

# **Bylaws of the Waukesha Catholic Athletic Association**

## **MISSION**

The Waukesha Catholic Athletic Association (hereafter the “Association”) is charged with developing and guiding sportsmanship, self-discipline and the fundamental skills associated with Christian principles.

## **ARTICLE I** **ORGANIZATION**

The members of the Association shall be parents or guardians of Waukesha Catholic students in grades K3 through 8. These members shall be non-voting other than for the election of Board members (see Article II 2) below).

## **ARTICLE II** **ATHLETIC BOARD**

- 1) Membership: The Athletic Board of Directors (hereafter the “Board”) shall consist of thirteen (13) members.
  - a) The Athletic Director of Waukesha Catholic shall serve as a voting member of the Board and will be expected to attend the Board meetings.
  - b) The school administrator assigned by the Principal who shall serve as a voting member of the Board and will be expected to attend the Board meetings. This member shall also act as the liaison to the Waukesha Catholic School Board of Directors.
  - c) Eleven voting members elected from the Association, consisting of the following:
    - i) President as defined by the job descriptions adopted by the Board. No President shall serve without having had one year of experience on the Board
    - ii) Secretary as defined by the job description adopted by the Board.
    - iii) Treasurer as defined by the job description adopted by the Board.
    - iv) Eight At-Large Positions as defined by the job description adopted by the Board.
- 2) Elections: The Board shall be elected by the Association members (See Article I above). In regards to the election of Board members, eligible voters will be comprised of the Association members as defined by enrollment for the year the Board member(s) term begins.
  - a) In even years, five Board members’ terms will expire.
  - b) In odd years, six Board members’ terms will expire.

- 3) Length of Term: Each elected Board member's term is two years beginning on July 1 of the year elected. Members may serve up to three consecutive terms. Members may be eligible to serve future terms after a one year absence from the Board. In cases where a family's last child has graduated from Waukesha Catholic, they may complete the remainder of their term. In cases where a family leaves Waukesha Catholic for reasons other than graduation of their last child, their seat will be vacated.
  - a) Resignation: Any Board member may resign at any time by giving written notice to the Board President. Resignations will take effect at the time specified by the resigning member. If no time is specified, the resignation will take effect upon receipt by the Board President.
  - b) Vacancies: In the event of a vacancy on the Board, the Board may appoint an Association member to complete the term of vacancy.
  - c) Removal: A vote equal to or greater than the majority of the Board is required to remove any Board member from office, whenever, in its judgment, the best long term interest of the Association will be served. Prior to any vote on removal, the Board member subject to such action will have an opportunity to address the Board. If a Board member is not present for this address, that member shall forfeit the privilege to vote on removal.
  - d) Compensation: Board members shall receive no compensation for serving on the Board with the exception of the Athletic Director. The Association does not directly compensate the Athletic Director as that position is a paid staff member of Waukesha Catholic. The reimbursement of budgeted expenses, or those expenses previously approved by the Athletic Board, requires the approval of the Athletic Board President or Athletic Director. The Athletic Board President and Athletic Director may not approve their own reimbursements.
- 4) Powers and Responsibilities: The Board shall be vested with all powers to effectively administer the athletic program and to discharge its responsibilities, including:
  - a) To annually review and, if necessary, update the mission.
  - b) To monitor the effectiveness of the athletic program in fulfillment of the mission statement.
  - c) To approve expenditures in excess of \$500.
  - d) To review bylaws as necessary, but at least in years ending in 0 and 5. A vote equal to or greater than the majority of the Board is required to recommend any changes to these bylaws for approval by the Waukesha Catholic School System Board of Directors.
  - e) To hold meetings as scheduled by the Board
  - f) To establish overall policy for the management and operation of the

athletic program which is consistent with these By-Laws, League rules and Archdiocesan policy.

- g) To approve and appoint coaches for all sports.

### ARTICLE III MEETINGS

- 1) Regular Meetings: Regular meetings of the Board shall be held monthly throughout the year as agreed upon by the Board members. All meetings will be open to Association members, with audience participation during the first part of the meeting and with a time limit set by the Board. The Board shall reserve the right to close any part of the meeting after the audience participation portion to discuss items the Board deems sensitive.
- 2) Special Meetings: Special meetings shall be called by the President or upon a written request of a quorum of Board members. All rules of a “regular” Board meeting apply to a special meeting. This meeting may be either in person, via conference call, or using internet-based technology.
- 3) Quorum: A majority of voting members (7) of the Board shall constitute a quorum. A quorum is needed to vote on any policy matters.
- 4) Should circumstances not allow an in-person meeting to be held, for the purpose of a vote, an electronic vote may be requested using email or equivalent internet based technology provided each Board member’s vote can be counted individually.
  - a) A clear motion on which the Board is voting must be provided and a deadline to submit votes shall be set.
  - b) The allowable votes are “Yes”, or equivalent, indicating in favor of the proposal, “No”, or equivalent, indicating against the proposal, or “Abstain”. Should a Board member not enter a vote, it will be counted as “Not Returned”
  - c) A quorum of the Board must cast votes for the vote to be binding.
  - d) If voting by email, two members of the Executive Committee will be designated to record and tally the votes.
  - e) Results of the vote will be reported to the Board members as soon as reasonably possible following the closing of the voting period. The motion to vote and the results will be recorded in the agenda and minutes of the following regular Board meeting.
- 5) Minutes: A draft of the minutes of the Board meeting shall be distributed to the board members by the Secretary within one week following the meeting. Final minutes will be approved at the next regular Board meeting. A copy of the approved minutes will be made available to anyone upon request.

**ARTICLE IV**  
**FINANCES**

- 1) Association: The Association will generate revenue for the purpose of its programs. Revenues raised will be returned to the program as operating capital, with the exception of the designated percentage of the Elizabeth Seton Volleyball Championships profit donated to charity.
- 2) Budget: An annual budget shall be prepared by the Board and presented to the Finance Committee of the Waukesha Catholic School Board for approval.

**ARTICLE V**  
**BOARD COMMITTEES**

- 1) It is the policy of the Board to designate committees including standing committees, sub-committees, and ad-hoc committees when it is determine that a committee process facilitates the mission of the Board.
  - a) All committees are advisory in nature and do not have independent authority. The Board will receive reports and or recommendations from a committee for consideration. All recommendations, decisions and actions must be approved by the Board.
  - b) The Board will outline the duties and purpose of all committees.
  - c) The Board reserves the right to limit, create or abolish any committee as it deems appropriate.
  - d) A committee of the Board will not appoint a sub-committee of that committee without the approval and consent of the Board.
- 2) The following are the policies regarding committee membership.
  - a) All committees shall be composed of at least three (3) persons, one of whom must be a member of the Board and serve as liaison to the Board. All voting members of a committee must be approved by the Board.
  - b) The committee chairpersons shall be selected by the committee and approved by the Board. The committee chairperson will facilitate meetings and establish agendas. The chairperson may or may not be a member of the Board.
  - c) All committees will designate a secretary who will record the minutes or actions of the committee and submit minutes to the Board President at least one week before the next Board meeting. Such minutes and records shall be distributed to all member of the Board.
  - d) No more than five (5) Board members may serve as a voting member of a committee.
  - e) Committee membership ends on June 30 of each year.
- 3) The Standing Committees are:
  - a) Executive Committee
  - b) Seton Volleyball Tournament Committee
  - c) Athletic Booster Club
- 4) The Executive Committee shall consist of the President, the Secretary, the Treasurer, the Athletic Director and the assigned school administrator. Duties assigned to the

Executive Committee include:

- a) setting the agenda for each monthly Board meeting.
  - b) preparing a proposal of the Association's budget to be presented to and approved by the Board.
- 5) The Seton Volleyball Tournament Committee is charged with managing the Seton Volleyball Tournament.
  - 6) The Athletic Booster Club operates to raise funds for Waukesha Catholic's athletic program.