



# St. Joseph Athletic Club Constitution

## Preamble

We, the members of the St. Joseph Athletic Club, in order to promote physical fitness, the development of athletic skills, and the Christian values of athletics including fairness, respect, justice, equality, sacrifice, courage, responsibility, teamwork and sportsmanship, do hereby establish this Constitution as the guiding framework for the Club's activities, governance, and conduct.

## Article I: Name

The name of this organization shall be the St. Joseph Athletic Club, hereafter referred to as the "Club."

## Article II: Purpose

The purpose of the Club is to:

1. To provide the financial means necessary to support and promote the Catholic Youth Organization (CYO) and intramural athletic programs sponsored by St. Joseph Catholic School (the "School") and St. Joseph Parish (the "Parish").
2. To provide for the administration of the CYO and intramural athletic programs sponsored by the School and Parish.
3. Encourage active participation in the athletic program among student athletes and the wider School and Parish community, encouraging growth in their relationship with God and Catholic faith.
4. Foster a spirit of sportsmanship, teamwork, and mutual respect throughout the athletic program.
5. Provide opportunities for the development of athletic skills through organized events and training sessions.
6. Support the inclusion and well-being of all members regardless of skill level or background.
7. Support the Parish and School community, and the larger local community served by the Parish, as is feasible with the Club's financial and personal resources.
8. The Club will maintain its not-for-profit status for as long as the Club exists.

## Article III: Membership

1. Membership is open to all individuals who will support the purpose and goals of the Club.

- a. Although membership in the Parish is not a prerequisite to membership in the Club, Club Members maintain an interest in the preservation of the athletic programs and Christian values for which this Club is founded.
2. Members must adhere to the Club's rules, regulations, and code of conduct.
3. Members' duties shall include game day support for home athletic events, participating in fund-raising activities, and recruitment of new members.
4. Membership categories may include voting members, non-voting members, and honorary members, as determined by the Executive Board.
  - a. A member shall be considered an Active Voting Member if said member has attended at least 3 Club meetings in the past 12 months.
5. The current Pastor of the Parish and Principal of the School shall always be considered honorary and voting members of the Club.

## Article IV: Governance

### Section 1: Executive Board

- a. The Club shall be governed by an Executive Board composed of nine (9) officers elected by the voting members of the Club.
- b. The officers shall include President, Vice President, Treasurer, Secretary, Athletic Director, Assistant Athletic Director, and three (3) Trustees.
- c. The Executive Board shall be responsible for the administration of Club affairs, events, finances, and discipline.
- d. Officers of the Executive Board have a duty to vote in the best interest of the Club at all times. Members should not vote on matters where they have a direct personal or financial interest, though they cannot be compelled to abstain unless specific bylaws apply.
- e. An individual may hold only one position on the Executive Board at one time.

### Section 2: Duties of Officers

- a. President
  - i. provides overall leadership of the Club;
  - ii. presides at all Club meetings;
  - iii. serves as Chairperson of the Executive Board;
  - iv. represents the Club externally;
  - v. ensures the implementation of Club Bylaws and all rules and regulations;
  - vi. appoints Committee chairpersons;
  - vii. serves as Co-Chair with the Vice President of all fundraising drives; and
  - viii. serves as primary liaison between the Club, School, and Parish.
- b. Vice President
  - i. assists the President;
  - ii. presides over Club meetings in the President's absence;
  - iii. serves as Chairperson of the annual Athletic Banquet;
  - iv. serves as Co-Chair with the President of all fundraising drives; and

- v. undertakes specific duties as delegated.
- c. Treasurer
- i. oversees Club finances;
  - ii. finalizes annual budgets;
  - iii. manages Club bank accounts;
  - iv. ensures payment of all Club expenditures;
  - v. presents monthly financial reports; and
  - vi. prepares annual financial statements.
- d. Secretary
- i. maintains Club records;
  - ii. keeps minutes of all Club meetings;
  - iii. maintains roster of eligible voting members of the Club;
  - iv. manages correspondence and Club communications; and
  - v. conducts annual election of Executive Board Officers.
- e. Athletic Director
- i. represent the Club, Parish, and School to the CYO and surrounding parishes;
  - ii. report monthly on state of the athletic program;
  - iii. oversee and approve the use of all gym time within the athletic program;
  - iv. secure game and practice facilities for all sports;
  - v. coordinate game schedules and approve all changes thereto;
  - vi. secure coaches for all teams within the athletic program;
  - vii. secure officials for all home games;
  - viii. prepares an annual recommended athletic budget;
  - ix. administers the approved athletic budget and approves all budgeted purchases;
  - x. reports to President and Executive Board regarding player or coach disciplinary matters;
  - xi. ensures equipment needs for all teams are met;
  - xii. determines the number of teams to compete in the CYO for each sport;
  - xiii. consults with coaches regarding the composition of teams;
  - xiv. verifies athlete eligibility in consultation w/the School Principal;
  - xv. supervise game day activities and the use of facilities for all home games;
  - xvi. maintains accurate records of team rosters, game scores, and season records; and
  - xvii. serves as secondary liaison between Club, School, and Parish.

- f. Assistant Athletic Director
  - i. supports the Athletic Director, as needed, with athletic administration.
  - ii. assumes the duties of the Athletic Director in their absence or as delegated by the Athletic Director.
  - iii. assists, as needed, with scheduling, facilities coordination, and game-day operations.
  - iv. supports coach recruitment, communication, and compliance.
  - v. assists, as needed, with record keeping, rosters, and reporting.
  - vi. performs additional duties as assigned by the Athletic Director or Executive Board.
- g. Trustee
  - i. contribute to decision-making;
  - ii. support Club business;
  - iii. serve as Committee chairs, as appointed by the President;
  - iv. audit Club finances if directed by Pastor or Club President; and
  - v. undertakes specific duties as delegated.

### Section 3: Elections and Terms

- a. Officers of the Executive Board shall be nominated and elected by the general membership annually.
  - i. Nominations shall take place at the Club's May meeting.
  - ii. All necessary elections shall be held at the Club's June meeting.
- b. The Athletic Director shall serve for a term of two (2) years and may be re-elected.
  - i. In the event that a new Athletic Director is appointed during the current term, the new Athletic Director will serve the remainder of that year, plus a full subsequent 2-year term.
- c. All other Officers shall serve for a term of one (1) year and may be re-elected.
- d. The Athletic Director and President positions shall be determined as outlined below:
  - i. Athletic Director Position:
    - a. At the end of the Athletic Director's two-year term, both the current Athletic Director and the current Assistant Athletic Director (provided they are approved by the Officers of the Executive Board) are eligible for nomination for the office of Athletic Director for the following term (provided they are Active Voting Members.)
    - b. If neither the current Athletic Director nor the current Assistant Athletic Director wish to hold the office of Athletic Director for the following term, any Officer from the current Executive Board is eligible for nomination at the Club's May meeting (provided they are an Active Voting Member.)
    - c. If no Officers from the current Executive Board wish to hold the office of Athletic Director for the following year, any member of the Club is

- eligible for nomination at the Club's May meeting (provided they are an Active Voting Member.)
- d. Anyone seeking the Office of Athletic Director shall be subject to qualifications vetting, interview, and approval by the Officers of the Executive Board prior to the Club's May meeting.
  - e. All nominees for the Office of Athletic Director shall prepare a platform speech to be delivered at the Club's June meeting prior to voting.
- ii. President Position:
- a. The Vice President is the natural successor to the President. If the Vice President wishes to hold the office of President for the following year, a confidence vote of the Active Voting Members shall be held during the May meeting. If the confidence vote is approved by a simple majority, the Vice-President will attain the office of President for the following year.
  - b. If the Vice-President does not wish to hold the office of President for the following year, any Officer from the current Executive Board is eligible for nomination at the Club's May meeting (provided they are an Active Voting Member.)
  - c. If no Officers from the current Executive Board wish to hold the office of President for the following year, any member of the Club is eligible for nomination at the Club's May meeting (provided they are an Active Voting Member.)
- e. In the event of a vacancy in the Executive Board at any time, the President will offer a nominee, and confirmation will be by simple majority vote of the Executive Board. If the vote results in a tie, the President will break the tie. This position will be held until the next annual elections are held.

#### Section 4: Bylaws

- a. The Executive Board shall adopt Bylaws governing the day-to-day business and operation of the Club, which shall be incorporated herein as an Addendum to this Constitution.

#### Article V: Meetings

- a. The Club shall hold regular monthly meetings at dates and times approved by the Executive Board.
- b. Special meetings may be called by the President or by a petition of at least one-third of the Club membership.
- c. Quorum for all meetings shall consist of at least seven (7) voting members of the Club.
- d. Voting during meetings:

- i. Voting topics by Active Voting Members shall pass or fail by simple majority vote.
- ii. In the event of a tie vote of the Active Voting Members on any issue, the Executive Board shall break the tie with a simple majority vote.
- iii. The president shall break a tie in an Executive Board vote.
- e. The rules contained in the current edition of "*Robert's Rules of Order Newly Revised*" shall govern the Club in all cases to which they are applicable and consistent with these bylaws and any special rules of order the Club may adopt.
- f. Minutes of all meetings shall be recorded and made available to members.

## Article VI: Finances

- a. The fiscal year of the Club shall be July 1 – June 30.
- b. All Club funds shall be deposited in a designated bank account in the name of the Club. Account signatories shall be President, Athletic Director, current Pastor.
- c. The Club will maintain one (1) debit card. This card will be issued to and utilized by the current Athletic Director.
- d. The Treasurer shall keep accurate and up-to-date records of all financial transactions.
- e. All expenditures must be approved by the Executive Board via the annual budget process.
  - i. Non-budgeted expenditures of \$250 (two hundred fifty dollars) or greater must be approved at a regular or special meeting of the Club.
- f. An annual financial report shall be presented to the membership at the annual budget meeting.
- g. At the end of each fiscal year, an annual financial report will be submitted to the Parish Business Manager for review.
- h. At the end of each fiscal year, the Club will comply with Archdiocese of Detroit (AOD) guidelines regarding checking account balances and all accounting requests, if any.
- i. The Club's financial statements may be audited by an external party at the discretion of the Executive Board or upon request by a majority of members.

## Article VII: Committees

- a. The Executive Board may establish standing or ad hoc committees to conduct specific tasks or oversee activities (e.g., events, fundraising, coaching).
- b. Chairs of committees shall be appointed by the President and shall report on their respective Committee's activities regularly.
- c. All committees shall operate under the direction and oversight of the Executive Board.

## Article VIII: Code of Conduct

- a. Members shall uphold the values of honesty, integrity, respect, inclusivity, and cooperation in all Club activities.
- b. Any behavior contrary to the Club's purpose or code of conduct may result in disciplinary measures, up to and including suspension or expulsion, as determined by the Executive Board.
- c. The Executive Board may recommend adopting a more detailed Code of Conduct policy in its discretion.

## Article IX: Amendments

- a. Amendments to this Constitution may be proposed by any voting member in good standing.
- b. Proposed amendments must be submitted in writing to the Executive Board for review at a regular monthly meeting. Upon approval by a simple majority vote of the Executive Board, proposed amendments are presented to the Club membership at a regular monthly meeting.
- c. A simple majority vote of members present at a duly called meeting is required for adoption of any amendment to this Constitution.

## Article X: Dissolution

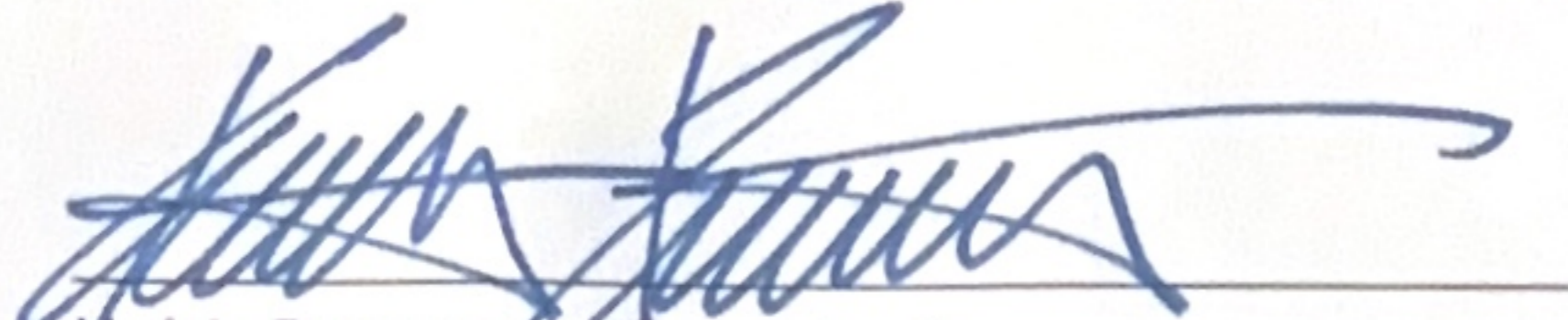
- a. In the event of dissolution, all Club assets shall, after settlement of debts and liabilities, shall be transferred to the Club's successor in interest, if any.
  - i. If no successor is available, residual Club assets shall be transferred to the Parish.
- b. No part of the Club's assets shall inure to the benefit of any individual member.

## Article XI: Ratification

- a. This Constitution shall be ratified by a simple majority vote of the members and shall become effective immediately upon approval.
- b. All members shall receive a copy of the Constitution and acknowledge their commitment to abide by its provisions.

This Constitution is adopted as the enduring framework for the St. Joseph Athletic Club's growth, unity, and pursuit of excellence in athletics and service to our student athletes, coaches, and St. Joseph Parish and School community.

THE UNDERSIGNED HEREBY AFFIRM THE ADOPTION OF THIS CONSTITUTION AT A MEETING OF THE ST. JOSEPH ATHLETIC CLUB, HELD ON THE 14<sup>th</sup> DAY OF APRIL 2026, IN ACCORDANCE WITH THE POLICIES AND PROCEDURES STATED HEREIN.

  
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Keith Russeau, President

4.14.26  
Date

  
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Taryn Castle, Secretary

4/14/2026  
Date