Eastern Pennsylvania Athletic Conference

By-Laws

Article I – Membership and Dues

Section A
1. A full member college must be a member of the National Junior College Athletic Association (NJCAA).
2. Application of membership in the EPAC shall be open to any two year college, or institution of higher education.

Section B
1. Application to the EPAC must be made in writing, signed by the College President and submitted to the conference president at least four weeks prior to the winter meeting. Upon receipt of a membership request, a group of designated conference members will arrange a visit to the applicant’s campus to evaluate the athletic program and facilities. Membership in the conference is obtained by ratification of a majority of conference schools.
2. Annual dues for membership in the EPAC will be determined each year. The annual dues of each member shall be payable on or before October 1 of the same calendar year in order to participate in all legislative and competitive activities sponsored by the Conference.

Article II – Representation and Meetings

Section A
1. Duly appointed representatives of member colleges must attend all regularly scheduled conference meetings.
2. Members are expected to contact the President if extraordinary circumstances prevent them from attending a meeting.
3. There will be a minimum of three (3) conference meetings scheduled each academic year.
4. Special meetings may be called by the President or a majority of the conference membership when necessary.

Section B
1. Each member college shall be entitled to one vote at all official conference meetings.
2. Two-thirds of the officially designated representatives of the member colleges shall constitute a quorum for the transaction of business.

Section C
1. The by-laws of the Eastern Pennsylvania Athletic Conference may be amended at any official meeting by a majority affirmative vote of a quorum, provided the proposed changes are sent to each member college a minimum of two weeks prior to the meeting for review.
Section D

   - Reading of minutes
   - Treasurer Report
   - Report of committees
   - Old Business
   - New Business

Article III – Elected Officers and their Duties

Section A – President

1. Preside at all meetings of the EPAC and fill other customary obligations of the office
2. Serve as a resource person in points not covered by the constitution, subject to the conference membership approval
3. Appoint advisory committees for all sports and Ad/hoc committees as necessary
4. Cast deciding ballot in all conference meetings in the event of a tie vote on any motion, but shall not vote to break a tie in election of any conference officers.

Section B - Vice President

1. Preside over meetings in the absence of the President
2. Complete unexpired term of the President, if such should become necessary
3. Supervise the work of all standing and special AD-Hoc Committees
4. Update Constitution and by-laws to reflect changes approved by conference membership

Section C – Secretary

1. Be responsible for all recording and distribution of minutes of the meetings
2. Keep on file the recording of all minutes of meetings
3. Update conference contact list information as necessary
4. Responsible for recording, updates and distribution of conference manual

Section D – Treasurer

1. Keep fiscal records of EPAC
2. Maintain record of membership
3. Submit financial statements that reflect revenue and expenses at each meeting
4. Keep a complete record of all finances
5. Expend funds as budgeted or as approved by the conference
6. Submit a properly audited financial statement to the membership on a yearly basis
Article IV – Elections

Section A
1. Officers of the executive committee shall consist of the President, Vice President, Secretary and Treasurer.
2. Election of officers will be held every third year at the fall meeting.
3. The term of for all elected offices shall be three years from the date of election.
4. Officers may be re-elected / re-appointed to a position if no one from the membership has expressed in interest in running for the position.

Article V – Committees

Section A
The President will appoint all standing committees and the chairs of each committee

Section B
The function of each standing committee is to review its particular area and recommend changes based upon experiences and research. The standing committees of all sports shall review and recommend changes regarding postseason awards, championship determination and procedures for competition among member colleges.

Section C
The standing committees for the Eastern Pennsylvania Athletic Conference are:
- Awards
- Basketball
- Tennis
- Standards & Ethics
- Baseball
- Cross Country / Track & Field
- Wrestling
- Softball
- Volleyball
- Soccer
- Golf
- Elections/Nominations

Section D
Responsibilities of Sports Committees
- Maintain Team records to determine champion
- Select and announce all conference team
- Recommend an operating code
- Develop conference schedule
Article VI – Championships / Awards

Section A
1. There must be four (4) teams competing in a sport for a champion to be crowned and for an all-conference team to be selected.
2. The team(s) with the best regular season conference record in each sport will be declared the conference champion. In case of a tie, head to head will be used to break the tie, if that does not decide a winner, than the teams will be declared co-champs.
3. In the sports of Golf and Cross Country, a championship match/meet will be conducted to determine the conference champion.
4. Schools must declare their intention to add a sport per the Region XIX guidelines in order to be eligible to compete for conference championships.

Section B
1. The conference champions in each conference-sponsored sport will receive certificates and t-shirts for each individual on the roster (including coaches and support staff).
2. In individual conference sports such as cross country, golf and tennis the individual champions will receive t-shirts and certificates as well, if they are not part of the championship team.

Article VII – Eligibility

Section A
1. The rules of eligibility as adopted by Region XIX of the NJCAA shall apply in all sports sanctioned by NJCAA

Updated October 15, 2013 (TT)