

**CONSTITUTION/BYLAWS OF THE ST. JOSEPH COTTLEVILLE  
ATHLETIC ASSOCIATION**

**Article 1**

**NAME**

**Section 1.1**

The name of this organization shall be the St. Joseph Cottleville Athletic Association, hereinafter SJCAA, a not for profit association.

**Article 2**

**PURPOSE**

**Section 2.1**

The purpose of the SJCAA is to provide a program of athletic competition in a Christian atmosphere for registered families and others in the St. Joseph Cottleville Parish.

**Section 2.2**

The primary goals of the SJCAA include teaching:

- Good sportsmanship
- An understanding of and respect for rules and authority
- Self-discipline
- The setting of goals and joining with others to achieve them
- Persistence, determination, and responsibility
- That success is possible and failure can be overcome

## **Article 3**

### **ORGANIZATION**

#### **Section 3.1: Structure**

The SJCAA shall consist of the Executive Board, Sport Coordinators, Standing and Ad Hoc Committees and general members.

#### **Section 3.2: SJCAA Powers**

The SJCAA has the following powers:

- A. To establish and maintain a fund for the purpose of financing its operations and various social, economic, improvement, maintenance and other functions.
- B. To enter into certain contracts as determined to be appropriate by the Executive Board.
- C. To deposit and invest its excess funds in any state or federal chartered and insured bank, savings and loan, or credit union.
- D. To purchase, hold and dispose of property, real and personal, necessary and incidental to its operation as determined to be appropriate by the Executive Board and in conformance with the parish guidelines
- E. To purchase insurance for the benefit of the SJCAA and its officers and members.

#### **Section 3.3: Executive Board Officers**

The Executive Board shall consist of the following officers:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

In the event of a vacancy on the Executive Board the remaining Executive Board members will appoint an able replacement from anyone volunteering to fill the role from the general members.

### **Section 3.4: Executive Board Powers**

The Executive Board shall be responsible for the general management of the affairs, funds, and records of the Association. In addition to the duties customarily performed by boards, the Executive Board shall:

- a) Establish and approve the annual budget.
- b) Recommend to the membership the suspension or impeachment of any officer of the Executive Board for failure to act prudently or to perform duties. An officer may be impeached by 2/3 majority vote at an open meeting by secret ballot.
- c) Recommend amendments or additions to the Constitution/Bylaws.
- d) Perform or authorize any action consistent with the law and the Constitution/Bylaws not specifically reserved by these Constitution/Bylaws for the members.
- e) Designate a depository or depositories for the funds of this association
- f) Perform such other duties as the members may from time to time require

All motions and decisions of the Executive Board must be ratified by vote by the general members at an open meeting.

### **Section 3.5: Duties of the Officers**

Unless otherwise directed by resolution, or Bylaws, the duties of the officers shall be governed by the latest edition of *Roberts Rules of Order*.

Duties of the President. The President shall preside over meetings of the Executive Board and the general members and shall appoint all committee chairmen to assure operation of the SJCAA and committee functions. Additional duties shall be as customarily performed by the office of the president, or as directed to perform by

resolution of the Executive Board, not inconsistent with the provision of the law of the Constitution/Bylaws. The President may be elected to consecutive terms of office.

Duties of the Vice President. The Vice President shall serve as the President in the absence of that official and shall become the President in the event that official cannot continue as President for any reason. The Vice President shall have and exercise all the powers, authority and duties of the president during his absence or in his inability to act or as granted from time to time by resolution of the Executive Board. The Vice President may be elected to consecutive terms of office.

Duties of the Treasurer. The Treasurer shall exercise overall custody and control of all funds, maintain adequate financial records of the assets and liabilities of the association, and report all current income, expenses, and investments at each meeting. The Treasurer shall also act as chairman of the Budget and Registration Committee, prepare the annual budget and present it to the general members for ratification prior to the March meeting. The Treasurer may be elected to consecutive terms of office.

Duties of the Secretary. The Secretary shall prepare and maintain full and correct records of all meetings and activities, prepare agenda for Executive Board and general member meetings, and handle all necessary correspondence. The Secretary may be elected to consecutive terms of office.

### **Section 3.6: Sport and Standing and Ad Hoc Committee Leadership**

Other leadership roles include, but are not limited to:

- A. Sport Coordinators
- B. Referee Coordinators
- C. Concession Coordinators
- D. Other Ad Hoc Committee Coordinators

### **Section 3.7: Elections and Appointments**

The Executive Board shall be elected annually by the general membership for a term of 1 year. Sport Coordinator and Committee Leadership roles do not require election and are not limited by term length.

## **Article 4**

### **MEMBERSHIP**

#### **Section 4.1**

Membership in the SJCAA is open, but not limited, to registered families and other interested participants of St Joseph Cottleville parish. Membership includes rights to provide input and votes at SJCAA meetings. Members must attend at least 1 Athletic Association meeting prior to casting a vote or accepting a nomination for an office on the Executive Board.

## **Article 5**

### **MEETINGS**

#### **Section 5.1: General Meetings**

The SJCAA shall convene general meetings for normal business on the first Thursday of each month at 8:00 P.M. General meetings are open to all members of the SJCAA.

#### **Section 5.2: Annual Nominations Election**

Nominations for Executive Board officers shall be presented to the SJCAA at the November monthly meeting. The annual election of Executive Board officers shall be held at the December meeting.

#### **Section 5.3: Quorum**

A quorum shall constitute at least three members of the Executive Board.

## **Article 6**

### **ELECTIONS**

#### **Section 6.1**

Election of Executive Board officers shall begin by a motion to bring nominations at the November meeting. Nominations will be open to all eligible members, as defined in Article 4 Section 4.1. Individuals holding an Executive Board position may be re-nominated for an additional term. Elections will be held by a vote of the general members at the December meeting. The term of office shall begin at close of the December meeting.

#### **Section 6.2**

Election winners are determined by a majority vote. In the event of a tie, the standing President shall cast the deciding vote. In the event of a tie for election of an officer where a standing officer or multiple officers is/are a nominee, the deciding vote shall be cast by a non-nominee Executive Board officer in the following order: Vice-President, Treasurer, Secretary.

## **Article 7**

### **SPORT COORDINATORS, STANDING and AD HOC COMMITTEES**

#### **Section 7.1: Sport Coordinators**

All SJCAA sports shall have a minimum of 2 Sport Coordinators. The Sport Coordinators shall administer and be responsible for, but not limited to:

- A. establishing team rosters
- B. appointment of the coaches
- C. submission of required rosters to the league

- D. distribution of game schedules to coaches
- E. notification of rescheduled games
- F. evaluate and initiate any necessary action concerning a game protest, coach, player, or spectator conduct
- G. scheduling of facilities for games
- H. facilitate the rescheduling of canceled games
- I. act as the representatives of SJCAA to the St. Louis and St. Charles County CYC and facilitate any actions as required
- J. the purchase, distribution, maintenance and collection of all required uniforms, equipment, trophies and awards.

As directed by the Treasurer, Sport Coordinators shall submit an annual budget.

### **Section 7.2: CYC Representative**

The CYC Representative shall act as the liaison between the SJCAA and the Saint Charles County CYC. In accordance with the St Charles County CYC constitution the CYC Representative will be responsible for reporting to the SJCAA on CYC meetings and activities, have the authority to present ideas to the CYC, and vote on behalf of the SJCAA.

### **Section 7.3: Field Maintenance Coordinator**

The Field Maintenance Coordinator shall be responsible for all fields, lights, and facilities including to provide maximum and efficient use of all fields and facilities. The Field Maintenance Coordinator shall assist Sport Coordinators and Referee Coordinators in determining playability of fields and facilities. As directed by the Treasurer the Field Maintenance Coordinator shall submit an annual budget.

### **Section 7.4: Concessions Coordinator**

The Concessions Coordinator shall be responsible for purchasing beverages, food, equipment and supplies and for the overall operations including housekeeping and maintenance of the building and equipment. With the assistance of the Sport

Coordinators the Concessions Coordinator shall be responsible for scheduling of concession workers. As directed by the Treasurer the Concessions Coordinator shall submit an annual budget.

#### **Section 7.5: Referee Coordinators**

All sports, as required by the CYC, shall have a Referee Coordinator. The Referee Coordinators shall be responsible for overall administration of the referees including: recruitment, selection, training, equipment, scheduling, supervision and payment of the referees. As the Referee Official in Charge, the Coordinator shall have ultimate responsibility for the official cancellation of any game in accordance with the league rules.

#### **Section 7.6: Budget and Registration**

The Treasurer shall act as the Coordinator of the committee which shall consist of the Executive Board, the appointed Sport(s) Coordinators and the various Committee Coordinators. The responsibilities of the committee shall include all those duties necessary and incidental to establish the annual budget and to complete the various sports' financial obligations.

#### **Ad Hoc Committees and their functions are:**

#### **Section 7.7: Tournament Coordinators**

The Tournament Coordinators shall be responsible for the administration of any tournament(s) including registrations, fees, circulars, volunteers, team schedules and awards. As directed by the Treasurer the Tournament Coordinators shall submit an annual budget.

#### **Section 7.8: Fundraising and Social Media Coordinators**

The Fundraising and Social Media Coordinators shall be responsible for the overall advertising, promotion and special fundraising activities and administration and maintenance of SJCAA social media accounts. The Fundraising and Social Media



Coordinators shall be responsible for recruiting and scheduling solicitors acting through the President of the association.

## **ARTICLE 8**

### **FINANCES and INVESTMENTS**

#### **Section 8.1**

The Treasurer as the chief financial officer shall have overall responsibility for all finances and investments in accordance with the following specific guidelines:

- a) Sport registration fees shall be established annually by the Executive Board and approved by majority vote by the general members at an open meeting. Additional fundraising activities shall be conducted as necessary.
- b) All requests for financial hardship waivers to sport registration fees will be honored, with immediate notification sent to the parish office.
- c) Non-budgeted expenditures up to \$200.00 shall have prior approval of the Executive Board. Expenditures exceeding \$200.00 shall be approved by majority vote of the general members at an open meeting.
- d) Emergency repair and maintenance expenditures essential to SJCAA operations or participant safety exceeding \$200 require Executive Board approval. Any expenditure in this category must be presented to the general members at the SJCAA meeting immediately following the expenditure.
- e) Non-insured investments shall not exceed 50 percent of the association's total excess funds on account.
- f) Only the President or Treasurer are authorized to sign checks or conduct similar financial transactions. However, BOTH the President

AND the Treasurer must be aware of and agree to all expenditures from the SJCAA funds prior to transaction taking place.

## **ARTICLE 9**

### **SPORT AND LEAGUE OPERATIONS**

#### **Section 9.1**

Unless defined by Bylaw, administration and operations of all sports sanctioned by the CYC shall follow the Constitution, Bylaws and rules of the St. Louis and St. Charles County CYC. By the discretion of the SJCAA any sport, league or division opting out of CYC participation shall define rules governing event and/or game play.

## **Article 10**

### **CONSTITUTION/BYLAWS ADMENDMENT AND RATIFICATION**

#### **Section 10.1**

The provisions of these Constitution/Bylaws may be amended by the general members at an open meeting by a 2/3 majority vote of those present. Such amendments to become effective immediately unless otherwise provided.

#### **Section 10.2**

Notice of amendments and meeting shall be given to the members in the manner provided in these Constitution/bylaws.

#### **Section 10.3**

A current copy of the St. Joseph Athletic Association Charter and Constitution/Bylaws shall be maintained by the President and Secretary.

## **ARTICLE 11**

### **PARLIAMENTARY AUTHORITY**

#### **Section 11.1**

Roberts Rules of Order Revised shall be the parliamentary authority in matters not specified and not in conflict with these Constitution/Bylaws or the rules of the Parish, or the laws of the country or state of Missouri.

Constitution and ByLaws were ratified into effect at the General Membership meeting on February 7, 2019 by unanimous vote of members present. Maintained on file electronically by Executive Board Members and at the office of St Joseph Parish.