

THE CONNECTICUT ASSOCIATION OF SCHOOLS

*The Fifty-Second Annual Meeting*

May 13, 2004

PROPOSED CHANGES TO THE CAS CONSTITUTION AND BYLAWS

*(To be voted on by the entire membership)*

CHANGE #1: ARTICLE IV (ORGANIZATION), SECTION A

**Explanation of Change:** The proposed revision to Article IV, Section A restructures the CAS officer positions as follows: (1) it adds two additional officer positions; (2) it creates a new “president-elect” position; (3) it consolidates the positions of secretary and treasurer (creating the position of secretary-treasurer); and (3) it sets a longer term length for the secretary-treasurer position.

Proposed language (changes appear in *bold italics*):

Section A. Officers of the Connecticut Association of Schools

1. Positions

The officers of the Connecticut Association of Schools shall be as follows:

- President
- *President-Elect*
- *Secretary-Treasurer*
- *Vice President Representing Elementary Schools*
- *Vice President Representing Middle Schools*
- *Vice President Representing High Schools*

*These officers shall be recommended by the Nominating Committee and elected by the Legislative Body. Each such officer shall be the principal of an institutional member school.*

2. Terms of Office

The term of office of the president, *president-elect* and vice presidents shall be one year. No person shall serve as president or *president-elect* for more than two consecutive terms of one year each. *In no event shall the total amount of service by one individual serving as a vice president exceed ten consecutive years.* The terms of office shall be from July 1 through June 30 of the following year, or until their successors have been duly qualified for office. The term of office for the position of CAS Secretary-Treasurer shall be two (2) years. *The individual serving as Secretary-Treasurer is eligible to serve three consecutive two-year terms.*

3. Duties

**President.** The president shall preside at all meetings of the Legislative Body and of the Board of Directors of the Connecticut Association of Schools, sit ex-officio on all committees, associations and boards, call the annual and special meetings as needed, and otherwise perform the duties usually performed by presiding officers.

**President-Elect.** The *president-elect* shall assume the duties of the president in his/her absence and perform such duties as may be delegated by the president.

**Secretary-Treasurer.** *The secretary-treasurer shall keep records of all meetings, conduct correspondence and prepare records as he/she may be instructed. The secretary-treasurer shall also be responsible for the receipt and deposit of all association funds and the payment of all approved Connecticut Association of Schools obligations. He/she shall receive all financial statements and*

***revenues from the association of school principals and several boards of control and submit such audited reports as may be required of him/her by the board of directors of the Connecticut Association of Schools.***

- a. An assistant treasurer may be chosen by each association of schools and board of control. He/she shall be responsible for the management of all income and expenses of activities approved by the board of directors of the Connecticut Association of Schools until such time as the activity has been completed. At that time a financial statement and all funds shall be deposited with the treasurer of the Connecticut Association of Schools. The assistant treasurer is not an officer of the Connecticut Association of Schools.
- b. Any funds appropriated for the use of any board of control, association of school principals or any other committee in carrying out its functions shall be processed in a manner determined by the board of directors of the Connecticut Association of Schools.

***Vice President. The vice presidents, along with each of the other officers, shall serve as members of the executive committee of the Connecticut Association of Schools. As such, they shall make annual budget recommendations to the CAS Board of Directors which will be based upon careful consideration of the operational and organizational needs of the Connecticut Association of Schools as well as each association of school principals, each board of control, and the Principals' Center. Members of the executive committee shall also be responsible for working with the executive director to establish goals and objectives and to set financial and programmatic priorities at the beginning of each school year. A vice president shall assume the duties of the treasurer and/or president-elect upon the resignation, incapacity, or death of either or both until an interim treasurer and/or president-elect is/are elected by the board of directors of the Connecticut Association of Schools.***

**Reason for changes:** (1) The reason for expanding the number of officer positions is that, due to the impending departures of both the CAS president and vice president, the board will be left with only two of four “veteran” individuals serving as officers of the Connecticut Association of Schools. This will result in a dramatic shift in leadership in one given year, a situation which, in light of the increased incidence of retirements and promotions, could likely re-occur in the future. As such, the CAS Board of Directors is recommending an expansion of the number of officer positions on the board so as to mitigate the effects of “multiple departures.” The proposed change, which calls for a vice president representative from each of the three levels, will also create a structure whereby at least one representative from each level is serving in an officer position in any given year. (2) The reason for consolidating the positions of secretary and treasurer is that the responsibilities of each of these offices can easily be handled by one individual. Furthermore, while we are looking to expand the number of officer positions, we do not want to make the board any larger than necessary. In fact, we are proposing that the overall composition of the board be reduced (see proposed Bylaw Change #2 below). (3) The reason for making the term of the secretary-treasurer longer than that of the other officers is that the duties of the treasurer are uniquely complicated and, as such, a one-year term does not allow sufficient time for an individual to develop an understanding of and familiarity with the association’s budget. Furthermore, it is felt that greater stability is needed in this important leadership position. Listed below is the current leadership structure juxtaposed with the proposed leadership structure:

<u>Current Structure</u>	<u>Proposed Structure</u>
President	President
Vice-President	President-Elect
Secretary	High School Vice President
Treasurer	Middle Level Vice President
	Elementary Vice President
	Secretary/Treasurer

## CHANGE #2: ARTICLE IV (ORGANIZATION), SECTION B

**Explanation of change:** The proposed revision to Article IV, Section B (1) calls for a reduction of the size of the CAS Board of Directors; and, (2) adds language to define the role and purpose of the CAS executive committee.

Proposed language (changes appear in *bold italics*):

### Section B. The Board of Directors of the Connecticut Association of Schools

#### 1. Composition

- a. The voting members of the Board of Directors of the Connecticut Association of Schools shall consist of:
  - i. The officers of the Connecticut Association of Schools
  - ii. The immediate past president
  - iii. **One** (previously two) representative from each of the three classes of high schools of the Connecticut Association of High School Principals (CAHSP): large, medium and small. These classes shall be determined by the board of directors of the Connecticut Association of Schools based on the total enrollment of Grades 10-12, as of October 1 in the even numbered years. Each class will consist of approximately one third (1/3) of the institutional member schools so determined. Such representatives shall be principals of institutional member schools.
  - iv. **Two** (previously three) representatives of middle level schools of the Connecticut Association of Middle School Principals (CAMSP). Such representatives shall be principals of institutional member schools.
  - v. **Five** representatives of elementary schools of the Connecticut Association of Elementary School Principals (CAESP). Such representatives shall be principals of institutional member schools.
  - vi. **One assistant principal** (previously three) **representing any of the three levels of membership (elementary, middle or high).**
  - vii. The chairperson, or alternate, of each board of control sponsored by the Association (CIAC and SABC)
  - viii. The president, or equivalent, of each association of school principals (high, middle and elementary) sponsored by the Connecticut Association of Schools.
- b. Consultants without vote shall include the executive director of the Connecticut Association of Schools; **the associate and** assistant executive directors of the Connecticut Association of Schools; the director of the division of Curriculum and Professional Development, State Department of Education; a representative of the Connecticut Association of Public School Superintendents; and such other consultants as the CAS Board of Directors may determine.
- c. A majority of these directors must be directors of the Connecticut Schools Corporation. **Sixteen (16)** members of the Board of Directors, holding the positions hereinafter named, shall serve as directors on the Board of Directors of the Connecticut Schools Corporation: the president, **the president-elect**, the vice presidents, **the secretary-treasurer**, one assistant principal representative, the chairs of: the Student Activities Board of Control, the presidents or the equivalent of the Connecticut Association of High School Principals, the Connecticut Association of Middle School Principals, the Connecticut Association of Elementary School Principals and the chairperson of the CIAC Board of Control; two elected high school representatives, one elected middle school representative and one elected elementary school representative.
- d. All directors from B.1.a.iii-vi. will be elected for two year terms. These directors shall not serve consecutively more than two terms of two years each.

2. *Executive Committee*

- a. *Committee Composition. The officers of the Connecticut Association of Schools, and the chair and treasurer of the Connecticut Interscholastic Athletic Conference Board. The Executive Director of the Association shall serve as a non-voting consultant.*
- b. *Committee’s Duties and Powers. The Executive Committee shall: have general supervision of the affairs of the Association between the meetings of the Board of Directors; fix the hour and place of meetings; make annual budget recommendations to the CAS Board of Directors which will be based upon careful consideration of the operational and organizational needs of the Connecticut Association of Schools as well as each association of school principals, each board of control, and the Principals’ Center; be responsible for working with the executive director to establish goals and objectives and to set financial and programmatic priorities at the beginning of each school year; and, perform other duties as are specified in these bylaws. None of its acts shall be in conflict with action taken by the Board of Directors.*
- c. *Meeting of the Executive Committee. Will be called by the president of the Association.*

(NOTE: Existing Section B.2 becomes Section B.3)

**Reason for change:** (1) The reason for reducing the overall size of the CAS Board of Directors is, in part, to offset the increase of the two additional officer positions. (Proposed Bylaw Change #1 adds three vice president positions but also combines two positions into one, thereby yielding a net increase of two positions). The reduction will also serve to trim the board to a more manageable size, as the board had been expanded considerably following the EMSPAC merger in 2000. These reductions will be phased in over time so that no one was “kicked off” the board. (2) Currently, no language exists in our bylaws that spells out how the executive committee is constituted or what its purpose/function is.

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**CHANGE #3: ARTICLE IV (ORGANIZATION), SECTION H**

**Explanation of change:** The proposed revision to Article IV, Section H calls for a change in the language defining “Standing Committees.”

Proposed language (changes appear in *bold italics*):

Section H. Standing Committees

- 1. *There shall be standing and special committees based upon the needs of the Association. The executive director is authorized to appoint chairs and members of these committees.*

(NOTE: Existing sections H.1, H.2 and H.3 will be eliminated and replaced with language above)

**Reason for change:** The current language is obsolete in that it references a committee that no longer exists. Furthermore, we would like to change the language so that it allows the board more flexibility to add and/or remove standing committees in accordance with the changing needs of the association.

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**CHANGE #4: ARTICLE VI (STUDENT ACTIVITIES), SECTION A**

**Explanation of change:** The proposed revision to Article VI, Section A adds two additional representatives – one elementary and one middle level – to the Student Activities Board of Control.

Proposed language (changes appear in *bold italics*):

## ARTICLE VI - STUDENT ACTIVITIES

### Section A. Board of Control

#### 1. Composition

The Board of Control shall consist of one representative from each of the three high school classifications, *two* (previously one) representatives each from the middle schools and the elementary schools and five members-at-large. Two of the five at-large members may be assistant principals. A principal shall serve as Chairperson.

**Reason for change:** As student activities have continued to grow at both the middle and elementary school levels, the SABC has had to direct greater effort and energy to supervising non-athletic activities for K-8 schools. As such, it would be helpful to expand the SABC to include an additional elementary and middle level representative. The additional members will help achieve a more balanced representation as the board endeavors to provide its member elementary and middle schools with greater assistance in the area of student activities.

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## CHANGE #5: ARTICLE V (INTERSCHOLASTIC ATHLETICS), SECTION C

**Explanation of change:** The following proposed change will allow assistant principals to serve on the Eligibility Review Board.

Proposed language (changes appear in *bold italics*):

## ARTICLE V - INTERSCHOLASTIC ATHLETICS

### Section C. Eligibility Committee Review Board

#### 1. Composition

There shall be an Eligibility Committee Review Board composed of ten member principals *and/or assistant principals* and two non-voting consultants. The Board shall include the past CIAC Chairman, present chairman of the Eligibility Committee, two class L representatives, two class M representatives, and two class S representatives who previously served on the CIAC Eligibility Committee or the CIAC Board, two members who presently serve or have served on the CIAC Eligibility Revision Committee, the present CIAC Athletic Director consultant, (non-voting), and the CIAC superintendent consultant (non-voting).

The CIAC Board of Control has the discretion to appoint a CIAC member principal *or assistant principal* to fill any vacancy whenever a position cannot be filled in accordance with the above terms.

**Reason for change:** A difficulty now exists whereby there are fewer individuals who are “qualified” to replace outgoing members of the Eligibility Review Board. Recent incidents of retirement and/or promotion have opened up positions on the board; however, there are few individuals with the necessary experience to fill them. Due to the unique nature of the work of this board, members must have some experience with CIAC eligibility matters through work on either the CIAC Board, the Eligibility Committee, or the Eligibility Revision Committee. Currently, membership on the board is limited to member school principals only. We are proposing that the composition of the board be broadened so as to include assistant principals, thereby increasing the pool of candidates who qualify for membership on the board.

*The Fifty-Second Annual Meeting*  
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**PROPOSED CHANGES TO THE SABC BYLAWS**  
(To be voted on by the entire membership)

**CHANGE #1: ARTICLE V (DUTIES AND RESPONSIBILITIES), SECTION B**

**Explanation of change:** The new language, which will be added to Article V, Section B of the SABC bylaws, reflects the following recommendations made by the Ad Hoc Cheerleading Committee in 2003: (1) the SABC/CIAC Cheerleading Committee shall review any and all petitions for in-state cheerleading competitions; (2) all cheerleading programs shall be governed by the current Spirit Rules Book published by the National Federation of State High School Associations; (3) the maximum number of competitions in which a squad may participate annually shall be four, exclusive of one league competition and the SABC/CIAC State Cheerleading Competition; and (4) attendance at one summer clinic/camp per squad is permitted.

Proposed language:

*7. Student Activity Board will act on the recommendations of the SABC/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 SABC/CIAC State Cheerleading Competition. (Schools without league-sponsored championships may substitute participation in any other SABC approved competition.) Attendance at one summer clinic/camp is permitted.*

**Reason for change:** Based on concerns over the increasing athleticism of the sport of cheerleading, the CIAC board had established an ad hoc committee to determine whether or not cheerleading should continue as an “activity” and, thus, fall under the jurisdiction of the SABC, or if it should be sanctioned as an official CIAC sport and, therefore, be regulated by the CIAC. After considerable deliberation, the ad hoc committee, which was comprised of members of both the CIAC and the SABC, agreed that cheerleading should remain an “activity.” However, because cheerleading had grown more “sport oriented” and less “spirit oriented,” members felt that some additional oversight was necessary.

**CHANGE #2: ARTICLE VIII (CONTROL), SECTION A**

**Explanation of change:** The new language states that all violations of SABC regulations will be referred to the CAS executive director.

Proposed language (changes appear in *bold italics*):

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 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.*

**Reason for change:** This stipulation is consistent with the procedures that are in place for reporting violations of CIAC regulations.

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**PROPOSED CHANGES TO THE CIAC BYLAWS**  
*(To be voted on by the CIAC membership only)*

**CHANGE #1: ARTICLE X (RECRUITMENT), SECTION H.2**

**Explanation of change:** Eliminate the requirement that the individual serving as an investigating officer in a recruitment rule violation case must be an active principal.

Proposed change:

Section H

2. If a charge of recruiting is brought against a member school, the CIAC Board of Control shall appoint from among the CIAC membership ~~a principal who shall serve~~ as an investigating officer, whose duty it shall be to determine the facts in the case.

**Reason for change:** The existing requirement is more restrictive than necessary. The current regulation requires the CIAC board to select only an active principal to serve as an investigating officer. Often times, however, there are retired principals, ex-CIAC board members, assistant principals, and many highly regarded athletic directors who could function in this role with a high degree of expertise.

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**CHANGE #2: ARTICLE IX (CODE OF ELIGIBILITY), SECTION III.A.**

**Explanation of change:** Remove the specific penalties assigned to violations of Section II of the Code of Eligibility

**Existing Rule III:**

III. PENALTIES

A. Violation of Rule IIC. shall mean that the student shall be ineligible for (365) days from the date of transfer. B. Violation of Rule II.D. shall mean that the student shall be ineligible for the remainder of the season. C. Violation of Rule II.E. shall mean that the student shall be ineligible for the remainder of the season. D. Violation of Rule II.F. shall mean that the student is suspended from all interscholastic athletics until he or she shall have been reinstated by the Board of Control of the CIAC after voluntary petition to the Board of Control. The Board of Control shall not consider any petition for reinstatement until at least three (3) school months after the presentation of the petition. E. Violation of Rule II.G. shall mean that the student shall be ineligible for one calendar year from the date of such participation. F. A student of any member school of the CIAC may be barred from participation in athletic contests for violation of the CIAC By-laws. A student against whom a charge or protest has been filed shall have the privilege of having his or her case presented by his or her principal at the next scheduled meeting of the Board of Control.

**Proposed Rule III** (changes appear in *bold italics*):

III. PENALTIES

***Violations of any sections of Rule II (Student Eligibility) shall mean that the student is suspended from all interscholastic athletics until he or she shall have been reinstated by the Board of Control of the CIAC.***

A student of any member school of the CIAC may be barred from participation in athletic contests for violation of the CIAC By-laws. A student against whom a charge or protest has been filed shall have the privilege of having his or her case presented by his or her principal at the next scheduled meeting of the Board of Control.

**Reason for change:** In cases where a student violates any of the Student Eligibility provisions, the CIAC board would like greater flexibility to determine, on a case by case basis, the appropriate length of time for which that athlete should be suspended from participation.

**CHANGE #3: ARTICLE XII (OUT-OF-SEASON PLAY), SECTION 2.0**

**Explanation of change:** Give coaches greater latitude to coach or instruct their athletes during the summer months. (There are actually two changes that are being proposed: (1) the addition of the definition of "member school athletes;" and, (2) a change in the number of athletes that each coach is allowed to coach in a non-school team setting.)

Proposed language (changes appear in *bold italics*):

2.0 DURING SCHOOL YEAR OUT-OF-SEASON INCLUDING THE SUMMER

2.1.b. Member schools may not permit their coaches to coach or instruct their member school athletes\* in the sport which they coach.

\* *Member school athletes are CIAC athletes whose names appear on the previous year's eligibility list and who have eligibility remaining in the sport.*

Exceptions to 2.1.b.

c. A member school coach may coach *one* non-school team *per year* provided no more than *the number of member school athletes listed in the chart below are on the out-of-season team roster. Out-of-season rosters must remain fixed. Individual athletes may not be rotated on and off out-of-season non-school team rosters.*

**Reason for change:** Two years ago, at the urging of the Connecticut High School Coaches Association (CHSCA), the CIAC board established an ad hoc committee to review the Out-of-Season Regulation. The committee was

Girls Team Sports			Boys Team Sports		
Sport	# Reg. Season	# Out-of-Season	Sport	# Reg. Season	# Out-of-Season
Field Hockey	11	6	Football	11	6
Soccer	11	6	Soccer	11	6
Volleyball	6	3	Basketball	5	3
Basketball	5	3	Ice Hockey	6	3
Softball	9	5	Baseball	9	5
Lacrosse	12	6	Lacrosse	10	5
			Volleyball	6	3

asked to look at ways of revising the rule to provide greater flexibility for coaches to work with their athletes in the off-season as long as this could be accomplished without compromising the underlying purpose of the regulation. The committee achieved its objective and a change in the Out-of-Season Regulation was adopted by the membership at the annual meeting in 2002. This subsequent revision to the Out-of-Season regulation makes minor modifications to the number of athletes which a coach can instruct in the off-season. However, the revision while less restrictive, still preserves the intent of the original regulation. The revision also simplifies the language of the regulation to make it more easily understood and adds a definition for "member school athletes."

## PROPOSAL REGARDING ARTICLE III (MEMBERSHIP), SECTION B

**NOTE: The following language is being put forth for consideration as a change. This is not being presented for adoption, but merely for the purposes of stimulating dialogue and generating feedback.**

**Explanation of change:** (1) Provide the CIAC with the authority to sanction individuals, including coaches, for violations of CIAC rules and regulations; (2) provide the executive director with the authority to bring charges against a member schools and/or school personnel for violations of the provision of the CIAC handbook.

Proposed language (changes appear in *bold italics*):

### ARTICLE III - MEMBERSHIP

Section B. Violation of By-laws, Regulations, *Rules, Standards of courtesy, Fair Play and Sportsmanship, Code of Ethics or Handbook Provisions.*

1. The Board of Control shall have the power to assess *and to enforce* such penalties, *including fines, against member schools, principals, athletic directors, coaches and/or members of the coaching staff*, as it deems suitable for violations of its By-laws, Regulations, *Rules, Standards of Courtesy, Fair Play and Sportsmanship, Code of Ethics, or any other standard of conduct or any other provision of this handbook.* Any such penalties will be administered in accordance with established due process procedures. *A charge for any of the above violations may be brought against a member school, principal, athletic director, coach and/or member of the coaching staff by another member school or by the Executive Director of CAS-CIAC. Charges made by a member school must be submitted in writing to the Executive Director by the principal of the school making the charge. Charges made by the Executive Director must also be in writing.*
2. The Executive Director shall transmit a copy of the charge or protest to the principal of the school *or other such person* against which *or against whom the charge or* protest has been made. *The Executive Director shall also provide a copy of the charge or protest to the CIAC Board of Control's chairperson.*
3. *There shall be a hearing before the CIAC Board of Control at which the charging party shall have an opportunity to present the facts of its charge or protest and the party charged or against which a protest has been made shall have an opportunity to present its response to the charge or protest.*
4. The Executive Director, upon notification from the chairperson, shall give due notice of the time and place of the hearing to all schools *and/or persons* concerned.
5. All member schools of the Conference shall be notified in writing of any case of suspension of a member school.
6. *Any fine imposed against a principal, athletic director, coach, assistant coach, other member of the coaching staff or other person shall not be paid by the member school, but shall be paid by the individual(s) fined.*
6. A member school *or other person against which or against whom a charge or protest has been made who is* dissatisfied with a decision of the Board of Control, with the exception of eligibility cases, may within fourteen (14) days after distribution of the written decision, appeal in writing to the Board of Directors of CAS whose decision shall be final and binding upon all parties.

**REASON FOR CHANGE:** (1) To provide the CIAC Board of Control with the flexibility to place sanctions where they properly belong without necessarily punishing an athlete who violated a rule of eligibility through no fault of his/her own; (2) to provide the executive director with the authority to bring charges for violations of **any** CIAC regulations in the same way that he/she can bring charges of recruiting under Article X.