

SMMA Athletic Association  
**St. Margaret Mary Alacoque  
Athletic Association  
4900 Ringer Road  
Mehlville, MO. 63129**

**Constitution and By-Laws  
of the  
St. Margaret Mary Alacoque Athletic Association**

**ARTICLE I            PURPOSE**

- A.     To promote and organize athletic activities for our boys, girls, and adults under proper guidance, leadership and regulation.
  
- B.     To determine the type of athletic programs to sponsor and to determine the number of teams to be entered in all sports and athletic activities.
  
- C.     To secure qualified coaches for the various teams. To arrange for proper use of parish facilities, equipment, uniforms, and make schedules and rules for the use of the parish athletic facilities.
  
- D.     To decide on the eligibility of the players according to the rules and regulations set forth in the by-laws and the CYC charter.
  
- E.     To control the athletic programs and athletic functions of the parish.

**ARTICLE II            NAME**

The name of the organization shall be the:

**St. Margaret Mary Alacoque Athletic Association**

**ARTICLE III           MEMBERSHIP**

Membership, upon signature of name or acceptance of terms and conditions when registering online, shall consist of a priest moderator, all members of the parish over 18 years of age, and others who have children participating in the athletic programs of the parish.

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### ARTICLE IV OFFICERS OF THE ORGANIZATION

Officers of the organization are: President, Vice-President Sports, Vice-President Registration, Vice-President Finance, Vice-President Fund Raising, Vice-President Field Operations, Vice-President Concessions, Vice-President Uniforms, Vice-President Equipment, Vice-President Information Technology, Vice-President South County Rep, and Secretary. The Executive Board shall consist of the twelve elected officers named in this article and the Priest Moderator.

The Priest Moderator shall be either the pastor or one of the parish priests appointed by the pastor as his delegate. The tenure of the Priest Moderator shall be at the discretion of the pastor.

Should a retiring president wish to sit on the Executive Board, he or she may do so for a period of one year after retirement holding the title of President Ex-Officio. All privileges and voting rights reserved for members of the board are bestowed upon this position.

### ARTICLE V COMMITTEES

- A. Such other committees as are deemed necessary or useful by the association for its proper function. Appointments to all committees outside those expressly mentioned in this constitution, shall be made by the president. The president shall appoint all committee chairpersons. The president is an ex-officio member of every committee.

### ARTICLE VI ELECTION OF OFFICERS

The twelve elected officers are: President, Vice-President Sports, Vice-President Registration, Vice-President Finance, Vice-President Fund Raising, Vice-President Field Operations, Vice-President Concessions, Vice-President Uniforms, Vice-President Equipment, Vice-President Information Technology, Vice-President South County Rep and Secretary. They shall be elected at the September meeting by a secret ballot. Their tenure of office shall be two years with a maximum of three consecutive terms years in the same office.

The Nominating Committee shall consist of President, priest moderator, Vice-President Sports, Vice-President Finance and lay director as appointed by the President. This committee shall seek out qualified candidates for the office among members and present their names in nomination at the regular September meeting. The chairperson of the nominating committee shall conduct the election at the September meeting. The chairperson shall assume the Chair, accept

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nominations from the floor, count the ballots, and announce the results of the election to the members.

Majority needed -- When two or more members are nominated for the same office, they shall be elected by a simple majority vote of the members present and voting. Installation of officers shall be in accordance with the associations order of business for the regular meeting.

Only members who have attended at least two meetings since, but not including, the previous September meeting shall be eligible to vote.

### **ARTICLE VII                      MEETINGS**

- A. Regular meetings of this association shall be held on the second Monday of the month at 8:00PM.
- B. Special meetings may be called by the President.
- C. Notice of all general meetings of the association shall be published in the parish bulletin.
- D. The Executive Board shall meet prior to the regular monthly meeting. They may meet on other occasions at the discretion of the President or Priest Moderator.

### **ARTICLE VIII                      FINANCES**

The Athletic Association shall raise its own operating funds. All fund raising projects shall require the support of a majority vote of the members present at a regular meeting. All fund raising projects shall have the approval of the Executive Board before being initiated. It shall be the privilege of the Executive Board, expressed by a majority vote, to accept or reject any and all donations and fund raising projects.

### **ARTICLE IX                      AMENDMENTS**

The Constitution and By-Laws can be changed or amended by a written resolution presented by five (5) or more members (at least one of whom must be a board member) at a general meeting. The resolution must then lie over until the next general meeting when it may be adopted by a two thirds (2/3) majority vote of the

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members present.

### **ARTICLE X                      VOTING**

All members of the association who have attended at least 2 meetings within the last twelve (12) months shall have the right to vote on all activities and/or decisions affecting the association either presented by the Executive Board or floor motion.

### **ARTICLE XI                      DUTIES OF OFFICERS**

The duties of the officers shall be assigned as follows:

1.     **PRESIDENT--** The President shall preside over all meetings of the association and the Executive Board and shall be an ex-officio member of every committee. The President shall make all committee chairperson appointments.
  
2.     **VICE PRESIDENT SPORTS --** The Vice-President Sports shall coordinate the lay directors, intra-mural directors, referee directors, and umpire directors. He/She shall also function as the Sergeant-at-Arms at association meetings and has the authority to decide all questions of order not provided by the Constitution and By-laws and to ensure that all provisions of the Constitution and By-laws are adhered to. In addition, he/she will be required to aid the President in maintaining order throughout the course of the meetings. The Vice-President shall run any meeting in which the President is absent.
  
3.     **VICE-PRESIDENT REGISTRATION --** The Vice-President Registration shall coordinate the registration.
  
4.     **VICE PRESIDENT FINANCE / TREASURER**  
The Treasurer shall accept and hold all monies and investments of the association. The Treasurer shall invest all monies of the association and secure them in a bank account or investment that is titled St. Margaret Mary Alacoque Athletic Association. The Treasurer shall sign all checks, and shall sign all other instruments requiring the treasurer's signature. The Treasurer shall make no distribution of funds without proper authorization by the association. The Treasurer shall keep accurate books reflecting the financial activities of the association and give a financial report at each regular meeting. On an annual basis, the Treasurer shall submit a written financial

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report. The books and financial records shall be open to examination by members of the Executive Board.

5. **VICE-PRESIDENT FUND RAISING** -- The Vice-President Fund Raising shall coordinate the raffle and/or any fund raising deemed necessary. In addition, for every fund raising activity he/she shall file a financial report, in writing, of all monies received and all expenses incurred. His/Her report shall be held by the President until the Vice-President Finance/Treasurer reviews the records. This reviewed report shall then be submitted to the Association.
6. **VICE-PRESIDENT FIELD OPERATIONS** -- The Vice-President Field Operations shall coordinate the field maintenance and field scheduling directors.
7. **VICE-PRESIDENT CONCESSIONS** -- The Vice-President Concessions shall coordinate the concession stand, concession stand managers, and concession workers.
8. **VICE-PRESIDENT - UNIFORMS** -- The Vice-President Uniforms, shall coordinate maintenance, distribution and collection of all uniforms.
9. **VICE-PRESIDENT EQUIPMENT** -- The Vice-President Equipment, shall coordinate maintenance, distribution and collection of all equipment.
10. **VICE-PRESIDENT INFORMATION TECHNOLOGY** -- Serve as the association's primary subject matter expert, coordinator and parish and CYC district liaison for initiatives where technology, automation, or process improvement could be leveraged to gain efficiencies. Additionally, this position is responsible to administer the Sports Management System and Athletic Association website, or delegate administration as deemed necessary.
11. **VICE-PRESIDENT SOUTH COUNTY REP** -- (1) Attend monthly SC CYC Board meeting and present information from the meeting to the SMMA Board and to the General members. (2) Bring SMMA issues to the SC CYC Board for discussion. (3) Facilitate communication between the SC CYC board and SMMA Athletic Association. (4) Represent SMMA in all facets at the SC CYC Board meetings.
12. **SECRETARY** -- The Secretary shall keep minutes of board, regular and special meetings of the athletic association. When requested the Secretary

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will contact the parish office to place bulletin announcements in the parish bulletin. The Secretary will be responsible for preparing the Teragram article.

### ARTICLE XII QUORUMS

Quorums require that ten members (four of which be officers) will constitute a quorum for association meetings and a quorum of the Executive Board shall consist of at least seven members.

### ARTICLE XIII LAY DIRECTORS

Lay Directors shall specifically state eligibility rules.

1. Everyone who participates in any sports program must comply with minimum of one of the following:
  - a. Be a registered member of the parish
  - b. Reside in the parish boundaries
  - c. If not residing in the parish boundaries, obtain waiver consistent with current CYC policy.
  - d. current on all fund raising obligations and uniform deposits
- e. not under disciplinary suspension with South County Archdiocese CYC and/or SMMA Board.
2. The lay director must approve each team roster before league play.
3. Any individual declared ineligible by the lay director shall have the right to appear before the Executive Board to state his/her case.
4. Reasons for ineligibility -- unbecoming conduct on or off the field.
5. Report any changes in team rosters to registration chairperson.
6. Get background check forms from managers and coaches as required by the parish.
7. If any officer or lay director of the SMMA Athletic Association is suspended

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by South County CYC or Archdiocese for a term of 4 games or greater during their term of office, the officer or lay director will be removed from office for a period of one (1) year.

### ARTICLE XIV MANAGERS

- A. Shall be approved by the lay director with approval of the executive board in the event a dispute arises.
- B. Each manager of a team shall submit a roster to be approved by the lay director before any league games are played. Any change in the playing roster by the manager must be reported to the lay director and registration committee before the added players may be used in any league game.
- C. The manager or priest moderator may suspend an individual player or players for unbecoming conduct.
- D. Any manager or coach may be suspended for unbecoming conduct. This decision shall be made by the Executive Board and Lay Director of that particular sport. Manager or coach shall be entitled to meet with the Executive Board to state his/her case.
- E. Managers are not authorized to buy equipment. The actual purchase of equipment shall be transacted by the purchasing committee.
- F. All managers shall secure their teams equipment at the beginning of the season from the equipment committee. The equipment committee shall draw up a list of the equipment each manager receives and have the manager sign the list. The list of equipment shall be checked at the return of the equipment at the end of the season.
- G. Any suspension handed down by CYC will be doubled by the executive board.
- H. Complete Protecting God's Children as required by CYC.
- I. Complete Coaching Concepts Program as required by CYC.

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- J. Complete background check forms as required by parish and/or CYC. |

### **ARTICLE XV            RULES AND ORDER**

Robert's Rules of Order Revised shall be the authority to decide all questions or order not provided by the Constitution and By-laws.

### **ARTICLE XVI           OBLIGATIONS**

"I do hereby pledge myself to faithfully perform the duties of the office to which I am elected to the best of my ability and for the benefit and honor of this association and to faithfully comply with all the provisions of the Constitution and By-laws of this association."

### **ARTICLE XVII         SUPPORT**

Every parent and/or legal guardian of a child in a program of the association throughout a calendar year is a member of the association. As members, they shall be required to support, with their donated time, those activities and fund raising programs as specified and approved by the Executive Board.

Failure to meet these obligations will constitute immediate participatory suspension of their child or children from the programs of the association, until the matter is resolved to the satisfaction of the Executive Board.

All members will accept (with their signature at registration and/or acceptance of the terms and conditions with online registration) and execute these obligations. NO EXCEPTIONS.

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