

**DISTRICT 1
IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION**

BOARD OF CONTROL HANDBOOK
(revised February, 2020)

CONSTITUTION

ARTICLE I: NAME AND PURPOSE

The name of this association shall be District 1, Idaho High School Activities Association. The purpose of this organization is to coordinate, promote and control the interscholastic activities of the high schools in District 1.

ARTICLE II: MEMBERSHIP

Section 1: Membership in this district shall be confined to those schools that are members of the state association and are designated by the State Board of Control as belonging to this district.

Section 2: Annual membership fees may be levied at the discretion of the Board of Control. If such dues are levied, then schools will become members of this association only upon payment of such dues.

**DUES SHALL BE PAID TO THE
SECRETARY/TREASURER OF THE ASSOCIATION
ON OR BEFORE OCTOBER 15 OF THE YEAR ON
WHICH DATE MEMBERSHIP SHALL LAPSE
UNLESS THE ANNUAL DUES ARE PAID. SECOND
NOTICES WILL BE SENT OUT OCTOBER 7.
FAILURE TO PAY DUES BY OCTOBER 15 WILL
RESULT IN A \$75 FINE.**

Section 3: Each member school shall be entitled to one vote on the affairs of the association, which vote will be cast by the principal of each member school or his designated faculty representative.

Section 4: The president of the Board of Control shall preside at all Board of Control meetings and shall perform the usual duties of that office. In the absence of the president, the vice-president shall be in charge.

ARTICLE III: POWERS OF THE ASSOCIATION

Section 1: Voting members of the Board of Control shall serve as officers of the association.

Section 2: Member schools, by a majority vote at a regular or special meeting (i.e. league meetings, Region 1 Principal's Meeting, etc), may set rules and policies not in conflict with this constitution or the constitution of the State Association.

Section 3: Members of the Legislative Council shall have the power to overrule all decisions of the District Board of Control. Such action shall require a simple majority vote of members of the Council.

Section 4: The Legislative Council shall consist of the superintendent of each of the school districts within District 1, IHSAA.

Section 5: Member schools shall elect one representative to serve on the State Board of Directors. The representative shall be a superintendent of schools or a high school principal from a member school and shall be elected by the district's Legislative Council. At the meeting preceding the expiration of the term of office of the representative. The term of office shall be three years and shall expire June 1, with the newly elected representative taking office at the time of the June State Board of Directors meeting. During this term of office, he/she shall serve as an ex-officio member of the District Board of Control.

ARTICLE IV: BOARD OF CONTROL MEMBERSHIP, ELECTIONS, TERM

Section 1: The Board of control shall consist of one representative from each of the following classifications: 5A/4A, 3A and 2A/1A. One superintendent and one high school principal or vice-principal, from each of these three classifications shall be selected. The District 1 Coaches Association shall provide one member representing coaches of the girls athletics and a second member representing the coaches of boys athletics; one member from the Music Educators Association shall be selected; one member from the Speech/Arts Association shall be selected; one member from cheer/dance activities, and one representative from the middle level principals, and one member representing the athletic directors shall be selected by the group that they are representing. Also serving on the Board, **but without voting privileges**, are the State Board of Control representative, the Commissioners, and the Secretary/Treasurer.

Section 2: The representatives (superintendents, principals, vice-principals) from the four classifications of schools shall be elected at the spring meeting of the respective group preceding the next term of office on the Board of Control.

Section 3: The representatives (superintendents, principals, vice-principals) of the five classifications shall be elected for a term of three years.

Section 4: The representatives on the Board of Control elected by the coaches, music teachers, speech teachers and middle level principals shall serve terms of two years.

Section 5: The members of the Board of control shall at the end of the spring meeting choose from its membership one administrator to serve as president and one administrator to serve as vice-president of the Board of Control. Each office is a two year term.

Section 6: Change of professional status, moving out of the district, or a shift in class of the school shall constitute a vacancy in an office. Such a vacancy, if occurring during the school year term, shall be filled by appointment by the Board of Control until the next regular election.

Section 7: The Board of Control shall be in charge of all affairs of the association. It shall have general supervision over all forms of boys' and girls' athletic contests, games, festivals, tournaments, meets, etc., of an interscholastic nature within the district. The coaches association, the music teachers association, the speech/arts teachers association, cheer/dance association, and such other activity associations as may be set up will be advisory bodies.

ARTICLE V: POWERS AND DUTIES OF OFFICERS

Section 1: The powers and duties of the President shall be:

1. To preside at all meetings of the association and all meetings of the Board of Control.
2. To call all meetings, regular and special, of the association and the Board of Control.
3. To perform all duties normally described to the office of President for a two year term.

Section 2: The powers and duties of the vice-president shall be:

1. To preside at all meetings of the association and Board of Control in the absence of the President.
2. To succeed the office of President at the expiration of his term or whenever the office shall be vacant.

Section 3: The powers and duties of the secretary/treasurer shall be:

1. To keep the minutes of all meetings of the association and the Board of Control and distribute minutes at least one week prior to the next scheduled meeting.
2. To collect and to account for all membership fees, official fees, levies and assessments due the association.
3. To pay all authorized bills and claims against the association with the approval of the Board of control.
4. To notify all member schools of all regular and special meetings*.
5. To perform all other duties as directed by the Board of Control or the association.
6. To provide a written financial statement to the member schools for the previous school year at the fall meeting.
7. To present a written financial report to the Board of Control at each regularly scheduled meeting.
8. To prepare a written financial statement to the state IHSAA Board of Directors prior to September 1 of the next fiscal year.

Section 4: Change of professional status, moving out of the district, or a shift in class of the school shall constitute a vacancy in an office. Such a vacancy, if occurring during the school year term, shall be filled by appointment by the Board of Control until the next regular election.

*Special meetings may include appeals, rules clarification, arbitration, negotiations, virtual, or others similar in nature.

ARTICLE VI: POWERS AND DUTIES OF THE BOARD OF CONTROL

Section 1: The powers and duties of the Board of Control shall be:

1. The Board shall have the power to declare vacant any chair on the Board if the member fails to attend any two consecutive meetings. The Board shall also have the power to fill any vacancy, provided the appointment is made from the class of school represented in the vacancy.
2. If any auxiliary group fails to elect a representative by November 1 the Board shall have the power to appoint some person to fill the vacant chair.
3. The Board shall authorize past Board of Control expenses.
4. Regularly scheduled meetings of the Board shall be held in September, November, January, March, and May. Special meetings may be called by a majority vote of the members of the Board or the Board of Control President.
5. The Board shall have the power to set membership fees and special assessments.
6. The Board shall have the power to set tournament assessments.
7. The Board shall have the power to set all entrance fees for all district sponsored festivals, clinics, tournaments, and other activities.
8. The Board shall have the power to authorize all tournaments, clinics, festivals and other competitive activities involving more than two schools. If such approval is granted, the secretary shall obtain approval for the member schools to participate in that event. The Board shall have the power to declare winners, award trophies, resolve ties (unless the method of resolving is set by the State Board of Control) or delegate the power to declare winners or resolve ties to the schools involved in the competition.
9. The Board shall have sole authority to approve the establishing of new leagues within the district.
10. The Board shall have the power to authorize the issuing of district passes to the staff members of member schools.

11. The Board shall have the power to take disciplinary action against schools not complying with the Constitution and by-laws or rulings of the Board of Control of this association.
12. The Board shall have the power to take disciplinary action in cases involving unsportsmanlike conduct of schools or officials employed by member schools.
13. The Board shall require all auxiliary groups of the association to file with the secretary a written copy of the minutes of all meetings and a financial report of any events sponsored by such auxiliary groups.
14. The Board shall have the power to interpret this Constitution and the rules and regulations which this board of Control or the association may establish.
15. The Board shall have the power to choose a person from the member schools to serve as secretary/treasurer for the association and the Board of Control for a term of three years and such appointment and remuneration shall be received annually at the spring meeting. The Board shall set the remuneration for this position.
16. The Board shall name commissioners, determine their remuneration and establish the dates when each will assume office. Such positions shall be reviewed annually.
17. The board acting as an arm of the Idaho High School Activities Association is authorized to carry out functions of the State Board not covered in this article.

ARTICLE VII: AMENDMENTS AND APPROVAL

Section 1: Amendments to this Constitution shall take effect at the beginning of the school term following the passage. Proposed amendments to this Constitution shall be submitted to the Board of Control in writing. Upon the receipt of the proposed amendments, the Board of Control shall submit such amendments to the member schools within the school year in which they are proposed, and the member schools shall vote on the proposals as provided in Article VII, Section 2. Amendments may be proposed by certified employees of member schools or by the District Board of Control.

Section 2: The Constitution may be amended by a majority vote of the member schools at a regular or special meeting or a vote by mail.

