



ALPHA ATHLETIC ASSOCIATION BY-LAWS

ADOPTED: FEBRUARY 2001
AMENDED: JANUARY 2004, FEBRUARY 2007
AMENDED: April 2016
AMENDED: May 2016

Article I – NAME

The name of this organization is ALPHA ATHLETIC ASSOCIATION.

Article II – MISSION

The mission of the Alpha Athletic Association is to provide and monitor a set of standards by which coaches, parents, athletes and students work together in an athletic program that incorporates: Safety, Honesty, Respect, Responsibility and Fair Play that are guided by Christian values.

The Association will further the mission of the Alpha by establishing an athletic program which is committed to and grounded in Catholic educational principles which recognize and encourage each student's God-given abilities and uniqueness. The Association will create a program that provides a positive environment where all participants, regardless of skill levels, will be provided the opportunity to learn: Sportsmanship, Team Work, School Spirit and the value of Healthy Competition.

The Association will promote and foster the rules and guidelines of the Diocesan for Catholic Elementary Schools Sports Programs and supports the Student Sport Participation Policy

Article III – AUTHORITY

The association recognizes that the Principal and the members of the Board of Directors of the Providence Heights Alpha School have authority and responsibility for the Alpha and its programs. As such, the Association shall function upon the consent of the Principal.

Article IV – OBJECTIVES

Section 1: To establish an athletic program for Alpha School students.

Section 2: To provide the necessary personnel, equipment and facilities to carry on such programs.

Section 3: To encourage the ideals of good sportsmanship, teamwork, school spirit and the value of healthy competition.

Section 4: To raise the necessary funds to support the above objectives.

Section 5: To operate the Alpha Athletic Program as competent individuals grounded in the Divine Providence value of spirituality.

Article V - MEMBERSHIP

Section 1: The membership shall be comprised of all Alpha parents, coaches and staff who subscribe to the stated objectives.

Section 2: An Active Member in Good Standing shall be the parents of children who have participated in at least one sport within the past 12 months and has paid all requisite dues.

Section 3: Only Members in Good Standing may vote.

Article VI - OFFICERS

Section 1: The officers of the AAA shall consist of President, Vice- President, Secretary and Treasurer. All offices are held for staggered two-year terms, with the office of President and Secretary being filled in elections held in even-numbered years, and the offices of Vice-President and Treasurer being filled elections held in odd-numbered years. The President shall preside at all meetings and perform all other duties as the office requires. The President is the School Liaison and the chair of Nominating Committee. Term of President should be for two (2) years unless removed by votes of majority from the Executive Board. The Physical Education Teacher shall act as the School Liaison and work with the President of the AAA regarding the field and gym scheduling and other issues and concerns. If no parent accepts the nomination for President of the AAA, the Physical Education Teacher shall assume the role of President of AAA.

Section 2: The Vice-President shall perform all the duties of the President in his/her absence. Term of Vice-President should be for two (2) years unless removed by votes of majority from the Executive Board.

Section 3: The Treasurer shall receive and safely keep all money, financial records and receipts belonging to Alpha Athletic Association and the same shall be disbursed under the direction of the Board. He or she shall, with the President, prepare an annual budget and present it to the Board for approval. Proper vouchers shall be taken for all such disbursements. It shall be his/her duty to keep an accurate account of the finances of the Association on the books prepared and furnished for that purpose. The books shall be open for inspection and examination by the Association Board of Directors. He/she shall render an account of the standings of the Association at the general meetings of the members and at such other times as the Board of directors may require. At the expiration of his/her term of office, he/she shall deliver all monies and property of the Association. The Treasurer shall attempt to keep all monies in interest bearing accounts whenever possible. The Treasurer will provide the Principal with financial reports of the Association on a monthly basis. The Treasurer should not be related to anyone on the Executive Board and will serve a term of two years.

Section 4: The Secretary shall keep the minutes of all meetings, keep all other necessary records and pass on all records to the successor in order that they may be made permanent. Minutes should be presented at the following general meeting. Secretary will serve for two years.

Section 5: The Principal, or his or her designated representative, shall be deemed an officer.

Section 6: Each "Commissioner" for the Diocesan Supported Sport. This will include but not limited to Volleyball, Cross Country, Soccer, Basketball and Cheerleading. Each commissioner will represent, coordinate and be the central contact for that sport. The commissioner term will be one year in length.

Article VII – EXECUTIVE BOARD

Section 1: The Governing body of the Association shall be known as the Executive Board.

Section 2: The Executive Board shall consist of the Principal, President, Vice-President, Secretary, Treasurer, School Liaison (Physical Education Teacher), and the appointed commissioners. Attendance shall be taken before each Executive Board Meeting.

Section 3: Five members of the Executive Board shall constitute a quorum.

Section 4: Any vacancy occurring on the Executive Board because of resignation, death or disqualification may be filled until the next election by a majority vote of the remaining members of the Board. Three consecutive absences from a general meeting by a member of the Executive Board without valid reason shall be deemed a resignation.

Section 5: The Principal and his or her appointee have the sole authority to sign checks.

Section 6: The Executive Board shall meet as often as needed but at least 5 times per school year. General meeting will serve concurrently as Executive Board meetings as long as the quorum requirement is satisfied.

Article VIII – GENERAL MEETINGS

Section 1: The regular meeting shall be held on a day and a time specified by the Executive Board and shall be communicated via email and on the school calendar. Attendance shall be taken before each meeting.

Section 2: Special meetings may be called on an as-needed basis.

Section 3: Five members of the Executive Board shall constitute a quorum. In the event that a quorum is not met, the meeting will be adjourned and rescheduled.

Section 4: There should be at least 5 General meetings per school year.

Article IX – STANDING COMMITTEES & PROCEDURES

Section 1: Expenditure of Funds

A budget is prepared by the president and treasurer and presented at the first regularly scheduled meeting of the school year. After the members of the Association approve the budget, the president and treasurer must approve every expenditure prior to a purchase being made. Final approval for the release of funds comes from the Principal or other authorized signer of checks.

Section 2: Nominating Committee. The Chair will be the President and will include a minimum of one other Executive Board Member.

Section 3: Building & Grounds Committee. The Building & Grounds Committee will make recommendations to the Executive Board for improvements to the facilities and grounds. It will research costs associated with recommendations and prepare a report on said recommendations on any approved projects. It will include a minimum of one Executive Board Member. The Association recognizes that the grounds and the facilities are the property of the Sisters of Divine Providence and, as such, any and all recommendations for changes must be approved by the Board of Directors of the Sisters of Divine Providence through the Principal.

Section 4: Fundraising Committee. The Fundraising Committee will be made up of the entire Executive Board with the Fundraising Chairperson having been appointed by said Executive Board. Its purposes are to raise adequate funds to ensure the goals of the Association are met and to ensure financial stability of the Association.

Article X – ELECTION OF OFFICERS AND TRUSTEES

Section 1 Nominating Committee (President and at least one other member of the Executive Board) shall request nominations for candidates to fill each open Officer position via weekly parent email blasts. The Nominating Committee shall confirm with each nominated candidate their willingness to run for office. Nominations shall be closed at the discretion of the Nominating Committee.

Section 2: Nominations shall be requested mid-March and confirmed before the April AAA Meeting

Section 3 The Nominating Committee shall have the ballots prepared for the election to take place at the May AAA meeting, with the new officer's term to begin on July 1st .

Section 4: The election shall be held by a Secret ballot of all candidates who are Members in Good Standing. The ballot shall set forth the names of all nominated candidates. The ballots shall be counted by the Nominating Committee with one General Member in good standing present.

Section 5: The term for Officers shall be two years.

Section 6: Commissioners shall be appointed annually by the Principal, President, Vice- President, Secretary and Treasurer.

Article XI – PLAYER ELIGIBILITY – GENERAL

Section 1: Only those students enrolled in Alpha School who meet grade level and academic requirements as set by the Principal are eligible to participate in the Alpha Athletic Association Program. Special considerations or exceptions can be made only by Executive Board approval.

Section 2: Prior to the start of each season, each player and his or her parents and/or guardians must receive and execute the appropriate permission, indemnity, and physician release forms, and pay the appropriate registration fee.

Section 3: All Diocesan league rules pertaining to player eligibility (or other) must be followed. This is the responsibility of the Head Coach of each participating team.

Section 4: Players are subject to suspension by recommendation of a coach to the Principal, or by the Principal alone, for reasons of inappropriate conduct, academics or other deficiencies.

Section 5: Disciplinary action taken by the Principal is not subject to review of the Association.

Section 6: During periods of season transition from one sport to another (e.g. basketball and soccer), or, during simultaneous seasons (e.g. basketball and/or cheerleading), it must be recognized that players must meet the commitments of each team as determined by the Head Coach. The sport in season will take precedence.

Article XII – TEAM ELIGIBILITY – VARSITY, JUNIOR VARSITY AND ALTERNATE

Section 1: Varsity teams participating in league competition will be comprised of eligible students from the 7th and 8th grades. In the event that there should be an insufficient number of players to field a varsity team, it will be the discretion of the coach, to select eligible players from 6th grade.

Section 2: Junior Varsity teams participating in the league competition will be comprised of eligible students from the 5th and 6th grades. In the event that there should be an insufficient number of players to field a varsity team, it will be the discretion of the coach, to select eligible players from the 4th grade.

Section 3: A player, who earns the opportunity to move up one level to the JV or Varsity and continues to participate on the JV or Instructional team, does so in accordance with league rules.

Section 4: Alpha Athletic Association, along with the Coaches will determine, based on the number of willing participants, the best mix of teams and players. For example, when a Second team is required, these teams may be called 7th, 5th, or B Teams and their purpose is to provide competition for all registering players not selected on a Varsity of JV Team. These teams will be considered Alternate Teams.

Section 5: Each Alternate Team participant will be restricted to playing for one team. Exceptions for Alternate team participation require Athletic Director approval. Playing time for each player on an Alternate team should be equal to or more than one quarter.

Article XIII – CONCERNS AND /OR COMPLAINTS PROCEDURE

Section 1: Any parent's or other person's concerns/complaints regarding Alpha Athletic Association programs must be initially discussed with the team head coach of the program involved. This initial discussion must not take place on the day of the sports event. It must be conducted at a scheduled meeting held at a mutually agreeable time and place. If the concern/complaint is not resolved at the initial meeting with the team head coach and the person(s) bringing the matter to attention would like to discuss it further, the matter may then be submitted in writing or emailed to the Association President. To address the concern, the President if necessary, will schedule a meeting to be held at a mutually agreeable time and place. Any sports program concerns/complaints not able to be resolved as per above may then be brought to the Principal.

Article XIV – RULES AND GUIDELINES FOR COACHES

Section 1: The Alpha Athletic Association is responsible for running the sports program in accordance with Diocesan league rules, practices, and policies. If the school has an unexpected closing due to inclement weather, all practices and games shall be cancelled as well.

Section 2: All coaches and assistant coaches of teams will be responsible to the President. Coaches and all volunteers must present the original State verified Pennsylvania Child Abuse History Clearance Form and Pennsylvania State Police Request for Criminal Record Check prior to the date of their first practice. Each

Executive Board member, to the extent he or she does not have such clearances on the date of his or her election, must obtain the same within 30 days of the date of such election.

Section 3: The President and the Association Treasurer are responsible for seeing that all players have submitted the required registration fee. The School Administrative Office is responsible for seeing that all players have submitted physical and parental permission and indemnity forms, prior to permitting the player to participate in a practice or a game. The School Administrative Office must send a copy of the physician release form to the Sport Commissioner.

Section 4: The Sport Commissioner or an appointee is responsible for distributing and collecting all uniforms and equipment. The purchase of new uniforms must comply with Athletic Association purchasing policy.

Section 5: A parent volunteer, appointed by the head coaches is responsible for collecting and the keeping records of all gate receipts from scrimmages or games. Other volunteer will be appointed to coordinate the refreshment stand and crowd control.

Section 6: The Head Coach, Assistant Coach, or their designated adult volunteer who has the appropriate State clearances, must be present at all practices, scrimmages or games.

Section 7: Any parent or legal guardian may attend a practice of their child.

Section 8: All coaches, or their designated representative, should make every effort to attend all Athletic Association general meetings.

Section 9: Any coach who does not live up to the philosophy embodied in this charter and the associated policies of the Alpha Athletic Association shall be subject to dismissal. The School Principal along with a majority vote of the Executive Board may dismiss a coach or assistant coach.

Section 10: The coaches are encouraged to provide athletic opportunities for players during the off-season. To the extent that any off-season athletic opportunities are provided, such opportunities must be extended to every player who participated in the particular sport in the season immediately passed. Any student in that particular grade will also have the opportunity to participate.

Article XV – REGISTRATION FEE

Section 1: The Executive Board shall set the annual nonrefundable registration fees and/or nonrefundable deposits for participants. This will be done as part of the annual budget process.

Article XVI – TEAM AND BANQUET AWARDS

Section 1: Each member of a team winning a Diocesan League Championship shall receive appropriate recognition or award.

Section 2: The ordering and purchase of awards must comply with Athletic Association purchasing policy.

Article XVII – PARLIAMENTARY AUTHORITY AND BUSINESS MATTERS

Section 1: The President shall set all general meeting agendas. Any member of the Athletic Association may have an item placed on the agenda by contacting the President at least one week prior to the regularly scheduled meeting.

Section 2: Decisions are made by simple majority.

Article XVIII – AMENDMENTS

These By-Laws may be amended by a simple majority vote of the Executive Board with the following provisions: Notice must be given that amendments to the bylaws are drafted. Drafted amendments will remain posted on the School website for at least 15 days for Association members to make comments. Comments will be brought to an ad hoc bylaws committee to be discussed before the next Association meeting. The bylaw subcommittee determines which, if any, comments or suggestions will be incorporated into the draft to be brought to the next Association meeting for final discussion and vote by the Executive Board. All amendments are contingent upon the approval of the Principal.