

**CONSTITUTION AND BY-LAWS
OF THE ASSUMPTION DADS' CLUB
CHURCH OF THE ASSUMPTION
SAN LEANDRO, CALIFORNIA**

**ARTICLE I – CONSTITUTION
NAME**

Section 1. The name of this organization shall be the “Dads' Club, Church of the Assumption,” San Leandro, California.

**ARTICLE II
PURPOSE**

Section 1. The purpose of this organization shall be to strive in an organized effort to the end that:

The support and guidance of the Catholic Youth Organization (CYO) Athletic Program within this parish shall be our primary goal;

The support and involvement in other school and parish affairs/activities will be considered and, when deemed appropriate, supported to the best of the organization’s ability, but in no way take precedent over the CYO Athletic Program;

Every member shall be encouraged to take an active part in this purpose.

**ARTICLE III
OBJECT**

Section 1. The object of this organization shall be to strive in an organized effort to the end that:

Every member shall have a closer understanding of school and parish affairs through involvement in the CYO Athletic Program;

Every member shall be encouraged to take an active part in the CYO Athletic Program, the school and other parish affairs.

ARTICLE IV
POLICY

Section 1. The policy of this organization shall be;

To promote child welfare, school and parish betterment through the CYO Athletic Program;

To promote membership and parish support and involvement in the CYO Athletic Program and other school/parish affairs, particularly those events and affairs joined by this organization.

ARTICLE V
QUALIFICATIONS FOR MEMBERSHIP

Section 1. All men interested in the welfare or activities of the Assumption School or parish shall become members and pay the prescribed dues.

ARTICLE VI
OFFICERS

Section 1. The officers shall be President, Vice President, Secretary and Treasurer.

ARTICLE I – BY-LAWS
DUTIES AND POWERS OF OFFICERS

Section 1. The President shall preside at all meetings, shall appoint all committees, and be an ex-officio member of same.

Section 2. The Vice-President shall preside in the absence of the President and, in general, assist in his work.

Section 3. The Secretary shall keep an accurate account of the proceedings of all meetings, both regular and executive; be prepared, at any meeting, to refer to the minutes of the previous meeting; read communications; send out notices of meetings; furnish the names of members of committees to their respective chairman; receive and attend to all Club correspondence; keep the roll.

Section 4. The Treasurer shall collect all dues; receive all money and issue receipts for same and deposit same in a bank, and pay out the same only on order of the presiding officers. He shall keep an account of all receipts and disbursements and render a monthly report to the Club. He shall also submit an annual statement at the May meeting.

Section 5. In the event that the Dads' Club ceases to function, it shall transfer any money and records in its possession to the parish account.

ARTICLE II
THE EXECUTIVE COMMITTEE, DUTIES AND POWERS

Section 1. The Executive Committee of this organization shall be the officers, including the junior past president, the Pastor, and chairmen of standing committees. The principal of the school shall be invited to sit in with the Executive Committee in an advisory capacity. The Executive Committee shall meet when summoned by the President, to consider the work and welfare of the Club.

Section 2. The Executive Committee shall have the power to fill, for the unexpired term, any vacancies caused by death, resignation or prolonged absence of any of its members.

Section 3. The Executive Committee shall have the power to declare any office vacant because of inattention to duties by an officer, prolonged absence by an officer, or by the conduct of an officer unbecoming his office.

Section 4. The Executive Committee may conduct the routine business of the Club subject to the approval of the Club and in an emergency shall act for the Club.

Section 5. The outgoing Executive Committee shall meet with and instruct the incoming officers as to their duties.

Section 6. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE III
COMMITTEES

Section 1. The CYO Athletic Committee shall be a standing committee headed by the Dads' Club Vice President as Chairman or other active Dads' Club member elected by the membership, if nominated by the Vice President.

- A. This committee shall be comprised of the Chairman, the Pastor and three other members. The principal shall be invited to sit with the committee in an advisory capacity. Two members shall be appointed from the parish community annually by the Club President. The third member shall be selected annually from the parish community and shall act as the Athletic Director (AD) upon approval of the Club President.

1. The committee shall meet at least one time each year and when summoned by the chairman or the Athletic Director. A CYO program status report shall be issued at that meeting. The Athletic Director will provide the Dads' Club with a CYO program status annually at their May meeting.
2. This committee shall serve in an advisory capacity to the Athletic Director and to the Dads' Club.

B. The Athletic Director (AD) is responsible for all of the athletic programs at Assumption. The AD will assemble a board where necessary comprised of the following:

1. Individual sports coordinators

Each sport must have a coordinator that shall be separate from the AD. Those sports can include, but not be limited to, boys basketball, girls basketball, boys volleyball, girls volleyball, track, cross country, girls softball and boys baseball. Each of these coordinators is responsible for:

- a. Registration and verification of eligibility of all participants
- b. Certification of all coaching staffs
- c. Ensuring that every roster is assembled appropriately and submitted to the league
- d. Mediating any disputes that arise in their program
- e. Dealing with any disciplinary matters that arise in their program
- f. Coordinating with the AD to ensure that the monthly league meetings are attended
- g. Ensuring that the program complies with all league rules

2. Cheerleading coordinator

The duties of the cheerleading coordinator shall be:

- a. Organizing and formation of one or more cheerleading teams. Participation as a cheerleader shall be open to all boys and girls grades 2-8 and no child that wishes to participate shall be excluded

- b. Ensuring that the uniforms and routines performed by the cheerleading team(s) appropriately represent the parish of Assumption
- c. Scheduling the appearance at Assumption sports teams events so that they fairly and equitably attend games for all teams (American and National) and all grades
- d. In conjunction with the individual sports coordinators, ensures that participation in the sports does not suffer by participation in cheerleading

3. Registration coordinator

The registration coordinator, in conjunction with the individual sports coordinators will then be responsible for the registration of each of the players, the verification of their eligibility, the certification of the coaching staffs and the submission of the appropriate forms to the leagues in order to qualify each team in their sport.

The duties of the registration coordinator shall be:

- a. Staffing and overseeing the open registration for all CYO participants
- b. Verification of the eligibility of each CYO participant
- c. Certification of the coaching staffs for each sport
- d. Submission of the appropriate forms to the leagues

4. Scheduling coordinator

The duties of the scheduling coordinator shall be:

- a. Arranging for the necessary gym time from the parish office
- b. Organizing the scheduling for the sports in season, subject to the final approval of the AD
- c. Communicating to the appropriate leagues what gym times are available for games

- d. Coordinating with the other groups that use the gym to minimize impact on these other groups and maintain goodwill with other coordinators/parish organizations

5. Treasurer

The duties of the treasurer shall be:

- a. Maintaining the finances for the CYO account
- b. Ensuring that all CYO bills are paid in a timely manner
- c. Assisting the AD in developing a budget and an expense report as needed
- d. Informing the AD and/or the Dads' Club President if there is a budget discrepancy

6. Equipment coordinator

The duties of the equipment coordinator shall be:

- a. Maintaining the requisite equipment for each sport and informing the AD if new equipment is needed in advance of the budget deadline
- b. Distributing uniforms to and collecting uniforms from the appropriate teams

7. Scorekeeper/referee coordinator

The duties of the scorekeeper/referee coordinator shall be:

- a. Ensuring that scorekeepers are trained, scheduled and present for all CYO games scheduled in our gym
- b. Maintain a list of trained scorekeepers and possible referees for CYO events
- c. Ensuring that the scorekeepers and/or referees are paid for their services in a timely manner

8. Tournament coordinator

The duties of the scorekeeper/referee coordinator shall be:

- a. Organizing gym times for any tournaments scheduled by Assumption
- b. Advertising and help to find teams to fill the tournaments
- c. Coordinating with the Scorekeeper/Referee coordinator, Gym Monitor coordinator and Snack Bar coordinator to ensure that the necessary staffing in those areas will be covered
- d. Obtaining the team entry fees from all participants
- e. Scheduling the games for all of the participants
- f. Informing all participants of all the rules prior to the start of the tournament
- g. Arranging for staffing of the door during the tournament
- h. Arranging for any awards/trophies to be available before the end of the tournament

9. Snack bar coordinator

The duties of the scorekeeper/referee coordinator shall be:

- a. Organizing and maintain the stock in the snack bar
- b. In conjunction with the coaching staffs of each team, scheduling staffing of the snack bar for CYO events
- c. Developing and update a guideline for necessary duties in the snack bar
- d. Maintaining a list of alternates for people who are willing to pay for substitutes for the snack bar

10. Gym monitor coordinator

The duties of the scorekeeper/referee coordinator shall be:

- a. In conjunction with the coaching staffs of each team, scheduling gym monitors to be present during all CYO events

- b. Developing and update a guideline for necessary duties as gym monitor

11. Maintenance coordinator

The duties of the scorekeeper/referee coordinator shall be:

- a. Ensuring that the gym is cleaned and set up at the beginning and the end of each CYO session.
- b. Removing debris from the floor, including water bottles, caps, wrappers, etc.
- c. Cleaning the floor via mop or “zamboni”
- d. Cleaning the bathrooms
- e. Placing the chairs around the court, with the scorekeepers table and benches in place
- f. Placing the appropriate matting or covers on the stage or covering any chairs as needed.
- g. Locking up the gym and turning the lights off at the end of each event.

C. The primary duties that the AD is expected to fulfill are:

- 1. Upholding and maintaining the goals and objectives of the Assumption CYO program;
- 2. Ensuring that all Assumption CYO participants (coaches, players and parents) comply with the rules, goals and objectives set forth by the Oakland diocese, the SAC and Metro leagues and the Assumption parish;
- 3. Representing the Assumption CYO program at league meetings;

Both the SAC and Metro leagues hold monthly meetings that require attendance by a representative of each parish. It is the responsibility of the AD to attend these meetings or, by prior agreement, have another representative (ideally the appropriate coordinator) attend in place of the AD. These meetings are held at a different parish every month, and occasionally Assumption is required to host a meeting of each league. The AD is expected to

organize these meetings, including arranging for the appropriate room availability and refreshments.

4. Developing and meeting a budget to be approved by the Assumption Dads' Club;

Since the CYO budget and CYO accounts are subsidized by the Assumption Dads' Club, the AD will submit a proposed budget to the Dads' Club president by September 15 of the school year for approval at the Dads' Club's September meeting. Subsequent to the approval of this budget, expenditures of greater than \$300 must be approved by the Dads' Club. As such, checks must have two signatures in order to be valid.

5. Arranging for the scheduling, staffing and maintenance of the gym and snack bar during CYO events;

The AD is responsible for arranging for the gym to be available for CYO events as well as staffing the gym for every event. Typically, this task will fall to the appropriate coordinators. Either the AD or the Scheduling Coordinator will obtain from the Parish liaison the necessary times for the gymnasium and then communicate those times to the appropriate leagues. The Scheduling Coordinator will also schedule the practice times for teams during their seasons. The Tournament Coordinator must also obtain the necessary times for any tournaments held at Assumption.

The staffing of the gym typically falls to the Gym Monitor, Scorekeeping/Referee Coordinator and the Snack Bar Coordinator.

6. Coordinating and publicizing the annual registration for the Assumption CYO program;

Registration for all CYO sports is typically held in August prior to the initiation of fall sports practice. The AD will arrange for registration to be scheduled and advertised to the parish at large. The registration coordinator, in conjunction with the individual sports coordinators will then be responsible for the registration of each of the players, the verification of their eligibility, the certification of the coaching staffs and the submission of the appropriate forms to the leagues in order to qualify each team in their sport.

7. Mediating all disagreements that arise during the course of the year;

8. Maintaining good communication with the board, the Dads' Club, the Assumption School principal and the Assumption CYO community at large
9. Organizing an awards ceremony for all CYO players.

One of the highlights of the year for the children who participate in CYO is the ceremony at the end of the year wherein they receive an award for their participation. These awards have been in the form of trophies or some other memento. The AD will plan for and schedule one or a series of ceremonies at his discretion in order to celebrate the accomplishments of the CYO participants.

- D. It is critical to remember that the AD falls not only under the purview of the Dads' Club, but also the Assumption School Principal and the Assumption Parish Pastor. As such, the AD should maintain good communications with each of these people/organizations as well as the CYO community at large.

Section 2. The President may appoint any other committees he needs for any specific or particular purpose.

ARTICLE IV **NOMINATIONS AND ELECTIONS**

Section 1. Election of Officers shall be held annually at the regular May meeting of the Club.

Section 2. Not later than the regular meeting in April of each year, a committee of three shall be named by the President from the membership, whose duty it shall be to nominate officers for the ensuing year and make its report at the regular meeting determined for the election of officers for the election of officers, as provided in Section 1 of this Article. Upon such report of the nominating committee, the President must call for nominations from the floor and such nominations shall be included in the regular ballot. If more than one man is nominated for any office, election for such office or offices shall be by ballot. A majority of ballots cast shall elect. Those elected to serve as officers of this Club for the ensuing year shall be installed into office at the May meeting.

Section 3. The terms of office shall be two years. No person shall hold the same office for more than one term.

Section 4. Effective with the 2014-2015 term, the office of President and Secretary shall be open for election, and shall serve a two year term.

Section 5. Effective with the 2015-2016 term, the office of Vice President and Treasurer shall be open for election, and shall serve a two year term.

ARTICLE V **MEETINGS**

Section 1. The Club shall meet on the third Tuesday of each month at the Assumption School Hall at 7:30 pm, except for the months of June, July and August.

Section 2. Special meetings may be held at the call of the President or on written demand of ten members.

Section 3. An attendance of ten (10) members at any meeting shall constitute a quorum.

Section 4. In the event that ten (10) members are not present, a simple majority of those present, providing at least three members of the Executive Committee are included, may conduct all Club business as necessary.

ARTICLE VI **DUES AND MEMBERSHIP**

Section 1. The dues of this organization shall be \$10.00 per year.

Section 2. Providing one's name to the Club Secretary, attending a regular Dads' Club meeting, participation in any Dads' Club activity, participation by one's children in any CYO activity and/or enrolling one's child/children in the Assumption School or the Assumption CCD program shall constitute a Dads' Club membership.

ARTICLE VII **NOTICES**

Section 1. Notices of meetings, proposed amendments to this Constitution and By-Laws, and all other notifications shall be transmitted to the membership in the manner determined by the Executive Committee, and shall be deemed to have been received upon such transmission.

ARTICLE VIII **AMENDMENTS TO BY-LAWS**

Section 1. These By-Laws may be amended by a two-thirds vote of the members present and voting at any regular meeting, provided the proposed amendment shall have been read at the previous regular meeting.

Section 2. A copy of the Constitution of this Club and these By-Laws together with any amendments thereto shall be placed on file with the Pastor of the Parish.

ARTICLE IX
PROCEDURE

Section 1. Except as otherwise provided, Roberts Rules of Order, Revised, shall regulate the conduct of this Club.

These By-Laws were distributed to the membership via email on May 14, 2013 and were approved as read at a regular meeting of the Dads' Club on May 21, 2013.

SIGNATURE PAGE OF THE CONSTITUTION AND BY-LAWS OF THE DADS' CLUB,
CHURCH OF THE ASSUMPTION, SAN LEANDRO, CA. AS AMENDED, 21 MAY 2013.

David Topete
President

Darryl Francis
Secretary