

# **Saint Luke Catholic Church**

## **Parish life Commission**

### **By-Laws for St Luke Athletic Committee (SLAC)**

#### ***Article I: Name***

The name of this body shall be the St. Luke Athletic Committee of the Parish of St. Luke, hereinafter referred to as the SLAC, a standing committee of the St. Luke Parish Life Commission.

#### ***Article II: Purpose and Function (revised 7/1/2005)***

##### **Section 1:**

The Pastor and the Parish Pastoral Council establish the SLAC as the policy-making and planning body for St. Luke Parish Athletics. " Athletics" shall include the St. Luke CYO Athletic programs for parish youth as well as adult and family programs or activities. SLAC policy and decisions shall be binding throughout the parish upon written ratification by the Pastor or his delegate.

##### **Section 2:**

The SLAC shall be responsible to the Pastor and the Parish Pastoral Council and the Parish Life Commission for the following oversight functions:

- Recommending to the pastor or his delegate policies and decisions that will support and guide the athletic director(s) in administering the athletic program.
- Recommending to the pastor or his delegate annual goals and objectives that advance the mission of parish athletics and parish life. Goals and objectives shall be compatible with the overall vision and mission of the Parish Pastoral Plan..
- Participating in the performance review of the Athletic Director(s) , which is initiated by the pastor or his delegate.
- Adopting an annual operating budget for the athletic program in conjunction with the prescribed budgeting process developed by the St. Luke Finance Council.
- Reporting on the status of athletics in the parish, as required.
- Recruiting new members for the pastor's appointment to the SLAC to ensure that a representative group of parishioners is providing support and guidance to the Athletic Director(s)

### **Section 3:**

The SLAC shall establish the necessary means and instruments to communicate SLAC policy and decisions to the parish community.

### **Section 4:**

The SLAC shall be responsible for providing volunteer help for the principal fund-raising efforts of the Saint Luke Athletic Department, including, but not limited to, the Saint Luke Booster Club and the Saint Luke Bingo Night, upon approval of the Stewardship Commission and coordinated with the Parish Manager.

## ***Article III: Membership***

### **Section 1:**

The Pastor shall be an ex-officio, non-voting member of the SLAC. His delegate to the SLAC is the Parish Business Manager who will also serve as ex-officio, non-voting member of the SLAC.

### **Section 2:**

Eleven (11) persons appointed by the pastor shall be voting members of the SLAC. The Athletic Director(s) shall be an ex-officio member of the SLAC, but shall have no voting rights on the SLAC and shall not be counted for purposes of determining whether a quorum is present. (10/19/09)

### **Section 3:**

Members shall serve a three year term. No member may serve more than two consecutive terms. Membership terms begin on July 1 and end June 30.

### **Section 4:**

Parish employees may not be members of SLAC. (8/21/2000)

## ***Article IV: Officers***

### **Section 1:**

The officers of the SLAC shall include a Chairperson, Vice-Chairperson, and Secretary. The officers shall be elected by a majority vote of the SLAC.

### **Section 2:**

At the first meeting of the SLAC of the new fiscal year, officers shall be elected. The chairperson, vice-chairperson, and secretary shall serve one year terms and no more than two consecutive terms in the same office. (7/25/2000)

### **Section 3:**

The duties of the SLAC officers shall be as follows:

- Chairperson - shall preside at all meetings and represent the SLAC at all Parish Life Commission meetings.
- Vice-Chairperson - shall preside in the absence of the Chairperson or when the Chairperson desires to introduce, second or speak to a motion;
- Secretary - shall be responsible for the following: maintaining accurate minutes of meetings, forwarding the minutes to each SLAC member and maintaining all correspondence.

### **Section 4:**

The Executive Committee of the SLAC shall consist of the Chairperson, Vice-Chairperson, Secretary, and Athletic Director( s) . The purpose of the Executive Committee is to formulate the SLAC meeting agenda.

### ***Article V: Meetings***

Regular meetings of the SLAC shall be held at least quarterly. Special meetings may be called by the Pastor, Parish Business Manager, Chairperson, or the Athletic Director(s) and shall be called by the Chairperson upon written request of one-third of the SLAC members. Written notice must be postmarked at least five days prior to special meetings.

### ***Article VI: Quorum***

A simple majority of the voting members of the SLAC constitutes a quorum for each meeting.

### ***Article VII: By-Law Amendments***

The by-laws may be amended by a vote of two-thirds of the members of the SLAC and formal ratification by the Parish Business Manager . SLAC members must receive written notice about by-law amendments two months before the vote to amend.

# **Saint Luke Athletic Committee**

## **Standing Rules**

### ***Article I: Members***

#### **Section 1:**

Each voting member of the SLAC shall be at least eighteen years of age and a registered member in St. Luke Parish.

#### **Section 2:**

Members of the SLAC should have a strong commitment to parish and family life, youth athletics and the overall mission of St. Luke Parish.

#### **Section 3:**

Members are expected to attend all scheduled meetings and to participate in committee work. A member who has more than three unexcused absences from SLAC meetings may be asked to reconsider service on the SLAC by the Chairperson and the Parish Business Manager.

#### **Section 4:**

Vacancies shall be filled by the SLAC for the remainder of the term vacated.

### ***Article II: Voting Rights***

#### **Section 1:**

Each member that is appointed to the SLAC shall have a right to a vote.

#### **Section 2:**

The Athletic Director(s) is an ex-officio member of the SLAC and does not vote.

### ***Article III: Recruitment and Appointment of the Members of the SLAC***

#### **Section 1:**

The SLAC shall establish an appointment schedule that will provide for the appointment of approximately one-third (1/3) of the members of the SLAC each year according to a nomination process developed by the SLAC and approved by the Parish Business Manager .

## **Section 2:**

The appointment of the members of the SLAC shall take place during the month of May in each year.

## ***Article IV: Officers***

### **Section 1:**

Election of the SLAC Officers shall be held at the July meeting each year.

## ***Article V: Executive Committee***

### **Section 1:**

Members of the Executive Committee shall be the elected officers of the SLAC and the Athletic Director(s).

### **Section 2:**

The Executive Committee shall meet at least two weeks prior to the regular SLAC meeting to prepare the SLAC agenda. The agenda and written sub-committee reports will be distributed to SLAC members at least one week prior to the regularly scheduled SLAC meeting. The secretary shall be responsible for sending written notice of SLAC meetings.

## ***Article VI: Standing Committees***

### **Section 1:**

Standing sub-committees of the SLAC shall be established by the action of the SLAC, with such duties and responsibilities as the SLAC may assign.

## ***Article VII: Meetings***

### **Section 1:**

Meetings shall be held as prescribed in the by-laws.

### **Section 2:**

All meetings shall be open meetings unless designated as being Executive Sessions. In order for the SLAC to go into an Executive Session, a motion for Executive Session must be made by a member, seconded and approved by the SLAC.

### **Section 3:**

Non-members wishing to address the SLAC shall be limited to those whose petitions have been approved for the agenda in advance of the meeting. Petitions must be addressed to the Chairperson of the SLAC and approved at least forty-eight (48) hours prior to the meeting or at the discretion of the Chairperson.

## ***Article VIII: Order of Business***

### **Section 1:**

The order of business shall be determined by the Executive Committee.

## ***Article IX: Parliamentary Authority***

### **Section 1:**

Robert's Rules of Order (latest copyright) shall be the parliamentary authority. The Chairperson shall appoint a parliamentarian.

## ***Article X: Amending Standing Rules***

### **Section 1:**

The standing rules of the SLAC may be amended by a two-thirds vote of the SLAC and ratification of the Parish Business Manager. SLAC members must receive written notice about amendments one month before the vote to amend.