

UPPER CHESAPEAKE BAY ATHLETIC CONFERENCE (UCBAC)
Updated 6.9.22

BYLAWS

Championships will be determined for team sports in both the Susquehanna and Chesapeake Divisions. Conference Championships will be determined by a tournament before Regional play-off in the following sports: Cross Country, Golf, Tennis, Track and Field and Wrestling. (Revised July 2017)

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 two divisions.

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|----------------------|--------------------|
| 1. Aberdeen | 9. Havre de Grace |
| 2. Bel Air | 10. Joppatowne |
| 3. Bohemia Manor | 11. North East |
| 4. C.Milton Wright | 12. North Harford |
| 5. Edgewood | 13. Patterson Mill |
| 6. Elkton | 14. Perryville |
| 7. Fallston | 15. Rising Sun |
| 8. Harford Technical | |

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 eight representatives:

1. An athletic supervisor from each county
2. A school-based administrator from each county, each serving a minimum two-year term
3. Four athletic directors, two from each county, each serving a minimum two-year term
4. Four coaches, two from each county, (one male sport and one female sport) each serving a minimum two-year term

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 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. recommend disciplinary action to the Conference for violation its rules and regulations
6. set up a budget for the Conference
7. 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

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 Whip, The Sun, 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 team coaches
7. assist the Board of Control in the re-alignment of division process as needed
8. attend UCBAC Board of Control meetings

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 assist the president and assume in the absence or capacity of the president all the powers vested in that office. In the event that the vice-president assumes the duty of president, those duties will return to the former president/school as soon as possible.

Section H A quorum for the Board of Control will be five people with at least two members from each county.

Section I On any issue to be resolved by the Board of Control, in which a school or schools of the Board members are involved, such members shall disqualify themselves from acting

- 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. cause to have Conference passes, in the number agreed upon by the principals, printed and distributed to all member schools
 4. update and distribute revised constitutions when amendments are passed
 5. 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* (Revised July 2017)

Section A The Board of Control will meet at least one time per season. Such meetings will be conducted alternately in Cecil and Harford counties.

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 Board of Control 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 at the annual meeting of the association for the following school year. Payment of such dues shall be made on or before August 1 following the meeting at which the dues were approved.

Section B The Board of Control shall set up a budget for the Conference, which shall be presented at the annual meeting for approval. This budget shall contain the membership dues and anticipated revenue from other sources.

Section C The treasurer shall pay 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 (June 2010).

Article XI *Classification/Realignment*

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

Section B Alignment Review:

1. The alignment review will be done on an annual basis, **with the exception of football, which occurs every two years.**
2. Any school may submit the UCBC Realignment Questionnaire to the Supervisor of Athletics at the end of its sports season.
3. The questionnaire must be submitted to a Supervisor of Athletics within 10 calendar days after their last regular season game.
4. The Board of Control will decide the makeup of each division at the conclusion of each sports season.
5. The Conference Schedule will be derived from this information.
6. In the case of an appeal, the other affected team(s) will be notified of the possible outcome and will be provided an opportunity to respond.

Section C Realignment Criteria

1. The Board of Control will consider the following factors in determining division placement:
 - a. Competitiveness and strength of schedule
 - b. School classification
 - c. Rivalry
 - d. UCBAC Questionnaire requests
 - e. Other factors deemed necessary
2. Each sport will be realigned separately.

Article XII **Awards**

Section A

1. Division champions will be declared in all varsity sports determined by highest winning percentage in division contests, except for golf, cross country and track & field, which will be determined by a division tournament.
2. 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.
3. Conference championships will be determined by a tournament before regional playoffs in the following sports: Cross Country, Golf, Track & Field, tennis, and Wrestling.

Section B

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. (Revised July 2017)

Section C

1. Divisional Sportsmanship Awards for each sport will be determined by a vote of coaches and players of those sports and awarded at the end of the season. Each school receives two votes representing its coaches and players.
2. 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. **(Added March 2008)**

Article XIII **Protests**

Section A

The protest committee shall consist of the athletic supervisor of each county and the record keeper.

Section B

Protests may be filed regarding a violation of a Conference rule. This protest must be made at the time of the alleged violation or its discovery. In addition, a written protest must be filed by the principal of the protesting school, or his designee, to the Conference within forty-eight (48) hours.

Section C

A fee of one hundred dollars (\$100) will be rendered against the protesting school. The fee will be refunded to the school if the protest is upheld. The deposit shall be forfeited to the Conference treasury if the protest is denied.

Section D

Rulings on protests will be rendered by the protest committee in writing within ten (10) school days after receipt of the protest.

Section E

The decision of the protest committee will be final.

Article XIV

Penalties

Section A

The Board of Control shall have the power to impose penalties for violations of Conference rules depending upon the severity of the violation, unless such penalties are covered under the bylaws or policies of this document. These penalties may include but are not limited to:

1. official reprimand
2. declaring players and/or coaches ineligible for Conference sports
3. declaring schools ineligible for Conference championships
4. forfeiture of game or games
5. other penalties declared justified by the Board of Control.

Section B

The penalty for violations may be appealed within five school days to the county supervisors for 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.