

SAINT LAWRENCE O'TOOLE ATHLETIC PROGRAM

**** CONSTITUTION ****

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ARTICLE I – Purpose

This document defines the organization and management of the St. Lawrence O’Toole Athletic Program.

ARTICLE II - Mission Statement

The objective of the St. Lawrence O’Toole Athletic Program is to enable our children to develop physical and athletic skills within a Christian framework of team play, competition and cooperation. A large part of a child’s growth involves learning how to be a team player and learning to work with others toward a common goal. We believe that sports activities allow for this growth.

Athletics are a social, as well as a physical learning activity for our children. The goal of the St. Lawrence O’Toole Athletic Program is to teach individual basic athletic skills and rules, to refine those skills once learned, to teach Christian sportsmanship and conduct, and to encourage and foster development of interpersonal communication and social skills through team activities.

ARTICLE III – Officers

The elected officers of the St. Lawrence O’Toole Athletic Program shall constitute the Athletic Board. The order in which that the officers are listed mandates the order in which an officer will act as Athletic Director in the Director’s absence.

1. Athletic Director
2. Scheduling Coordinator
3. Special Events Coordinator
4. Treasurer
5. Secretary
6. Concessions Coordinator
7. Boys Basketball Coordinator
8. Girls Basketball Coordinator
9. Soccer Coordinator
10. Volleyball/ Cheerleading Coordinator
11. Publicity Coordinator
12. Parish Priest

ARTICLE IV- Management

The management of the St. Lawrence O’Toole Athletic Program shall be under the responsibility the Athletic Director. The Athletic Director is accountable to the Pastor and to the Athletic Board.

ARTICLE V- Meetings

Item I. Board Meetings of the membership shall be held once a month at a time and place designated by the Athletic Board.

ARTICLE V- Meetings (Continued)

Item II. Special Board Meetings may be called by the Athletic Director, the Parish Pastor, the School Representative or by a majority of the active board members. A signed brief statement regarding the purpose of the meeting is to be presented to the Athletic Director by the board members at the time such meeting is requested. The Athletic Director must then schedule such meeting within ten days. A reasonable effort must be made to notify all board members as to the reason for such a meeting as well as the time and place of the meeting.

ARTICLE VI – Amendments

1. This Constitution may be amended by a majority vote of the full Athletic Board.
2. Amendments to the Constitution may be proposed by any active board member by submitting the proposed amendment in writing to the Athletic Director.
3. Amendment proposals will be submitted to the Athletic Board by the Athletic Director. The Board will then determine whether the proposed amendment shall be put to a vote.
4. All discussion and resolutions pertaining to an amendment proposal will be appropriately documented.
5. Amendments to the By-Laws shall be handled in the same manner as the Constitution.

ARTICLE VII – Quorum

For any board or special meeting, a quorum shall consist of no less than seven (7) active board members.

ARTICLE VIII - By-Laws

I. PARTICIPATION

Preamble:

Three Categories of Participation exist in the Athletic Program:

1. Coaches
2. Parents (in this document the term “parent” will also refer to a legal guardian)
3. Athletes

The duties and obligations of each of these Participants are outlined below.

Item I. Selection and Duties of Coaches

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athletes. Coaches assume the role of teacher, mentor, and minister to the young people in their charge. A coach’s attitude and behavior are critical to modeling good Christian Catholic sportsmanship both in word and in deed. The careful selection of coaches is vital if the athletic program

ARTICLE VIII - By-Laws - I. Selection and Duties of Coaches (Continued)

is to reflect the Mission/Philosophy of the school sports program. A Coach's Handbook will be provided to each Head Coach prior to the start of the sports season.

A. Selection of Coaches

1. All Coaches will be unpaid volunteers.
2. To be considered for a Coaching position, a candidate must be at least one of the following:
 - a. An active parish member or
 - b. A Parent/Guardian of an O'Toole RE or School student athlete;
or
 - c. An O'Toole parish priest.
3. The following criteria will also be considered of each coaching candidate in the selection process:
 - a. The ability to model Catholic Christian values on/off the court or field.
 - b. Regular attendance at weekly Saturday eve or Sunday Mass
 - c. The ability to articulate and model the philosophy and goals of the program.
 - d. The ability to responsibly supervise and instruct the youth in his or her care.
 - e. Possession of an understanding of the basics of the sport to be coached.
 - f. The ability to develop the potential, confidence, and skills of each athlete.
 - g. The ability to separate winning from the more important goals and values of the program.
 - h. The ability to commit to an adequate level of volunteer time.

B. Duties of Coaches

1. Coaches Will:
 - a. Strictly adhere to the "Saint Lawrence O'Toole Athletic Program Participant Code of Conduct" (Art VIII, By Law I, Item IV below).
 - b. Be familiar with and adhere to this St. Lawrence O'Toole Athletic Constitution.
2. Coaches will not:
 - a. Play any ineligible athletes.
 - b. Join an additional league or tournament without prior approval from The Athletic Board or from the Athletic Director.

- c. Violate the O'Toole Monday night R/E Policy (By-Law VIII)

C. Coaches' Responsibilities

1. Assure that an Acknowledgment and Acceptance Form is signed and returned to the coach before participants may attend any practices.
2. Maintain at all times required paperwork for athletes, including:
 - a. Medical Health Form
 - b. Participant Information Form
3. Coaches will obtain a Coaching Assistant(s) as needed. Any assistant coach must meet the same eligibility criteria as outlined for coaches (see "Selection of Coaches" By-Law VII, Item I, A on previous page).
4. A Coach or an Assistant Coach must lead all practices and games.

Item II. Duties of Parents

- A. Strictly adhere to the "Saint Lawrence O'Toole Athletic Program Participant Code of Conduct" (Art VIII, By Law I, Item IV below).
- B. **Fees:** Parents will be responsible for paying the required registration and concession fees for each participating athlete. Athletic participation in any sport requires timely payment of the pre-established fees. These fees are used to cover the minimum basic costs including league fees, tournament costs and trophy costs. Payment of the fees does not entitle any athlete to permanent ownership of a uniform or any other equipment, nor does it guarantee new uniforms each year.

Item III. Duties of Athletes

An "eligible athlete" is a student in the 4th through 8th grades enrolled in either the SLOT School or Religious Education (R.E.) programs
Athletes who choose to participate in the SLOT Athletic Program are representing the school and parish at all times. They must act in a manner that reflects favorably on the school and themselves.

- A. In order to achieve this, athletes will:
 1. Strictly adhere to the "Saint Lawrence O'Toole Athletic Program Participant Code of Conduct" (Art VIII, By Law I, Item IV below).
 2. Maintain good academic standing at the SLOT School or RE Programs.
 3. Athletes can only participate in one sport at a time.
 4. Playing in the SLOT Athletic Program should be recognized as a privilege, not a right.

B. Athletes will not:

1. Be allowed to attend a practice or game on the same day he/she is absent from school.

Item IV. Code of Conduct

PARTICIPANT CODE OF CONDUCT

1. Parents, Coaches, and Athletes will strive to conduct themselves as positive Christian examples and representatives of St. Lawrence O’Toole Parish at all times.
2. Parents and coaches will resolve to take part and support the activities of St. Lawrence O’Toole Athletics, in accordance with the program’s By-Laws and in keeping with the objectives set forth in the Mission Statement.
3. Parents will not force their child to participate in sports.
4. Parents and coaches will be required to attend a mandatory meeting before their child’s participation in any sport.
5. Parents and coaches will remember that children participate to have fun and that the game is for the youth, not the adults.
6. Parents will refrain from coaching their child or other athletes during games and practices, unless they are one of the official coaches of the team.
7. Parents, coaches and athletes will support a sports environment that is free from drugs, tobacco, and alcohol and will refrain from their use before and during all sports events.
8. Parents and coaches will teach the athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. Parents and coaches will treat athletes, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. Parents and coaches will teach the athlete that doing one’s best is more important than winning.
11. Parents and coaches will praise the athlete for competing fairly and trying hard, and make him/her feel like a winner every time.
12. Parents, coaches, and athletes will never ridicule or yell at an athlete or other participant for making a mistake or losing a competition.
13. Parents and coaches will emphasize skill development and practices and how they benefit the athlete over winning.
14. Parents and coaches will promote the emotional, spiritual, and physical well being of the athletes ahead of any personal desire for the athlete to win.
15. Parents, coaches and athletes will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. Parents, coaches and athletes will learn and abide by the rules of the game and the policies of the league.
17. Parents, coaches and athletes will be positive role models and encourage good sportsmanship by showing respect and courtesy and by demonstrating positive support for all athletes, coaches, officials and spectators at every game, practice or other sporting event.
18. Parents, coaches and athletes will not engage in any kind of unsportsmanlike conduct with any official, coach, athlete, or parent such as booing and taunting; refusing to shake

- hands; or using profane language or gestures; or demonstrating any general loss of self-control.
19. Parents and coaches will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
 20. Parents will be responsible for maintaining the athletic uniform for the duration of the season and assure its return at the end of the season in good, clean condition.
 21. Parents will be responsible for paying the required registration and concession fees for each athlete.
 22. Parents will be responsible for getting their child to and from games and practices on time.
 23. Parents will inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others. In addition, Parents will fill out a medical condition form to be kept by the coach.
 24. Parents and coaches will ensure that the athlete wears the uniform, all proper safety equipment and any other expected attire as appropriate during games and/or practices.
 25. Coaches will offer prayer before all practices and games.
 26. Coaches will strive to be fair and unprejudiced in their relationships with the athletes and parents.
 27. Coaches will not physically discipline an athlete by touching, shaking, hitting, etc. in any way, including the coach's own child.
 28. Coaches will be responsible for the conduct of their athletes and assistant coaches - this includes conduct on the court, field or in the locker room.
 29. Coaches will be responsible for arriving at practices and games 10 minutes earlier than athletes are required to report. Coaches are also responsible for staying afterwards until all athletes are picked up.
 30. Coaches will communicate the schedule of practices, games, or any cancellations or alterations to the athlete and/or Parents in a timely manner.
 31. Coaches will be responsible for the equipment issued to them, and for the proper use of all facilities where practices and games are held.
 32. Coaches will be responsible for promptly completing an Incident Report for any personal injuries or for any damage to the facilities.
 33. Coaches will be responsible for proper physical conditioning of the athlete, including proper warm-up and stretching of athletes.
 34. In matters of concern, Coaches and Parents should make every effort to address the issue with the coach/person in question. If communication at this level fails, the matter should be addressed to the following people in this order:
 - ◆ Sports Event Coordinator
 - ◆ Athletic Director
 - ◆ Athletic Board
 - ◆ Pastor
 35. Parents, coaches and athletes agree that if they fail to abide by the aforementioned rules and guidelines, they will be subject to disciplinary action that could include, but is not limited to the following:
 - ◆ Verbal warning by official, head coach, and/or head of league organization
 - ◆ Written warning
 - ◆ Parent/Coach/Athlete game suspension with written documentation of incident kept on file by organizations involved
 - ◆ Game forfeit through the official or coach
 - ◆ Parent/Coach/Athlete season suspension

Item V. Disciplinary Actions

DISCIPLINARY ACTION

The Athletic Director, Athletic Board and/or the Pastor are responsible for the implementation of any and all disciplinary action. Such action can be implemented due to misbehavior, bad language, unexcused absence, un-sportsmanlike conduct, or any violation of the statements set forth in this Constitution and its By Laws – including the Participant Code of Conduct (By-Law I, Item IV above). Should the Athletic Board become aware of any such actions the following disciplinary process will occur.

A. Adult Participants (Parents, Guardians, Spectators, Coaches)

1. The adult participant will be notified of the inappropriate conduct by the Athletic Board.
2. They may be required to appear before the Athletic Board at a special hearing.
3. At this hearing they will be given the chance to defend their conduct. Failure to attend the hearing will be taken to mean that the adult admits to, and has no defense for, the inappropriate conduct.
4. The Athletic Board will vote by written ballot to determine the outcome of each charge. If a charge is upheld, a second vote will be taken to determine the disciplinary action.
5. Disciplinary action will be in the form of either a reprimand or suspension or revocation of the adult's, or possibly the related Athlete's, right to participate in all St. Lawrence O'Toole athletic programs.

B. Student Participants (Athletes, Spectators)

Inappropriate conduct may result in immediate disciplinary action by the adult in charge.

If the Athletic Board becomes aware of inappropriate actions that have not been previously addressed, the same procedures will be followed as in an adult situation.

1. The Parent will be notified of the student's inappropriate conduct.
2. The Athlete and Parent may be required to appear before the Athletic Board at a special hearing. At this hearing they will be given the chance to defend the student's conduct. Failure to attend the hearing will be taken to mean that the student admits to, and has no defense for, the inappropriate behavior.
3. The Athletic Board will vote by written ballot to determine the outcome of each charge. If a charge is upheld, a second vote will be taken to determine the disciplinary action;
 - a. Reduced playing time.
 - b. Non-starter, if applicable
 - c. Sitting on sidelines during practice
 - d. Suspension from the team for a determined period of time.
 - e. Restriction from entrance to any St. Lawrence O'Toole Athletic event.

Item VI. Playing Time

Playing Time

Each player’s amount of playing time will reflect his/her ability, effort, attendance at practices and commitment to the team. In grades 4 - 6, every player must play no less than 1/4th (one/fourth) of each game. In grades 7 and 8, the amount of playing time may be left to the coach’s discretion, however, playing time for all is encouraged. (“Winning” at all costs, or to the exclusion of participation of eligible players, should not be tolerated.) Missing practice without cause, or excessive absences, can result in reduced playing time and even exclusion from the team. Playing time may also be reduced as a disciplinary action, e.g. when a player loses self-control or engages in other conduct unbecoming a Christian athlete.

Generally, however, every eligible athlete should play in every game (including tournaments).

Item VII. Team Framework

A. Boys & Girls Basketball, Soccer, and Volleyball

1. Maximum Team Members – Per Team

TEAM	8 th Grade	7 th Grade	6 th Grade	5 th Grade	4 th Grade
Volleyball	9	9	9	12	12
Basketball – Boys	12	12	12	12	12
Basketball – Girls	12	12	12	12	12
Soccer	[note 1]	[note 1]	[note 1]	[note 1]	[note 1]

[Note 1: Soccer leagues may have absolute maximums for team sizes – which will dictate the number of players that can be included on each team.]

2. Ideal Team Sizes

To insure adequate playing opportunities for all, one of several measures may be employed (at the discretion of the Coordinator of the sport) to maintain reasonable team sizes, including but not limited to:

- A. Tryouts and Cuts (7th and 8th Grades Only)
- B. Splitting into more than 1 team per grade
 - May include tryouts for team assignments.
- C. May rely on order of player sign-ups at registration.
- D. These player maximums may only be modified with the approval of the Athletic Director, or the Athletic Board.

E. Under the most extreme circumstance it may be approved by the Athletic Director to have players “play up” a grade.

***Only appropriate when players can be competitive at the next higher grade, AND space is available at the higher grade level.

3. Maximum Number of Practices and/or Games Per Each Calendar Week

TEAM	8 th Grade	7 th Grade	6 th Grade	5 th Grade	4 th Grade
Volleyball	4	4	4	3	3
Basketball – Boys	4	4	4	3	3
Basketball – Girls	4	4	4	3	3
Soccer	4	4	4	3	3

4. Maximum Games/Matches Per Season (Tournaments Count as 1 Game/Match)

TEAM	8 th Grade	7 th Grade	6 th Grade	5 th Grade	4 th Grade
Volleyball	35	30	25	22	20
Basketball – Boys	35	30	25	22	20
Basketball – Girls	35	30	25	22	20
Soccer	35	30	25	22	20

5. Maximum Team Tournaments per Season

TEAM	8 th Grade	7 th Grade	6 th Grade	5 th Grade	4 th Grade
Volleyball	4	3	3	2	1
Basketball – Boys	4	3	3	2	1
Basketball – Girls	4	3	3	2	1
Soccer	4	3	3	2	1

B. Cheerleading All Grades 4th-8th

Registration will be open for Cheerleading teams of no more than ten girls per grade. Teams of greater than ten are allowed only with the permission of the Athletic Director or the Athletic Board. Each girl will be issued a uniform.

ARTICLE VIII - By-Law II – Board Member Positions

Item I. BOARD VACANCIES FOR ELECTED POSITIONS

- A. Upon notification of a vacancy the Athletic Board must fill the vacancy within 90 days.
- B. The vacant position will first be offered to existing board members.
- C. The open position will be publicized including position description, format of submission and deadline.
- D. Candidates will present their qualifications to the board.
- E. An election is held with at least 2/3 of the board present. The person that receives the majority of the vote shall be assigned to the open position.
- F. All candidates will be notified within 24 hours of the election.

Item II. ATHLETIC DIRECTOR VACANCY

The Athletic Director position is appointed by the pastor and approved by the Athletic Board.

Item III. BOARD MEMBERSHIP RE-CERTIFICATION

Board Members will submit themselves to a Re-Certification review every two years. The Re-Certification process is intended to provide feedback and guidance to each Board Member against a set of general effectiveness criteria or against a predetermined set of goals and expectations.

ARTICLE VIII - By-Law III –Duties of Board Members

Item I. General

As a not-for-profit organization, no board member shall receive salary or payments for any duties of office as described in the Constitution, nor shall any board member be paid or reimbursed for any personal expenses incurred in the execution or performance of their board duties.

The following Duties apply to all Athletic Board positions:

- A. All Board Members are expected to attend all Board meetings.
- B. Supervise Gym during 3-5 sessions throughout year.
- C. Each Board Member will be expected to handle special assignments as requested by the Pastor or Athletic Director.

A. Athletic Director

1. Schedule, prepare the agenda, and preside over all board and special meetings.
2. Oversee the entire St. Lawrence O’Toole Athletic program. Appoint sub-committee chairpersons as required.
3. Conduct monthly audit of Treasurer’s reports and accounts and review cash flow with the Treasurer.
4. Assure Scheduling Coordinator knows how to handle the position of Athletic Director.
5. In addition to regular board vote, will act as tiebreaker in all voting situations.
6. Fulfills conflict resolution duties as required with Parents, Coaches, Students, Board Members, Officials, Church and School staff, or others in all matters related to St. Lawrence O’Toole Athletics.
7. Responsible for facilities access and security for all athletic events.
8. Properly maintains the First Aid Kit.
9. Monitors coaching performances.

B. Scheduling Coordinator

1. Assists and acts as back up to the Athletic Director.
2. Functions as Athletic Director in the Athletic Director’s absence.
3. Coordinates and manages the scheduling of the Sullivan Center and athletic fields and facilities:
 - a. with Parish Master Scheduler
 - b. with Athletic activities Coordinators
4. Creates and maintains the master worker assignment schedule.

C. Special Events Coordinator

1. Plan and implement special events activities, including:
 - a. Preview Night
 - b. Tournaments
 - c. Banquets as scheduled
 - d. Trophies (Tournaments or Participation)
 - e. Fundraising
 - f. Recognition & Appreciation Gifts

D. Treasurer

1. Authorize and account for all checks drawn on the St. Lawrence O’Toole Athletic Fund bank account.
2. Prepare a consolidated annual budget covering all departments. Annual review of registration and concession fees, cost margins for concessions and vending machines, and related financial analysis.
3. Maintain accounting records and prepare financial reports for each meeting to include Year-To-Date expenses/receipts, and project upcoming

ARTICLE VIII - By-Law III – Duties of Board Members Item I (Continued)

expenses/receipts. Also maintain files, vouchers, and invoices, cancelled checks and other financial documents. Reconcile accounts monthly.

4. Account for all collection and disbursement of monies i.e. registration, concessions, periodic vending deposits by Parish staff, etc.
5. Provide reporting to, and/or work with the Parish Business Manager as required on a quarterly basis.

E. Secretary

1. Keep a record of the proceedings at Board meetings and furnish each board member with minutes of the previous meetings within 21 days.
2. Keep on hand at all meetings for ready reference, a copy of the following:
 - a. This SAINT LAWRENCE O'TOOLE CONSTITUTION
 - b. A list of all officers and committees
3. Maintains all Archdiocesan required athletic forms i.e. volunteer coaches forms, medical release forms, certificates of insurance, etc.
4. Maintain public records with the Parish office. To include;
 - a. Meeting minutes
 - b. Treasurer reports
 - c. By-laws and Constitution
 - d. Certificate of insurance for non-parish groups who use the parish athletic facilities.

F. Concessions Coordinator

1. Oversee set up and clean up of athletic facilities.
2. Coordinate with the Treasurer the menu, purchasing and pricing of concession supplies.
3. Assure that the concession stand is properly staffed.
4. Monitor and track worker participation in athletic events. Maintain participation records for reconciliation with the Scheduling Coordinator and Treasurer.
5. Responsible for gate and concession receipts. Assist in cash box reconciliation.

G. Coordinators for Each Sport (Boys Basketball, Girls Basketball, Soccer and Volleyball/Cheerleading)

1. Responsible for distribution and collection of all necessary forms.
 - a. Registration forms.
 - b. Medical release forms.
 - c. Receipt of “Expectations of Participants”
 - d. Archdiocese Disclosure forms.
 - e. Volunteer Coaches form.
 - f. Any other form that is applicable.

ARTICLE VIII - By-Law III – Duties of Board Members Item I.F Concession Coordinator (Continued)

2. Responsible for completion and submission for all League paperwork and fees.
3. Recruit team coaches and submit their names to the Athletic Board for approval. Schedule at least one meeting with coaches prior to season.
4. Fulfill conflict resolution duties.
5. Assist the Scheduling and Concession Coordinators in the following manner.
 - a. Boys Basketball Coordinator assists the Scheduling Coordinator with Girls Basketball and Soccer scheduling.
 - b. Girls Basketball Coordinator assists the Scheduling Coordinator with Boys Basketball and Volleyball/Cheerleading scheduling.
 - c. Soccer Coordinator assists the Concessions Coordinator with Boys Basketball and Volleyball/Cheerleading concessions.
 - d. Volleyball/Cheerleading Coordinator assists the Concessions Coordinator with Girls Basketball and Soccer concessions.

H. Parish Priest

The Parish Priest is an appointed position by the Parish Pastor.

1. Works with the Athletic Director in overseeing the entire St. Lawrence O'Toole Athletic program.
2. Assists in being liaison to the parish board.
3. Helps the Athletic Board maintain Christian values throughout the program.
4. Be an active member in voting process and decision making of the Athletic Board.
5. Fulfills conflict resolution duties.

ARTICLE VIII - By-Law III – Duties of Board Members Item I (Continued)

I. Non-voting SLOT School / Religious Education Representative

1. Works as liaison for SLOT school and Athletic Board.
2. The Principal may appoint a designee for this function, i.e. P.E. Teacher.

ARTICLE VIII - By-Law IV – MEETING PROCEDURES

Item I. Standard Board meeting procedures:

1. Opening Prayer.
2. Call to order.
3. Athletic Director's remarks and/or other reports.
4. Reading and approval of minutes of previous meeting.
5. Treasurer's report.

ARTICLE VIII - By-Law IV – Meeting Procedures (Continued)

6. Items scheduled for discussion and Public Comment
7. Pastor / Pastor delegate's remarks & closing prayer.
8. Adjournment.

Item II. Special meeting procedures:

- A. Opening Prayer.
- B. Call to order.
- C. Business for which meeting was called.
- D. Adjournment.

ARTICLE VIII - By-Law V - Management of Athletic Board Funds

Item I. Receipts:

1. All funds received will be turned over to the Treasurer for immediate deposit in the St. Lawrence O'Toole Athletic Program accounts.

Item II. Budgetary Control:

1. The Treasurer will work with each Event Coordinator to create a budget for the new sports year based on previous year's receipts and expenditures.
2. Each budget will list the anticipated expenditures and receipts for the current year. The Athletic Board will review the entire budget prior to approving it, making such adjustments as needed to insure a balanced budget.
3. Approval of a budget by the Athletic Board constitutes authority to purchase items or services as outlined in the approved budget. The Athletic Director or Sports Event Coordinators have the authority to approve up to \$200 of expenditures above and beyond the budget. Expenditures greater than \$200 above the budget must be approved by a majority vote of the Athletic Board.

ARTICLE VIII - By-Law VI – Purchasing Procedures

Item I. General Purchases:

- A. All purchases should be coordinated through the Treasurer.
- B. Specific purchase approvals will be outlined in the budget (see FUNDS).
- C. Signatures on the checking account shall be the Treasurer, Athletic Director and Pastor (or Pastor's delegate).
- D. All purchases must be supported by a receipt.

ARTICLE VIII - By-Law VII – Parliamentary Procedures

The parliamentary authority for all matters not covered in either the Constitution or By-Laws of St. Lawrence O’Toole Athletic Program shall be Roberts Rules of Order.

ARTICLE VIII - By-Law VIII – Monday Religious Education Policy