

BY-LAWS OF THE ~~STUDENT ACTIVITIES BOARD OF CONTROL~~ CONNECTICUT STUDENT
ACTIVITIES CONFERENCE

Proposed revision of 5/11/06 -- To be voted on by the entire membership

ARTICLE I - NAME

The Connecticut Student Activities Conference ~~Student Activities Board of Control~~ shall be responsible for the promotion and regulation of students activities among the member schools of the Association. **The board which oversees the promotion and regulation of student activities shall be the Connecticut Student Activities Conference (CSAC) Board of Control.**

ARTICLE II - PURPOSE

The purpose of the **Connecticut Student Activities Conference** shall be:

- Section A. To encourage the development and effective operation of student activities other than athletics in CAS member schools;
- Section B. To develop and enforce regulations and policies pertaining to activities which involve schools from more than two school districts;
- Section C. To supervise and regulate the activities of organizations or associations which receive or may receive budgetary support from the **Connecticut Student Activities Conference** ~~Student Activities Board of Control~~.

ARTICLE III - **CONNECTICUT STUDENT ACTIVITIES CONFERENCE BOARD OF CONTROL** ~~STUDENT
ACTIVITIES BOARD OF CONTROL~~

Section A. Membership.

- 1. The **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ shall consist of a chairman, one representative from each of the three classifications of high schools, one representative from the middle schools, one representative from the elementary schools, and four representatives at-large, two of whom may be assistant principals. A principal shall serve as chairman.
- 2. The **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ may appoint such non-voting members or consultants as it deems advisable.

Section B. Nomination of Members.

- 1. The CAS Nominating Committee shall nominate the chairman and other members of the **Connecticut Student Activities Conference** Board of Control ~~Student Activities Board of Control~~.
- 2. The chairman and four of the nine other members shall be nominated on alternate years.

Section C. Election of Members.

- 1. The chairman and other members of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ shall be elected by the CAS Legislative Body at its annual meeting.
- 2. The chairman and four of nine other members shall be elected on alternate years.
- 3. The chairman must have served as a member of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~.
- 4. Temporary vacancies may be filled by the Board and confirmed by the CAS Board of Directors.

Section D. Terms of Office.

- 1. Terms of office of the chairman and other members shall be of two year duration.
- 2. Neither the chairman nor any other member shall serve more than two consecutive terms of two years each.
- 3. In no event shall the total amount of service by one individual as chairman and member exceed eight (8) consecutive years.

ARTICLE IV - MEETINGS

- Section A. Regular Meetings.
Regular meetings of the **Connecticut Student Activities Conference Board of Control Student Activities Board of Control** shall be held at such times as may be determined by the members.
- Section B. Special Meetings.
Special meetings of the **Connecticut Student Activities Conference Board of Control Student Activities Board of Control** may be called by the chairman.
- Section C. Conduct of Meetings.
Meetings of the **Connecticut Student Activities Conference Board of Control Student Activities Board of Control** shall be conducted in accordance with the latest edition of Robert's Rules of Order.
- Section D. Quorum.
Fifty percent (50%) of the voting members of the **Connecticut Student Activities Conference Board of Control Student Activities Board of Control** shall constitute a quorum for the transaction of business.

ARTICLE V - DUTIES AND RESPONSIBILITIES

- Section A. The duties and responsibilities of the **Connecticut Student Activities Conference Board of Control Student Activities Board of Control** shall be as follows:
1. To provide to member schools material and resources of assistance in the development and operation of their student activities programs;
 2. To approve or not approve, or declare no jurisdiction over participation of students of member schools in activities and contests if these activities involve member schools of more than two districts;
 3. To supervise and regulate the activities of organizations which receive or may receive budgetary support from the **Connecticut Student Activities Conference**;
 4. To compile and distribute to member schools the annual CAS Advisory List of Contests and Activities;
 5. To compile and distribute to member schools the monthly supplements to the CAS Advisory List of Contests and Activities;
 6. To obtain annually lists of non-athletic organizations or activities from member schools, including the names of faculty advisors of these organizations or activities;
 7. To appoint such standing committees or ad hoc committees as are necessary for the proper conduct of the business of the **Connecticut Student Activities Conference**.
 8. To assume and discharge all other duties and responsibilities which are necessary to carry out the objectives or purposes of the **Connecticut Student Activities Conference** not otherwise expressly provided for or forbidden in the CAS Constitution.
- Section B. Criteria to be used by the **Connecticut Student Activities Conference Board of Control Student Activities Board of Control** in evaluating activities shall be the following:
1. The activity must be educationally sound, worthwhile and stimulating to the students and the school.
 2. The activity must not place undue burdens or obligations on students, their families, teachers or school.
 3. The activity shall not be more than minimally commercial in its presentation or promotion, shall not be sectarian and shall not promote or exploit issues controversial in nature or whose advocacy would be inappropriate for students.
 4. The activity must not exclude any student because of race, handicap, color, creed, sex or gender except where such activities have been developed expressly to compensate for lack of opportunity for members of such groups.
 5. The activity must be well planned and organized and must provide for the adequate supervision and welfare of participating students at all times.
 6. Student Activity Board will limit essay contests to those which promote good writing as a process, which are properly supervised by educational agencies, and which do not interfere with the sound educational practices of a school will be considered on their merits. Essay contests approved by NASSP, sponsored by the Connecticut State Department of Education, and by professional education organizations will be approved. Essay contests of a nature judged by the Board to be commercial will be disapproved.

7. Student Activity Board will act on the recommendations of the **CSAC SABE** / CIAC Cheerleading Committee for in-state cheerleading competitions. All cheerleading programs shall be governed by the current Spirit Rules Book of the National Federation of State High School Associations. The maximum number of competitions in which a squad may participate annually shall be four (4), exclusive of one (1) league and the **CSAC SABE** / CIAC State Cheerleading Competition. (Schools without league-sponsored championships may substitute participation in any other **CSAC SABE** approved competition.) Attendance at one summer clinic/camp is permitted.

ARTICLE VI - REGULATIONS GOVERNING NON-ATHLETIC INTERSCHOLASTIC ACTIVITIES

An interscholastic activity shall be defined as any type of inter-school experience which involves participation of students from member schools in more than two school districts.

Section A. The **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ will not concern itself with the following:

1. Activities of teachers or teacher groups when students are not involved.
2. Inter-school activities of one or two school districts when administered and supervised by the schools concerned, e.g. joint concerts, dances, debates, clinics, drama presentations.
3. Activities entered into by a school with non-school groups within the community served by the school, if the activity does not concern member schools of more than one district.
4. Participation by a member school in any interscholastic activity where the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ has agreed to take "no action" -- definitive decision tabled pending receipt of application.
5. Participation in any interscholastic activity not specifically prohibited by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ or which is not in violation of the **CSAC SABE** By-laws.
6. A member school may not participate in any interscholastic activity where the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ has ruled "not approved."
7. It is the responsibilities of the principals of member schools to check out the status of interscholastic activities when in doubt.

Section B. Scheduling.

1. Activities should be scheduled on non-school time. If an activity must be scheduled during the school day every effort should be made to avoid excessive loss of school time. The loss of more than one day of school time will be considered "excessive". Rare exceptions will be made if the activity is subject-related and provides a learning experience not usually available in the traditional school curriculum
2. No in-state school sponsored student activities will be approved for Sunday. School groups may participate in community-sponsored parades at any given time at the discretion of the local school administration. In the case of out-of-state activities approved by the local school system, and upon application to **CSAC SABE**, approval will be given when school(s) are invited to participate because of merit/excellence of an outstanding individual/group of pupils. Any unusual/special circumstances not covered by the above may be reviewed by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~. Activities conducted by elementary schools are granted an exemption to this section. Therefore, Sunday elementary activities may be approved by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ for elementary schools.

Section C. Transportation.

Transportation should be by fully insured conveyance.

Section D. Supervision.

Adequate and responsible adult supervision should be provided for all activities.

Section E. Fees.

Reasonable registration or entry fees may be assessed subject to the approval of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~.

Section F. Sponsorship.

Sponsors of activities must be recognized organizations, institutions or associations and must be approved by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~.

Section G. Approval of Sponsors.

1. Sponsors shall submit written application to the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ prior to June 1 to insure being placed on the annual approved list for the ensuing school year. After June 1, applications for new activities shall be submitted sixty (60) days prior to the date of the proposed activity.
2. Approval or non-approval will be granted upon review of the application by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~. Such review shall be based on criteria and regulations established by the **CSAC SABC**.

ARTICLE VII -- REGULATIONS GOVERNING ORGANIZATIONS RECEIVING BUDGETARY SUPPORT FROM THE **CONNECTICUT STUDENT ACTIVITIES CONFERENCE SABC**

Section A. General Regulations.

These organizations shall observe all regulations listed in Article VI of the By-laws.

Section B. Plans.

Prior to March 1 of each year all groups sponsoring activities shall submit to the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ plans for the coming year including the number, kinds, location, dates, times and other pertinent details of proposed activities.

Section C. Budget.

A proposed budget for the ensuing year shall be submitted to the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ prior to March 1.

Section D. Membership Fees.

Reasonable membership fees may be assessed subject to the approval of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~. Anticipated membership fees shall be submitted to the **CSAC Board SABC** with the proposed budget prior to March 1.

Section E. Annual Report.

Sponsoring groups shall submit an annual report of their activities prior to ~~September 30 of the following year~~ **the Association's annual meeting in May**.

ARTICLE VIII -- CONTROL

Section A. Institutional members of the Connecticut Association of Schools shall be subject to the regulations and policies established in the By-laws of the **Connecticut Student Activities Conference** ~~Student Activities Board of Control~~ for the supervision and control of non-athletic activities. Violations shall be referred to the Executive Director of the Connecticut Association of Schools.

Section B. Hearings.

A member school charged with a violation of the **Connecticut Student Activities Conference's** ~~Student Activities Board of Control~~ regulations or policies shall be permitted an open hearing at a regular or special meeting of the **CSAC SABC** Board of Control. The school in question shall be permitted to be represented by the Principal or his/her delegate(s), who shall be permitted to present the school's case.

Section C. Penalties.

Member schools which after a proper hearing are found in violation of the regulations or policies established in the By-laws of the **Connecticut Student Activities Conference** ~~Student Activities Board of Control~~ shall be subject to such penalties as may be deemed proper by the **CSAC SABC** Board of Control. These penalties may include:

1. Reprimand or Warning -- A reprimand or warning communicated in writing to the Principal of the member school committing an infraction.
2. Probation -- Placement of the member school committing an infraction on probationary status for a designated

period of time. Notice of such action shall be communicated in writing to the principal of the school committing an infraction and shall be published in the CAS Bulletin.

3. Suspension -- Suspension of the member school committing an infraction for a designated period of time.

This action shall be taken by the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ only in the case of a serious willful infraction, or in the case of continual willful infractions of the regulations or policies of the **CSAC SABC** by a member school.

Notice of such action shall be communicated in writing to the Principal of the school committing the infraction(s) and shall be published in the CAS Bulletin.

4. Fines -- Monetary fines may be imposed.
5. Any combination of penalties as defined in subsections 1 through 4 of this section.
6. Any penalty or combination of penalties may be levied at the discretion of the Board and shall include activities ranging from a single event to all activities under the jurisdiction of the **Connecticut Student Activities Conference** ~~Student Activities Board of Control~~.
7. Other -- Assessment of such other penalty or penalties as the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~, within the limits of its authority, deems appropriate and just on member school which is in violation of regulations or policies established in the **CSAC SABC** By-laws.

Any such actions shall be communicated in writing to the Principal of the school committing the infraction(s) and may also be published in the CAS Bulletin.

Section D. Appeals.

A member school which is dissatisfied with the decision of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~, in a case involving infraction(s) of the **CSAC SABC** regulations or policies may, within fourteen (14) days after said decision is announced, appeal in writing to the CAS Board of Directors in accordance with Article IX, Section C, of the CAS Constitution.

The decision of the CAS Board of Directors shall be final and binding on all parties.

ARTICLE IX -- AMENDMENTS TO THE BY-LAWS

Section A. By-laws may be amended, altered, or repealed. Requests for such actions may be submitted by any member of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~.

Section B. Proposed changes in the By-laws shall be submitted to the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~ at least one meeting previous to the meeting at which the change is to be acted upon.

Section C. Adoption of By-laws changes shall require a two-thirds majority vote of the full voting membership of the **Connecticut Student Activities Conference Board of Control** ~~Student Activities Board of Control~~.

Section D. Changes in the By-laws shall take effect at the time stipulated in the motion for adoption of the change.

Section E. Changes in the By-laws made during the year must be submitted for approval to the CAS Legislative Body at its annual meeting for vote

ARTICLE X -- The By-laws of the **Connecticut Student Activities Conference** ~~SABC~~ shall be made available to all CAS member schools in accordance with Article IV, Section E.,4., of the CAS Constitution.