

New England Preparatory School Track Association Constitution

Article One: Name

This organization shall be known as the New England Preparatory School Track Association (NEPSTA).

Article Two: Object

The object of this organization shall be:

- (a) To unite in the membership of this organization all fully qualified New England Preparatory School track and field and cross country programs and coaches;
- (b) To provide the sports of track and field and cross country with proper safeguards, to foster the spirit of sportsmanship, and to work to advance the popularity of the sports;
- (c) To comply with the rules and regulations of track and field and cross country according to officially approved NEPSTA rules;
- (d) To cooperate with all organizations officially connected with the sports of track and field and cross country as decided by the vote of the NEPSTA membership.

Article Three: Membership

Active members are entitled to one vote and are those schools which comply with the following specifics:

- (a) Each school must be a current member in good standing of this organization.
- (b) Each school must comply with all rules of this Association.

Schools that fail to meet the obligations of membership, including the payment of dues and regular attendance at Association meetings, will have their membership—and their right to participation in the cross country and track championships—suspended. Any such school may petition the Board for reinstitution of its membership.

Article Four: Officers

The Officers of this organization shall be: President, Vice President, Secretary, and Treasurer. Additionally, the organization shall include an Executive Committee. The duties of the Officers and Executive Committee are as follows:

- (a) The President shall:
 - 1. Serve for two years, having already served as Vice President for the two preceding years.

2. Preside at all meetings of this Association.
3. Appoint all Committees except the Executive Committee.
4. Appoint interim officers for any vacant position with the approval of the Board.
5. Perform all the duties that normally fall to this office.
6. Appoint an athletic director to serve as liaison to NEPSAC.

(b) The Vice President shall:

1. Be elected for a term of two years, after which time he/she shall succeed to the office of President.
2. In the event that the standing President is unable to complete his/her term of office, succeed to that office for the remainder of that term as well.
2. Assist the President as necessary.
3. Preside at meetings where the President is absent.

(c) The Secretary shall:

1. Record all proceedings of the Association, and read the minutes of the previous meeting.
2. Be responsible for taking attendance at each meeting.
3. Issue releases and answer all correspondence at the direction of the President, and inform the Association of any correspondence received.
4. Notify all members of the Association Meetings at least two weeks in advance of the date.
5. Distribute minutes of Association Meetings to member schools.
6. Maintain Association records, including championship records/results, and a directory of member schools.
7. Preside at all meetings where the President and Vice President are absent.

(d) The Treasurer shall:

1. Receive and record all Association dues and funds.
2. Present a treasurer's report at the Annual Meeting for audit and acceptance.
3. Present a financial record at all other meetings.
4. Keep the President informed of any schools that are delinquent in dues.

(e) Additionally, the four Officers are empowered to periodically propose division realignments. Realignments proposed by the Officers must be distributed to all members at least two weeks prior to an Association Meeting and are subject to discussion at such duly warned meeting. Members will be empowered to vote on the realignment proposal in full. A two-thirds vote of the membership present at such duly warned meeting is necessary for acceptance of a realignment proposal. Individual schools that wish to request realignment to a different division must submit a written request for consideration of the full Executive Committee no later than four months prior to the championship meet of the season in which the school wishes to be realigned.

(f) The Executive Committee shall consist of three representatives from each of the Association's divisions. If the number of divisions differs between cross country and track and field, the greater number of divisions shall be used. For divisions that exist

across both cross country and track and field, the division representatives shall be divided between the two sports. In addition, all former NEPSTA presidents shall be invited to meetings of the Executive Committee. In its duties, the Executive Committee, with the Officers, shall

1. Transact any Association business necessary between Association Meetings.
2. Plan Association Meetings.
3. Coordinate the divisional championships in track and cross country.
3. Serve as a Grievance Committee to act on any written complaints and petitions received from members.
4. Report to the Association any schools that are not complying with the rules of this Association.
5. Be empowered to hear requests to move down or up in Divisional Championship Events, and to act on such requests.

Article Five: Elections

- (a) The Officers shall be elected for two-year terms at the time of an Annual Meeting.
- (b) Any vacancy which occurs between Annual Meetings shall be temporarily filled as specified under duties of the President. Such office shall be opened for nomination and election at the next Annual Meeting to fill an unexpired term.
- (c) Only individual representatives of member schools shall be eligible for nomination and election.
- (d) The Vice President (who will in two years become President) shall be elected at the Annual Meeting of school years that begin during even numbered years. The Secretary and Treasurer shall be elected in the odd numbered school years. The election of the members of the Executive Committee (i.e. Division Representatives) shall take place at the Annual Meeting each year.

Article Six: Meetings

- (a) An annual meeting shall be held each year; the date, time and location shall be determined by the Executive Board.
- (b) Special meetings may be called by the Executive Board or upon written request by at least five active members.
- (c) Whenever possible at least two weeks notice will be given prior to any meetings.

Article Seven: Amending the Constitution

Amending or revising the Constitution requires at least two weeks advanced notice to all members of any changes. A two-thirds vote of the membership present at such duly warned meeting is necessary for acceptance.

Article Eight: Dues

- (a) Yearly dues shall be determined at the Annual Meeting for the forthcoming year.
- (b) Dues shall be paid prior to October 15 for a school year. Schools with dues in arrears shall not compete in Association sponsored meets. Schools that are two years delinquent in dues will be automatically removed from the Association and notified by an Officer upon removal. To be reinstated, a school must (1) submit dues in the amount requested by the Treasurer and (2) present a formal written request from its headmaster/principal to the Association for vote of acceptance by the four Officers. New members may be accepted on a probationary status by the Executive Board prior to the start of a season and accepted as full members at the next Association Meeting.
- (c) The Association shall set forth clearly the entry fee for each of its sponsored meets.

Article Nine: Parliamentary Authority

Robert's *Rules of Order* shall be the authority for all questions in Parliamentary Law not covered by the Constitution.

1985 (Update from 1978)

2011 (Update from 1985)

2018 (Update from 2011)