BY-LAWS

ARTICLE I  Membership and Dues

Section A
1. A member college must be a member of the National Junior College Athletic Association (NJCAA).

Section B
1. Membership dues will be set annually by the respective Legislative Assembly at their Spring meeting.

Section C
1. The Region will receive membership dues and sports membership fees to use as operating capital for the year.

Section D
1. Colleges that host Regional Championships may be entitled to reimbursement for various expenses associated with hosting the tournament. Host schools must submit a Region XIX Host Reimbursement Form and detailed receipts, etc. within 30 days following the event to the Region XIX Treasurer for review.
2. Colleges that host NJCAA District Championships may be reimbursed for the cost of officials and awards (not covered by the national office) associated with hosting the tournament. Host schools must submit a Region XIX Host Reimbursement Form and detailed receipts, etc. within 30 days following the event to the Region XIX Treasurer for review.
3. Colleges that host NJCAA National Championships may be reimbursed for the cost of officials, up to a maximum $5,000. Host schools must submit a Region XIX Host Reimbursement Form and detailed receipts, etc. within 30 days following the event to the Region XIX Treasurer for review. The amount reimbursed can only be equal to the amount spent on officials for the event, but cannot exceed $5,000.
ARTICLE II  Region Meetings

1. Duly appointed representatives of member colleges must attend ALL regularly scheduled Region meetings per academic year. Members are expected to contact the respective Director if extraordinary circumstances develop.
2. Notification of non-attendance will be sent to the college by the Chair of the Standards and Ethics Committee.
3. Each institution shall be entitled to one (1) vote per issue at these meetings.
4. Regional meetings, except executive sessions, are open to all interested parties.
5. There will be a minimum of three (3) Regional meetings scheduled each academic year.
6. Attendance at Committee and Legislative Assembly sessions is required during the length of all regularly scheduled meetings.
7. A quorum in each division shall be defined as one half (1/2) of the paid membership.
8. Special meetings may be called by the Executive Director or a majority of the division’s membership when necessary.

ARTICLE III  Mission Statement / Administrative Structure

Section A – Mission Statement

“To promote and foster two-year college athletics on a Regional and National basis consistent with the educational programs of our members.”

Section B – Elected Officers

1. The elected and non-elected officers of Region XIX, with their terms and stipends are outlined on the Region XIX Leadership Grid (Appendix A).
2. Elected Officers of Region XIX:
   • Executive Director / Board of Regents Representative
   • Region Directors (Men’s & Women’s)
   • Assistant Region Directors (Men’s & Women’s) – Assistant Region Director’s will assume their respective Region Director position, if it is vacated during a term.
   • Secretary
   • Treasurer - Current agreement with Treasurer covers IRS rate for mileage and hotel room expenses for all Region XIX meetings that he is required to attend (approved October 6, 2016)

Section C – Non-Elected Officers

3. Non-elected officers and their duties:
   • Assistant Treasurer
   • Compliance Officer
   • Chief Information Officer
Section D – Executive Committee
(12 positions)
Members:
  o Executive Director*
  o Men’s Region Director
  o Women’s Region Director
  o Men’s Assistant Region Director
  o Women’s Assistant Region Director
  o Secretary
  o Treasurer
  o Compliance Officer
  o Chief Information Officer
  o GSAC President
  o EPAC President
  o Standards & Ethics Chair
*Serves as Chair of the Executive Committee

1. The Executive Committee will:
   a. Exercise the powers of the membership between meetings except amending the Constitution or Bylaws. The Executive Committee may suspend any Bylaw until the next membership meeting which in the opinion of the Executive Committee places the Region at risk.
   b. Provide guidance and direction to oversee the growth of Region XIX
   c. Meet prior to regularly scheduled Region meetings to review various proposals to expedite the legislative process.

2. The Chair of the Executive Committee will:
   a. Preside over all Executive Committee meetings
   b. Organize and arrange all EC meetings, including securing room(s), hospitality, etc.
   c. Be responsible for putting together and distributing agenda for all EC meetings.
   d. Follow-up and communicate on all items discussed at EC meetings
   e. Report on EC meetings to the full membership at Region meetings
   f. Work with Region Directors and Assistant Directors to ensure all necessary items are included on agenda of next scheduled meeting.
ARTICLE IV   Eligibility

Section A – Eligibility & Violations
1. The rules of eligibility of the NJCAA shall govern all competition in Region XIX.
2. The Region XIX Standards & Ethics Committee will investigate all eligibility violations at their seasonal meetings and respond according to the Standards & Ethics operating code.
3. Violations of Code of Conduct/Behavior (academic, compliance, eligibility filing, recruiting violations, altercations, scholarship violations, etc.) must be reported to the respective Region Director within 24 hours of knowledge of the occurrence and prior to communication with the NJCAA office of compliance. Athletic Directors of colleges involved with Code of Conduct/Behavior violations have seven (7) calendar days after the occurrence to investigate, disclose their findings, implement penalties (if applicable) and submit in a written report of findings and actions to the respective Region Director and the Standards & Ethics Chair.
4. A member college affected by a decision of the Standards & Ethics Committee ratified by the Legislature shall have the right to appeal that decision to the Executive Committee of Region XIX (10/2008).

Section B - Fighting and Ejections
1. Altercations on the field of play/court
   a. For all competition in Region XIX sponsored sports, if a player(s) leaves the bench and/or their position on the field/court to participate in any manner in an on-field/on-court altercation, they will automatically receive a two (2) game suspension (regardless if they are ejected by the referee/official/umpire or not).
   b. If a game referee/official/umpire makes a determination to suspend, terminate or abandon the game for reasons of fighting where bench players are involved, that game will become a double forfeit and those teams involved will forfeit their next two (2) scheduled games inclusive of post season play and carrying into the next season if need be.
   c. If an NCAA rulebook or NJCAA rule enforces a stricter penalty, then that penalty will be enforced.
2. Participants Entering / Altercations in the Spectator Area
   a. Entering the spectator area is prohibited. No player, coach or bench personnel may leave the playing area and enter into the spectator area of a facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year, including playoffs.
3. Player / Coach Ejections
   a. Any player, coach or other team member of team party ejected from an intercollegiate contest shall not participate in the institutions next contest as shown on the published schedule of that institution. If the ejection occurs in the last game in a given year, the suspension will carry over
to the first contest of the next season. If a NCAA/NJCAA or Region XIX rule enforces a stricter penalty, then that penalty will be enforced.

b. If a baseball/softball player has to serve a one game suspension, but the team is traveling to a doubleheader, the student-athlete can travel with the team to the doubleheader but cannot be involved in any capacity in game one. The student-athlete must stay out of “sight and sound” during the first game ... no warming-up, no watching from the stands, etc. The student-athlete would then be eligible for game two.

c. If the head coach is ejected from a contest and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team, the game shall be terminated and a forfeit declared.

4. Use of Video for Appeals

The Standards and Ethics Committee and Executive Committee will use any video footage submitted to the committee by the Athletic Director(s) involved within 24 hours from the incident when determining responsibility of parties involved in on field/court incidents during any Region XIX member institution’s contest.

Section C – Club Team

1. Any college fielding a club team must follow ALL NJCAA, NCAA and Region XIX regulations specifically including (but not limited to) that you must file the NJCAA Club Team form, pay region dues, report game results to your respective service bureau, adhere to uniform rules as per the sport operating code, report basketball technical fouls, follow ejection policies for coaches and players as well as reporting of these ejections, follow home game supervision requirements and use game officials/umpires/referees under contracted officiating agreements with Region XIX. This includes playing a full seven (7) innings in a scheduled 7-inning baseball game.

Section D – Spectator Travel

1. If a college chooses to provide fan transportation and/or send cheerleading squads to away sites it must:
   a. Contact the opposing college’s athletic administrator at least 24 hours prior to game time and inform of an approximate number of fans and/or cheerleaders attending the event.
   b. Have a specified college approved supervisor/advisor of the fans and/or cheerleaders, present at all times from arrival to departure. The person’s name must be provided to the opposing college athletic administrator.
   c. All NJCAA/Region rules apply as pertaining, but not limited to, behavior and destruction of property. Incidents of these types will be reviewed by the Region Standards & Ethics Committee for any action deemed necessary.
ARTICLE V  Regional Championships

Section A – Eligibility to Compete for Championship
1. In order to recognize a regional champion, a sport must have competition among a minimum of three (3) member colleges and have a sports code approved by the respective Legislative Assembly.
2. In order to be eligible for a specific region championship, a member college must meet all of the provisions stipulated in the operating code of that sport.
3. New member institutions must serve a 1-year probationary period prior to being eligible to participate in postseason tournaments (Region or NJCAA) as per NJCAA bylaws

Section B – Region Championship Host Sites
1. Whenever possible, regional tournaments should be held at the facility of member institutions. The Championship Events Committee will work with the various sports committees to provide recommendations to the membership for Region XIX championship host sites for each sport.

Section C – Tournament Host Responsibilities
1. Ensure game staff is in place throughout the tournament
2. Ensure facilities are maintained properly and set per NCAA/NJCAA guidelines
3. Assist in creating tournament packet
4. Communicate all pertinent tournament information to the sports chair
5. Keep sports chair up to date on any issues that may cause a change in schedule

Section D – Region Tournament Qualification
1. For the purpose of establishing qualification for a Region Tournament, colleges may not add new games or drop originally scheduled games based upon the date published in the annual Region Dates and Sites Calendar, unless it is to make up a region division game. Games previously scheduled or postponed may be rescheduled during this time period vs. the same opponent.
2. All Region tournaments will consist of a minimum of four (4) teams that achieved a .500 overall record or .500 region division record prior to the published seeding meeting date. In the event that four (4) teams do not qualify under the .500 rule, the team(s) with the best region division record(s) will make the tournament. In the event of a tie in relation to region division record to get to the minimum of four (4) teams, all teams that are tied will then qualify for the tournament.
3. Teams should make every attempt to play all region/division games. All games in a sport with a Region XIX master schedule, that includes a full round-robin schedule, must be played. Any issues adhering to this must be brought to the appropriate sports chair.
4. In the event that a region division game is forfeited, it will count for qualification and seeding purposes. All other forfeits will not count for qualification purposes.
5. Any team that “drops” their program after the start of the season will have those game results, including regional divisional games that were played to that point, count on overall records only.
6. Colleges have the right to appeal qualification into Region XIX tournaments in situations regarding games that were not played after the Region “add date” (as listed on the Region XIX annual dates and sites calendar) due to:
   a. teams forfeiting due to lack of players
   b. bumping due to region/division commitments
   c. other extenuating circumstances
   These non-played games must be equal to the number of games needed to qualify minimally (in most cases to qualify with a .500 overall record) for a Region XIX tournament. This appeal must be made in writing to the respective sport committee chair and a decision will be rendered within 24 hours. Colleges that are granted an appeal will be seeded based upon seeding rules established in each sport code.

Section E – All Region Teams
The following number of teams participating in a division are required for selection of a 1st, 2nd and 3rd All-Region Team(s):
- Three (3) to Four (4) teams = One (1) All-Region Team
- Five (5) to Ten (10) teams = Two (2) All-Region Teams
- Eleven (11) or more teams = Three (3) All-Region Teams

The specific number of student-athletes for each team will be determined by each sport committee and specified in each respective sport operating code.

ARTICLE VI  Standing Committees

Section A – Committee Chair Responsibilities
1. It will be the responsibility of the Sport Committee Chair to arrange coverage through themselves and their respective committee members at all Region tournament semi-finals, championships and District Tournament (if applicable) games. It is recommended that two (2) committee members of teams not involved in the contests be present at these events.
2. Attendance at Regional events will be reimbursed at a rate of twenty dollars ($20) per day plus transportation (transportation defined as mileage and the rate per mile to be determined by the prevailing IRS rate) and tolls (if applicable). If the team of chairperson, or committee member, is participating in the semi-finals or finals of the tournament, no reimbursement will be given. However, if the Chair or committee member is asked to cover another game on that day that does not involve his/her team(s) than the $20 reimbursement will be given, but not the mileage. It will be the responsibility of the person covering the event to submit their expenses to the appropriate Region XIX personnel.
3. During the regular season, Committee Sport Chairs will ensure updating of their respective sports’ results, rosters, and schedules on the Region XIX website. Sport Chairs will notify schools that are not updating their information in a timely manner. Repeat offenders may be reported to the Standards & Ethics Committee.
4. During the postseason, Committee Sport Chairs will:
   a. Creating tournament seeding and bracket
b. Communicate schedule with official assignor

c. Update Region website with scores and schedules

d. Notify Region Leadership of winners/champions

e. Ensure coverage of event by sport committee members

f. Handle any region code issues during the tournament

g. Create tournament packet and distribute to participants

h. Work with region directors on any decisions to change game times or locations

Section B – Functions of Sports Committees

1. The function of each standing committee is to review its particular area and recommend changes to the Region XIX Executive Committee based upon experience and research. The standing committees of all sports shall review and recommend changes in their respective operating codes at any time they see fit. While sports codes are locked for two-year periods, changes and recommendations can still be discussed through the Region XIX legislative process.

2. A sports committee will:
   a. Recommend policies for conducting the Regional tournament or championship. The policies will be placed in a sport operating code.
   b. Recommend ways and means for the improvement of Regional tournaments or championships.
   c. Suggest procedures for competition between member colleges
   d. Oversee and finalize seeding of Regional tournaments.
   e. Recommend appropriate awards for their sport to the awards committee.

Section C – Standing Committees

1. The standing committees for Region XIX are:
   - Awards
   - Championship Events
   - Standards & Ethics
   - Health & Safety
   - Sports Information
   - Basketball
   - Tennis
   - Baseball
   - Cross Country
   - Track & Field (Indoor/Outdoor)
   - Golf
   - Lacrosse
   - Soccer
   - Softball
   - Volleyball
   - Wrestling
   - Service & Recognition
ARTICLE VII  Region Operating Procedure – See sport operation codes

Section A
1. Sport Operating Codes are frozen for two years, no updates can be made unless warranted through NCAA or NJCAA rules changes or via special exception by the Executive Committee. *(Current Period: 2018-19 & 2019-20)*

ARTICLE VIII Amendments to the By-Laws

Section A
1. Amendments to the By-Laws, except those in Article VII, may be made at any regularly scheduled meeting of Region XIX. A majority vote of the quorum of both divisions will be necessary to affect change. These amendments must be circulated to all member colleges at least thirty (30) days prior to the meeting. The changes will become effective immediately.

Section B
1. Article VII of the By-Laws may be amended at any regularly scheduled meeting by a majority vote of the quorum of the respective Legislative Assembly. All such changes shall become effective immediately.

ARTICLE IX  Conduct of Meetings

Section A
1. The latest edition of Roberts Rules of Order shall be the manual of procedure for legislative meetings of Region XIX, NJCAA.