

BY-LAWS BISHOP GUILFOYLE CATHOLIC HIGH SCHOOL ATHLETICS ADVISORY COMMITTEE

Article I: Name

The name of this organization shall be the **Bishop Guilfoyle Catholic High School Athletics Advisory Committee** hereafter known as “BGAAC.”

Article II: Mission and Vision

BGAAC provides advice and counsel to the BG Board of Trustees regarding athletic policies and programs, and is responsible for the coordination of fundraising to support these programs. BG athletic programs are conducted in accordance with the school’s mission, vision and belief statements. BGAAC will work to:

- ensure that the programs and policies embrace the values and traditions of the Catholic faith
- ensure that quality athletic programs are available to BG student athletes
- ensure that programs have coaches, facilities and equipment necessary to help students reach their maximum potential as student athletes

Article III: Goals and Objectives

A. Provide advice and counsel to the BG Board of Trustees regarding athletic policies and programs, and coordinate fundraising to support these programs in accordance with the school’s mission, vision and belief statements and the values and traditions of the Catholic faith.

B. Initiate fundraising and development projects to meet the needs of athletic programs, with approval of administration and the Athletic Director (AD). Help improve and maintain communication about athletics between Athletic Department, Principal, and Board of Trustees.

C. Have open lines of communication with the Athletic Department through the AD and administration in order to develop policy and procedure recommendations to the BG Board of Trustees and serve as a consultant to the AD and administration when requested in accordance with the BGACC Mission.

D. Provide short term and long term planning strategies for adequate fundraising to keep BG Athletics competitive and fiscally healthy, including sponsorship programs and fiscal planning.

Article IV: Qualification and Management of Committee Members

A. Management of BGAAC shall be exercised by a committee consisting of not less than eight (8) nor more than 12 members. Each will be appointed for a three year term, which can be renewed for additional terms.

B. Membership shall include at least one member from each of the following groups: a BG faculty or staff member; a current BG coach; and a Board of Trustees member. Members can be added as needed.

C. In addition, members include: BG School Principal and Finance Director, BG Athletics Director, BG Development & Alumni Relations Director, and BG Marketing and Public Relations Director.

D. BGAAC members shall among themselves elect a President, Vice President, and Secretary of BGACC.

E. The President will schedule and preside at all BGACC meetings. The group shall meet once a month, and more if necessary.

F. The Vice-President shall assume the duties of the President in his or her absence, resignation or death.

G. The Secretary shall be responsible for taking the minutes of each BGAAC meeting. He or she shall send a copy of the minutes to all BGAAC members in a timely manner. The Secretary shall attend to correspondence as may be required by the Board or membership.

H. All agenda items will be formed in consultation between the BGAAC President and the Athletic Director. Agenda items are communicated by the President to the BGAAC Secretary, and the Agenda, Minutes and supporting documents are emailed to BGAAC members prior to each meeting. New agenda items can be raised during the New Business section of the meeting.

I. All resignation of BGACC members must be submitted in writing to the President.

J. BGAAC members are expected to attend all meetings. Failure to attend 50% of the meetings in an academic year can result in expulsion from the organization.

K. BGAAC members unable to or refusing to carry out the duties as described by the By-Laws may be removed from the office by a simple majority vote of the BGAAC. The appointment to fill this unexpired term shall be made by the BGACC President in consultation with the AD and Principal.

L. All BGACC members, including ex-officio members shall have one vote.

Article V: Nominations and Elections

A. Members are selected by consensus or a simple majority vote of BGAAC.

B. No BGAAC member solicits new members of BGAAC without prior approval of BGAAC.

C. Expired terms will be dealt with at the May meeting for the following academic year, although members can be added at any time.

D. New BGACC members are presented and take office at the August meeting.

Article VI: Sub Committees

A. Special Event Committee

There will be an event committee for each major fund raising event. These event committees will report to BGAAC as needed or at least seasonally, including information on revenues and expenses.

B. Booster Club Committee

There will be a subcommittee to develop and maintain a Booster Club. This group will work to develop membership and activities for this group.

C. Sponsorship Committee

There will be a subcommittee to propose and monitor strategies to maximize sponsorship efforts for all sports. This group will work closely with administration, including Principal, AD and Development Director.

D. Policy Committee

There will be a subcommittee to research the background and history of policy issues to be discussed by BGAAC.

E. Athletic Budget Committee

There will be a subcommittee to work with the Athletic Director and administration to develop and present an annual budget for each sport program.

F. Other Committees as needed.

Article VII: Order of Business

- A. Call to order and opening prayer
- B. Approval of Minutes
- C. Agenda Items
- D. Committee Reports, including each fundraiser
- E. Unfinished Business
- F. New Business
- G. Closing Prayer

Article VIII: Parliamentary Authority

The rules contained in Robert's Rules of Order, revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this organization.

Article IX: Amendments to By-Laws

BGACC shall have the power to make, alter and rescind such By-Laws with the approval of the Board of Directors and Principal, for the government of the affairs of this organization as it may deem proper. The standing rules pertaining to the Orders of the day and meetings may be suspended by a majority vote so far as it effects that session.

Article X: Board Membership

The following are the requirements of the Board Membership:

- A. Attend a minimum of 50% of all meetings.
- B. Subjects discussed during meetings are strictly confidential and may not be divulged to anyone outside the BGAAC.
- C. Actively participate in the events of the BGAAC, including fund raising events and programs.
- D. Be an enthusiastic promoter of BG to the general community.

Failure to adhere to these membership requirements may result in expulsion from BGAAC.

Accepted by BGAAC: January 13, 2010