

# St. Pius X Catholic High School

## Activities Association Bylaws

### Article I – Name

The name of this organization shall be the **St. Pius X Activities Association (SPAA)**, operating under the authority of **St. Pius X Catholic High School**.

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### Article II – Mission and Purpose

2.1 The **St. Pius X Activities Association (SPAA)** exists to **support, promote, and enhance** the overall experience of St. Pius X students through volunteerism, community engagement, and financial support.

The purposes of the SPAA are as follows:

2.2 To assist in the organization and operation of all **MSHSAA-sanctioned events** hosted by St. Pius X Catholic High School.

2.3 To **solicit, train, and manage volunteers** to support events, concessions, and related functions.

2.4 To **promote school spirit** and encourage **community involvement** in the life of St. Pius X Catholic High School.

2.5 To **provide volunteer and fundraising opportunities** to sustain, enhance, and grow all MSHSAA-sanctioned programs.

2.6 To **ensure alignment** with the mission, values, and Catholic identity of St. Pius X Catholic High School.

2.7 Two-thirds of the majority of the total voting members shall carry motions unless otherwise specified.

2.8 In the event of dissolution, all assets and remaining funds of the SPAA shall be transferred to St. Pius X Catholic High School for the exclusive purpose of supporting activities.

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### Article III – Membership

3.1 There shall be at least six (6) members of the SPAA. Four (4) shall be elected, ex-officio members, the St. Pius X President (or designee) and Athletic Director.

3.2 Membership in the SPAA shall be open to all **parents, alumni and friends** of St. Pius X Catholic High School who wish to support the school's programs.

3.3 Members shall conduct themselves in a manner consistent with the **values and mission** of St. Pius X Catholic High School.

3.4 Members may participate in meetings, volunteer opportunities, and fundraising efforts as available and needed.

3.5 If for reasons of health, change in domicile, or any other compelling reason a member decides to terminate service before their term expires, the SPAA requests earliest possible notification of intent to resign so that the Board may plan appropriately. A letter of resignation, including reason for resignation, must be submitted to the President of St. Pius X or SPAA President who in turn shall deliver the resignation to the SPAA. The SPAA shall take action on the resignation as follows:

- If the position is an elected position, the President of St. Pius X will designate a replacement, who will fulfill the position until the original term has expired.

3.6 Each elected member shall serve a 2-year term, not exceeding two consecutive terms without SPAA approval.

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### Article IV - Election of SPAA Members

4.1 Candidates will submit information about themselves. The SPAA will review candidates for

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- election.
- 4.2 Elections shall be held in April.
- 4.3 The following list indicates certain qualities that should be present in each member of the SPAA.
- a. Eighteen years of age or older;
  - b. Able to attend required meetings;
  - c. Supportive of the SPAA's programs, financially and attitudinally;
  - d. Supportive of Catholic initiatives and St. Pius X Catholic High Schools mission, vision and values;
  - e. Capable of a broad vision and not having a specific issue to settle through the SPAA;
  - f. Capable of reaching a consensus on controversial issues--possessing an open mind;
  - g. Willing to be loyal to SPAA decisions even though personally opposed to the final recommendation;
- 4.4 The election will be determined by a plurality of votes.
- 4.5 New members officially take their positions in July.

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### Article V - Officers

- 5.1 The officers of the SPAA shall consist of president, vice president, secretary and treasurer
- 5.2 All but ex-officio members of the SPAA are eligible for any office.
- 5.3 Duties of the officers shall be as follows:

**President** duties are as follows:

1. Serve as the chief executive officer of the SPAA.
2. Ensure all SPAA bylaws, policies, and procedures are followed.
3. Work with the Treasurer to review budgets, financial statements, and fundraising results and Athletic Director regarding expenditures.
4. Prepare the agenda for the SPAA meetings and facilitate meetings.
5. Oversee the nominations and election of officers with the Vice President.

**Vice President** duties are as follows:

1. Perform all the duties of the president when the president is absent or unable to carry out the duties of president.
2. Oversee fundraising initiatives that sustain and grow activity programs.
3. Support recruitment, training, and retention of volunteers for all home events and operational needs. Including, but not limited to, admissions, concessions, ticketing, scorekeeping, and event setup/cleanup.

**Treasurer** duties are as follows:

1. The Treasurer will provide financial reports monthly and maintain accurate records for audit and review.
2. Expenditures must follow SPAA financial policies, including:
  - a. Preapproval of purchases,
  - b. Receipts for reimbursement, and
  - c. Adherence to the approved budget.
3. Fundraising records (income, expenses, participation numbers, and outcomes) must be documented and stored according to the SPAA retention policy.
4. Manage volunteer fee and volunteer hours completed.

**Secretary** duties are as follows:

1. Maintain a written record of all acts of the SPAA; conduct, receive and dispose of all correspondence as directed; preserve all necessary reports and documents.

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2. Communicate with stakeholders to ensure transparency and alignment with school mission and activity goals.

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### Article VI - Meetings

- 6.1 The SPAA shall meet monthly, unless determined not necessary, but no less than four (4) times each year. Special meetings may be called by the president or by the majority of the members. Meetings shall be held on the third Tuesday of each month from 5:30 PM- 6:30 PM. The meeting shall take place on St. Pius X Catholic High School property.
- 6.2 All meetings of the SPAA are to be open meetings unless designated as being closed (executive session).
- 6.3 The right of non-members to address the SPAA shall be allowed during “Comments from the Floor” if they are not on the agenda. Comments limited to three to five minutes, per the President’s discretion. Non-members of the SPAA wanting to address the SPAA need to contact either the President 10 days prior to the meeting, in order to be placed on the agenda. All non-members in attendance may not address the SPAA after comments from the floor.
- 6.4 Written notice stating the place, day and hour of any meeting shall be sent electronically to each member no less than 7 days prior to the meeting.
- 6.5 The Secretary will be responsible for recording the minutes of each meeting. Meeting notes should be provided to each member no later than 15 days after each meeting. Follow up items should be highlighted for the next meeting's attention with a record of who the owner is of the follow up needs. Electronic copies of all acts of the board, maintained by the Secretary, shall be preserved.
- 6.6 Minutes shall be available for public viewing upon request.

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### Article VII - Conduct of the Meeting

The ordinary order of meetings shall be:

Agenda:

- I. Prayer
- II. Roll
- III. Comments from the Floor
- IV. Approval of Minutes
- V. President StPX Report
- VI. Athletic Director’s Report
- VII. Old Business
- VIII. New Business
- IX. Correspondence/Special Reports
- X. Next Meetings
- XI. Adjournment
- XII. Prayer

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### Article VII - Amendments

- 7.1 These bylaws may be amended by a vote of majority of the total voting membership, with the approval of the StPX President.
- 7.1.2 In the event of a tie vote, SPAA President will be the tie breaking vote.

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- 7.2 Amendments to the bylaws must be presented to the SPAA at least two weeks prior to voting unless necessity dictates otherwise.

### Exhibits

#### **Exhibit A. - Fundraising:**

##### 1. Purpose of Fundraising

- Support and enhance student-athlete and activity programs, especially for post season competitions.
- Provide financial resources for equipment, uniforms, travel, facilities, and program needs not covered by the school budget.
- Strengthen school spirit and community involvement through events and volunteer engagement.

##### 2. Approval & Oversight

- All fundraising activities must receive prior approval from:
  - The SPAA and School Administration (to ensure alignment with school policy and avoid overlap with other efforts).
- Each fundraiser must have a designated chairperson responsible for planning, communication, and compliance.
- A post-event summary, including financial results and lessons learned, must be submitted to the SPAA within 30 days.

##### 3. Financial Management

- All funds must be deposited into the SPAA's centralized account within 48 hours of receipt.
- No individual team, coach, or volunteer may maintain a separate bank account for activity-related funds.
- Expenditures must follow SPAA financial policies, including:
  - Preapproval of purchases,
  - Receipts for reimbursement, and
  - Adherence to the approved budget.
- The Treasurer will provide financial reports monthly and maintain accurate records for audit and review.

##### 4. Transparency & Accountability

- Fundraising records (income, expenses, participation numbers, and outcomes) must be documented and stored according to SPAA retention policy.
- All fundraising communications—digital or printed—must clearly state:
  - Purpose of the fundraiser,
  - Beneficiary (team, program, or general activities fund),
  - Use of proceeds.
- The SPAA will ensure an equitable distribution of resources supporting all sanctioned programs.

##### 5. Volunteer Expectations

- All volunteers must follow school policies related to behavior, communication, and safety.

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- Volunteers handling money or merchandise must be preapproved by the board or event chair.
  - Two-person accountability is required for all cash handling:
    - Counting,
    - Transport,
    - Deposits.
6. Fundraising Methods
- Approved methods may include, but are not limited to:
- Concession operations minus expenditures
  - 50/50 ticket sales
  - Ad hoc spirit wear sales (post season, think pink, etc.)
  - Sponsorships and business partnerships
  - Online giving campaigns
- Prohibited or restricted methods include:
- Door-to-door solicitation by students (unless approved by administration)
  - Fundraisers conflicting with school values or safety standards
  - Activities requiring contracts without prior review and signature by the President and school administration
- Solicitation of Business Alliance members
7. Branding & Communications
- Fundraisers using school name, logo, or branding must comply with school brand standards.
  - Digital promotions must be coordinated with the school's marketing office to ensure alignment and prevent duplication.
8. Compliance & Legal Requirements
- All activities must comply with:
    - School policies
    - MSHSAA guidelines (if athletic-related)
    - Local laws and regulations governing raffles or gaming
    - IRS rules regarding nonprofit fundraising
  - All raffles or gaming activities must follow state licensing requirements.
9. Conflict of Interest
- Individuals must disclose any potential conflict (vendors, sponsorships, personal benefit, etc.).
  - Board-approved vendors and purchasing procedures must be followed consistently.
10. Use of Funds
- Funds must be used exclusively for the benefit of sanctioned student-athlete and activity programs.
  - Purchases should align with:
    - Board-approved priorities
    - Program needs
    - Long-term strategic goals of the SPAA and school.