



CONSTITUTION

of the Colonial Valley Conference

ARTICLE I

Name

This organization shall be known as the Colonial Valley Conference.

ARTICLE II

Purposes

Section 1. To foster, improve, and regulate all interschool activities.

Section 2. To promote the development of character and sportsmanship.

ARTICLE III

Membership

Section 1. A school may be admitted by unanimous agreement of all members of the Board of Control. The procedure for admission benefits and responsibility of associate members may have a representative at the Board of Control. A new school immediately gains all privileges of membership on the date of admission to the Conference.

Section 2. Member schools are:

ALLENTOWN, EWING, HAMILTON, HIGHTSTOWN, HOPEWELL VALLEY, LAWRENCE, NOTRE DAME, NOTTINGHAM, PRINCETON, STEINERT, WEST WINDSOR-PLAINSBORO NORTH, WEST WINDSOR-PLAINSBORO SOUTH, TRENTON and ROBBINSVILLE.

ARTICLE IV

Associate membership

Section 1. A school may apply for admittance into the Colonial Valley Conference as an associate member by following the NJSIAA guidelines and submitting a CVC application no less than 18 months prior to the desired entrance date.

Section 2. The completed application will be presented to the CVC Athletic Directors Committee for a first reading at the next regularly scheduled CVC meeting date.

- Section 3. A second reading and discussion of the application will take place at the next regularly scheduled CVC meeting date following the first reading.
- Section 4. Voting on the associate member application will take place at least 12 months prior to the associate member's desired entrance date. A two-thirds vote of the voting membership will be necessary to be an associate member.
- Section 5. The Athletic Directors Committee will send the recommendation to the Board of Controls for approval.
- Section 6. Associate member schools are:
- PAUL VI

ARTICLE V

Co-ops

- Section 1. Two schools may apply to join to create a co-op team in a selected sport that is in line with the NJSIAA guidelines. The written application must be presented to the co-op committee one calendar year prior to the desired co-op date.
- Section 2. The co-op committee will present the application to the Athletic Directors committee. A vote will take place at a future meeting.
- Section 3. When a co-op is formed between a non conference team and a conference team, the non-conference team automatically becomes and associate member with all rights as an associate member.
- Section 4. The Athletic Directors Committee will send the recommendation to the Board of Controls for approval.
- Section 5. Co-op schools are:
Ewing/Lawrence ice hockey, Allentown/Robbinsville ice hockey,
Nottingham/West and Allentown/Robbinsville swimming

ARTICLE VI

Dues

- Section 1. Each member school shall be assessed dues upon admission to the conference. Each associate member school will be assessed a fee of

1/3 the member school dues with additional sport specific assessments as needed.

Annual dues will be determined at the annual May meeting.

Section 2. All member and associate member schools shall pay annual dues by November first of each year.

Section 3. In the event of dissolution of the Conference, any monies left after all expenses have been met will be distributed equally to member schools. Associate member schools will not be compensated.

ARTICLE VII

Organization

Section 1. The Board of Control should be made up of the principals of each member school, having one vote cast by the principal. Associate member schools may vote regarding sport specific concerns. The principal may appoint a designee. The superintendent of schools will be ex-officio members of the Board of Control.

Section 2. The officers of the Board of Control shall be: a President, a Vice President, a Secretary, and a Treasurer. All officers must be Conference school Principals. Elections will be held every **two years** at the June meeting of the Board of Control.

Section 3. The president shall have the power to call meetings of the Board of Control. The president shall provide a written agenda for each meeting to be mailed to each school in advance. Items not listed on this agenda may be introduced into meetings by unanimous consent of the principals present.

Section 4. The vice-president shall, in the absence of the president, preside and perform the duties as indicated in Section 2 above. The vice-president shall serve as the Chairperson of the Controversies and Disputes Committee.

Section 5. The secretary shall keep a record of the proceedings of the meetings, conduct all necessary correspondence, and keep official records of all Conference activities.

Section 6. The treasurer shall collect and disburse funds as directed by the Board of Control and submit a financial report at each meeting.

Section 7. The officers of the Athletic Director Committee shall be: a President, a Vice President, a Secretary, and a Treasurer. All officers must be from member schools. Elections will be held every **two years** at the June meeting of the Board of Control.

- Section 8. The Athletic Directors Committee president shall have the power to call meetings of the athletic director committee. The president shall provide a written agenda for each meeting to be mailed to each school in advance. Items not listed on this agenda may be introduced into meetings by unanimous consent of the athletic directors present.
- Section 9. The Athletic Directors Committee vice-president shall, in the absence of the president, preside and perform the duties as indicated in Section 7 above. The vice-president shall serve as the Chairperson of the Controversies and Disputes Committee.
- Section 10. The Athletic Directors Committee secretary shall keep a record of the proceedings of the meetings, conduct all necessary correspondence, and keep official records of all Conference activities.
- Section 11. The Athletic Directors Committee treasurer shall collect and disburse funds as directed by the Athletic Directors Committee and submit a financial report at each meeting.

ARTICLE VIII

Regulations

- Section 1. The Board of Control shall meet during the months of September, October, December, March and May, and on call of the president, or upon the written request to the president, signed by a majority of principals, the May meeting shall be designated as the annual meeting.
- Section 2. At least eight of the voting members of the Board of Control shall constitute a quorum.
- Section 3. Meetings shall be conducted in accordance with the Roberts rules of order.
- Section 4. The Athletic Directors Committee shall meet 11 times a year, and on call of the president, or upon the written request to the president, signed by a majority of athletic directors, the May meeting shall be designated as the annual meeting. Each member schools athletic director or designee must attend 8 meetings per year. Each associate member schools athletic director must attend 3 meetings per year.
- Section 5. At least eight of the voting members of the Athletic Directors Committee shall constitute a quorum.

ARTICLE IX

Amendments

Section 1. A two-thirds vote of the voting membership of the Board of Control will be necessary to amend the constitution and by-laws of the organization after a reading of the proposed change at a prior meeting.

Section 2. Article III, Section 1 may be amended by unanimous vote.

ARTICLE X

Committees

Section 1. The Board of Control shall authorize all committees, and all Committees shall be responsible to the Board of Control.

Section 2. The Athletic Directors Committee shall serve on 3 standing committees as determined at the June meeting

ARTICLE XI

Activities

Section 1. In order to obtain authorization to operate a Conference activity, a petitioning group must present the organization or activity's purpose for organizing and its operational rules to the Board of Control.

Section 2. All member schools who participate in a given conference sponsored competitive activity may play all member schools in that activity.

Section 3. In order to have a sport or activity recognized by the conference championship, a majority member school must be engaged therein. If there are two divisions, there must be at least four member schools in each division to recognize a divisional championship. Within the division there must be at least 3 teams.

Section 4. Awards may be presented to any team or individual if the activity has been authorized by the Board of Control.

ARTICLE XII

Controversies and Disputes

Section 1. The controversy or dispute must first be discussed between The principals and/or other appropriate personnel of the involved schools. If the problem is resolved to the satisfaction of both parties, it may be presented for informational purposes at the next Board of Control meeting.

Section 2. If any of the parties are dissatisfied with the resolution of the

question, they may write the President of the Conference within five (5) school days with an explanation of all the particulars surrounding the dispute. The information shall be sent to all schools involved in the controversy.

Section 3. Within five (5) school days of receipt of the request for review, the president shall appoint three principals and two Athletic Directors to serve on a committee to handle the dispute. The vice-president will be chairperson, however, if the vice-president's school is involved in the controversy, the conference president will designate one of the principals as chairperson. The membership of this committee shall be free of any representation from the schools involved in the dispute. The president will forward all documents to the chairperson of the committee and a hearing will be held within five days. All schools involved in the controversy must attend. All hearings will be informal.

Section 4. If the decision of the committee is unacceptable to one or more parties involved in the dispute, they may submit a written appeal to the President of the Board of Control within five (5) days of the decision. The president must convene a meeting of the Board of Control within five (5) days and the Board of Control must render a final decision by majority vote.

ARTICLE XI INDEMNIFICATION

Every person who is or was a Trustee, Board of Trustees Member, officer, ex-officio member of the Board or employee of the Corporation, or any person who serves or has served in any capacity with any other enterprise at the request of the Corporation, shall be indemnified by the Corporation to the fullest extent permitted by law. The Corporation shall indemnify such persons against all expenses and liabilities reasonably incurred by or imposed on them in connection with any proceedings in which they may become involved by reason of being or having been a Trustee, officer, ex-officio member of the Board or employee of the Corporation, or by reason of serving or having served another enterprise at the request of the Corporation, whether or not in such capacities at the time of the expense or liability incurred.

Adopted: October, 1978

Revised: September, 1980

Revised: October, 1981

Revised: May, 1983

Revised: January 6, 2003

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