

# **CATHOLIC GRADE SCHOOL ATHLETIC ASSOCIATION CONSTITUTION AND BY-LAWS**

## **ARTICLE I – ORGANIZATION**

The name of the body shall be the Catholic Grade School Athletic Association, hereafter referred to as the CGSAA. This association is a non-profit organization sponsoring athletic programs for member schools. The association is under the authority of the Archbishop of Oklahoma City or his designee who, ordinarily, shall be the Superintendent of Catholic Schools.

## **ARTICLE II – MISSION, PHILOSOPHY AND GOALS**

### **Section 1. Philosophy**

The CGSAA seeks to develop the God-given talents in every athlete. Through the efforts of school personnel, parents and coaches, all athletes come to realize their full potential.

### **Section 2: Mission**

The Catholic Grade School Athletic Association exists to organize and promote the development of respectful, faith-filled athletes through participation in interscholastic sports.

### **Section 3. Goals**

Our goals are to integrate an athlete's experience with the teaching of Christian values, to enhance an athlete's knowledge and skills of the game, and to promote an attitude of respect and sportsmanship as individuals and team members.

## **Article III – MEMBERSHIP**

### **Section 1. Eligibility**

All Catholic grade schools in the Archdiocese of Oklahoma City are eligible for membership in CGSAA. Other private schools in the Oklahoma City metropolitan area may be considered for

membership if they agree to follow all policies and procedures determined by the Archdiocese of Oklahoma City.

## **Section 2. Application for Membership**

Catholic schools and other private schools may join the association by making written application to the president. The president will present the application at the next regular meeting. A two-thirds majority of the voting members present at the meeting must approve the application to send it to the Superintendent of Schools of the Archdiocese of Oklahoma City for final approval or denial. If a two-thirds majority is not reached by the committee then the application will not be submitted to the Superintendent for consideration.

## **Section 3. Dismissal from Membership.**

- a. If a school is not represented at three (3) consecutive meetings, the secretary will notify the principal of the school in writing, advising them that the school is an associate member according to Section 5 of this Article III. A copy of the letter shall be sent to the Superintendent of Catholic Schools. If, within any academic year, a school shall be absent from 50% of the regularly scheduled meetings of the CGSAA, the school is subject to dismissal from the CGSAA.
- b. To be a member of the CGSAA, each academic year a school must meet the minimum participation requirements of the CGSAA. Minimum participation shall be defined as the entry of at least one team in two different sports, inclusive of the track meet. "Team", for sports other than track, shall be defined as a team with at least 50% of the roster enrolled from the school, whether or not the team is actually entered from that school. "Team", for purposes of track, shall require a minimum of 17 participants from the school.
- c. If a school fails to meet the requirements in section (a) or section (b), the executive committee will meet to review the facts and circumstances of the case. If the executive committee decides that dismissal is warranted, a recommendation shall be made to the entire membership at the next regularly scheduled meeting of the membership. A two-thirds (2/3) vote of the entire membership, not just those present at the meeting, is required to dismiss a school from membership. If the entire membership agrees with the recommendation of the executive committee, the recommendation will be forwarded to the Superintendent of Schools of the Archdiocese of Oklahoma City for ratification. Upon ratification by the Superintendent of Schools, the school will be dismissed.
- d. If a school ceases to operate then the school is no longer a member of CGSAA and must reapply for membership should the school be re-opened.

#### **Section 4. Member Representatives**

The principal of each member school shall appoint a representative to the CGSAA who attends the monthly meetings. This individual shall be a voting member in the association and thereby represents the viewpoint of the local school administration.

They are the chief communicator to pass information from meetings to the school principal.

Each member school shall have an alternate member(s) who is also appointed by the principal. The alternate member votes only in the event of the absence of the representative. Each school will submit to the CGSAA the name of the representative and any sports commissioners who may serve as alternates.

#### **Section 5. Voting Privileges and Annual Fees**

Voting members of the association shall be the registered representative or the alternate of the member schools. The president will vote only in case of a tie. If a school is not represented at (3) consecutive announced meetings, the association shall record that school as an associate member without voting privileges. After attending (3) consecutive announced meetings active membership shall be restored with voting privileges. An annual membership fee of \$200 will be assessed each member school. The fee will be due and payable at the end of the academic year for which it is being assessed. Each school shall receive credit toward the annual membership fee by being represented at the monthly CGSAA meetings. A credit of \$25.00 per meeting attended shall be credited.

#### **Section 6. Conflict of Interest**

All CGSAA Executive Committee members and school representatives shall abstain from voting on any action that might be considered as a direct benefit to their school or business. "Direct benefit" shall be defined in terms of possible grants or financial gains on behalf of the CGSAA to the school or business. Any grievances regarding conflict of interest shall be considered by the CGSAA Executive Committee. If a member of the Executive Committee is involved in the conflict of interest, that individual shall be excluded from the meeting while a determination is being made by the Executive Committee.

#### **Section 7. Outstanding Fees.**

If a member has any outstanding fees or charges at the end of the school year, including, but not limited to, the following:

1. Annual fees under Article III, Section 5
2. Financial fines or penalties under Section 6 of the Rules and Regulations,
3. Participation fees from any sport, and/or

4. Forfeiture fees under Section 1 of the Rules and Regulations;

then said member shall be ineligible to enroll any team in any sport, until such time as the member has paid all outstanding fees and charges.

## **Article IV – OFFICERS**

### **Section 1. Officers**

The officers of CGSAA shall consist of the president, past president, vice-president, secretary, treasurer, historian, commissioner of coach education and appropriate sports commissioner. In addition, a representative appointed by the Superintendent of Catholic Schools shall serve as a liaison between the Catholic School Office and the Executive Committee in an ex-officio capacity.

### **Section 2. Election of Officers**

A nominating committee shall be appointed by the president at the March meeting. This committee shall select a slate of candidates, verify their availability, and present the slate of candidates for election at the April meeting. At the March meeting, the president will announce that anyone interested in serving as an officer should meet with him/her.

Officers elected at the April meeting shall be from the list of candidates submitted by the nominating committee. Election shall be by written ballot with a simple majority of the voting members present at the meeting. The president will vote only in case of a tie.

Officers who cannot continue to serve for any reason for the remainder of their terms shall be replaced for the remainder of the school year by a simple majority of the voting members present at the meeting.

### **Section 3. Term of Office**

The term of office for the president shall be one year, but not more than two consecutive years with the option to re-nominate himself/herself for the position for that second year. At the end of one year, if not re-nominating for a second year, the president succeeds immediately to the position of immediate past president. All other officers may succeed themselves. Terms of office shall begin with the August meeting.

#### **Section 4. Duties of Officers and Commissioners**

1. The president shall preside at all regular and special meetings of the association. He/she shall appoint historian, commissioners of sports and a commissioner of coach education, subject to the approval of the executive committee. The president shall contract for facilities in the name of the association. He/she shall appoint all committees, which shall be responsible to the president.
2. The immediate past president shall consult with the president on agenda items and other matters and provide counsel on precedents set in the previous presidential term.
3. The vice-president shall perform all duties of the president when he/she is absent or unable to act. The vice-president shall keep a book containing the rules for all sports. He/she is to have this book at each meeting for reference.
4. The secretary shall take the minutes of all the meetings and maintain the files of the association. He/she shall act as president in the absence of the president and vice-president. By the September meeting he/she shall ensure that the most current version of the CGSAA constitution and by-laws be posted on the CGSAA website. He/she shall examine the all school rosters for eligibility of participation and will notify the principal of any athlete ineligible to participate due to age.
5. The treasurer shall disburse funds for expenses of the association and shall maintain a record of all financial transactions and shall present the association a complete financial report at each regularly scheduled meeting, and upon request of the executive committee. He/she shall serve without bond.
6. The historian of CGSAA must have 6 years of experience as a CGSAA representative, officer, or commissioner. The purpose is to provide background information of what actions may have been taken in the past to aid in making current decisions.
7. The commissioners of sports shall determine or estimate the facilities required for their sport sixty (60) days in advance of the proposed starting date and advise the president of the requirements. Rules of play for each sport shall be the current rules of the National Federation of High School Sports, with age appropriate adaptations approved by the association. The rules for CGSAA play, along with classes of leagues, entry fees, fees for officials, grievance procedures, admittance fees, methods for forfeiture, and fines, should be presented by the sport commissioner to the association for approval by a majority vote before the beginning of the season. Any changes in rules for eligibility or participation, other than those found in the 'Rules and Regulations' portion of this document, should be presented during a regular scheduled meeting and voted upon at the next regularly scheduled meeting. Rule changes for fall and winter sports would be decided the previous year to be effective the following academic year. The approved rules should be made available to all members by being placed on-line at the CGSAA

website. Any voting member may suggest a rule change by emailing the relevant sport commissioner, with a copy to the CGSAA president, outlining the proposed change(s) and rationale. For the proposed change to be included on the agenda, the email must be sent a week before the regularly scheduled monthly CGSAA meeting. Each sport commissioner should select an assistant commissioner, subject to approval by the executive committee. The assistant commissioner should aid the commissioner as needed and shall perform all duties of the commissioner when he/she is absent or unable to act. Each sports commissioner selects an assigner of officials, if necessary, who is approved by the executive committee.

8. The commissioner of coach education shall administrate and supervise the Play Like a Champion Today Program (PLACT). The responsibilities of the commissioner shall be, but not limited to, becoming a local PLACT trainer, communicating with and organizing the other local training team members, scheduling subsequent coaches' trainings, tracking coaches attendance at the PLACT trainings, working with CGSAA treasurer on receipt of participant fees and payment of fees to PLACT at Notre Dame, documenting and communicating coach compliance to local school Athletic Directors/Reps and Principals, assisting with local school Athletic Directors/Reps and Principals when coaches are out of compliance, and active liaison to PLACT staff at Notre Dame and Archdiocese of OKC.

## **Section 5. Executive Committee**

The executive committee shall consist of the president, past president, vice-president, secretary, treasurer, historian and appropriate in season sports commissioner. All of the above are voting members of the Executive Committee.

In addition, a representative appointed by the Superintendent of Catholic Schools shall serve as a liaison between the Catholic School Office and the Executive Committee in an ex-officio capacity.

The executive committee shall have the following functions and authority:

1. after appointment by the president, to approve commissioners for sports and assigner of officials to listen to and decide any grievances or protests filed under Rule 5 of the CGSAA Rules and Regulations.
2. to listen to and decide any requests for exceptions to the student eligibility rules.
3. to assess fines in accordance with the Rules and Regulations of the CGSAA.
4. upon recommendation of the commissioner of a sport, to declare a team ineligible to participate in any championships, play-offs, or state tournaments in that sport.
5. to make a final determination in matters that might involve a "conflict of interest" as stated in Article III, Section 6.

All actions of the executive committee shall be summarized in the minutes of the CGSAA emailed to the membership. The summary shall not include the names of coaches, fans, students, or officials. All grievances and requests to the executive committee must be submitted to the president in writing/email. The executive committee has the option to invite the affected member schools to clarify a point or provide an explanation but is not required to do so.

## **Section 6. Removal of Officers**

The Archbishop of Oklahoma City shall have the right to remove any officer or commissioner. Removal of any officer or commissioner may also be accomplished by two-thirds majority of the voting members of the CGSAA. Voting shall be by written, confidential ballot. Replacement of an officer shall be by appointment by the Executive Committee.

# **ARTICLE V – ORGANIZATIONAL STRUCTURE**

## **Section 1. Meetings**

The association shall meet on a regular monthly basis from August through May, at a time, date, and place to be determined by the president. Special meetings may be called by the president or archdiocesan liaison. If a special meeting is called, the secretary will notify all member schools of the date, time and location of the special meeting.

## **Section 2. Quorum**

For the purpose of transacting official business, it shall be necessary to establish a quorum. A quorum shall be defined as two thirds of the membership.

## **Section 3. Voting**

A simple majority of those present and voting shall carry the motion unless otherwise specified in this Constitution.

## **Section 4. Rules of Order**

The rules of parliamentary procedure as contained in Roberts Rules of Order shall govern the meeting of the association.

## **Section 5. Meeting Agenda**

The ordinary order of the meeting shall be:

1. Prayer
2. Calling of roll
3. Approval of minutes for last meeting
4. Treasurer's report
5. Unfinished business
6. Commissioners' reports (soccer, volleyball, basketball, track and PLACT)
7. Communications and petitions
8. New Business includes at the end of each sport season a discussion of any possible rules changes. For soccer and volleyball usually at the December meeting; basketball usually at the April meeting, and track usually at the May meeting
9. Adjournment
10. Prayer

## **Section 6 Amending the Constitution and By-Laws**

The recommendation to amend the Constitution and By-laws may be made by a vote of two-thirds majority of voting members present. Amendment recommendations must be presented to the association at the next regularly scheduled meeting prior to voting on such. At least seven (7) days prior to voting on the proposed amendment each member must be provided a copy of the amendment, which includes date, time, and place of the meeting. Any amendment must be given final approval, in writing, by the Archbishop or his designee.

## **Section 7 Amending the Rules and Regulations**

The rules and regulations may be amended by the same process listed in Article V, section 6.

# **ARTICLE VI – FINANCES**

## **Section 1: Financial Responsibility**

All funds are the property of the Archdiocese of Oklahoma City. In the event of the dissolution of CGSAA all funds revert to the Archdiocese of Oklahoma City.

**Section 2: Grants** From time to time, additional funds may be available from the CGSAA to award grants to member schools to make improvements to their athletic program. Member schools may complete a grant application and submit it to the CGSAA secretary who will email the submitted grant application(s) to the CGSAA membership with the monthly minutes for members' consideration. Representatives should discuss with the appropriate members of their athletic community (principal, athletic director, coach, etc.) prior to the next scheduled CGSAA meeting. A representative from the school making the request must be present at the meeting to discuss the grant request and answer any questions from the CGSAA members. After discussion, the president will place the matter for a vote by the CGSAA members that are present at the



meeting.

## **Rules and Regulations Of the Catholic Grade School Athletic Association**

**1. Forfeiture:** If any ineligible player participates in any way in a game or event, it is forfeited. If any ineligible player participates in more than one game or event, the season for that specific team and sport will be forfeited. If the season is forfeited, that team can in no way participate in any championship or play-off in that sport. Forfeitures shall apply to a team not appearing at the time scheduled by the commissioner. Any team not showing up for a scheduled event, which creates an expense to the CGSAA, will be required to meet this expense before the end of the school year. The payment of this expense must be paid before starting the new season. A forfeiture without 48 hours-notice prior to the day of the event will be assessed a \$50 fee. Exceptions to this must be approved by the Executive Committee.

**2. Student Eligibility:** All participants must be enrolled and attending the school for which they participate, subject to the exceptions of this by-law.

Any student, who has reached his 15th birthday on or before September 1st of the current school year, will be ineligible in any league.

Any student, who has reached his 14th birthday on or before September 1st of the current school year, is ineligible for the 7th grade and lower leagues.

Any student, who has reached his 13th birthday on or before September 1st of the current school year, is ineligible for the 6th grade and lower leagues.

Any student, who has reached his 12th birthday on or before September 1st of the current school year, is ineligible for the 5th grade and lower leagues.

Any student, who has reached his 11th birthday on or before September 1st of the current school year, is ineligible for the 4th grade and lower leagues.

Any student, who has reached his 10th birthday on or before September 1st of the current school year, is ineligible for the 3rd grade and lower leagues.

Any student, who has reached his 9th birthday on or before September 1st of the current school year, is ineligible for the 2nd grade and lower leagues.

Any student, who has reached his 8th birthday on or before September 1st of the current school year, is ineligible for the 1st grade and lower leagues.

A student will **not** be allowed to move up more than one grade level league for eligibility purposes. If a member school needs additional players for a sport, approval must be obtained from the CGSAA. Pickup players must be enrolled in other member schools not entering teams for the sport. Exceptions to these rules must be approved by the Executive Committee.

**3. All School Rosters:** Each "All School Roster" shall be submitted to the CGSAA Secretary at the September meeting. The All School Roster is a roster of all the students enrolled in each member school, containing their name, date of birth, and grade and verified by the school principal. The roster will be used to determine eligibility for sporting events. New students will be added and verified by the principal of the school, and the school coordinator will then notify the CGSAA secretary.

**4. Team Rosters:** A team roster shall be presented to the sport commissioner of the sport, with information as required by that sport. Schools who submit All School Rosters will turn in Team Rosters listing only the players' names. Each team roster shall be signed by the school principal and representative, certifying that the roster is correct and complete. New students may be added to rosters at any time. No current student may be added after the season is 50 percent complete. A school is responsible for submitting their team rosters to the appropriate sports commissioner 48 hours prior to the first scheduled CGSAA game of the season. Teams without submitted rosters to the sports commissioner will not be allowed to participate in games until it is submitted.

**5. Grievance:** Grievances or protests in any sport must be presented in writing or by email by the school representative to the sports commissioner within 48 hours. If the grievance cannot be resolved by the sports commissioner, the sports commissioner will present the grievance to the Executive Committee for a decision, which is final.

**6. Penalties and Suspensions:** It is the purpose of this association to promote good sportsmanship and maximum participation in sports activities. All members are expected to uphold the bylaws of the CGSAA and the rules of the respective sport. Any violation of the rules and by-laws, not specifically covered, shall be dealt with by the Executive Committee. Penalties and probation may overlap from one sport to another and may affect any sport other than that sport for the following season.

**7. Team Colors:** Member schools will select team colors and register them with the CGSAA. The team colors are required to be used on team uniforms except for track.

<b><u>School</u></b>	<b><u>Colors</u></b>
All Saints	Navy, Blue, Gold, Red and White
John Carroll	Gray, White, and Red
Christ the King	Maroon and Gold
Trinity	Green and White
Rosary	Navy and White
Sacred Heart	Black, and White

St. Charles	Navy, Yellow, and White
St. Eugene	Orange, White and Black
St. James	Blue, Red, and White
St. Mary – Guthrie	Royal Blue, Yellow and White
St. Philip Neri	Gold and Black
Westminster	Blue and White
St. John Nepomuk (Yukon)	Navy and White
St. Elizabeth Ann Seton	Red, Gold and Navy

**8. Awards:** The top teams in each league will receive awards based on their finish in the league or post-season play, which will be determined by the commissioner at the beginning of each sport. Places will be awarded according to the number of teams in the league as follows:

<b>Number of Teams</b>	<b>Awards</b>
5 or fewer	a minimum of 1st and 2 <sup>nd</sup> Place
6 to 9	a minimum of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Place
10 or more	a minimum of 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Place

