

CONSTITUTION AND BY-LAWS **UNION COUNTY CONFERENCE**

Adopted 2009

ARTICLE 1 – NAME

Section 1 – This organization shall be known as the Union County Conference.

ARTICLE II – OBJECTIVE

Section 1- To provide wholesome athletic competition among member schools, to encourage and inspire high standards of sportsmanship at all times, to develop the physical, mental and emotional health of participants in athletic competition and to abide by the Constitution and By-Laws of the NJSIAA.

ARTICLE III – ORGANIZATION

Section 1 – The term “CONFERENCE” shall refer to all member schools. Membership in the conference is comprised of public and non-public schools in Union County. Membership includes: Benedictine, Brearley, Cranford, Dayton, Elizabeth, Gov Livingston, Hillside, AL Johnson, Kent Place, Linden, New Providence, Oak Knoll, Oratory, Plainfield, Rahway, Roselle, Roselle Catholic, Roselle Park, St Mary’s , St. Patrick’s, Scotch-Plains, Summit, Union, Union Catholic, Westfield.

Section 2 – Formal application for membership shall be presented to the membership and must bear the approval of the Principal governing the school making the application.

Section 3 – Members in the conference shall be limited to public and non-public secondary schools which are members of the NJSIAA.

Section 4 – The term “DIVISION” shall refer to the grouping of schools within the conference for scheduling purposes. There may be one, two or three divisions created depending on the sport. The divisions will be equal in size based on enrollment and conference records. The odd number school may be placed up or down based on the recommendation of the individual sports committee.

ARTICLE IV – ADMINISTRATION

Section 1 – Ultimate control of all conference matters shall be vested in the membership. The membership of this council shall consist of the principals and athletic directors of all member schools. Each member school is represented by one vote per school.

Section 2 - The officers of this conference shall consist of a President and Vice President, and a Secretary/Treasurer/League Scheduler.

Section 3 – Officers shall serve for a term of two years and shall be elected at the annual spring reorganizational meeting. They may succeed themselves.

Section 4 – The secretary/treasurer/league scheduler shall be a permanent position which will be paid a yearly stipend to be determined by vote at the annual reorganizational meeting.

ARTICLE V – MEETINGS

Section 1 – Regular monthly meetings of the membership shall be held unless cancelled by a majority vote of the members. Dates and times shall be set at the meeting held the previous month for the next monthly meeting. Meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2 – A special meeting may be called by the President at any time and he shall call such a meeting at the request of a majority of the members.

Section 3 – The annual reorganizational meeting will be held in June before the close of the school year. Business will include election of officers and committees, review and acceptance of annual dues and official's fees.

Section 4 – A representative from each school is required to attend each meeting. Fifty-one percent (51%) of the membership will constitute a quorum.

Section 5 - Minutes of the meeting shall be recorded and sent to the Athletic Director of each member school by the Sect/Treasurer no later than seven working days following a meeting.

Section 6 – Separate meetings of the coaches of each sport shall be held at the conclusion of the sport season. The Chairman /Athletic Director of the individual sports committee shall arrange and conduct the meeting. The Chairman / Athletic Director shall report at the next conference meeting the recommendations of the coaches for the coming season.

ARTICLE VI – AMENDMENTS

Section 1 – Amendments to the constitution must be introduced in writing at a regular or special meeting, and shall be adopted when approved by at least two-thirds written vote of the member schools. If passed the amendment become effective immediately.

BY-LAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1 – The President shall call the meetings of the conference, preside over them and give guidance and direction to appointed committees.

Section 2 – The Vice President shall perform the duties in the President’s absence.

Section 3 – The secretary/treasurer/scheduler shall keep a record of the proceedings of all meetings and prepare all necessary correspondence. The sect/treasurer/scheduler shall keep a set of bookkeeping records (subject to audit) which provides an accurate account of all receipts and expenditures and shall render a report thereon at each regular meeting. All conference funds shall be kept on deposit in a checking account at a commercial bank. The scheduler shall provide league schedules to member schools formulated according to the by-laws set forth in this constitution.

ARTICLE II – DUES, FUNDS & DISBURSEMENTS

Section 1 – Each member school shall pay annual dues which shall be determined at the annual reorganizational meeting. These dues shall be paid by January 1st.

Section 2 – The Secretary/Treasurer shall bill each school for its annual dues.

Section 3 – Additional assessments may be levied equally on all member schools when passed by a majority vote.

Section 4 – Funds accruing in the treasury shall be used to defray conference expenses incurred as a result of official business as approved by the membership.

ARTICLE III – VOTING

Section 1 – Each member school shall be entitled to one vote. A simple majority (51%) is required to pass day-to-day business. A two thirds (2/3) vote is required for any amendment to the constitution. If a school abstains from a vote, the abstention does not count in the total vote.

Section 2 – In the absence of a representative from a school, a vote may be exercised through an authorized written proxy.

ARTICLE IV– SCHEDULING

Section 1 – All member schools are required to provide a completed individual sport summary form (appendix A) at the completion of each season. The information collected from the summary forms will be used to develop the schedule matrix for the next scheduling cycle. The following formula will be used to place schools in the appropriate divisions. The divisions will be subject to review every two years.

- The divisions will be equal in size based on enrollment and conference records.
- The odd number school may be placed up or down based on the recommendation of the sports committee.
- Only conference games are included, not UCT tournament games.
- No team may be promoted or demoted more than ONE division during any given rotation.
- Formula: $(\#wins + group\ size) / (total\ games) = modified\ \%$
- Over two years:
$$\frac{(\# wins\ year\ 1 + group\ size\ year\ 1) + (\#wins\ year\ 2 + group\ size\ year\ 2)}{(total\ games\ year\ 1\ \&\ 2)\ ties\ not\ included}$$
- Under .500 modified number to qualify for move down one division.
- Must be .500 modified number or better to move up.
- Tie breakers: 1)head-to-head 2) raw enrollment numbers (NJSIAA) 3) cross division record
- Matrix in place for two years. The next matrix based on the first.
- Placement can be appealed to the Schedule Appeals Committee.

ARTICLE V – CHAMPIONSHIPS AND ALL-CONFERENCE SELECTION

Section 1 – Championships will be awarded according to the sport specific by-laws of the conference. There must be a minimum of six (6) schools in a division to declare a division champion.

Section 2– If there are ties involving three or more teams in any sport, no championship shall be declared.

Section 3– When two games or matches are scheduled between two conference schools and only one game is required by the rules and regulations, only the first game listed on the schedule will count toward the determination of the conference championship.

Section 4 – All-Conference teams will be selected according to the by-laws of the conference.

ARTICLE VI – COMMITTEES

Section 1 – The president will oversee all committees.

- There will be a minimum of 2 members and a maximum of 5 members on each committee.
- Committees will be established at the annual reorganizational meeting each spring.
- All member athletic directors must be a member of at least one committee.
- Placement on a committee based on the interest and expertise of athletic directors.
- Committee members and committee chairpersons will be rotated biennially.

Section 2 – Each committee shall elect a chairperson. Each member of the committee shall have one vote. Committee decisions shall be based on majority vote with the president voting in the event of a tie.

Section 3- The committees and their respective duties include;

1) - Sports Specific Committee

- Committee will conduct a post-season meeting with all coaches to select all-conference teams according to the procedures set forth in the by-laws.
- The committee will ensure that each school has submitted a completed team summary form. Each school will be required to provide the forms at the post-season meeting. Completed forms to be given to the scheduler to create the new matrix.
- Committee will report concerns, suggestions or other feedback from the coaches to the athletic directors at the next general meeting.
- Committee shall review the sport specific by-laws of the constitution annually and present any necessary changes or updates to the membership for amendment.

2) - Schedule Appeals Committee

- The appeals committee shall consist of one member of each division including the Watchung, Mountain, and Valley divisions (based on NJSIAA enrollment) and the President and Vice President. Any member whose school is involved in an appeal shall disqualify themselves in that appeal. The president will appoint a replacement.
- Each division (Watchung, Mountain and Valley) will elect a representative to the Schedule Appeals Committee.
- The President will preside over all appeals.
- Each member will have one (1) vote.
- Committee decisions shall be based on majority vote of the members.
- All appeals shall be submitted **in writing** to the conference president by within one week of the meeting where the schedule was presented to the membership. Said appeal shall include detailed reasons for the appeal, to include but not limited to the previous steps taken by the appealing school to improve the sports team or justify movement.
- The Schedule Appeals Committee shall review the facts and render a final determination within one week of the formal appeal.

ARTICLE VII – VIOLATIONS, PENALTIES AND CONTROVERSIES

Section 1- Any member school violating or discovering a violation of a rule or regulation or basic standard of accepted conduct of the Union County Conference or NJSIAA shall be obligated to report the detailed specifics of the incident in writing to the President of the Conference in writing within three school days from the occurrence of the alleged violation(s). Review procedures established in Section 2 will be enacted by the President.

Section 2- When any violation, controversy or misunderstanding arises where a third party judgment would best serve the interests of the Conference and relations between members, then, at the request of an official representative(s) of a member school or schools, the President shall convene a Hearing Committee within five school days.

- a) The Hearing Committee shall consist of one member of each division including the Watchung, Mountain, and Valley divisions (based on NJSIAA enrollment) and are appointed by the President. Any member whose school is involved in an appeal shall disqualify themselves in that appeal.
- b) They shall meet within five days after appointment by the President to listen to representative(s) from the school(s) involved present their case. At the conclusion of this meeting, where all concerned parties have had their due process, the Hearing Committee shall recommend a finding to the membership.
- c) The membership empowered to vote on whether to accept or reject the finding of the Hearing Committee shall be only those who are not involved in the situation presented to the Hearing Committee.
- d) If the membership renders approval of the recommendation of the Hearing Committee, a school shall have the right to petition for a hearing before the membership, should they not wish to accept the original finding.

Section 3- If the membership does not concur with the finding of the Hearing Committee, they shall convene with the Hearing Committee and the representatives of the school(s) originally involved in the matter to reach a final decision.

Section 4- The penalty for violations may be:

- a) *Letter of Censure*- directed to a coach, team and/or school by the membership, sent to the Principal, Superintendent and Athletic Director of the school(s) involved, with the Principal required to report to the membership any action taken to prevent a recurrence of said violation(s).
- b) *Probation Status*- loss of right to play home athletic contests for a designated period of time; in addition, a written plan for preventing future incidents of a similar nature must be submitted.
- c) *Request to withdraw from Conference*- resulting from a series of incidents of very severe violations of conduct or of the rules and regulations of the conference. This request shall be effective upon the vote of 2/3's majority of the membership.

ARTICLE VIII – RULES & REGULATIONS (All Sports)

Section 1 – NJSIAA and National Federation rules regulate all conference sports.

Section 2 – Conference policies pertain to Conference scheduled games only.

Section 3– Conference games supersede all independently scheduled games. In division and crossover game must be played.

Section 4 – Make-up dates for all Conference scheduled sports:

- a) Postponed games will be rescheduled on a mutually agreeable date within a ten (10) day period (excluding Sunday) immediately following the original scheduled date.
- b) If two schools cannot mutually agree on a reschedule date, the contest must be scheduled on the first common open date within ten (10) days of the original scheduled date (excluding Sunday).
- c) If there is no common open date available, the contest must be scheduled for the first available non-league playing date.
- d) Saturday will be considered to be a regular play date and count in the 10 day period.
- e) All Conference varsity games must be played.
- f) If after attempting to mutually reschedule the event, the schools cannot agree, then the schools should contact the President of the conference and the President's decision will be binding.

Section 5 – Any unusual occurrence or situation at an event or facility should be reported to the school's Athletic Director. This information is communicated solely for the purpose of improving or rectifying a situation that could lead to a more serious development.

Section 6 – It is the responsibility of the conference assignor(s) as designated by the membership to hire and confirm officials for all designated games. The home team athletic director must assume these duties for sports and levels of play not covered by the conference assignor.

Section 7– Games other than conference games are to be determined by the individual schools.

Section 8– Televising and radio broadcasting is permitted with the consent of the schools involved.

Section 9– Coaches are to supervise their teams at all times. This includes being responsible for team conduct before, during and after contests. Coaches are expected to conduct themselves in a positive manner and should help control crowds whenever possible. Good sportsmanship should be a priority. Derogatory remarks or booing will not be allowed at any time. At no time will taunting or intimidating behavior orchestrated by a team be tolerated.

Section 10– Noisemakers or megaphones will not be allowed at conference athletic events.

Section 11– The presence of signs is up to the discretion of the home school Athletic Director. Only signs and banners depicting positive sportsmanship and supportive messages may be displayed. The site manager must approve signs put up by visiting teams.

Section 12– In order for a sport to be considered for conference sanction, at least six (6) schools in the conference must field teams in that sport on the varsity level.

Section 13– Admission charges for all events will be a maximum of \$4.00 for adults and \$2.00 for students.

Section 14– Each school will be issued fifty (50) conference passes which will be honored at all games both home and away. Passes will be for bearer and guest for the year of issue only.

Section 15– It is the responsibility of the home team to provide appropriate security measures at all athletic events.

Section 16– Although every attempt should be made to meet the scheduled starting time for athletic events, officials are not to penalize teams for late arrival. In the event a team will be late, every effort should be made to contact the host school.

Section 17– No faculty member of either conference team shall officiate a game on the varsity level between conference schools.

Section 18– Pep bands will be regulated by the rules of the NJSIAA.

APPENDIX A- Individual Sport Summary Form

Individual Sport Summary Form

For 2010-2011 and 2011-2012 schedule alignment

School: _____

Sport: _____

NJSIAA enrollment figure for 2009-2010 school year: _____

NJSIAA Group: 1 2 3 4

2009-2010 Win-Loss record vs. Conference Matrix opponents only.
Do not UCT or independent games.

In Division: _____

Crossovers: _____

2009-2010 Varsity, JV, freshman teams (circle levels offered in sport)

Is there a hardship request being made for this sport's placement? YES_____ NO_____
(if yes, attach supporting statement)

Any other comments for consideration by the committee:

Athletic Director: _____

Date submitted: _____