

CONSTITUTION OF THE SOUTHEAST CONFERENCE

The organization of school districts comprising the **SOUTHEAST** Conference has been developed to provide a means of coordinating intended activities in interscholastic matters among the districts named. It is intended that conference activity will involve the areas of participation herein described and any unforeseen matters the conference may consider germane to its supervision.

Application of purposes and rules governing activity of this conference has been provided in the framework of the following constitution and bylaws. The welfare of the students in the districts involved shall always be the major consideration in conducting any conference activity.

This document refers specifically to the operation of the district's high school (s). Other arrangements may be made for other areas of administrative organization in the member districts.

Article I. Name

The name of this organization of school districts shall be the **SOUTHEAST** Conference.

Article II. Purpose

- A. To provide a channel for the conduct of conference activities.
- B. To develop a sense of unity in all matters pertaining to conference activities.
- C. To arrange schedules for conference activities and to set dates and formulate policies governing such activities as the conference may choose to sponsor.
- D. To provide a means for determining awards and recognition for success and service in conference activities.
- E. To further good sportsmanship and to use the conference activities as a means of developing good citizenship on the part of competing members and spectators.
- F. To promote academic, athletic, and other interests of students.
- G. To approve schedules for conference activities and to set date and formulate policies governing such activities as the conference may choose to sponsor.

Article III. Membership

Section 1. Designation

Memberships for athletic purposes will involve high schools only. Wherever grade nine may be included in the administrative organization of the district, student participation at grade nine is at the discretion of the individual district. If the district has any teams at the freshman level, however, they will be expected to participate in conference activities. Participation in other interscholastic activities will be determined by specific bylaws in this constitution and in future agreements made by the conference. Conference activities take priority over other non-conference activities. Member schools will be required to participate in sanctioned conference activities.

Section 2. New Members and Withdrawals

Subject to the rules of the WIAA.

Section 3. Members - 2 Divisions

SOUTH

1. Kenosha Bradford
2. Kenosha Tremper
3. Racine Case
4. Racine Horlick
5. Racine Park

NORTH

1. Burlington
2. Franklin
3. Muskego
4. Oak Creek
5. South Milwaukee

Article IV. Executive Committee

Section 1. Representation

An Executive Committee, consisting of one official representative from each conference school, will be the official governing body of the Southeast Conference. Each member high school shall have one vote at meetings of the Executive Committee and this vote shall be cast by the official representative of the school (the high school principal or designee).

Section 2. Function

- A. The Executive Committee shall employ a commissioner who shall be charged with administrative responsibility for day to day operation of conference activity.
- B. The Executive Committee may adopt, repeal, amend, rescind, suspend, and waive all rules and regulations governing the interscholastic program.
- C. The adoption of a conference schedule by the Southeast Conference shall constitute binding contracts upon the member schools. Individual contracts need not be completed.

Article V. Officers

Section 1. President and President Elect

The Executive Committee shall have two officers - a president and a president elect. An alphabetical rotation system as defined by the constitution for filling the office of president and president elect shall be used. The president elect shall be from the next school in alphabetical order, alternating divisions each year, as follows:

Kenosha Bradford
Burlington
Kenosha Tremper
Franklin
Racine Case
Muskego
Racine Horlick
Oak Creek
Racine Park
South Milwaukee

By mutual agreement, individual schools may trade the year of presidency.
The officer schedule will be as follows:

<u>YEAR</u>	<u>PRESIDENT</u>	<u>PRESIDENT-ELECT</u>
04-05	Oak Creek	Racine Park
05-06	Racine Park	South Milwaukee
06-07	South Milwaukee	Kenosha Bradford

Section 2. Terms of Office

The president and president elect shall take office on July 1 and serve a term of one year.

Section 3. Designated Members

The conference president shall designate (if possible, from his/her school) the chairpersons for the following committees: Athletic Directors, Speech and Forensics Activities, Student Council, Music, and Mathematics Activities and similar committees, which either exist or shall in the future be formed.

The athletic director from the school of the president of the Executive Committee shall preside at all Southeast Conference athletic director meetings.

Article VI. Conference Commissioner

Section 1. Selection

The Executive Committee shall appoint by a vote of the member schools, a Conference Commissioner.

Section 2. Qualifications

- A. Has professional leadership skills along with knowledge and experience in co-curricular activities.
- B. Must have ability to work cooperatively with administrators, athletic directors, coaches, officials, the press and the general public.
- C. Must have knowledge and experience in athletic scheduling and hiring of officials.
- D. Has knowledge and experience with fiscal management.
- E. Must possess office management skills and equipment.

Section 3. Job Description

- A. The Conference Commissioner shall report to the Executive Committee.
- B. Attend all requested Executive Committee meetings.
- C. Attend all Conference Athletic Directors meetings and prepare and distribute minutes of these meetings (minutes processed within one week).
- D. Represent the Conference at state meetings.
- E. Shall be responsible for contracting officials for all varsity contests as directed by the Conference.
- F. Responsible for updating and editing of Conference Handbook to contain the constitution, schedules, directory, meet rules, and records.
- G. Responsible for printing and distribution of Conference Handbook and Conference passes.
- H. Order Conference awards (to include all activities, athletic and academic) and see to the delivery of awards to athletic directors, individuals and schools involved.
- I. Commissioner and secretary (if needed) will be bonded and act as fiscal manager for the Conference. Duties include Conference budget preparation, collection of dues, and disbursement of funds.

- J. The Commissioner shall keep an accurate account of all Conference expenses and submit a written report to the Executive Committee each month.
1. All accounts and receipts must be kept for a minimum of seven (7) years.
- K. Commissioner will prepare and present a monthly Conference financial report.
- L. All checks written must be co-signed by a member of the Executive Committee or designee as appointed by the Conference president.
- M. The Commissioner may serve as a resource person in assisting member schools in contracting officials for non-conference games.
- N. The Commissioner's job performance shall be evaluated annually.
- O. The Commissioner will have the responsibility for scheduling of conference contests.
- P. The SEC Conference Commissioner will not procure another conference commissioner position.
- Q. Additional duties as assigned by the Executive Committee.

Section 4. Evaluation and Salary

The Commissioner shall be evaluated yearly by the Conference President and President Elect, with input from the Executive Committee and the Athletic Directors. The evaluation shall be written based on performance as related to the job description and completed by the March meeting.

The salary and expenses of the Commissioner will be set at the March meeting of the Executive Committee and paid to the commissioner quarterly.

Article VII. Fiscal Matters

Section 1. Annual Budget

The Commissioner will prepare an annual conference budget to be presented for discussion and approval at the April meeting.

Section 2. Annual Dues

Dues are an integral and essential part of operating a successful conference. It is the responsibility of each member school to insure that its fiscal obligations to the Conference are met in a timely fashion so that services to member schools can be provided.

PROCEDURE - The annual dues for the ensuing school year will be established at the April meeting and shall be based on the approved budget. Any changes to the approved budget, which results in an increase to the dues, will require a two-thirds majority vote of the member schools. If the commissioner is to prepare for a successful conference and provide services in a timely manner, school administrators must meet the following time obligation. Annual dues shall be sent to the commissioner's office on or before September 30th of the school year. The commissioner will send reminders to all schools not meeting the due date. If payment is not received by October 15th, the conference president will telephone the principals of the schools not meeting the deadline to inquire as to the reasons for nonpayment. If the two contacts fail to resolve the problem by November 1st, the following shall occur: all privileges and services of the conference and the commissioner's office will cease to the nonpaying schools (privileges and services include but are limited to awards to the schools and/or students, assigning of officials to any future home contests and forfeiting conference games and contests).

Section 3. Special Arrangements

If additional money is needed to prevent a deficit in any school year, a special assessment shall be levied against each member school.

Section 4. Cost of Awards

The cost of all approved, medals and awards shall be charged to the conference account.

Section 5. Non-conference Expenses

Any activity in which less than a majority (50%) of member schools participate shall be financed by a special assessment of the participating schools.

Section 6. Fiscal Year

The fiscal year will begin on July 1 of each year and will end on June 30.

Section 7. Annual Audit

The Conference president will arrange for an annual financial review of the Conference finances to occur in July of each year, with the review committee consisting of the commissioner and the outgoing and incoming Conference presidents. (revised 1-18-05)

Article VIII. Responsibilities of Conference Athletic Directors

1. Each athletic director will be responsible for attending Conference meetings, generating schedules and bylaws, reporting tournament results, and chairing the coaches' meeting in the sport to which they are assigned.
2. Such schedules, bylaws, tournament results, and all conference selections shall be delivered to the conference commissioner at the next Athletic Director meeting
3. The athletic director in charge of a specific sport shall be available to handle problems on the days of the scheduled conference meets/tournaments.

Article IX. Meetings

Section 1. Executive Committee

- A. The Executive Committee shall meet the third Tuesday of the month September through May with additional meetings being called as necessary.
- B. Meetings shall occur at a time and place as selected by the committee members.
- C. The agenda for each meeting will be distributed to members of the Executive Committee before each meeting. Minutes of all meetings shall also be distributed to members of the Executive Committee and athletic directors.
- D. Special meetings may be held at the request of a majority of the schools or upon call by the president.
- E. No official action can be concluded without a quorum present at the Executive Committee meeting. The quorum would be made up of two-thirds of the member schools (seven schools).
- F. All meetings will be conducted in the procedure outlined in Robert's Rules of Order.

Section 2. Athletic Directors

- A. The Athletic Directors shall meet the first Wednesday of each month August through June.
- B. Meetings shall occur at a time and place selected by the Athletic Directors.
- C. The agenda for each meeting will be distributed to each of the Athletic Directors before each meeting. Minutes of all meetings shall also be distributed to members of the Executive Committee and Athletic Directors.
- D. Special meetings may be held at the request of a majority of the schools or upon call by the president.
- E. No official action can be concluded without a quorum present at the Athletic Director's meeting. The quorum would be made up of two-thirds of the member schools (seven schools).
- F. All meetings will be conducted in the procedure outlined in Robert's Rules of Order.

Section 3. Other Meetings

The times and dates of all the following meetings will be set by the Executive Committee.

- A. Head coaches in all sports will attend an end-of-the season meeting with the athletic director in charge of their sport. The purpose of the meeting will be to review the past season and offer suggestions for the coming season. The chairman of each committee will distribute the minutes to the conference Athletic Directors and Conference Commissioner.
- B. Non-athletic Activities Committees, e.g., math, forensics, debate, drama, etc., will conduct an annual meeting.
- C. All committees not so named in the Sections A and B above will organize and meet under the direction of the Executive Committee.
- D. The rules for all conference activities are to be incorporated in the bylaws.
- E. Expenses incurred during these meetings will be the responsibility of the individual school district and not the responsibility of the host school and/or conference.

Article X. Rules

The WIAA, WHSFA, WSMA, and any other state association rules, plus others prescribed by the conference, shall govern all conference interscholastic contests. Such rules as prescribed by the conference shall govern all other events and activities.

Article XI. Conference Format and Alignment

- 1. All inter and intra divisional games will count toward divisional champions.
- 2. Each sport will have a divisional champion (except football)
- 3. The Conference will incorporate a two division 5 team alignment, when all ten schools sponsor the specific sport, except for football. Each of the two divisions will have a champion unless there are less than 4 teams in a given divisional sport (in which case all teams will compete as a single alignment.)
- 4. In sports where all conference schools are represented in the same season without the inclusion of schools outside of the Southeast Conference, each school will play each other school in a

traditional dual contest, with the exception of track, golf, and cross country.

Article XII. Protests

Section 1. Violations of WIAA Rules or Regulations

- A. Any alleged violation of a WIAA rule or regulation shall be dealt with by the WIAA procedure then in force.

Section 2. Violations of Conference Rules or Regulations

- A. Any school affected by a possible violation of any conference rule or regulation shall notify in writing the Southeast Conference Commissioner within five (5) school days after the alleged violation. A written notice signed by the coach/director of the program and the principal providing specific details of the violation shall be filed with the president of the Executive Committee and the conference commissioner with copies to all other member schools and principals.
- B. If the conference commissioner is unable to satisfactorily resolve the issue, the matter shall be brought to the Executive Committee at the next regularly scheduled meeting. The purpose of the hearing will be to allow all parties to explain the situation and to gather information.
- C. Upon evaluating all information, the Executive Committee shall determine a resolution of the problem. Copies of the disposition of the protest shall be distributed to Southeast Conference Executive Committee members, athletic directors, and superintendents.
- D. The Individual school districts will be responsible for disciplinary action against their own personnel. The Executive Committee shall bring to the attention of the superintendents any situation which may require disciplinary action.

Article XIII. Postponements

Section 1. Postponements Due to Inclement Weather

- A. When a conference school is closed due to inclement weather that school will not participate in any conference event scheduled for that day.
- B. Every effort will be made to reschedule events postponed because of district closing.

Section 2. Other Weather-Related Postponements

Because of the geographical differences in the conference, weather conditions at one school site may be substantially different from another school site. In recognition of this difference, the following guidelines are established:

- A. Should weather conditions at the guest school be such that, in the judgment of the building principal, students should not leave the community, the event will be postponed.
- B. Should weather conditions at the host school be such that, in the judgment of the building principal, students should not travel, the event will be postponed.
- C. Should weather conditions at the host school be such that the event cannot be safely held, the event shall be postponed.
- D. In all of the above cases an effort will be made to make a decision by **1:30 p.m.** to provide for cancellation of buses. Every effort shall be made to reschedule an event postponed for any of the above reasons.

Section 3. Notification of Commissioner, Officials, Other Schools and Media

- A. The Host school shall notify the officials, conference commissioner and other participating schools of the postponement.
- B. The Host school shall inform the media of such postponement(s) and rescheduling of activities.

Article XIV. Crowd Control

- A. It shall be the responsibility of each individual school to provide appropriate and adequate crowd control both during the actual event or contest as well as a reasonable time period before and after. All reasonable attempts will be made by the visiting school to provide adequate supervision.
- B. In the interest of some consistency within the conference regarding control of spectators at sports events, the following guidelines are presented:

- 1. It shall be the responsibility of each individual school to provide appropriate and adequate crowd control both during the actual event or contest as well as a reasonable time period before and after. This responsibility extends to parking lots, traffic patterns and other areas of the school site.

It is recognized that each situation will be different depending upon the specific circumstances, but it is expected that at each contest or event a representative of the school's administrative staff (principal, assistant principal, athletic director, security manager, advisor, coach, etc.) will be present. Uniform police and squad cars shall be present as needed.

- 2. A code of spectator conduct should be printed on programs (if used) as a reminder. This should be either read over the P.A. system or referred to by the announcer at each contest.
- 3. A code of spectator conduct should be presented to the entire student body in some manner prior to each sports session. (e.g. P.A. announcement in the classroom, school paper, etc.)
- 4. A review of acceptable and non-acceptable crowd behavior should be held for coaches, crowd supervisors, and general staff as an orientation each year.
- 5. Codes of conduct of student groups such as cheerleaders, pompons, service clubs, letter winners, etc. should be reviewed with these groups outlining their responsibility as positive role models.
- 6. Coaches need to understand that when at away games they are responsible for damage and theft in host locker rooms. Coaches are to inspect locker rooms before and after and report any problems.
- 7. Adequate paid supervision should be provided and include door attendants and the presence of uniformed police and squad as needed.
- 8. Prior communication between administrators or athletic directors regarding special problems (bleacher bums, unruly parent boosters, etc.) will assist in preparing proper supervision.

Article XV. Amendment Procedure

The constitution and bylaws may be amended by a favorable vote of two-thirds of the executive committee. The amendment must be presented at one meeting and acted upon at the following meeting.

Article XVI. Conference Rules

- A. Officials shall be instructed by the commissioner to penalize a coach who, by word or action, exhibits conduct which may be interpreted as a display of dissatisfaction with decisions as an attempt to intimidate or as an attempt to arouse the audience.
- B. Reports of flagrant violations by coaches in any sport should be sent by the official to the commissioner and to the athletic director of the school concerned.
- C. Reports of flagrant violations causing ejection of a player or players must be sent by the head official to the commissioner within 48 hours. The commissioner must send copies of this report to the athletic directors of the schools concerned. Within ten days of receipt of reports, the schools must file reports with the commissioner as to how the situation was handled.
- D. Whenever possible, schools are to set a time for athletic events that will enable visiting schools to get to the event without excusing members early.
- E. Any sport in which the majority of the conference schools participate is to be considered as conference-sponsored and a divisional champion(s) will be recognized, except football.
- F. The conference-sponsored activity/sport will annually present divisional championship awards in each of the conference-sponsored sports to be the champion school, or schools in case of tie.
- G. Flag procedure for basketball and football games:
 - 1. The flag should be flying prior to game time.
 - 2. Teams and coaches are to face the flag and give attention and respect to the playing of the "Star Spangled Banner" or a suitable alternative.
- H. Each conference school will be given one hundred (100) Conference Guest Passes to be distributed at the school's discretion.
- I. Rules for permitting adjustment of conference schedules
 - 1. All requests for adjustment in conference schedules shall be settled by mutual agreement between the schools involved.
 - 2. The request for adjustment must be made in a timely fashion to be considered.
 - 3. Adjustment resolutions sequence through the athletic directors, then to the principals, to the conference commissioner, and finally to the executive committee.
 - 4. If there is an impasse regarding such a change, it shall be submitted to the executive committee where a majority vote will be binding on all parties.
- J. Meet managers are to have all appropriate rules on hand for all meets.
- K. Recommendation of forfeiture procedure
 - 1. The administration of the individual schools shall be responsible for the eligibility of its students, including the determination of past behavior violations, credits and residency in transfer cases, and it shall be the responsibility of a member school to call the attention of another member school(s) possible violations of both local school and association rules. The conference schools respect and abide by member school's rules which may be more stringent than the WIAA.
 - 2. WIAA penalty rules will be enforced when an individual conference school declares an athlete ineligible because of WIAA or "local school" rules of eligibility. (Refer to current WIAA Handbook Rules of Eligibility)

3. If a student who has been declared ineligible is permitted to participate in interscholastic competition because of a court restraining order and/or injunction relief, one or more of the penalties outlined in the WIAA Rules of Eligibility above any taken in the interest of restitution and fairness to other member schools.
- L. Conference and/or divisional standings, records, and awards will become final upon the recommendation of the conference athletic directors and acceptance by the executive committee.
- M. No headwear will be permitted at any indoor conference events.

Article XVII. Incurment of Income

No part of the net earnings of the conference shall incur to the benefit of, or be distributed to its members, trustees, officers or other private persons except that the conference shall be authorized and empowered to pay reasonable compensations for services rendered.

Article XVIII. Dissolution Clause

Upon the dissolution of the conference, the executive committee shall, after paying or making provisions for the payment of all the liabilities of the conference, dispose of all of the assets of the conference exclusively for the purposes of the conference in such manner or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at that time qualify as an exempt organization or organizations under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Remaining assets will be divided equally among member schools.

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