

East Catholic Athletic Association

By-Laws

2001 Ardmore Blvd.

Forest Hills, Pa. 15221



Amended & Adopted: September 12, 2016

Article I - NAME

Section 1 The name of this organization shall be East Catholic Athletic Association.

Article II – MISSION

Section 1 To initiate, promote, support and finance athletic programs for the students attending East Catholic School. The East Catholic Athletic Association (“ECAA”) shall endeavor to fulfill its mission in the spirit of cooperation with the Principal of East Catholic School and designated ECAABOD Pastor. .

ARTICLE III - MEMBERSHIP

Section 1 The general membership of the ECAA shall be primarily the parents/guardians of school students in the athletic programs.

Section 2 To be a member in good standing, parents/guardians must attend at least two general ECAA meetings, registration fees must be paid in full, all volunteer requirements must be fulfilled, and all registration paperwork must be submitted to the secretary.

Section 3 Voting Rights - only members in good standing (as described in Section 2, Article III) prior to the election meeting shall be entitled to vote in the annual election.

ARTICLE IV- EAST CATHOLIC ATHLETIC ASSOCIATION BOARD OF DIRECTORS MEMBERS, OFFICERS AND ELECTIONS

Section 1 East Catholic Athletic Association Board of Directors (“ECAABOD”) shall consist of 13 members of the ECAA. This includes the following:

- ECAABOD Pastor or his delegate, ex-officio, non voting
- The school principal, ex-officio, non voting
- Athletic Director, appointed by principal and East Catholic Athletic Association Board pastor
- Ten ECAABOD members, elected by the general membership

Officers of the ECAABOD shall consist of the following: President, Vice-President, Treasurer, and Secretary.

Section 2 Elected Officers shall have been active members of the ECAA for at least one year, shall serve a term of one year, and shall be eligible for re- election to the same office for not more than four consecutive terms.

Section 3 The annual election shall be held at the general meeting in May. Newly elected ECAABOD members shall assume their duties on June 1, following their election. Officer elections shall be held annually at the June meeting.

Section 4 ECAABOD member participation is critical to the success of the ECAA. This includes attendance at the monthly meetings. ECAABOD members who are not able to attend a meeting should inform the secretary in advance. After three unexcused absences, an ECAABOD member shall be considered to be inactive, and therefore will be asked to step down from the ECAABOD. Another ECAABOD member may be appointed (see Section 7, below) to fill the vacancy.

Section 5 A quorum of the ECAABOD shall consist of six (6) Board Members present, one of whom must be either the President or the Vice- President.

Section 6 ELECTIONS

Eligibility: All ECAA parent/guardian members, who are in good standing as per Article III Section 2, are eligible to be elected to the ECAABOD. However, only one immediate family member per family can serve as a board member at the same time. Non-parent members are eligible for one ECAABOD position.

ECAABOD Term: In order to keep continuity of orderly activities from year-to-year, only five of the 10 ECAABOD member positions shall be up for election every other year. Each ECAABOD member elected, therefore, shall serve a four-year term.

The Election of the ECAABOD shall occur every two years, prior to June 1.

Election Procedure will follow the ECAABOD Election Procedures as stated in Addendum-A of these By Laws.

Tie Breaker: In the event of a tie for an ECAABOD position, the tie vote breaker shall be decided by the remaining (5) ECAABOD members. That vote will be tallied by the ECAABOD Pastor and school principal.

Open Seats After the election: In the event that the number of persons who submits their names for addition to the ballot is insufficient to fill vacant ECAABOD positions, and, as a result, there are seats open after the election is held, the sitting ECAABOD shall fill the vacant seats by appointment. An appointed board member shall hold office for the remaining term of the vacant seat.

Article V- DUTIES OF OFFICERS

President

The President shall preside at all meetings of the ECAA and the ECAABOD. The President shall appoint all Committee chairmen, with the assistance of the Officers. The President shall fill, with the help of the Officers, any vacated office for the unexpired term.

Vice-President

The Vice-President, in the absence of the President, shall preside at all meetings of the ECAA and the ECAABOD and perform all the duties pertaining to the office of the President.

Secretary

The Secretary shall keep the minutes of the general meetings and the ECAABOD meetings. The Secretary shall also keep an up-to-date record of ECAABOD membership attendance and parent meeting attendance. The Secretary shall conduct correspondence relative to the activities of the ECAA. The secretary shall be responsible to insure the ECAABOD elections are carried out as per the ECAABOD Election Procedures as stated in Addendum-A of these By Laws.

Treasurer

The Treasurer shall receive all monies of the ECAA, deposit them as the ECAA directs, and pay all approved expenses. *Note: Payment of large ticket items, defined as \$500 or greater, shall be approved by the ECAABOD. Purchases greater than \$100 and less than \$500 shall be approved by two ECAABOD officers.* The Treasurer shall present a financial report at each meeting and present the books to the Auditing Committee at the end of the fiscal year. Checks shall be signed by the Treasurer

ARTICLE VI .MEETINGS

- Section 1** A general meeting shall be held each month, with the exception of the months of June, July and August, when the ECAABOD only will meet if needed.
- Section 2** The annual election meeting will be at the May general meeting. Special meetings may be called by the President.
- Section 3** The ECAABOD shall meet separately prior to each general meeting.
- Section 4** The President shall preside over and conduct all general membership meetings. The Secretary shall keep the minutes. In the event of emergency business, or lack of time to call a general meeting, the ECAABOD shall have the power to act in the name of the ECAA.

ARTICLE VII- ATHLETIC DIRECTOR & PROGRAM DIRECTOR ROLES & RESPONSIBILITIES

- Section 1** The Principal and ECAABOD Pastor shall have the responsibility to select the Athletic Director. The Athletic Director recommends individual Program Directors to the Principal and ECAABOD Pastor for approval.
- Section 2** The Athletic Director shall be a member of the ECAA in good standing as outlined in Article III, Section 2 of the ECAA By-Laws, shall be responsible for submitting rosters and pertinent fees to the Diocese. The Athletic Director will work with the Program Director to develop team schedules. The Athletic Director, working with the Program Directors, shall report the general progress of the teams at the general membership meetings or ask the Program Director to give a report. The Athletic Director will be responsible for assigning members to the uniform committee.
- Section 3 The Program Director shall be a member of the ECAA in good standing as outlined in Article III, Section 2 of the ECAA By-Laws. The program director will compile the schedule for his/her sport and submit it to the athletic director and principal. The program director will provide regular updates to the athletic director and/or ECAA. The Program Director has the authority to make decisions on any matters concerning the field operations of the varsity, junior varsity, and other segments of the program. Those decisions must be consistent with the Rules and Regulations of the ECAA and ensure a fair, contiguous, and developmental posture for the respective program. The program director is not a member of the ECAABOD and does not vote at ECAABOD meetings.
- Section 4 The Athletic Directors, the Program Director, and the ECAABOD Pastor will select coaches for their corresponding program.
- The procedure for selecting head coaches will be as follows:
1. Existing head coaches who are in good standing will be asked first if they are interested in returning.
 2. All NEW candidates who would like to be considered for an open head coach position and are in good standing must submit a letter which should state their coaching philosophy, coaching experience, and coaching preference to the Principal.
 3. The Principal will give a list of these to the Athletic Director.
 4. ECAABOD Pastor, Athletic Director, and Program Director will make the final head coaching selections. In the event of an impasse in the selecting of a head coach, the Athletic Director shall have final say.
 5. Head coaches will select their assistant coaches for consideration.
 6. The assistant coaches names will be given to the principal for the verification of good standing and clearances

ARTICLE VIII - DUTIES OF COACHES

- Section 1** All decisions regarding the field operations of the teams shall be made by the coaching staff of the particular team.
- Section 2** Each head coach shall advise the Program Director of the field progress of the teams prior to the monthly meetings of the ECAABOD.
- Section 3** **Volunteers**
Coaches shall be responsible for appointing a Team Parent. This person is responsible for volunteer coordination/scheduling for the team. If a coach chooses not to appoint a Team Parent, the coach will bear the responsibility of securing volunteers.
- Section 4** **Communication Policy for ECAA Coaches**
Regarding E-mail and Other Written Forms of Communication:

Coaches shall use e-mail – and any other written form of communication – as a means of communicating basic information such as practice and game times and locations only. Any written communication that goes above and beyond this basic information must be reviewed and approved by the Program Director of that sport and the ECAABOD.

The following are sample topics that fall under this policy: Descriptions of our programs; descriptions of how teams are selected; comparisons of "A" teams and "B" teams; descriptions of past seasons and discussions of past policies & procedures; expectations regarding the level of commitment expected from student-athletes; any implication that student-athletes must eliminate or limit other activities;
- Section 5** **Compliance**
As per Diocesan Code, all coaches are required to meet all present and future Diocesan requirements which include but are not limited to registering themselves on the Diocesan Database, applying for “Pennsylvania Child Abuse History Clearance” and for the “Pennsylvania State Police Request for Criminal Record Check.” All coaches must attend a “Protecting God’s Children” presentation. All coaches shall read and sign the Diocesan Code of Conduct.

Clearance results, verification of attendance at the “Protecting God’s Children” session, and the Code of Conduct signature card shall be submitted to the Principal of East Catholic School and shall be kept on file in the Principal’s Office at East Catholic School. All compliance requirements must be completed prior to the start of an athletic season, including practices.

ARTICLE IX- AMENDMENTS

- Section 1** When the President considers it advisable, the President will appoint a Committee of at least three (3) ECAABOD members, to review the By-Laws. Any proposed revisions shall be read and edited at one Board meeting and, at the following Board meeting, read again and voted upon. Revisions become effective immediately upon majority vote by the ECAABOD.

ARTICLE X- STANDING COMMITTEES

Each chairman shall keep a record of pertinent information regarding activities, etc., of said committee, which record shall be passed on to the chairman's successor. All committees will submit reports to the ECAABOD for review and/or approval as deemed necessary.

Section 1 Fund Raising Committee - To propose means of raising funds to support athletic programs.

Section 2 Finance Committee - To be composed of the President, Treasurer and Athletic Director. The Committee shall set up a budget at the beginning of each fiscal year. A copy of the budget shall be submitted to the ECAABOD for review and approval. All subsequent changes in the budget must be approved by the Committee and the ECAABOD.

Section 3 Audit Committee - Shall consist of three members in good standing appointed by the President in April, to receive the books from the Treasurer at the close of business of the fiscal year, audit and return to the Treasurer before the meeting in May, and report on the audit at the May meeting.

Section 4 Equipment Procurement Committee - The Equipment Procurement Committee shall be established with the responsibility for purchasing all equipment. The Treasurer, Athletic Director, and President shall comprise the Equipment Procurement Committee. The Equipment Procurement Committee shall present their recommendation to the ECAABOD. A majority vote of the ECAABOD shall be required to approve the selection of a submitted vendor and equipment. All purchases exceeding \$500 requires the approval of the ECAABOD.

In order for the Committee to understand the equipment needs of each program, the Program Directors shall submit a complete equipment inventory to the Corresponding Secretary no later than one month after the conclusion of their program.

Coaches, parents, and anyone else offering to purchase equipment – including uniforms and other clothing – must first gain approval from the ECAABOD.

Section 5 Concession Stand Committee - This committee is responsible for the Concession Stand in the gym. The committee is responsible for stocking the concession stand. This includes deciding what food and drinks will be used for the upcoming season, purchasing the food/drinks to sell, creating the menu signs for items that are to be sold. Establish price list.

Section 6 Merchandise/Spiritwear: This committee will be responsible for coordinating the selection and sale of merchandise to school parents/guardians. This committee shall work directly with the vendor.

- Section 7** Registration - This committee is responsible for organizing the registration of all athletes. The committee will be responsible for sending out notices about the registration dates, staffing the registration tables and recording the information to ensure all necessary forms/fees are received. Responsibilities include: Send out notices for registration dates; Coordinate staffing of the registration tables; Record information into spreadsheet to ensure each athlete has submitted the necessary paperwork/fees; follow up with those who are missing information
- Section 8** Sports Banquet/8th Grade Recognition – This committee will be involved in all aspects of these two events. For the banquet, this includes selecting the facility, menu, athlete gifts, etc.
- Section 9** Uniform Committee: Shall be responsible for distributing and collecting all uniforms, collecting uniform deposit fees and returning them upon the return of a uniform (provided it is in satisfactory condition).

ARTICLE XI - RESOLUTIONS

- Section 1** No resolution or motion to commit the ECAA to act on any matter shall be considered by the ECAA until it has been considered by the ECCABOD.
- Section 2** The decision of the ECAABOD, in administrative ECAA matters, shall be final.

ADDENDUM-A

ECAABOD Election Procedures

The secretary shall be responsible to insure the ECAABOD elections are carried out as per the ECAABOD Election Procedures stated below.

1. Eligible members must notify the ECAA Secretary (10 days) before the meeting date in May.
 - a. Deadline date is: _____
 - b. Deadline time is: _____

2. Put ECAABOD Official Election Notice-Form in the take home envelope the second and first Wednesday before the May date deadline. Put in teachers mail slots by Monday!
 - a. 1st Monday date: _____
 - b. 2nd Monday date: _____

3. The Official Ballot must be completed (5) days *before the May meeting*.
 - a. (5) Days before is: _____

4. Tabulate those members who are in good standing for election *after the May Parent/ Board meeting*
 - a. Use Parent-Board Meeting Attendance Form
 - b. Meeting attendance – ECAA Secretary
 - c. Registration fees & volunteer requirements – ECAA President
 - d. Paper work for consideration – ECAA Secretary/Principal/ECAABOD Pastor
 - e. Give a copy to the EC School secretary and explain how to record any received nomination forms. Also give the EC School secretary the deadline date and time for accepting those forms.

5. Who are current ECAABOD members that are up for reelection?
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

6. ECAA Secretary to update Official Ballot Form with those Board members seeking reelection and those ECCA members who qualify to be nominated.

7. At the May Election Meeting:
 - a. ECAA Official Election Ballots will be passed out to all ECAA members in good standing. Votes will be tallied 15 minutes after the first ballot has been passed out by the Election Board.
 - b. Election Board consists of :
 - c. ECAABOD Pastor: _____
 - d. Principal: _____
 - e. ECAA Secretary: _____
 - f. One general membership voter in good standing
Who is: _____
8. The Election Board will tally all ballot votes using the ECAABOD Official Ballot Vote Tally Form
9. The Election Board results will be read to the ECAA members