

## **Mother of Good Counsel Athletic Board Bylaws**

### **I Statement of Philosophy:**

The Mother of Good Counsel (MGC) Athletic Association believes that interscholastic athletics is valuable as a supportive element to the total Christian formation process. Athletics, being a part of a well-rounded educational experience, is beyond the classroom. Athletics offers students a chance to express themselves physically, socially and spiritually. Sports activities help all students broaden their interests, ability, and talent. Each MGC team will encourage teamwork, character development, and sportsmanship. The objectives of the MGC Athletic Association are in full communion with the MGC mission statement and the Policies and Regulations for Athletics for the Archdiocese of Milwaukee (School Form No. E177). The MGC Athletic Program is open to the students of the school and Parish.

### **II Authority and Relationship:**

The MGC Athletic Association is an extension of the School Advisory Committee and abides by the Parish's Constitution, Guidelines, and Mission Statement in carrying out its mission. It is accountable to and receives its authority from the Parish Council.

### **III Administration of the Athletic Program:**

The MGC athletic program shall be governed by its Board of Directors (Board). The Board shall be the final authority in all interscholastic activities and shall be a permanent organization. The Board will annually submit a financial statement to the Business administrator at the end of each fiscal year (June 30) and make its records available at other times, upon request, to the Pastor or Principal.

The Pastor and Principal, or their designates, shall be permanent ex-officio members of the Board.

If a quorum (at least half) of the members entitled to vote are present at the regularly called meetings, the majority vote of said members constitutes action of the Board. Emergency action may be taken by the Board via telephone upon the affirmative vote of at least one-half of the members entitled to vote.

New Board members, except for the Athletic Director, are to be elected by the Board after due posting of the open position as hereafter provided. Board membership is open to all adult members of the MGC Parish, school and the parents of MGC students.

The voting members of the Board and their duties and job descriptions are as follows:

### **1. Athletic Director**

The Athletic Director shall be the ultimate supervisor of all MGC sports teams and organizations as outlined herein. The Athletic Director shall be appointed by the Pastor.

The duties of the Athletic Director are as follows:

- A. Coordinate and direct the MGC Athletic Association.
- B. Schedule all activities for gym use.
- C. Call all board meetings.
- D. Submit league rosters and entry fees.
- E. Choose coaches prior to the season and review them at its end
- F. Maintain and post a monthly gym-use calendar.
- G. Keep records of athletic fees and physicals.
- H. Obtain and maintain all sports equipment.
- I. Ensure that the gym is properly supervised at interscholastic athletic events.
- J. Secure individuals to handle refreshments, admissions, score keeping, and clean up after interscholastic events. Purchase items for the concession stand.
- K. Notify appropriate parties for gym maintenance needs.
- L. Maintains and submits summary of all admission and concession income for all games.
- M. Provides all money to the secretary/treasurer for deposit.
- N. Order, store, inventory, and disperse uniforms.
- O. Distribute, collect, and provide upkeep of first aid kits.
- P. Collect money for sales of sports uniforms and give this money to the treasurer for deposit.

### **2. Secretary/Treasurer**

The duties are as follows:

- A. Keep accurate financial records in compliance with the guidelines of the Parish business manager.
- B. Deposit all money to the Parish office as stipulated in the money handling guidelines.
- C. Complete check request forms, as stipulated in the money handling guidelines, to pay the Athletic Department bills.
- D. Request a profit and loss statement for each board meeting from the business manager.
- E. Request a profit and loss statement at the end of the fiscal year from the business manager to present to the Board.
- F. Keep accurate minutes of all board meetings and share the minutes.
- G. Notify all board members, parishioners, and parents of board meetings through Kid Mail and the bulletin.

H. Post all open Board positions.

### **3. Sports Coordinators**

There are coordinators for the following sports: Basketball, Soccer, and Volleyball.

The duties of each Sports Coordinator are as follows:

- A. Coordinate sign up of students for their sport.
- B. Submit team rosters to Athletic Director and Principal.
- C. Report any negative incident concerning coaches, players or fans to the Board, either verbally or in writing.
- D. Coordinate and oversee fund raisers and tournaments for their respective sport. All fundraisers must be approved by the Athletic Director and the Principal.
- E. Disseminate tournament information to coaches and obtain entry fees from the treasurer (subject to Board policy) for teams wishing to enter them.
- F. Inform coaches of their player's academic ineligibility and ensure that each coach understands league, MGC and Archdiocesan athletic policies and regulations.
- G. Coordinate yearly coaches' clinic with emphasis on understanding risks of blood-borne pathogens and concussions.

### **IV Meetings/Policies/Terms/Duties:**

The Board shall hold open monthly meetings during the school year (August – May), the location and date of which will be announced on the school calendar and church bulletin. In addition, one or more meetings may be called during the summer months.

The Board shall be an advisory organization whose ideas will be shared with the School Advisory Committee. The Pastor is the ultimate decision maker.

The term of office for each Board member and Sports Coordinator will be three years or when the affiliation with Parish or School ends. After each term or vacancy, the Board position must be publicly posted. Additionally, no individual may simultaneously hold two Board positions.

All voting board members are required to attend monthly board meetings. Advance notice of absences should be given to the Athletic Director. Any voting board member who misses more than three monthly meetings in one academic year will be subject to review and removal by the Board.

The Board reserves the right to collaborate with the Athletic Director in the selection of coaches. Coaches are to be appointed on a season to season basis.

The involuntary removal of a coach by the Athletic Director during a season is subject to the right of the coach to be heard before the Board. The Athletic Director has the right to suspend a coach until the next monthly board meeting or emergency board meeting in cases of gross misconduct. The Board, based on its funding needs, may charge a reasonable fee for all students participating in its sports programs.

Yearly, the Board shall present its athletic policy and administration during a Home and School Association meeting.

Non-members who wish to speak at a Board meeting shall be limited to five (5) minutes in the period of open discussion.

At the end of each fiscal year, the Board members (other than the Athletic Director) shall provide to the pastor, either individually or as a group, their evaluation of the Athletic Director.

## **V. Grievance Procedures**

1. Any grievance on behalf of a parent or student should first be taken to the player's coach. The sports coordinator may be present at the request of the parent or coach.
2. If unable to resolve the grievance, it should be presented to the sports coordinator.
3. If still unable to resolve the grievance, it should be discussed at a meeting with the parent, coach, sports coordinator and Athletic Director.
4. If the grievance is unresolved, the Athletic Director will seek counsel from the Principal and/or Pastor.
5. If the problem still persists after completing these steps the parents can request to address the full Board at its next scheduled meeting (in closed session if requested). The decision of the Board is final.

## **VI. Amendment to Bylaws**

Amendments to these bylaws may be made only upon two-thirds (2/3) vote of the voting members at two (2) consecutive regularly scheduled meetings of the Board.

These Bylaws are approved and adopted this 22 of November, 2024.

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Father Reed Mungovan Pastor of MGC  
Draft of November, 2024