



CONSTITUTION & BYLAWS¹
ST. MARY SPORTS ASSOCIATION

Revised as of November 2025

ST. MARY PARISH
Hyde Park

&

ST. MARY SCHOOL
U.S. Department of Education
National Blue Ribbon School
1986, 1994, 2006 & 2023

Celebrating over 100 years of Excellence

¹ Approved as Charter Compliant, April 7, 2011, by Fr Ken Schartz

Table of Contents

<i>ARTICLE I – NAME</i>	3
<i>ARTICLE II – MISSION AND PURPOSE</i>	3
<i>ARTICLE III – GOALS AND GUIDING PRINCIPLES</i>	4
<i>ARTICLE IV – MANAGEMENT AND GOVERNANCE</i>	5
<i>ARTICLE V – MEMBERSHIP</i>	6
<i>ARTICLE VI – ANNUAL DUES AND ATHLETIC FEES</i>	6
<i>ARTICLE VII – FISCAL & ATHLETIC YEAR</i>	6
<i>ARTICLE VIII – POLICIES & PROCEDURES</i>	6
<i>ARTICLE IX – ST. MARY ATHLETIC COMMISSION</i>	7
<i>ARTICLE X – OFFICERS</i>	8
<i>ARTICLE XI – COMMISSIONERS</i>	11
<i>ARTICLE XII – COORDINATORS</i>	13
<i>ARTICLE XIII – SPONSORED SPORTS</i>	14
<i>ARTICLE XIV – GRIEVANCE COMMITTEE AND PROCESS</i>	14
<i>ARTICLE XV – FUNDS</i>	15
<i>ARTICLE XVI – NOMINATIONS</i>	15
<i>ARTICLE XVII – ELECTIONS</i>	16
<i>ARTICLE XVIII – MEETINGS</i>	16
<i>ARTICLE XIX – AMENDMENTS OF BYLAWS</i>	17
<i>ARTICLE XX – DISSOLUTION</i>	18
<i>REVISION HISTORY</i>	18

ARTICLE I – NAME

The name of this organization shall be St. Mary Sports Association (hereinafter, the “Sports Association”).

ARTICLE II – MISSION AND PURPOSE²

The purpose of this organization shall be to serve St. Mary Parish in Hyde Park (hereinafter, the “Parish”) by:

1. Furthering the mission of the Catholic Church by providing sports experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of the Catholic youth ministry, and aligned with the evangelizing mission of the Catholic Church in accordance with The Archdiocese of Cincinnati Charter on Youth Athletics, promulgated on March 1, 2014 (the “Charter”);³
2. Sponsoring, promoting, coordinating, and operating athletic activities for the Parish youth and students of St. Mary School (hereinafter, the “School”), in conjunction with their spiritual and scholastic development;
3. Providing opportunities for Parish youth and School students to learn the rules and fundamentals of their sport, the tenets of good sportsmanship, the discipline of hard work, the benefits of physical fitness, and the enjoyment of team work under proper supervision and guidance through athletic competition. The Sports Association is an extension of the mission and youth ministry efforts of the Parish and is responsible for organizing, coordinating and sustaining high-quality athletic experiences for the Parish youth and School students that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills, in the context of athletics. Athletics organizations stand in for Jesus when he says, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these." Matt. 19:14;⁴
4. Purchasing, owning and providing athletic equipment and related items, providing access to facilities, and planning and promoting social activities related to athletics;
5. Raising and dispersing funds to serve the purposes of the Sports Association and the programs that it sponsors, including all things necessary or incidental thereto; and
6. Hearing and resolving concerns in the best possible manner that are raised by the parents, the youth, and the coaches who participate in programs sponsored by the Sports Association.

² See The Charter, Section 1.1

³ See The Charter, Section 1.2

⁴ See The Charter, Section 6.2.2

ARTICLE III – GOALS AND GUIDING PRINCIPLES ⁵

Goals

Catholic Youth Athletics is a form of youth ministry that leads young people closer to Christ, and takes its inspiration and direction from the 1997 U.S. Bishops' document, *Renewing the Vision—A Framework for Catholic Youth Ministry*. That document identifies three overarching goals for all youth programs in the U.S. Catholic Church:

- Goal #1 Discipleship: to empower young people to live as disciples of Jesus Christ in our world today.
- Goal #2 Participation: to draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- Goal #3 Growth: to foster the total personal and spiritual growth of each young person.

Guiding Principles

The policies and best practices detailed in the Charter flow from these goals and are aligned with them. Since the Charter provides a framework of policies and best practices for elementary-age and parish-based athletics in the Archdiocese (except for the Excluded High Schools, as defined in the Charter), the various athletics organizations, leagues, tournaments, teams, and practices that are a part of Catholic Youth Athletics will also reflect these overarching goals. The Guiding Principles are:

- Discipleship, Faith and Family First: Catholic Youth Athletics proceeds from and should always include Christian discipleship in the Catholic faith, in support of the parents and families whose children participate. Charter policies and guidelines are developed with Christian discipleship, the Catholic faith, and family well-being as top priorities.
- Evangelizing Mission: The whole Church and each of its members are called to the mission of evangelization; so too, is Catholic Youth Athletics a part of that mission. Participants, parents, families, coaches, athletics organizations, fans, and alumni—all those involved in some way in Catholic Youth Athletics—are invited into this evangelizing mission bringing the good news of Jesus Christ to a world much in need of it. The Charter establishes clear expectations regarding the evangelizing mission of Catholic Youth Athletics.
- Responsible Participation in the Church: Catholic Youth Athletics will reflect the priority of regular, consistent, and responsible participation in the Church, in her worship, education, community, ministries and service to the world. The Charter includes policies

⁵ See The Charter, Section 1.3

and best practices affirming the priority of active participation in the Catholic faith community, including faith formation as well as worship on Sundays, Holy Days and during liturgical seasons.

- Faith, Character and Virtue Development: In Catholic Youth Athletics, winning, performing, and succeeding are always subordinate to the development of faith, character and virtues in participants and their families. The Charter establishes policies and best practices regarding Christian behavior, good sportsmanship, and fair play for players, coaches, volunteers, athletics organizations, and parents, in line with the Great Commandments, the Ten Commandments, and the Golden Rule.
- Trained and Competent Coaches and Athletics Leaders: Coaches and athletics leaders serving in Catholic Youth Athletics understand their roles as forms of youth ministry leadership, and will get training that leads to competence not only in coaching a given sport, but also in modeling and sharing faith, developing young Catholic disciples, and helping young people and their families stay meaningfully connected to the Catholic Church.
- Safety and Well-being of Children: The safety and well-being of young people in Catholic Youth Athletics are paramount. The Charter describes policies and best practices to promote the safety and well-being of children.
- Good Stewardship and Accountability: Athletics organizations and leagues that serve the parishes and schools of the Archdiocese should demonstrate good stewardship of money and other resources, with trustworthy and transparent systems of financial accountability.

In and through the experience of Catholic Youth Athletics, children and their families will better follow Christ, be drawn closer to the Church, and will grow in character, virtues, and Christian service. The provisions of this Charter have been developed to make this mission a reality in the Archdiocese of Cincinnati.

ARTICLE IV – MANAGEMENT AND GOVERNANCE⁶

Management of the Sports Association is delegated to the St. Mary Athletic Commission (hereinafter, “SMAC”) in accordance with the Constitution & Bylaws of the Sports Association (hereinafter, the “Bylaws”), which shall be approved by the Parish pastor. SMAC shall be subject to the authority of, and accountable to, the Parish pastor, and be a fiscally responsible steward of its monies and other resources, with revenues and expenses accounted for through normal Parish financial accounting.

⁶ See The Charter, Section 6.2.3

ARTICLE V – MEMBERSHIP

Individuals over age eighteen who are registered members of the Parish, who are parents or legal guardians of students of the School, or who wish to assist the Sports Association to achieve its stated purposes shall be eligible for membership.

All elected members of SMAC and all coordinators appointed by SMAC, as defined herein, shall be considered members of the Sports Association and shall receive the privileges of membership.

The Parish pastor, the School principal, and the Parish director of religious education shall be considered members of the Sports Association and shall receive the privileges of membership.

Upon payment of yearly dues, all others eligible for membership shall become members of the Sports Association and shall be admitted free to all St. Mary home athletic contests held at St. Mary gym and/or any other SMAC organized tournaments held at St. Mary.

Sports Association members who are in good standing in regard to payment of dues and the return of equipment and uniforms shall be eligible to serve on SMAC.

ARTICLE VI – ANNUAL DUES AND ATHLETIC FEES

Annual membership dues for the Sports Association and all athletic fees for each sport sponsored by the Sports Association shall be approved annually by a majority vote of SMAC members.

ARTICLE VII – FISCAL & ATHLETIC YEAR

The fiscal year and the athletic year for the Sports Association shall be June 1 to May 31.

ARTICLE VIII – POLICIES & PROCEDURES

SMAC shall adopt policies and procedures by which it will operate the Sports Association that are consistent with the Bylaws and the Archdiocese of Cincinnati Charter on Catholic Youth Athletics (the “Charter”) and shall make them publicly available, along with any other information that SMAC deems appropriate, in the form of a handbook. The handbook shall be adopted and may be amended by a two-thirds majority vote of SMAC (hereinafter, the “Handbook”).

ARTICLE IX – ST. MARY ATHLETIC COMMISSION

Section 1 – Members

SMAC shall consist of officers as defined in Article X, the immediate past president, sports commissioners, a facilities commissioner, and an at-large commissioner who shall be elected as provided in Article XVII below. The Parish pastor, the Parish director of religious education, who shall serve as the Spiritual Liaison, and the School principal shall be non-voting, ex officio members of SMAC and are invited to attend all meetings. An executive committee as defined herein (hereinafter, the “Executive Committee”) shall provide oversight of SMAC.

Section 2 – Function⁷

SMAC shall be responsible for the regular business of the Sports Association, and shall review at least annually the Bylaws and the Handbook to ensure compliance with the Charter, the Archdiocese of Cincinnati Decree on Child Protection (the “Decree”), and all policies and procedures of the Parish. SMAC shall also regularly review the Sports Association’s financial reports and be responsible for monitoring the completion, accuracy, and timely submission of records, reports, documentation, and fees as required by the Parish, School, Archdiocese and government, to ensure transparency and accountability regarding finances of the organization.

Section 3 – Executive Committee

The Executive Committee shall consist of the President, Vice President, and Immediate Past President of SMAC.

Section 4 – Executive Committee Function⁸

The Executive Committee shall promote and supervise the activities of SMAC and the Sports Association; oversee the finances of, and approve the budget for, the Sports Association; approve fundraising activities of the Sports Association; and take steps to ensure timely resolution, in accordance with the process outlined in the Charter and herein, of grievances of parents and players that may result from participation in activities sponsored by the Sports Association. In executing these duties, the Executive Committee shall ensure that all matters are reviewed with SMAC.

Section 5 – Removal and Resignation

Any SMAC member who is absent, without emergency cause, for four consecutive regular monthly SMAC meetings or six meetings in an athletic calendar year shall not be eligible to vote on the election of officers and may be removed from SMAC by a two-thirds majority vote of SMAC members.

Any SMAC member may be relieved of office by a two-thirds majority vote of SMAC members for willfully, through negligence or culpable inefficiency, failing to perform that member’s expected duties as outlined in the Bylaws and Handbook.

⁷ See The Charter, Section 6.2.15

⁸ See The Charter, Section 6.2.17

Any SMAC member who wishes to relinquish a position on SMAC may do so by written 30 days' notice submitted to the President.

In the case of any vacancy on SMAC, the President shall, after receiving input from the remaining SMAC members, promptly appoint a replacement to fill the vacancy for the remaining term.

ARTICLE X – OFFICERS

SMAC shall elect from its membership, as set forth in Article XVI, the following officers: President, Vice President, Treasurer, and Secretary.

Section 1 – Terms

Each officer shall be elected, except for the President and the Immediate Past President, and each election is for a one-year term. Each year, the Vice President shall automatically succeed to the office of President, and the President shall automatically succeed to the office of Immediate Past President.

The Treasurer and Secretary may not serve more than three consecutive terms.

A Treasurer or Secretary who has been elected to three consecutive terms shall not immediately be eligible to run for, or to be elected to, the office of Vice President.

An individual may not serve as an officer for more than four consecutive years.

Section 2 – Duties of President

The President shall:

- Oversee all activities of SMAC and the Sports Association.
- Preside at all SMAC meetings and Grievance Committee meetings.
- Set meeting agenda for all SMAC meetings, after receiving input from the other SMAC members.
- Hold the officers and other members of SMAC responsible for the duties entrusted to them.
- Provide a budget for the Sports Association, approved by SMAC prior to each fiscal year, to the Parish Council and the Parish Finance Commission, and respond to any questions related thereto.
- Provide a fiscal year-end report approved by SMAC to the Parish Council and the Parish Finance Commission, and respond to any questions related thereto.
- Attend meetings of the Parish Council, the Parish Finance Commission, the Parish Education Commission, the PTO, or any other Parish or School group or committee as the Executive Committee deems necessary and appropriate for the benefit of the Sports Association.
- Act as a liaison with the Parish pastor in regard to all matters relating to SMAC and the Sports Association.

- Appoint interim replacements to SMAC as may be necessary.
- Establish committees as may be appropriate
- Perform such other duties as are customary to the position of President.

Section 3 – Duties of Vice President

The Vice President shall:

- Have the powers and duties of the President in the absence of the President
- Upon request of the President, assist the President in the performance of the President’s duties.
- Be responsible for and ensure that SMAC and the Sports Association are in compliance with the Charter, and assist with anything necessary for SMAC and the Sports Association to comply with the Charter and recommend any appropriate changes to SMAC.
- Be responsible for and ensure that SMAC and the Sports Association are in compliance with the Decree and all policies and procedures of the Parish and recommend any appropriate changes to SMAC.
- Act as a liaison with the Parish director of religious education regarding all matters impacting SMAC and the Sports Association.
- Be responsible for and oversee the job duties, responsibilities, and performance of coordinators appointed by SMAC.
- Review at least annually the Bylaws and the Handbook to ensure compliance with the Charter, the Archdiocese of Cincinnati Decree on Child Protection (the “Decree”), and all policies and procedures of the Parish and make recommendations, when appropriate, to SMAC that are consistent with the stated purposes of the Sports Association. SMAC shall also regularly review the Sports Association’s routine financial reports and be responsible for monitoring the completion, accuracy and timely submission of records, reports, documentation and fees as required by the Parish, School, Archdiocese and government, to ensure transparency and accountability regarding finances of the organization.

Section 4 – Duties of Treasurer

The Treasurer shall:

- Collect or ensure collection of all fees, dues and other monies owed to the Sports Association.
- Deposit or ensure deposit of monies belonging to the Sports Association into the Sports Association’s account with Fifth Third Bank.
- Pay or ensure payment of all obligations of the Sports Association consistent with Article XIV herein, and maintain copies all vouchers and receipts for a period of not less than 12 months.
- Maintain or ensure maintenance of a financial record reflecting, at minimum, all receipts, deposits, and disbursements of the Sports Association for a period not less than 36

months and provide such record to SMAC, the Parish, the Archdiocese, and the government upon request.⁹

- Preparation of an annual budget and a fiscal year-end review of performance to budget to be approved by SMAC, and attend meetings of the Parish Finance Commission, as requested by the President, to report on financial matters of the Sports Association.
- Maintain or ensure maintenance of approved budgets and any fiscal year-end review of performance to budget reports for a period not less than 24 months.
- Present a financial summary or report to SMAC at all regular monthly meetings.
- Make all financial records available for inspection or audit as directed by the President or a majority vote of the Executive Committee.
- Ensure financial responsibility and accountability.
- Review and understand the policies of the Parish and the School regarding financial operations and ensure compliance by SMAC.

Section 5 – Duties of Secretary

The Secretary shall:

- Take and maintain minutes of all official SMAC meetings.
- Distribute minutes in a timely manner to all SMAC members prior to the next regularly-scheduled meeting.
- Oversee and be responsible for SMAC player registrations, including providing timely and accurate notice of registrations to the Parish and School and ensuring the maintenance of pertinent player registration information.
- Distribute, compile and maintain seasonal evaluations of coaches.
- Maintain or ensure maintenance for the periods stated herein of meeting minutes, bank statements, approved budgets, any fiscal year-end review of performance to budget reports, fundraising records, coaches evaluations, and all version of the Bylaws and Handbook. SMAC meeting minutes shall be maintained for a period not less than five years; except as may otherwise be noted in these Bylaws, financial records and fundraising records shall be maintained for a period not less than three years; and coaches evaluations shall be maintained for a period not less than four years.
- Communicate with the Parish director of religious education to ensure compliance with the Decree.¹⁰
- Take attendance at all SMAC meetings
- Ensure notices of monthly SMAC meetings are placed on the Parish and School Calendars and meetings rooms are reserved.

⁹ See The Charter, Section 6.2.15 & 7.3

¹⁰ See The Charter, Section 4.3

ARTICLE XI – COMMISSIONERS

Each sport sponsored by the Sports Association shall have a commissioner who shall be responsible for the operation of the sport and serve as a member of SMAC (hereinafter, “Sports Commissioner”). In addition, there shall be a facilities commissioner (hereinafter, “Facilities Commissioner”) and an at-large commissioner (At-Large Commissioner). Subject to objection by a majority vote of SMAC, each commissioner may appoint a non-voting assistant commissioner or a committee of persons to assist the commissioner with discharging the commissioner’s duties. The commissioner shall be responsible for the actions of the assistant commissioner or committee.

Terms

Commissioners shall hold their respective positions for two-year terms and shall be eligible for election to consecutive terms, but a commissioner may not serve more than two consecutive terms in the same commissioner position.

Subject to approval by a two-thirds majority vote of SMAC, one person may simultaneously hold more than one commissioner position or may simultaneously be a commissioner and a SMAC officer, but shall not be entitled to more than one vote at SMAC meetings, regardless of the number of positions held.

Upon a two-thirds majority vote by SMAC members to no longer sponsor a sport reflected herein, the commissioner position for that sport shall terminate and the Bylaws shall be amended to reflect the change. Upon a two-thirds majority vote by SMAC members to sponsor a sport not reflected herein, a commissioner position for that sport shall be added to SMAC and the Bylaws shall be amended to reflect the change.

Duties of Sports Commissioners

Each Sports Commissioner shall:

- Determine equipment, uniform, operating, and any other needs annually and assist, as necessary, with the purchase or order of uniforms, equipment, or the like.
- Recruit and select coaches for the commissioner’s sport, subject to approval by a majority vote of SMAC.
- Hold coaches meetings prior to each season to set guidelines, rules, expectations, and general practice schedules.
- Communicate with coaches and all other affected commissioners, and coordinate and assist the Facilities Commissioner, to determine and set appropriate practice and game schedules, subject to objection by a majority vote of SMAC.
- Attend all organizational meetings for the commissioner’s sport, such as GCCYS and SAY meetings, and ensure compliance with the rules of the pertinent organization.
- Oversee the team selection process for the commissioner’s sport.
- Maintain and distribute rosters for each team and coordinate with the governing organization, such as GCCYS and SAY, as necessary.

- Distribute and secure written evaluations of coaches seasonally from parents whose children participate on Sports Association teams.
- Be responsible for the distribution and collection of equipment to coaches.
- Be responsible for the distribution and collection of uniforms.
- Assist with the scheduling of concessions and gate workers, and scorekeepers for all games.
- Mediate problems or conflicts that may arise with coaches, parents, or students and promptly communicate all such issues to SMAC.
- Address issues involving eligibility that may arise and promptly communicate any such issues to SMAC.
- Review, approve, and coordinate participation of the Sports Association teams in tournaments.
- Oversee tournaments hosted by the Sports Association.
- Communicate with the Treasurer regarding disbursement and receipt of monies relative to the commissioner's sport.
- Confirm that all coaches, including assistants, are SafeParish Certified as mandated by the 2023 Decree on Child Protection.
- Reinforce to coaches the need to monitor areas prior to and after practice and games and to adhere to policies concerning access to facilities used by the Sports Association.

Duties of Facilities Commissioner

The Facilities Commissioner shall:

- Communicate with commissioners and determine space and facility needs for each sport promptly after registration for that sport.
- Identify appropriate and available facilities other than St. Mary gym, if necessary, to meet the needs of the Sports Association and its teams.
- Communicate with and assist sports commissioners to determine and set practice and game schedules.
- Work to fairly and equitably distribute available gym time among sports teams and other Sports Association activities to the extent possible and appropriate, subject to objection by a majority vote of SMAC.
- Assist, as necessary, with coordination of facilities for tournaments hosted by the Sports Association.
- Determine equipment, operating, and other needs annually concerning St. Mary gym and other facilities used by the Sports Association.
- Review and understand the Parish and School policies as they relate to the facilities utilized by the Sports Association.
- Oversee and be responsible for the maintenance, use, and security of St. Mary gym relative to SMAC's use of the gym and promptly communicate any such issues to SMAC.
- Obtain estimates of repairs and upgrades to St. Mary gym and facilities relating sporting events (e.g., scoreboards, time-keeping equipment, concessions, and baskets) as necessary and as requested by any member of the Executive Committee.
- Upon completion, review and sign off on all repairs and upgrades initiated by SMAC and ensure SMAC's compliance with Parish and School policies.

- Communicate with the Parish and the School, as necessary, concerning use, availability, and maintenance of St. Mary facilities and any other facilities used by the Sports Association.
- Communicate with the Treasurer regarding disbursement and receipt of monies relative to the St. Mary gym and other facilities utilized by the Sports Association and its teams.

Duties of At-Large Commissioner

The At-Large Commissioner shall:

- Prepare, as necessary, and maintain a written description of the specific duties and obligations of each coordinator appointed by SMAC pursuant to Article XII herein.
- Assist the Secretary, as necessary, with player registration.
- Oversee and be responsible for the fundraising activities of the Sports Association, including but not limited to the sale of apparel, the Hyde Park Art Show, and banner sales, and with approval from the President, duly appoint a committee to assist with fundraising activities.
- Review and understand any Parish or School policies regarding communications with the Parish and School and ensure compliance by SMAC.
- Review the School handbook, the Parish directory, the Parish and School websites, and the Parish and School calendars at least annually and ensure that the information reflected about SMAC and the Sports Association is accurate, such as member names and positions, SMAC meeting dates, and communicate any necessary changes to the appropriate person in a timely manner.
- Ensure information about SMAC on file with the leagues in which Sports Association teams participate is accurate.

ARTICLE XII – COORDINATORS

By a majority vote, SMAC may appoint one or more persons to act as coordinator(s) to assist SMAC with meeting and serving the needs of the Sports Association as an organization. Coordinators shall be appointed for one-year terms, but may be reappointed without limitation. Coordinators shall report to the Vice President.

SMAC shall define the specific duties and responsibilities of each coordinator position in writing at the time of appointment, but all coordinators shall:

- Oversee and be responsible for the matters for which the coordinator was appointed to handle.
- Communicate promptly to SMAC any issues or problems that may arise with the matters for which the coordinator was appointed to handle.
- Be accountable for any monies received or disbursed as coordinator.
- Maintain receipts or vouchers for the receipt or disbursement of any monies and provide the Treasurer with such information and documentation.

- Attend SMAC meetings when requested by the President or as necessary to perform the duties associated with the coordinator position.

ARTICLE XIII – SPONSORED SPORTS

The SMSA shall sponsor the following sports: girls soccer, boys soccer, girls basketball, boys basketball, girls volleyball, boys volleyball, baseball, and softball.

The SMSA shall also sponsor instruction soccer, basketball, and volleyball for grades K-2, or grades otherwise younger than leagues permit. These instructional sports, albeit internal and not registered with a league, shall be regarded as fully vested in the SMSA mission and purpose, and shall be entitled to an equal level of support from SMAC, and access to facilities and/or rented fields, as other sponsored SMSA sports.

St Mary Parish, outside of the purview of SMSA, may elect to form partnerships with other parishes, schools, and organizations, in compliance with the Charter. In these instances, SMSA, and their governing board SMAC, have no responsibility for oversight, guidance or compliance of these partnership program and their activities.

SMSA may provide supporting functions to the partnership program and St Mary athletes, such as technology platforms for registration, rostering and scheduling, as is convenient to SMSA and appropriate, so long as these programs do not cause undue burden or costs to be incurred by SMSA.

The SMSA may elect to sponsor additional sports upon a majority vote of the Executive Committee, and if successful, a two-thirds majority vote of SMAC members.

The SMSA may also terminate sponsorship of a sport upon a majority vote of the Executive Committee, and if successful, a two-thirds majority vote of SMAC members.

ARTICLE XIV – GRIEVANCE COMMITTEE AND PROCESS¹¹

The Parish and School are committed to a safe and healthy environment for children, parents, coaches and spectators at all athletic events in which teams and players within the St. Mary Sports Association participate. Effective communication between athletics organizations, leagues, parents and children, inspired by Christian ideals, is an essential element of Archdiocesan athletics programs. Moreover, the Catholic principle of subsidiarity calls for matters to be handled at the lowest possible level, so that grievances are best managed and settled locally between people of good faith.

SMAC shall establish a process by which problems or conflicts with coaches, parents or athletes within the Parish or School shall be handled that outlines how to register a formal grievance,

¹¹ See The Charter, Section 6.2.17

how the grievance will be addressed, and how final decisions will be made. A majority vote of the Grievance Committee, as defined below, shall be the final arbiter of any grievance, unless there is a claim that due process as described in the Bylaws and Handbook or that other provisions of the Bylaws or Charter were violated, in which case an appeal may be made to the Archdiocese of Cincinnati Catholic Youth Athletics Commission as envisioned by the Charter. This grievance process shall be based on a presumption of good faith, Christian charity, personal responsibility, adherence to the principles of the Charter, and a commitment to both the well-being of the children and the common good of the faith community.

A Grievance Committee, consisting of the Executive Committee, the Director of Religious Education, and Pastor or his designated representative shall be responsible for management of the grievance process.

ARTICLE XV – FUNDS

The Sports Association Account

All Sports Association funds shall be maintained in the name of the St. Mary Sports Association and deposited with Fifth Third Bank. All disbursements for the Sports Association shall be drawn from the Sports Association's Parish approved account with Fifth Third Bank.

Spending Approval

SMAC shall approve the budget annually as provided in Article IX. The authority to write checks or to withdraw funds from the Sports Association's account shall be vested in the President, Vice President, Treasurer, Parish pastor, and Parish business manager and all shall have signatory authority on the Sports Association's Parish approved Fifth Third account.

The President shall approve all checks drawn on the Sports Association account, and all checks shall be signed by the Treasurer. Two authorized signatures shall be required for all checks.

Authorized Use of Funds

Funds due, collected by, and belonging to the Sports Association shall be used in accordance with the Bylaws and for the stated purposes of the Sports Association. Any other use is unauthorized.

ARTICLE XVI – NOMINATIONS

A nomination committee consisting of the Immediate Past President, President, Vice President, and at least two other current SMAC members shall solicit candidates to be placed in nomination at the regular April SMAC meeting. An announcement of elections shall be placed in the Parish announcements and on the School website and included in the weekly School announcements prior to March 1 and run bi-weekly until the election. The notice shall provide that all active Sports Association members may be nominated to SMAC. All nominations shall be closed at the start of the April meeting.

ARTICLE XVII – ELECTIONS

Terms

Elections shall be held annually in April near the end of SMAC's regular monthly meeting. Elections for Girls Soccer Commissioner, Boys Basketball Commissioner, Volleyball Commissioner, and Facilities Commissioner shall be held in even-numbered years. Elections for Boys Soccer Commissioner, Girls Basketball Commissioner, Football Commissioner, Baseball Commissioner, and At-Large Commissioner shall be held in odd-numbered years.

Rules

During a monthly SMAC meeting, if there are multiple nominees for a position, the President shall read the list of nominees for each open SMAC position, and thereafter, distribute to each SMAC member a ballot listing each open position. Each SMAC member shall vote in favor of one candidate for each open SMAC position, fold the completed ballot to maintain voter confidentiality, and return it to the President. A SMAC member must be physically present to vote; no proxies shall be accepted. The President shall collect the votes and, along with the Immediate Past President and Vice President, tabulate and announce the results prior to the end of the meeting. The Immediate Past President, the President, and the Vice President shall not disclose how any particular SMAC member voted, and upon conclusion of the meeting, the President shall destroy the ballots. Nominees may, but are not required, to attend the April monthly SMAC meeting.

The terms for the newly-elected SMAC members shall commence upon conclusion of the May monthly meeting.

ARTICLE XVIII – MEETINGS

Regular Meetings

Except for the months of June, July, and August, SMAC shall hold its monthly meeting on the second Monday of the month, unless there would be a conflict with another Parish or School event. Notice of each meeting, except for the June, July and August meetings, shall be placed on the Parish calendar. For the June, July and August meetings, if there is a meeting, the President, with input from other SMAC members, shall determine the time and location of the meetings. Anyone wishing to attend the June and July meetings should contact the President for the time and location.

All members of the Sports Association, the Parish, parents or guardians of School students, and invited guests are welcome and encouraged to attend SMAC's regular monthly meetings.

Conduct of Meetings

The rules of parliamentary procedure shall govern all regular monthly SMAC meetings, and minutes shall be taken. The general order of business shall be prayer; approval of minutes from

the prior month's meeting; reports from officers, commissioners, coordinators, and committees; old business; new business; open floor; and adjournment.

Agenda

The President, after receiving input from other SMAC members, shall prepare the Agenda for each regular monthly meeting. Parish Members, parents or guardians of School students, and Sports Association Members may suggest agenda items by contacting the President at least 1 day before the regularly scheduled meeting.

Special Meetings

The President or a majority of the Executive Committee may call special meetings. Notice of special meetings need not be announced and minutes need not be taken, but no official action may be taken by SMAC at any such meeting unless notice is provided 48 hours in advance of the meeting and minutes are taken.

Executive Committee Meetings

The Executive Committee shall meet in executive session, as necessary. Only Executive Committee meet shall meet in executive session, unless otherwise approved by a majority vote of the Executive Committee.

Quorum

A quorum for conducting business of a regular meeting shall consist of not less than 50% of all SMAC members. No issues may be voted or decided upon without a quorum. If there is a quorum, a SMAC member may vote on an issue, other than elections, by email in advance of the meeting at which the vote is to be taken, but otherwise, email votes shall not be counted.

A quorum for conducting business of the Executive Committee shall consist of not less than 66% of the Executive Committee. No issues may be voted or decided upon without at least 66% of the Executive Committee present.

ARTICLE XIX – AMENDMENTS OF BYLAWS

The Bylaws may be amended by a three-fourths majority vote of SMAC. A vote to amend the Bylaws may be taken only during regular meetings, as defined in Article XVI herein.

Amendment Proposals

A copy of any proposed amendment shall be distributed to SMAC members at least 48 hours in advance of any vote to amend the Bylaws.

Voting Procedure

The Bylaws may be amended by the following procedure only:

1. At least 75% of all SMAC members shall be present and shall verify that they have received and reviewed the proposed amendment;

2. The Secretary or other office shall introduce and read the proposed amendment;
3. Any SMAC member may ask questions of the person who proposed the amendment or any other SMAC member, and SMAC members may debate the proposed amendment;
4. Thereafter, the President shall call roll of present SMAC members and ask for a vote of yea or nay vote;
5. The Secretary shall tabulate the votes and announce and confirm the result;
6. The amendment shall take effect at the of the end of the meeting;
7. The amendment shall be transcribed as approved and incorporated into the Bylaws and the date of the amendment shall be noted; and
8. The amendment shall be communicated to the Parish and School by placement on the Sport Association’s website and by any other means a majority vote of SMAC member determines.

ARTICLE XX – DISSOLUTION

In the event that the Sports Association is dissolved, the funds remaining in the treasury after all outstanding invoices and obligations are satisfied shall be paid to the St. Mary School Fund, and all equipment and physical property shall be donated to the School. The Executive Committee, by a majority vote of its members, shall dispose of any excess equipment or materials and donate any funds generated thereby to the School.

REVISION HISTORY

PRESIDENT	APPROVAL	CHANGE SUMMARY	PASTOR APPROVAL
Kent Britt	4/7/2011	Original, Compliance with Charter	Fr Ken Schartz
Paul Weis	12/12/2016	Amend Quorum Percentage	n/a
Abby Kutuska	11/17/2019	Added softball, formatting	n/a
Chris Palermo	11/10/2025	Removed football, added boys volleyball, added parish partnership programs	n/a