

NORTHEAST DISTRICT 7 ACTIVITY ASSOCIATION

CONSTITUTION

Amended March 2006

CONSTITUTION

Article I

Name

The name of this organization shall be the Northeast Washington District 7 Activities Association, as defined by the Washington interscholastic Activities Association.

Article II

Object

Section 1 The object of this organization shall be to foster and promote the interest of all member schools and to make such rules and regulations necessary to ensure harmony and good will of the members.

Section 2 The Constitution, Rules, and Regulations of the Washington interscholastic Activities Association (WIAA) shall guide the operations of this organization.

Section 3 Roberts Rules of Order shall prevail at all meetings of the Association.

Section 4 WIAA District 7 Activity Association shall be a non-profit organization. The organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501 {C} 3 (of the IRS).

Article III

Membership

Section 1 The Northeast Washington District 7 Activities Association shall be open to all the schools of District 7 which are eligible for participation in interscholastic activities.

Section 2 All member schools shall be members subject to the rules and regulations of league association and be a member of WIAA.

Section 3 Each member school shall, as defined by their league, have one vote in this organization for the purpose of voting at general meetings.

Section 4 All schools that are members of any league in District 7, or an independent school are a member of the WIAA, also must be a member of the Northeast Washington District 7 Activities Association.

Article IV

Officers

Section 1 Each officer, with the exception of the District Director, shall be a certified staff member from a member school selected by the Executive Board and approved by the membership.

Section 2 The President, Vice President, District Director, and Eligibility Chairperson shall serve one year terms to begin on August 1 and end July 31.

Section 3 Athletic Director Representative and Board of Control member terms of office are set by the WIAA/District 7 Executive Board.

Section 4 The officers of this organization shall consist of: President, Vice President, and District Director.

Article V

Executive Committee

Section 1 The Executive Committee shall consist of: President, Vice President, District Director, WIAA Athletic Director Representative, Eligibility Chairman, WIAA Board of Control Member, two middle level representatives, and representatives from each league. The District Director and WIAA Board of Control member shall be non-voting members of the Executive Board. All League Representatives shall be elected by their respective league organization.

Article V
Executive Committee
Section 1 – continued

A. Board Members

The number of representatives each league will have on the executive board is based on the number of schools in their league and the total number of students in the league. Representation on the 13 member board will be as follows: Three (3) representatives from the Bi-County League; three (3) representatives from the Panorama League; three (3) from the Northeast A League four (4) from the Great Northern League.

There will be two (2) middle level representatives on the board. One (1) middle level representative will come from either the Bi-County or Panorama League representatives listed above, while the second representative will come from either the Northeast A or Great Northern League representatives listed above.

B. Terms of all league representatives will be staggered as much as possible to maintain continuity.

From the 13 voting board members are elected the President, Vice President, WIAA Athletic Administrator, and Eligibility Chairman. The WIAA Board of Control member is elected by the 13 voting board members. This person may or may not be a member of the elected board.

C. WIAA representatives will be selected as follows:

1. 2 representatives – will include the President and an at large position, selected from and by a vote of the executive board. The at large representatives will be from a classification other than the President.
2. 3 representatives – will include the President and a representative from each of the other two classifications, selected from and by a vote of the executive board.
3. More than three representatives – as in (b) except that any representative in addition to three will be chosen at large from and by a vote of the executive board.
4. The WIAA Athletic Director shall serve as the district's representative to the WIAA Board in the absence of the WIAA Board of Control Member.

Article VI

Meetings

Section 1 General meetings of the Association shall be held on a date deemed appropriate by the Executive Committee in April of every year.

Section 2 Special meetings must be called upon the written request to the President by five member schools to review alleged violations of WIAA rules. The cost of such special meetings will be assessed to those schools or league(s) calling for the special meeting.

Article VI
Meetings
continued

Section 3 The presence of fifty percent plus one of the executive board voting member schools shall constitute a quorum.

Section 4 The District Director shall make arrangements for all meetings of the Organization and the notices of meetings shall be sent out to all member schools in a timely manner to the meeting date.

Section 5 The Executive Board meets the third Wednesday of every month unless otherwise agreed upon by a majority of the Executive Board.

Section 6 Eligibility Committee will meet September, November, and March of each school year. Any special meetings will be determined by the Eligibility Chairperson.

Section 7 The President, when deemed necessary or at the discretion of the Executive Board, may call a special meeting with notification 15 days in advance to member schools.

Article VII

Committee Selection

Section 1 Committees, when needed, shall be appointed each year by the President to supervise and direct the activities of each of the various activities within the district.

Section 2 Each committee shall be responsible for any tournament play associated with its activity. The District Director shall coordinate the tournament as directed by the committee.

Section 3 Each committee chairperson will give an oral and written report to the Executive Board following their WIAA committee meeting.

Section 4 The President will appoint a Constitution Review Committee when necessary to keep the Constitution current.

Section 5 The President will appoint a Finance Committee each year to review and recommend all financial procedures.

Article VIII

Replacement of Officers

Section 1 In case of a vacancy of an office of this organization, the Executive Board shall have the authority to appoint a replacement. Such appointed replacement shall serve until the next regular meeting of the organization, at which time a permanent replacement will be elected to fill the remaining term.

Article IX

Amendments

Section 1 This Constitution may be amended by the following procedures:

- A. A two-thirds recommendation of the Executive Committee at one meeting followed by a three-fourths vote at a following meeting.
- B. By notification to all schools of a proposal one month prior to the regular meeting and a two-thirds vote of the member schools attending the meetings.

Article X

Voting

Section 1 At a general meeting, each member school represented shall have one vote.

Section 2 At the Executive Committee meeting, each member shall have one vote.

Section 3 The President may call for a mail-in vote by member schools when deemed necessary at the direction of the Executive Board.

Bylaws

Finance

I FEES

At the end of each school year, the cost of operating District 7 Activity Association will be tallied. The cost of operation of District 7 Activity Association will be assessed each league. High School fees are a school flat fee and a per pupil 9-12 fee. Middle level fees are a flat fee. All fees are determined by the Budget Committee, District 7 Board, and school membership. The District Director will use the enrollment report to assess fees.

II DISTRICT DIRECTOR SALARY

The District Director shall be paid a SALARY determined by the Executive Board yearly.

III ELIGIBILITY CHAIRPERSON

The Eligibility Chairperson shall be paid a SALARY determined by the Executive Board yearly.

IV MILEAGE

Mileage will be paid for the Executive Board and/or member at the WIAA approved rate to attend scheduled meetings. All members are encouraged to carpool whenever possible.

V MEALS

Meals shall be paid for if necessary for the transaction of official business.

VI VOUCHER SYSTEM

All billings shall be submitted to the District Director with the Voucher provided by the District Director. The District Director shall see that the necessary procedures are maintained and the Vouchers are supplied where needed. Vouchers must be signed by the Athletic Director, Superintendent, or Principal.

VII DISTRICT PLAYOFFS

Profits from any District Tournaments or Playoffs, etc. would remain with the participating league or leagues. Each district tournament or playoff manager is to submit a written financial report to the district director. It would be the responsibility of the league or leagues to share any losses acquired during District Playoffs and Tournaments.

VIII MONIES

The District Director shall keep a minimum balance of \$5000 (five thousand) in a reserve account for District 7 emergencies.

IX WIAA PARTICIPANT VOUCHER

The District Director will provide a form for individual schools to report their factors which they have generated from Regional and State events. Forms must be turned in to the District Director within 30 days of the end of the WIAA sport season. If the school does not report in the allotted time, their factors would revert to District 7 Activity Association.

- X FINANCE
WIAA Northeast District 7 Activities Association is a non-profit association.
- XI DIVISION OF ASSETS
In the event that WIAA Northeast District 7 Activity Association should be dissolved or cease to exist, all assets would be equally divided among Association members of that year.
- XII AUDITS
The District Executive Board will have the books audited every year with a written report submitted by the District Director to the District 7 Executive Board and the WIAA.
- XIII APPEALS
Member schools, by submitting a \$100 fee, have the right to appeal decisions of the executive board or the decisions of any subcommittee of the board. IF the member school(s) is successful in its appeal, the \$100 will be refunded. If the appeal is not successful and the cost of the appeal process is more than \$100, the appealing school(s) will be assessed the additional cost. (Eligibility committee decisions are appealed directly to the WIAA and do not fall within the above stated procedure.)
- XIV AWARDS
Persons who have served the students of District 7 for ten (10) or more years and are retiring and meet the requirements listed on the application provided by the District 7 District Director, are eligible to receive a special award from the District 7 Activities Association.