

PARKERSBURG CATHOLIC ATHLETIC ASSOCIATION

MISSION STATEMENT AND GOALS

Parkersburg Catholic Athletic Association (PCAA) is a group of parents and friends dedicated to the mission of Parkersburg Catholic High School (PCHS). Our purpose is to actively work toward the mission's stated ideas and goals. We shall work to provide a quality athletic program within a spiritual setting that reflects the ultimate Christian athlete. We also recognize that sports are an integral part of the entire student. The primary purpose of the organization is to raise funds, provide manpower, and assist the administration in operating the athletic program on a business-like basis, as defined in the PCAA By-laws in accordance with the Parkersburg Catholic Schools Board of Education and the Diocese of Wheeling-Charleston.

PCAA Goals

1. **Spiritual** – Work to instill the virtues and morals of Christian teachings in all aspects of our athletic programs
2. **Community** - Create an atmosphere that reaches out to and educates all members of the PCHS family concerning the benefits of being active in the educational process of the children
3. **Organizational** – Provide sufficient elected officers and volunteers to operate athletic programs in support of administration and coaches and to provide relaxed spiritual and social occasions for members and their families to celebrate their accomplishments as an organization
4. **Financial** – Insure the opportunity of all athletes to participate in those sports supported by the PCAA

BY-LAWS OF PARKERSBURG CATHOLIC ATHLETIC ASSOCIATION (PCAA)

ARTICLE I

Monthly Meetings

Section 1: **Regular Meetings** – Regular monthly meetings of the members shall be held on the second Monday of the month at 7 P.M.

Section 2: **Election Meeting** – The annual meeting of the members for the election of officers and the transaction of such other business as may properly come before it shall be held on the normal monthly meeting date during the month of June at 7 P.M.

Section 3: **Quorum** – A quorum will be considered as the number of members present at the time.

Section 4: **Voting** – A member will vote at any meeting in person. There shall be no proxy votes.

ARTICLE II

Executive Committee

Section 1: **Number and Qualifications** – The Executive Committee shall consist of the elected officers of the PCAA and those committee chairpersons as appointed by the president with the concurrence of the majority of the elected officers. Any Executive Committee member shall be an individual member of the PCAA.

Section 2: **Term of Office** – The term of each elected officer shall be until the next election meeting of the member or until his/her successor has been duly elected.

Section 3: **Duties** – The duties of the executive committee shall be the following:

- a. to transact necessary business in the intervals between meeting of the PCAA and such other business as may be referred to it by the PCAA
- b. to create standing committees
- c. to approve the plans of work of the standing committees
- d. to appoint an auditor or an auditing committee at least two (2) weeks before the election meeting to audit the treasurer's accounts
- e. to accept, review, and submit to the PCAA for approval a budget for the fiscal year
- f. to approve routine bills within the limits of the budget

Section 4: **Meetings** – The president may call special meetings of the Executive Committee at any time.

Section 5: **Quorum** – At any meeting of the Executive Committee, a quorum shall be considered as the number of members present at the time.

Section 6: **Voting** – At all meetings of the Executive Committee, each member shall have one vote.

Section 7: **Action without a Meeting** – Any action which may be authorized or taken at a meeting of the Executive Committee may be authorized or taken without a meeting which writing or writings shall be filed with or entered upon the records of the PCAA.

Section 8: **Vacancies** – Any vacancy occurring in the Executive Committee by death, resignation, or otherwise shall be filled promptly by designation of the president. The member thus chosen shall hold office for the unexpired term of the predecessor.

Section 9: **Performance Evaluation** – The Executive Committee shall address any questions concerning performance of duties by elected officers.

Section 10: **Resignation** – Any Executive Committee member may resign his/her office at any time, such resignation to be made in writing and to take effect as per resignation notification.

ARTICLE III

Officers

Section 1. **Officers and Qualifications** – The officers of the PCAA shall be a president, a president-elect, a secretary, a treasurer, and such other officers as the Executive Committee may determine. No two offices may be held by the same person.

Section 2. **Election** – All officers of the PCAA shall be elected annually by the members at their June meeting.

Section 3. **Term of Office** – All officers shall hold office from July 1 through June 30.

Section 4. **Duties of Officers** – The duties and powers of the officers of the PCAA shall be as follows:

President

1. The president shall preside at all meetings of the Executive Committee and at all meetings of the members.
2. The president shall coordinate the work of the officers and committees of the PCAA.
3. The president shall carry any special meetings of the members or Executive Committee in accordance with the requirements of the by-laws.
4. The president shall cause all books, reports, statements, and certificates to be properly kept and filed as required by law.
5. The president shall enforce these by-laws and perform all the duties of this office, and as assigned by the PCAA, Executive Committee, or the administration.

President-Elect

1. During the absence or incapacity of the president, the president-elect shall perform the duties of the president. When so acting, he/she shall have all the powers and be subject to all the responsibilities of the office of president. He/She shall perform such duties and functions as the Executive Committee may prescribe.
2. The president-elect shall serve as the PCAA's representative to the Parkersburg Catholic Schools Board of Education.

Secretary

1. The secretary shall keep the minutes of the meetings of the PCAA and/or Executive Committee in appropriate books.
2. The secretary shall attend to all correspondence and present to the PCAA and/or the Executive Committee at its meetings all official communications received.
3. The secretary shall perform all the duties of the office of secretary of the PCAA.

Treasurer

1. The treasurer shall have the care and custody of, and be responsible for all the funds of the PCAA. He/She shall deposit such funds in the name of the PCAA in such banks as the Executive Committee may designate.
2. The treasurer shall issue, sign, and endorse in the name of the PCAA all checks, drafts, notes, and other orders for the payment of money. He/She shall pay out and dispose of such under the direction of the president or the Executive Committee.
3. The Treasurer shall keep accurate books and account for all business and transactions in accordance with procedures set forth by the Diocese of Wheeling-Charleston.
4. The treasurer shall be custodian of all financial records and the seal of the PCAA.
5. The treasurer shall present a financial statement at every meeting of the PCAA, and at other times when requested by the Executive Committee or PCAA, and shall make a year end report at the election meeting.
6. The treasurer's monthly statement shall be presented to the Parkersburg Catholic Schools Board of Education monthly.
7. The year end report shall be presented to the Parkersburg Catholic Schools Board of Education at its June/July meeting.
8. The treasurer shall further perform all duties of the office of treasurer of the PCAA.
9. The treasurer's books are subject to the annual diocesan audit.

Other Officers and Directors

1. Other officers shall perform such duties and have such powers as may be assigned to them by the Executive Committee.

ARTICLE IV

Advisors

Section 1: The principal, the athletic director of Parkersburg Catholic High School, and the designated pastor will serve as advisors to the Executive Committee. The advisors may attend any Executive Committee and PCAA meetings.

ARTICLE V

Standing and Special Committees

Section 1: The Executive Committee may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the PCAA. Term of each chairperson shall be defined by the project/program duration.

Section 2: The chairperson of each standing committee shall present a general plan of work to the Executive Committee for approval. No committee shall be undertaken without the consent of the Executive Committee.

Section 3: The power to form special committees and appoint their members lies with the Executive Committee.

Section 4: The president shall be a member ex-officio of all committees.

ARTICLE VI

Amendments

Section 1: Manner of Amending – These by-laws may be altered, amended, repealed, or added to by the affirming vote of a majority of the members.

ARTICLE VII

Fiscal Year

Section 1: Fiscal Year – The fiscal year of the PCAA shall end June 30.

ARTICLE VIII

Dissolution of the PCAA

Section 1: In the event that the PCAA ceases to function, all funds shall be transferred to Parkersburg Catholic High School.