

By-Laws of the St. John School Athletic Association

Article I Membership

1. Members

The St. John Athletic Association (SJAA) consists of students, parents of students, coaches and School academic faculty involved in athletics on behalf of St. John School.

Parents and/or legal guardians of children attending St. John School will be full voting members of SJAA. Non-voting members include any member of St. John School administration or academic faculty due to their employment by St. John School.

2. Meetings

- a. Association meetings will be held at least annually or as determined by the Board
- b. Association meetings are open to all members of the Association.

Article II Board of Directors

1. Composition

- a. The Board shall consist of 10 ten members.
 - i. Two parent representatives from the current sixth grade class.
 - ii. Two parent representatives from the current fifth grade class.
 - iii. Two parent representatives at large from the Association membership
 - iv. A Faculty Liaison from St. John School, appointed by the faculty.
 - v. Three ex officio members
 1. The St. John School Principal
 2. The St. John athletic teacher
 3. The Pastor of St. John the Baptist Parish.

2. Terms of office

- a. Each parent representative shall serve a term of two years.
- b. Terms will be staggered such that half of the parent representatives will be elected annually.

3. Removal and Vacancies

- a. Any Director may be removed with or without a cause by a vote of two-thirds majority of the voting members of the Board of Directors.
 - b. If any office of a Director becomes vacant for more than 60 days, the Athletic Director shall appoint someone to fill the vacancy until the next election.
4. Meetings
 - a. The Athletic Board will meet at least three times during the school year or as determined by the Board.
 - b. Board meetings are open to any member of the Association.
5. Committees
 - a. There shall be five standing committees of the Association. They will meet on an as needed basis unless otherwise noted. The committees include:
 - i. Concessions – all revenue generating activities will be the responsibility of this committee.
 - ii. Athletic Banquet – this committee is responsible for organizing the annual athletic banquet and securing awards for the athletes.
 - iii. Nominations – the nominations committee shall consist of the members of the Executive Committee.
 - iv. Courtside Club – the members of the Executive Committee and Pastor shall be members of this committee.
 - v. Executive Committee – the Athletic Director, Assistant Athletic Director, Secretary and Treasurer.
 1. The Executive Committee shall meet as needed and as determined by the Athletic Director.
 2. All Executive meetings are closed to the general membership.
 - b. The Athletic Director shall appoint a chair for each standing committee.
 - c. The Athletic Director may appoint any other special committees and chairs as determined by the Board or as the need arises.
6. Elections
 - a. The election of Board members shall take place during April and May of the school year.
 - b. Nominations for Board members shall be made by the Executive Committee, who shall contact current families for nominations or recommendations. A slate of nominees will be sent out to Association members along with the agenda for the annual meeting of the Association.
 - c. All ballots shall be cast by the end of the school day on the final day of the election as determined by the Board.
 - d. Ballots shall be tallied by the Executive Committee and the results communicated to the membership within two weeks after the final day of the election.

Article III Officers

1. Number
 - a. The principal officers of the Association shall be the Athletic Director, Assistant Athletic Director, Secretary and Treasurer.
 - b. The Treasurer of the Association shall be the Principal of St. John School.
2. Election and Term of Office
 - a. The Board will elect its officers from among its members at its final meeting of the school calendar year. The candidate receiving a simple majority of the Board present and voting shall be the person elected.
 - b. The term of office for each officer shall coincide with their term as a member of the Board of Directors.
 - c. No officer shall serve more than two consecutive terms in the same office with the exception of the Treasurer.
3. Removal and Vacancies
 - a. Any officer may be removed with or without a cause by a vote of two-thirds majority of the voting members of the Board of Directors.
 - b. If any of the executive offices becomes vacant for more than 60 days, except Treasurer, the Athletic Director shall appoint someone to fill the vacancy until the next election.
 - c. If the vacancy is that of the Athletic Director, the Principal shall appoint an Athletic Director until the next election.
 - d. If the vacancy is that of the Treasurer, the Athletic Director will work with the Parish Business Manager until a new School Principal is hired.
4. Duties
 - a. The Athletic Director shall preside at all meetings of the Association and Athletic Board; prepare agendas for regular and executive Board meetings; and perform such duties as are incumbent upon the office.
 - b. The Assistant Athletic Director shall actively assist the Athletic Director; conduct meetings in the absence of the Athletic Director; and perform all other duties as assigned.
 - c. The Secretary shall keep the minutes of all regular and Executive Committee meetings; make minutes available to all Association members; keep a file of the minutes and other documents; and perform any other secretarial duty as assigned by the Athletic Director.
 - d. The principal of St. John School shall act as Treasurer of the Association. The Treasurer shall work with the Business Manager

of St. John the Baptist Parish to manage the Association books. The Treasurer shall prepare an annual budget in conjunction with the Business Manager and the Athletic Director.