

By-Laws St. Leo School Athletic Association

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

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

II. Authority: As part of the PECSAA League, the Association is subject to the policies of the Diocese of Charlotte that designates the Principal as administrator for school athletics. The Association assists and advises the principal with expenditures meeting pastoral approval.

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

B. The School Board shall act in an oversight capacity regarding Athletic Association fundraising and budget proposals/amendments.

C. As an organization raising funds in the name of the parish school, the Athletic Association is under the direction of the Parish Finance Council and ultimately the pastor.

D. The approved budget is forwarded to the Parish Finance Director, the Catholic Schools Office, and the Diocesan Finance Office annually as required.

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

IV. Budgeting and Disbursement of Funds

A. Internal Control Procedures:

1. The Athletic Association 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.
2. Authorized signatures should be limited to the Athletic Director, the Principal and the pastor. Only authorized signers may sign checks. Facsimile signatures are never to be used.
3. The Athletic Director's signature is required on checks written for less than \$250.00. Two signatures (AD/Principal) are required on checks written for \$250.00 or more. The pastor must also sign any check written for \$1000 or more. All future orders for check stock must provide lines for two signatures and must be printed with the following above the signature lines: "Two signatures required for amounts of \$250.00 and above."
4. Blank checks should not be signed.

5. Checks should be pre-numbered and used consecutively.
6. The stock of unused checks should be adequately and regularly inventoried.
7. Bank reconciliations should be prepared monthly, as soon as the bank statement is received. The bank reconciliation should be signed and dated by the person who performed the reconciliation. At least quarterly, the Athletic Chair, should provide to the Parish Director of Finance, who is independent of cash and checking activities, a review of the bank statements and reconciliations. The chair should sign and date the bank reconciliation indicating a satisfactory review of the information.
8. 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 Athletic Director should verify that the material was received or service provided (by reference to an initialed receiving document, if available.) Payments should be made from original invoices. Invoice copies or faxes should not be substituted for original invoices. 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, a written check request is required before a check can be issued. 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 Athletic Director upon request.

D. Emergency needs of less than \$500 can be approved by the Athletic Director and Principal.

E. Requests for funds not included in the approved budget for items less than \$1500 can be made in writing to a Board member using the SLS Athletic Association Request for Funding Form. Such requests will be presented and voted on at the next monthly Board meeting. Disbursement will follow according to the vote.

F. Requests for funds not included in the approved budget for items greater than \$1500 must be presented in writing using the SLS Athletic Association Request for Funding Form. Such requests should be submitted to a Board member who will present them at the next Board meeting. Items approved by the Athletic Association Board, Pastor, Principal and School Board will be presented to the general membership at the next scheduled Athletic Association meeting for input and prioritization. Surveys, or other means of communication, may be used to

solicit input from the general membership for the prioritization of projects to be funded.

V. Organization

A. Board of Directors: The Board of Directors shall consist of three officers, in addition to the Principal, the Athletic Director, and teacher representative. The three volunteer positions are Athletic Chair, Communications Director, and Operations Coordinator. These three positions are elected positions and shall be filled by parents of current SLS students and are not salaried or employees of the school or parish.

Athletic Director: The Athletic Director is hired by the principal and performs all duties pertaining to the office. The Athletic Director sets the agenda for the Board meetings with the Athletics Chair and presides over all meetings of the Association. The AD: 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 meetings. The Athletic Director shall: be check signatory, receive and deposit all monies, make disbursements only as directed by the Association, and follow diocesan finance procedures. The AD shall present financial reports at each Athletics Board meeting as well as the general membership meetings. The Athletic Director acts as the representative of the Athletics Association to the School Board and presents financial reports, budget statements and recommendations to the School Board at regularly scheduled meetings. The AD will file the annual financial statement with the Principal, the Parish Finance Director, and the Diocese by August 15th for the previous fiscal year.

Athletic Chair: The Athletic Chair facilitates fundraising efforts to support identified Association needs, obtains information from general membership to use for project planning, and reports to the general membership at each PTO/ Athletics meeting. The Athletics Chair assists the Athletic Director in preparing the agenda and leading meetings. The Athletic Chair will help the AD with the planning and preparation of budgets and performs an independent review of the financial statements monthly. The Athletic Chair shall also perform an annual review of all financial information to ensure all expenditures have been in accordance with the approved budgets and procedures.

Communications Director: Supports the Athletic Director in the communication of schedules, announcements, marketing and any information being disbursed to the School Community. The Communications Director: Chairs a committee of people responsible for volunteer support of the Association using a volunteer website, the scheduling of volunteers to work during Association sponsored events,

sends reminder notices of regular meetings to all members, keeps minute records showing a true and accurate account of all meetings of this organization and ensures the minutes and financial information are available through the school office and are posted on the school website. The Communications Director shall handle all Association correspondence as requested by the Athletic Director.

Operations Coordinator: The Coordinator will assist the Athletic Director in regard to oversight and maintenance of the facilities as well as coordinating the purchase of supplies, food and all items for sale at concessions during home volleyball matches and basketball games.

Principal: Attends all board meetings and must approve all activities sponsored by the Athletic Association.

Teachers Representative: Will be the physical education teacher or another teacher designated by the principal in the event the PE teacher is the Athletic Director. The Teachers Representative attends all Association meetings and act as a liaison between teachers, staff, students and the Association. The Teachers Rep brings the needs of the teachers, staff, and the students to the Association Board for consideration, especially in regard to scheduling conflicts and academic concerns.

B. Responsibilities of Athletics Board

1. All matters of policy and administration of this Association shall be vested in this Board.
2. The Board shall decide, with input from the general membership, on all fundraising and activities and shall propose the allocation of organization funds. Budgeting and disbursement of funds will be in accordance with Section II Authority and Section IV Budgeting and Disbursement of Funds.
3. The Board of Directors shall have the right to fill any vacancies on the Board of the Association.
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. Leo School desiring to address a meeting of the Athletics board shall notify the Chair or Athletic Director not less than ten days prior to the next meeting of the Board. Upon receipt of such request, the AD /Chair shall contact individually or collectively one another and the Communications Director. It shall require an affirmative vote of two of the three 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.

VI. Meetings

- A. The Board shall meet four times a year (September, November, January, March).
- B. The Association shall meet each trimester. The Board may schedule additional meetings as appropriate.
- C. The Athletics Chair will report to general membership at each regularly scheduled PTO/ Athletic Association meeting.

VII. Election

A. Inaugural year nominations for the three volunteer voting positions of the Athletic Association Board shall be solicited beginning Friday, May 1. Nominations will be accepted until 5:00 p.m. Tuesday, May 12. The school Board will meet mid-May to review all nominations and create the first official Athletic Association Board. In future years, nominations shall be solicited at least two months prior to the last general meeting with additional nominations taken from the floor during the meeting. The consent of each nominee must be obtained.

B. Voting shall be by secret ballot by members attending the election meeting (the last general meeting). All officers shall be voted on individually.

C. In the event there is only a single candidate nominated for each office, voting shall be held by acclamation of the general membership at the last meeting.

VIII. Amendments

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

IX. Conflict of Interest Clause – Athletic Association 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 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 can not serve simultaneously as officers and/or Board members.

X. Grievance Policy: St. Leo School community, in order to secure equitable solutions to complaints or school related issues used a conflict resolution procedure. Please refer to student handbook and follow the steps to address all issues reasonably. **Email may only be used to set up an appointment or to reschedule an appointment if changes are necessary. It may not be used to discuss an issue.**