

SHORE CONFERENCE
OF
HIGH SCHOOLS

CONSTITUTION

Revised June 2008

PHILOSOPHY

The high school athletic program is an integral part of the educational offerings of the high school; and, as such, should be administered by the professional administrative staff of the school and provided with a sufficient number of fully trained and properly certified personnel. Only that which has definite educational value should be included.

The school should make every effort to insure that the staff, the student body and the community understand and abide by healthy and proper attitudes towards the athletic program. It should be stressed that winning and losing, completion and cooperation, all should be given proper place in the minds of all concerned in any way with the program.

Sportsmanlike conduct should be evidenced by all engaged in any way in the program. Coaches should exemplify and teach proper attitudes toward opposing players and coaches as well as officials.

No profanity or improper language shall ever be employed by adults or participants connected with school co-curricular activities, athletic or otherwise.

Strict adherence to the spirit, as well as the letter of the rules of the game should be a matter of course, and all efforts to evade compliance should be condemned.

Aggrandizement of individuals at the expense of other individuals should be avoided and the team spirit should be in the fore. Playing the game for unselfish motives should be inculcated.

The following objectives should be encouraged in all high school athletic programs:

1. To promote the physical and mental health of the participants in athletic competition.
2. Encourage the participants to maintain educational standards during each athletic season.
3. To promote school responsibility for maintaining protective measures during athletic events.
4. To promote uniformity in the arrangements in interscholastic contests.

CONSTITUTION

ARTICLE I

Section 1. The name of this non-profit corporation shall be the “Shore Conference of High Schools”.

ARTICLE II

Purpose

Section 1. The purpose of the Shore Conference is to:

- a. promote the philosophy of the Shore Conference.
- b. promote the spirit of good sportsmanship among our member athletic teams, student bodies, coaches and teaching personnel.
- c. develop the physical and emotional health of the participants in athletic competition.
- d. make uniform the arrangement and conduct of interscholastic contests.
- e. promote competitive sports among Conference schools
- f. to equalize athletic opportunities by standardizing rules of eligibility for individuals and classifying for competitive purposes the institutions which are members of the Conference.

ARTICLE III

Membership

Section 1. Membership shall be limited to high schools in Monmouth and Ocean Counties that have been accredited by the New Jersey State Department of Education are members of the N.J.S.I.A.A. and have been accepted for membership by this Conference.

Section 2. Membership shall be limited to three or four year high schools in Monmouth and Ocean Counties, provided that no school applying for membership shall maintain any post-graduate program.

Section 3. Membership shall be limited to those schools whose geographical boundaries shall be limited to an area that is approved by the New Jersey State Department of Education and/or each member public school shall only be allowed to have pupils enrolled in it that reside in Monmouth and Ocean Counties in the State of New Jersey; and further, as to membership of any private school, said school shall not accept students from outside the geographical boundaries and towns as existed in its student population on the date its application was submitted to the Shore Conference of High Schools and said private school is limited to and shall continue such

practices as existed on the date of its application to become a member of this Conference with respect to all of the areas from which it draws its student body enrollment.

Section 4. Membership shall be limited to three or four year high schools that provide and maintain participation in interscholastic athletics in at least ten (10) varsity sports.

Section 5. Membership shall be limited to schools who shall follow the New Jersey Administrative Code, Title 6, Education, in the operation of their physical education and athletic programs as well as concerning their procedures and personnel, whether or not such school is required by law to do so; including the requirements that all schools seeking membership and that are members of the Shore Conference of High Schools shall only have coaches who are certified teachers in the State of New Jersey and/or who have qualified according to regulations promulgated by the NJ Department of Education to coach in the State of New Jersey.

Section 6. Membership shall be limited to schools that do not provide scholarships and that do not provide financial aid of any kind designed to encourage participation in athletics.

Section 7. Membership shall be limited to those schools who sign an Affidavit or Certification of Non-Recruiting with respect to their school's enrollment, which Affidavit or Certification is to be executed by the Principal, Athletic Director and the Head Coach for each varsity sport and filed with the application for admission to the Conference and thereafter such an Affidavit or Certification shall be filed by each member school on or before October 1 of each and every school year with the Shore Conference of High Schools Secretary. The Affidavit or Certification of Non-Recruiting shall clearly set forth that the member school does not recruit or encourage recruiting and/or the transferring of students from one school to another by the member school, booster clubs or any and all people or persons related to said school, both directly and indirectly. Such Affidavit or Certification of Non-Recruiting shall apply to all employees of each member school, booster clubs and any and all people or persons related to said school, both directly or indirectly, in its academic as well as athletic programs. The intention of the Shore Conference is to clearly set forth that any type of recruiting of school children to engage in athletic competition is considered to be harmful.

Section 8. Membership shall be limited to those schools whose athletic facilities are properly maintained and provide suitable sites for the scheduling of "home" athletic contests and all varsity programs. Schools shall further provide facilities so as to enable the scheduling of sub-varsity programs in those areas which are applicable and shall provide appropriate sanitary facilities for participants on varsity and sub-varsity levels.

Section 9. Schools shall be admitted to membership by the following procedure:

- a. The Board of Education of a public school by and through its Superintendent and/or Principal or Head Administrator of a private or non-public school shall make application in writing to the Secretary of the Shore Conference. All schools applying for membership shall supply with their written application enrollment figures and set forth the specific municipalities and counties from which they drew their enrollment the year prior to this

application. The information to be supplied to comply with Article III shall be legally certified to by said applicant as being true to the best of *its* knowledge.

- b. All schools shall supply a current list of enrollment figures and towns and areas from which they drew their enrollment on the date of application. This information shall also be legally certified to by said applicant as being true to the best of their knowledge with a proper legal certification form and/or sworn and subscribed to before a person authorized to take oaths pursuant to the laws of the State of New Jersey. Further, said information and certification shall include a statement that all coaches are certified teachers by the State of New Jersey and/or have qualified to coach according to regulations promulgated by the State Board of Education.
- c. An application fee as set by the Executive Committee for the year of application.
- d. The application shall be presented to the Executive Committee of the Shore Conference of High Schools for consideration. Said application must receive a majority vote of the Executive Committee with same there after, if approved with whatever appropriate conditions have been made a part of the approval as found to be necessary by said Executive Committee, then being referred to the general membership of the Shore Conference of High Schools for a majority vote of the entire membership. A school that accepts membership in the Conference agrees that it shall adhere to the Shore Conference Constitution and the Rules and Regulations of the Shore Conference. Further, such members shall be required to pay into the Treasury an application fee and such fees and dues as may be fixed by the Shore Conference of High Schools by and through the Executive Committee.

Section 10. A school accepting membership in the Conference shall adhere to its Constitution and its Rules and Regulations.

ARTICLE IV

Finances

Section 1. The Executive Committee shall have full supervision over the annual dues and the finances of the Shore Conference and shall oversee the Treasurer with respect to the activities concerning the collection and disbursement of Shore Conference funds. Further, each member school may be assessed, in the discretion of the Executive Committee, for Shore Conference purposes.

Section 2. Responsibilities with respect to finances may be delegated by the Executive Committee to the Treasurer and the Treasurer shall submit written financial reports at each Executive Committee meeting and at each annual meeting and at such time as the Conference Executive committee may require. An annual audit shall be made in September of each year by an appropriate person or entity to be hired by the Executive Committee.

ARTICLE V Administration

Section 1. There shall be an elected President of the Shore Conference of High Schools, a President-elect, and a Vice-President of each Division. Such officers shall be selected only from the Superintendent of Schools; Assistant Superintendent of Schools; Principals; and Vice Principals and/or Athletic Directors of member schools...also from Vice Principals in Charge of Athletics (and/or Student Activities); Supervisors of Athletics and Student Activities; (the intent being that the person must also have as a duty job designation of Director of Athletic Activities for that member school).

Section 2. The President, President-elect and Vice-Presidents of the Shore Conference of High Schools set forth aforesaid shall be elected at the May meeting of the Shore Conference of High Schools. The term shall be two (2) years from July 1 to June 30 and until they are re-elected and/or their successors are elected and shall have qualified.

Section 3. There shall be an Executive Committee whose members elected by the membership of the Shore Conference shall consist of:

- a. The President, President-elect and Vice-Presidents of the Shore Conference.
- b. The immediate past-President.
- c. One Superintendent and one Principal representing Monmouth County as selected by the Monmouth County Superintendents/Principals.
- d. One Superintendent and one Principal representing Ocean County as selected by the Ocean County Superintendents/Principals.

Section 4. The Monmouth and Ocean County representatives of the Executive Committee of the N.J.S.I.A.A. shall serve as officio without vote as members of the Executive Committee of the Shore Conference.

Section 5. A Secretary shall be chosen by the Executive Committee and shall serve at the pleasure of the Executive Committee and shall further serve as an ex officio member of the Executive committee without vote.

Section 6. A Treasurer shall be chosen by the Executive Committee and shall serve at the pleasure of the Executive Committee and shall further serve as an ex officio member of the Executive Committee without vote.

Section 7. A Scheduler shall be chosen by the Executive Committee and shall serve at the pleasure of the Executive Committee and shall further serve as an ex officio member of the Executive Committee without vote.

Section 8. A Webmaster shall be chosen by the Executive Committee and shall serve at the pleasure of the Executive Committee and shall further serve as an ex officio member of the Executive Committee without vote.

Section 9. A Tournament Manager shall be chosen by the Executive Committee and shall serve at the pleasure of the Executive Committee and shall further serve as an ex officio member of the Executive Committee without vote.

Section 10. A Historian shall be chosen by the Executive Committee and shall serve at the pleasure of the Executive Committee and shall further serve as an ex-officio member of the Executive Committee without vote.

Section 11. The Executive Committee shall meet at least once a month and shall have full power and responsibility to conduct the business of the Shore Conference. A majority of the official representatives on the Executive Committee present at a meeting shall constitute a quorum.

Section 12. There shall be Division Advisory Committees established. Each Division Advisory Committee is charged with the responsibility to handle all intra-divisional matters under the Shore Conference Constitution and Rules and Regulations for its division.

- a. All matters of importance to the Shore Conference of Public Schools shall be brought in writing by each Advisory Committee before the Executive Committee for consideration and vote.
- b. A Chair for the Division Advisory Committee shall be the Vice-President from that particular division of the Shore Conference.
- c. Each Chair of a Division Advisory Committee shall appoint a secretary from within the division who shall be responsible for the minutes and shall submit same to the division members and the Executive Committee by and through the Chair of said Division Advisory Committee.
- d. The Chair of the Division Advisory Committee may hold meetings with the Principals and Athletic Directors of the schools within said division between each Executive Committee meeting.
- e. All member schools within the division shall receive notice of such meetings and are entitled to one vote per school by the authorized representative, provided further that no person shall vote for more than one school. A quorum shall be a majority of said member schools within that division present.
- f. Meetings shall be so scheduled to provide a division report at each Executive Committee meeting.
- g. The Chair of the Division Advisory Committee who also serves pursuant to the Constitution as a Vice-President on the Executive Committee shall be responsible to see

that these provisions and the administration of the Division Advisory Committee are carried out.

Section 13. A Nominating Committee shall be appointed bi-annually in March by the President of the Conference with the committee delegated to present a slate of officers for election at the annual meeting in May or June.

Section 14.

- a. The President shall have the authority to call and preside over all meetings of the Shore Conference of High Schools and shall be a member ex officio of all committees. The President shall present an agenda for all regular or special Shore Conference meetings and shall further have such responsibilities and duties as set forth in the Constitution.
- b. The President-elect shall discharge all duties and have all the powers of the President in the absence of the latter and shall carry out such duties as delegated by the President.
- c. The Past-President shall discharge all duties and have all powers of the President and President-Elect in their absence and shall carry out such duties as delegated by the President.

Section 15. In the absence of the President and President-Elect, the Vice-President shall discharge all duties and have all the powers of the President and the Vice-President to serve in said capacity in the order of Divisions of the Conference from A to B. (North to Central to South). Said Vice-Presidents shall further have such responsibilities and duties as set for the in the Constitution.

Section 16. The Treasurer shall be chosen by the Executive Committee and shall be the custodian of all the monies and have financial responsibility for Conference matters. The Treasurer shall arrange for submission of an audited, written report of the financial condition of the Shore Conference at its Annual Meeting and at others times as the Constitution or Executive Committee may direct. All financial records shall be provided to the Treasurer's successor. The Treasurer:

- a. Shall handle the checking accounts and savings accounts and other accounts of the Shore Conference as the Executive Committee shall direct.
- b. Shall oversee the voucher system and disburse funds only on resolution duly and properly passed by the Executive Committee.
- c. Shall be bonded and may receive an annual stipend in the discretion of the Executive Committee.
- d. Shall present a budget for each school year for approval by the Executive Committee at the Executive Committee meeting in September and arrange for all required N.J. and Federal submissions and filings.

- e. Shall oversee the acquiring of Conference insurance coverage, subject to Executive Committee approval.
- f. May obtain such additional assistance of CPA's and others as may be necessary to carry out the duties of this position if approved by the Executive Committee.

Section 17. The Secretary shall be chosen by the Executive Committee and may be paid in the discretion of the Executive Committee. Said Secretary shall keep a thorough record of all business transacted at the meetings of this non-profit corporation and attend to correspondence. The Secretary shall be the custodian of Shore Conference records and maintain same in secured files. All organized records shall be provided to the Secretary's successor. Written notices of each regular meeting and minutes of the previous meeting to all member schools shall be forwarded at least (5) days in advance of any such meeting. Said Secretary shall further have such responsibilities and duties as set forth in the Constitution and as directed by the Executive Committee.

The Secretary will maintain a record book of all Resolutions adopted by the Executive Committee. (this shall include all Resolutions that relate to the Constitution and the Rules and Regulations).

Section 18. The Tournament Manager shall be chosen by the Executive Committee and may be paid at the discretion of the Executive Committee. The Tournament Manager shall act as directed by the Executive Committee and serve as a liaison between tournament directors and the Executive Committee. Duties shall include:

- a. advisor to the tournament directors
- b. securing, screening and submitting tournament and financial proposals to the Executive Committee and Treasurer.
- c. securing and submitting final tournament reports, which include a financial accounting report, to the Executive Committee and Treasurer.
- d. making recommendations for any changes in the rules and regulations of the tournaments.
- e. observing tournaments in progress.

Section 19. The Historian shall be chosen by the Executive Committee and may be paid at the discretion of the Executive Committee. The Historian shall act as directed by the Executive Committee. Duties shall include:

- a. Seasonal recording of Divisional & Conference Championships.
- b. Ordering and distribution of Divisional & Conference awards for each seasonal meeting.
- c. Research and development of Shore Conference history, as directed by the Executive Committee.
- d. Facilitate the storage and retention of Shore Conference records.

Section 20. Each June, At-Large positions shall be appointed from Shore Conference current and retired Athletic Directors, Athletic Coordinators, or Administrators, by the majority vote of the Executive Committee. That person shall serve at the pleasure of the Executive Committee for a two (2) year term as an ex-officio member without a vote. There shall be no more than a maximum of four (4) At-Large members.

The terms of the At-Large members shall be two (2) years, except that the terms of the members shall be such that the term of not more than two (2) members shall expire in any one (1) year; provided, however, that in no instance shall the terms of the members first appointed exceed two (2) years. If a vacancy shall occur, otherwise than by expiration of the term, it shall be filled by appointment, as above provided, for the unexpired term. All terms shall run from July 1 of the year in which the appointment is made.

ARTICLE VI Committees

Section 1. The standing committees of this non-profit corporation shall include committees for all recognized sports of the Shore Conference appointed by the President and such other committees as the President shall deem necessary. Membership of all standing committees shall be appointed no later than October 1 of each school year. The Chair, as appointed by the President, of each standing committee shall be an athletic director or administrator. Each standing committee shall have a member from every division.

Section 2. The President of Shore Conference of High Schools shall appoint a committee each September for the purpose of meeting with various official's organizations to discuss pay scales for officials and other appropriate subject matter. The Shore Conference recommends that all official's organizations file any request for increases in rates for discussion purposes at least one full year in advance. Said committee shall report to the Executive Committee on each sport no later than March of each year. The Shore Conference Executive Committee may make recommendations only as to pay scales for officials and/or matters related to officials for Shore Conference member schools to consider.

Section 3. The President of the Conference shall appoint two (2) Controversies and Disputes Committees (one for Monmouth County only and one for Ocean County only) consisting of three (3) members, one Principal, one Athletic Director, and one coach, none of whom shall be members of the Conference Executive Committee. The terms of the members first appointed shall be so determined that to the greatest practicable extent, the expiration of such terms shall be distributed evenly over the first three (3) years after their appointments; provided that the initial term of no members shall exceed three (3) years. Thereafter, the term of each regular member appointed shall be three (3) years.

ARTICLE VII

Divisions

Section 1. The Shore Conference of High Schools in the discretion of the Executive Committee may divide itself into a divisional structure and change the number of divisions as set forth herein.

Section 2. No later than April 1 of each uneven year, the Executive Committee shall re-evaluate the divisional structure of the Shore Conference for realignment of its divisional structure.

October 15th enrollment figures (including those set forth in the application for State School Aid (ASSA) shall be considered as well as the number of divisions, enrollment adjustment percentages, geographic location, and such other items as the Shore Conference Executive Committee may deem to be material. Schools may inform the Executive Committee of circumstances that they feel may influence possible realignment no later than January 31st.

The vote by the Executive Committee on any change in the divisional structure of the conference shall be by a majority vote of the Executive Committee. The structural realignments approved shall be effective commencing September of the following calendar year for a two-year period.

There shall be no right of appeal from the realignment and/or the placement of a school in a division.

ARTICLE VIII

Meetings

Section 1. The Executive Committee shall meet at least once a month with the exception of the month of July.

Section 2. The Division Advisory Committees shall meet once a month with the exception of the months of July and August.

Section 3. The general membership shall meet in September and June and at such other times as the Conference Executive Committee may find to be necessary.

Section 4. To constitute a quorum at a general membership meeting, there shall be a majority of the member schools present. Action, if taken, shall be by a majority vote of the quorum.

Section 5. If the representative of a member school cannot attend, in order for the school to be legally represented, a substitute voting delegate or representative shall be named by the Principal of the school or his/her designated representative in writing, with the letter presented to the secretary at the commencement of the meeting. Further, the Principal shall name on or before September 1st of each year two alternate representatives for said school who shall serve as a voting representative or delegate without presentation of the letter referred to herein in the event

of the absence of said Principal as the voting representative. The alternate representative attending, however, shall present themselves to the Secretary prior to the commencement of the meeting to announce his/her attendance as alternate representative for the Principal.

Section 6. All representatives to the Shore Conference shall be athletic directors, coaches or administrators as named in the discretion of the Principal of the member school. Voting shall only be by the voting delegate or proper representative present at the meeting.

Section 7. Attendance and participation shall only be permitted as provided herein and in the discretion of the President or presiding officer.

ARTICLE IX Rules

Section 1. Roberts' Rules of Order shall govern all meetings.

Section 2. A majority of the quorum shall be sufficient to constitute an affirmative or negative vote at any meeting of the Shore Conference Executive Committee, as well as any meeting of any division or subdivision or committee of the Shore Conference of High Schools unless otherwise provided by the Constitution.

ARTICLE X Incorporation

Section 1. This body is incorporated as a non-profit corporation under the laws of the state of New Jersey. The date of incorporation was October 29, 1938.

Section 2. The trustees of the non-profit corporation pursuant to the amended certificate of Incorporation are empowered pursuant to law to operate the business of this non-profit corporation subject to the Constitution and Rules and Regulations and said Trustees shall be the *voting* members of the Executive Committee.

ARTICLE XI Eligibility

Section 1. The rules and actions of the New Jersey State Interscholastic Athletic Association governing eligibility shall govern the Shore Conference of High Schools.

ARTICLE XII Shore Conference Controversies and Disputes

Section 1. (a) Protests against alleged violation of contracts, violations of the accepted standards of good sportsmanship, and of the Constitution and Rules and Regulations of this

Conference shall be reported in writing by the Principal of a member school and filed with either the Shore Conference President, President-Elect or Secretary no later than seven (7) days after the date of such alleged violation with a copy of said protest being forwarded forthwith to the alleged violator and/or other member school involved. In respect to Article XII, failure to file a protest or appeal within time shall result in automatic dismissal of said protest or appeal.

A protest based upon an official's judgment of the playing rules and a protest not timely filed shall not be honored. (This determination shall not be subject to appeal).

It shall be understood that the word "filed" shall mean actual delivery and receipt of same by the Conference as set forth above, whether by certified mail, and/or confirmed fax, and/or hand delivery. The date of the alleged violation or incident shall count as day number one (1) in counting the seven (7) days in which to file with midnight of the seventh (7) day being the end of the filing period.

The determination as to whether a protest is timely filed or based upon an official's judgment of the playing rules shall be made by the President of the Conference, the President-Elect and the past President. If at least two (2) of them determine that the protest is not based upon an official's judgment of the playing rules the President shall proceed to forward the matter to the appropriate Controversies and Disputes Committee for consideration. (This determination shall not be appealable nor be a matter that the Executive Committee may initiate on its own motion under Section 1 (c).

(b) The President of the Conference, prior to September 1 of each year, shall appoint two (2) Controversies Committee and Disputes Committees from member school principals, athletic directors and coaches consisting of three (3) members, none of whom shall be members of the Conference Executive committee. The President shall name a Chair for each Committee.

(c) The Executive Committee may initiate proceedings on its own Motion at any time. Notice shall be given to the Principal and Athletic Director of each school involved.

(d) Upon the filing of a protest and a determination that same is referable to a Controversies and Disputes Committee, the President, President-Elect and the Past President shall determine whether a stay shall be issued with respect to determining a champion in the particular sport and division in which the schools involved in the protest are members; or if appropriate a stay may be issued as to the proceedings under this Article. In the discretion of the President, President-Elect and Past President, a stay with respect to a particular sport and division or action or proceeding under this Article involved may be vacated and/or issued at any time. (This determination shall not be appealable.)

(e) Upon notice from the President and/or Secretary, the Controversies and Disputes Committee, within seven (7) days of receipt of a properly filed and accepted protest, shall commence proceedings and conduct a hearing to which a representative of each school involved in the protest or controversy, as well as any appropriate witnesses in the discretion of the Committee, shall be invited. Following completion of proceedings and a determination by a majority of the Controversies and Disputes Committee, the Chair of same shall prepare a written

report setting forth the findings of fact and the decision, attaching thereto all marked evidence and documents. The Committee in its discretion may make a recommendation as to an applicable penalty, if any, it may deem necessary or appropriate. The report and attachments shall be filed as soon as practically possible with the Secretary of the Conference with copies of same being forwarded at the same time to the parties.

Upon receipt of a report, findings, and decision, that indicates a violation or the upholding of a protest, the Secretary of the Executive Committee shall transmit a copy to the President, President-Elect and Past President and the parties. If the Controversies and Disputes Committee has recommended a particular penalty be assessed as set forth in Article XII, Section 4A through F or the Report is one that the President, President-Elect and Past President have all determined should be considered for penalty assessment, the matter shall be referred to the Executive Committee of the Conference with the Executive Committee taking such action as it may deem appropriate with respect to any penalty no sooner than ten (10) days thereafter.

Section 2. In the event a member school desires to admit to a violation or filed protest, said admission may be accepted upon waiver of any right to a hearing before a Controversies and Disputes Committee. The member school and its representatives shall meet within ten (10) days after giving written notice of such admission to the Conference Secretary with a Committee consisting of the President of the Shore Conference, the Conference Secretary and Conference Treasurer in order to discuss what penalties, if any, shall be assessed. The President, Secretary and Treasurer shall have the power to assess such penalty as they deem to be reasonable, necessary and appropriate. In the event the member school so participating disagrees or takes exception to the penalty imposed, it shall have the right of appeal as to the penalty only as set forth in this Constitution, provided there is compliance with the applicable time limits and filings. A copy of the Notice of Appeal shall be served and filed as herein set forth no later than five (5) days after the date of written notice of imposition of the penalty.

Section 3. The Executive Committee upon initiating proceedings its own motion may determine whether an alleged violation shall be heard by proceedings under Article XII, Section 1(d) (a Controversies and Disputes Committee) or be solely heard under this Section by the President, Secretary and Treasurer. If the Conference Executive Committee, in initiating the proceedings determines that the matter shall be considered solely by the President, Secretary and Treasurer as a Committee, the member school shall appear at a hearing before said Committee at such time as the President shall direct. The President shall determine the form of proceedings and the time limits. Any appeal from the written decision and penalty of this Committee shall be to the Executive Committee pursuant to the procedures and time limits hereinbefore set forth.

Section 4. Penalties as hereinafter set forth, A through F, may only be assessed in the discretion of the Executive Committee for infraction of the Shore Conference of High Schools Constitution, Rules and Regulations and/or for such rulings or decision rendered by appropriate Controversies and Disputes Committees or others as set forth. The penalties may include but need not be limited to the following:

A. Probation

1. Probation for a designated time period as appears to be necessary in the discretion of the Executive Committee.

(a) Said probationary period for a member school shall be from the date of penalty as assessed by the Shore Conference Executive Committee.

(b) Where a violation occurs in a specific varsity sport, the Executive Committee may apply the period of probation to that sport only.

(c) During a probationary period, a school, in the discretion of the Executive Committee, may play its regular schedule in sports, but may not be eligible for any divisional or Conference championship award in that sport involved with the probation or as the Executive Committee may direct.

(d) Such terms and conditions as the Executive Committee may by Resolution determine.

B. Suspension

Under such terms and conditions as the Executive Committee may by Resolution determine.

C. Expulsion

Under such terms and conditions as the Executive committee may by Resolution determine.

D. Forfeit of Games

Under such terms and conditions as the Executive Committee may by Resolution determine.

E. Forfeit of Championship Rights

A school may be required to forfeit championship rights by Resolution of the Executive Committee.

F. Fines

Fines may be assessed under such terms and conditions as the Executive Committee shall by Resolution determine. In no event shall a fine be issued against any offending school, coach or other individual and or personal or other entity exceeding \$1,000.00.

(It should be understood that the contemplated penalties hereinbefore set forth may be applied to personnel related to the member school and/or sport involved and need not

be strictly limited to the team or member school as an entity itself, i.e. coaches and others may be fined, suspended, etc.)

G. Costs of Protests Related to Hearings

Member schools and/or their related personnel may be required to pay for the full cost, including counsel fees, for an unsuccessful protest filed by said member school and/or its authorized representative. Same shall be payable within one-hundred twenty (120) days.

Section 5. Emergent Hearings

In emergent circumstances where time will not permit a properly filed protest to be heard by the Controversies Committee, the Executive Committee, by a 2/3 vote of the whole, may hear such a controversy and render a decision thereon, after all parties are provided with notice and opportunity to present their positions before the Executive Committee.

Section 6. Appeal

(a) After a decision by the Controversies and Disputes Committee or the Committee of the President, Secretary and Treasurer Pursuant to Section 2 and Section 3 and the filing of a written report and decision with the Shore Conference Secretary, an aggrieved party may appeal in writing to the Shore Conference Executive Committee by filing a Notice of Appeal with five (5) days of the filing of the decision with the Secretary. A copy of said Notice of Appeal shall be served upon all interested parties.

(Filing within the five [5] day limit shall be deemed to mean actual in hand receipt of the Notice of Appeal by the Conference Secretary whether same is mailed or hand delivered.) Within ten (10) days of filing of the Notice of Appeal, the respondent may file with the conference Secretary a written reply to the Notice of Appeal setting for the its position with a copy being sent to all interested parties. (Failure to timely file an appeal shall result in its dismissal and that dismissal shall not be appealable.)

(b) After receipt of all documents and passage of the appropriate time period, the Executive Committee of the Shore Conference shall determine whether:

(1) It will summarily decide the appeal on the report and information filed without a hearing and without argument; or (2) The Executive Committee will consider the matter at a hearing where the parties are invited and asked to present their positions based on the record made before the Controversies and Disputes Committee. When argument and a hearing are held on an Appeal, all parties shall receive at least ten (10) days notice in writing and be given an opportunity to be heard.

A copy of any decision reached by the Executive Committee shall be in writing and delivered to the parties as soon as practically possible by the Executive Committee.

(c) If a hearing is held under Section 5(b) (2) herein, the Executive Committee of the Shore Conference may in its discretion permit the record and report from the Controversies and Disputes Committee to be expanded by additional evidence provided a majority of the Executive Committee agree that the additional matters requested to be submitted by any part are relevant, material, and necessary in the interest of justice and provided the opposing party shall have an opportunity to present its view with respect to said additional submissions or evidence. The Executive Committee shall have the right in its discretion without the request of any part and despite objection by a part to require that the record be expanded by testimony and/or additional evidence, again provided the parties involved were provided the opportunity to present their position concerning same.

Section 7. All hearings with respect to the appellate process of Section 5 before the Shore Conference Executive Committee shall be deemed Formal (with a record being made by a certified shorthand reporter). At all appellate hearings, witnesses, if any, shall be sworn and the right of cross examination available. Although, technical rules of evidence shall not be strictly adhered to in any proceedings under this Article, same may be considered on questions of evidence before the Executive Committee. The appealing party shall be required to file with the Conference Executive Committee a guarantee in the form of a letter from the Principal of the member school involved guaranteeing the payment of the cost of a certified shorthand report plus the forwarding of \$500 for administrative and related costs within ten (10) days of the filing of the appeal. (Failure to do so shall result in automatic dismissal of the appeal.)

Section 8. Any member school and or agent, servant, or employee thereof and or other person or entity which institutes an unsuccessful protest and appeal or petition or complaint or cause of action or claim before the Shore Conference Executive Committee, New Jersey State Interscholastic Athletic Association, the Commissioner of Education, or the Department of Education or the State Board of Education and/or the courts of the State of New Jersey or the United States, including administrative courts, challenging the Constitution of the Shore Conference and/or Rules and Regulations of the Shore Conference and/or any actions of the Executive Committee and/or a decision as a result of a controversy or dispute (not involving the eligibility of student-athletes) either prior to or after having exhausted the internal protest and/or appeal procedures of the Conference itself, shall assume and be responsible for and be assessed the full cost of proceedings, and/or litigation including all costs and counsel fees and other expenses and disbursement whatsoever incurred by the Shore Conference of High Schools included in said proceedings and matters as a result of the protest and appeal and/or legal actions filed by the member school instituting same be its' by way of filing an appeal, protest, petition, complaint and/or other claim and cause of action.

The procedure with respect to the payment of litigation costs and counsel fees aforesaid resulting there from shall be determined by the Shore Conference Executive Committee, who shall have full responsibility to determine whether to collect same as part of its responsibilities in administering the Conference and conducting the business and finances of the Shore Conference. Failure to pay may result in loss of membership and/or such action as the Executive Committee in its discretion shall determine.

ARTICLE XIII
Amendments to the Constitution and Rules and Regulations

Section 1. The Constitution of the Shore Conference may be amended by a majority vote of the general membership.

Section 2. Amendments to the constitution may be made only at the Annual Meeting in *May or June* with any adopted amendments to become effective on September 1 of the following year or at such other time as may be specifically set forth in said amendment.

Section 3. General proposals for amendment to the Constitution shall be submitted no later than February 1 of each year to the Executive Committee. The Executive Committee at any time may also propose amendments. The Executive Committee shall vote to approve or disapprove of such proposals and the Secretary shall send to the member schools not later than ten days before the Annual Meeting in May or June such written proposals that the Executive Committee has approved together with the name of the member school or appropriate committee or originator of said proposal. The proposed amendment shall be voted upon at the Annual Meeting.

A proposal for Constitutional amendment that has been disapproved by the Executive Committee for consideration at the Annual Meeting shall be included among those to be voted on at the next succeeding Annual Meeting provided that in the interval at least a majority of the member schools have endorsed the proposal in writing and submitted same to the Executive Committee and this fact shall be noted on the ballot, provided said proposal receives the necessary majority vote.

Section 4. The vote taken at any meeting with respect to amendments to the Constitution shall be by roll call vote on each proposed amendment and shall be fully recorded in the minutes.

Section 5. Proposed rule or regulation amendments shall be submitted in writing to the Executive Committee, through the office of the President, by a member school under the signature of the Principal of said school or by the Executive Committee on its own motion.

- A. Each proposal shall be presented to the proper committee for investigation.
- B. Each respective Committee to which same is submitted shall forward to the Executive Committee the written recommendation of the said committee.
- C. To be approved by the Executive Committee vote shall be by a majority of the Executive Committee with said amendments to be effective the following seasons or year as set forth in the proposed amendment of said rules and regulations.
- D. A roll call vote by the Executive Committee shall be required on each proposed amendment and shall be fully recorded in the minutes with a written Resolution kept by the Conference Secretary.