

By-Laws

SECTION 5: NAME.

5-1-1 The name of this organization shall be Virginia High School League, Inc.

SECTION 6: MISSION.

6-1-1 The Virginia High School League is an alliance of Virginia's public high schools that promotes education, leadership, sportsmanship, character and citizenship for students by establishing and maintaining high standards for school activities and competitions.

SECTION 7: BOARD OF DIRECTORS.

7-1-1 Membership-The Board of Directors shall be composed of the membership of the Executive Committee.

SECTION 8: MEMBERSHIP.

8-1-1 Eligibility-State public high schools in Virginia with the expressed written authority of their respective school boards shall be eligible for membership in the League.

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8-1-2 Combined School-Subject to district, region, group board and Executive Committee approval, two accredited state public high schools in Virginia may combine their programs for competitive purposes under the following conditions:

(1) The two schools involved must be in the same school division with a combined enrollment (ADM) of 250 or less in grades 9-11;

(2) the schools must have written consent of their school board;

(3) the combined school status would be for a two-year period only, subject to renewal upon filing written application with the League office prior to March 1 in an odd-numbered year;

(4) the combined schools would have only one vote in district, region and state matters.

8-1-3 Charter School-Virginia charter schools that field interscholastic athletic or academic teams for VHSL competition are eligible to become members of the League. Students who attend Virginia charter schools that do not field teams for VHSL interscholastic competition may participate at the VHSL member school of the attendance zone where their parents reside if they meet all other eligibility requirements; the ADM of the receiving school must be adjusted for all students attending the charter school from that attendance zone for classification and football division purposes.

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8-2-1 Structure-The League shall be organized by the principals of the member schools. The organization shall consist of the membership, an Executive Committee, a Group AAA Board, a Group AA Board, a Group A Board, a Group Committee for each group, a Regional Council for each region and a District Council and a District Committee for each district.

8-3-1 Application-Service fees are payable upon receipt of the membership application form from the League office. Payment of service fees and proper completion of the membership application form are required each year in order for members to maintain active membership.

8-4-1 Admission-Admission to membership and renewal shall be effective upon acceptance of application form and fee by the League Office.

SECTION 9: FINANCES.

9-1-1 Revenue - The League shall be financed by membership fees, admissions and entry fees, interest on savings accounts and revenue received or derived from other sources. Monies shall be deposited in the name of the League in such checking and savings accounts as shall be approved by the Executive Committee. Funds in such accounts shall be used to meet such expenses as may be incurred by the League. Funds equal to the League's current annual operating budget may be held as reserve funds and placed in savings accounts.

9-1-2 No part of the net earnings of the Virginia High School League, Inc., shall inure to the benefit of, or be distributable to its members, officers or other private persons, except that the Virginia High School League, Inc., shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the mission set forth in SECTION 6. No substantial part of the activities of the Virginia High School League, Inc., shall be the dissemination of propaganda or otherwise attempting to influence legislation, and the Virginia High School League, Inc., shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these sections, the Virginia High School League, Inc., shall not engage in any other activities not permitted to be carried on (a) by a corporation/organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation/organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

9-1-3 Upon the dissolution of the Virginia High School League, Inc., the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the Virginia High School League, Inc., dispose of all of the assets of the Virginia High School League, Inc., exclusively for the purposes of Virginia High School League, Inc., in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as at the time shall qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any such assets not so disposed of shall be

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disposed of by the Court of Common Pleas of the county in which the principal office of the Virginia High School League, Inc., is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated for such purpose.

9-2-1 Service Fees-The annual service fees shall be established by the Executive Committee.

9-2-2 Payment of Renewal Service Fees-Membership for the ensuing year shall be renewed prior to August 1 of each year without penalty. After August 1, schools will be charged a 10 percent penalty. Member schools that do not pay their service fees or make arrangements for payment with the executive director prior to September 15 will be dropped from membership.

9-3-1 Contest Entry Fees-Fees sufficient to defray expenses incurred in the conduct of state, sectional, regional and district championships may be authorized as an entrance requirement in such contests.

9-4-1 District, Regional, Sectional and State Contest Funds-One hundred percent of the funds realized from district activities and 65 percent of the funds realized from regional activities, after authorized expenses, shall be utilized or distributed as directed by the appropriate district or regional council. Thirty-five percent of the net income from each regional contest and the entire net income from sectional and state contests shall be deposited into the League's treasury.

9-5-1 Budget-An annual budget reflecting the proposed income and expenditures for the succeeding fiscal year (July 1-June 30) shall be recommended by the executive director and approved by the Executive Committee no later than its May meeting each year.

SECTION 10: CLASSIFICATION.

10-1-1 Classification-To equalize opportunities in competitive activities sponsored by the League, schools shall be classified into groups according to the following procedures: a Redistricting and Reclassification Committee, made up of one representative appointed by each region and a superintendent chairman appointed by the League chairman, shall develop a plan assigning all schools for a two-year period to a district, region and group classification. For classification purposes, the membership of a school shall be the September 30 membership figures submitted by school divisions to the State Department of Education for grades 9, 10, 11 and 12. The Redistricting and Reclassification Committee shall use September 30 membership figures from an odd-numbered school year (e.g., 2005-06) and shall present its plan to the Executive Committee for approval at the last meeting of an odd-numbered school year to go into effect in the next odd-numbered school year. A school may appeal its assignment to the Redistricting and Reclassification Committee. The Redistricting and Reclassification Committee shall conduct a hearing to evaluate each appeal during which one representative of the school shall be permitted to present evidence in support of the appeal. The Redistricting and Reclassification Committee shall render its decision in response to the appeal and shall inform the appellant school within 30 days. The Redistricting and Reclassification Committee also shall publish a summary report of all appeals, and its justification in each case, as an appendix to its final formal recommended RRC plan when it is submitted to the Executive Committee.

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A school may then appeal the Redistricting and Reclassification Committee's decision to the Executive Committee. No hearing shall be conducted by the Executive Committee in response to the appeal. Instead, the Executive Committee's review of the appeal shall be limited to an evaluation of the written record of the original appeal as published in the appendix of the Redistricting and Reclassification plan. The Executive Committee shall then issue its decision in response to all such appeals as amendments to its final motion to approve the formal RRC plan. The VHSL's Executive Director shall inform each appellant school of the Executive Committee's decision. The decision of the Executive Committee shall be final. The Executive Committee is authorized to approve combination districts that include schools of more than one classification and to approve schools playing out-of-classification (above or below the group to which their ADM would place them).

10-1-2 Any school which begins its initial year of operation shall be assigned by the executive director to its appropriate district and group according to its first year's projected membership. That school's principal or designated principal may request in writing that his/her school be placed in a district and group other than that in which its projected student membership places it, but such assignment shall be subject to Executive Committee approval.

10-2-1 Ratification of Reclassification-Whenever, following a reclassification under these by-laws, a member asserts for the first time that the reclassification violates any of the procedures for reclassification in these by-laws, the full membership, at either of its annual meetings, may by two-thirds vote of the members attending, ratify the reclassification with respect to any members; provided that, if a court has made a finding, before the ratification vote under this section, that such asserted violation is a violation, such ratification shall not apply to any member a party to the suit in which such finding was made, unless and until a court of higher authority rules that the asserted violation was not a violation. Such ratification shall have the effect under these by-laws of curing any defect in the reclassification procedure. Notice of the proposed ratification of reclassification under this section shall be mailed to each member at least 10 days prior to the annual membership meeting at which the ratification vote will be taken.

10-3-1 Any school which wishes to change its district, region or group classification assignment for the second year of a two-year period must present its request in writing to the executive director no later than April 1 of the odd-numbered year. Copies of the request shall be forwarded to the chairmen of each district, region and group classification directly affected by the requested move. The Executive Committee shall act on the request at its next regular meeting after April 1.

10-4-1 Regions-Districts within the same group shall be combined into regions to conduct League programs on a geographical basis. Current regions are identified in the League *Directory*, available in October of each year. In those competitive activities where there is an insufficient number of schools competing in a particular activity to warrant regional competition, the competition may be arranged on a sectional basis, in which case a section is defined as a geographical grouping or arrangement comprising more than one region.

10-4-2 Redistricting Regions-When a majority of its current schools requests a variance from a plan proposed by the Redistricting and Reclassification Committee, a region may develop a plan to realign its schools. If at least two-thirds of the schools which will be involved in the new alignment approve the realignment plan, it will be presented to the Executive Committee for approval.

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SECTION 11: MEETINGS.

11-1-1 Annual Meetings-The League membership shall meet twice annually at times and places to be set by the Executive Committee.

11-1-2 Voting Procedures-At any membership meeting, the principal of each member school and each non-principal voting member of the Executive Committee is entitled to one vote. Voting members who are unable to attend a meeting may appoint an alternate as follows to vote in their stead:

(1) The principal of a member school may appoint any member of the staff or faculty of his/her school.

(2) Executive Committee representatives may appoint alternates in accordance with provisions of 12-2-1 (3) through (8).

Voting members present shall be ascertained prior to each meeting. Voting alternates must be certified in writing to the executive director before or at the opening of the membership meeting. Voting by proxy shall not be permitted. Members or their alternates must be present in person to vote. In case of a tie vote, the chairman shall cast the deciding vote.

11-1-3 Quorum-A majority of the total membership shall constitute a quorum for the transaction of business.

SECTION 12: EXECUTIVE COMMITTEE.

12-1-1 Membership-The Executive Committee shall be composed of 28 voting members including: one principal from each region, at each group level (A, AA, and AAA) for a total of 12 principals; one representative from the State Department of Education; eight division superintendents of schools; one representative from the Virginia School Boards Association; one Virginia citizen appointed by the Executive Committee from the PTA Board of Managers; three supervisors of athletics/activities, one from each group level (A, AA, AAA); and two members of the Virginia General Assembly. Terms for members of the Executive Committee are limited to a maximum of four consecutive years, except the term of a member shall be extended as necessary for the member to serve a full term on the National Federation of State High School Associations Board of Directors and the term of the chairman may be extended one year if necessary in order to serve as past chairman. The executive director of the League shall serve as a non-voting member of the Executive Committee. Each individual member of the Executive Committee must be a current member of the group or organization they represent and must be selected in accordance with procedures set forth in 12-1-2 through 12-1-9.

12-1-2 Twelve principals of member schools shall be selected each year, with one principal chosen annually by his/her respective region. A principal may serve as long as he/she continues to be a principal of a member school belonging to the region that elects him/her and may be reelected by the region, but for no more than four consecutive years except as noted in 12-1-1.

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12-1-3 One State Department of Education representative shall be appointed by the State Superintendent of Public Instruction and, at the discretion of the State Superintendent of Public Instruction, may be reappointed, but for no more than four consecutive years.

12-1-4 Eight division superintendents of schools shall be selected each year by the Virginia Association of School Superintendents (VASS) to represent each of the eight VASS regions. A division superintendent may serve as long as he/she continues to be a division superintendent of public schools and may be reelected by the Virginia Association of School Superintendents, but for no more than four consecutive years.

12-1-5 One representative from the Virginia School Boards Association shall be appointed by the Virginia School Boards Association and shall serve for a term of two years beginning July 1 following appointment. A representative may serve as long as he/she remains an active member of his/her respective school board and may be reappointed by the Virginia School Boards Association, but for no more than one additional two-year term.

12-1-6 Three supervisors of athletics/activities shall be elected for a term of three years beginning July 1 following the election. A supervisor of athletics/activities shall be elected by the Virginia Interscholastic Athletic Administrators Association prior to the expiration of the term.

12-1-7 One Virginia citizen shall be appointed by the Executive Committee from the PTA Board of Managers to serve a term of two years beginning July 1 following the selection. The citizen representative may be reappointed by the Executive Committee, but for no more than one additional two-year term.

12-1-8 Two members of the Virginia General Assembly shall be appointed by the respective chairmen of the Virginia General Assembly's House and Senate education committees to serve for a term of two years beginning July 1 following the appointment. At the discretion of the education committee chairman, the senator/delegate may be reappointed, but for no more than one additional two-year term.

12-1-9 Each vacancy on the Executive Committee shall be filled by the same authority that filled the position originally, except that a vacancy in the office of chairman shall be filled in the manner prescribed in 12-1-3.

12-2-1 Alternates-

- (1) A principal may appoint the principal of any school in his/her region.
- (2) The executive director may appoint any of the assistant directors.
- (3) The State Department of Education representative may appoint any representative from the State Department of Education.
- (4) Division superintendents may appoint any division superintendent from their region of the Virginia Association of School Superintendents.
- (5) The Virginia School Boards Association representative may appoint any member from his/her association who is a member of a Virginia school board.

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(6) The Executive Committee, in consultation with the PTA Board of Managers, may appoint alternate Virginia citizens.

(7) The Virginia Interscholastic Athletic Administrators Association shall elect an alternate supervisor of athletics/activities to serve on the Executive Committee whenever one of the supervisors of athletics/activities is unable to attend a meeting of the committee.

(8) A legislator may appoint any legislator from the same body of the Virginia Assembly.

12-3-1 Officers-The officers of the VHSL shall be a chairman and a chairman-elect, who shall be elected by the Executive Committee from among its principal members. The executive director shall serve as permanent secretary-treasurer and shall perform such duties as assigned by the Executive Committee.

12-3-2 Duties of Officers-The chairman shall preside at meetings of the Executive Committee and Membership, and shall perform such other duties as may from time to time be directed by the Executive Committee. The chairman-elect shall, in the chairman's absence, preside at meetings of the Executive Committee and Membership, and shall perform such other duties as may from time to time be directed by the Executive Committee. The secretary-treasurer shall maintain the corporate records and the financial records of the VHSL; other duties of the secretary-treasurer are set forth in Section 15.

12-3-3 Term of Office-The chairman and chairman-elect shall each serve a one-year term from July 1 of the year entering office until June 30 of the following year, except as noted in 12-3-5 and 12-3-6 below.

12-3-4 Ordinary Succession to Chairman-Upon expiration of the chairman's term, the chairman-elect shall succeed him/her.

12-3-5 Ordinary Succession to Chairman-elect-At the last regular meeting of the school year, the Executive Committee shall elect from among its principal members a chairman-elect of the League for a term of one year. Nominees for chairman-elect must have served on the Executive Committee for one year, must be eligible to serve on the Executive Committee for the subsequent two-year period and must secure the support for the position from their own region. Candidates for the position of chairman-elect must declare their intentions by the February Executive Committee meeting. In selecting the chairman-elect, the Executive Committee may consider a rotation of Group A, AA and AAA subject to there being an eligible candidate from the appropriate group.

12-3-6 Extraordinary Succession to Chairman-If the office of chairman becomes vacant because of death, resignation, ineligibility or other emergency, the chairman-elect shall immediately succeed to the office of chairman for the remainder of the unexpired term and for the full following year's term.

12-3-7 Extraordinary Election of Chairman-elect-If the office of chairman-elect becomes vacant because of death, resignation, ineligibility or other emergency, or by extraordinary succession of the chairman-elect to chairman, then the Executive Committee, at its next regular or special meeting, shall elect a new chairman-elect from among the members of the Executive Committee with more than one (1) year remaining in his/her four-year term.

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In selecting the chairman-elect, the Executive Committee may consider a rotation of Group A, AA and AAA subject to there being an eligible candidate from the appropriate group. If the new chairman-elect shall be eligible, he/she may be elected to a full term as chairman-elect.

12-3-8 Past Chairman-Upon expiration of his/her term, the chairman may remain a member of the Executive Committee, serving as past chairman, as a voting member if he/she remains eligible to represent his/her region, and as a non-voting member if he/she cannot represent his/her region.

12-4-1 Duties-The Executive Committee shall be empowered to initiate such action as it may deem necessary or advisable in the best interests of the League, including all legislative powers. An annual budget reflecting proposed income and expenditures for the succeeding fiscal year (July 1-June 30) shall be approved by the Executive Committee no later than May each year. The Executive Committee shall be empowered to establish all policies and procedures for all state level activities. It is specifically authorized to adjust the Rules and Regulations to equitably accommodate schools operating on a 12-month basis or to accommodate any student authorized by his/her school board to attend a magnet school. It is also authorized to make necessary exceptions to the Bona Fide Student Rule and the Enrollment Rule to permit compliance with state and Federal regulations governing the education of handicapped children and for students enrolled in vocational technical education and in special programs for the gifted and talented. It shall cooperate and counsel with the executive director in the discharge of his/her administrative duties. It shall be empowered to appoint such advisory committees as it may deem necessary. Membership on such advisory committees shall not be restricted to League membership. The Executive Committee may take such emergency action that it deems necessary as a result of legal exigencies or other significant extenuating circumstances. This action must be approved by a three-fourths vote of the Executive Committee members present and voting. All such emergency actions by the Executive Committee shall be reported at the next regularly scheduled Annual Meeting of the League membership. Any emergency action taken by the Executive Committee shall pertain only to the instant matter and shall not be considered precedential.

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12-4-2 The rules and regulations for which the Executive Committee shall be responsible, and for which it shall have full power and authority to enforce, include the By-laws, eligibility regulations and all rules found in this *Handbook*.

12-4-3 All appeals shall be processed in accordance with the provisions as stated in Appeals, Section 33 of this *Handbook*.

12-4-4 The chairman of the League shall be empowered to appoint interdistrict committees to adjudicate interdistrict, intergroup or nonmember disputes, or any dispute requiring prompt decision which a district committee is unable to adjudicate. Each such interdistrict committee shall consist of three members who shall be selected from member high school principals, division superintendents of schools and assistant superintendents, none of whom shall come from any district or school division involved in the dispute. Such interdistrict committees shall be empowered with the authority of a district committee in deciding cases, and the committees' decisions may be appealed in the same manner as a district committee's decision may be appealed.

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12-4-5 The Executive Committee shall be empowered as an editorial board in editing the VHSL, Inc. *Handbook* in regards to approving *Handbook* grammatical and codification changes. Under no circumstances may any statement in 12-3-5 be interpreted to mean that the Executive Committee is empowered to enact changes in meaning in any paragraph in the VHSL, Inc. *Handbook*, other than as may be within its powers to enact legislative amendments (see Section 21) or deal with emergency matters (see 12-3-1).

12-5-1 Meetings-The Executive Committee shall hold at least three meetings yearly. It shall meet in special session on call of the League chairman or executive director.

12-6-1 Executive Director to Attend Meetings-The executive director of the League or, in his/her absence or inability to attend, a person designated by him/her shall be present at all meetings of the Executive Committee except that on affirmative vote of a majority of the members of the Executive Committee, attendance of the executive director or his/her designee may be dispensed with during any part of a meeting of the Executive Committee. If matters pertaining to the executive director personally are under discussion at any such meeting, he/she shall remain subject to the call of the Executive Committee.

12-7-1 Voting Procedure-Each member of the Executive Committee shall be entitled to one vote. The vote on all action items will be recorded for each committee member present and reported to the League membership. Voting by proxy shall be prohibited. A quorum shall consist of a majority of the total membership of the committee.

12-8-1 Expenses for Committee Members-Travel expenses of members of the Executive Committee to meetings of the committee shall be paid by the League.

SECTION 13: SPORTSMANSHIP COMMITTEES.

13-1-1 Membership-The League Chairman shall appoint the Sportsmanship Committee. None of the members of the Sportsmanship Committee shall be members of the Executive Committee. The executive director shall designate the VHSL staff member to serve as an ex officio member of the Sportsmanship Committee.

13-1-2 The Academic Sportsmanship Committee shall be composed of one principal with a background in speech activities to be appointed by the League chairman. Three other members -- representing theatre, forensics and debate and each of the League's three enrollment groups -- will be appointed by the Executive Committee. The executive director shall designate the VHSL staff member to serve as an ex officio member of the committee.

13-2-1 Duties-The Sportsmanship Committee shall meet upon referral by the League staff to hear cases involving an infraction of the Sportsmanship Rule as soon as practicable after each case is referred to the committee. The committee shall have full power and authority to impose penalties to the extent allowable under the League's rules and regulations on violators of the Sportsmanship Rule. Penalties imposed by the Executive Committee shall supersede those imposed by the Sportsmanship Committee and shall be limited in no way by the penalties originally imposed by the Sportsmanship Committee.

13-3-1 Costs of Hearings-No costs shall be assessed against a school for its hearing before the Sportsmanship Committee. Costs involving committee members' travel, lodging and meals and all other necessary expenses of the hearing shall be borne by the League.

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13-4-1 Appeals-Decisions of the Sportsmanship Committee may be appealed in accordance with Section 33 of this *Handbook*.

SECTION 14: PARLIAMENTARY AUTHORITY.

14-1-1 Rules of Order - Robert's Rules of Order, current edition, unless otherwise provided by the *Handbook*, shall be the parliamentary authority for the Executive Committee and all other councils and committees of the Virginia High School League, Inc., and the League's Annual Meetings.

SECTION 15: EXECUTIVE DIRECTOR.

15-1-1 Appointment-The executive director shall be appointed by the Executive Committee of the Virginia High School League, Inc.

15-2-1 Duties-The duties of the executive director shall be:

(1) To serve as the administrative officer of the League and, with the counsel of the Executive Committee, provide guidance for League affairs.

(2) To operate and maintain a central League office.

(3) To prepare and distribute all League publications, including the official *Handbook*.

(4) To interpret the League program to the state as a whole through such field visitations as his/her duties will permit.

(5) To maintain pertinent records, including the minutes of the Annual Meetings and Executive Committee meetings.

(6) To administer League finances and collect and account for all League monies.

(7) To serve ex officio on all group boards and all committees appointed by the Executive Committee.

(8) To report annually to the membership.

(9) To correct master eligibility lists, sanction awards open competitively to students of more than one school and to sanction athletic meets or tournaments in which three or more schools participate.

(10) To assign to the appropriate district and group any school which begins its initial year of operation.

15-2-2 When an interdistrict committee adjudicates an interdistrict, intergroup or non-member dispute involving the eligibility of a contestant, the executive director shall duplicate the committee secretary's report of the case and send copies to member schools in each district involved in the dispute and to each school against whom the student concerned, if declared eligible, will compete later in the school year.

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15-2-3 The executive director shall be authorized and required to interpret, enforce and apply League rules and regulations and to impose such penalties as are specifically authorized and enacted by the Executive Committee, under the following conditions:

- (1) Requests for interpretations must come from a principal of a member school.
- (2) Interpretations by the executive director shall conform to League rules and precedents established by committee action, insofar as such precedents are known to the executive director.
- (3) Oral interpretations by the executive director shall not be regarded as binding, but merely advisory, and shall not be considered official in any case presented to the district committee or district council. If later committed to writing, however, such interpretations shall have the same force and effect as other written interpretations.
- (4) Written interpretations by the executive director shall be official and binding on member schools, unless and until they are appealed to and changed by the Executive Committee. When the executive director replies in writing to a request for an interpretation, he/she shall send a copy of his/her reply to the district chairman concerned, unless the request came from the chairman, in which case the chairman would receive the original reply.
- (5) The executive director is authorized and required to impose penalties on member schools consistent with League rules and regulations and penalties specifically adopted by the Executive Committee. The penalties of suspension and probation may be imposed only by such committees as have been empowered with such authority (See 30-1-1 Imposition of Penalties).
- (6) Upon request of the executive director, member schools shall submit to the League office without unnecessary delay information needed to decide a case.

SECTION 16: ASSISTANT DIRECTORS.

16-1-1 Appointment-The Deputy Director and assistant directors shall be appointed by the executive director with the approval of the Executive Committee.

16-2-1 Duties-The Deputy Director and assistant directors, under the direction of the executive director, shall have administrative authority and responsibility for programs of the League. They shall perform such other duties as may be assigned them by the executive director, including assistance on all League rules in the executive director's absence.

SECTION 17: GROUP BOARDS.

17-1-1 Boards-A general management board shall be organized for each group. These boards shall be known and called by the names Group A Board, Group AA Board, and Group AAA Board, respectively. These group boards may also be known and called by the names A Board, AA Board, and AAA Board.

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17-2-1 Membership-Each board shall consist of the principals of all member schools in the group and the executive director, who shall serve ex officio. When a principal of the group is unable to attend a group board meeting, he/she may designate an alternate to represent his/her school at the meeting. Such alternate shall be chosen by the principal from among the members of the staff or faculty of his/her school. No alternate shall be an officer of the group.

17-3-1 Officers-Each board shall elect a chairman, a vice-chairman, a secretary and a delegate-at-large at the board's second regular meeting of the school year. Only one officer shall be elected from each region. They shall serve for one year beginning July 1 following their elections. Group officers shall not be eligible to succeed themselves in the same office or to serve as a group board officer for more than four consecutive years.

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17-3-2 The vice-chairman of each group shall serve as chairman at meetings at which the chairman is absent. If the office of group chairman is vacated for any reason, the vice-chairman shall become chairman and may be elected to succeed himself/herself as chairman after the completion of the unexpired term.

17-3-3 If any other group office is vacated, the chairman of the group shall appoint a principal to fill the vacancy until the next meeting of the group board when the position shall be filled by election.

17-3-4 A group officer shall be eligible to hold office only so long as he/she is the principal of a member school.

17-4-1 Duties-Group boards shall formulate and adopt such specific rules and regulations, in conformity with League rules and regulations, as shall be deemed necessary or desirable in the conduct of their group program. Changes in group board policies which are not included in the current VHSL *Handbook* shall, to the extent practicable, be made and approved prior to the school year in which the change is to become effective. Group boards shall make recommendations to the Executive Committee on matters pertaining to the welfare and conduct of the League as a whole. Action of group boards shall be approved by the Executive Committee before it becomes final.

17-5-1 Meetings-Each group board shall meet in conjunction with the annual meetings of the League's membership and at such other times as are deemed necessary by the chairman.

17-6-1 Voting Procedure-Each member of a group board shall be entitled to one vote. Voting by proxy shall be prohibited. A quorum shall consist of a majority of the total membership of the group board.

17-7-1 Group Committee-The officers of the group board shall constitute an administrative committee for the group board, shall assist the executive director in carrying out the activities of the group board and may act for the group board subject to review and change at the next meeting of the group board.

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SECTION 18: REGIONAL COUNCILS.

18-1-1 Purpose-A regional council shall be organized within each region to provide for the conduct of the League program within the region.

18-2-1 Membership-Each regional council shall be composed of the principal of the member schools within the region, or their alternates. Alternates shall be members of the district council they represent.

18-2-2 By a two-thirds vote at the first meeting of a new cycle, the council may designate each district council to appoint three delegates or alternates, and the region's executive committee member to vote on all VHSL legislative issues and/or on internal regional issues. Alternates shall be members of the district council they represent. No alternate may be an officer of the region. Voting by proxy shall be prohibited. A quorum shall consist of a majority of the total membership of the council.

18-3-1 Officers-After the designation of delegates from each district and at its last regular meeting of the school year, the regional council shall elect from its members for the succeeding term a regional chairman, vice-chairman, secretary and treasurer. These officers shall be elected for terms of two years each, and the chairman and secretary shall serve concurrent terms.

18-3-2 At its last regular meeting preceding the spring group board meetings, each region shall elect a regional representative who will serve as an officer on the group board and a member of the Executive Committee. The representative shall represent region interests and concerns to the Executive Committee and report regularly to the regional council on the activities of the Executive Committee. The regional representative shall not serve more than four consecutive years.

18-3-3 In the event the office of regional chairman is vacated for any reason before the term has been completed, the following order of succession as acting chairman shall apply: vice-chairman, secretary, treasurer. The temporary succession shall prevail only until the next meeting of the regional council, which shall then fill the vacancy in any office or for the regional representative to the Executive Committee for the remainder of the unexpired term. If there is a vacancy in a regional office when action by the regional officers is necessary, the chairman or acting chairman shall appoint some other member of the regional council to serve temporarily until the vacancy can be filled.

18-3-4 Only principals shall be eligible to hold office on regional councils.

18-4-1 Duties-The regional council shall determine with such appropriate resource people as it deems advisable the regional sponsored events for each school year; shall formulate and adopt, in conformity with and not in contradiction to League and group board policies and rules, such specific regulations as are deemed necessary or desirable in the conduct of the regional sponsored events; shall make recommendations to the Executive Committee for group board or Executive Committee action; and shall regulate regional sponsored events. In the case of combination districts that include schools of more than one classification, the combination district shall be responsible for developing policies and procedures that address

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membership, duties, officers, meetings, voting procedures, finances, eligibility for competitive honors and district representation in regional competition. Such policies and procedures shall be subject to regional council and Executive Committee approval.

Policy Manual 18-4-1

18-4-2 Regional Calendar of Events-Not later than September 1, November 1 and March 1 of each school year, each regional secretary shall send to the League office a report giving the dates of fall, winter and spring regional sponsored events, respectively. The report shall include the names of the places where the events are to be held and the names of the persons who should be contacted as directors or managers of the events.

18-4-3 Regional Council Minutes-Each regional council shall forward a complete copy of its minutes to all regional schools, its division superintendents and the executive director.

18-4-4 Optional Duties-Optional duties as determined by two-thirds support of the regional council may include: development of regional master sports schedules, negotiation and monitoring of sports officials' contracts, establishment of regional admission and pass policies and provision of financial assistance of teams advancing to state competition. A regional council may refuse permission to advance to regional competition for any school that does not abide by regional decisions.

18-4-5 Event Postponement Policy-It is recommended that each regional council set its postponement policy for make-up games/contests in each sponsored sport.

18-5-1 Meetings-The regional council shall meet on call of the regional chairman in August, September or October to establish the regional program for the year, and shall meet again not later than February to review the program at mid-year and to transact such other business as may properly come before it. The council may meet at other times on call of the regional officers.

18-6-1 Finances-Regional councils shall defray the expenses of conducting the regional program through the councils' portion of funds realized from those regional activities that are more than self sustaining. The regional council is authorized to distribute any designated surplus funds to the districts comprising the region.

SECTION 19: DISTRICT COUNCILS.

19-1-1 Purpose-A district council shall be organized within each district to provide for the conduct of the League program within the district. In the case of combination districts that include schools of more than one classification, the combination district shall be responsible for developing policies and procedures that address membership duties, officers, meetings, voting procedures, finances, eligibility for competitive honors and district representation in regional competition. Such policies and procedures shall be subject to Executive Committee approval.

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19-2-1 Membership-Each district council shall be composed of the principals of the member schools within the district. When a principal of the district is unable to attend a district council meeting, he/she may designate an alternate to represent his/her school at the meeting. Such alternate shall be chosen by the principal from among the members of the staff or faculty of his/her school. No alternate may be an officer of the district.

19-3-1 Duties-The district council shall determine the district program for each school year; shall formulate and adopt, in conformity with and not in contradiction to League and group board policies and rules, such specific regulations as are deemed necessary or desirable in the conduct of the district program; shall make recommendations to the Executive Committee for group board or Executive Committee action; and shall generally regulate district affairs. Not later than September 1, November 1 and March 1 of each school year, each district council shall send to the League office a report giving the dates of all fall, winter and spring district sponsored events, respectively. The report shall include the names of the places where the events are to be held and the names of the persons who should be contacted as directors or managers of the events. Each district council shall forward a complete copy of its minutes to all district schools, its division superintendents and the executive director.

19-3-2 Under authority granted in 19-3-1, district councils are authorized to establish policies which in effect make regulations governing the district more restrictive than the state regulations, but do not have the authority to alter the official game rules for any varsity sport except as provided in 54-1-1 of this *Handbook*. Within this authority, district councils are authorized to set season dates which shorten established League policies in connection with the season dates but not to set dates which would either lengthen seasons or cause them to start earlier or close later. Also, district councils are authorized to make eligibility regulations which are more restrictive but not less restrictive than League regulations.

19-3-3 District councils may permit member schools of the district to schedule contests with schools in the same or higher classification of other districts and state high school associations of other states and count such contests toward the district championships. The following provisions would apply: Permission to schedule such contests to be counted must be granted prior to the start of a particular playing season, and the details of such permissions must appear in the district minutes, a copy of which must be filed in the League office.

19-3-4 It is recommended that each district council set its postponement policy for make-up games/contests in each sponsored sport.

19-3-5 The district council shall designate three of its members to serve as delegates on the regional council for two-year terms.

19-4-1 Officers-At its last regular meeting of the school year, the district council shall elect from its members a district chairman, vice-chairman, secretary and treasurer. The chairman, vice-chairman and secretary of each district, in addition to serving the council, shall constitute the district committee. These officers shall be elected for terms of two years, and the chairman and secretary shall serve concurrent terms.

19-4-2 In the event the office of district chairman is vacated for any reason before the term has been completed, the following order of succession as acting chairman shall apply: vice-chairman, secretary, treasurer. The temporary successions shall prevail only until

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the next meeting of the district council, which shall then fill the vacancy in any office for the remainder of the unexpired term. If there is a vacancy in a district office when action by the district committee is necessary, the chairman or acting chairman shall appoint some other member of the district council to serve temporarily until the vacancy can be filled.

19-4-3 No district officer may be elected to succeed himself/herself in a particular office for more than one additional term or a total of four consecutive years. The normal term of office for district officers shall begin July 1 and run through June 30 of the appropriate years.

19-5-1 Duties of District Officers-Duties of individual district officers shall include, but not be limited to, the following:

19-5-2 District Chairman-The district chairman shall be the executive officer of the district and shall exercise general supervision over the district program, with the advice and assistance of the other district officers and in accordance with the expressed wishes of the district council. He/she shall call and preside over all meetings of the district council and the district committee. He/she shall serve as the liaison between the League office and the district and shall cooperate with the executive director in the administration of district affairs.

19-5-3 District Vice-Chairman-The district vice-chairman shall assist the chairman and in his/her absence or disability shall perform all the duties of the chairman.

19-5-4 District Secretary-The district secretary shall have the following duties:

(1) He/she shall take the minutes of all meetings of the district council and the district committee, and within five days after each such meeting he/she shall forward to all district schools, all division superintendents of schools within that district and the executive director a complete copy of the minutes thereof, including results of elections and date and locations of subsequent meetings. He/she shall also be responsible for submitting to the League office all seasonal reports on district events as required under 19-3-1.

(2) He/she shall record and forward to the executive director the winners of all district championships.

(3) In the absence or disability of both the district chairman and the district vice-chairman, he/she shall perform their duties.

(4) He/she shall prepare a written report, including a digest of the pertinent facts of the decision of the district committee (or district council) in each case of a protest, rules violation or rules interpretation, and shall within 48 hours after such decision send copies of the report to all member schools in his/her district and to the executive director of the League. In each case in which disciplinary action is taken or a penalty is imposed, the district secretary shall also send copies to the state superintendent of public instruction and to the appropriate division superintendents of schools, as prescribed in Section 32-2-1 (2).

19-5-5 District Treasurer-He/she shall submit an annual report to the district council at its September meeting and shall at that time, in the appropriate year, turn over to his/her successor all district funds in his/her custody.

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19-6-1 Meetings-The district council shall meet on call of the district chairman in August, September or October to establish the district program for the year and shall meet again not later than February to review the program at midyear and to transact such other business as may properly come before it. The council may meet at other times on call of the district committee.

19-7-1 Voting Procedure-Each member school of the district council shall be entitled to one vote. Voting by proxy shall be prohibited. A quorum shall consist of a majority of the total membership of the council.

19-8-1 Finances-District councils shall be empowered to assess member schools to defray the expenses of conducting the district program.

19-9-1 Eligibility for Competitive Honors-Upon being assigned or transferred to a district for the first time, a school shall become immediately eligible for district, regional, sectional and state competitive honors in all activities, provided that the school, for all activities sponsored by the school, has exerted all reasonable efforts to meet district requirements for championships, and provided further that the school is not under a current penalty imposed by the League.

SECTION 20: DISTRICT COMMITTEES.

20-1-1 Purpose-A district committee shall be constituted within each district to exercise the executive and judicial functions of the district council.

20-2-1 Membership-The district committee shall consist of the chairman, vice-chairman and secretary of the district council.

20-2-2 In case the district committee is faced with a decision on a matter involving the school represented by a member of the committee, that particular member shall excuse himself/herself from service on the matter and the chairman shall appoint another member of the district council to serve in place of that particular member. If the chairman's school is involved, he/she shall appoint another member of the district council to serve in his/her place on the district committee and the vice-chairman shall serve as chairman of the committee, and in case both the chairman and the vice-chairman are involved in the matter, the district chairman shall appoint two members of the district council to serve in the two places and the secretary shall act as chairman.

20-3-1 Duties-The district committee shall be responsible for the planning and supervising of the League program within the district, including meets and tournaments to qualify competitors for entry into regional and state finals contests. It shall be charged with the enforcement, within the district, of League, group board and district policies, rules and regulations. The committee shall consult the executive director or, in his/her absence, an assistant director for counseling in interpreting League policies, rules and regulations for schools in the district. It shall adjudicate, insofar as possible, all disagreements and protests arising from the conduct of the district program. It shall refer those which relate to the Sportsmanship Rule and other districts or groups to the League office for disposition. It shall have authority to impose penalties for violations of League rules and regulations, including the penalties of warning, probation, suspension and payment of a fine, but may, if it so elects, refer violations to the district council for action.

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20-3-2 District Representation in Regional Competition-If a district representative is determined to be ineligible for regional competition prior to that team's participation in any contest, or if a district representative withdraws from regional competition for reasons other than ineligibility, the district committee represented by that team shall select another representative. If a district representative is determined to be ineligible for regional competition after the completion of one or more contests in which that team is victorious, the most recent win will be forfeited to the losing team and that team will then proceed to the next round of competition.

SECTION 21: AMENDMENTS.

21-1-1 Amendments-The Executive Committee may amend the By-Laws of the League and any other provision of the *Handbook* by means of the processes set forth in this section. The title pages, preface, table of contents, synopsis of changes, sections one through four and the index of the *Handbook* may be amended by a majority vote of the Executive Committee.

21-2-1 Proposing Amendments-Principals of member schools, district committees, district councils, regional councils, group boards, advisory committees, members of the Executive Committee and special study committees appointed by the chairman of the Executive Committee may propose amendments by presenting them in writing on the prescribed form, to the executive director. Proposed amendments may be delivered to the executive director before each meeting of the Executive Committee except the last meeting of the year for consideration for the following school year. Proposed amendments must state precisely and in the exact language the change proposed. The Executive Committee may propose amendments at any time.

21-3-1 Amending Processes-The Executive Committee may adopt proposed amendments to all sections of the *Handbook* other than the title pages, preface, table of contents, synopsis of changes, sections one through four and the index by the following two-vote process.

(1) The proposed amendment shall be considered and may be approved, with or without amendments, by a majority vote of the Executive Committee at any meeting except the last meeting of the year. Following its first vote, the Executive Committee shall present to the membership the recorded vote on each proposed amendment with a notation of (1) Recommended, (2) Not Recommended or (3) No Action, together with a statement of the Executive Committee's reasons for the notation, if necessary.

(2) To become effective, proposed amendments shall be approved by a two-thirds vote at the next scheduled meeting of the Executive Committee during the legislative year. Proposed amendments not approved on second vote shall be null and void. Following its second vote, the Executive Committee shall present to the membership the recorded vote on each proposed amendment with a notation of (1) Approved or (2) Defeated, together with a statement of the Executive Committee's reasons for the notation, if necessary. The final disposition of all proposed legislation will be reported to the membership at or before the Annual Meeting at which Executive Committee action may be reviewed.

21-4-1 Emergency Amendments-The Executive Committee may declare a proposed amendment to be an emergency amendment requiring prompt action. Such emergency amendments may be enacted by a three-fourths vote of approval by the Executive Committee at any meeting.

21-5-1 Effective Date-Proposed amendments that are finally adopted by the Executive Committee shall become effective on July 1 following their adoption, except that emergency amendments shall become effective immediately upon adoption unless the Executive Committee has incorporated into the legislation a later effective date.

21-6-1 Membership Review-By majority vote of those present at any regular meeting of a group board, a group can initiate a review by the full membership of any legislative amendment adopted by the Executive Committee or of any legislative proposal submitted by members not on the Executive Committee and rejected by the Executive Committee. The membership can reverse the action of the Executive Committee by a favorable two-thirds vote of those attending the next membership meeting following Executive Committee action if there is a quorum of a majority of the total membership present. A favorable vote of one-fifth of those present may require a recorded vote.