

Pac West Taekwondo Conference

BY-LAWS

Article I – Membership, Dues, Expenses

Section 1 Membership

Members of this Conference shall include the following member Universities:

California State University East Bay
Stanford University
University of California, Berkeley
University of California, Davis
University of California, Los Angeles
University of Oregon
University of Southern California
Washington State University

Section 2 Request for admission to membership requires:

- A. Written application to the Conference Commissioner and notice of such an application to the Conference Assembly thirty-days (30) in advance of the spring meeting at which time the application is to be considered.
- B. That the applicant be a recognized club within the university with a full-time faculty advisor or be a “for credit” program within the university with a university faculty member as instructor.
- C. Appearance of an authorized representative of the applicant university at the above meeting.
- D. A successful application for admission to the conference shall become effective immediately.

Section 3 Reinstatement of a Suspended University

- A. Member universities are subject to suspension from the Pac West Conference
- B. The conference shall have the power to suspend a member university for sufficient cause by a two-thirds (2/3) majority vote of the conference assembly.
- C. The conference assembly shall prescribe the duration, terms and conditions of the suspension.

D. Any member university that has been suspended from the conference for sufficient cause may be readmitted to membership as provided in Article I, Section 2 of the Bylaws.

Section 4 Dues

A. Equal assessments (dues) of each member university shall be established at the Spring conference meeting. The dues shall be an amount necessary to conduct the operation of the conference for the ensuing year. This assessment shall be approved by a two-thirds (2/3) affirmative vote of the conference assembly.

Section 5 Payment of Dues

A. Annual dues must be paid by the fall meeting of the current academic year. The postmark on the mailing envelope will be used to determine time of payment. Any university who was a member in good standing the previous year, but whose dues are not paid by the fall meeting will lose all voting privileges until such time the dues are received by the conference commissioner. Any balance of dues remaining shall be maintained in the conference treasury and will be used as budgetary considerations warrant.

Section 6 Expenses

A. Expenses incurred by the conference commissioner and / or representatives shall be paid by the conference when presented through the spring proposed budget or approved by the conference assembly at a scheduled meeting.

Section 7 Fiscal Year

A. The fiscal year for the conference shall be from July 1 through June 30.

Article II – Representation: Powers & Duties

Section 1 Representation

- A. The **conference assembly** shall be made up of the conference members. Each member university shall be entitled to one (1) voting representative.
- B. In case an official representative can not attend a scheduled meeting, a substitute representative shall have full power to act on

that individuals' behalf, provided a letter from the university's representative is presented to the conference commissioner prior to said meeting.

Section 2 Powers and Duties

- A. The conference assembly shall have jurisdiction in all matters relating to the purposes of the conference.

Section 3 Voting

- A. Each member university is entitled to a maximum of one (1) vote for each representative

Article III – Meetings, Agendas, Quorum & Legislation

Section 1 Regular Meetings

- A. Conference meetings will be held in the Fall, in conjunction with the Far Western Collegiate Championships. and Spring, in conjunction with the Pac West Conference Championships.
- B. The Fall meeting will confirm schedules.
- C. The Spring meeting will have elections and award tournament sites.

Section 2 Special Meetings

- A. Special meetings may be called by the president of the conference and / or commissioner when deemed necessary, or upon the request of a majority of conference universities.

Section 3 Conduct of Meetings

- A. All conference meetings shall be conducted under “Roberts Rules of Order, Newly Revised”. The president of the conference and the commissioner shall develop reasonable time limits for all agenda items.
- B. Each of the representatives are entitled to vote on all issues.

Section 4 Notice of Meetings – Agenda

- A. The conference assembly is to be notified well in advance of the conference meeting dates. Agenda items must be forwarded to the commissioner three (3) weeks in advance of each meeting.
- B. Agendas will be emailed to the conference assembly at least one (1) week prior to any scheduled meeting.

Section 5 Quorum

- A. The presence of a majority of the member universities (see Article 1, Section 1) shall constitute a quorum for the transaction of official business. Action by such a quorum shall be as valid as action taken with all members of the conference assembly present.

Section 6 Legislation Effective Date

- A. Measures passed by the conference assembly at any meeting shall become effective the following July 1st unless specifically noted.

Article IV – Officers: Term of Office & Duties

Section 1 President

- A. This office of the conference president shall be selected for one year. The term of office shall be from July 1 to June 30.
 - 1. The office will be filled on a rotating basis by all representatives. The rotation will be based on the alphabetic listing of conference members as listed in Bylaw Article 1, Section 1. The first president for 2005-2006 will be the representative from California State University East Bay
- B. The duties of the president shall be to:
 - 1. Preside in the absence of the Commissioner;
 - 2. Appoint committees, in conjunction with the commissioner, and identify chairpersons as necessary;
 - 3. Serve as a member of the executive board of the conference;
 - 4. Perform other functions as directed by the conference.

Section 2 Vice-President

- A. This office shall be selected for one year. The term of office shall be from July 1 – June 30.
 - 1. This office will be filled on a rotating basis by all representatives. The rotation will be based on the

alphabetic listing of conference members as listed in Bylaw Article 1, Section 1. The first vice-president for 2005-2006 will be the representative from Stanford University.

- B. The duties of the vice-president shall be to:
 - 1. Preside in the absence of the Commissioner or president;
 - 2. Serve as chair of the Constitution Committee;
 - 3. Perform other functions as directed by the conference.

Section 3 Past-President

- A. The out-going president shall hold this office for one year. The term of office shall be from July 1 – June 30. The past president for 2005-2006 will be the representative from Washington State University.
- B. The duties of the past-president shall be to:
 - 1. Preside in the absence of the Commissioner, president or vice-president;
 - 2. Serve as parliamentarian at the conference meetings;
 - 3. Serve as a member of the executive board;
 - 4. Perform other functions as directed by the conference.

Section 4 Commissioner

- A. Shall be hired for a two-year term by the conference. The term of office shall be from July 1 – June 30.
- B. The duties of the commissioner shall be:
 - 1. Appoint a conference secretary;
 - 2. Preside at all meetings:
 - a) Conference;
 - b) Conference appeals board
 - 3. Develop the conference budget in conjunction with the conference executive board:
 - a) A financial statement for the current year (July 1 – June 30) and the proposed budget for the following fiscal year shall be submitted at the spring meeting for conference consideration.
 - 4. Maintain eligibility records:
 - a) Receive and verify eligibility forms for accuracy and completeness;
 - b) Maintain files on completed eligibility forms as submitted by each universities registrar or administrative representative;

- c) Review all forms and work with universities to make corrections as required;
 - d) Collect final verification of participation lists from each university;
 - e) Distribute forms and process such forms on specified dates as directed by the conference.
5. Provide interpretations of the rules governing athletic contests.
 6. Impose disciplinary action, reprimand and / or probation as specified in these bylaws.
 7. Coordinate contest schedules:
 - a) Coordinate contest schedules.
 8. Prepare and update Assembly representatives list.
 9. Perform other functions as directed by the conference.

Article V – Committees

Section 1 Constitution and Procedure Committee

- A. A standing committee of the conference consisting of three (3) members shall be appointed. The vice-president shall be the chair and the commissioner an ex-officio member of the committee.
- B. Appointed by the President at the fall meeting.
- C. For the purpose of implementing any constitutional change necessary as a result of a state or conference ruling.

Section 2 Budget Committee

- A. A standing committee of the conference comprised of the executive board.
- B. A financial statement for the current year and the proposed budget for the next fiscal year shall be developed by the commissioner and submitted at the spring meeting for conference consideration and approval.

Section 3 Executive Board

- A. A standing committee of the conference comprised of the conference commissioner, the conference president, the conference vice-president and the past-president of the conference.

- B. The duties of the executive board are to serve as the budget committee and perform other functions as directed by the conference.

Section 4 Referee Committee

- A. A standing committee of the conference with the Chair appointed by the Executive Committee.
- B. The members of the committee shall be selected by the Chair.

Article VI - Eligibility

Section 1 Eligibility

- A. To be eligible for participation in all conference contests all student athletes must be registered in classes according to the requirements set forth in the conference by-laws.
- B. Eligibility Forms are to be sent to the conference commissioner's office postmarked prior to the first contest.
- C. An ineligible player is defined as one who has not completed all the requirements of the conference by-laws.
 - I. Any university that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and/or are subject to disciplinary action by the conference commissioner.
- D. During the season of competition, all member universities shall check the eligibility status of student athletes at a minimum of once per semester/quarter. Each student-athlete must meet eligibility requirements before competing in any contest.

Article VII – General Policies & Regulations

Section 1 Schedules

- A. Conference contest schedules shall be officially adopted by an affirmative vote of the conference assembly at the fall assembly meeting.
- C. Procedures for changing scheduled conference contests:
 - 1. The commissioner must be notified of the change and given the rationale for that change. The commissioner will approve or disapprove the change.

2. The representative at the school requesting the change will then notify the rest of the conference.
3. Approval from the commissioner must be obtained for other than “**emergency situations**” .

F. Procedure for forfeit of conference contest:

1. Forfeit is defined as the failure of a team to appear for a scheduled meet or match;
2. The university must contact the conference commissioner for approval of the forfeiture of the contest;
3. If prior approval of the commissioner is not obtained, the forfeiting university may forfeit all meets and matches for the season and may be placed on probation the following year;
4. Any university represented by a player who has been ruled ineligible shall forfeit all matches in which that player participated.
5. The forfeiting school must report a conference forfeit to the Conference Commissioner with in 48 hours of the scheduled contest.

Section 2 Disciplinary Action

- A. The conference commissioner shall impose appropriate penalties against any student athlete, administrator, university personnel, agent or coach who violates any section of the Pac West Conference Constitution and By-Laws. The falsification of records and / or statements, the withholding of information that affects athletic eligibility, violations of recruiting and other actions contrary to the Pac West Conference Constitution and By-Laws, shall be considered as violations and subject to disciplinary action.
- B. Disciplinary action may take the form of forfeiture of games or contests where ineligible players have competed, suspension of student athletes for a number of contests, one (1) semester, one (1) year, or indefinitely and administrative action for personnel who violate the Pac West Conference Constitution and By-Laws.
- C. The conference commissioner may place member universities on probation and make recommendations to ensure further violations do not occur.
- D. Any university on probation may participate in a conference schedule, but may not be eligible for a Pac West Conference Championship.

Section 3 Protests

- A. Any protest shall be made verbally to the opposing coach and officials at the time of the protest and then be followed up in writing within two (2) working days.
- B. The written protest shall be sent to the conference commissioner. The representative of the protesting member university shall sign written protests.
- C. The conference commissioner will collect all relevant data from the involved parties and rule on the protest.
- D. The conference commissioner may appoint a committee of no more than (3) three members to rule on the protest with the conference commissioner acting as a chairperson. Committee members shall not be affiliated with the member universities involved in the protest.

Section 4 Championships

The Pac West Conference Championships is to be conducted in the Spring.

Article VIII – Contest Management

Section 1 Supervision

- A. Each host university shall be responsible for providing adequate supervision and security at all athletic events *under their jurisdiction. It is recommended that the supervisor* not be involved with specific game management jobs (e.g., coach, trainer, announcer, timer, etc.)
- B. The host university is charged with monitoring student athlete and public conduct at athletic contests and is to control the contest atmosphere to assure a fair and competitive situation. They should be concerned with disruptive noise making devices, projectiles, belligerent or disruptive comments or inappropriate behavior by individuals in attendance.

Section 2 Conditions

- A. If the playing conditions are so unsatisfactory that there is a question as to whether or not the contest should be played, home management will make the decision.

Article IX - Decorum

Section 1 General

- A. Proper decorum, including playing within the rules, showing good sportsmanship, treating players, coaches, officials and fans with respect, and conducting all activities with “class” and professionalism, is the responsibility of all participants of both the host and visiting universities.