

**Big North Athletic Conference, Inc.**

**Established 2010**

***Constitution***

***And***

***Bylaws***

# Big North Athletic Conference, Inc.

## Table of Contents

<b>Article I</b>	<b>General</b>	<b>4</b>
Section 1.01	Name	4
Section 1.02	Purpose	4
Section 1.03	General Powers, Management and Conduct of the Affairs of the Conference	4
Section 1.04	Quorum	5
Section 1.05	Voting	5
Section 1.06	Written Consents	5
Section 1.07	Removal of Officers, Committee Members, Employees, Professional	5
Section 1.08	Compensation	5
Section 1.09	Resignations	6
Section 1.10	Bond	6
<b>Article II</b>	<b>Membership</b>	<b>6</b>
Section 2.01	Member Schools	6
Section 2.02	Membership	7
Section 2.03	Qualifications, Terms, Selections	7
Section 2.04	Membership Application	7
Section 2.05	Associate Membership Status	7
Section 2.06	Maintaining New Jersey State Interscholastic Athletic Assoc. Membership	8
Section 2.07	Withdrawal from Conference	8
Section 2.08	Conference Play	8
Section 2.09	Divisional Play & Divisional Crossovers	8
<b>Article III</b>	<b>Meetings</b>	<b>8</b>
Section 3.01	General	8
Section 3.02	Meetings	9
<b>Article IV</b>	<b>Officers</b>	<b>10</b>
Section 4.01	Titles and Qualifications	10
Section 4.02	Selection and Term of Office	10
Section 4.03	Resignations	10
Section 4.04	Removal	11
Section 4.05	Vacancies	11
Section 4.06	Executive Director	11
Section 4.07	President	11
Section 4.08	First Vice President	11
Section 4.09	Second Vice President	12
Section 4.10	Third Vice President	12
Section 4.11	Recording Secretary	12
Section 4.12	Treasurer	12
Section 4.13	Historian/Webmaster	13
Section 4.14	Scheduler	13
<b>Article V</b>	<b>Committees</b>	<b>13</b>
Section 5.01	Standing Committees	13
Section 5.02	Powers and Composition of the Executive Committee	13

Section 5.03	Powers and Composition of the Sportsmanship Committee	13
Section 5.04	Powers and Composition of the Scheduling Committee	14
Section 5.05	Other	14
<b>Article VI</b>	<b>Controversies</b>	15
Section 6.01	Initial Phase	15
Section 6.02	Procedures	15
<b>Article VII</b>	<b>Divisional Alignments</b>	16
Section 7.01	Establishment of Divisional Alignments	16
Section 7.02	Basis of Student Enrollment	16
Section 7.03	Enrollment Numbers	16
Section 7.04	Procedures	16
<b>Article VIII</b>	<b>Dues, Finances, Deposits, Checks and Contracts</b>	16
Section 8.01	Dues	16
Section 8.02	Deposit of Funds	16
Section 8.03	Checks, etc.	17
Section 8.04	Contracts	17
Section 8.05	Gifts	17
Section 8.06	Cost of Admission to Events	17
<b>Article IX</b>	<b>Compensation of and Contracts with Officers and Employees</b>	18
Section 9.01	Compensation of Members and Officers	18
<b>Article X</b>	<b>Sponsoring of Championship Meets</b>	18
Section 10.01	Sponsoring Body	18
Section 10.02	Requirements	18
<b>Article XI</b>	<b>Indemnification</b>	18
Section 11.01	Indemnification	18
<b>Article XII</b>	<b>Fiscal Year and Reports</b>	19
Section 12.01	Fiscal Year	19
Section 12.02	Reports	19
Section 12.03	Right to Inspect	19
<b>Article XIII</b>	<b>Amendments</b>	19
Section 13.01	Amendments	19
Section 13.02	Procedure	19
Section 13.03	Voting	20
<b>Article XIV</b>	<b>Distribution of Assets Upon Dissolution</b>	20
Section 14.01	Distribution of Assets Upon Dissolution	20
<b>Article XV</b>	<b>Ratification</b>	20
Section 15.01	Ratification	20
Section 15.02	Revisions	20
Section 15.03	Revisions	20
Section 15.04	Revisions	20

**BIG NORTH ATHLETIC CONFERENCE, INC.**

**CONSTITUTION AND BYLAWS**

**ARTICLE I**

**General**

**Section 1.01**

**Name.**

The name of the association shall be the Big North Athletic Conference, Inc.

**Section 1.02**

**Purpose.**

The purpose of the Big North Athletic Conference, Inc. hereinafter “*Conference*”, is organized for the interscholastic athletic programs in its member schools.

- (a) To foster, improve and regulate interscholastic athletics among member schools.
- (b) To be the official local agency through which all Conference schedules are developed, disputes settled, and decisions for the common good made.
- (c) To serve the mutual interests of the members through furthering understanding, cooperation, good sportsmanship, and development of sound character.
- (d) To develop professional relationships, liaison and channels of communication with organizations and agencies which are sponsoring or regulating athletic programs in the county, state and nation.

**Section 1.03**

**General Powers. Management and conduct of the affairs of the Conference shall be vested in and controlled by its members, hereinafter “*members*” or their designates.**

Designates may be, but not limited to, **Executive Director** and/or committee members. Except as otherwise stated in the Constitution and Bylaws, the membership of the Conference shall exercise all of the powers of the Conference and shall control and manage its activities and affairs as stated in the Constitution and Bylaws.

In furtherance, but not in limitation of the authority to govern the Conference, the membership shall have the following powers:

- (a) To perform any and all duties imposed on them collectively or individually by law and/or by the Constitution and Bylaws.
- (b) To apply and expend, for the purpose expressed herein and in the Constitution and Bylaws, the income of the Conference.
- (c) Appoint and remove, employ and discharge, and except as otherwise provided for in this Constitution and Bylaws, establish the duties and fix the compensation, if any, of all the professionals, agents and employees of the Conference.
- (d) To employ and supervise the professionals for the administration of the Conference, to this end, to delegate to such professionals such ministerial duties as are deemed proper.

- (e) To accept bequests, grants or other contributions on behalf of the Conference provided terms and conditions under which such contributions are made shall not be inconsistent with the purposes and objectives of the Conference and pursuant to any guidelines which may be established, from time-to-time, by the Conference.
- (f) To designate, or authorize the Executive Director, President or Vice President to designate, any other committees not limited in membership to members of the Conference in the management of the Conference.
- (g) To pay all costs, expenses and charges in connection with the administration of the Conference including, but not limited to, professional fees.

#### **Section 1.04**

##### **Quorum.**

The presence at any meeting of the Conference of one more than one-half (1/2) of the entire membership shall constitute a quorum for the transaction of business.

#### **Section 1.05**

##### **Voting.**

Each member school shall be entitled to one (1) vote, regardless of the number of representatives present. Members must be present to cast their vote. All matters of the Conference shall be decided by a vote of the majority of the votes cast by the membership present at the meeting, except as otherwise expressly required by any section in this Constitution and Bylaws.

#### **Section 1.06**

##### **Written Consents.**

Any action required or permitted to be taken at a meeting of the Conference or by any committee thereof may be taken without a meeting if, before or after the action, all attending members of the Conference or such committee, as the case may be, consent in writing to the adoption of a resolution authorizing such action. The written consent by the members of the Conference or committee, as the case may be, to the adoption of any such resolution shall be filed with the minutes of the proceedings.

#### **Section 1.07**

##### **Removal of Officers, Committee Members, Employees and Professionals.**

At any regular or special meeting of the Conference, the notice of which shall have specified that such removal will be considered for action, any of the aforementioned, may be removed for a cause or suspended by the affirmative vote of a majority of the member schools.

#### **Section 1.08**

##### **Compensation.**

Except as herein provided, members of the Conference shall receive no compensation for their services as members, but by resolution of the membership, may be reimbursed for expenses paid while acting on behalf of the Conference.

**Section 1.09**

**Resignations.**

Any officer or committee member may resign at any time by delivering a written resignation to the Executive Director, President, Vice President, Recording Secretary or Treasurer. Unless required by terms thereof, the acceptance of any such resignation shall not be necessary to make the same effective.

**Section 1.10**

**Bond.**

The Association may, in its discretion, require the Treasurer and/or any other officer or employee to furnish a bond of a kind and in the amount, required and approved by the Conference, at the expense of the Conference.

**ARTICLE II**

**Membership**

**Section 2.01**

**Member Schools as of July 1, 2012**

The Conference shall originally consist of the following forty one (41) high schools;

Bergen Catholic	Holy Angels (Academy of)	Passaic Valley
Bergen County Technical	Immaculate Heart	Ramapo
Bergenfield	Indian Hills	Ramsey
Cliffside Park	JF Kennedy	Ridgefield Park
Clifton	Lakeland	Ridgewood
Demarest	Mahwah	River Dell
DePaul Catholic	Northern Highlands	St. Joe's (Montvale)
Don Bosco Prep	Old Tappan	Teaneck
Dumont	Paramus	Tenafly
Dwight Morrow	Paramus Catholic	Wayne Hills
Eastside	Pasacack Hills	Wayne Valley
Fair Lawn	Pascack Valley	West Milford
Fort Lee	Passaic	Westwood
Hackensack	Passaic County Tech Inst.	

**Section 2.02**

**Membership.**

Membership shall consist of a representative of a member school that has paid its annual dues and assessed fees. The representatives shall be a person who has been officially appointed to the position of Principal, Director of Athletics, Faculty Manager of Athletics, or some other member of the administrative staff with a similar title designated by the local Board of Education or employing Board of Trustees of a parochial or private secondary member school.

The Principal of a member school may designate an administrator from said school to represent the school if the representative described in Section 2.02 is unable to attend a meeting. School representation at all meetings is mandatory. (It is recommended that coaches not be selected to replace administrators at conference meetings.)

### **Section 2.03**

#### **Qualifications, Terms and Selections.**

Each member school as stated in Section 2.02 is eligible for membership in the Association. The representative in the member school shall be the Director of Athletics, or other, as stated in Section 2.02.

In order to become or remain a member of the Conference each member school must maintain a minimum number of varsity sport offerings. That minimum number of varsity sports offerings shall be 13 for dual gender schools, 8 for single gender boys schools and 6 for single gender girls schools. At least 3 sports must be offered in each of the three seasons for dual gender schools and at least 2 sports must be offered in each season for single gender schools. The three seasons refer to interscholastic athletic competition that takes place as per NJSIAA in fall, winter and spring seasons.

There shall be standing committees as stated in Section 5.01. Each committee membership shall be approved by the Conference membership after recommendation by the Executive Director, President or Vice President. Terms of membership on committees shall be for three (3) years. Committee members may succeed themselves on committees, except as otherwise expressly required by any section in this Constitution and Bylaws.

### **Section 2.04**

#### **Membership Application.**

A school may be admitted to membership provided written application is made and members notified at least thirty (30) days prior to one of the three (3) General Membership meetings. To be accepted, a school's application must be approved by two thirds (2/3) vote of the member schools.

A school that is admitted as a member will begin inclusion in Conference business and scheduling when a new two year scheduling cycle begins.

### **Section 2.05**

#### **Associate Membership Status**

A school may be admitted as an Associate member provided written application is made and members notified at least thirty (30) days prior to one of the four (4) General Membership meetings. To be accepted, a school's application must be approved by two thirds (2/3) vote of the member schools.

The Associate member may be admitted for at least one and no more than three sport offerings. A school that is admitted as an Associate member must pay an annual fee or dues for each sport that is deemed appropriate by the Executive Committee of the Conference. Associate Members will begin inclusion in Conference scheduling when a new two year scheduling cycle begins and must renew or apply again for this status every two years. The Associate member must adhere to Section 2.06 below.

The Associate member will not be included in Conference business and will not have a vote. The Associate member teams would not be eligible for Divisional titles and players would not be eligible for All-Division teams.

## **Section 2.06**

### **Maintaining New Jersey State Interscholastic Athletic Association Membership.**

All schools making application to the Conference must first be members of the New Jersey State Interscholastic Athletic Association (NJSIAA) for a period of two (2) years. Existing member schools shall maintain membership in the New Jersey State Interscholastic Athletic Association (NJSIAA) during their entire tenure as members of the Conference.

## **Section 2.07**

### **Withdrawal from Conference.**

A member school wishing to withdraw from the Conference shall make application in writing of its intent at least thirty (30) days prior to a General Membership Meeting. Notice of application must be sent to the Executive Director. To be approved, a school's application to withdraw must be approved by two thirds (2/3) vote of the member schools.

A two-year grace period shall be required unless waived by two thirds (2/3) vote of all member schools. A member school withdrawing shall forfeit any claims to Big North Conference funds.

## **Section 2.08**

### **Conference Play.**

Schools that provide programs that are sponsored by the conference must compete in conference play. Member schools may ask for independent status for one program. Request must be made in writing and submitted to the Executive Committee prior to the first General Membership Meeting. The independent status would take affect the following school year and remain in effect for the remainder of the scheduling cycle. The request must be approved by a majority of the membership schools present at the meeting.

## **Section 2.09**

### **Divisional Play and Divisional Crossovers.**

Schools in the same division alignment must play against each other in all games that count toward division title/division standings. Schools can mutually agree to drop or not play Division and/or Conference scheduled games that are deemed to be games that do not play a role in division title/standings. Schools can mutually agree to drop or not play Conference scheduled games arranged across or outside of their divisions, crossover games. Divisional crossover games can only be dropped by the mutual agreement to do so of the competing schools. If the game is not played and there is not mutual agreement to drop the game it will be pursued as a forfeit victory for the non-offending school with the NJSIAA by the Conference Executive Committee.



## ARTICLE III

### Meetings

#### Section 3.01

##### **General.**

There shall be five (5) types of meetings held during the school year. Except as otherwise stated in this Constitution and Bylaws, decisions of the Conference shall be made at duly constituted meetings. Their governance is stated hereinafter. Meetings shall be conducted by Roberts Rules of Order.

#### Section 3.02

##### **Meetings.**

- (a) General Conference Meetings. These meetings shall be business meetings and shall be held four (4) times a year (seasonally) in September, November, March and June. The purpose of the meetings is for approval of the selection of officers, Executive Committee, operating budget, dues and fees and membership to all standing committees along with other relevant conference business. These meetings may be convened as deemed necessary at the request of the President or by the majority vote of the Conference membership. At these meetings, each member school shall be represented by the Athletic Director or his/her designee. The designee alternate representative shall be the voting representative.
- (b) Special Meetings. These meetings may be convened at the request of the Executive Director or by the majority vote of the Conference membership.
- (c) Divisional Meetings. These meeting will be held seasonally at such times and in such place as the conference may determine to address divisional issues.
- (d) Committee Meetings. These are meetings held by any of the Conference committees. They may be convened as the Committee Chairperson, Executive Director, President, Vice President or Conference deems necessary.
- (e) Executive Committee Meetings. These meetings will be held monthly at such times and in such place as the Executive Committee may determine.
- (f) Notice. For either regular and special meetings, or any changes in the time and place thereof, must be preceded by written notice to all Conference membership. Such notice shall specify the date, time and place of the meeting, but need not specify the purpose or the business to be conducted. Such notice must be given not less than two (2) days, nor more than thirty (30) days prior to the meeting, and must be mailed to each member. Facsimile or E-mail shall be acceptable means of communication.

If such notice is given by mail, it shall be deemed delivered when deposited in the United States mail, properly addressed and postage paid thereon. If such notice is given by facsimile or E-mail, it shall be deemed delivered when received by the recipient.
- (e) Conduct of Meetings. Meetings of the Conference shall be presided over by the Executive Director, President, Vice Presidents or Committee Chairperson. In the absence or inability of the aforementioned to preside, the Conference will select a designee by majority vote.
- (h) Action by the Membership without Meeting. Any action or decision required or permitted to be taken at a general membership, divisional, special or committee meeting of the Conference may be taken or made without the convening of a formal meeting, provided all members of the Conference so consent in writing and set forth in the same writing the action or decision to be taken or made. (including facsimile and E-mail)

Such consent and writing shall have the same force and effect as a unanimous vote, and may be described as such in any document executed by the Conference.

- (i) Place of Meetings. Each meeting of the Conference shall have the place designated by the Executive Director or Vice Presidents unless otherwise stated.

## **ARTICLE IV**

### **Officers**

#### **Section 4.01**

##### **Titles and Qualifications.**

The officers of the Conference shall include:

- Executive Director
- President (Principal)
- Past Executive Director
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President
- 3<sup>rd</sup> Vice President
- Assistant Director
- Assistant Director
- Recording Secretary
- Treasurer
- Historian/Webmaster
- Scheduler

The Conference membership may also select such other officers as they may from time-to-time deem advisable each of whom shall have such title, hold office for such period, have such authority and perform such duties as the membership may prescribe. No person may hold more than one (1) office of the Conference at the same time. The Executive Committee will also include three at-large members as selected by the conference membership – (1) non-public representative, (1) Bergen County representative and (1) Passaic County representative.

#### **Section 4.02**

##### **Selection and Term of Office.**

The officers of the Conference shall be recommended by the Executive Committee be approved at the Conference's last General Membership meeting.

Each officer, with exception to the Treasurer shall hold office for three (3) years. The term shall begin following the last meeting of the Conference in June, of the current year, until and including the last June meeting of the third year.

#### **Section 4.03**

##### **Resignations.**

Any officer may resign at any time by delivering a written resignation, which shall be effective upon receipt thereof by the Executive Director or at a subsequent time specified in the letter of resignation.

#### **Section 4.04**

##### **Removal.**

Any officer may be removed at anytime, with cause, by the membership.

#### **Section 4.05**

##### **Vacancies.**

Any vacancy in an office may be filled for the unexpired portion of the term by following the Executive Committee. Officers shall move up one (1) office until the two (2) officers are in place. In the case where the move caused by a vacancy results in holding the new office for a relatively short period of time, the membership may approve the officers to remain in their new office for the following year or as they deem appropriate.

#### **Section 4.06**

##### **Executive Director.**

The Executive Director shall preside at all General Membership, Executive Committee and Special Meetings involving the Conference and shall have general supervision over the Conference's business and affairs subject to the control of the membership.

The Executive Director shall serve on the Executive Committee and shall be Chairperson of the Committee. The Executive Director shall have the power to call meetings of the Conference and appoint the committees if he/she deems appropriate.

The Executive Director's other duties may be, but not limited to, in handling correspondence and preparation of meeting agendas.

#### **Section 4.07**

##### **President.**

The President shall have the powers to call meetings in the absence of the Executive Director and preside over said meetings. The president shall be a principal of a member school with the position rotating annually.

The President's responsibilities shall be in the area of controversies, appeals and membership and he/she shall assist in the management of routine activities of the Conference.

#### **Section 4.08**

##### **1<sup>st</sup> Vice President.**

The 1<sup>st</sup> Vice President shall have the powers to call meetings in the absence of the Executive Director and President and preside over said meetings. The 1<sup>st</sup> Vice President shall be a member of the Executive Committee.

The 1<sup>st</sup> Vice President shall assist in the management of routine activities of the Conference including but not limited to assignors, rules and regulations.

The 1<sup>st</sup> Vice President's other duties may be, but not limited to, assistance in handling correspondence and preparation of meeting agendas. He/she shall have the authority and perform such other duties as the Executive Director or membership shall prescribe or assign from time to time.

#### **Section 4.09**

##### **2<sup>nd</sup> Vice President.**

The 2<sup>nd</sup> Vice President shall have the powers to call meetings in the absence of the Executive Director, President and 1<sup>st</sup> Vice President and preside over said meetings. The 2<sup>nd</sup> Vice President shall be a member of the Executive Committee.

The 2<sup>nd</sup> Vice President shall assist in the management of routine activities of the Conference including but not limited to awards, liaisons, sport's offerings, league certificates.

The 2<sup>nd</sup> Vice President's other duties may be, but not limited to, assistance in handling correspondence and preparation of meeting agendas. He/she shall have the authority and perform such other duties as the Executive Director or membership shall prescribe or assign from time to time.

#### **Section 4.10**

##### **3<sup>rd</sup> Vice President.**

The 3<sup>rd</sup> Vice President shall have the powers to call meetings in the absence of the Executive Director, President and 1<sup>st</sup> and 2<sup>nd</sup> Vice presidents and preside over said meetings. The 3<sup>rd</sup> Vice President shall be a member of the Executive Committee.

The 3<sup>rd</sup> Vice President shall assist in the management of routine activities of the Conference including but not limited to sportsmanship, alignment and assisting the conference scheduler.

The 3<sup>rd</sup> Vice President's other duties may be, but not limited to, assistance in handling correspondence and preparation of meeting agendas. He/she shall have the authority and perform such other duties as the Executive Director or membership shall prescribe or assign from time to time.

#### **Section 4.11**

##### **Recording Secretary.**

The Recording Secretary shall keep a record of the proceedings of the meeting and conduct all necessary correspondence. The Recording Secretary shall keep the minutes of all meetings of the Conference and distribute them to all Conference schools. The Secretary shall be a member of the Executive Committee.

#### **Section 4.12**

##### **Treasurer.**

The Treasurer shall manage and conduct the every day business for the Conference consistent with the Constitution and Bylaws. The Treasurer shall receive a stipend and be a member of the Executive Committee.

The Treasurer shall handle the finances of the Conference and render a report at each regular meeting. The coordination of all schedules of sports sponsored by the conference shall be the responsibility of the Treasurer in conjunction with the Individual Sports Committees.

The Conference may require the Treasurer to give a bond for the faithful discharge of duties of the Treasurer, in such sum and form and with such surety as the Conference may determine. The costs of any such bond shall be borne by the Conference.

### **Section 4.13**

#### **Historian/Webmaster**

The Conference shall provide for the position of Historian whose responsibilities shall include but not limited to tracking awards and final standings for all divisions within the Conference, coordinate all-sport banner awards for divisions, championship plaques and the like. This position will also include the responsibilities creating, maintaining and coordinating a Conference website.

### **Section 4.14**

#### **Scheduler.**

The Conference will provide for the position of Conference Scheduler whose responsibilities shall include but not limited to coordinating schedules for all member schools.

## **ARTICLE V** **Committees**

### **Section 5.01**

#### **Standing Committees.**

The Conference shall have standing committees whose purpose shall be to conduct business specific to the committee's area of responsibility and charge and are listed here within. The standing committees of the Conference are:

- Executive Committee
- Sportsmanship Committee
- Scheduling Committee

### **Section 5.02**

#### **Powers and Composition of the Executive Committee.**

The Executive Committee shall be comprised of the following members:

- Executive Director (Chairperson)
- President (Principal)
- Past Executive Director
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President

- 3<sup>rd</sup> Vice President
- Assistant Director
- Assistant Director
- Recording Secretary
- Treasurer
- Non-Public At Large Member
- Bergen County At Large Member
- Passaic County At Large Member
- Scheduler

The powers are advisory and appellant in nature. The committee may provide recommendations on any component of the Conference upon the request of the Executive Director or a majority of the Conference members present at a meeting or the majority of the Conference membership when no meeting is in session. Since the committee is part of the appeal process for grievances, it may not act prior to request in grievance matters.

### **Section 5.03**

#### **Powers and Composition of the Sportsmanship Committee.**

The Sportsmanship Committee shall be comprised of the following members:

- 3<sup>rd</sup> Vice President
- At-Large Representatives from each Conference Division

The chairperson shall represent his/her division and be selected annually by the Executive Committee.

The powers are advisory in nature. The Committee shall be responsible to handle all sportsmanship business of the Conference. The Grievance Committee may request that the Sportsmanship Committee review a grievance/controversy and provide a recommendation to the Grievance Committee on a sportsmanship-related issue. The President, Vice President or the membership may request an issue be addressed by the Committee and such duties as the President, Vice President or Conference membership may assign not inconsistent with the Constitution and Bylaws as from time-to-time.

### **Section 5.04**

#### **Powers and Composition of the Scheduling Committee.**

The scheduling committee shall consist of:

- Conference scheduler
- At-large representatives from each division

The scheduling committee will meet annually to provide conferences with full schedules in all sports including cross-overs when applicable. Schedules will be structured on a two year basis and will reflect any changes relative to but not limited to school size as reported to the NJSIAA, geography and competitive balance.

## **Section 5.05**

### **Other.**

The Executive Director, President or Vice Presidents with approval of the Conference membership and/or the Executive Committee may create, as they see fit, a committee, provide a directive or task and appoint the appropriate chairperson.

## **ARTICLE VI**

### **Controversies**

## **Section 6.01**

### **Initial Phase.**

Any controversies, disputes or grievances involving, but not limited to, coaches, players, schedules, Athletic Directors, crowd control, officiating, spectators, members of the student bodies, faculty members, facilities, sportsmanship issues of the Big North Conference schools representing two (2) or more member schools, shall, providing the dispute cannot be mutually settled by the schools involved, be submitted to the Executive Director in the controversies process for adjudication. The Executive Director and Conference as a body may request an issue be addressed to a Controversy Committee to be convened by the Executive Director.

The controversy must be Conference-related. Acceptance of any other form of controversy may only be accepted by the affirmative vote of the members of the Conference.

## **Section 6.02**

### **Procedures.**

The following are the established procedures to be followed after the parties are unable to mutually reach an acceptable agreement:

- (a) The Committee or membership may establish deadlines for the entire process and/or any and all components of the process.
- (b) A report must be filed by the grieving party or parties within the deadline set forth in this section (72 hours unless extenuating circumstances exist). The report may be requested by the Committee to be completed in writing and/or in-person.
- (c) The Committee shall request a deadline for receipt of completed or amended report.
- (d) The offender will be requested to thoroughly respond to the grievance. The response may be requested to be in writing and/or in person.
- (e) The Controversy Committee may request additional information from any source, but not limited to, officials, administrators, police, game personnel, participants, and coaches.
- (f) The Controversy Committee shall make a recommendation to the entire Conference Athletic Directors for adjudication.
- (g) In the event the Conference membership cannot resolve the grievance/controversy, or if either party is dissatisfied with the decision or recommendation, either party may appeal to the Conference Executive Committee for adjudication.
- (h) In the event the body of Conference Executive Committee cannot resolve the grievance/controversy, or if either party is dissatisfied with the decision or recommendation, either party may appeal to the NJSIAA for adjudication.

## **ARTICLE VII**

### **Divisional Alignments**

#### **Section 7.01**

##### **Establishment of Divisional Alignments.**

The establishment of divisions for interscholastic competition, the resultant schedules, crossover opponents, and procedures for recognizing achievement shall be determined every four (4) years. This section shall not be applied in the initial determination.

#### **Section 7.02**

##### **Basis of Student Enrollment.**

The All-Sports Divisions of the Conference will be mainly determined on the basis of NJSIAA State Group Classification, student enrollment and geography. Enrollment figures reported to the New Jersey Department of Education on October 1 annually will be utilized as per NJSIAA classification purposes. Sports specific classifications may utilize other means to determine divisional alignments.

#### **Section 7.03**

##### **Enrollment Numbers.**

The enrollment numbers for grades nine (9), ten (10) and eleven (11) shall be the grades used in said procedure.

#### **Section 7.04**

##### **Procedures.**

Schools shall provide the enrollment numbers requested in Sections 7.02 and 7.03. The formula used by the New Jersey State Interscholastic Athletic Association shall be used to attain the final numbers. The official figures shall be presented to the membership for approval no later than the December meeting and divisional alignments and the resultant crossover opponents approved no later than the December meeting. The new alignments and schedules shall become effective on September 1 of the next scheduling cycle.

## **ARTICLE VIII**

### **Dues, Finances, Deposits, Checks and Contracts**

#### **Section 8.01**

##### **Dues.**

Dues for the following year shall be determined and approved at the Annual Meeting and payable prior to the December Regular Meeting. Payment of dues and assessments shall be required of all members. Failure to meet such obligations of the deadline date stated in this section shall be grounds for disciplinary action.

#### **Section 8.02**

##### **Deposit of Funds.**



All funds of the Conference shall be deposited in such banks or other depositories as the Conference may from time-to-time designate.

### **Section 8.03**

#### **Checks, etc.**

All checks, drafts and endorsements of the Conference shall be signed by two Officers of the Conference in such manner as the membership may from time-to-time determine.

### **Section 8.04**

#### **Contracts.**

The Executive Director, President, Vice Presidents or the Treasurer subject to the approval of the Conference, may enter into any contract or execute and deliver any instrument in the name and on behalf of the Conference. The membership may authorize any other officer or officers to enter into any contract or execute and deliver any instrument in the name and on behalf of the Conference and such authorization may be general or confined to specific instances.

### **Section 8.05**

#### **Gifts.**

The membership may accept on behalf of the Conference any contribution, gift, bequest or devise for the charitable or public purpose of this Conference.

### **Section 8.06**

#### **Cost of Admission to Events.**

Admission fees to Conference events shall be charged for football, boys & girls basketball, wrestling, ice hockey and any other event that the home school chooses that requires covering expenses for the running of that event.

- (a) General Admission \$ 4.00 adults, \$2.00 Students (K-12) and Senior Citizens
- (b) Big North Conference passes should ALWAYS be honored at Conference events unless a facility has reached capacity.
- (c) Scouts from opposing schools should be admitted for FREE with Conference passes and should not have to secure tickets prior to any events.
- (d) If a school is going to charge admission to an event other than football, boys & girls basketball, wrestling, or ice hockey they should notify the opposing school prior to that contest. Any other special circumstances regarding admission to events should also be communicated to the other school involved prior to those contests.
- (e) Any arrangement to charge more than the Conference agreed maximums of \$4 for general admission and \$2 for students and senior citizens must be mutually agreed upon in advance of the contest by both or all schools involved.
- (f) If advance ticket sales are going to be held the visiting school for that contest must also be given the opportunity to also hold advance ticket sales by the home school at the visiting school (so that visiting fans do not have to travel to the home school to purchase tickets) for that contest during the same time frame.

## **ARTICLE IX**

### **Compensation of and Contracts with Officers and Employees**

#### **Section 9.01**

##### **Compensation of Members and Officers.**

The membership of the Conference shall serve as such without compensation but the membership may authorize the payment by the Conference of the reasonable expenses incurred by the members in the performance of their duties and of reasonable compensation for special services rendered by any member. Except as provided in accordance with this Section 10.01, no member or Officer of the Conference, with the exception of the Executive Director, Treasurer, Recording Secretary, Scheduler, Assistant Directors (3) and Historian/Webmaster shall receive directly or indirectly, any salary, compensation or emolument from the Conference. The compensation for the above officers shall be approved annually.

## **ARTICLE X**

### **Sponsoring of Championship Meets**

#### **Section 10.01**

##### **Sponsoring Body.**

The Conference is the sponsoring body for all Championship Meets. All Conference Championship Meets shall be conducted under National Federation Rules and NJSIAA Rules and Regulations.

#### **Section 10.02**

##### **Requirements.**

All member schools shall meet all requirements established for each Championship Meet. Failure to comply may result in the offending school or schools entry being denied.

## **ARTICLE XI**

### **Indemnification**

#### **Section 11.01**

##### **Indemnification.**

All officers of the Conference shall be indemnified as long as they have operated consistent with the Constitution and Bylaws of the Association.

## **ARTICLE XII**

### **Fiscal Year and Reports**

### **Section 12.01**

#### **Fiscal Year.**

The fiscal year of the Conference shall begin on July 1.

### **Section 12.02**

#### **Reports.**

Fiscal reports shall include assets and liabilities, revenue or receipts, expenses or disbursements, balance and anticipated expenses and income and comparisons to previous year's reports.

- (a) Monthly reports shall be given at the regular monthly meeting by the Executive Secretary/Treasurer and contain, but not limited to, items in Section 13.02.
- (b) Annual reports shall be given at the June (Preliminary) and September (Final) Regular Meetings by the Executive Secretary/Treasurer and contain the entire preceding year's activities and also shall include all components from Section 13.02.

### **Section 12.03**

#### **Right to Inspect.**

The Conference's officers, Executive Committee and any member of the Conference, through one or more of the aforementioned, have a right to review and inspect the account.

## **ARTICLE XIII**

### **Amendments**

### **Section 13.01**

#### **Amendments.**

A request for this Constitution and Bylaws to be amended may be made by any member of the Conference. Two readings are required for amendments to the Constitution and Bylaws.

### **Section 13.02**

#### **Procedure.**

The amendment shall be submitted in writing, in both hard copy and e-mail document form, to the Executive Director at least twenty-one (21) days prior to the next General Membership meeting. The Executive Director shall forward to the Conference membership at least fourteen (14) days prior to the next meeting.

The amendment must specify the date when the amendment shall become effective. Discussion and voting shall take place at the next meeting.

### **Section 13.03**

#### **Voting.**

The amendment change must receive affirmative vote from 2/3 of all members of the Conference in order to be adopted. Any member may request written ballots.

## **ARTICLE XIV**

### **Distribution of Assets Upon Dissolution**

#### **Section 14.01**

##### **Distribution of Assets Upon Dissolution.**

In the event of the dissolution of the Conference, the Executive Committee after paying or adequately providing for the debts or obligations of the Conference, shall grant, convey, assign and transfer all remaining assets equally between the active members of the Conference as of the date of dissolution.

## **ARTICLE XV**

### **Ratification**

#### **Section 15.01**

##### **Ratification.**

This Constitution and Bylaws will initially take effect upon the approval of all original forty-three members of the Conference.

The members initially adopted this Constitution and Bylaws in September 2010.

#### **Section 15.02**

##### **Revisions.**

This Constitution and Bylaws has since been revised: October 2010.

#### **Section 15.03**

##### **Revisions.**

This Constitution and Bylaws has since been revised: June 2013.

#### **Section 15.04**

##### **Revisions.**

This Constitution and Bylaws has since been revised: September 2014.

#### **Section 15.05**

##### **Revisions.**

This Constitution and Bylaws has since been revised: November 2017.

#### **Section 15.06**

##### **Revisions.**

This Constitution and Bylaws has since been revised: February 2019.

