

NORTHEAST IOWA CONFERENCE CONSTITUTION

Article I. NAME

Section 1.01 The organization shall be known as the Northeast Iowa Conference (NEIC).

Article II. PURPOSE

Section 2.01 The purpose of the NEIC shall be to sponsor and coordinate co-curricular activities between member schools.

Article III. MEMBERSHIP

Section 3.01 Membership in this conference shall consist of the following schools: Charles City, Cresco, Decorah, New Hampton, Oelwein, Waukon, and Waverly-Shell Rock.

Section 3.02 Any member not subscribing to the rules and regulations of this conference may be either suspended or expelled from membership by a majority plus one vote of the member schools. The vote shall be taken in any regular or special meeting so long as due notice of the proposed action is provided to all member schools. If a coach or director in a participating area fails to follow the rules of the conference, the executive board may forfeit the conference standings of games or meets of that school.

Section 3.03 Any non-member school that desires membership in the NEIC may apply for such by filing a written request with the conference secretary. The petition shall be brought before the executive board at the next regular or special meeting.

Section 3.04 No school may become a member of the NEIC without gaining approval through a majority plus one vote of member schools.

Article IV. ORGANIZATION AND PROCEDURES

Section 4.01 The NEIC shall be organized as indicated by the following chart:



Section 4.02 The NEIC shall observe the following procedures for decision making:

- (a) The Executive Board shall consist of the superintendents from member schools and act as the governing body of the conference with final authority on all matters.
- (b) The remaining boards and divisions shall each name their own officers and develop their own by-laws subject to the approval of the Executive Board.
- (c) All proposals not originating with the Executive Board shall be submitted first to the Principals' Board, which shall recommend them either with approval or disapproval to the Executive Board for its final governing action.
- (d) The Executive Board at its own discretion may delegate authority and/or responsibility to any other board or division.

Section 4.03 The Executive Board and Principals' Board shall annually appoint officers with the titles of President, Treasurer and Secretary

The duties of each officer are as follows:

- (a) The President shall represent the conference at all functions and preside at its meetings.
- (b) The Secretary shall represent the conference at all functions and preside at its meetings in the absence or incapacitation of the President.
- (c) The Secretary shall keep the minutes of all meetings of the given board and distribute a copy of those minutes to each member school within one week of the given meeting.
- (d) The Treasurer shall be responsible for the conference treasury, payment of all bills, and communication of the monthly financial report to members of the three boards.
- (e) In the absence of the Secretary or Treasurer, the President shall delegate the duties to another board member.

Section 4.04 The meetings of the three conference boards shall adhere to the following:

- (a) Each board shall schedule a regular monthly meeting with the location and time of the meeting to be determined at each previous meeting.
- (b) The President of each board shall prepare the agenda and give due notice of the meeting time and place to all member schools.
- (c) A special meeting may be called by the President of the board or by the request of two members. The location, time, and nature of a special meeting shall be communicated to all member schools by the President.
- (d) A quorum of not less than a majority of member schools must be present at a meeting to officially transact any business.

- (e) At least one joint meeting of the Executive Board, Principals' Board, and Athletic Directors' Board will be held each year.

Article V. VOTING PROCEDURES

- Section 5.01 Each member school of the conference shall be entitled to one vote on each issue.
- Section 5.02 Voting shall be done only in assembled meetings or through conference call. The voting procedure may either be by acclamation or by written ballot except in matters affecting any change of the Constitution, which requires a roll call vote.
- Section 5.03 Bylaws may be amended by a simple majority vote of the member schools.

Article VI. DUES AND ASSESSMENTS

- Section 6.01 The conference's annual membership dues shall be set by the athletic directors and be subject to approval by the Executive Board. Dues are payable to the school serving as executor of the conference treasury.
- Section 6.02 The membership dues collected annually shall be used for expenses incurred during the course of operation of the conference's athletic division.
- Section 6.03 In the event of the need for additional funds to cover unforeseen or emergency expenditures incurred by the conference, the Executive Board may assess each member school equally for the necessary amount. Each school shall individually determine the source for payment of its share. An annual NEIC golf outing is held in the late July or early August to help offset costs for the NEIC.

Article VII. AMENDMENTS

- Section 7.01 A proposed written amendment may be filed by any member school with the President of the Executive Board. The Executive Board shall act on the proposal at its next meeting.
- Section 7.02 The NEIC Constitution may be amended by a majority plus one vote of the member schools at two separate regular or special meetings of the Executive Board.

NORTHEAST IOWA CONFERENCE BYLAWS

Article I. ATHLETIC DIVISION

Section 1.01 The athletic division shall elect officers with the titles of President, Vice-President, and Secretary-Treasurer from its pool of athletic directors. The electees shall fulfill all duties set forth in Article IV, Section 4.03 of the Northeast Iowa Conference Constitution.

Section 1.02 All policy changes of the athletic division shall be submitted to the Principals' Board prior to any action of the Executive Board.

Section 1.03 Meetings of the athletic division shall be conducted as follows:

(a) The athletic directors shall conduct regular meetings on the first Wednesday of each month of the school year.

(b) A coaches meeting will be held after completion of the conference schedule to select all-conference teams in volleyball, basketball, baseball, and softball. Football coaches will meet within their district assignment to determine all district selections. The proceedings of the all-conference selection meetings shall be as follows:

1. Coaches will follow established guidelines for all conference selections.
2. Each coach shall provide a copy of season statistics for analysis.
3. Coaches shall nominate deserving players for appropriate all-conference recognition.
4. Each coach shall have the opportunity to promote nominated players-
5. Coaches shall vote by secret ballot for final placement on all- conference teams. Coaches cannot vote for their own players.
6. Due to the subjective nature of the selection process, the dialogue of the all-conference selection meetings shall remain confidential.

NOTE: All-conference selections in cross-country, wrestling, track, and golf are determined by individual order of finish at each sport's conference meet.

(c) Special meetings may be called throughout the year by a majority vote of the athletic directors.

Section 1.04 The utilization of a Good Conduct Code for students involved in conference activities shall be an individual decision of member schools.

Section 1.05 Athletic competition between member schools must adhere to the following requirements:

- (a) Any activity in which a majority plus one of member schools participate may be designated as a conference activity through approval of a majority vote of the Executive Board.
- (b) Competition between member schools in all activities shall be governed by the rules set forth by the Iowa Girls' High School Athletic Union, the Iowa High School Athletic Association, and the Northeast Iowa Conference.
- (c) The requirements and procedures for conference activities shall be formulated by the secondary principals and athletic directors. All requirements and procedures shall be subject to approval of the Executive Board.
- (d) All requirements and procedures pertaining to activities that are adopted by the Executive Board shall be stated in the bylaws.
- (e) The administration of all activities within the adopted policies and procedures may be delegated to the secondary principals by the Executive Board.
- (f) All member schools shall play each other annually in varsity sports. The conference championship in volleyball, basketball, wrestling, baseball, and softball shall be determined by winning percentage in conference competition. The conference championships in volleyball and wrestling shall be figured equally between winning percentage in conference competition and by final place at the conference tournaments head to head. The conference championship in cross-country, track, and golf shall be determined by order of finish at each sport's conference meet. District football is to be included into the NEIC All-Sports Trophy standings according to the final standings of each school within the district they are participating in. Final standings will be based on the criteria established by the IHSAA for playoff qualification.
- (g) An All-Sports Champion shall be awarded to the school declared as such through an analysis of the final standings in each sport as set forth in Article I, Section 1.05(f).
- (h) The NEIC sportsmanship award will be separate from the NEIC All-Sports Award. A traveling trophy will be awarded to the winning school each year. A traveling banner will also be awarded to the winning school to be hung in the winning schools gymnasium for the year following in which they win.

- (i) When faced with low numbers of participants in an activity, the following guidelines should be followed in order to field a team to complete a schedule.
 - 1. Make sure that the schedule and signed contracts can be honored.
 - 2. Have participants play up from the lower level if possible.
 - 3. If it is not possible to have students play up from a lower level:
 - Request permission from other schools to have participants play down a level.
 - Drop the schedule.

Section 1.06 The sport of football shall adhere to the following District requirements:

- (a) A District plaque will be awarded to the school winning the District Championship.
- (b) Certificates/Medals will be awarded to individuals selected for the All-District team. Expenses for all medals and plaques shall be divided equally or determined at District football meeting.
- (c) Member schools shall schedule a varsity, sophomore & freshman contest with each other on an annual basis.
- (d) All district varsity football games shall begin at 7:30 p.m. Pre-Game at 5:00
- (e) The number of paid football officials at varsity games shall be five.
- (f) In all years where the Iowa High School Athletic Association establishes district football schedules, the agreements made by members of the defined districts shall supersede the requirements of the NEIC.

Section 1.07 The sport of cross country shall adhere to the following NEIC requirements:

- (a) The school winning the conference championship shall receive a conference championship plaque.
- (b) A conference cross country meet for both boys and girls shall be held each year. The site of the conference meet shall be rotated alphabetically among member schools. The meet shall begin at 4:30 p.m. with a 4:00 p.m. start for the JH.
- (c) Medals will be awarded to the first ten place winners at the annual conference meet.
- (d) The host school shall cover all expenditures associated with the conference meet with the exception of the awards, which are paid for through the conference treasury.
- (e) All NEIC conference meet, shall video tape the finish line.

- Section 1.08 The sport of volleyball shall adhere to the following NEIC requirements:
- (a) The school winning the conference championship shall receive a conference championship plaque. For both dual and team tournament. If same school wins both, a single plaque will be awarded.
 - (b) Certificates will be awarded to individuals selected for the All-Conference team.
 - (c) Member schools shall schedule a varsity, junior varsity, and freshmen contest with each other on an annual basis at the same site for all levels.
 - (d) All conference volleyball matches shall begin at 5:00 p.m.
 - (e) A round-robin conference volleyball tournament shall be held each year. The site of the conference tournament shall be rotated alphabetically among member schools. The conference tournament shall include a Varsity, JV, and 9th level tournament all at different sites.
 - (f) The annual conference tournament shall begin at 9:00 a.m. for all levels.
 - (g) The host school shall cover all expenditures associated with the conference meet with the exception of the awards, which are paid for through the conference treasury. All expenditures shall be deducted from the gate receipts with the balance being placed in the conference treasury. In the event of a deficit, the host school shall cover the difference without reimbursement from the conference treasury.
 - (h) 5 officials will be hired for the varsity tournament if two courts are used. 6 officials will be hired if 3 courts are used. 3 officials will be hired for the 9th & JV tournaments.
- Section 1.09 The sport of basketball shall adhere to the following NEIC requirements:
- (a) The school winning the conference championship shall receive a conference championship plaque.

- (b) Certificates will be awarded to individuals selected for the All-Conference team.
- (c) Member schools shall schedule both varsity and sophomore boys/junior varsity girls contests with each other on an annual home and home basis.
- (d) The junior varsity boys and junior varsity girls games shall begin at 6:15 pm when played during the school week and 5:00 pm when played on a Saturday. Length of warm-up between the junior varsity game and the varsity game shall be 15 minutes.
- (e) Procedures for rescheduling of games:
 1. Find common open dates for both schools.
 2. Flip home sites if the scheduled home team does not have a gym available for use and schools can negotiate a financial agreement.
 3. If no open gym is available possibly wrestle a dual prior to basketball game at 5:00 using 2 mats.

Section 1.10 The sport of wrestling shall adhere to the following NEIC requirements:

- (a) The school winning the conference championship shall receive a conference championship plaque for both dual and team tournament. If same school wins both, a single plaque will be awarded.
- (b) Member schools shall schedule a dual meet with each other on an annual basis.
- (c) The junior varsity matches shall begin at 6:15 p.m. when held during the school week and 5:00 p.m. when held on a Saturday. If a double dual is involved that meet shall start at 5:30 pm with the conference meet wrestled first (the time can be adjusted by home school if needed).
- (d) A conference wrestling tournament shall be held each year. The site of the conference tournament shall be rotated alphabetically among member schools. The meet shall begin annually at 10 a.m.
- (e) Individual medals will be awarded to the first, second, and third place winners in each weight class at the conference tournament. A wall chart for each weight class will be awarded to each winner of all individual weight classes.

- (f) The host school shall cover all expenditures associated with the conference meet with the exception of the awards, which are paid for through the conference treasury. All expenditures shall be deducted from the gate receipts with the balance being placed in the conference treasury. In the event of a deficit, the host school shall cover the difference without reimbursement from the conference treasury.
- (g) Procedures for rescheduling of meets:
 1. Find common open dates for both schools.
 2. Flip home sites if the scheduled visiting team does not have a gym available for use and schools can negotiate a financial agreement.
 3. If no open gym is available possibly wrestle a dual prior to basketball game at 5:00 using 2 mats.
 4. Set a specific date of the Tuesday or Thursday before the conference meet for make-up when no other options exist.

Section 1.11 The sport of track shall adhere to the following NEIC requirements:

- (a) The school winning the conference championship shall receive a conference championship plaque.
- (b) A conference track meet for both boys and girls shall be held each year. The site of the conference meet shall be rotated alphabetically among member schools that have lighted all-weather tracks. The meet shall begin annually at 5 p.m.
- (c) The order and scoring of events at the annual conference meet shall follow the guidelines set forth by the Iowa Girls' High School Athletic Union and the Iowa High School Athletic Association.
- (d) Member schools will be allowed two entries in each event with medals being awarded to the first, second and third place winners in individual events and the first & second place winners in relay events.
- (e) The host school shall cover all expenditures associated with the conference meet with the exception of the awards, which are paid for through the conference treasury. The host school shall keep all gate receipts.

Section 1.12 The sport of golf shall adhere to the following NEIC requirements:

- (a) The school winning the conference championship shall receive a conference championship plaque
- (b) Separate conference championship golf meets for both boys and girls shall be held each year. The sites of the conference meets shall be rotated alphabetically among member schools. The meets shall begin annually at 10 a.m.
- (c) Medals will be awarded to the top ten finishers at the conference meet.

- Section 1.13 The sport of baseball shall adhere to the following NEIC requirements:
- (a) The school winning the conference championship shall receive a conference championship plaque.
 - (b) Certificates will be awarded to individuals selected for the All-Conference team.
 - (c) The starting time for all conference baseball games shall be at the discretion of the home team.
 - (d) The home team needs to start infield ½ hour before starting time.
 - (e) Make-up dates for baseball will be made up on the next open date.
- Section 1.14 The sport of softball shall adhere to the following NEIC requirements:
- (a) The school winning the conference championship shall receive a conference championship plaque
 - (b) Certificates will be awarded to individuals selected for the All-Conference team.
 - (c) The starting time for all conference softball games shall be at the discretion of the home team.
 - (d) The home team needs to start infield ½ hour before starting time.
 - (e) Make-up dates for softball will be made up on the next open date.
- Section 1.15 Cheerleaders shall be admitted free of charge to all conference events.
- Section 1.16 Admission prices at all conference events are recommended to be \$5.00 for adults and \$3.00 for students as per Executive Board approval in 2006. Varsity, JV, and 9th level conference tournaments involving volleyball and track shall set admission at \$5.00 for both adults and students. For the conference wrestling tournament admission shall be \$6.00 for both adults and students. Admission fees for District Football will be as established at the district meeting level.
- Section 1.17 Conference passes will be issued at the beginning of the school year. The conference secretary will be responsible in printing and distributing these passes. 50 passes per school will be sent to each schools athletic director, with the cost if any split among all member schools. District Football Passes are separate and designated by the district each member school is a part of.

APPENDIX I: NEIC AWARD REFERENCE

Medals

- Cross Country awards individual medals to the top fifteen finishers in the varsity races at the conference meet.
- Wrestling awards individual medals to the top three finishers in each weight class at the conference tournament.
- Track awards individual medals to the top three place finishers in individual events and the first & second place winners in relay events at the conference meet.
 - Golf awards - Individual medals to the top fifteen finishers at the conference meet.

Certificates

- Volleyball awards certificates to the twenty-four individuals selected to the all-conference team.
- Girls and Boys Basketball awards certificates to the twenty-one individuals selected to each all-conference team.
- Baseball and softball award certificates to the thirty-three individuals selected to each all-conference team

APPENDIX II: NEIC OFFICIALS PAY REFERENCE

1. Officials pay for 2012-2013 school year.
 - a. **Football** – Pay will be \$85.00 per crew member for five officials with mileage being paid to the crew chief of the crew. Pay will continued to be re-evaluated each year when re-districting occurs.
 - b. **Volleyball** – Pay will be \$90.00 for a regular season match. Mileage will be paid for one official.
 - c. **Volleyball Tournaments** – Pay for a two-court tournament will be \$160 for 5 officials. Pay for a three-court tournament will be \$150 for 6 officials. Mileage will be paid for each official, unless they drive together.
 - d. **Volleyball JV/9th Tournaments** – Pay for a two-court tournament will be \$125 for 3 officials. Mileage will be paid for each official, unless they drive together.
 - e. **Cross-Country** – Pay will be \$70.00 for one starter. Mileage will be paid.
 - f. **Basketball** – Pay will be \$85.00 per person for a JV/V Girls or 10/V Boys contest. Pay will be \$95.00 per person for a Varsity Girls and Boy double header. Mileage will be paid to one official.
 - g. **Wrestling** – Pay for a JV/V dual will be \$95. Pay for a double/triple dual will increase to \$110. Mileage will be paid to each official.
 - h. **Wrestling Tournament** – Pay will be \$185 for 3 officials. Mileage will be paid to each official.
 - i. **Wrestling JV Tournament** – Pay will be \$95. Three officials will be paid if there are two mats and four officials will be paid if there are three mats. Mileage will be paid to each official.
 - j. **Track** – Pay will be \$90.00. One box of shells and mileage will be paid.
 - k. **Track Conference** – Pay will be \$100.00. One box of shells and mileage will be paid.
 - l. **Baseball** – Pay will be \$95.00 for 2 officials with mileage being paid to one official.
 - m. **Softball** – Pay will be \$85.00 for 2 officials with mileage being paid to one official.
 - n. Fees for other lower level events will be determined by individual schools.