

SPLTF Constitution

Revised & Amended 02-08-23

Article I – Name and Purpose.

- A. This association of schools shall be known as the Suburban Parochial League Track and Field (SPLTF). The SPLTF exists to promote the advancement of Track and field at the grade school level.
- B. SPLTF activities are intended to aid a student's development athletic skills and personal self-worth in an atmosphere of Christian values and good sportsmanship. The first SPLTF Meet: May 13, 1973.

Article II – Membership

- A. The SPLTF membership is comprised of: Those schools that have been granted membership in accordance with the Constitution and have paid any established fees.
- B. Each member school shall appoint a representative who will attend SPLTF meetings, vote on SPLTF business and participate in SPLTF administrative activities. Each representative just serve on one committee.
- C. Any violation of the by-laws or rules of this association shall render the offending school and/or team liable to expulsion by a vote of the Executive Board. Also, depending on the circumstances, the offending school and/or team may be penalized by subtracting event points, by withholding or recalling trophies or may be banned from competing either in the League sponsored meet affected by the violation or the meet following the by-laws violation. The penalty and/or ban will take place after a vote of the Executive Board. If the offending school and/or team is running the League sponsored meet to which the violations pertain, the meet director may be replaced either by the League officers or by a member school and/or team approved by SPLTF Officers or Executive Board. If necessary, another track will be secured and payments covering awards, ribbons track rental and cost of custodians withheld.
- D. Feeder School to High Schools: Athletic directors or coaches from the following schools shown in addendum "A" are responsible for making the initial contact in obtaining tracks and contacting the Schedule and Facilities Committee as soon as meet dates are determined. This information should be obtained in January at the latest.
- E. Should a member school elect to voluntarily withdraw from the SPLTF and its activities, such withdrawal will either be permanent or temporary.

In the case of a permanent withdrawal, the member school is exiting the League and will no longer pay annual League dues or participate in any SPLTF activities and its student-athletes will not be allowed to compete in any SPLTF competitions. Should the former member school wish to rejoin the League, they will be subject to the new member school protocol and payment of proscribed fees and dues.

In the eventuality that a member school needs to withdraw for a season in order to make a decision regarding the viability of its program due to lack of interest on the part of its student-athletes, reduced parental support for its track and field program and the cost benefit to its athletic program, the League will, upon petition to the Executive Board, place the member school on inactive status (temporary withdrawal) subject to:

1. continued participation in the League's administrative activities, to include attendance at all meetings and continued representation to its Committee assignment;
2. payment of discounted annual dues, dependent on its status as a stand-alone team or part of a combined team. In the case of a combined team, the partner schools must agree to any reduction in annual dues, as they must bear the additional cost.
3. Member schools who are granted inactive status must notify the League prior to its Winter (preseason) meeting of its intent to rejoin the League as a fully participating member school or the withdrawal will become permanent.

Article III – Administration and Elections

- A. SPLTF Management will be vested in an Executive Board, which will meet as needed, exclusive of the League's semi-annual meetings.
- B. Officers of the Executive Board shall be President, Vice President, Secretary, Treasurer, Safety Officer and the chairpersons of the three (3) standing committees. **Each officer and committee chairperson will serve a minimum of a two-year term.**
 1. Responsibilities of the League Officers include, but are not limited to, the following:
 - a. **President:** The chief executive officer of the Suburban Parochial League Track & Field (SPLTF) is its president, who is entrusted by the member schools with the direction of the League and the administration of the SPLTF's *Constitution, By-Laws* and administration documents.

The president presides at the League's preseason winter (February) and postseason summer (June) general meetings, conducted pursuant to *Robert's Rules of Order*. The president sets the agenda for each meeting with input from the membership and/or their own initiative, which is: (a) reflective of the goals for the coming season; and (b) opportunities for improving the student-athlete's experience.

- b. Vice President:** The principal responsibility of the League's vice president is to (a) support the president in the performance of his/her duties and responsibilities and (b) replace the president on an interim basis in the event the president is incapacitated or unable to fulfill their responsibilities.
 - c. Secretary:** The League's secretary maintains all the League's written records, to include revisions to the *Constitution, By-Law's* and administrative documents, the SPLTF's preseason and postseason meeting minutes, the Universal List and member school's Contact List. The League's secretary serves as the League's principal communications officer.
 - d. Treasurer:** The Treasurer is the League's financial officer, managing the finances of the League. The treasurer's duties include, but are not limited to, (a) recommending the amount of annual dues based on previous and anticipated expenses, (b) issuing invoices for, and collecting, annual dues and fees from League members, (c) collecting monies from other authorized fund raising activities when applicable, (d) paying bills for authorized expenses, (e) maintaining the League's checking and savings accounts and (f) providing semi-annual financial reports at the preseason winter (February) and postseason summer (June) meetings. Financial reports are to be in writing and provide a detailed accounting of the cash inflows and outflows in a standardized bookkeeping format.
 - e. Safety Officer:** The Safety Officer is charged with making sure meet venues are safe for student-athletes, coaches, volunteer officials and spectators. The SPLTF requires a safety officer and/or designate at each meet. Their responsibilities include, but are not limited to:

 - (i) Assuring that the meet site presents no hazardous conditions that could cause injury to an athlete when competing, such as assuring discus cages with proper netting are up; and,
 - (ii) Enforcing the SPLTF's (a) "No "Team Tent" policy and (b) assuring tents used for administrative purposes, such as a tent for the scorer's area, have been made secure and are compliant with the League's "tent safety protocols".

Note: Tent safety protocols call for tents to be properly anchored with weights, and/or properly staked, and taken down when severe weather conditions or wind conditions would cause a hazardous environment when tents could become airborne.
 - (iii) Monitor weather conditions and implementing the League's *severe weather policy* when threatening weather is approaching.
- C. Elections of Executive Board members will be held at each postseason (June) League meeting. However, to assure an orderly transition, volunteers will be solicited at the preseason meeting to allow them time to shadow the retiring executive officer or committee chairperson.

All Executive Board members, whether elected or volunteer, are expected to serve for a minimum two-year term.

1. The Executive Board positions are:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Safety Officer
 - f. Chairpersons of three (3) standing committees: (i) Events; (ii) Rules; and (iii) Schedule and Facilities
 2. Members of the Executive Board may be re-elected or volunteer for an additional term of office.
 3. In the eventuality that no one stands for election to a vacating executive officer's position, the position will be filled by an individual from a member school chosen from the Universal List.
 4. Officers shall take office when elected or appointed from the Universal List.
- D. Schools Applying for Membership. The Executive Board will review applications from new schools applying for membership to the SPLTF and will make recommendations to the League membership for approval or disapproval of the application.
- E. Disqualification. The Executive Board will review issues of Member School disqualification (i.e. violation of SPLTF by-laws, behavior misconduct, failure to participate in SPLTF administration responsibilities) and determination if a disqualification is valid for submission to the full membership for vote.
- F. Executive Board meetings can be held where members are either physically present and/or via conference call. Voting will exclude the person who submits the specific motion being decided.
- G. **Standing Committees.** There are three (3) Standing Committees, with an elected Chairperson.
1. The RULES Committee shall oversee participation eligibility of athletes and coaches and will review issues of sportsmanship and behavior. This committee will also review and recommend changes to the Constitution, By-Laws and meet administration documents, as well as, opine on NFHS Rules changes affecting the League.
 2. The EVENTS Committee shall govern events and activities at SPLTF sponsored track meets and provide standardized formats and forms for use at all SPLTF meets
 3. The SCHEDULE & FACILITIES Committee will be responsible for scheduling SPLTF meets, arranging availability of meet venues and track facilities,

insurance needs and overall management of equipment and determining the components of divisional makeup.

- a. Divisional makeup shall be determined by each school's 5th through 8th grade enrollments, with some consideration being given to the school's preference and to its overall finish in the previous year's Championship Meet. For teams consisting of combined schools, the combined enrollment of the schools will be counted in determining its enrollment for divisional assignment.
- b. Member schools shall provide current enrollment information to the Schedule & Facilities Chairperson by September 1 of each year.

H. **Sub-Committees.** In addition to the three (3) Standing Committees, sub-committees will be created as needed with topic specific responsibilities. As of the date of this revision, the following sub-committees exist:

1. The Awards Subcommittee will procure and distribute all awards for SPLTF meets
 2. The Equipment Subcommittee will coordinate the procurement, maintenance, storage and transfer of SPLTF equipment. This subcommittee works closely with the Schedule and Facilities Committee.
 3. The Technology Subcommittee was created with responsibility for maintaining all of the SPLTF's electronic means of communication to include, but not limited to, maintenance of the SPL website (webmaster) and Facebook page, on-line Championship Meet Open Events entries, text notifications, etc.
- I. With the exception of the elected chairperson of each of the standing committees, the President will appoint each school's member representative to a committee. Each member school will be assigned to a committee. Changes to a committee will be reviewed by the Executive Board at the request of the member school for reassignment to another committee.
- J. Universal List. The Universal List was developed to provide a resource of member schools available to fill critical roles within the operational aspects of the SPL. The names from this list shall be used to: 1) fill a vacated/vacant position on the Executive Board if no member voluntarily accepts the role, 2) fill a vacated/vacant position on a committee deemed critical to SPLTF function if no member voluntarily accepts the role, and 3) fill another critical need by the SPL, such as a meet host for a Divisional or Final meet, that no member school has volunteered to fill.
1. Schools that are currently serving in a SPL Leadership Role will remain at the bottom on the Universal List. Those positions are:

Executive Board: President, Vice President, Treasurer, Secretary, Safety Officer, in addition to the Chair of the following committees: Rules, Scheduling and Events.

2. The following roles will also allow a school to remain near the bottom of the Universal List in order to recognize the volunteer requirement and importance to the operation of the SPLTF Season: Chair of Awards Committee, Chair of Equipment Committee and Chair of Technology Committee.

All other member schools will be on the Universal List in descending order of recent Executive Board or Chair experience. Notably, any combined teams for the SPLTF season will have separate responsibilities to fulfill their service requirement to the League. In addition, schools competing as one team shall not serve on the same committee in order to avoid undue influence on that committee. As members complete leadership terms on their committees, their schools will again rise from the bottom of the Universal List as volunteers are needed to fulfill roles in the League.

If a member school declines to serve in their assigned role after being listed in position 1 on the Universal List, they will be suspended from the SPLTF League, effective immediately for a period of one year. They will be required to re-apply to the SPL at a subsequent pre-season meeting and will be placed at the top of the Universal List upon their return to the League. The school in the second position on the Universal List will then be asked to fulfill that role and so on until the needed role is filled.

Using the Universal List for other SPLTF needs, such as identifying meet hosts (weeks #0 - #3) will NOT cause that school to be moved down the list. Only fulfilling the roles identified above will lower the position of each school on the List.

The Universal List will be maintained by the SPLTF Secretary and will identify schools, in order, that will be asked to volunteer to serve the SPL in any needed capacity. The Secretary will update this list for any changes in leadership roles. Schools are responsible to report any discrepancies noted in the Universal List, or if they have inadvertently been removed from the list and have not served in any capacity.

Article IV – Meetings

A. SPLTF Meetings:

1. Meetings will be held twice per year: (a) a preseason (Winter) meeting in February and a post-season (Summer) meeting in June. Meetings are scheduled for the 2nd Wednesday in February and the 2nd Wednesday in June.
2. Meetings will be run according to “Robert’s Rules of Order”.

3. Special meetings may be called by the Executive Board or by request of a majority of member schools.
4. Each member school must have a duly recognized representative present at each meeting. Failure to attend a meeting will result in:
 - a. The member school being placed “on probation” for one-year for having no representative at a scheduled meeting.
 - b. If a member school misses a second consecutive scheduled meeting, the penalty assessed will be expulsion from league competition for a period of one (1) full season. Note: So as to not punish a school’s student-athletes, should a school be expelled, on the first occurrence of non-compliance they can opt to pay a reinstatement fee equal to the annual dues in order to participate for that season.
 - c. In all instances, if a member school misses a scheduled meeting, the Executive Board, via the President, will send a notice to the school’s Head Coach, Athletic Director and Principal of that school notifying them of (a) the school’s failure to adhere to and to abide by the League’s rules; and (b) its status with the League and any penalties to be imposed.

B. Committee Meetings:

1. Committees will meet as needed; committees will, at a minimum, meet annually.
2. All committee representatives shall attend or provide a substitute from their school.
3. If a member school misses a committee meeting to which they are assigned, a member of the Executive Board will send a notice to the school’s head coach, athletic director and principal notifying them of the absence and probationary status of the school.

Article V – Amendments and Voting

- A. Amendments to the Constitution and By-Laws shall be approved by a two-thirds (2/3) vote of the member schools present.
 1. All changes to event procedures must be brought to the full body of the League for vote and must pass by a two-thirds majority of the member schools present.
 2. Such vote will be taken and recorded by the Secretary who will call the roll of the member schools, whose representative will enter their school’s vote.

- B. Other meeting business shall be decided by simple majority vote of the member schools present.
- C. Each member school will have one vote.
- D. Any amendment to the Constitution or By-Laws cannot be retroactive to avoid or change infractions that have occurred.

Change Brief

- 2023-02-08 Article III.C. Removed cyclical election by even and odd years of Executive Board member positions and added officer definitions.
Article III. Section J. Added Universal List and applicable guidelines
- 2020-02-12 Revised and restated the Constitution, changing some verbiage, consolidated or rearranged existing language. The following are specific deletions or additions:
- 1 – Article II, Paragraph D deleted “Feeder School” chart to be added as an exhibit due to the changing availability of tracks and member school assignments
 - 2 – Article II, Paragraph E added in its entirety regarding a member school’s inactive status or permanent withdrawal from the SPLTF
 - 3 – Article III, Paragraph B.1, which added the Treasurer as an “appointed / elected” officer and defined the Treasurer’s duties, deleted in its entirety.
 - 4 – Article III, Paragraph B amended to add the Treasurer and Safety Officer as Executive Officers
 - 5 – Article III, Paragraph F, added and replaces the previous paragraph, now allows the Executive Board to meet via conference call.
 - 6 – Article 111, Paragraph G now deals with the Standing Committees, and replaces previous Paragraph F, which was incorporated into Article III, Paragraph C.1-C.5
 - 7 – Article III, Paragraph H, added restates SPLTF’s subcommittees, and Paragraph I restates president’s authority to appoint member’s to standing or committees.
 - 8 – Article IV, Paragraph A.4(b) restates the penalty for missing a second consecutive scheduled meeting, adding payment of a fee that a member school can pay in lieu of expulsion from the SPLTF.
- 2016-03-01
- 1 – Article II, Paragraph D: Struck St. Alexander
 - 2 – Article III, Paragraph F.4: Added the Technology Committee .
 - 3 – Article III, Paragraph B: Added Paragraph B.1
 - 4 – Article IV, Paragraph B: Added B.3 regarding member schools missing committee meetings.

5 – Article IV, Paragraph C; Deleted in its entirety as the League no longer conducts staging meetings

2015-04-08 Modified Article V, A.1 regard voting procedures where the Secretary will call each member school.