

CONSTITUTION



ARTICLE I-NAME

This organization shall be known as the Oklahoma Secondary School Activities Association (OSSAA).

ARTICLE II-PURPOSES

- Section 1. The Oklahoma Secondary School Activities Association through the employment of the instrumentalities hereinafter established shall:
- Provide effective coordination, leadership, supervision, and regulation for secondary school activities including the program of interscholastic activities and contests in which its member schools may participate.
 - Perform such other related functions as may from time to time be approved and adopted by the Board of Directors and the membership.
- Section 2. More specifically, the objectives of the Association include:
- The promotion of important educational and cultural values, attitudes, appreciations, and skills appropriate to all interscholastic activities, including high standards of good sportsmanship and effective citizenship for both secondary school students and adults.
 - The protection of individual students and member schools from exploitation by special interest or pressure groups.
 - The evaluation and regulation of local, state, and national contests initiated by organizations, firms, institutions, and foundations outside recognized educational agencies affecting secondary schools.
 - The effective regulation of interscholastic activities so that they are not permitted to interfere with the regular programs of education provided in Oklahoma secondary schools.
 - Encouragement of economy in the time of both students and teaching personnel devoted to organized activities.
 - The fostering among individual students and member schools of pride in academic achievement as a foundation for a contributive, well-balanced activity program.
 - The provision of leadership resulting in careful evaluation of the entire activity program in individual secondary schools.
 - The assurance that secondary school activities shall make their adequate contribution to the total education program of secondary education in Oklahoma.
- Section 3. **MISSION STATEMENT**
- The OSSAA will serve member schools by providing leadership in the development, supervision, and conduct of education-based activities for secondary level students. We will work cooperatively with member school administration to enhance the achievement of desired educational goals.

ARTICLE III-MEMBERSHIP

- Section 1. **REQUIREMENTS FOR MEMBERSHIP**
- Membership in the Association shall be open to public schools under the supervision and direction of district boards of education, government Indian service schools, Oklahoma School for the Deaf, Oklahoma School for the Blind.
 - Any secondary school desiring to become a member of the Association is to file with the Executive Director a resolution, adopted by the board of education or by the governing authority for the school applying for membership, authorizing such membership and directing the administrative head of the school to comply with the requirements for member schools. Upon submitting the resolution, and all entry fees or other reports required by the Association, a public school, government Indian Service School, Oklahoma School for the Deaf and Oklahoma School for the Blind shall be admitted to membership. All other schools must, in addition to submitting the resolution and all entry fees or other reports required by the Association, also must comply with other reasonable criteria established by the members of the association or the Board of Directors.
 - Associate membership in the Association may be granted to secondary schools by the Executive Director. Associate member schools may participate in all activities except Association sponsored events leading to championships.

The representative of an associate member school shall not have a vote nor be eligible to hold office in the Association.

- d. A school must be accredited by the State Board of Education, or by an accrediting organization approved by the State Board of Education, to qualify for, maintain, or renew membership.

Section 2. SECONDARY SCHOOLS

- a. The term "secondary school" when used herein shall mean any school organized as an administrative unit under a principal or superintendent, accredited by the State Board of Education and offering instruction for grades seven through twelve, or any combination thereof.
- b. The Board of Directors is authorized to establish different rules, policies and procedures for competition among seventh, eighth or ninth grade students, or teams comprised of students from those grades, appropriate for younger secondary school students. Member schools may allow ninth grade students to participate with students either in grades ten through twelve, or with students in the seventh and eighth grades consistent with rules established by the Association regarding eligibility.
- c. For those public-school districts with multiple secondary schools, membership shall be granted in the names of those schools offering instruction for the most senior grades, but separate schools in the same district offering instruction only for less senior grades shall be included within membership. The named member school shall notify the Executive Director to any school offering less senior grades, which should be included with the named school for membership and classification purposes.

Section 3. RENEWAL OF MEMBERSHIP

- a. To renew its membership each year, a member school must pay the participation fees and file the reports required by the Board of Directors and must be in good standing with the Association.
- b. To maintain membership, schools must return the annual participation fees form or the entry form for the first activity in which the school participates for the school year. All participation fees must be paid to the Association by October 15, or a penalty fee shall be added. Any school failing to remit its entry fees by June 1 is hereby automatically denied membership and may be reinstated only by action of the Board of Directors.
- c. A member school that fails to maintain accreditation is suspended from membership. If accreditation is re-established, the school must apply to the Board of Directors to lift the suspension and be reinstated to good standing with the Association.
- d. Any school that willfully chooses to withdraw from membership will be required to wait a period of six years before submitting a request to become a member of the OSSAA. The request will be submitted to the Executive Director.

Section 4. ANNUAL MEETINGS

The annual meetings of the OSSAA shall be held each year in various locations of the state as determined by the Board of Directors for the purpose of reviewing and discussing proposed changes or additions to the Constitution, Rules, Policies or Procedures of the Association, or other issues affecting the members. An agenda shall be distributed to all member school representatives. All meetings shall be published on the two-year planner.

Section 5. THE REPRESENTATIVE

The principal or administrative head of the school shall serve as the official school representative for each member school to the Association unless the school designates the superintendent or another qualified person to serve in that capacity and informs the Executive Director of that designation in writing.

ARTICLE IV – ADMINISTRATION - BOARD OF DIRECTORS

Section 1. ELECTION AND APPOINTMENT OF DIRECTORS

- a. The management of the affairs of the Association shall be vested in a Board of Directors consisting of fifteen members.
- b. Twelve of the fifteen members shall be elected to represent divisions and geographic quadrants as described below. The thirteenth Board member shall be elected from a District with multiple high schools. The fourteenth Board member shall be appointed to represent an at-large position with consideration given to gender and/or minorities, the fifteenth Board member shall be appointed by the Board of Directors as a representative of school athletic directors. The individual appointed to this Board position must be employed as a site athletic director at a member school offering grades nine through twelve, or as the athletic director at an independent public school district with multiple high schools.

- c. District superintendents, assistant superintendents or their equivalents, and high school principals or assistant high school principals, for member schools in grades nine to twelve are eligible to serve as an elected director, and in the appointed at-large position.
- d. If an elected or appointed board member is employed by a public school district with multiple schools offering grades nine through twelve, then no other individual employed by that same school district is eligible to serve on the Board during the same time period, either in an elected or appointed position.
- e. For the purpose of electing Board members representing different divisions and geographic quadrants, member schools shall be apportioned among three divisions. Division I schools are defined as the sixty-four member schools with the highest ADM. Division II schools are defined as the next largest 192 member schools according to ADM and Division III schools are defined as all remaining member schools not in Divisions I or II. Four quadrants (NW, NE, SW and SE) are established as described below, with nineteen or twenty counties per quadrant. The member schools from each quadrant shall elect a qualified representative Board member for each division in the quadrant from one of the schools within that division. The Executive Director shall have authority to make adjustments in assignments in Oklahoma and Canadian counties.

NW QUADRANT: Alfalfa, Beaver, Blaine, Canadian, Cimarron, Custer, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Logan, Major, Oklahoma, Roger Mills, Texas, Woods and Woodward.

NE QUADRANT: Adair, Cherokee, Craig, Creek, Delaware, Lincoln, Mayes, Muskogee, Noble, Nowata, Okfuskee, Okmulgee, Osage, Ottawa, Pawnee, Payne, Rogers, Tulsa, Wagoner, and Washington.

SW QUADRANT: Beckham, Caddo, Canadian, Carter, Comanche, Cotton, Garvin, Grady, Greer, Harmon, Jackson, Jefferson, Kiowa, Love, McClain, Murray, Stephens, Tillman and Washita.

SE QUADRANT: Atoka, Bryan, Choctaw, Cleveland, Coal, Haskell, Hughes, Johnston, Latimer, Le Flore, Marshall, McCurtain, McIntosh, Oklahoma, Pittsburg, Pontotoc, Pottawatomie, Pushmataha, Seminole, and Sequoyah.

Section 2. NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

- a. Nominations for the elected members of the Board of Directors shall be solicited by the Executive Director and submitted not later than March 1. The names of eligible candidates shall be placed on a ballot provided by the Executive Director for each member school qualified to vote for that elected position.
- b. The length of term for each director will be five years, and the terms of the elected members and the appointed members will be staggered, to minimize turnover of Board membership in any one year.
- c. In the event no nominee for an elected position receives a majority of the votes cast (50% plus one vote of total votes cast), a run-off election shall be conducted between the top two nominees to determine a winner.
- d. An Election Committee shall be appointed by the Board of Directors representing the quadrants of the state, to be present at the OSSAA office to count ballots and validate election results. The results of any election and an announcement of any appointment shall be provided to the member schools. The election must be completed by April 15. The final date for the submission of the ballots will be printed on the ballot.
- e. Each term will begin on July 1 following election or appointment. A director may not serve for more than two consecutive terms, or for more than eleven consecutive years if appointed or elected to complete a portion of another director's term but may be appointed or elected to fill a vacancy after a one-year absence from office.
- f. In case of death, resignation, or any other disqualification of an elected director, the Board of Directors may appoint a member qualified to fill the vacancy until the next regular election when a successor shall be elected to fill the unexpired portion of the term.

A regularly elected member representing a division and quadrant shall not be disqualified by virtue of: (i) changes in ADM as reported annually by the State Department of Education, which result in the board member's school moving from one division to another as defined under Section 1 or (ii) a change of employment from one member school to another within the same division and quadrant.

If an elected board member representing a division and quadrant changes employment from one member school to another, and this change moves that board member from one quadrant to another or from one division to another in the quadrant, the board member is disqualified from serving on the Board immediately upon the change.

Any appointed board member representing the multi-high school districts shall be disqualified immediately if that board member changes employment from a district with multiple schools offering grades nine to twelve to a district with a single school offering grades nine to twelve.

Section 3. In case of death, resignation, or any other disqualification of any of the appointed board members, the Board of Directors may appoint an eligible individual to complete the appointed five-year term.

Section 4. MEETINGS

All meetings shall be subject to the Open Meeting Law of the State of Oklahoma.

Section 5. DUTIES AND POWERS OF THE BOARD OF DIRECTORS

- a. A majority of the Board of Directors shall constitute a quorum for the transaction of business.
- b. The Board of Directors shall be the governing body of the Association and shall have the authority to adopt such Policies and Procedures as are necessary to administer the business of the Association when such Policies and Procedures are not in conflict with the Constitution and Rules of the Association. The Board of Directors may further adopt Policies and Procedures as are necessary to plan, organize, supervise, finance, and administer the interschool activities of the member schools which would not be in conflict with the Constitution and/or Rules.
- c. The Board of Directors shall secure the services of an Executive Director and staff who shall be paid by the Association.
- d. The Board shall determine the qualifications and salaries of the Executive Director and Assistants. The contract for the Executive Director shall run from July 1 to June 30 and may be for a period of three years. The contract for the Assistants shall run from July 1 to June 30. There will be an annual written evaluation of the Executive Director by the Board and an annual evaluation of the Assistants by the Executive Director by February 10. Employment of the Executive Director and the Assistants will be considered at the regular March Board Meeting.
- e. The Board shall determine the duties of the Executive Director and shall delegate such authority to him/her, as it deems advisable to properly administer the Association.
- f. The Board shall have the authority to establish the necessary regulations for the operation of the office of the Executive Director.
- g. The Board shall have the authority to interpret the provisions of the Constitution and the Rules of this Association, as well as the Policies and Procedures adopted by the Board, investigate alleged violations and shall be the final judge as to whether a violation has occurred.
- h. The Board of Directors shall have the authority to assess penalties or invoke sanctions against member schools or individuals employed by or associated with member schools for violation of any of the provisions of the Constitution, Rules, Policies, Regulations or Procedures adopted by the Board and its decisions are final. Member schools are expected to conduct their relations with other schools in a spirit of good sportsmanship and according to the Constitution and Rules of the Association. Each school is responsible for the conduct of its students, players, teachers, coaches, and administrators at games or contests both at home and away and each school, in so far as can reasonably be expected of it, is responsible for the conduct of its fans at home and away.

If a fan, student, player, teacher, coach or administrator of a school is guilty of unsportsmanlike conduct or of violating any of the provisions of the Constitution or Rules, the Board may assess a penalty against such school and/or school personnel unless such school promptly elects to and does take disciplinary action against the guilty individual which is acceptable to the Board. The maximum penalty assessed against a school for any one violation of any of the provisions of the Constitution or Rules shall not exceed one year's suspension from the Association. The Board of Directors shall have the right to invoke sanctions against any member school that failed to abide by the Constitution, Rules, Policies or Procedures of the Association.

- i. The Board of Directors shall adopt an employees' retirement plan for the benefit of the paid employees of the Association and shall publish yearly to the membership of the Association employees' salaries and fringe benefits by position.

- j. The Board of Directors shall have the authority to appoint a Constitution and Rules Revision Committee to review the Oklahoma Secondary School Activities Association Constitution and Rules and a review of the Constitution and Rules shall be accomplished at least every five years.

Section 6. FINANCIAL ACCOUNTABILITY

- a. All revenue from any source shall be identified and deposited in an authorized account in a depository bank designated by the Board of Directors.
- b. Revenue of the Association may be utilized for purposes defined by the Board of Directors in regulations governed by generally accepted accounting practices.
- c. The Board of Directors shall have the supervision of the funds of the Association and is empowered to authorize payments, manage surplus funds of the Association, and supervise the investment of surplus funds of the Association. A detailed financial statement shall be presented to the Board on a monthly basis.
- d. The Board of Directors shall develop procedures similar to those contained by the Oklahoma State Law governing accounting of public school activity funds, as a guide for record keeping in all receipts and expenditures of Association funds.
- e. The Board of Directors shall contract an independent audit firm (auditor) to conduct an annual audit of all Association financial activity, with a report to be presented to the Association membership on the secure side of OSSAA.com.
- f. No expenditure involving an amount greater than \$25,000 shall be made by the Board of Directors except in accordance with the provisions of a written contract. No contract involving an expenditure of more than \$50,000 shall be made except upon sealed proposals and to the lowest and best responsible bidder. In the event of an emergency or urgent situation in which the Association is at risk of substantial damage or loss before the Board of Directors can meet, the Executive Director may authorize an expenditure in excess of these limits, upon consultation with the President and/or Vice-President of the Board of Directors. The Executive Director may also proceed without soliciting sealed proposals and negotiate directly with an experienced independent vendor or contractor for an expenditure of more than \$50,000, if emergency or urgent action is required before sealed proposals reasonably could be solicited and evaluated. In the event that the Executive Director authorized such expenditure, a written contract is still required, and the Executive Director must report to the Board of Directors at its next scheduled meeting about the expenditure.
- g. The Board of Directors or Executive Director shall not make any contract with any of its members or with any company, individual or business concern in which any of its members shall be directly or indirectly interested. All contracts made in violation of this section shall be wholly void. A member of the Board of Directors or Executive Director shall be considered to be interested if any contract made with any company, individual, or any business concern, if such member of the Board of Directors or Executive Director or any member of his/her immediate family owns any substantial interest in same.

Section 7. DUE PROCESS - Procedures Regarding Investigations, Hearings and Appeals

- a. Procedures for investigating and resolving alleged violations of OSSAA rules and policies will be established by rules adopted by vote of the membership. These rules will provide for: (1) notice of the alleged violation, (2) disclosure of the evidence concerning the alleged violation, and (3) an opportunity to be heard and to submit additional responsive evidence.
- b. Each member school is responsible for implementing adequate policies and procedures to ensure that students from the school are eligible under OSSAA rules and policies to participate in interscholastic activities. A member school may adopt and enforce student eligibility rules and policies that are more stringent than OSSAA eligibility rules and policies. Any request for a waiver or exception to a member school's eligibility rules and policies, and any appeal from a member school's eligibility determination, must be decided by the member school, pursuant to the member school's appeal procedures.
- c. Requests for clarification, exception or waiver of OSSAA eligibility rules and policies must be submitted by a member school and are determined by the Executive Director or the Executive Director's designee. Procedures for evaluating and determining requests for clarifications, exceptions or waivers of eligibility rules will be established by rules adopted by vote of the membership.
- d. Determinations made under these provisions may be appealed pursuant to rules adopted by a vote of the membership.
- e. The rules adopted pursuant to this section may be supplemented by policies adopted by OSSAA's Board of Directors.

ARTICLE V-OFFICERS

- Section 1. The Board of Directors shall elect from its membership a president who shall serve as presiding officer of the Board and of the Association. A vice-president shall be elected from the membership of the Board and shall preside in the absence of the president. These officers shall perform the duties which regularly devolve upon such officers and shall serve for a period of one year. The president of the Board of Directors will only be a voting member when resolving tie votes by the other Board of Directors.
- Section 2. **EXECUTIVE DIRECTOR**
The administration of the Association in all its aspects may be delegated to the Executive Director. The execution of all decisions made by the Board of Directors concerning the operation of the Association shall be delegated to the Executive Director. The Executive Director is to provide leadership for the Association and should make recommendations from time to time to the Board of Directors. He/she shall serve as fund custodian or treasurer of the Association and shall be bonded in an amount determined by the Board of Directors at the expense of the Association. He/she shall perform such other duties and exercise such other authority as may be required or conferred upon him/her by the Board of Directors of the Association.

ARTICLE VI-INTERSCHOLASTIC ACTIVITIES

- Section 1. All members in good standing may compete with other member schools in good standing in this Association. All members in good standing may also compete in regular season contests or events with secondary-level schools that are members in good standing with similar associations in this state or in other states, provided that the schools concerned shall follow the rules, policies and procedures of their respective associations.
- Section 2. A member school of this Association also may compete in a regular season contest or event with secondary-level schools, and organized teams consisting of secondary-level students, that do not belong to any secondary school association, provided that school or team applies participation, amateur standing, and eligibility rules and limits equivalent to the rules and limits applied by OSSAA, and provided the contest is conducted consistent with the rules of the Association.
- Section 3. No member school may participate in any event or activity without the specific approval of the member school's principal or superintendent.

ARTICLE VII-AMENDMENTS

- Section 1. **SUBMISSION OF AMENDMENTS**
Amendments to the Constitution shall require a two-thirds vote of those voting by ballot to be effective. Any proposed amendment to the Constitution must be submitted by the Board of Directors or by petition signed by at least twenty member schools in writing to the Executive Director and must be reviewed and discussed at the annual meetings of the Association, prior to a vote of the members. The Board shall determine the time limit for return of ballots and provide such other policies or procedures as may be necessary for carrying out the provisions of this article.
- Section 2. **SUBMITTING OF CHANGES IN THE RULES**
Amendments to the Rules of the Association shall require a majority vote of the member schools voting by ballot. Any proposed amendment to the Rules must be submitted by the Board of Directors or by petition signed by at least twenty member schools in writing to the Executive Director. The Board of Directors shall determine whether any proposed amendment submitted by petition shall be presented to the membership for a referendum vote. The Board of Directors may determine that only certain member schools participating in particular activities are affected by a proposed rule change and may limit voting on that rule change to those member schools. If the Board of Directors elects not to present the proposed rule change for a vote, or if the proposed rule change is not approved by a majority vote, then the same rule change may not be resubmitted to the Executive Director for a period of at least one year. The rules creating and defining classifications for football, basketball and baseball further may not be amended more often than every four years.

Section 3. REPORT ON VOTE

The outcome and each member's vote will be reported to the members after each referendum election has been completed.

Section 4. EFFECTIVE DATES OF AMENDMENTS AND RULE CHANGES

Each amendment to the Constitution or change in rules shall become effective on July 1 of the year following its adoption. The Board of Directors shall have the authority to exercise an emergency clause and establish an earlier or later effective date.

ARTICLE VIII-ADOPTION AND TERM OF OFFICE

This Constitution became effective November 1, 1962, and the steps to activate the organization were completed by January 1, 1963. The school year shall be from July 1 to June 30 and a change of officers shall take place at that time.

ARTICLE IX-RULES OF ORDER

The meetings of the Association shall be conducted according to ROBERTS RULES OF ORDER. Actions by the Board of Directors are determined by a majority vote.