



CONSTITUTION

Executive Committee Approved On
April 30, 2013
Revised March 11, 2015
Revised September 15, 2016

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CONSTITUTION OF THE CONFERENCE

ARTICLE I

NAME AND PURPOSE

Section 1 **Name**

The name of this organization shall be the East Husker Conference.

Section 2 **Purpose**

The purpose of this organization shall be the supervision and regulation of interscholastic athletics and activities within the Conference in keeping with the high standards and aims of Nebraska School Activities Association (NSAA).

Section 3 **Mission**

The mission of this organization shall be to offer interscholastic activities that supplement the school's curricular program and provide worthwhile experiences to students that shall result in learning outcomes that contribute toward the physical, emotional and social development of the individual as well as the attributes of good citizenship. Emphasis is on education through activities.

Section 4 **Goals**

The goals of this organization shall include, but not be limited to:

- A. Cooperation between members for the outcome of quality and meaningful experiences for students.
- B. Communication between members by the sponsors, coaches and administrators to insure the smooth operation of activities.
- C. Good sportsmanship between members by students, staff, and event spectators to promote the outcome of healthy competition and good citizenship.
- D. Promotion of various types of activities between members.

ARTICLE II

Membership

Section 1 **Membership**

Membership shall be the following schools and cooperatives: Bancroft-Rosalie, Clarkson-Leigh, Howells-Dodge, Humphrey, Logan View, Lyons-Decatur Northeast, Madison, North Bend Central, Oakland-Craig, Pender, Scribner-Snyder, Stanton, Tekamah-Herman, Twin River, West Point and Wisner-Pilger.

Section 2 **Addition Of New Members**

A school district or cooperative between school districts may become a member of this Conference with a two-thirds (2/3) affirmative vote of the entire membership of the existing Conference.

New members become official members of the conference on June 1st unless they are approved between June 1st and the August conference meeting in which they become official members immediately.

ARTICLE III

Organization

Section 1 ***Executive Committee***

The Executive Committee of the Conference shall consist of the Superintendents of the conference members or their designees. Following discussion by the Superintendents of the Executive Committee during the first conference meeting, the President of the Conference shall annually appoint a conference Activities Director to serve as a liaison between the executive committee and the conference Activities Directors. The appointed Activities Director shall attend executive committee meetings.

Questions which cannot be resolved by reference to the Constitution or Bylaws shall be resolved by the Executive Committee.

Section 2 ***Representation/Voting***

Each member shall have one vote in both General and Executive meetings of the Conference which shall be cast by the members' official representative. The official representative of each member shall be its Superintendent or his/her designee. Votes may be cast by voice or roll call as directed by the members.

Section 3 ***Administration***

The administration of the Conference shall be vested in a President, as determined by the rotation schedule (Appendix A), and an Executive Secretary appointed by the Executive Committee. The duties of the President shall be the usual duties of that office unless otherwise specified by the Constitution or Bylaws. The Executive Secretary shall have the duties specified in Appendix A.

The President shall take office the first meeting of the year and serve for one year. The Executive Secretary shall be appointed annually. Officers of the Conference shall be rotated according to Appendix A.

Section 4 ***Special Committees***

Special committees may be appointed by the Executive Committee.

ARTICLE IV

Meetings

Section 1 ***Meeting***

There shall be no less than one General Meeting and one Executive Meeting held during the year. Any additional General or Executive meetings shall be determined by the Executive Committee. To conduct a meeting, all members must be notified and a majority must be present. The site of the meetings shall be determined by the Executive Committee. At the General Meeting in August, conference superintendents, principals, activity directors, head coaches and activity sponsors are invited to attend and participate in the meeting. A social hour and dinner may accompany the General Meeting. The purpose of the General Meeting is to provide an opportunity for activity sponsors to suggest proposals for altering the Constitution and Bylaws of the Conference. The proposals shall be considered at a separate meeting of the Executive Committee.

Section 2 ***Quorum***

A majority of the official representatives of the members of the Conference shall constitute a quorum. Action at an Executive Committee meeting requires a majority vote of the quorum.

Section 3 ***Notice***

The Superintendents of all members are to be notified of all proposals discussed at the General Meeting and the pre-meeting notice of the Executive Committee meetings shall include a copy of all proposals to be acted upon by the Executive Committee. To ensure that such notice takes place, the author of any proposal to be considered shall submit it to the Conference President at least one week prior to the Executive Committee meeting. The President may direct that the procedures specified on the Conference Constitution Proposals for Change form be followed before the proposal is considered by the Executive Committee.

Section 4 ***Special Meetings***

If meetings are needed by any of the activity groups, the Conference President will be notified as to the nature and purpose of the meeting. If a meeting is required, the President shall call the meeting.

Section 5 ***Activity Director Meeting***

Two meetings of the Activity Directors shall be held annually, one each semester. The meetings will be called and presided over by the Activity Director Liaison. The President shall call additional meetings of the Activity Directors as he/she deems necessary.

ARTICLE V

Dues

Section 1 **Dues And Assessments**

Equal assessments may be made on each member to pay accounts if treasury funds are not sufficient to meet expenses.

ARTICLE VI

Amendments

Section 1 **Amendments**

The Constitution or Bylaws may be amended by two-thirds (2/3) affirmative vote of the official representatives of the members at a duly convened Executive Committee meeting.

Section 2 **Notice**

The Superintendents of all members are to be notified of any proposed amendments to the Constitution or Bylaws at least **one week** prior to the Executive Committee meeting at which the amendment vote is to be taken.

Section 3 **President's Duties**

The President shall be responsible for informing member Superintendents of any proposed amendments to the Constitution or Bylaws. For the executive meetings, the President shall formulate the agenda and facilitate the meetings.

Section 4 **Emergency Clause**

The Executive Committee shall have the power to suspend the rules of the Constitution and the Bylaws at any meeting by three-fourths (3/4) vote of the Executive Committee. Once such as suspension has been approved, it will remain in effect until the Constitution and/or Bylaws are properly amended, but in no case shall it be in effect longer than the remainder of the current school year.

Section 5 **Constitutional Review**

It will be the responsibility of this President and Executive Secretary to annually review the Constitution and Bylaws. The President may appoint additional members of the Executive Committee to assist him/her with this task. The purposes of the annual review are to ensure that any changes approved by the Executive Committee during the current year are properly incorporated into the document for the following year, and to determine whether additional changes are needed to keep the Conference documents current, clear and consistent. Such additional changes shall be proposed as amendments at the next Executive Committee meeting.

ARTICLE VII
Conference Activities

Section 1 Activity Year

The "Activity Year" shall be the school year.

Section 2 Nebraska School Activities Association

Unless otherwise determined by ruling of the Executive Committee, the Conference shall be governed by the rules of the Nebraska School Activities Association.

Section 3 Scheduled Rotation (Appendix A)

All activities shall be held at a site determined by a scheduled rotation approved by the Executive Committee (Appendix A) or at a site otherwise determined by the Executive Committee.

ARTICLE VIII
Business Procedure

Section 1 ***Order Of Business For Executive Meetings***

1. Call to Order
 - a. Minutes of previous meeting
 - b. Treasurer's report (as available)
 - c. Old business
 - d. New business
 - e. Other items
 - f. Adjournment

Appendix A

Job Title: Secretary/Treasurer

REQUIREMENTS:

- 1) Experience Desired: Three to five years of experience in education; experience in athletic administration and/or activities.
- 2) Other Requirements: Knowledge activity by-laws and use of Microsoft word and excel.

REPORTS TO: Executive Board

RECEIVES GUIDANCE FROM: Executive Board

ESSENTIAL FUNCTIONS: Responsible for all phases of the East Husker Conference

STIPEND: The conference secretary will be paid \$1,000 for services rendered.

GENERAL ADMINISTRATION

1. Assist in the development of the Master Calendar and Master Host Sheet.
2. Coordinate the annual meeting with the host school.
3. When requested, prepare and present reports to the Executive Board.
4. Attend conference Superintendent and AD meetings.
5. Communicate with the AD liaison.
6. Participate in the development, articulation, coordination review and update of By-laws and Constitution.
7. Hire basketball, wrestling, softball, volleyball, high school track, jr hi track officials, and art, speech and play production judges.
8. Hire, after consultation with the band and choir directors the clinicians for honor band and honor choir activities
9. In coordination with conference president, prepare meeting agendas.
10. Prepare and distribute minutes of conference meetings.
11. Prepare and distribute financial reports
12. Order awards for all activities as per By-laws.
13. Maintain an archive of tournament results
14. Process financial reports from hosting schools and report results to executive board
15. Fulfill all other duties as assigned by the executive board.

SAMPLE WORK TIMELINE:

- | | |
|-----------|--|
| July | <ul style="list-style-type: none">• End of the month, remind fall meeting host about Fall Meeting• Contact Awards Unlimited about next year's awards |
| August | <ul style="list-style-type: none">• Finalize plans for fall meeting• Organize packets to be given to host schools with medals, plates and certificates and copy of official's contracts |
| September | <ul style="list-style-type: none">• Hire officials for next year• Send officials contracts |
| October | <ul style="list-style-type: none">• Per band and choir directors, send contract to clinicians |
| November | <ul style="list-style-type: none">• Process financial reports from tournament hosts |
| December | <ul style="list-style-type: none">• Begin creation of calendars for next year |
| January | <ul style="list-style-type: none">• Process financial reports from tournament hosts |
| February | <ul style="list-style-type: none">• Process financial reports from tournament hosts |
| April | <ul style="list-style-type: none">• Send memo to superintendents requesting Academic All Conference |
| May | <ul style="list-style-type: none">• Process financial reports from tournament hosts• Pay yourself for being secretary |