

ORANGE COUNTY INTERSCHOLASTIC
ATHLETIC ASSOCIATION

CONSTITUTION

AND

SPORTS BY-LAWS

APPROVED	-	16 SEPTEMBER 1987
AMENDED	-	15 MARCH 1988
AMENDED	-	08 FEBRUARY 1989
AMENDED	-	14 JUNE 1989
AMENDED	-	04 JUNE 1990
AMENDED	-	06 MARCH 1991
AMENDED	-	03 JUNE 1992
AMENDED	-	29 MARCH 1996
AMENDED	-	12 MARCH 1997
AMENDED		17 DECEMBER 1999

ARTICLE I

NAME

The name of this organization shall be the Orange County Interscholastic Athletic Association, hereafter called the OCIAA or General Assembly, in full affiliation with Section IX of the New York State Public High School Athletic Association, abiding by all its rules and regulations as set forth in the most current Commissioner Regulations/Decisions and the NYSPHSAA Handbook. The OCIAA shall function as defined in the OCIAA Administration and Organization Structure Chart.

ARTICLE II

PURPOSE

It shall be the purpose of this Association to formulate and adopt, within the By-Laws, such policies as will enable the Association to administer and govern interscholastic athletics in such a manner that its adopted policies will be carried out in accordance with sound educational practices. It shall encourage participation, sportsmanship, and be a forum for exchange of ideas to promote excellence in all areas of interscholastic athletics while providing an equal opportunity for all girls and boys.

ARTICLE III

MEMBERSHIP

Section 1: The full membership of this Association shall consist of the school districts admitted prior to 1987 which include: Burke Catholic, Chester, Cornwall, Florida, Goshen, Highland Falls, Kingston, Middletown, Minisink Valley, Monroe-Woodbury, Monticello, Newburgh, Pine Bush, Port Jervis, Sugar Loaf, Tuxedo, Valley Central, Warwick, and Washingtonville. The following school districts were admitted for membership after 1987: Fallsburg(1997), Chapel Field(1998), Liberty(1998), Ellenville(1999), Eldred, Delaware Valley, Jeff-Youngsville, Livingston Manor, Narrowsburg, Roscoe, TriValley (2000). Associate members are non-voting members; except associate member schools can vote at the Athletic Directors Workshop on items that concern the specific sport of their participation.

- a. Full membership shall be for school districts which participate in five or more varsity sports at the high school level, activities sponsored by the OCIAA. (It is understood that schools who enjoy full membership prior to 1987 will continue which enjoyed full membership in the future.)
- b. Associate membership shall be for school districts which participate in fewer than five varsity sports at the high school level in activities sponsored by the OCIAA.

Section 2: Schools which are members in good standing of the NYSPHSAA shall be considered for membership in the OCIAA according to the following procedures:

- a. Written letter of application signed by the Superintendent and submitted to the OCIAA League Athletic Coordinator and the Executive Committee by November 30th to be considered for admission to the League effective in September.
- b. The Executive Committee will review the application and determine that the school is in compliance with requirements of the NYSPHSAA
- c. The matter will be referred for fact finding to the Athletic Directors Workshop.
- d. A special meeting of the General Assembly will be called, at which time a presentation will be made by the Athletic Coordinator and other appropriate parties relating to the advantages and disadvantages of admitting the proposed school to the League.

The meeting of the General Assembly will be held prior to January 10th of the year following the receipt of the letter by November 30th.

- e. Each school district will have one ballot which is to be returned to the Athletic Coordinator within ten days following the date of the General Assembly meeting. The ballot is to be signed by the Superintendents of Schools.

Admission to the League will require two-thirds (2/3) affirmative vote of all of the full member schools of the League.

Section 3: Withdrawal of membership of any school district from OCIAA must notify the Athletic Coordinator by written letter of withdrawal signed by the Superintendent by November 30th to be considered for withdrawal for the following school year.

Section 4: A member school who has desire to affiliate itself with another League or as independent status, in specific competitive activity, must provide written notice to the Athletic Coordinator. The Superintendent of Schools or Chief Executive Officer shall prepare the written notice on or before February 1. It will also have the endorsement of the Athletic Directors, approval of the Executive Committee and been recorded in the Executive Committee's meeting minutes. Further standards apply as listed below.

- a. An affiliate with another league or independent status school shall change its membership to that of a specific associate member and be charged as one.
- b. A specific associate member school must reenter the League under procedure outlined by Section 2.

Section 5: Any member of this Association violating the provisions of the Constitution and By-Laws, hereinafter mentioned, shall be liable to reprimand, probation, suspension or expulsion from the Association. Such reprimand, probation, suspension or expulsion shall require a hearing before the Association and two-thirds majority vote of all member schools, except the one accused.

ARTICLE IV

ORGANIZATION AND STRUCTURE

The OCIAA Organization Chart shows the structure and procedure of governance of all association business.

Roberts Rules of Order is designated as accepted procedure for all OCIAA meetings.

OCIAA ADMINISTRATIVE & ORGANIZATION STRUCTURE

NYSPPSAA
CONSTITUTION & HANDBOOK

SECTION IX
CONSTITUTION & BY-LAWS

OCIAA
CONSTITUTION & BY-LAWS

OCIAA GENERAL ASSEMBLY

OCIAA EXECUTIVE COMMITTEE

OCIAA PRESIDENT OCIAA ATHLETIC COORDINATOR

OCIAA ATHLETIC DIRECTOR WORKSHOPS

OCIAA SPORTS CHAIRPERSON

CONFERENCE REPRESENTATIVES

OCIAA ATHLETIC COACHES & MEMBER SCHOOLS

ARTICLE V

GENERAL ASSEMBLY

The OCIAA General Assembly shall consist of Superintendents, High School Principals, and Athletic Directors of member schools.

Section 1: The General Assembly will meet to act on items that will include but are not limited to: (a) League membership (b) League and sectional structural changes (c) length of seasons and (d) League schedules including the number of contests and cross-overs and may also meet for special meetings after the member schools in the League have been notified by the President of the OCIAA of the special meeting. The President will call for and state the agenda item(s) when the notice of the special meeting is sent to the member schools. The President will call special meetings upon the request of: (a) majority of the Executive Committee, or (b) a majority of the member schools as requested by the Superintendents of the member schools.

Section 2: A quorum shall consist of a two-thirds majority of the member schools of the League.

Section 3: Voting will be one vote per member school. The vote may be cast by the Superintendent of Schools, a designated administrator, or the athletic director. Representatives must be present to vote. No written proxy will be accepted at the General Assembly.

Section 4: Only agenda business items can be voted upon when the General Assembly is called for a special session.

Section 5: Admission of schools to the League will be approved or rejected by the members of the League following a presentation to the General Assembly as outlined under Article III, Section 2.

Section 6: All business, (EXCEPT AS OTHERWISE NOTED) before the General Assembly, requires a majority vote of the full voting strength of the General Assembly, (one more than half of the member schools).

ARTICLE VI

EXECUTIVE COMMITTEE

The Executive Committee consists of eleven members: the League President and Vice President plus three Superintendents, three High School Principals, and three Athletic Directors. Representation to the Executive Committee for each group i.e., Superintendents, High School Principals and Athletic Directors will be based on N.Y.S.P.H.S.A.A. school size classification (based on football classification) AA, A or B and C or D. A quorum shall consist of seven members. No more than two members from one school district can be members of the Executive Committee. The Athletic Coordinator shall be an ex officio member of the Executive Committee and will attend all Executive Committee meetings. Members of the Executive Committee shall be selected by their respective organizations; that is, Superintendents by Superintendents, Principals by Principals, Athletic Directors by Athletic Directors, and will represent their respective organization. The Athletic Directors of the OCIAA will be responsible for notifying their High School Principal and Superintendent of any Executive Committee vacancy.

The Executive Committee shall:

1. Be the authority for the operation of the OCIAA League affairs, for all matters of the League except admission of schools to the League. Appeals beyond the Executive Committee may be made to the General Assembly, which would be called into session as outlined under the General Assembly section of this Constitution Article V.
2. Approve or reject items by a majority vote (6) of the total membership of the Executive Committee.
3. Approve or reject the recommendations of the Athletic Directors Workshops.
4. On an annual basis, review and evaluate personnel necessary to conduct the League Business.
5. Conduct an annual review of the Constitution and By-Laws and to amend the Constitution as stipulated in Article XV.
6. Review and approve final schedules, including seasonal starting dates and championship contests for League events according to the following timetable and within the starting/ending dates and maximum number of games set up by the General Assembly:
 - a. Fall sports by the March meeting of the Executive Committee.
 - b. Winter sports by the June meeting of the Executive Committee.
 - c. Spring sports by the October meeting of the Executive Committee.

7. To recommend structured changes within the League to the General Assembly.
8. To address matters which are of concern relating to the operation and effectiveness of the League.
9. Establish an annual stipend to be paid to the OCIAA President.
10. The members of the Executive Committee will serve a two year term. The term of office will begin as of July 1st of the even or odd years as follows:

	Large Schools	Middle Schools	Small Schools
Superintendent	odd years	even years	odd years
Principal	even years	odd years	even years
Athletic Director	odd years	even years	odd years
	League President	- even years	
	League Vice President-	even years	

11. The Executive Committee will meet on a regular basis, as determined by the members of the Executive Committee when the schedule for meetings is approved for the coming school year. Special meetings, of the Executive Committee, can be called for by the President of the League or by a majority of the members of the Executive Committee.

Article VII

Officers and Duties

The officers of the OCIAA shall consist of a President and Vice-President. The Athletic Coordinator shall be ex officio member of the General Assembly, Executive Committee, and the Athletic Directors Workshops. The officers for the coming year shall be elected at the last meeting of the Executive Committee in the school year.

Section 1: The President shall be elected for a term of two years beginning July 1st and receive compensation for his/her duties and responsibilities. The Vice-President shall be elected for a term of two years beginning July 1.

Section 2: A majority (6) of the total membership of the Executive Committee shall be necessary for the election of officers.

Section 3: All sports chairpersons shall be recommended by the Athletic Directors, and approved by the Executive Committee for a two year term based upon recommendations made by the Athletic Directors. Sports Chairpersons shall be Athletic Directors of Association schools, and be directly responsible to the Executive Committee for the performance of their duties.

Section 4: Any vacancies that occur during a two year term shall be referred to the Nominating Committee for its recommendation.

Section 5: The President shall:

- a. Preside over all meetings of the Executive Committee and General Assembly and shall call all regular and special meetings of the Association and perform all other duties pertaining to the office of an executive.
- b. Provide and approve agenda for meetings in cooperation with the Athletic Coordinator.
- c. Appoint ad hoc committees at his/her discretion; such as nominating, ethics, protest, safety, and eligibility, etc. The President will be an ex officio member of all committees.

Section 6: The Vice-President shall perform the duties of the President in his/her absence.

Section 7: The Athletic Coordinator shall be under the general supervision of the President for the performance of the duties outlined in the job description of the office.

Section 8: Representatives of the League in Section IX or State Agencies shall be the President and Vice-President; and shall hold office until a successor is named, and be fully empowered to represent the League in all matters brought before such agency.

ARTICLE VIII

JOB DESCRIPTION - INTERSCHOLASTIC ATHLETIC COORDINATOR

The Interscholastic Athletic Coordinator shall be under the general supervision of the President. The office of the Interscholastic Athletic Coordinator will be reviewed annually by the Executive Committee. The Interscholastic Athletic Coordinator shall:

1. Assume the responsibility of planning and coordinating the teaching of courses to prepare district staff members for compliance with the interscholastic coaching regulations. Recommend to the District Superintendent Orange-Ulster BOCES the employment of the teachers of in-service courses.
2. Advise schools on NYSPHSAA rules and regulations.

3. Attend League and Section IX meetings where appropriate.
4. Chair the Athletic Directors Workshop meeting. Maintain and distribute minutes of each meeting.
5. Make a financial report to the Athletic Directors at the completion of each sports season and annual financial report to the Executive Committee at the final meeting of the school year.
6. Develop and implement the annual budget.
7. Maintain files and records.
8. Secure awards as necessary.
9. Assign, with the aid of the officials' organization, officials for all League games.
10. Design, with the approval of the Athletic Directors, all League schedules, as identified in the OCIAA Constitution.
11. Work with the officials' groups to help create a uniform system of evaluation and rating.
12. Create mailing lists for: school athletic directors, high school principals, Executive Committee members, Section IX sports coordinators, chief school officers, coaches of each sport and others upon request.
13. Attend meetings of Section IX and the State Athletic Association as requested by the Executive Committee and approved by BOCES.
14. Be responsible for notifying the State Athletic Association regarding changes in member schools and Executive Committee action.
15. Transmit information and data secured by or sent to the office of the Athletic Coordinator to appropriate parties.
16. Distribute, prior to scheduling, a list of dates to avoid such as Holy Days, etc.
17. Solicit from schools a list of coaching and physical education openings and those who are qualified to fill these positions, and make this available to all who are interested.
18. Investigate insurance policies as needed by the Executive Committee.

19. Other duties as assigned by the Assistant Superintendent, Orange-Ulster BOCES.
20. Be responsible for arranging the annual athletic awards dinner.

SECTION 9

21. The Athletic Coordinator shall assume the responsibilities for typing, photocopying, filing and mailing for the following: contract negotiations, information concerning clinics and classes, grievances, football forms, football schedules and vouchers for the sectional contests.
22. Be responsible for the coordination of officials in the following sports: Boys and Girls Swimming, Indoor Track at West Point, Spring Track Class A-B-C/D Meets and State Qualifier, Baseball/Softball for OCIAA schools and Wrestling.
23. Make reservations to secure the facilities at West Point for Section IX and State Qualifier for Indoor Track.
24. Be responsible for the coordination and rating of football officials for the State Tournament, Sectional and Regional games. This rating system will be used to assign officials for the following season and to assign the best officials to tournament games.
25. Assume the responsibility of mailing out football availability sheets to crew chiefs. Enter all returned data into the computer for assignments. Mail out assignments made by three assignors. Coordinate all reassignments involved from turned back games.
26. Assume the responsibility for the payment of bills including typing and filing of purchase orders and direct pays.
27. Be responsible for billing individual schools through the Orange-Ulster BOCES.
28. Assume the responsibility of a regional video library.
29. Be responsible for the record keeping for regional certification of coaches.
30. Assume the responsibility for the cooperative bidding for athletic supplies and equipment.
31. Be responsible for the payment of all officials, timers and clock operators.
32. Coordinate coaches clinic with the Director of each sport.

ARTICLE IX

FUNCTIONS AND PURPOSE OF THE ATHLETIC DIRECTORS WORKSHOP

The Athletic Coordinator shall serve as chairperson of the Athletic Directors Workshops. The functions and purpose of the Athletic Directors Workshop are:

1. Review and approve schedules prepared by the Athletic Coordinator to the Executive Committee.
2. Recommend final schedule proposals for Executive Committee approval:
 - a. Fall Schedules - March meeting of Executive Committee
 - b. Winter Schedules - June meeting of Executive Committee
 - c. Spring Schedules - October meeting of Executive Committee
3. Recommend starting dates, championship games, etc.
4. Recommend tournament structures and sport season starting dates.
5. Recommend League structure to the Executive Committee.
6. Implement the By-Laws in the day-to-day operation of the OCIAA.
7. Initiate discussion of problems, changes, and periodic review of the OCIAA structure and By-Laws.
8. The Athletic Directors Workshop meetings will be set up by the Athletic Coordinator subject to approval by the Athletic Directors and Executive Committee.
9. A quorum for the Athletic Directors Workshop shall be a two-thirds majority of the total number of districts who are full members of the OCIAA. For example, if there are 20 or 21 districts in the League, the quorum would be 14.
10. Voting procedures-issues must pass by a majority vote of the total number of schools with full membership in the OCIAA. For example, if there are 20 or 21 districts in the League, the majority would be 11. Written proxy or phone-in votes will not be counted.

ARTICLE X

SPORTS CHAIRPERSONS - DUTIES AND RESPONSIBILITIES

The Chairperson of each sport in the OCIAA is to be an Athletic Director of a member school and shall be directly responsible to the Executive Committee for the performance of their duties. The Sports Chairpersons shall:

1. By their office (ex officio) each OCIAA Sport Chairperson will represent the interest of the League to the Section IX Committee of that sport.
2. Send out, receive, and complete data and/or statistics upon request of and on behalf of the League, Section, State, and National Sports Committees.
3. Serve on the protest committee for the sport of which they are chairperson.
4. Be charged with the organization and administration of championship play in that sport.
5. Assist the OCIAA Athletic Coordinator in researching and developing a budget for their sport for the upcoming year.
6. Recommend starting dates and tournament (League championships) structure to the Athletic Directors.
7. Recommend League structure, for the sport of which they are chairperson, to the Athletic Directors.
8. Recommend changes to the By-Laws, for the sport of which they are chairperson, to the Athletic Directors as per timelines stated in Article XVI.
9. Hold a pre-season meeting with all coaches of that sport to discuss and explain:
 - a. Rules interpretations
 - b. Section IX reports
 - c. By-Laws
 - d. OCIAA schedule and championship play structure
10. Hold meetings of coaches to select committee members who will serve for a two year period. committees may make recommendations to the Athletic Directors for change(s) in their sports. All conferences and/or divisions in a sport will be represented by a coach on the committee.
11. Keep abreast of the sport, that they may represent it in a professional manner.

12. Be the official representative in their sport. They will make decisions relative to their sport in the best interests of the League, subject to the review and approval of the Executive Committee.

ARTICLE XI

DUES AND ASSESSMENTS

The operating expenses of the Association shall be provided by all Association members. Any unforeseen expenses shall be shared equally by member schools, subject to approval of the Superintendent.

Dues shall be adopted by the Executive Committee based on the number of teams participating from each school to take effect in September of the following school year.

ARTICLE XII

COMPLIMENTARY CARDS

Non-transferable Section IX passes shall be issued to all Board of Education members, Superintendents of Schools, Principals, Athletic Directors and active coaches of all member schools.

The holder of each pass is entitled, together with one guest, free admission to all regular season athletic contests.

ARTICLE XIII

PROTEST PROCEDURE

Protest of an athletic event is not condoned by the OCIAA. Sportsmanship, acceptance of decision, and judgment are integral parts of the learning process. However, on the rare occasion where the lack of fair play has been totally disregarded, the following procedure must be followed:

Section 1: Protest must be on site prior to conclusion of athletic event and/or in accordance with the National Organization Rules approved by the New York State Public High School Athletic Association as specified within the current New York State Handbook.

Section 2: A written protest, signed by the Superintendent or in their absence by an official designee, must be submitted to the Athletic Coordinator and a copy to the sports Chairperson of the sport involved, postmarked or hand delivered within 72 hours of the occurrence of the protest.

Section 3: A hearing will be held before the Protest Committee within eight calendar days of the receipt of the written protest. The schools involved in the protest must be represented at the hearing. The Protest Committee will render a decision by majority vote.

Section 4: The Protest Committee shall consist of the President or his/her designee, the Sports Chairperson and members of the sports committee of the sport involved. No member of the Protest Committee shall be a member of the schools involved in the protest. The Athletic Coordinator shall be a non-voting member of this committee.

Section 5: Any appeal procedure shall follow the New York State Public High School Athletic Association Handbook.

ARTICLE XIV

AUSTERITY BUDGET POLICY

Section 1: The OCIAA shall continue to prepare the schedules for each individual sport, including in those schedules every school in the OCIAA which usually participates in that sport. If schools cannot participate in League play because of austerity budgets, the dates on which they were supposed to play would become bye dates.

Section 2: Teams coming into League play late because of late votes on austerity budgets must forfeit those scheduled games which they were not able to play at the scheduled time.

Section 3: It shall be the responsibility of the Superintendents of a school to inform the OCIAA that said school will not participate in League play during any particular season. Once the Superintendent makes that announcement, it becomes binding, and other member schools may schedule teams to replace the school which is operating on an austerity budget.

Section 4: In terms of non-League games, a school on an austerity budget must inform the League as to whether or not it will be participating in non-League games by August 15 for the Fall sports season, by November 15 for the Winter sports season, and by February 15 for the Spring sports season.

Section 5: Postponements and Cancellations: When a school cannot meet a scheduled event, at a scheduled time, because of a work stoppage, or any kind, that school will forfeit the contest.

ARTICLE XV

CONSTITUTIONAL AMENDMENT

Any change to the Constitution must be debated at one meeting of the Executive Committee, and the action taken at the next meeting of the Executive Committee.

Amendments to the Constitution will require a two-thirds majority of the full body of the Executive Committee for recommendation to General Assembly. The amendment cannot be voted upon until the next meeting of the Executive Committee. The meeting, to vote upon the amendment, cannot be scheduled less than twenty-one days after the amendment was presented and debated. The General Assembly will vote on all changes to the Constitution.

ARTICLE XVI

SPORT BY-LAWS AND PROCEDURES

The OCIAA shall follow the rules and regulations established by the New York State Public High School Athletic Association Handbook and Section IX in each specific sport. National organization rules will be followed wherever specified by the NYSPHSAA Handbook.

There are a few specific rules and regulations that pertain strictly to the OCIAA in some sports. They are the exceptions pertaining to our League exclusively, adopted by the OCIAA and are referred to as "OCIAA Sports By-Laws and Procedures." Specific problems not covered by the above document may be referred to the sports Chairperson of the sport in question.

The OCIAA Sports By-Laws and Procedures will be reviewed and updated each sports season at the Athletic Directors Workshop, for submission to the Executive Committee for approval:

- a. Fall sports by the March meeting of the Executive Committee
- b. Winter sports by the June meeting of the Executive Committee
- c. Spring sports by the October meeting of the Executive Committee

ARTICLE XVII

ALIGNMENT AND SCHEDULING

1. Alignment: The Athletic Coordinator, in collaboration with the Scheduling Committee will make a recommendation to the Athletic Directors for seasonal alignments and scheduling at least one (1) Athletic Directors Workshop prior to action based upon:
 - a. The enrollment, as reported on the BEDS report for the previous year, for students in grades 9-11 (plus secondary ungraded 7-12)
 - b. The placement of private or parochial schools to a higher or lower classification.
 - c. The alignment will be reviewed each year.
 - d. A conference and division structure will be adopted which maximizes the number of contests played and which brings about equitable structure to determine a champion.
 - e. Each sport will be considered separately; conference and division placement will be determined in the best interest of the schools in the League.
2. Any changes in a sport must be made prior to the start of the competitive season and approved by the Athletic Directors, and the Executive Committee as outlined under Article VI.