Garden State Athletic Conference By-Laws

Article 1 – Membership

Section A.
1. The annual dues for membership in The Garden State Athletic Conference (GSAC) shall be determined each year.
2. Colleges that have not paid continuous membership in the Conference shall be assessed $100.00 for reinstatement in addition to the membership fee, and a majority vote of the Executive Committee.
   a. In order to participate in all legislative and competitive activities sponsored by the GSAC, the annual dues of each member shall be payable on or before September 1st of the same calendar year.
   b. Under extenuating circumstances, a college may become a member after September 1st with the approval of the Executive Committee.

Article 2 – Representation

Section A.
1. Each member college shall be entitled to one vote at all officially constituted meetings, as long as membership is in good standing with current dues paid.

Article 3 – Voting

Section A.
1. Two-thirds of the officially designated representatives of member colleges shall constitute a quorum for voting and the transaction of business

Article 4 – Executive Committee

Section A.
1. The Elected Officers of the Executive Committee (EC) and their Duties.
   a. President
      i. Two year term.
      ii. Preside at regular meetings, executive meetings, and all special meetings.
      iii. Make decisions on all points not covered by the constitution.
      iv. Delegate responsibility for handling all duties not provided for in the constitution.
      v. Represent or delegate someone to represent the Conference when necessary.
      vi. Appoint advisory committees for all sports conducted by the Conference. Their duties shall be recommended to the Executive Committee for final action of the following:
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1. Rules and regulations governing competition in that sport.
2. Methods of selecting All-Conference teams.
3. General conduct of Conference Championship contests.

vii. Cast the 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 the election of any Conference Officer.

viii. Make appropriate updates to the Conference website as changes occur, to include but not limited to:
   1. Executive Office
   2. Sports Codes
   3. Committee members
   4. Constitution and/or By-Laws

b. Vice President
   i. Two-year term.
   ii. At conclusion of the 2 year term, the Vice President will assume the role of President.
   iii. Preside at all meetings in the absence of the President.
   iv. Assist the President by supervising the work of all standing and special committees.
   v. Serve as member to the Executive Committee.
   vi. As Chairman on Membership, recommend policies and procedures for recruiting new members.
   vii. The Vice President will assume office of the President if the President is unable to serve.
   viii. Update Constitution and by-laws to reflect changes approved by Conference membership.

c. Secretary
   i. Two-year term.
   ii. At the conclusion of the 2 year term, Secretary will assume role of Vice President at end of the two-year term.
   iii. Be responsible for all recordings and distribution of all Conference meeting agendas and minutes.
   iv. Be responsible for keeping a record of all Conference meeting agendas and minutes.
   v. Be responsible for keeping a running record of all motions made, who they the motion was made by, who seconded the motion, the vote, and whether the motion was passed or not passed.
   vi. Update Conference contact list information as necessary.
   vii. Provide Executive Committee and member colleges with a membership list of the Association, no later than November 1st of each calendar year and forward revised copies of same to all members.
   viii. Secure and provide stationary and printed forms for the Conference.

d. Treasurer
   i. Maintain a record of membership in the Conference.
   ii. Keep complete record of all finances of the Conference.
iii. Sign all checks  
iv. Submit yearly a properly audited financial statement to the membership.  
v. Establish a bank account in the name of the Conference.  
vi. Expend funds as budgeted on as approved by the Executive Committee.

**Article V – Order of Business**

Section A.
1. All Meetings shall subscribe to the following order of business to include Robert Rules of Order.  
   a. Reading of minutes of the previous meeting.  
   b. Treasurer’s Report.  
   d. Old Business.  
   e. New Business.  
   f. Adjournment.

**Article VI – Eligibility Rules**

Section A.
1. The rules of eligibility as adopted by Region XIX of the National Junior College Athletic Association (NJCAA) shall apply

Section B.
1. An athlete in any GSAC contest who is ejected for any reason must sit the next game.  
   a. An ejection for fighting/violent conduct carries a two (2) game suspension.  
   b. If the ejection occurs in the last game of the season and/or playoff game, the suspension will carry into the following season of eligibility used in that sport in which the ejection occurred in.

Section C.
1. If a coach is ejected from a GSAC contest and there is an assistant coach present, the assistant coach resumes the responsibility as head coach for the completion of the contest.  
2. If a head coach is ejected and there isn’t any other Board of Trustees college approved representative present at the game, the game is then terminated and forfeited at that point.

Section D.
1. If the current rulebook for a sport carries stricter penalties than stated in the GSAC Operating Code, that penalty shall prevail.
Article VII – Conference Championship

Section A.
1. GSAC Championships shall be determined by the best Win : Loss record of the member colleges competing against other members of the GSAC in the same Division, according to the guidelines established in the current operating codes.

Article VIII – Operating Codes

Section A.
1. The following sports and committees will have operating codes, which will follow Region XIX of the NJCAA codes. Codes are to be updated to include current changes/revisions made by Region XIX, as well as include GSAC specific rules.
   a. Awards
   b. Baseball
   c. Basketball, Men and Women
   d. Cross Country, Men and Women
   e. Golf, Men and Women
   f. Health and Safety
   g. Indoor Track, Men and Women
   h. Men’s Lacrosse
   i. Soccer, Men and Women
   j. Softball
   k. Standards and Ethics
   l. Tennis, Men and Women
   m. Women’s Volleyball
   n. Wrestling

Article IX – Sport Committees

Section A.
1. Membership of each Sport Committee.
   a. Minimum of three (3) Athletic Directors who are GSAC members.
      i. One member of the Sport Committee shall be Chairperson, as appointed by the EC.

Section B.
1. Meetings shall be held throughout the year, as necessary to update Sport Codes and discuss any pertinent matters that have occurred.
   a. A record of meetings should be kept in form of minutes.
b. Meeting minutes should be kept by Chairperson, and copy sent to GSAC Secretary for record keeping.

Section C.

1. Responsibilities
   a. Maintain team records to determine Conference Championship.
   b. Determine and announce Conference Champions.
   c. Select and announce the All-Conference team for the sport.
   d. Arrange tournament/playoff pairings and schedule.
   e. Provide for officials for tournament/playoff games as needed.
   f. Recommend operating code rules and/or changes to Executive Committee.
   g. Serve as appeal group in protest matters in the sport.
   h. Receive, review and make recommendations for approval of Master Schedules, if one is not mandated by Region XIX.

Article X – By-Law Amendments

Section A.

1. The by-laws of the GSAC may be amended at any meeting of the membership by majority affirmative vote of a quorum, provided proposed changes have been sent to each college at least two (2) weeks prior to the meeting.