

ST. SIMON THE APOSTLE ATHLETIC MINISTRY COMMISSION BYLAWS

Section 1. Name

The name of this body shall be the “St. Simon the Apostle Athletic Ministry Commission” (hereinafter “Athletic Ministry Commission”).

Section 2. Authority

- A. The Pastor and the St. Simon the Apostle Parish Pastoral Council (hereinafter “Parish Council”) establish the Athletic Ministry Commission as the policy-making body for the athletics.
- B. All decisions of the Athletic Ministry Commission are subject to the ultimate authority of the Pastor, but are to be considered binding throughout St. Simon the Apostle unless and until the Pastor indicates otherwise.

Section 3. Function

- A. It shall be the responsibility of the Athletic Ministry Commission to:
 - 1. When necessary, conduct a search, interview candidates and make recommendations to the Pastor as to the hiring or selecting of the Athletic Director.
 - 2. When so requested by the Pastor, evaluate the Athletic Director in conjunction with the Performance Appraisal process of the Archdiocese.
 - 3. With the assistance of the Business Manager, establish an annual budget for the operation of the Athletic Department for submission to the Pastor and the Parish Council for approval.
 - 4. Develop Athletic Department policies, goals and objectives which are consistent with parish and archdiocesan policies, goals and objectives, and which promote the spiritual, intellectual and physical development of all St. Simon students.
 - 5. Supervise all committees and groups under its jurisdiction.
 - 6. Report on the status of the Athletic Ministry Commission to the Parish, Parish Council and Pastor.
- B. The Pastor is the ultimate authority of the Parish and the Athletic Ministry Commission and may override these rules at his discretion.

Section 4. **Communication**

The Athletic Ministry Commission shall communicate its policy decisions directly to the Parish Council and to the Parish completely and accurately, using appropriate means. Further, the Athletic Ministry Commission President shall, at his or her discretion, appoint liaisons to other committees and units of the parish to foster good communications.

Section 5. **Elections**

- A. The Athletic Ministry Commission shall consist of:
 - 1. Six (6) parishioners elected by the parish during the month of May pursuant to procedures consistent with these bylaws which are established from time to time by the Athletic Ministry Commission. Three (3) members will be elected on alternate years to ensure continuity with the commission.
 - 2. One (1) parishioner appointed by the Pastor.
- B. To be eligible to vote in the Athletic Ministry Commission election, a person must be a registered member of the parish of at least eighteen (18) years of age.
- C. Votes shall be conducted by written ballot according to procedures established from time to time by the Athletic Ministry Commission.

Section 6. **Membership**

- A. The pastor and the Athletic Director shall serve as ex-officio, nonvoting members of the Athletic Ministry Commission.
- B. Each member shall serve a three-year term, and the Athletic Ministry Commission shall establish a schedule that provides for the election of approximately one-third of the members annually.
- C. No parishioner shall serve more than two consecutive terms as a member of the Athletic Ministry Commission. Terms begin on July 1 and end on June 30. For purposes of this section, “term” includes both full and partial terms.
- D. Any member may be removed by the Athletic Ministry Commission upon a unanimous vote of the Athletic Ministry Commission, or by the Pastor.

- E. In the event of a vacancy among the six elected members, the remaining members of the Athletic Ministry Commission shall elect a parishioner to serve the remainder of the term. If there is less than twelve (12) months remaining in that term as of the date of the regular meeting following the date the vacancy was created, the Athletic Ministry Commission may choose to allow it to remain vacant for the remainder of the term.
- F. In the event of a vacancy of the appointed member, the pastor shall appoint a new member as soon as practical, or may allow that seat to remain vacant for the remainder of the term, at his discretion.
- G. Members are expected to have a strong commitment to the School and the Parish, and are expected to attend and participate in all Athletic Ministry Commission and committee meetings and work.

Section 7. Officers

- A. The Officers of the Athletic Ministry Commission shall consist of a President, Vice President, and Secretary. The President, Vice President and the Secretary shall be elected by the Athletic Ministry Commission upon a majority vote at the first regularly-scheduled meeting of the year. The terms of all Officers begin at the time of their election, and end at the time of their replacement.
- B. **President**
 - 1. The President shall preside at all meetings of the Athletic Ministry Commission.
 - 2. The President shall be a voting member of the Parish Council, and shall act as the liaison between the Athletic Ministry Commission and the Parish Council.
 - 3. The President shall, at his or her discretion, establish standing or ad hoc committees to study particular issues or perform various functions on behalf of the Athletic Ministry Commission. Committees may include non-members of the Athletic Ministry Commission.
 - 4. The President may appoint liaisons to any committee, subcommittee or other unit of the parish he or she deems appropriate. However, the President shall appoint liaisons to the following St. Simon Committees:
 - a. Faith Formation
 - b. School Commission
 - c. Finance Committee

5. It shall be the responsibility of the President to develop the Agenda for all meetings of the Athletic Ministry Commission and determine the Order of Business. The President shall deliver the Agenda to the Secretary at least fourteen (14) days prior to the meeting, who shall distribute it to the members at least seven (7) days prior to the meeting.
6. It shall be the responsibility of the President, in conjunction with the Parish Office, to establish the time and place of the regular monthly meetings of the School Commission, and to so notify all members at least seven (7) days prior to the meeting.
7. It shall be the responsibility of the President to schedule special meetings of the Athletic Ministry Commission as required by circumstances or as required by these bylaws. In such a case, the President shall provide members with at least three (3) days notice, unless a two-thirds majority of the full membership of the Athletic Ministry Commission agrees otherwise.

C. Vice President/Treasurer

1. If the President is not in attendance at a meeting of the Athletic Ministry Commission, the Vice President/Treasurer shall preside.

D. Secretary

1. If neither the President nor the Vice President are present at a meeting of the Athletic Ministry Commission, the Secretary shall preside. If none of the officers are present, the member with the most seniority shall preside.
2. It shall be the responsibility of the Secretary to record and keep the minutes of the Athletic Ministry Commission, and to distribute the Agenda and minutes from the previous meeting to all Athletic Ministry Commission members at least seven (7) days prior to scheduled meetings.

- E. In the event of a vacancy among the officers, the remaining members of the Athletic Ministry Commission shall fill that vacancy from the remaining members.

Section 8. Meetings

- A. The Athletic Ministry Commission shall meet at least monthly.
- B. Upon the written request of three (3) members, the President shall schedule a special meeting on the date requested. No special meeting may be requested on less than three (3) days notice, unless a two-thirds majority of the full membership of the Athletic Ministry Commission agrees otherwise.

- C. A simple majority of the members of the Athletic Ministry Commission constitutes a quorum.
- D. Meetings, except for Executive Sessions, shall be open to all St. Simon parishioners.
- E. Executive Sessions shall be limited to those matters requiring confidentiality or involving sensitive issues not appropriate for public dissemination. All members shall keep matters discussed during Executive Sessions completely confidential. In order to declare an Executive Session, at least two-thirds of the members present must agree.
- F. Only members, ex-officio members and persons invited by the Athletic Ministry Commission to attend meetings are ordinarily allowed to participate in discussions or address the group.
- G. Persons other than those listed in Section 8(F) may address the Athletic Ministry Commission during a meeting, but only if that person makes such a request in writing to the President with a description of the topic to be addressed at least three (3) days prior to the meeting, and only upon the approval of:
 - 1. the Pastor, or
 - 2. the President and two other members of the Athletic Ministry Commission.

Section 9. Voting

- A. Each member shall have the right to vote on all matters considered by the Athletic Ministry Commission.
- B. The Athletic Ministry Commission shall take no action unless a quorum of its members is present.
- C. In order to take action, a majority vote of the members present at any meeting is required.

Section 10. Amending The Bylaws

- A. The Bylaws may be amended by a two-thirds vote of the full membership of the Athletic Ministry Commission and ratification by the Pastor and the Parish Council.
- B. Members must receive written notice of any proposed amendments to the Bylaws at least sixty (60) days prior to any vote, unless a two-thirds majority of the full membership agrees otherwise.

Section 11. Prior Bylaws and Rules Superseded

These Bylaws supersede and supplant all prior Bylaws or Rules of the St. Simon Booster Club.