinator:

The Volunteer Coordinator shall organize the master volunteer, committee, athlete, and parent lists.

The Volunteer Coordinator shall prepare and manage volunteer sign ups through a clear and effective manner.

Member At Large

Act as a member liaison in the community with other St. Matthias groups, parish and community members.

EXHIBIT B - ELECTION PROCEDURES AS REFERENCED IN THE BYLAWS ST. MATTHIAS SCHOOL ATHLETICS Committee

Eligible Nominees: All parents and guardians of SMS students are eligible nominees for this initial election.

Nominations: Eligible nominees interested in the ATHLETICS Committee leadership positions may indicate their interest by completing a Self-Nomination Form and returning it to the school. Parents and guardians of SMS students may also nominate one another for positions on the Executive Committee.

Eligible Voters: All parents and guardians of St. Matthias School students are eligible voters in the election.

Ballot Authentication: The ballot will require the signature or electronic signature of the voter so a designated person can verify the identity of the voter and assure only one ballot per person is submitted. Once the designated person has verified the voter, the signature portion will be removed from the ballot to assure the anonymity of the voter.

Role of Election Committee: Once ballots are authenticated and identifying signatures are removed, these anonymous ballots will then be counted by the Election Committee. The Committee is also responsible for preparing and distributing this Overview of the Election Process as well as the preparation of the form of the ballot. The initial Election Committee consists of school parents, principal and Athletics Director(s).

Resolution of Ballot Questions: A majority of the Election Committee shall decide all issues in case there are any questions about the authenticity of a ballot or the intention of the voter. The decision of the Election Committee is binding.

Resolution of a Tie Vote: In the case of a tie in the number of votes cast for an office, the Election Committee will recount all ballots for that office. If the tie persists after the recount, a winner will be chosen by the method selected by the Election Committee and witnessed by the candidates and members elected to the other positions.