

**Pioneer Valley
Interscholastic Athletic
Conference**

CONSTITUTION

**Approved on April 8, 2010 by Unanimous Vote of the
Membership**

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BY-LAWS

of

THE PIONEER VALLEY INTERSCHOLASTIC ATHLETIC CONFERENCE, INC.

ARTICLE I

Name

The name of the corporation shall be The Pioneer Valley Interscholastic Athletic Conference, Inc.

ARTICLE II

Philosophy and Purpose

A. Philosophy

The interscholastic athletic curriculum is an integral part of the overall educational program of the member schools. The interscholastic athletic program shall exist for the benefits it provides for students in our diverse multi-cultural society regardless of race, color, creed, gender, ethnic, religious, or economic status. The activities and contests shall be psychologically sound by being tailored to the physical, mental, social and emotional maturity level of the students participating in them.

“All members of the PVIAC endorse and move to actively support the practices of gender equity in compliance with Federal and State Legislation.”

B. Purpose

The P.V.I.A.C. shall promote sportsmanship and good play in interscholastic athletic competitions among all member schools.

C. League Structure and Realignment

1. Maintain the philosophy of structuring our leagues based upon fair and equitable competition-stressing regular season league play. Tournament consideration is not to be criteria for league alignment.
2. Guidelines to be used for league structure (minimum 5 team leagues)

3. League and/or Divisions will not be named after an individual(s) in the future. Those Leagues or Divisions who presently are named after an Individual(s) will be grandfathered.
4. PVIAC realignment subcommittee meeting will be held each season for all seasonal realignments. Subcommittee Members: Chair AD, one Rep from each league. Quorum is 50% of voting members. Once the subcommittee establishes a realignment, it will be brought to the coaches for input and then the subcommittee will make a recommendation to the athletic directors. If a school applies for relief, it is possible that the relief may impact other schools.

Meetings will be as follows:

Subcommittee: Fall-after Nov 1, Winter-after Mar 1, Spring-after May 15

Coaches Meeting: Fall-prior Dec 1, Winter-prior Mar 30,

Spring-prior June 15

AD's realignment meeting: (this meeting is separate from monthly AD meeting and will be held for each season each realignment year-every four years. Fall- after Dec 15, Winter-after April 15, Spring after June 15.

5. Any school seeking a realignment change must submit a completed Appendix A realignment form prior to the seasonal deadline.

D. Realignment Cycle

Four year realignment cycle to begin Fall 2005 to align with MIAA's divisional alignment,, with the option of applying for a waiver. The PVIAC executive board will establish a subcommittee to review waivers and make recommendation.

E. Realignment Criteria

A minimum of five team leagues in accordance with the PVIAC By-Laws. In order to structure our leagues based upon fair and equitable competition, the following criteria will be used in order of priority. All information and records will be based on the last four years.

1. Record within current league structure (record each year separately)
2. Overall Record
3. School population divided out by boys and girls (i.e. 7-12, 8-12, 9-12)
4. Allow for natural/traditional rivalries (i.e. Scheduling, transportation, gate receipts)
5. Size of program and number of levels (include co-ops).

F. Realignment Proposals (See appendix A-Realignment Request Form) are due to the Chair School by: Fall-November 1st, Winter-February 1st, Spring-May 15th

ARTICLE III Membership

A. Membership

Membership within The Pioneer Valley Interscholastic Athletic Conference, Inc. (“the Conference”) shall be open to all high schools in Western Massachusetts (District F) that meet the eligibility standards in the Massachusetts Interscholastic Athletic Association (“M.I.A.A.”) and to schools outside District F consistent with Article III F on Page 9.

B. Procedures for Applicant Schools

1. Requests for membership by prospective member schools must be submitted to the Conference Chairperson by December 1 prior to the proposed year of membership. (Membership commences September 1 of each academic year.) Applications submitted by the principal must include the approval of the school committee.
2. Applications for membership in the Conference will be acted upon by the Executive Board during its February meeting.
3. The principal or designee of the school requesting admission must be present at the meeting where the application is to be acted upon to respond to inquiries.

C. Approval

Prospective member schools must be approved by a two-thirds vote of the directors of the Executive Board in attendance at its February meeting.

D. Withdrawal by Member School

A school desiring to leave the Conference must notify the Conference Chairperson in writing by December 1, of the school year prior to relinquishing Conference membership in accordance with M.I.A.A. rules. (This one (1) year period may be waived by a two-thirds (2/3) vote of Executive Board Directors in attendance at the February meeting).

E. Conference Rules

Conference by-laws, rules and regulations, and M.I.A.A. Rules bind all member schools.

F. Application for Membership

Any school may request membership within the Conference but only full participation in all sports offered by the requesting school. Any school requesting membership must be a member in good standing with the M.I.A.A.

ARTICLE IV
Organization

A. General Conference

1. Membership

All high schools that have been accepted as members of the Pioneer Valley Interscholastic Athletic Conference will serve as members of the General Conference Assembly.

2. Areas of Responsibility

(2/3 vote of members in attendance)

a) Approve policy guidelines for all interscholastic athletic programs within District F of the M.I.A.A.

- b) Approve an annual budget, including the determination and assessment of Conference dues.
- c) Approve the establishment of additional Individual Sports Associations as provided by ARTICLE IV, Section C, of these By- Laws.
- d) Review the actions of the Executive Board upon appeal by an Individual Sports Association or member school principal.
- e) Approve recommended commissioners' fees.

B. Executive Board

1. Membership

- a) The Executive Board will be composed of five Principals/Assistant Principals: 1 from Hampshire; 1 from Hampden; 1 from Franklin; 1 from a large school; 1 from a small school; five athletic directors: 1 from Hampshire; 1 from Hampden; 1 from Franklin; 1 from a large school; 1 from a small school; and the Conference Chairperson. The Conference Chairperson will serve on the Executive Board and vote only to break a tie.
- b) Executive Board elections will be made for three-year terms. Directors of the Executive Board may be elected for one additional term. Individuals who have served two terms on the Board may be elected to board membership only after they have been off the Board for one full term. * When an opening occurs on the Executive Board, the position will carry a full term when filled. To insure broad representation on the Board, membership will be subject to the following organizational and sectional considerations.
 - 1) Individual schools may not be represented by both principal and athletic director.
 - 2) Sectional representation with District F will be maintained by having a minimum of one Principal/Assistant Principal and one athletic director from each county within

District F, Hampden, Hampshire and Franklin.

- 3) Every effort will be made to ensure large and small schools will be represented on the Executive Board in near equal proportion.
- 4) Three-year terms will be staggered by fours to ensure the opportunity for Board representation to be shared by all member schools

* Refer to Page 12, Section 3-d

2. Areas of Responsibility

- a) Provide supervision and oversee activities of the Conference.
- b) Establish grouping assignments and alignments within each Individual Sports Association.
- c) Appoint Individual Sports Association Chairpersons.
- d) Approve and establish duties of commissioners.
- e) Establish duties of statisticians
- f) Act upon appeals by member schools on matters from Individual Sports Association meetings.
- g) Appoint one Vice Chairperson.
- h) Conduct By-Law review every two years.
- i) Review non-compliance of member schools and take appropriate action.
- j) Failure to meet conference financial obligations will result in disciplinary action.

3. Election Process

- a) Notification of vacancies will be sent annually to all schools by the Executive Secretary prior to the Annual Meeting.
- b) Interested parties must submit their name 30 days from date of posting.
- c) The Executive Board will be responsible for securing nominees

for all vacant positions (i.e. small school, large school, counties).

- d) If the Executive Board is unsuccessful in securing nominees for vacant position (s), the position maybe filled by the out going Board Member (s) if willing.

C. Individual Sports Association

1. Membership

A sport will become a Conference Individual Sports Association when a minimum of six member schools request that such an association be established by the General Conference Assembly. All schools having a team within a given sport will be a member of the Individual Sport's Association for that sport.

2. Areas of Responsibility

- a) Monitor and supervise the activities of each sport.
- b) Establish and review on non-realignment years Individual Sports Association By-Laws for approval by the Executive Board.
- c) Annually recommend Individual Sports Commissioners as needed to the Executive Board for approval.
- e) Chair school will contact the media regarding post-season league All-Star selections.
- f) Chair school is responsible for distributing all-star list in each league.
- g) Responsible for conducting preseason and post season meetings of the association.

ARTICLE V

Administration

A. Officers

1. Enumeration There shall be a conference Chairperson, 1 Vice Chairperson and such other officers as may from time to time be determined by the Executive Board.

B. Conference Chairperson

1. Appointment and Term

The Conference Chairperson shall be recommended by the Executive Board and elected by the General Conference to serve a one-year term. The Chairperson may be re-elected but may not exceed the life of their term. Should the individual step down as chairperson, they will forfeit their term on the board.

2. Responsibilities of Conference Chairperson

- a) Set dates and preside at all meetings of the Conference.
- b) Provide agenda and minutes of all General Conference and Executive Board meetings to the principals and athletic directors of the member schools.
- c) Notify principals requesting appeals of hearing date, time, and place.
- d) Establish committees as necessary. The Chairperson shall be an ex officio member of all committees.
- e) Maintain all Conference records. The Chairperson is empowered to employ clerical help whose salaries are to be recommended by the Executive Board and approved by the Conference. The chairperson is required to forward to the next chairperson Conference records previous years as well as those of the current year.
- f) Conduct and preside over meetings of the General Conference and the Executive Board.
- g) Present a proposed budget in written form (and a detailed written financial report) at the Annual General Conference meeting.
- h) The Conference Chairperson will forward to the proposed member schools a current copy of the Conference By-laws and Rules and Regulations.
- i) See that all orders and resolutions of the Executive Board are carried into effect. Delegate tasks as appropriate to members of the Executive Board.

- j) Interpret all Conference By-laws.
- k) Perform such duties and have such powers additional to the foregoing as the Executive Board may designate.

C. Vice Chairperson

1. Appointment

One Vice Chairperson shall be elected by the Executive Board to serve a one-year term. A Vice Chairperson may be elected to an additional term.

2. Responsibilities of the Vice Chairperson

- a) In the absence or disability of the Chair, have powers and perform the duties of the Chair.
- b) Oversee programs of the Conference.
- c) Perform such duties and have such powers additional to the foregoing as the Executive Board and Conference Chair may designate.
- d) Conduct elections as outlined in Election Process (Article IV-B3).
- e) Perform such duties and have such powers additional to the foregoing as the Executive Board and Conference Chair may designate.

D. Individual Sports Association

1. Individual Sports Associations

Each sport sponsored by the Conference shall have a Chairperson (Principal or Assistant Principal) and Vice Chairperson (Athletic Director), appointed by the Executive Board to serve a two-year term. The Chairperson and Vice Chairperson may be appointed to additional two-year terms. Whenever possible the Chairperson and Vice Chairperson should be from the same school.

2. Responsibilities of Individual Sports Chairpersons

- a) Preside at all Association Meetings.
- b) Provide agenda and minutes of all Association meetings to the

- principals and athletic directors of member schools.
- c) Establish committees as necessary. The Individual Sports Chair shall be ex officio members of all committees.
 - d) Provide a schedule within the framework of established Association Policy. A timetable will be established by the sport for scheduling.
 - e) Maintain all Association records.
 - f) Serve as the Conference spokesperson for the particular sport.
 - g) Make periodic reports to the Executive Board.
 - h) Recommend to the Executive Board commissioners for their sport.
 - i) Serve as the District F representative on the State Committee of the M.I.A.A. for the designated sport.
3. Responsibilities of Individual Sports Vice-Chairpersons
- a) Assume the powers and perform the duties of the Chairpersons in the absence or disability of the individual sports chairperson.
 - b) Assist the Individual Sports Chairperson in carrying out his or her duties.
 - c) Make periodic reports to the Individual Sports Chairperson as requested by the Chairperson.
 - d) Perform such additional duties as the Individual Sports Chairman may designate.

ARTICLE VI

Meetings

A. Executive Board Meetings

1. There will be monthly meetings of the Executive Board during the academic year -- September through June.
2. Additional meetings may be called at any time by the General Conference Chairperson.
3. At meetings of the Executive Board, each Director shall have one vote. Chair will vote only to break a tie.
4. A quorum shall consist of 50 per cent plus one of the Directors of the

Executive Board. No official business may be transacted at a meeting unless a quorum is present: provided always that any number of members (whether one or more and whether or not constituting a quorum) constituting a majority of members present at any meeting may adjourn or postpone the meeting.

5. Representatives of member schools may attend meetings of the Executive Board as observers. The General Conference Chairperson may close a meeting for good cause as determined solely by the General chairperson.
6. Written prior notice of a meeting and an agenda must be sent to the members of the Executive Board at least one week prior to scheduled meetings. No notice need be given to any Member if a written waiver of notice, executed before or after the meeting by the Member is filed with the records of the meeting.

B. General Conference Assembly Meetings

1. An annual meeting of the General Conference Assembly will be held in the spring at a time and date designated by the Conference Chair.
2. Additional meetings may be called at the discretion of the Conference Chair or upon petition to the Executive Board by a majority of the member schools.
3. At General Conference meetings, each member school will be entitled to two representatives (principal or vice-principal and athletic director). A principal may invite another person to discuss a particular issue at this meeting. Advance notice must be given in writing to the Conference Chairperson.
4. A quorum shall consist of 50 per cent plus one of the Member Schools. No official business may be transacted at a meeting unless a quorum is present: provided always that any number of Member Schools (whether one or more and whether or not constituting a quorum) constituting a majority of Member Schools present at any meeting may adjourn or postpone the meeting.

5. Written prior notice of a meeting and an agenda must be sent to the principal and athletic director of member schools at least one week prior to scheduled meetings. No notice need be given to any member if a written waiver of notice, executed before or after the meeting by the member, is filed with the records of the meeting.
6. All meetings will be conducted under Roberts Rules of Order.

C. Seasonal Individual Sports Association Athletic Director Meetings

1. There will be two meetings per year of each Seasonal Individual Sports Athletic Directors Association, one prior to the season, and one at the conclusion of the season.
2. Additional meetings may be called at the discretion of the Seasonal Individual Sports Chairperson.
3. At Seasonal Individual Sports Meetings, each school will be entitled to one representative in attendance. Normally, this will be the athletic director. A school may invite a coach or another person to discuss a particular issue at this meeting. Advance notice must be forwarded to the Seasonal Individual Sports Chairperson at least two weeks prior to the scheduled meeting.
4. A quorum shall consist of 50 per cent plus one of the member schools. No official business may be transacted at a meeting unless a quorum is present: provided always that any number of Member Schools (whether one or more and whether or not constituting a quorum) constituting a majority of Member Schools present at any meeting may adjourn or postpone the meeting.
5. Written prior notice of a meeting and an agenda must be sent to the principal and athletic director of member schools at least one week prior to a scheduled meetings. No notice need be given to any member if a written waiver of notice, executed before or after the meeting by the member, is filed with the records of the meeting.

D. Individual Sports Associations Coaches Meetings

1. There will be two meetings per year for coaches, one, if needed, prior to the season, and one mandatory at the conclusion of the season.
2. Additional meetings may be called at the discretion of the Chair School. The athletic director of the school holding the Individual Sports Chair is responsible for calling and conducting these meetings.

ARTICLE VII

Voting Procedures

A. Executive Board Meeting

1. Each member has one vote. A majority of the Directors present and voting is required to carry all motions except as noted.
2. A Director must be present to vote unless the vote is taken by written consent.
3. Any action by the Executive Board may be taken without a meeting if all Members entitled to vote on the matter consent to the action by a writing filed with the records of the meetings of the Executive Board. Such consent shall be treated for all purposes as a vote at a meeting.

B. General Conference Meeting

1. Each member school has one vote. A majority vote of the member schools present and voting is required to carry all motions.
2. The principal is the voting member. He or she may be represented by another school official; vice-principal or athletic director, provided the Chairperson is notified in writing before the meeting begins. The designated school official may vote in the principal's place.
3. A member school must be present to vote.

C. Seasonal Individual Sports Association Athletic Director's Meeting

1. Each member school has one vote. A majority is required to carry all motions.

2. The athletic director is the voting member. He or she may be represented by another school provided the Seasonal Sports Coordinator is notified in writing by the principal before the meeting begins.
3. A member school must be present to vote.
4. Actions by the Seasonal Individual Sports A.D. Association may be appealed within thirty (30) days of the action by member schools, in writing to the Executive Board for review.

D. Seasonal Individual Sports Association Coaches Meeting

1. Each member school has one vote. A majority is required to carry all motions.
2. The coach is the voting member.
3. A member school must be present to vote.

ARTICLE VIII

Awards

A single plaque will be awarded at the end of each school year recognizing all championships achieved by a school.

ARTICLE IX

Amendments

- A. Amendments to these By-laws may be effected by a vote of two-thirds (2/3) of the members present and voting at a regular meeting of the General Conference Assembly provided that written prior notice is given to the Conference membership.
- B. "Written prior notice" requires that member schools will be provided with a copy of the proposed amendment at least one week before the regular meeting at which the amendment will be considered.

ARTICLE X
Rules and Regulations

- A. A comprehensive set of Rules and Regulations will be established and appended to the By-laws.
- B. Amendments to the Rules and Regulations may be effected by a 2/3 majority vote of the members present and voting at a regular meeting of the General Conference Assembly

ARTICLE XI
Inspection of Records

Books, accounts, documents and records of the Conference shall be open to inspection by any member school administration at all times during normal school hours. The original, or attested copies, of the Articles of Organization, By-laws and records of all meetings of the P.V.I.A.C., and membership records which shall contain the names of all members and their record addresses, shall be kept in Massachusetts at the principal office of the Conference, which shall be the business address of the General Conference Chairperson or the General Conference Vice Chairperson. Said copies and records need not all be kept in the same office. They shall be available at all reasonable times for inspection by any member for any proper purpose but not to secure a list of members or other information for the purpose of selling said list or information or copies thereof or of using the same for a purpose other than in the interest of the member, relative to the affairs of the Conference.

ARTICLE XII
Checks, Notes, Drafts and Other Instruments

Checks, notes, drafts and other instruments for the payment of money drawn or endorsed in the name of the Conference must be signed by The Conference Chairperson, Vice Chairperson or Executive Secretary (two signature check), authorized by the

Executive Board to sign the same. No officer or other person shall sign any such instrument unless authorized by the Executive Board to do so.

ARTICLE XIII

Fiscal Year

The fiscal year of the Conference shall be the year ending with June 30 in each year.

ARTICLE XIV

Seal

The seal of the Conference shall be circular in form, bearing its name, the word “Massachusetts,” and the year of its incorporation. The Vice Chairperson shall have custody of the seal and may affix it (as may any other officer if authorized by the Executive Board) to any instrument requiring the corporate seal.

ARTICLE XV

Governing Law

These By-laws shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

APPENDIX A

Realignment Request Form

School_____

Date_____

Sport_____

Season_____

League_____

Division_____

Year_____

Record within League

Win/Loss record

20____ /____

20____ /____

20____ /____

20____ /____

4 year total ____/____

Overall Record

(include Co-op)

20____ /____

20____ /____

20____ /____

20____ /____

4 year total ____/____

School Population

Boys/Girls

20____ /____

20____ /____

20____ /____

20____ /____

Size of Program

Indicate which levels were offered each of the past 4 years.

20_____ V_____ JV_____ F_____ MS_____

20_____ V_____ JV_____ F_____ MS_____

20_____ V_____ JV_____ F_____ MS_____

20_____ V_____ JV_____ F_____ MS_____

Principal_____

Athletic Director_____

Coach_____