

# **CENTRAL LAKES CONFERENCE CONSTITUTION**

## **PREAMBLE**

The Central Lakes Conference was formed on December 16, 1975 at St. Cloud, Minnesota. This meeting was attended by administrators and athletic directors from the six charter member schools. These charter member schools are Alexandria, Brainerd, St. Cloud Apollo, St. Cloud Tech, and Willmar.

## **ARTICLE ONE-PURPOSE**

The purpose of this conference is to regulate and promote senior high school activities between the member schools, to aid in scheduling activities, and to establish uniform and acceptable procedures for the conduct of conference activities.

## **ARTICLE TWO-MEMBERSHIP**

- 2.1 Membership in the Central Lakes Conference shall include Alexandria, Brainerd, Fergus Falls (4/28/04), Rocori (5/27/87), St. Cloud Apollo, St. Cloud Tech, Sartell/St. Stephen (5/11/94), Sauk Rapids/Rice (5/16/01) and Willmar.

## **ARTICLE THREE-GOVERNANCE BOARD**

- 3.1 The Governance Board shall be composed of one voting member from each member school.
- 3.2 The Governance Board shall have the authority to make those decisions necessary for the efficient operation of the conference including, but not limited to, the employment of an Executive Secretary.
- 3.3 The Governance Board shall meet not less than two times per year.

## **ARTICLE FOUR-OFFICERS**

- 4.1 Conference officers shall include a President, a Vice President, and an Executive Secretary.
- 4.2 Officers shall serve a term of office of one year.
- 4.3 A rotation of officer schools shall be established, with the Superintendent or Principal of the officer school serving as President, and the Athletic Director serving as Vice President.
- 4.4 An Executive Secretary shall be selected by the Governance Board.

## ARTICLE FIVE-DUES

- 5.1 Annual dues shall be assessed the member schools by the Governance Board.

## ARTICLE SIX-ACTIVITIES

- 6.1 The Central Lakes Conference shall sponsor those activities among the member schools which the Governance Board determines to be in the best interest of its members.

## ARTICLE SEVEN-ATHLETIC DIRECTORS' ADVISORY COUNCIL

- 7.1 The advisory council shall be composed of the athletic director from each member school.
- 7.2 The council shall discuss conference matters and make recommendations to the Governance Board.
- 7.3 The Chairman of the council shall be the Athletic Director of the officer school.

## ARTICLE EIGHT-AMENDMENTS

- 8.1 Amendments to the Constitution shall be presented at the meeting prior to which they are to be voted upon, except as stated in article 8.4.
- 8.2 In order to be approved an amendment to the constitution must receive a 3/4 majority vote.
- 8.3 An amendment to the Constitution takes effect at the meeting during which it was approved.
- 8.4 Upon unanimous vote of the member schools an amendment may be voted upon at the meeting during which it is presented.

## ARTICLE NINE-WITHDRAWAL AND DEMISSION PROCEDURE

- 9.1 If a member school wishes to withdraw from the conference, it will be necessary for that school to notify the conference chairperson in writing. 14 months before the intended date of withdrawal. (Example: school A decides to leave the conference Dec. 1, 2012, they would have to give notice by Oct. 1, 2011)
- 9.2 Withdrawal time could be shortened by the unanimous vote of member schools, and a penalty of one year's conference dues.
- 9.3 Demission from the conference requires a 3/4 majority vote of the Governance Board.
- 9.4 If a school withdraws from the Conference, it will receive a proportionate share of the total balance in the Conference at the end of the fiscal year in which they withdraw.
- 9.5 If the Conference is in debt in the fiscal year the school withdraws, that school will pay the proportionate share of the debt.

# CENTRAL LAKES CONFERENCE BY-LAWS

## ARTICLE ONE-PURPOSE

- 1.1 The Governance Board shall institute those policies necessary to carry out the purposes of the Central Lakes Conference outlined in the Constitution.

## ARTICLE TWO-MEMBERSHIP

- 2.1 Membership in the Central Lakes Conference shall be determined by the Governance Board. It is expected that member schools will participate in all CLC sponsored activities they offer. Selective participation is not acceptable.
- 2.2 A three-fourths majority will be required for admitting a new member. (Three-fourths of a seven member conference will be 5, and a six member conference will be 5.)
- 2.3 Members entering the Central Lakes Conference will pay their proportionate share of the conference assets on July 1 of the year they enter the conference.

## ARTICLE THREE-GOVERNANCE BOARD

- 3.1 The Principal or the Superintendent of the member school shall be the voting representative to the Governance Board. He may designate a substitute if he is unable to attend a meeting.
- 3.2 The Governance Board shall meet no less than two times each year.
- 3.3 A general fall lunch meeting, to include the athletic directors, shall be held the second Wednesday in November at 11:00 a.m. with the location rotated according to the following sequence:

2018-19 – Sauk Rapids/Rice	2023-24 – Alexandria
2019-20 – St. Cloud Apollo	2024-25 – Willmar
2020-21 – Rocori	2025-26 – Sartell/St. Stephen
2021-22 – Fergus Falls	2026-27 - St. Cloud Tech
2022-23 – Brainerd	
- 3.4 A business and lunch meeting for administrators and athletic directors shall be held at 11:00 a.m. on the last Wednesday in April, with the location rotated according to the following sequence:

2018-19 – Sauk Rapids/Rice	2023-24 – Alexandria
2019-20 – St. Cloud Apollo	2024-25 – Willmar
2020-21 – Rocori	2025-26 – Sartell/St. Stephen
2021-22 – Fergus Falls	2026-27 - St. Cloud Tech
2022-23 – Brainerd	
- 3.5 Special meetings may be called at the discretion of the president.
- 3.6 Agenda items may be presented in writing by coaches' groups or may be presented verbally by any qualified member in attendance or by an elected member of a coaches' group.

## CENTRAL LAKES CONFERENCE BY-LAWS

- 3.7 A motion is passed by a simple majority, except where otherwise indicated in the Constitution or By-Laws.

## ARTICLE FOUR-OFFICERS

- 4.1 Those officers called for in the Constitution shall assume office on July 1. The term of office shall expire on the following June 30.
- 4.2 The rotation of officer schools shall be according to the following sequence:
- |                            |                               |
|----------------------------|-------------------------------|
| 2018-19 – Sauk Rapids/Rice | 2023-24 – Alexandria          |
| 2019-20 – St. Cloud Apollo | 2024-25 – Willmar             |
| 2020-21 – Rocori           | 2025-26 – Sartell/St. Stephen |
| 2021-22 – Fergus Falls     | 2026-27 - St. Cloud Tech      |
| 2022-23 – Brainerd         |                               |
- 4.3 The duties of the President shall be:
1. To preside over meetings of the Governance Board.
  2. To supervise the activities of the Executive Secretary.
- 4.4 The president shall be a voting member of the Governance Board with the right to vote on all issues.
- 4.5 The duties of the Vice-President shall be:
1. To preside over meetings of the Governance Board in the absence of the President.
  2. To serve as Chairman of the Athletic Directors' Advisory Council.
  3. To present the recommendations of the Athletic Directors' Advisory Council to the Governance Board.
- 4.6 The Executive Secretary shall be elected at the Spring meeting preceding the effective date of office.
- 4.7 The Executive Secretary shall receive a salary, the amount of which is to be determined at the Spring meeting, to be effective the following July 1, or at a date otherwise determined by the Governance Board.
- 4.8 The Executive Secretary shall perform those duties directed by the President and/or the Governance Board, including the following:
1. Develop and mail to each superintendent, principal, and athletic director a notice and agenda for each meeting.
  2. Keep minutes of each meeting and mail a copy to each superintendent, principal, and athletic director under separate cover.
  3. Receive and deposit income of the conference and pay all bills authorized, and keep a record of the financial affairs of the conference. Present a financial report at each meeting of the Governance Board.

## CENTRAL LAKES CONFERENCE BY-LAWS

4. Order and distribute all trophies and awards.
5. Issue eighteen passes to each member school prior to the opening of school, to be distributed at the discretion of the athletic director. Passes shall be transferable.
6. Be the Public Relations Director for the conference.
7. Prepare a budget for submission to the Spring meeting.

4.9 The Executive Secretary shall not have a vote on the Governance Board.

## ARTICLE FIVE-DUES

- 5.1 The amount of dues payable by each member school shall be assessed at the Spring meeting for the school year beginning and following July 1.
- 5.2 Dues are payable by September 1.
- 5.3 Special assessments may be made by unanimous vote of the Governance Board.

## ARTICLE SIX-ACTIVITIES

- 6.1 The Central Lakes Conference will sponsor the following activities:

BOYS		GIRLS	
Football	Basketball	Tennis	Basketball
Cross Country	Speech	Cross Country	Speech
Soccer	Nordic Ski	Soccer	Nordic Ski
Swimming	Tennis	Swimming	Gymnastics
Wrestling	Golf	Volleyball	Golf
Hockey	Track	Hockey	Track
Music	Baseball	Music	Softball
		Dance	

- 6.2 Adult and student admission charges shall be left to the discretion of the host school.
- 6.3 Bands shall not be allowed to perform at games away from home.
- 6.4 Rules for the conducting of conference events shall conform with those of the Minnesota State High School League. Additional policies and procedures are defined in the conference handbook.
- 6.5 Activities shall not be canceled except by the superintendents of the schools involved or their designated representative.
- 6.6 Passes from all Minnesota State High School League Associations shall be honored.

## CENTRAL LAKES CONFERENCE BY-LAWS

- 6.7 In order for an activity to be conducted on a conference level, a majority of schools must participate in that activity.
- 6.8 Each school shall bear its own individual expenses for all activities engaged in.

## ARTICLE SEVEN-ATHLETIC DIRECTORS' ADVISORY COUNCIL

- 7.1 Prior to the fall and spring meetings of the Governance Board the Council shall meet to formulate recommendations for the Governance Board's consideration.
- 7.2 The council shall meet otherwise as needed on the call of the Vice- President and shall schedule those meetings on the first Wednesday of the month.
- 7.3 One athletic director will be assigned as a liaison to each activities coaches group. The athletic director liaison will call meetings of the coaches of that activity at least annually.

## ARTICLE EIGHT-AMENDMENTS

- 8.1 Amendments to the By-Laws shall be voted upon at the meeting during which they are presented.
- 8.2 In order to be approved an amendment to the By-Laws must receive a simple majority except that an amendment to article 2.2 of the By-Laws (membership) must receive a 3/4 majority vote.
- 8.3 An amendment to the By-Laws takes effect at the meeting during which it was approved.