

# By-Laws

## St. Philip School Athletic Association

**Mission Statement:** *Our mission is the advancement of Catholic education by promoting sports and fitness programs for the students of St. Philip School. We strive to work in conjunction with the entire school community to support the physical health and well-being of all St. Philip students.*

**I. Purpose:** The St. Philip Athletic Association ("SPAA") endeavors to improve the quality of our children's education by volunteering our time and talent to encourage our students' health and well-being, and sponsoring fundraising activities to facilitate the growth of school wellness projects.

**II. Authority:** As part of the Pittsburgh Catholic community, the SPAA is subject to the policies of the Diocese of Pittsburgh for school athletics. In the event of a conflict between Diocese rules and any by laws set forth herein, Diocese rules control.

A. It is the duty of the Principal to approve all activities and projects sponsored by the SPAA. The pastor of St. Philip has final responsibility for the parish school and the SPAA shall function only with his consent.

B. The Principal shall act in an oversight capacity regarding SPAA fundraising and budget proposals/amendments.

C. As an organization raising funds in the name of the parish school, the SPAA is under the direction of the Principal and ultimately the pastor.

D. These by-laws, in conjunction with school policies, govern the sporting programs at SPS. Amendments to the by-laws may be made by majority vote of the Board.

**III. Membership:** The membership shall be comprised of parents/guardians of all registered families, as well as the faculty and staff of St. Philip School.

### **IV. Budgeting and Disbursement of Funds**

#### **A. Internal Control Procedures:**

1. The SPAA shall establish and maintain a budget to maintain the athletic programs of SPS.
2. The SPAA may have one checking account at a local bank approved by the pastor. If additional accounts are needed, approval is to be obtained from the diocesan finance office.
3. Authorized signatures may be made by any Board member upon presentation to the bank and completion of appropriate signature form. At the end of a Board member's term, the Board member shall notify the bank that his/her signature card is to be revoked.
4. Bank reconciliations should be prepared monthly, as soon as the bank statement is received.

5. Contributions received by the parish or school on behalf of the Athletic Association should be counted by 2 or more people from the parish or school, following the same internal control procedures used for all other receipts.

B. Invoices: Upon receipt of an invoice, the Treasurer will verify that the material was received or service provided (by reference to an initialed receiving document, if available.) If there is not a separate receiving document, indicate in writing on the invoice whether the material was received or service provided and initial and date. Schedule the invoice for payment appropriately and file accordingly. In the absence of a vendor invoice for amounts over \$250, a written check request is required before a check can be issued (emails are acceptable). Vendor's month-end statements should be reconciled to vendor invoices. Disbursements should not be made from statements without supporting documentation.

C. Items included in approved budget will be remitted by the Treasurer upon request.

D. Emergency needs of less than \$500 can be approved by any board member.

E. Requests for funds not included in the approved budget for items less than \$1500 can be made in writing to a Board member. Such requests will be presented and voted on at the next monthly Board meeting or by informal email vote. Disbursement will follow according to the vote.

## V. Organization

**A. Board of Directors:** The Board of Directors shall consist of ten Officers, in addition to the Principal and the Pastor (Administration). The ten volunteer positions are President, Secretary, Treasurer and seven Vice Presidents of Sports as outlined herein. These ten positions are elected positions and shall be filled by parents of current SPS students and are not salaried or employees of the school or parish. Voting for new board positions will commence in the Spring with new members approved before the end of the school year. Nominations for new board members may be made by parents of SPS students, faculty, board members or Administration. Serving on the board requires dedication and sacrifice and only those nominees committed to volunteering should be considered.

**President:** The President is elected by the Board from the pool of candidates expressing interest by the deadline. The President serves a minimum of two years. If only one candidate is interested, that individual may be appointed by the outgoing President upon notification to the Board and a ten day time period for objection and/or inclusion of additional candidate for vote (provided clearances are up to date.) The President performs all duties pertaining to the office, sets the agenda for the Board meetings with input from the Board and presides over all meetings of the SPAA. The President coordinates the leadership of all committees, shall be an ex-officio member of all committees, establishes special committees as needed and shall receive notices of all SPAA meetings. The President shall be a check signatory. The President shall assist all VPs to the extent necessary or requested. The President does not vote unless the Board vote results in a tie.

**Treasurer:** The Treasurer is a volunteer duly elected by the existing board from the pool of interested candidates and serves for a minimum of 2 years. The treasurer shall present financial reports at each SPAA meeting along with any budget statements and recommendations

regarding finances of the Board. The Treasurer will complete and file an annual financial statement with the Board by August 15th for the previous fiscal year. The Treasurer shall be a check signatory.

**Secretary:** The Secretary is a volunteer duly elected by the existing board from the pool of interested candidates and serves for a minimum of 2 years. The secretary shall be responsible for keeping the minutes of each board meeting and updating registration, rosters and required physical forms for all sports. The Secretary shall assist with the gym calendar on the website and shall coordinate with the PTG communications with parents and faculty through email updates and written communications. The Secretary may be a check signatory.

**Vice Presidents:** Vice Presidents serve for two years. The Board shall include one Vice President for each of the following sports:

- Cheerleading**
- Developmental Soccer**
- JV/Varsity Soccer**
- Boys Basketball**
- Girls Basketball**
- Track/Cross Country**
- Volleyball**

Each Vice President shall be responsible for overseeing the management of the sport to include concessions. VPs will assist coaches in decisions regarding practice times, relationships with parents and student athletes, as well as equipment needs, league registration and participation in tournaments. Vice Presidents may be check signatories. Vice Presidents may serve as coaches.

Whenever possible, board terms shall be staggered to preserve continuity.

#### **B. Responsibilities of Athletics Board**

1. All matters of policy and administration of the SPAA shall be vested in this Board.
2. The Board shall decide on all fundraising and activities and shall propose the allocation of organization funds.
3. The Board shall have the right to fill any vacancies on the Board of SPAA by vote as described more fully herein.
4. The Board shall have the right to add or delete committees.
5. The Board shall be responsible for hearing issues and setting the agenda of all general meetings.
6. Any person or group of St. Philip School desiring to address a meeting of the SPAA board shall notify the President or Principal not less than ten days prior to the next meeting of the Board. Upon receipt of such request, the President or Principal shall contact individually or collectively the remainder of the Board. It shall require an

affirmative vote of six of the ten officers to approve such a request and, granting such a request, a majority of these officers shall set forth the amount of time and the nature of the participation in the deliberations of the Board to be granted each separate request.

7. The Board will address all written communication from the membership.

8. The Board may make recommendations concerning removal of coaches when necessary as outlined in **XII(3), (5)** herein.

9. The Board may make recommendations concerning suspension or expulsion of an athlete from a team when necessary, as outlined in **XII(2),(4)** herein.

## **VI. Meetings**

A. The Board shall meet at least four times a year. The times for the meetings should be set as early in the year as possible and publically announced to faculty and parents.

B. The Board may schedule additional meetings as appropriate.

C. All meetings shall begin with a prayer.

D. All meetings shall be conducted with civility and respect for all attendees.

E. Upon motion of any Board member, which is seconded by another, a vote may be taken to suspend the meeting if a Board member or parent participant fails to respect these rules.

## **VII. Elections**

A. When possible, nominations for new Board members to fill vacancies shall be solicited at least three months prior to the end of the school year for terms expiring or becoming open for other reasons. New terms begin June 1<sup>st</sup>. Outgoing officers will make every effort to educate and assist new officers when needed.

B. Voting shall be verbal or by secret ballot as decided by the Board members attending the meeting. All officers shall be voted on individually.

C. In the event there is only a single candidate nominated for each office, provided the candidate meets the required clearances and is willing to serve, the candidate shall be appointed to the board unless objection or concerns are raised. If concerns are raised, a vote shall be taken to approve the candidacy.

**VIII. Amendments** Amendment to these by-laws shall be presented to the Board, voted on, and approved by two-thirds majority of the full Board.

**IX. Conflict of Interest Clause** –the Board shall be alert to situations which have the appearance of a conflict of interest and avoid actions that embarrass themselves or the school. Conflicts of interest can arise when a Board member will derive a private benefit from Board decisions. The Board member will disclose any real or potential conflict of interest. The Board will determine if there is a conflict and what action, if any, the Board should take. Two members of the same family cannot serve simultaneously as officers and/or Board members (this does not affect the ability of two family members to volunteer as coaches whether together or for different sports).

**X. Grievance Policy:** A parent or guardian having a complaint about a coach or a sporting event shall wait 24 hours before addressing the coach. If the coach cannot be reached, or if the parent feels additional measures are needed after speaking to the coach, the parent will contact either the VP of the sport, the principal, or the President in writing. If the VP or the President are contacted, he/she shall pass the complaint along to the Board and the Principal. The Principal shall decide if the Complaint is one which should be governed by the Board or if it will be handled exclusively by the Administration. Any Complaint not concerning sports is assumed to be outside the Board's jurisdiction.

If the Board is to address the complaint, the complaint shall be reviewed by the full Board either via email or at a regularly scheduled meeting if that meeting is to take place no more than 7 days from the date the complaint was received. A meeting may be scheduled with the Board for the purpose of discussing the Complaint and such meeting may be considered a "closed door meeting" and not open to individuals other than board members if necessary. Due to the urgency of scheduling the meeting, Board members may attend by phone. Discussion of the Complaint will be made with the goal of conflict resolution. If additional information is needed a request will be made to the Principal who shall conduct such further investigation in a timely matter. Upon completion of the investigation, if the matter remains one under the jurisdiction of the board, the Principal shall report to the President or the Board who then shall determine necessary action to be resolved by a full vote of the Board.

**XI. Voting:** The Board shall vote on issues concerning athletics at St. Philip School including the application of individuals for coaching and assistant coaching positions, resolving complaints made by parents, students or others, funding and financing issues, new Board members and other sports related issues. If a Board member believes an issue put to vote should not be decided by the Board, that member(s) shall advise the Principal and the Board of the objection. The Principal will have the final authority to determine if the Board has the decision-making authority on the issue with the exception of issues meeting the description set forth at XII (5). All decisions will be consistent with Diocese policies.

- A. **Quorum:** Voting at meetings does not require the full attendance of the Board. If a full board is not present, a majority vote of *all those present and voting*, shall dictate the passage of the vote. However, no vote will be taken if less than 5 (five) Board members are present and voting.
- B. **Abstaining:** Board members may abstain from voting. A vote in abstention shall not be counted for or against the issue and shall be a "non-vote" not included in the count for majority. If five or more Board members abstain from voting on an issue, the issue will be tabled and referred to SPS Administration for final consideration.

## **XII. Participation**

Participation in SPS Athletics is limited to students of SPS or to students of other Catholic schools consistent with the Diocese policy for athletes playing for other Diocese schools. Students from non-Catholic schools or home schooled students are not eligible to participate in SPS sports.

Participation in athletics is a privilege given only to students and parents who exhibit the spirit and mission of SPS of sportsmanship, Christian values and positive social interactions. Coaches must

abide by these by-laws, as well as all school policies including those relating to social media and publications. Coaches serve at the discretion of the Administration and the Board. Accordingly, consistent with these principals, the following disciplinary measures will apply to all coaches, student athletes and their families:

1. **Administrative issued discipline:** in the event that a student is issued discipline by the administration which includes exclusion from sporting events, a board member will convey that message to the appropriate coaches immediately. Students may not participate until Administration removes the suspension.
2. **Dismissal:** The Board and Administration retain the right to remove a student athlete, parent or coach from participation in SPS sporting events if the party violates these by-laws or school policies.
3. **Exceptions:** If a student, coach or family member's behavior rises to the level of violence, threatened violence or involvement of law enforcement, the Board will be fully informed throughout the process so that proper communication and safety can be maintained, but will not be involved in the disciplinary measures to be implemented, which thereafter shall be the addressed by the Administration.

**XIV: Procedure for approval of Coaches**

The Board shall have authority to approve new coaches and assistant coaches. The procedure for vetting coaches is as follows:

1. Upon expression of interest, the prospective coach shall provide the Board with a letter or email expressing interest. The letter must include the interested person's "coaching philosophy."
2. Upon review, the Board will submit the letter to the administration for clearance approval.
3. Once clearance approval is received, the Board may vote to approve or disapprove the prospective coach.
4. If clearances are not approved, the candidate will be informed by the Administration of the deficiencies, with instructions as to how to obtain the clearances. Alternately, the Administration may inform the President or VP of the respective sport who shall then notify the candidate of the deficiencies. At all times, however, the Administration maintains control and authority over clearances.
5. **NO PERSON SHALL COACH IN ANY CAPACITY UNTIL THE DIOCESE HAS ADVISED THAT CLEARANCES HAVE BEEN MET. NO EXCEPTIONS.** If a Board member is aware that a coach who has not been cleared is coaching at practice or games, that board member shall advise administration who will take appropriate action.
6. If the Board votes not to approve the candidate, the candidate may appeal to the Administration for reconsideration. After consulting with Administration, the Principal shall notify the board of his recommendations and the board shall vote again. The second vote of the board shall stand as the final decision.

7. Coaches who have already been vetted and approved for seasons immediately prior do not need to be voted on again; however shall advise the Board prior to the start of the season of their intention to continue coaching so that the board is aware of vacancies or need going forward. The Board may query the existing coaches to determine their intentions.

#### **XV. Sports Jerseys/Uniforms and Equipment**

All school issued jerseys and equipment are the property of SPS and shall remain on the premises of SPS when not in use by athletes during the relevant season. The Board will keep an inventory of all clothing and equipment for the sports programs and will update the inventory each year. The Board shall oversee the issuance of clothing and equipment and shall approve the purchase of new jerseys or equipment according to the following rules and schedule:

1. All requests for uniform purchase must adhere to the following standards established by the SPAA Board.
  - a. No uniforms will be ordered or worn which do not display the SPAA approved logo or colors.
  - b. Only the SPAA Board may approve the purchase of new uniforms.
  - c. Only approved SPAA uniforms may be used by the team members when participating in SPAA sporting events.
2. Coaching responsibilities
  - a. Coaches and/or VPs will review the condition and number of uniforms at the start of the season no later than one month before the first practice.
  - b. If it is identified that there is a need for additional and or new uniforms the coach of VP must inform the SPAA Board in writing at either the close of the season, or upon review as stated in 2.a
  - c. If, after notification, the Board determines that additional or new uniforms are needed, the Board will work with the coach in determining the number of uniforms needed and the approximate time for ordering. No uniform will be ordered unless and until the Board approves the price, color, design and quantity.
  - d. Coaches are encouraged to review the condition of the uniforms at the end of the season so to assist in early recognition of need.
3. The branding of St. Philip School with respect to affiliated athletic teams and athletic initiatives remains under the control of the SPAA. Changes of the branding will occur only with final approval of the Principal and the Pastor. The school mascot is the Trojan and no athletic team shall be known as anything other than "St. Philip," "the Trojans" or "St. Philip Trojans," whether in uniform, registration, participation in tournaments or reference in newsletters and communications. No names or nicknames will appear on the jerseys.

#### **XVI. Scheduling**

Coaches will be provided a key/fob for entrance to the gym during their season. Fobs are to be returned at the end of the season. Coaches are expected to work together to coordinate use of the school gym and time for practice. SPAA expects coaches to also accommodate the school's usage of the gym for play practice, talent show and other events. The gym must be left in good condition with lights off when leaving. Teams who repeatedly violate this policy may lose gym time. As many SPS athletes play multiple sports, coaches are expected to work together when scheduling practices and using the gym. Reasonable understanding of scheduling conflicts between sports is anticipated and expected. SPS athletes are expected to participate to the best of their ability for each sport that they choose and should not over extend themselves to the detriment of other players. For conflict resolution, the in-season sport shall have the first consideration for gym time. JV and Varsity levels shall have first consideration over developmental level programs.

**BY-LAWS APPROVED AND ADOPTED BY THE SPAA BOARD, MARCH 27, 2019**