

By-Laws of the Manhasset Athletic Advisory Committee

The Manhasset Board of Education (the “Board”) established the Manhasset Athletic Advisory Committee (“MAAC” or the “Committee”) for the purpose of serving as a liaison between the community and the Board regarding the Secondary School interscholastic athletic program of the Manhasset Union Free School District (the “District”).

A. Board of Education Charge to MAAC

MAAC’s primary responsibilities are to:

1. Provide two-way communication between the Committee and the Board.
2. Enable the Board to draw upon the resources and advice of the Committee.
3. Advise the Athletic Director and the Board regarding policies and practices which affect or impact the interscholastic program.
4. Prepare and submit a written annual report to the Board which should include:
 - a) A summary of MAAC’s deliberations during the year,
 - b) Recommendations for Board action, and
 - c) A priority agenda for the following school year.
5. Conduct studies or complete specially designated projects, as may be determined by the Board, from time to time.

B. Statement of Purpose

The goal of MAAC is to advise on the District’s athletic program so that it achieves the following objectives:

1. To provide every student who desires to do so with the opportunity to participate in athletic competition,
2. To provide competent training to student-athletes by coaches, who enhance the athletes’ enjoyment, safety, and ability with respect to athletic competition,
3. To be conducted in order to provide students with the opportunity to develop traits of leadership, teamwork, camaraderie, confidence, fair play, sportsmanship and integrity, as well as improved physical and emotional well-being, and
4. To be an integral part of the Manhasset educational program and to be designed to enhance the overall goals of developing mature, self-disciplined, and confident young men and women.

C. Membership

1. Composition

MAAC shall be composed of a cross-section of parents / community members with varying interests and experience with the District and who are broadly representative of community interest, attitudes, and backgrounds, and designated District personnel. Members of MAAC shall include:

- a) Up to 15 Parents / Community Members representing a cross-section of residents with varying interests and experience with the District.
- b) Two to three Coaches
- c) The Athletic Director
- d) A Board member shall serve as liaison
- e) The President of the Booster Club, or his/her designated alternate, as an *Ex Officio* member
- f) Extra members may be appointed at the discretion of the Board.

2. Term

- a) Parent / Community Members shall serve as members of MAAC for a term of up to three (3) years.
- b) A Committee member who has served a term may apply to the Board to serve for an additional term(s).
- c) Terms shall generally be staggered such that in any given year, the term of one-third (1/3) of MAAC's membership shall expire.

3. Leadership Roles

a) Chairperson:

The Chairperson, who shall be appointed by the Board, shall:

- 1) Ensure that MAAC adheres to the Board's charge.
- 2) Establish meeting agendas.
- 3) Ensure that there is a quorum (a majority of the members) present at each meeting.
- 4) Guide discussions at Committee meetings in order to arrive at resolution of issues by reaching consensus. When necessary, a formal vote of the members shall be taken.
- 5) Draft the annual report to the Board based on discussions and input from Committee membership.
- 6) Deliver the Committee's written annual report to the Board and summarize its contents to the Board in or around the Board's first meeting in June.

In the event that a meeting has to be canceled or a special meeting has to be scheduled, the Chairperson should coordinate with the Secretary to ensure that MAAC members are advised of the change in schedule. In the absence of the Chairperson, meetings will be led by a member of MAAC who is temporarily appointed by the Chairperson.

b) Secretary:

The Secretary, who will be appointed by the Chairperson, shall:

- 1) Keep written minutes of all meetings.
 - a. Minutes of each meeting shall be provided to the Committee members in advance of the subsequent meeting for approval at the upcoming meeting.
 - b. Minutes are to be provided to the Board liaison, for circulation to the full Board.
- 2) Maintain any other requisite documentation of the Committee's activities.
- 3) Maintain a list of active members and record of attendance for all meetings.

c) Athletic Director:

The Athletic Director is responsible for the following:

- 1) To work in close consultation with the Chairperson to provide input on issues that are placed on meeting agendas for discussion and consideration at MAAC meetings.
- 2) To establish meeting dates for the next school year and arrange to have these dates published in the District's calendar and in the *Manhasset Press*.
- 3) During each meeting, to report on initiatives in the Athletics Department and on matters of interest and mutual concern.

d) Sub-Committee Chairperson:

The Chairperson for each standing sub-committee or ad hoc committee shall be responsible for:

- 1) Scheduling and conducting committee meetings.
- 2) Collecting appropriate information, preparing written reports, and reporting deliberations, findings, and recommendations to MAAC at the group's regularly scheduled meetings.

e) Coaches:

- 1) Coaches who attend MAAC meetings are to serve as a liaison and to represent the broad constituency of their coaching colleagues.
- 2) During each meeting, the Coaches shall report on initiatives in the Athletics Department and on matters of interest and mutual concern.

4. Appointment of New Members

- a) Prior to the commencement of each school year, parents / community members shall be invited to become MAAC members to replace the members whose terms are expiring or who leave the Committee before the expiration of their term. The Board shall appoint new members prior to the end of September, and they will be invited to attend the first MAAC meeting for that school year.
- b) To remain in good standing as a member for the subsequent year, barring extenuating circumstances, Committee members are expected to attend a majority of the Committee's meetings as well as to participate in between monthly meetings in such tasks that are required to accomplish the goals of the Committee.

D. Standing Sub-Committees

Each member of MAAC is to be a member of at least one of the following standing sub-committees. Each sub-committee shall have a designated Chairperson. Key areas of focus for each sub-committee are delineated below:

1. Budget

- a) During the budget preparation process, the Athletic Director shall consult with the sub-committee regarding the submission of budget requests, equipment needs, and the addition of new programs.
- b) The sub-committee will monitor the progress of the Athletic Department's budget requests.
- c) The sub-committee should arrange for the Assistant Superintendent for Business to attend a MAAC meeting, preferably in autumn prior to the annual budget cycle, to facilitate communication on budgetary matters.

2. Indoor Facilities

- a) Assess and monitor the use and condition of all indoor facilities used by the interscholastic athletic program.
- b) Submit recommendations regarding the use, allocation, maintenance, improvement, and expansion of these facilities.
- c) The sub-committee should arrange for the Director of Facilities to periodically attend a MAAC meeting, to facilitate communication on indoor facilities issues.

3. Outdoor Facilities

- a) Assess and monitor the use and condition of all outdoor facilities used by the interscholastic athletic program.
- b) Submit recommendations regarding the use, allocation, maintenance, improvement, and expansion of these facilities.

- c) The sub-committee should arrange for the Director of Facilities to periodically attend a MAAC meeting, to facilitate communication on outdoor facilities issues.

4. Athletic Department Personnel

- a) Research and monitor the conditions impacting Athletic Department personnel and make appropriate recommendations regarding staffing patterns.
- b) The sub-committee should arrange for the Administrator / Director of Personnel to periodically attend a MAAC meeting, to facilitate communication on staffing patterns.

5. Communications

- a) Develop and maintain appropriate channels of communication within the Manhasset community, especially among coaches, athletes and parents, regarding the work and issues being addressed by MAAC.
- b) Liaise with the Manhasset Athletics Booster Club to communicate on matters of interest and mutual concern that are being addressed.

6. Ad-Hoc Committees

Ad-hoc committees may be formed from time to time in order to:

- a) Address specific issues that arise during a given year.
- b) Focus on a particular request from the Board of Education.

E. Procedures

In order to facilitate the smooth operation of MAAC, the following procedures shall be adopted:

1. MAAC meetings are to be held at least monthly during the school year.
2. The first meeting of each new term shall be a planning session, and for the Chairperson to appoint a Secretary, set the Committee's agenda, and establish the specific functions of any sub-committees being formed.
3. A majority of the Committee membership must be present for a committee meeting to be conducted.
4. At each meeting, the minutes from the previous MAAC meeting shall be reviewed, corrected if necessary, and approved.
5. All meeting dates shall be published in the school calendar and in the *Manhasset Press* and shall be open to the full Committee membership as well as the general public. Public notice of these meetings shall be given whenever possible.
6. The general public may participate in the Committee proceedings at the discretion of the Chairperson.
7. All proceedings shall be conducted in a civil and courteous manner so as to encourage a free and open discussion of all viewpoints.

8. At each full MAAC meeting, the Chairperson of each standing sub-committee or ad-hoc committee shall report on their respective committee's deliberations.
9. MAAC members will not be permitted to advance personal agendas or issues, and discussions at MAAC meetings will not be allowed in support of advancing personal agendas.
10. Matters pertaining to the job performance of Athletic Department personnel shall not be discussed.

Amended: November 5, 2009