

## **NJCAA REGION XVIII/SWAC BY-LAWS**

### **Article I - Membership**

- Section A A member college must be a member of the National Junior College Athletic Association.
- Section B Annual membership dues, established at the Spring meeting each year, will be payable on or before October 15th of each academic year.
- Section C To be a member of the Scenic West Athletic Conference (SWAC) must meet the core sport requirement code as outlined in the constitution.

### **Article II - Legislative Assembly - Voting**

- Section A Two delegates from each member college may attend the regional meetings.
- Section B The delegates may be representatives of the Women's division and a representative of the Men's division, each holding one vote. In the case where one (1) person represents both divisions, one (1) person may cast one vote in joint meetings.
1. Each member college must declare its delegates for the year as the first order of business as the Fall meeting.
  2. A designated voting delegate may choose to vote by proxy if unable to attend a meeting.
- Section C Proxy voting shall be allowed at the regularly scheduled Fall and Spring meetings. In order to vote by proxy, a delegate must lodge written authority with the Regional Director prior to the meeting. The proxy vote must be exercised by a representative of the delegate's school.
- Section D A majority vote of a quorum shall be necessary to effect changes in operating procedures of Region XVIII. A quorum shall consist of more than 50 percent of the member colleges in Region XVIII.

### **Article III - Administration**

- Section A Regional Directors:
1. Shall act in accordance with Article III, Sec. 1d of By-laws of the NJCAA.
  2. Shall oversee the duplication and distribution of minutes for each meeting.
  3. Shall order all trophies, awards, and certificates that are presented as standardized Region XVIII awards.
  4. Shall distribute a membership roster by the annual spring meeting each year, listing the voting representatives.
  5. Shall acknowledge receipt and disposition of all communication within seventy-two (72) hours. (Exception: Appeal matters. See Article VI, Executive Committee Operating Code).
  6. Shall appoint regional sports advisors.
  7. Shall perform other duties as may be assigned by the Legislative Assembly or Executive Committee.

Section B Assistant Regional Directors:

1. Shall chair Legislative Assembly meetings when the Director is not present.
2. Shall assist the Director on matters of eligibility.
3. Shall attend annual national meetings as appropriate.
4. Shall supervise the maintenance of sport histories.
5. Shall perform additional duties as assigned by the Regional Director.

Section C Treasurer:

1. Shall collect dues, pay all bills, and make a financial report to the Legislative Assembly at each meeting.
2. Shall perform additional duties as directed by the Regional Directors.
3. Shall collect and disperse tournament monies as designated in the SOP's. Tournament monies designated for distribution to the region's representative to national championships (or to traveling teams to inter-regional competition) must be dispersed through the Region XVIII treasurer.
4. Shall bill sponsor schools for the expenses incurred by the Regional Director or representative to Region XVIII championships.
  - a. The sponsor school shall be responsible for expenses up to the maximum amount designated in the SOP's.
  - b. Expenses beyond the amount designated in the SOP's shall be the responsibility of the region.
  - c. Following the regional championships, Regional Directors or their representatives should turn in expense vouchers to the treasurer that sponsor schools can be billed.
5. Shall reimburse the Assistant Region Directors expenses when they attend and stay through the entire NJCAA National Convention. Expenses to be reimbursed:
  - a. Transportation (airfare or mileage @ .32/mile, whichever is less, and taxi if necessary)
  - b. Hotel
  - c. Per diem (\$27.00/day)  
(Rental cars are the responsibility of the Assistant Director)  
Reimbursement must be submitted on the **Region 18 Reimbursement Form** with receipts attached.
6. Shall reimburse Sports Chair Advisor expenses to Region Coaches Meetings/Region Tournament only if necessary due to advisors team not attending the Region tournament. Expenses that can be reimbursed:
  - a. Transportation (airfare or mileage @ .32/mile, whichever is less, and taxi if necessary)
  - b. Hotel
  - c. Per diem (\$27.00/day)  
Reimbursement must be submitted on the **Region 18 Reimbursement Form** with receipts attached.
7. Shall send a stipend of \$1,500 to each, the Region Women's Director and Region Men's Director, to be used for Region expenses incurred by their institution.

**Article IV - Committees**

Section A Executive Committee:

1. Shall include Regional Directors for men and women; Assistant Regional Directors for men and women; Treasurer; and a Member-at-large. The Member-at-large shall be selected by the Legislative Assembly.

2. Shall be responsible for reviewing the regulations which govern the activities or Region XVIII. In performing its function the committee shall act in accordance with its operating code.

**Section B** The Board of Appeal:

1. Shall consist of three (3) members plus two (2) alternates.
2. Shall hear appeals regarding decisions, findings, or rulings of the Executive Committee.

**Section C** Sport Committees:

1. Each sport shall be represented by one sport advisor whose function is to improve communication within the region. The sport advisor shall serve as a liaison between the Executive Committee and the coaches in that sport. Sport advisors shall function in accordance with their operating code.

**Section D** Ad Hoc Committees:

1. Shall be appointed by the Regional Directors whenever they are needed. The actions and decisions of these committees shall be subject to the approval of the Executive Committee. The committees shall cease to function as soon as they have completed a specific task.

**Article V - Meetings**

**Section A** Two regular meetings shall be held each year.

1. The fall meeting will be held no later than October 15.
2. The spring meeting will be held on a date to follow the annual NJCAA Delegate Assembly.
3. The date and location of the fall meeting will be determined at the previous Spring meeting.
4. The regional directors may call special meetings as required.
5. Member colleges are encouraged to have representation at the meetings.  
(A joint AD/President's meeting will be held in March at the Region Basketball Tournament)

**Article VI - Amendments**

**Section A** The By-laws may be amended at any regular or special meeting provided the substance of the amendment shall have been published and mailed to all Region XVIII voting representatives at least two (2) weeks prior to said meeting. A majority vote of the quorum shall govern.

**Article VII - Parliamentary Authority**

**Section A** The rules contained in Roberts Rule of Order, Revised shall govern the meetings of Region XVIII where applicable, unless those rules are inconsistent with the Region XVIII Constitution and By-laws.

**Article VIII - Championship Tournaments**

**Section A** Size of Tournaments will be based on the number of teams participating in Conference play.

10 or more teams	= 8 team tournament
9 teams	= 7 team tournament
8 teams	= 6 team tournament
7 or less	= 4 team tournament

(Note Article VIII not in effect at present time, beginning August 2003, for Region 18 Championship Tournaments).

**Article IX - Non-Contests and/or failure to meet contractual contest agreements**

Section A If an institution cannot field a team resulting in a “no-contest” and/or non-fulfillment of a contractual contest agreement, the effected institution will be credited with a win for each contest not played for SWAC standings that will be used to qualify/seed teams (only) for Region 18 Championship Tournaments. Such win(s) will not go on an institution’s permanent record for national standings/polls/etc.

Section B Financial penalty assessed to the institution that cannot field a team resulting in a “no-contest” and/or non-contractual contest agreement:

- \$2,000/date for Men’s Basketball
- \$2,000/date for Women’s Basketball
- \$2,000/date for Volleyball
- \$2,000/date for Baseball
- \$2,000/date for Softball

Note: Multiple games scheduled on the same day, i.e. baseball or softball doubleheaders, will be fined as one day.

**Article X - Post-game review after a player has been ejected**

Section A In the event that any player(s) and/or coach(s) are ejected from any contest where Region XVII/SWAC teams are involved, the following actions will take place:

1. Immediately following the contest, the host athletic director or designee and the entire official/umpire crew will meet with the game/match tape to review the actions that brought about the ejection(s). This group, upon review of the tape, will make a full report of any other infractions and/or penalties. The additional infractions/penalties report will be sent to the coordinator of officials/umpires and to the appropriate regional director.
2. In the event the ejection(s) occurs on the first game of a double header or the first night of a two night contest, the above policy must occur before the next scheduled game/match.
3. After review of the ejected contest, a copy of the tape will be provided as soon as possible to the coordinator of officials/umpires for final review. The coordinator, regional director(s) and the executive committee may consider and may impose any recommended sanctions by Wednesday, 7:00 pm MST.
4. This policy shall be utilized with all sports that fall under the jurisdiction of Region XVIII/SWAC.