

# ***PENINSULA PARISHES/SCHOOLS LEAGUE CONSTITUTION AND BYLAWS***

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## **ARTICLE I:**

### **NAME AND PURPOSE**

**SECTION 1:** The name of this organization shall be the Peninsula Parishes/Schools League, henceforth referred to as PPSL. This league will operate under the auspices and control of The Roman Catholic Welfare Corporation of San Francisco (Archdiocesan Department of Catholic Schools).

**SECTION 2:** The purpose of this organization shall be to foster a spirit of cooperation and friendly competition among the Catholic parishes/schools of San Mateo County. This program shall strive to enrich our students physically and socially by developing practices of good sportsmanship, encouraging participation, and building self-esteem in all participants.

## **ARTICLE II**

### **MEMBERSHIP**

**SECTION 1:** All Catholic parishes/parochial elementary schools in San Mateo County are eligible. The league will operate as two conferences; one for boys (baseball, basketball, track) and one for girls (volleyball, basketball, track). PPSL also sponsors cheerleading. Each conference will be divided geographically into a northern and a southern division.

**SECTION 2:** The Peninsula Parishes/Schools League recognizes the principle set forth in the Pastoral Plan that activities should be open to any member of the parish who qualifies. At the same time, the PPSL acknowledges the reality that the limitations of personnel, facilities and finances often prevent parishes from achieving this ideal.

- A. Therefore, recognizing both the principle and the reality, PPSL establishes the following rules for parish participation:
  - 1. All parishes in San Mateo County are eligible to sponsor teams in the Peninsula Parishes/Schools League. It is the responsibility of all parishes/schools to provide the necessary fields and facilities to accommodate practices and games.
- B. The pastor and/or principal must submit a league enrollment form stating their parish's/school's intent to participate in PPSL activities for each school year. Any member parish/school wishing to withdraw from the league shall give written notice over the signature of pastor/principal. No withdrawal can be approved unless all financial obligations of the member parish/school to this league have been met.

**SECTION 3:** The Peninsula Parishes/Schools League Executive Board, henceforth referred to as the Executive Board, shall have the power to suspend a member parish/school or its representatives at a regular or special meeting, after a fair hearing of causes for suspension.

**SECTION 4:** All member parishes/schools will assume responsibility for all league fees.

**ARTICLE III**  
**PPSL EXECUTIVE BOARD**

**SECTION 1:** The League will be governed by the Executive Board.

- A. The Executive Board has authority over all questions of philosophy, membership, finance and grievances. They shall review and approve all rules, including those established by the Athletic Directors.
- B. The voting members of the Executive Board shall be made up of a Conference Director, a northern Division Representative, a southern Division Representative, and five pastors and/or principals of the participating parishes/schools. Each division should have pastor/principal representation.
- C. The Executive Board will approve the annual budget presented to them by the Conference Director and will review the budget at each scheduled meeting.
- D. The Executive Board will have a minimum of three meetings during the school year.
- E. The Executive Board will solicit nominations for a Conference Director, the Division Representatives (one representative chosen from a southern division school and the other from a northern division school) and the Pastor/Principal Representatives who will serve on the Executive Board as voting members.
- F. The Executive Board shall be governed by Robert's Rules of Order, unless otherwise provided for in this constitution.
- G. The Executive Board will appoint a secretary and a bookkeeper for the league.

**SECTION 2:** Appointments to the board.

- A. Appointments to the Board will be made when a member's two-year term expires or becomes vacant. Terms of office may be renewed by the Executive Board.
- B. Executive Board appointments will occur at the last meeting of the school year.
- C. The Executive Board shall elect a president from among its members to serve a minimum of two years.
- D. The President will:
  - 1. Call and preside over all meetings.
  - 2. Establish the agenda for Executive Board meetings.
  - 3. Appoint committees as necessary.
  - 4. Request a budget report from the league bookkeeper to be reviewed by the Executive Board at the board's scheduled meetings.
  - 5. When necessary, approve any extraordinary expenses.
- E. The Executive Board Secretary will:
  - 1. Take minutes and distribute agendas and minutes for all Executive Board meetings.
  - 2. Send correspondence to member parishes/schools.

F. The Conference Director will:

1. Establish the agenda for the meeting of the Athletic Directors (different meetings from Executive Board Meeting).
2. Call and conduct the meeting of the Athletic Directors.
3. Oversee commissioners of each sport.
4. Select, purchase and present trophies.
5. Attend all league championship/playoff games (or designate a representative) to settle any protests and enforce all rules.
6. Create and present a proposed budget to the Executive Board. Bill parishes/schools for each sport.
7. Notify pastors/principals of participating parishes/schools in the event of a protest or dispute within 72 hours.
8. Be responsible for securing umpires and referees for all league games.
9. Approve all expenditures.
10. Keep record of rosters and mail copies to participating parishes/schools.
11. Keep By-Laws, general rules and playing rules up-to-date.
12. Distribute letters of intent and the league directory to all participating parishes/schools.

G. The Division Representatives will:

1. Attend all Executive Board meetings.
2. Attend all meetings of the Athletic Directors.
3. Assist in setting stipends for all paid positions on the Executive Board with approval from the full Board.

H. The Pastors/Principals will:

1. Attend all Executive Board meetings.
2. Assist in setting stipends for all paid positions on the Executive Board with approval from the full Board.

## **ARTICLE IV**

### **PPSL ADMINISTRATION**

**SECTION 1:** The Conference Director will preside over the PPSL league meeting which will be composed of one Boy's Athletic Director/Representative and/or one Girl's Athletic Director/Representative from each participating parish/school. This group will handle the rules of each particular sport.

**SECTION 2:** The Athletic Director(s) will be the official representative of the parish/school or anyone else he/she may so designate to represent him/her. Each member parish/school shall be entitled to one vote as long as they are represented at the meetings (if two or more Athletic Directors are present they will determine how their one vote is cast).

**SECTION 3:** Two-thirds of the member parishes/schools shall constitute a quorum. Amendments to the rules of any sport shall require a two-thirds majority vote of member parishes/schools present and approval by the Executive Board.

A. The Commissioner(s) will:

1. Assume the duties and powers of the Conference Director in his/her absence in matters pertaining to the commissioner's sport.
2. Settle protests or disputes, in consultation with the Conference Director, involving games.
3. Keep up to date records of league standings, etc.
4. Publicize league results in newspaper, if possible.
5. Organize a coaches' and officials' clinic for each sport if possible.
6. Reschedule any necessary game changes.
7. Acquire baseball fields (neutral site with lights if possible) or gyms (neutral site if possible) for playoff and championship games.
8. Attend all league playoffs and championships or send a designated representative.

B. The League Secretary will:

1. Record minutes of each meeting and send copies to each Pastor, Principal, Athletic Director, and Executive Board member within one week of the meeting.

C. The League Bookkeeper will:

1. Collaborate with the Conference Director in proposing a budget for the league, which is to be presented to the PPSL Executive Board for approval.
2. Keep a record of all income and expenses and submit a quarterly report to the Executive Board.
3. Collect fees from each member parish/school.
4. Collect or refund balances due from each member parish/school at the end of the year.
5. Issue checks approved by the Conference Director or Executive Board President.

D. The League Scheduler will:

1. Set-up schedules.
2. Send schedules to member parishes/schools.

**SECTION 4:** Local Responsibility.

The pastor and/or principal will accept responsibility and maintain supervision over all teams in their parish/school. Each year, they will appoint an Athletic Director(s) (or designate a representative for each sport) to act as a liaison between the parish/school and the league and to serve as a voting member at PPSL General League Meetings.

**SECTION 5:** Meetings

- A. Regular league meetings of the Athletic Director(s) shall be held prior to each season.
- B. Special meetings of the Athletic Director(s) will be called by the Conference Director when needed.
- C. The meetings shall be governed by Robert's Rules of Order, unless otherwise provided for in this constitution.

**ARTICLE V**

**FINANCES**

**SECTION 1:** The league shall pay for stipends, officials, trophies and operational expenses.

**ARTICLE VI**

**AMENDMENTS**

**SECTION 1:** The Constitution and By-Laws, or any section thereof, may be amended or repealed by a two thirds vote of the Executive Board, if also approved by the Superintendent of Catholic Schools. The same may also be amended at any time by the Superintendent of Catholic Schools, acting alone, in accordance with the policies and procedures of the Archdiocesan Department of Catholic Schools.

**SECTION 2:** Any proposed amendment to the Constitution and By-Laws, must be submitted at least two weeks in advance of the Executive Board meeting.

Approved by:

Maureen Huntington Date: 7/10/06  
 Ms. Maureen Huntington  
 Superintendent of Schools

Paul Bergé Date: 7/17/06  
 Mr. Paul Bergé