



CONSTITUTION

of the Colonial Valley Conference

ARTICLE I

Name

This organization shall be known as the Colonial Valley Conference.

ARTICLE II

Purposes

Section 1. To foster, improve, and regulate all interschool activities.

Section 2. To promote the development of character and sportsmanship.

ARTICLE III

Membership

Section 1. A school may be admitted by unanimous agreement of all members of the Board of Control. A new school immediately gains all privileges of membership on the date of admission to the Conference.

Section 2. Member schools are:

ALLENTOWN, EWING, HAMILTON, HIGHTSTOWN, HOPEWELL VALLEY, LAWRENCE, NOTRE DAME, NOTTINGHAM, PRINCETON, STEINERT, WEST WINDSOR-PLAINSBORO NORTH, WEST WINDSOR-PLAINSBORO SOUTH, TRENTON and ROBBINSVILLE.

ARTICLE IV

Dues

Section 1. Each school shall be assessed dues upon admission to the conference. Annual dues will be determined at the annual May meeting.

Section 2. Schools may pay annual dues by November first of each year.

Section 3. In the event of dissolution of the Conference, any monies left after all expenses have been met will be distributed equally to member schools.

ARTICLE V

Organization

- Section 1. The Board of Control should be made up of the principals of each school, having one vote cast by the principal. The principal may appoint a designee. The superintendent of schools will be ex-officio members of the Board of Control.
- Section 2. The officers of the Conference shall be: a President, a Vice President, a Secretary, and a Treasurer. All officers must be Conference school Principals. Elections will be held every **two years** at an annual meeting of the Board of Control.
- Section 3. The president shall have the power to call meetings of the Board of Control. The president shall provide a written agenda for each meeting to be mailed to each school in advance. Items not listed on this agenda may be introduced into meetings by unanimous consent of the principals present.
- Section 4. The vice-president shall, in the absence of the president, preside and perform the duties as indicated in Section 2 above. The vice-president shall serve as the Chairperson of the Controversies and Disputes Committee.
- Section 5. The secretary shall keep a record of the proceedings of the meetings, conduct all necessary correspondence, and keep official records of all Conference activities.
- Section 6. The treasurer shall collect and disburse funds as directed by the Board of Control and submit a financial report at each meeting.

ARTICLE VI

Regulations

- Section 1. The Board of Control shall meet during the months of September, October, December, March and May, and on call of the president, or upon the written request to the president, signed by a majority of principals, the May meeting shall be designated as the annual meeting.
- Section 2. At least seven of the voting members of the Board of Control shall constitute a quorum.
- Section 3. Meetings shall be conducted in accordance with the Roberts rules of order.

ARTICLE VII

Amendments

- Section 1. A two-thirds vote of the voting membership of the Board of Control will be necessary to amend the constitution and by-laws of the organization after a reading of the proposed change at a prior meeting.
- Section 2. Article III, Section 1 may be amended by unanimous vote.

ARTICLE VIII

Committees

- Section 1. The Board of Control shall authorize all committees, and all Committees shall be responsible to the Board of Control.

ARTICLE IX

Activities

- Section 1. In order to obtain authorization to operate a Conference activity, a petitioning group must present the organization or activity's purpose for organizing and its operational rules to the Board of Control.
- Section 2. All member schools who participate in a given conference sponsored competitive activity may play all member schools in that activity.
- Section 3. In order to have a sport or activity recognized by the conference championship, a majority member school must be engaged therein. If there are two divisions, there must be at least four member schools in each division to recognize a divisional championship. Within the division there must be at least 3 teams.
- Section 4. Awards may be presented to any team or individual if the activity has been authorized by the Board of Control.

ARTICLE X

Controversies and Disputes

- Section 1. The controversy or dispute must first be discussed between The principals and/or other appropriate personnel of the involved schools. If the problem is resolved to the satisfaction of both parties, it may be presented for informational purposes at the next principals' meeting.

Section 2. If any of the parties are dissatisfied with the resolution of the question, they may write the President of the Conference within five (5) school days with an explanation of all the particulars surrounding the dispute. The information shall be sent to all schools involved in the controversy.

Section 3. Within five (5) school days of receipt of the request for review, the president shall appoint three principals and two Athletic Directors to serve on a committee to handle the dispute. The vice-president will be chairperson, however, if the vice-president's school is involved in the controversy, the conference president will designate one of the principals as chairperson. The membership of this committee shall be free of any representation from the schools involved in the dispute. The president will forward all documents to the chairperson of the committee and a hearing will be held within five days. All schools involved in the controversy must attend. All hearings will be informal.

Section 4. If the decision of the committee is unacceptable to one or more parties involved in the dispute, they may submit a written appeal to the President of the Board of Control within five (5) days of the decision. The president must convene a meeting of the Board of Control within five (5) days and the Board of Control must render a final decision by majority vote.

Adopted: October, 1978

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