

**Notre Dame High School
Fairfield, Connecticut**

Athletic Association

Mission: The mission of the Notre Dame Athletic Association is to promote quality athletic programs and assist funding for these programs for all student athletes attending Notre Dame High School.

1.0 Organizational Structure

The organizational structure of the association will consist of an executive board and group representation for each sports modality as described below:

- 1.1. Executive Board: Members of the Executive Board will consist of the Director of Athletic Advancement, Athletic Director, President, Sr. Vice President, Recording Secretary, Treasurer and four Vice Presidents/Chairpersons. The Athletic Director and the Director of Athletic Advancement,, with the recommendations of the existing Board members, will approve all board positions.
- 1.2. Association officers will hold the position for a period of two (2) school years. The duties of each position are as follows.
 - 1.2.1. Director of Athletic Advancement and Athletic Director: For the purpose of the Athletic Association, the Athletic Director will act as but not limited to the liaison to the school administration and Board of Directors. The aforementioned will also have the tie-breaking votes.
 - 1.2.2. President and Sr. Vice President: These positions will be co-existing partnerships that oversee the operation of the Athletic Association. The Sr. Vice President will assume the President's role at the end of the year. The following are necessary in order to be considered for the position of President or Sr. Vice President: (a) Be a parent member of the Athletic Association (b) a minimum of one (1) year as a member in good standing of the Athletic Association (or former Booster Club) and (c) one (1) year as a Vice President on the Executive Board.
 - 1.2.3. Vice President/Committee Chairperson: The Vice Presidents/Committee Chairpersons will assist the association with their leadership for all sporting activities at the school. Each Vice President/Committee Chairperson will be assigned as a Chairperson for a specific Fund Raising activity and will update the Executive Board as deemed necessary. To be considered for a Vice President position on the Executive Board the applicant must be (a) Parent member of the Athletic Association (b) been a member of the association for a minimum of one (1) year or have shown involvement within the athletic environment at the school.
 - 1.2.4. Treasurer: The treasurer will be responsible for reviewing and reporting on all revenue and expenses for the association with the ND Business Manager. The treasurer will provide an accurate accounting of all finances at the monthly Athletic Association Board meeting. To be considered for the Treasurer's

position on the Executive Board the applicant must be a Parent of the Athletic Association .

- 1.2.5. Secretary: The secretary will provide minutes of all monthly Board meetings and any correspondence to the Athletic Association Membership. To be considered for a secretary position on the Executive Board the applicant must be a Parent member of the Athletic Association.

- 1.3. There will be a liaison for every athletic program offered by the school. These representatives will consist of a minimum of one head coach or assistant coach and a parent representative for each activity. The parent representative must be a member in good standing with the association.

2.0 Organizational Operations

The operations of the association will adhere to the following process:

- 2.1 The Executive Board will meet on a monthly basis.
- 2.2 The individual athletic groups will meet as deemed necessary by the chairperson.
- 2.3 All requests from the individual groups, will require the group to submit in writing to the Executive Board for approval.
- 2.4 Each athletic group will assist with the operations of that athletic activity.
- 2.5 Each athletic group will assist other groups as necessary.
- 2.6 Each athletic group will coordinate any special events for that team (awards dinner, picnics, etc.)
- 2.7 All athletic groups are expected to participate in ALL Athletic Association Fundraisers.

3.0 Finances

The Athletic Association has evolved to assist all athletic programs at Notre Dame High School.

- 3.1 Each athletic group will furnish a Team Funding Request form (See Appendix A) to the Executive Board by March 1 to be considered for the following school year.
- 3.2 All revenue from athletic activities will be given to the Athletic Association at the end of that activities season.
- 3.3 No athletic group will be allowed to sponsor individual Fundraising activities.
- 3.4 No athletic group will be allowed to have or hold individual money accounts.
- 3.5 No athletic group will be allowed to accept contributions solely marked for the use of that sporting activity without the direct approval from the Athletic Director and Executive Board.
- 3.6 There will be one level of membership dues per family of \$25.00.
- 3.7 No funds can be used for out of season leagues, activities and training.
- 3.8 When a profit is available at year-end, the association income collected will be used as follows:
 - a) Contribution to the Notre Dame High School General Fund: Not to exceed 10%
 - b) Contribution to the Scholarship Endowment: Not to exceed 10%
 - c) Field Debt and Future Facility Enhancements: 30%
 - d) Athletic Association Operating Expenses: 50%

- 3.9 Allocation of funds will be distributed after the written request from the athletic group has been submitted to the Executive Board and approved by School administration.
- 3.10 The Executive Board will review all requests and recommend funding based on:
- a) Need for expense
 - b) Amount requested
 - c) Number of students that would benefit from the funding
 - d) Parental involvement within the group level of the Athletic Association
 - e) No single reason listed above will approve or reject funding by the Executive Board.
- 3.11 In an effort to maintain equality for all students, the Executive Board reserves the right to set limits on budgeted items submitted by each group.

4.0 Miscellaneous

- 4.1 Alumni Association Representative is granted an honorary membership to the Athletic Association. The role of this representative is to be the liaison between the two associations and to assist with coordinating events sponsored by both groups.
- 4.2 Parent Association Representative is granted an honorary membership to the Athletic Association. The role of this representative is to be the liaison between the two associations and to assist with coordinating events sponsored by both groups.
- 4.3 Amendments to the Bylaws will be addressed as follows:
- a) A written statement of the proposed amendment will be presented to the Executive Board at a monthly meeting.
 - b) The Board will decide if any open discussion is necessary. If an open discussion is warranted it will be scheduled for the next months meeting.
 - c) After the open discussion meeting, the Executive Board will vote on the amendment. There must be two thirds (2/3) majority for the amendment to be passed.

Appendix A: Team Funding Request Form

Updated: July 25, 2018