

2015-  
2016

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

Adopted 2009

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## **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, Arthur L. 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, three, or four divisions created depending on the sport. The divisions will be based on enrollment and / or conference records.

## **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 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 reorganization 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 reorganization 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 reorganization meeting will be held in June. 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 Secretary / 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 / League Scheduler shall keep a record of the proceedings of all meetings and prepare all necessary correspondence. The Secretary / Treasurer / League 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 reorganization meeting. These dues shall be paid by October 1<sup>st</sup>.

**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.

**Section 3** – Schools may only vote on a sport specific issue if the school sponsors the sport. All member schools will have the opportunity to voice an opinion during discussion.

## **ARTICLE IV- SCHEDULING**

**Section 1** – All member schools are **required** to provide a completed individual sport summary form (Appendix A/Google Doc on Website) at the completion of each season/before the following season's competition dates begins.

The information collected from the summary forms will be used to develop the schedule matrix for the next scheduling cycle. The following process/omit- formula will be used to place schools in the appropriate divisions. The divisions will be subject to review every two years.

### Criteria for Alignment:

*The Alignment Committee will consider the following criteria during the 2<sup>nd</sup> year cycle realignment*

\*- UCC Formula Number

(# of wins in 1<sup>st</sup> year of cycle + NJSIAA Group Size) +

(# wins in 2<sup>nd</sup> year of cycle + NJSIAA Group Size)= **Base Number**

**Divide Base Number** by total divisional games played in 1<sup>st</sup> and 2<sup>nd</sup> year of cycle (ties are not included) = **UCC Formula #**

\*- Review of Sports Summary Forms

\*- Head to Head results

\*- Raw Enrollment (NJSIAA)

\*- Crossover record

\*- Evaluation of program

    Sub varsity evaluation/results

    Coaching Staff status

    Feeder program status

### Additional Factors:

- Only conference games are included, not UCT tournament games.
- Teams MAY be promoted or demoted more than ONE division during any given rotation if recommended by the committee to ensure competitive balance within each division.
- The Alignment Committee will also apply discretion of extenuating circumstances to the process.
- **The scheduling cycle will be in place for two years.**
- **Placement can be appealed to the Schedule Appeals Committee only at the conclusion of the 2 year cycle.**
- *The divisions will be based on enrollment and conference records.*
- The odd number school may be placed up or down based on the recommendation of the sports committee.
- Tie breakers: 1) head-to-head 2) raw enrollment numbers (NJSIAA) 3) cross division record

## **ARTICLE V – CHAMPIONSHIPS AND ALL-CONFERENCE SELECTION**

**Section 1** – Championships will be awarded according to the sport specific by-laws of the conference.

**Section 2**– If there are ties involving two or more teams in any sport, a co-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 two members and a maximum of five members on each committee.
- Committees will be established at the annual reorganization 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, Valley, and Sky Divisions 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, Valley, and Sky) will elect a representative to the Schedule Appeals Committee.
- The President will review/preside over all appeals during the alignment recommendations.
- Each member of the committee will have one (1) vote.
- Committee decisions shall be based on majority vote of the members.
- All appeals shall be submitted using the UCC Alignment Appeal Request Form (Appendix B/Goggle Doc on Website) to the Vice President. The forms are due:  
**Fall Season- December 1<sup>st</sup>**  
**Winter Season- March 15<sup>th</sup>**  
**Spring Season- June 1<sup>st</sup>**
- The Schedule Appeals Committee shall review UCC Alignment Appeal Request Forms and submit their recommendations to the Alignment Committee within 1 week of the Alignment Committee Bi-annual Meeting.

**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, Valley, and Sky 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 Superintendent, Principal, 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 High School (NFHS) rules regulate all conference sports.

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

**Section 3** – Conference games supersede all independently scheduled games. Games within the division must be played. It is suggested that all crossover games be played, as the results are a factor in the alignment process.

**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** – Admission charges for all events will be subjected to local Board of Education approval.

**Section 13** – 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 14** – It is the responsibility of the home team to provide appropriate security measures at all athletic events.

**Section 15** – 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. It is suggested that a 20-minute warm-up period be granted to a late arriving team. The time will begin as soon as the team arrives to the athletic arena/complex.

**Section 16** – No faculty member of either conference team shall officiate a game on the varsity level between conference schools.

**Section 17** – Pep bands will be regulated by the rules of the NJSIAA.