

North County Conference Constitution

ARTICLE I – NAME

The name of this organization shall be the North County Conference of San Diego County.

ARTICLE II – PURPOSE

The purpose of this organization shall be to promote academic, cultural, and athletic events among member schools.

ARTICLE III – MEMBERSHIP

A. MEMBERSHIP: Voting memberships shall be those schools that comprise the North County Conference.

The North County Conference shall be comprised of member schools and leagues and/or divisions as determined by the Conference.

B. RULES & CRITERIA FOR LEAGUE ALIGNMENT: The growth in student population in North County schools has seen substantial increases in enrollment. These changes require the North County Conference to develop a systematic and predictable process for league alignment.

To meet these challenges, the Conference establishes the following rules and criteria.

1. STANDING COMMITTEE ON LEAGUE ALIGNMENT

a. At its regular meeting of June 24, 1991, the North County Conference created a Standing Committee on League Alignment.

b. The purpose is twofold:

(1) To develop and recommend rules and criteria for league alignment in the North County Conference.

(2) To make recommendations for placing schools into leagues comprising the North County Conference.

c. Membership and Terms:

The committee is to be composed of principals, two from each league, athletic directors, two from each league; and the senior principal of the conference,

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who will serve as chairperson. Members are appointed by a majority vote of existing league members. Terms of service shall be two years for members.

If the conference is composed of three or more leagues, the committee is to be composed of one principal and athletic director from each league.

d. Meetings:

The Committee will meet twice each year to carry out its function at a time, place, and date determined by the Chair. The committee on league alignment will report at each regularly scheduled meeting in the Committee Reports Section of the agenda with purpose of disseminating information regarding the Committee's continuing study of the league alignment issue.

e. Process to be followed by Committee:

- (1) Any North County Conference school may submit a proposal for league alignment to the Committee.
- (2) All proposals will be reviewed for adherence to the North County Conference Rules and Criteria for League Alignment.
- (3) All proposals meeting the NCC rules and criteria will be voted upon.
- (4) The proposal receiving the majority of favorable votes will be recommended to the North County Conference.

2. CRITERIA FOR LEAGUE ALIGNMENT

a. New Schools

- (1) All new high schools created by member districts will be placed in the smallest enrollment league for their first year. (Adopted: 3/19/03)
- (2) Second year league placement will be based upon the same criteria as the placement of all other schools in the Conference.

b. Leagues

- (1) Adjustment in league membership will be made in December preceding every even year based upon CBEDS enrollment data from the preceding October and reported to the Conference for action at its regular winter meeting. New schools, or schools impacted by the opening of new schools

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will submit projected enrollments to the Standing Committee on Re-Alignment by October 31.

(2) In accordance with the North County Conference Constitution (Article III, Section A), student enrollment will be the primary consideration for League assignment. Other factors will be considered only if there is a majority vote to do so by the Conference schools.

(3) Approval for any scheme of league alignment must be obtained from both the C.I.F. Coordinating council and C.I.F. Board of Managers prior to implementation.

3. NORTH COUNTY CONFERENCE PROCEDURES ON LEAGUE ALIGNMENT

- a. The Standing Committee on League Alignment will present its recommendations to the North County Conference.
- b. The recommendation of the Committee will require a majority vote of the Conference for approval.
- c. Recommendations from the floor that meet the NCC Rules and Criteria will be considered only if there is a majority vote to do so.

4. RULES AND CRITERIA

- a. These Rules and Criteria approved by the North County Conference on March 19, 2003, supersede all other documents previously approved.

C. VOTING: Each school shall have one vote. Votes shall be cast by the principal or principal's designee.

D. DUES: Shall be determined at all September meetings

1. Non-NCC schools will be assessed a fee of \$100.00 per sport to cover costs of the Conference Coordinator.

E. APPLICATION FOR MEMBERSHIP: Schools may request league placement to the CIFSDS.

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ARTICLE IV – OFFICERS

- A. **PRESIDENT:** Duties shall be to preside at all meetings, to call special meetings, and/or to coordinate the reconciliation of league disputes.
- B. **VICE-PRESIDENT:** Shall assume all duties of the president in his/her absence. The Vice-President shall be responsible for coordinating:
 - 1. the annual June Conference meeting
 - 2. the annual review of the North County Conference Constitution
- C. **SECRETARY:** Shall take and distribute minutes of all meetings. The Secretary is authorized to purchase such materials as are necessary to adequately keep permanent records of minutes and other Conference transactions.
- D. **TREASURER:** Shall keep records of all receipts and disbursements of funds and to submit an annual summary report at the end of year meeting. The Treasurer is authorized to purchase such materials as are necessary to adequately keep permanent financial records. The Treasurer shall prepare the budget for the following year. North County Conference treasurer records will be maintained for five years.
- E. One Principal and one athletic director from each league shall be the Conference representatives to the CIFSD Coordinating Council. Any exception must be approved by the league. Two of the four officers, along with two athletic directors, shall be at the Conference Meetings.
- F. **SELECTION OF OFFICERS:** Officers will ascend from treasurer through the presidency. The treasurer shall be selected from an alphabetical listing of Conference schools.

Succession of Officers and School Responsibilities:* (Revised: May 1, 2010)

El Camino	President	2006-2007
Escondido	Vice President	2007-2008
Fallbrook	Secretary	2008-2009
La Costa Canyon	Treasurer	
Mission Hills		2009-2010
Mt. Carmel		2010-2011
Oceanside		2011-2012
Orange Glen		2012-2013
Poway		2013-2014
Ramona		2014-2015
Rancho Bernardo		2015-2016
Rancho Buena Vista		2016-2017

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San Marcos	2017-2018
San Pasqual	2018-2019
Torrey Pines	2019-2020
Valley Center	2020-2021
Vista	2021-2022
Westview	2022-2023
Carlsbad	2023-2024
Del Norte	2024-2025
Mission Vista	2025-2026
Canyon Crest Academy	2026-2027
San Dieguito Academy	2027-2028

*New schools will be added to the rotation.

ARTICLE V – CONFERENCE COORDINATOR and CONFERENCE COMMISSIONER

- A. The Conference Coordinator shall be selected by a majority vote of the conference at the end of the year meeting, at which time, the annual remuneration will be determined.
1. Period of Assignment: Generally from August 1 to 6/30 (school year). Specified time assignments clarified in this document.
 2. Stipend: \$225 per school per year – two payments, one-half on December 1 and June 1. (Business phone and travel expenses are included in the stipend.)
 3. Duties – General: Serve as non-voting Operations Officer for Men’s and Women’s Interscholastic Athletic programs.
 4. Duties- Specific:
 - a. Maintain active Operations File
 - b. Attend all called General Conference meetings as scheduled by Conference President. Attend specific CIFSDS meetings called (scheduling, etc.)
 - c. Call and preside at meetings of Athletic Director’s prior to Conference meetings.
 - d. Prepare and submit sets of proposed League (or Conference) schedules. Finalize as approved. Schedules to be drawn in accordance with current policies. Cost of preparation paid by Conference Treasurer.
 - e. Serve as adviser – in assisting Conference Officials and member schools in complying with CIFSDS Playoff Responsibilities.
- B. The Conference Commissioner shall be selected by a majority vote of the conference at the end of the year meeting, at which time the annual remuneration will be determined.

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1. Period of Assignment: Generally from August 1 to June 30 (school year). Specified time assignments clarified in this document.
2. Stipend: \$7,000 per year. (Business phone and travel expenses are included in the stipend.)
3. Duties – General: Serve as non-voting officer to assist in the regular operation of the conference in collaboration with the Conference President and the Conference Coordinator.
4. Duties- Specific:
 - a. Prepare agendas for meetings,
 - b. Prepare and distribute minutes of all meetings,
 - c. Maintain financial records,
 - d. Interpret section, conference and league by-laws,
 - e. Keep the constitution/bylaws updated and furnish member schools with additions and/or corrections,
 - f. See that all protests, within the Conference are properly investigated and ruled upon,
 - g. Prepare reports as required,
 - h. Perform other duties as requested by the president. (Adopted: 9/17/03)

C. In the event that the Conference Coordinator or Conference Commissioner cannot complete his/her duties, the Conference president shall make an interim appointment.

ARTICLE VI – MEETINGS AND QUORUM

Conference business shall be transacted only at one of the following meetings:

- A. Regular Meetings: (Dates set at end of year meeting.)
 - September
 - December/January
 - February/March
 - April/May (if needed)
 - May/June
- B. Special Meetings: Shall be called by the president when half or more of the members request or when, in his judgement, circumstances require that a meeting be held.
- C. Conference Calls: The president may arrange for conference calls composed of all member schools for the purpose of transacting official conference business.
- D. A quorum shall consist of more than half the number of members.

ARTICLE VII – SCHEDULING

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The North County Conference shall foster scheduling procedures wherein there will be a minimum of interference with the regular daytime school program.

ARTICLE VIII – ADMISSION CHARGES

Admission charges to contests shall be set by the Conference on an annual basis. All schools will abide by the Conference decision and charge an admission price for sports as designated.

ARTICLE IX – CONFERENCE PASSES

The North County Conference authorizes a North County Conference Pass. These will be purchased and distributed to the Athletic Directors. Sixty(60) per school will be issued.

ARTICLE X – AWARDS

- A. The Conference authorizes purchase of medals for League/Conference individual sport meets. The Conference shall underwrite the operational costs of League/Conference meets.
- B. The Conference will recognize co-championships. The Conference recognizes championships on the varsity level only.
- C. Each member school shall adopt and adhere to the standards for awards as recommended by the CIF, San Diego Section.

ARTICLE XI – CIF PLAY-OFFS

The North County Conference will adopt a policy approving League representation in CIF play-offs.

ARTICLE XII – AMENDMENTS

The constitution may be amended at any time by a vote of two thirds of the membership, providing thirty (30) days has elapsed since the reading of the proposed amendment