

**East  
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Catholic  
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**Constitution  
And  
By-Laws  
2018-19**

# East Suburban Catholic Conference Constitution (Updated-05/02/17)

## Article 1: Name

This association shall be known as the East Suburban Catholic Conference.

## Article 2: Purpose

The purpose of this association shall be to protect and promote the athletic interests of the high schools that belong to this association and to promote good fellowship and sportsmanship among the schools.

## Article 3: Membership

**Section 1:** All members of this Conference must belong to the Illinois High School Association and must conform to the rules of the State Association in all contests. It is understood that the rules of the Conference shall not conflict in any way with the rules of the Illinois High School Association. There shall be two divisions of this Conference: the Men's Division, and the Women's Division.

**Section 2:** Schools wishing to become members of, or withdraw from, the East Suburban Catholic Conference must file an application with the current Conference chairperson by the May Board of Control of the preceding year prior to entrance.

**Section 3:** To be considered for membership and to remain a member of the men's division a school must participate (play) Football and Basketball and to be considered for membership and to remain a member in the women's division a school must participate (play) volleyball and basketball. This participation must be on the varsity and either the sophomore and/or freshman levels for each sport.

Applying school (s) must be admitted by two-thirds vote of present membership of the Board of Control.

Applying school (s) must adhere to all rules stated here in the Constitution and By Laws of this Conference.

**Section 4:** Any Conference member desiring to voluntarily withdraw from the Conference shall make its desire known in writing, one school calendar year in advance, sending it to the current chairperson to be presented at the next regular meeting.

**Section 5:** Any school will forfeit membership by failure to take part in Football and Basketball competition in the men's division, or in Volleyball and Basketball competition in the women's division on the varsity, sophomore and/or freshman levels.

**Section 6:** Any violation of the rules of this Association shall render the offending school liable to expulsion. A two-thirds vote of the Board of Control is necessary for expulsion.

**Section 7:** Conference schools that are members of either the boys or girls divisions will compete in the East Suburban Catholic Conference championships at all levels if they have a school-sponsored team in that sport. In cases of financial hardship or decline in enrollment, a member school may withdraw a team from competition by notifying fellow conference schools in writing prior to the start of that sport's season.

## Article 4: Administration

**Section 1:** Management of this association shall be vested in a Board of Control, assisted by the Directors of Athletics.

**Section 2:** The Board of Control shall consist of the administrative head of the high schools belonging to this association. Any administrative head may delegate another administrator or teacher who is knowledgeable in the Conference Constitution and By Laws to represent the school at any Board meeting, provided the chairperson is advised of such a change by letter or phone call by no later than the day of any official Board meeting.

**Section 3:** The Directors of Athletics shall consist of the athletic administrative head of the high schools belonging to this association. The administrative head may here also delegate a replacement under the same provisions in **Article 4, Section 2.**

**Section 4:** The officers of the Board of Control shall be Chairperson and Vice-chairperson. A Webmaster will be appointed to compile and publish results of Conference contests. An Awards Chairman will be appointed to monitor the awards structure of Conference activities. The officers shall take office after the Board of Control meeting in May.

**Section 5:** The officer of the Directors of Athletics shall be the Coordinator of Athletics. There will be an officer of the Directors of Athletics for both the men's and women's divisions. This individual shall take office after the Board of Control meeting in May. The responsibility of this position is to coordinate all athletic events of the Conference for the school calendar year while in office. The Directors of Athletics of each member school shall be under the leadership of the Coordinator of Athletics for the Conference. The Coordinator of Athletics for the Conference shall be an elected position by the Athletic Directors. The length of office will be for a two-year period.

**Section 6:** The Chairperson and Vice-Chairperson hold office one year then the Vice-chairperson moves up to the office of Chairperson. The Coordinator of Athletics shall be elected every two years. The Statistician, Awards Chairperson, and the Treasurer will be appointed through the Directors of Athletics with the approval of the Board of Control.

**Section 7:** All voting power is vested only in the Board of Control and it shall determine and enforce the rules governing eligibility of contestants and the scheduling of contests, as well as the standards governing performances within the Association by all member schools. It, therefore, shall establish and enforce all regulations contained in the Constitution and By Laws of this association.

**Section 8:** There shall be an Ethical Practices Committee consisting of the Chairperson of the Conference and a principal, athletic director and a coach appointed by either the school's administrative head or athletic director. These positions will be determined by the rotation of the Conference starting with the school after the Chairperson's school, one position for each rotating school. All four members are voting members. The four members of the Committee will serve one-year terms. No two people from the same school may serve at one time. The Chairperson shall be the Conference regular Chairperson for that year. If a school on the Committee is involved in an unethical practice case, then the school next in line in the rotation shall fill that position. The minutes for an Ethical Practice Committee meeting will be prepared by the Chairperson of the Conference for that year and made available to all Conference member schools. The committee shall hear complaints of unethical practice from member schools. A principal shall make such complaints to the Chairperson of the Conference, who shall then convene the committee within ten days. After hearing the case and investigating the facts, the committee shall make recommendations for a fair settlement to the schools involved. If further action is required (e.g., the recommendations are not accepted or severe sanctions are involved), then the recommendations of the committee shall be submitted to the Board of Control at a meeting called by the Chairperson of the Conference.

**Article 5: Administrative Duties**

**Section 1 – Chairperson**

- will be the official Conference representative while in office.;
- will chair the Board of Control meetings;
- will chair the Ethical Practice Committee.;
- will prepare meeting agenda for the Board of Control with input from the Coordinator of Athletics;
- will be responsible for the recording and distribution of minutes of all Board meetings, and the Ethical Practices Committee;
- will call special meetings of the Board of Control when requested by at least five member schools;
- will be the official representative of the Conference to the media, non-ESCC schools, the IHSA and the general public;

**Section 2 – Vice Chairperson**

The Vice Chairperson takes the place of the Chairperson in all matters of **Article 5, Section 1** when the Chairperson is unable to serve in his/her position.

**Section 3 – Coordinator of Athletics**

- will chair the Athletic Directors' meetings;
- will serve as a liaison between the Board of Control and the Athletic Directors;
- will serve as a voting member of the Ethical Practice Committee.;
- will prepare agenda for Athletic Directors' meetings with input from member schools and the Treasurer;
- will be responsible for the recording and distribution of minutes of all Athletic Directors' meetings;
- will be responsible for preparing contracts for assignment chairmen as designated by the Conference.

The Coordinator of Athletics is not a member of the Board of Control. This position is appointed by the Athletic Directors

**Section 4 – Treasurer**

- will be the chief financial officer of the East Suburban Catholic Conference;
- will pay all bills as acquired through the operation of Conference activities;
- will monitor all expenditures for Conference activities by publishing monthly bank statements;
- will prepare the budgets for the men and women's divisions for presentation and approval at the May Board of Control meeting;
- will set annual dues for the succeeding year.
- will prepare a semi-annual Treasurer's Report to be presented at the November and May Board of Control meetings for approval.

The Treasurer is not a member of the Board of Control. This position is appointed by the Athletic Directors

**Section 5 – Awards Chairperson**

- design, composition, and proper wording of all awards for the East Suburban Catholic Conference will be approved by the Athletic Director's and the Board of Control;
- plaques, medals, ribbons, certificates and covers, and principal and athletic director retirement awards will be ordered as directed;
- awards will be ordered for the men's and women's divisions for each of the seasons: fall, winter, and spring;
- awards will be ready for presentation at Conference tournaments, All-Conference meetings, Board of Control meetings, or athletic director meetings, whichever is most timely and appropriate.

The Awards Chairperson is not a member of the Board of Control. This position is appointed by the Athletic Directors.

**Section 6 – Statistician**

- results of Conference contests for men and women's sports will be published on the East Suburban Catholic Conference web site;
- individual player scoring will be published for men's Football, men's Basketball, and women's basketball;
- Declaration of Champions, verifying school champions of each sport and each level of competition, will be presented at the annual November and May Board of Control meetings;
- All-Conference lists for men's Football, Soccer, Basketball, Baseball, Volleyball, Lacrosse and women's Volleyball, Basketball, Softball, Soccer, Lacrosse will be published on the web site. These lists will be supplied to media.

The Statistician is not a member of the Board of Control. This position is appointed by the Athletic Directors.

## **Article 6: Finances**

The Board of Control may upon the recommendation of the Treasurer levy on each school additional assessments for extra expenses. The annual membership dues for both divisions will be presented by the Treasurer in the annual budget presented at the Board of Control meeting in the spring (May). The Assignment Chairperson's (person or persons hired by the Conference to provide officials for prescribed athletic contests) fee shall be determined by the Directors of Athletics and subject to approval by the Board of Control.

## **Article 7: Meetings**

**Section 1:** The regular semi-annual meeting of the Board of Control and Directors of Athletics shall be held on a Tuesday in November and on a Tuesday in May. The dates of these meetings shall be established at the May meeting. Agenda for these meetings shall be sent out at least two weeks in advance of such meetings.

**Section 2:** Special meetings may be called by the Chairperson upon written request by the administrative heads of at least five members.

**Section 3:** Directors of men and women's athletics will meet regularly in a joint conference to be hosted by the Conference chair of athletics. The meeting calendar will be prepared by the Directors' of Athletics and will be published as part of the calendar.

Special meetings may be called as necessary.

**Section 4:** A post-season meeting will be required for all varsity coaches (or their designee) in each conference sport. Post-season meetings will be held at either the conference championship contest or the All-Conference selection meetings. (Dates published annually).

**Section 5:** The rules contained in Robert's Rules of Order, Revised, shall govern the meetings in all cases where they are applicable.

## **Article 8: Voting**

All matters involving Constitution and By Laws shall be decided by two-thirds vote of the full Board of Control. All matters of routine business shall be decided by simple majority of the members present of the Board of Control when meeting.

## **Article 9: Amendments**

**Section 1:** The Constitution of this association may be amended by two-thirds vote at any semi-annual Board meeting provided the amendment has been submitted to the Chairperson of the Board of Control not less than one month before the semi-annual Board meeting. It shall be the responsibility of the Coordinator of Athletics to provide amendments from the Directors of Athletics to the Chairperson of the Board of Control not less than one month before the semi-annual Board meeting. The Chairperson shall submit such proposed amendments in writing to the members of this association at least two weeks before a semi-annual meeting. All issues shall be settled by a two-thirds vote of the Board of Control.

**Section 2:** The By Laws may be amended by two-thirds vote of the members at any semi-annual meeting provided the amendment has been submitted not less than one month before the semi-annual meeting.

**Section 3:** The Athletic Operating Procedures manual may be amended by a two-thirds vote of the member schools at any Athletic Director's meeting provided nothing in the Athletic Operating Procedural manual is contrary to the Constitution and/or By Laws of the East Suburban Catholic Conference.

# East Suburban Catholic Conference By-Laws

## Article 1: Membership

### Section 1 - Schools

This association is composed of the following high schools:

- Benet Academy of Lisle;
  - Carmel Catholic High School of Mundelein;
  - Joliet Catholic Academy of Joliet;
  - Marian Catholic High School of Chicago Heights;
  - Marian Central Catholic High School of Woodstock;
  - Marist High School of Chicago;
  - Nazareth Academy of La Grange Park;
  - Notre Dame College Prep of Niles;
  - Saint Patrick High School of Chicago;
  - Saint Viator High School of Arlington Heights.
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- Benet, Carmel Catholic, Joliet Catholic, Marian Catholic, Marian Central Catholic, Marist, Nazareth, and Saint Viator are members of both divisions.
  - Notre Dame College Prep and Saint Patrick are members of the men's division only.

All schools are located in the State of Illinois.

### Section 2 - Rotation

The rotation order for fulfilling officer and committee positions within the Conference will only consist of schools that are in the men's division. The rotation will be as follows:

- Carmel Catholic;
- Saint Viator;
- Marist;
- Saint Patrick;
- Joliet Catholic;
- Benet;
- Marian Central Catholic;
- Marian Catholic;
- Notre Dame College Prep;
- Nazareth Academy.

For the women's division the rotation order for fulfilling officer and committee positions within the Conference will be as follows:

- Joliet Catholic;
- Marian Catholic;
- Saint Viator;
- Carmel Catholic;
- Nazareth;
- Benet;
- Marian Central Catholic;
- Marist

## Article 2: Contests

### Section 1 - Provisions

This Conference shall hold such contests and be under such rules and regulations as provided for in the By Laws.

### Section 2 - Levels Of Contests For Men And Women

The men's division will conduct contests in the following sports:

- freshman or junior varsity and varsity Football;
- sophomore and varsity Basketball.

The men's division will support contests at various levels in the following sports:

- Cross Country;
- Golf;
- Soccer;
- Wrestling;
- Basketball;
- Baseball;
- Lacrosse
- Tennis;
- Track and Field;
- Volleyball.

The women's division will support contests at various levels in the following sports:

- sophomore and varsity Volleyball;
- sophomore and varsity Basketball.

The women's division may hold contests in the following sports:

- Cross Country;
- Golf;
- Tennis;
- Volleyball;
- Basketball;
- Lacrosse
- Soccer;
- Softball;
- Track and Field.

### Section 3 - Conference Meets

The men's division will conduct annual Conference meets for the following sports:

- freshman-sophomore, and varsity Cross Country
- freshman-sophomore, and varsity Golf;
- junior-varsity and varsity Tennis;
- freshman-sophomore, and varsity Track and Field;
- freshman, junior varsity, and varsity Wrestling.

The women's division will conduct annual Conference meets for the following sports:

- freshman-sophomore and varsity Cross Country;
- varsity Golf;
- freshman-sophomore and varsity Tennis;
- varsity Track and Field.

### Section 4 -Protests

A school may protest a contest by notifying the Chairperson in writing.

The Chairperson shall notify all schools of the Conference.

The Board of Control shall act upon protests within a week.

The Board of Control shall act upon protests within a week.

### Section 5 -Ticket Prices

The Conference shall set prices for ticket sales for all Conference games at the spring Board of Control meeting of each year. These prices shall be in effect for the following year. The cap for the has been set at \$5.00.

### Section 6 - Conference Passes

Each coach and athletic director will receive Conference coach's passes. These passes plus faculty passes are to be honored at all Conference athletic events by all member schools.

### Section 7 - Championship Criteria

A new sport shall become part of either Division and a Conference championship shall be acknowledged by the Conference when at least 70 percent of the schools enter into the sport or activity.

### Section 8 - All-Conference Selection Meetings

In the men's division (after the respective season) head coaches of Football, Soccer, Basketball, Volleyball, Lacrosse and Baseball will meet at a school of the Conference designated by the Athletic Directors to select an All Conference team.

In the women's division (after the respective season) coaches of Volleyball, Basketball, Softball, Lacrosse and Soccer will meet at a school of the Conference designated by the Athletic Directors to select an All-Conference team.

The athletic director designated as Conference coordinator for that sport (or a competent designee) should chair the meeting. The results of the meeting will be brought to the next athletic directors' meeting for action. Each member division school participating in the sport must have a representative at the meeting.

No additional awards can be given out as a result of ties.

No lists of Honorable Mention, Special Mention, etc. will be accepted. When selection of names is made for All-Conference for all sports of the East Suburban Catholic Conference, the number of selections will be established by the Athletic Directors using the established formula (32% of total number of starters for each sport- (always rounded up) and the team will then be selected by the vote of the head coaches. No additional awards can be given out as a result of ties. All ties for each sport must be dissolved if the established number has been reached.

The head coach's of each All Conference sport discipline should decide criteria for the selection to an All Conference squad. The criteria used for selection should be published, made known to the Conference Athletic Directors, and remain in effect for three years before being updated or changed.

### Section 9 - Schedule Requirements

Conference schedules must be followed unless alteration is approved by the Directors of Athletics of the schools involved. Proper notification should be given to the Chair school.

### Section 10 -Individual Contestants

Schools may enter individuals in Conference championship meets even though these schools do not participate in the Conference schedule of the sport. The individual points scored will not count in the final team scores.

### Section 11 - Conduct of Contestants

When a student-athlete is ejected from a Conference or non-Conference contest for abusive language or fighting, this individual is suspended for one next Conference or non-Conference contest whichever comes first. It shall be the duty of the coaches involved to restrain their individual player(s)

involved in any confrontation immediately. This action will apply to all sports.

The following steps should be taken:

(September 14, 1993)

01. The offending school should check with officials to see if the right person(s) has (have) been charged or if the ejection is correct. This would also mean obtaining a written explanation of the situation.
02. If the ejection was correct, then the offending person(s) will not be eligible for the next game.
03. No review of any game films will be used in any decision;
04. Refer to Illinois High School Association By Law 6.033.

### Section 12 – Awards

The Conference shall pay for all plaques, trophies, medals, ribbons, and certificates. The Conference Awards Chairman will be responsible for the ordering of all awards. The lettering on awards is to be precise:

- East Suburban Catholic Conference Varsity Champion;

The name of sport, gender, and the year should be identified on each award.

## Article 3: Officials

### Section 1- Selection

Individual assignment chairman will be selected for the Conference to assign officials for the following men's division sports:

- freshman, junior varsity, and varsity games in Soccer;
- freshman, **junior varsity**, and varsity games in Football;
- freshman, sophomore, and varsity games in Basketball;
- freshman, junior varsity, and varsity meets in Wrestling;

Individual assignment chairman will be selected for the Conference to assign officials for the following women's division sports:

- freshman, sophomore, and varsity games in Basketball;
- junior varsity and varsity games in Soccer.

Officials obtained by Conference schools for invitational tournaments, non-Conference games and matches, or the junior-varsity level is strictly optional for each school.

### Section 2 - Fees

Officials' fees should be submitted by the assignment chairman and approved by the Directors of Athletics.

## Article 4: Presentation of Awards

Varsity awards will be sent to the host school for all Conference tournaments, or given out at All Conference meetings depending on the sport.

The Conference recognizes co-champions.

The varsity team awards will be distributed to both schools if a tie occurs. The decision of which school gets the immediate award will lie with the Awards Chairperson.

### **Article 5: Academic All Conference Selection**

The East Suburban Catholic Conference will recognize ten (10) scholar-athletes per single gender member schools during the spring of each school year for the Scholar Athlete award. The East Suburban Catholic Conference will recognize twenty (20) scholar-athletes per dual gender member schools during the spring of each school year for the Scholar Athlete award. These ten/twenty student-athletes will be the highest-ranking athletes by cumulative grade point average after seven semesters in their respective schools. The student athletes must receive a major letter their senior year in a sport or activity recognized for monogram award at their respective school. These names will be forwarded to the Awards Chairperson and the Webmaster of the Conference for awards preparation and presentation by no later than the May Board of Control meeting.

This Constitution and By Law has been adopted by the membership of the East Suburban Catholic Conference and is applicable as of May 2, 2017.

Inaugurated: November 25, 1958

Last Revised: May 2, 2017