

# UPPER CHESAPEAKE BAY ATHLETIC CONFERENCE (UCBAC) BYLAWS Updated 8/26/24

## **Article I**      *Name*

Upper Chesapeake Bay Athletic Conference (UCBAC)

## **Article II**      *Purpose*

The purpose of this Conference shall be to administer an interscholastic athletic program among its member schools consistent with sound educational principles.

## **Article III**      *Membership*

Section A      This Conference shall consist of the following member schools split evenly into three divisions.

Conowingo Division	Hatem Division	Tydings Division
Bo Manor	C. Milton Wright	Aberdeen
Elkton	Edgewood	Bel Air
North East	Harford Tech	Fallston
Perryville	Havre de Grace	Joppatowne
Rising Sun	North Harford	Patterson Mill

Section B      Any additional public secondary schools located in Cecil and Harford counties shall automatically become members of the Conference.

## **Article IV**      *Organization*

Section A      The Conference shall be guided by a Board of Control.

Section B      The Board of Control will consist of the following representatives:

1. An athletic supervisor from each county
2. Athletic Directors from the 15 member schools.

Section C      The athletic supervisors from each county shall be permanent members of the Board of Control.

Section D      The Conference record keeper shall be a non-voting member.

Section E      The Board of Control will operate within the framework of the Maryland Public Secondary School Athletic Association (MPSSAA), the Cecil County Interscholastic Athletics Regulations and Procedures Handbook, and the Harford County Administrative Regulations and Procedures for Interscholastic Athletics Handbook.

Section F      The Board of Control shall be responsible for all rules and regulations governing the Conference subject to the approval of the county superintendents within the Conference.

Section G      The Board of Control shall have the authority to approve standing committees necessary to implement the functioning of the Conference.

Section H      A quorum for the Board of Control will be twelve out of fifteen votes. The county supervisors of athletics are non-voting members.

Section I The Board of Control shall have the following specific responsibilities and duties:

1. Exercise control over the athletic contests of the Conference
2. Interpret the rules and regulations of the Conference
3. Coordinate and approve all Conference Schedules
4. Declare championships
5. Evaluate and vote on proposed changes to the UCBAC
6. Disperse information from the MPSSAA to coaches
7. Shall elect from the membership a president and vice-president
8. Hire and evaluate the record keeper

**Article V** *County Supervisors of Athletics*

Section A The County Supervisors of Athletics shall have the following responsibilities and duties:

1. Promote the activities of the Upper Chesapeake Bay Athletic Conference
2. Act as a liaison with officials' organizations
3. Assist in the formulation of the league schedules
4. Arrange sites for Conference championships
5. Coordinate the production and presentation of awards
6. Maintain permanent records of minutes of meetings
7. Maintain Conference records and statistics
8. Perform such duties as stated in the Constitution and Bylaws
9. Perform other duties as deemed necessary by the Board of Control
10. Recommend disciplinary action for violation of conference, county or state rules and regulations

**Article VI** *UCBAC Record Keeper*

Section A The responsibilities of the UCBAC Record Keeper

1. Notify coaches on how and where to report game scores e.g.; County Sports Zone, Varsity Sports, The Aegis, The Sun, Cecil Sports Weekly, Cecil Whig, the UCBAC record keeper.
2. Collect all scores of varsity athletic contests
3. Maintain standings for all teams for each sports season
4. Maintain records and statistics
5. Contact coaches for scores when not reported
6. Compile a contact list of all varsity and JV head coaches
7. Communicate with the Board of Control

Section B The Record Keeper position will be salaried at an amount determined by the Board of Control.

**Article VII** *Officers*

Section A The officers of the Conference shall consist of a president, vice-president, treasurer, and secretary. The members of the Board of Control shall elect from its membership a president and vice-president.

Section B The president and vice president shall not be from the same county.

Section C The president and vice-president will serve two-year terms beginning in July and ending in June.

Section D The president shall be empowered to preside over meetings and to exercise all the duties expressed or implied in this constitution and bylaws.

Section E The vice-president shall support the president and other officers with completing their duties of the conference. In the absence of any officer, the vice president will assume all the powers vested in that office. If the vice-president assumes the duty of president, those duties will return to the former president/school as soon as possible.

Section F The secretary shall:

1. Keep accurate minutes of all regular and special meetings of the Conference and of the Board of Control; and shall supply to each member school within the week following all such meetings a digest of all business transacted
2. Call meetings of the Conference
3. Update and distribute revised constitutions when amendments are passed
4. Perform such other duties assigned by action of the Conference

Section G The treasurer shall:

1. Keep a financial record of all funds received and disbursed by the Conference and make a report of such funds at each regular meeting
2. Select and purchase all materials, services, etc. authorized by the Conference
3. Perform such other duties assigned by action of the Conference

## **Article VIII *Meetings***

Section A The Board of Control will meet at least one time per season. Such meetings will be conducted either in-person or virtually.

Section B The meeting date and time will be determined by the County Supervisors of Athletics.

Section C To conduct official business, all proposals must be approved by a majority of members present.

Section D The County Supervisors of Athletics may call a special meeting of the Conference if it is deemed appropriate.

## **Article IX *Finances***

Section A Dues of \$400 per member school shall be approved by a resolution adopted by the Board of Control. Payment of such dues shall be made on or before August 1 following the meeting at which the dues were approved.

Section B The treasurer shall submit a financial report to the Board of Control for review of income and expenditures out of the Conference treasury.

## **Article X *Contracts***

Section A Approved schedules of the Conference shall serve as binding contracts among member schools.

Section B The approved schedule of the Conference takes precedence over any and all contests between member-schools and non-member opponents. When games are re-scheduled, they must be played on the next available open date providing transportation and officials can be arranged. Make-up games must be given priority to Division, Conference, and then Out-of-Conference games.

## **Article XI *Classification/Realignment***

Section A The Board of Control shall serve as the realignment committee.

Section B Alignment Review will be done on an annual basis, except for football, which occurs every two years.

Section C Realignment Criteria

1. Determined by the regular season division record.
2. Each sport will be realigned separately

## **Article XII     *Awards***

Section A     Division champions will be declared in all varsity sports determined by highest winning percentage in division contests, except for golf, cross country, wrestling, and track & field, which will be determined by a division tournament.

Section B     In the event of a tie, the following criteria will be used:

- a. head-to-head competition,
- b. then highest winning percentage versus common opponents outside the division,
- c. then highest winning percentage excluding tournaments,
- d. then coin flip or lottery.

Section C     Conference championships will be determined by a tournament before regional playoffs in the following sports: Cross Country, Golf, Track & Field, tennis, and Wrestling.

Section D     Conference Awards

1. Conference awards will be given in varsity sports only.
2. Awards shall consist of a plaque for each division champion, which will travel from winner to winner.
3. Individual winners of Conference Tournaments will receive ribbons or medals for placing first, through eighth in cross country and track and field.

Section E     Divisional Sportsmanship Awards

1. Awards of each sport will be determined by a vote of coaches and players of those sports and awarded at the end of the season.
2. Each school receives two votes representing its coaches and players.
3. Prior to voting, the school administration (athletic director and principal) may remove their team from the sportsmanship award process by submitting a written request to their Supervisor of Athletics.

## **Article XV     *Amendments***

Section A     The constitution and bylaws of the Conference may be amended by a two-thirds vote of the member schools.

Section B     Proposals for amendments must be submitted to the Secretary in writing at least one month before the annual meeting. The Secretary shall submit all proposed amendments to the members at least two weeks before the meeting.

Section C     The minutes of the meeting must show the full and exact vote of the Conference members on each proposed amendment.

## **Article XVI     *Nondiscrimination Policy***

The association will not discriminate because of age, sex, race, color, religion, or any other illegal discriminatory criteria in any of its policies, practices, or functions.

## **Article XVII     *Order of Business for Meetings***

Roberts' Rules of Order Revised shall be the recognized authority governing the conduct of all meetings of the Board and the Association.