

CONSTITUTION OF THE MINNESOTA STATE HIGH SCHOOL LEAGUE 200.00

201.00 NAME

The name of this voluntary, nonprofit, incorporated association (hereinafter sometimes referred to as the “League”) is the Minnesota State High School League.

202.00 PURPOSE

In order that the League may assist and encourage the attainment of the overall objectives of secondary education in the State of Minnesota, the following purposes are established:

1. To provide, promote, extend, manage and administer a program of activities for youth of the schools of the state on district, region and state levels in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extracurricular activities as may from time to time be sponsored by schools of Minnesota.
2. To establish uniform and equitable rules for youth in interschool activities.
3. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
4. To protect youth, member schools and their personnel from exploitation by special interest groups.
5. To provide mutual benefit and relief plans for the assistance of school students injured in League sponsored activities in meeting medical, dental and hospital expenses incurred by reason of such injuries.
6. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a statewide basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improving program.
7. To regularly review and evaluate the effectiveness of its program.

203.00 CORPORATE BYLAWS

This Constitution shall be and does constitute the corporate “Bylaws” of the League as that term is used in the Articles of Incorporation.

204.00 MEMBERSHIP

204.01 Regular Membership

Membership is extended to each Minnesota high school as approved by its governing board, high schools associated with state supported universities or colleges, and state supported institutional high schools. Schools must be doing a minimum of (3) years of senior high school work or (4) years of work for grades 9-12 accredited by the State Department of Education. Schools that have been members, however, may retain their membership when reclassified as a High School Department.

To be eligible for membership in the Minnesota State High School League, the governing board of each such school must pass a resolution applying for membership for each of its high schools in which it agrees to abide by and enforce the Articles of Incorporation, Constitution, Bylaws and Regulations of the League.

Membership shall continue subject to payment of the annual dues and subject to the annual adoption by the governing board of each member school of a Resolution, in which it is agreed that such school will abide by and enforce the League’s Articles of Incorporation, Constitution and Bylaws, and adopt as its own the League’s bylaws and regulations governing interscholastic competition in League sponsored activities and agrees to enforce the same.

204.02 Associate Membership

Associate membership may be granted to new schools doing accredited work for either grades 9 and 10, grade 10, grades 9-11, inclusive, or grades 10 and 11, provided they are otherwise eligible, pending the addition of a grade each school year until the 12th grade is added, at which time they qualify for regular membership. Associate members shall enjoy all the rights and privileges of League membership and shall pay dues and fees as prescribed by its Constitution and Bylaws.

205.00 DUES

The annual membership dues shall be established by the Board of Directors and shall be payable by October 1 of each year. Schools failing to pay dues for any year are not eligible to participate in League activities for that year.

206.00 REFUND OF SURPLUS

The Board of Directors shall review the finances of the League at the end of each fiscal year and any funds which exceed 50% of the average total disbursements for the three previous years shall be refunded to the respective member schools on a pro rata basis, using the same formula set out in 205.00 governing dues.

207.00 ANNUAL AUDIT

All Minnesota State High School League accounts shall be audited annually by the State Auditor. A copy of this annual audit shall be filed with the Commissioner of Education, State of Minnesota, and each member school.

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League’s fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school’s governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district’s governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League’s fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

209.00 CLASS “A” AND “AA” REGION COMMITTEES: GOVERNANCE AND REPRESENTATION

209.01 Region Committees

1. The Region Committee shall consist of a minimum of twelve (12) members. Only designated school representatives or individuals eligible to be designated school representatives are eligible to be selected to these twelve (12) positions.
 - A. If the committee does not include a representative of one sex, a representative of that sex shall be appointed by the committee. Appointees who are eligible are individuals who are eligible to be designated school representatives.
 - B. Additional committee members may be added at the discretion of each region committee. These positions are not limited to designated school representatives.
 - C. No member school may have more than two (2) representatives on the region committee.
2. Selection of Committee Members

Each Class “A” and “Class AA” Region shall be divided into four (4) geographically determined subregions.

 - A. Membership on the region committee shall include a minimum of two (2) members of boards of education or their designee; two (2) superintendents or their designee; two (2) principals or their designee; two (2) athletic directors; two (2) coaches (one (1) representing boys coaches and one (1) representing girls coaches); two (2) fine arts directors (one (1) representing music and one (1) representing speech/debate/one act play).
 - B. No member school may have more than two (2) representatives on the region committee.
 - C. The term of office for school administrators shall be four (4) years.
 - D. The term of office for coaches/activity directors shall be four (4) years.
3. Terms of Office
 - A. The term of office of the school administrator shall not exceed four (4) years, and the term of office for coaches and activity directors shall not exceed four (4) years. Committee members serving more than half of one term shall not be eligible for reelection or appointment to succeed themselves. They may be eligible for further elections or appointments.
 - B. Each of the four (4) geographically divided subregions of that region shall be numbered one (1) through four (4). Representation on the region committee shall be as follows:

	<u>2023-24 to 2026-27</u>	<u>2027-28 to 2030-31</u>	<u>2031-32 to 2034-35</u>	<u>2035-36 to 2038-39</u>
Board of Education	Subregion 4	Subregion 1	Subregion 2	Subregion 3
Superintendent	Subregion 1	Subregion 2	Subregion 3	Subregion 4
Principal	Subregion 2	Subregion 3	Subregion 4	Subregion 1
Athletic Director	Subregion 3	Subregion 4	Subregion 1	Subregion 2
Boys’ Coaches		4		4
Speech		4		4
Girls’ Coaches	4		4	
Music	4		4	

The rotation for subregion representation shall rotate from Subsection 1 through Subregion 4 and then repeat.

- C. Elections of members to the region committee shall be conducted during the spring of the year and will be confirmed by the region committee at its spring meeting. A complete list of the region committee members shall be posted on the Administrative Region’s League Web page by August 1 of each year.
- D. Each region committee shall develop an advisory structure for each League-sponsored activity region level.

209.02 Powers and Duties of the Region Committee

1. The Region Committee shall be responsible for the immediate and general supervision of the region events assigned by the Board of Directors. Power to determine eligibility, to interpret eligibility bylaws, to penalize schools for bylaw infractions, and/or to present a tournament different from the policy established by the Board of Directors is not and shall not be within the authority of the Region Committee.
2. The Region Committee shall:
 - A. elect its own officers and designate their responsibilities;
 - B. when appropriate for each identified tournament, assign schools to a subregion as determined by the schools in that activity.
 - C. keep complete minutes on all meetings and of the region committee;
 - D. furnish a full report of the proceedings of all region committee meetings to the schools of the region and to the League office;
 - E. select the tournament managers and tournament committee for each tournament assigned by the Board of Directors. Each subregion should have equal representation on the tournament committee. If only a Region or Section tournament is held, membership on the tournament committee shall come from a representative geographic area of the assigned tournament teams; receive all finances from subregion and region/section tournaments; pay all bills for subregion and region/section tournaments; determine and send proportionate share/expense claims to the Region Committee(s) from which teams are assigned for governance purposes; and, send a report to the League Office relative to the finances and the participation of teams assigned to the Region tournament.
 - F. maintain a financial balance in accordance with Board of Directors policies.
 - G. provide for an annual audit of region funds;
 - H. perform such other duties as may properly come before the committee.
3. The region may employ a non-voting executive secretary or an executive secretary-treasurer on an annual basis according to the League's fiscal year.

209.03 Region Meetings

Each member school is entitled to two votes.

1. Regions may conduct organizational meetings either in the spring or fall of the year.
 - A. To receive input from the schools assigned to the region and to develop general plans for the conduct of region events assigned by the Board of Directors.
 - B. To elect a designated school board representative from each region to serve in the Representative Assembly for a term of two years.
 - (1) Elections in even-numbered regions will be held in the even-numbered years and elections in odd-numbered regions will be held in the odd-numbered years.
 - (2) A delegate is limited to a maximum of two (2) consecutive full two-year terms. Delegates are not eligible for re-election or appointment to succeed themselves following the maximum term.
 - C. To fill vacancies on the region committee.
2. The names of region committee members shall be sent to the League office and posted on the Administrative Region's League Web page not later than August 1 of each school year.
3. Special meetings of the member schools of the Region may be called at the discretion of the Region Committee.

210.00 REPRESENTATIVE ASSEMBLY**210.01 Function of the Representative Assembly**

The Representative Assembly is the legislative body of the Minnesota State High School League in making and changing bylaws. Its function is to consider all bylaw proposals set before it by the designated school representatives of member schools, region committees, the Board of Directors, and officers of the representative associations after recommendation by the League's Administrative Region Committees; to weigh the merit of such proposals in relation to the welfare of the League; and to accept or reject them as a part of the Activity Bylaws of the League or in the form of resolutions. It shall review reports of the League activities, finances and concerns.

210.02 Organization

1. Membership in the Representative Assembly shall consist of:
 - A. Three (3) designated school representatives from each of the League's sixteen (16) Administrative Regions.
 - (1) Each Administrative Region may elect designated school representatives from among the schools assigned to their Administrative Region, or
 - (2) the Region Committee may appoint members of the Committee to represent the wishes of the Region at the Representative Assembly.
 - B. The President of the Board of Directors.
 - C. Members of the Board of Directors shall act in an advisory capacity and shall not be eligible to vote.
2. Officers
The President of the Board of Directors and the Executive Director of the League shall be president and secretary, respectively, of the Assembly meetings. In case of a tie vote in the Assembly, the president shall cast the deciding ballot. The executive director does not have the right to vote.
3. Method of Election and Term of Office
 - A. Election and term of office for the members of the Representative Assembly shall be for a period of two (2) years.
 - B. During the 2005-2006 school year, members will be elected/appointed for two- (2) and three- (3) year terms. Members from Class "A" and Class "AA" Administrative Regions 2, 4, 6 and 8 will elect/appoint one member for a two- (2) year term and two members for a three- (3) year term. Members from Class "A" and Class "AA" Administrative Regions 1, 3, 5 and 7 will elect one member for a three- (3) year term and two members for a two-(2) year term.

- C. Following the initial election/appointment to serve as a member of the Representative Assembly, a delegate is limited to a maximum of two (2) consecutive two-year terms. Delegates are not eligible for reelection or appointment to succeed themselves following this maximum term.

210.03 Meetings and Their Purposes

1. The Annual Meeting

- A. The Annual Meeting will be held in May of each school year or as determined by the Board of Directors.
- B. The purpose of the meeting is:
- (1) to review League activities, finances and concerns;
 - (2) to act on the agenda of proposed amendments and resolutions as approved by the majority of Administrative Regions;
 - (3) to initiate amendments and resolutions to be considered by the Representative Assembly at their next scheduled meeting if adopted by a majority vote of the Assembly; and
 - (4) to re-edit any proposed amendment and resolution if the Assembly approves by a majority vote. Re-editing shall not change the meaning or intent of the proposal.
- C. All legislative amendments and resolutions, as originally submitted, as re-edited or as initiated and passed by the Assembly, shall be distributed to all member schools.
- D. The Minutes of this meeting shall be published in the next issue of the Bulletin (or a special Bulletin) and distributed to all member schools.

2. Special Meetings

A special meeting of the Representative Assembly may be called for any purpose or purposes at any time by:

- A. the President of the Board of Directors; or
- B. written request from five members of the Board of Directors; or
- C. written request from fifteen (15) members of the Representative Assembly. Upon such written request sent by registered or certified mail or delivered in person to the President or Secretary of the Board of Directors, it shall be the duty of such officer forthwith to cause such notice of special meeting to be given to the members of the Representative Assembly, the Board of Directors, and any other persons entitled to notice of a meeting which shall be held not less than five (5) days nor more than thirty (30) days after the receipt of such request.

211.00 BOARD OF DIRECTORS

211.01 Election, Terms, Vacancies

1. The management of the affairs of the Minnesota State High School League shall be vested in a Board of Directors as follows:
 - A. Four designated school representatives elected from the Class "A" regions - one from Regions 1-2; one from Regions 3-4; one from Regions 5-6; and one from Regions 7-8 for a term of four years.
 - B. Four designated school representatives elected from the Class "AA" regions - one from Regions 1-2; one from Regions 3-4; one from Regions 5-6; and one from Regions 7-8 for a term of four years.
 - C. Two representatives appointed by the Board of Directors of the Minnesota State School Boards Association.
 - D. Two representatives appointed by the Board of Directors of the Minnesota Association of Secondary School Principals.
 - E. Two representatives appointed by the Board of Directors of the Minnesota Association of School Administrators. (3/8/2021)
 - F. Four activity representatives will be elected for a term of four years. One representative will be elected to represent:
 - (1) Boys Sports
 - (2) Girls Sports
 - (3) Music
 - (4) Speech

Each of the activity representatives must be from a member school and have been designated by the governing board of that school as its activity representative.

- G. Four members of the public appointed by the Governor pursuant to Minnesota Statutes 128C.01.

2. The Regions shall elect their Directors in accordance with the following schedule:

Class "A"

Director representing Area 3 (Regions 5-6) - 2021
 Director representing Area 4 (Regions 7-8) - 2022
 Director representing Area 1 (Regions 1-2) - 2023
 Director representing Area 2 (Regions 3-4) - 2024

Class "AA"

Director representing Area 1 (Regions 1-2) - 2021
 Director representing Area 2 (Regions 3-4) - 2022
 Director representing Area 3 (Regions 5-6) - 2023
 Director representing Area 4 (Regions 7-8) - 2024

Once the initial election rotation has been established, election shall occur every four years as the director vacancy occurs.

The same schedules shall be continued each year.

3. Method of Election

A. Region Directors

- (1) A director shall be elected every fourth year by the member schools of the area (combined regions assigned by the Board of Directors for governance and representation purposes). The election shall be conducted between March 1 and May 1. Every member school has two votes to be cast by the designated school representatives.
- (2) Each member school may nominate one candidate. The candidate shall be an individual who is eligible to be a designated school representative.
- (3) The region committees of the area (combined regions) shall establish an election committee, establish election procedures, and conduct the election.

B. Activity Representatives

- (1) The Executive Board of each of the four activity associations shall select a slate of candidates, establish election procedures, and conduct the election. Only designated activity representatives of member schools are eligible for election. The Associations include:
 - (a) Boys Sports - combination of Minnesota State High School Coaches Association and Minnesota Interscholastic Activities Administrators Association;
 - (b) Girls Sports - Minnesota State High School Coaches Association for Girls Sports;
 - (c) Music - Minnesota Music Educators Association; and
 - (d) Speech - Speech Activities Association
 - (2) Elected by the designated activity representatives of the member schools in each activity area between March 1 and May 1 every fourth year as follows:
 - (a) Boys Sports and Music in 2023;
 - (b) Girls Sports and Speech in 2024.
4. In the event that a vacancy occurs during the term of a director from any of the areas (combination of regions), a successor shall be appointed by the combined region committees. The new director shall serve for the remainder of the unexpired term.
In the event that a vacancy occurs during the term of an activity representative, a successor shall be appointed by the executive board of that activity association. The new representative shall serve for the remainder of the unexpired term.
 5. A director who has served one (1) full four-year term on the Board shall be ineligible for any subsequent election or appointment to the Board.
 6. The term of office of each member of the Board of Directors shall begin on August 1 following their appointment or election.
 7. Directors shall not hold any other office in the Minnesota State High School League.
 8. The appointments made by MASA and MASSSP pursuant to paragraphs D and E above shall rotate between a representative from a "Class A" Region and a "Class AA Region".
 9. The initial terms of the MASA members commencing in 2021 shall be for 4 and 2 years respectively. Thereafter, each term shall be four years.

211.02 Powers and Duties

The Board of Directors shall have the following powers and duties:

1. It shall elect one (1) of its directors as president, one (1) as vice-president, and one (1) as treasurer; each to hold office for one (1) year.
2. The executive director shall serve as secretary. The Board may also elect an assistant to the Treasurer from among the League staff.
3. It shall elect an executive director for a term of three (3) years and determine the compensation. It may elect an associate(s) or assistant(s) to the executive director and determine their compensation.
4. It shall have general supervision over all interscholastic contests between members of the League and shall make arrangements for and have full charge of all state tournaments and state interscholastic meets. At least one (1) member of the Board of Directors shall be present at all state championship contests.
5. It shall interpret all bylaws and provisions set forth in this Constitution, the Activity Bylaws and other bylaws and regulations of the League. The Board may delegate this responsibility to the executive director for periods between meetings. Interpretations given by the executive director shall be subject to review by the Board of Directors at its next meeting.
6. Upon a showing of special and unusual circumstances that warrant an exception, the Board shall have discretion to limit, modify or waive the application of the penalty for the violation of any bylaw. It shall also exercise authority over all eligibility problems and cases which are not specifically provided for.
7. It shall provide penalties for violation of the bylaws of the League when they are not specified in the Constitution and/or Activity Bylaws. It shall establish a due process procedure for a student, parent or guardian who wishes to contest a school's failure to certify the eligibility of a student.
8. When charges are made in writing against any school in the League, the Board of Directors, after giving ten (10) days' notice of time and place of hearing, shall consider the charges, assess penalties at its discretion and may, if it believes the offense merits such action, suspend the offending school for a period not exceeding one (1) year.
9. It shall divide the state into regions (sections), assign member schools to regions (section) for the purpose of carrying on League activities at those levels to determine who shall participate in state tournaments or contests.
10. It shall have control of all subregion, region and section contests, but each region committee is charged with their immediate management.
11. Directors on the Board of Directors shall attend meetings of their respective Region Committees in order to provide necessary liaison between the Board of Directors and the Region. Expenses shall be paid by the League.
12. It shall publish a complete summary of the proceedings of each Board meeting and each meeting of the Representative Assembly in the next issue of the Bulletin or in a special publication which will be sent to all member schools.

13. It shall arrange for and purchase a fidelity bond covering the paid employees of the League and the treasurers of the regions and districts.
14. After each meeting of the member schools and/or Representative Assembly, it shall be the duty of the Board of Directors to make changes necessary to harmonize existing provisions of the Constitution and Activity Bylaws with new amendments. The Board of Directors may reword, rephrase and/or rearrange duly adopted amendments to conform to the existing style and format of the Constitution and Activity Bylaws. The meaning and intent of the proposal may not be altered.
15. It may establish and maintain a retirement plan for its full-time employees.
16. It shall perform such other duties as the Board of Directors deems to be necessary.

212.00 ACTIVITY BYLAWS

212.01 Formulating Bylaws

The League acting by and through its Representative Assembly will formulate bylaws governing the various activities sponsored by the League. These bylaws shall consist of General Bylaws applicable to all activities and Special Bylaws applicable to specific activities.

212.02 Amending Bylaws

Amendments of all such bylaws shall be made in accordance with the amendment procedure stated in 215.00 of this Constitution.

213.00 VOTING AND QUORUM

1. In all voting of member schools, the designated school representatives of the member school, or a duly designated alternate, shall be entitled to vote. At all meetings of the Representative Assembly, the member, or a duly designated alternate shall be entitled to vote.
2. At all meetings of member schools a quorum shall consist of 75% of all members. When votes are taken by mail 75% of all members must take part to constitute a quorum.
3. At all meetings of the Representative Assembly, a quorum shall consist of 75% of the total membership.
4. At all meetings of the Class "A" Regions, Class "AA" Regions and the Board of Directors, a simple majority shall constitute a quorum.
5. Unless otherwise provided for, a majority vote of those present, assuming a quorum, shall be sufficient for approval.

214.00 AMENDMENTS TO THIS CONSTITUTION

This Constitution may be amended as follows:

1. An amendment shall be proposed by a resolution adopted by the Board of Directors directing that it be submitted for adoption at a meeting of the member schools, or when considered necessary, by taking a mail vote of the member schools.
2. A two-third (2/3) favorable vote, assuming a quorum, shall be required for passage of any amendment, whether in a meeting or by mail vote.

215.00 AMENDMENTS TO GENERAL BYLAWS AND ALL ACTIVITY BYLAWS

The General Bylaws, all other Activity Bylaws of the League, and all League Resolutions shall be adopted and amended in the following manner:

215.01 Vote on Amendments and Resolutions

1. The bylaws of the League may be amended at a regularly scheduled meeting of the Representative Assembly by a two-thirds (2/3) vote of the members present, assuming a quorum.
2. Resolutions may be adopted at any regular meeting of the Representative Assembly by a majority vote of the members present, assuming a quorum.

215.02 Time for Submission

Proposed amendments and resolutions shall be submitted to the Executive Director of the League by October 15 of each school year. By November 1 of each school year, the amendments that have been submitted will be sent to each of the sixteen (16) Region Committees. By February 15 of each school year, the Region Committees will respond to the League office regarding their support or rejection of the proposed amendment. Nine (9) of the sixteen (16) Region Committees must support a proposed amendment before it will be submitted to the Representative Assembly for consideration.

If a proposed amendment is supported but modified by a Region Committee, the modified amendment must be sent to the sixteen (16) Region Committees by February 1st of the school year for an additional vote by the Region Committees. By April 1 of each school year, the Region Committees must respond to the League office regarding any modified amendments they have reviewed. If the modified amendment is supported by nine (9) of the sixteen (16) Region Committees, the amendment will be submitted to the Representative Assembly for their consideration. If the amendment or the modified amendment is not supported by nine (9) of the sixteen (16) Region Committees, it will be sent back to the proposers for their reconsideration.

The amendment(s) that will be advanced to the Representative Assembly will be listed on the League's website, and they will become an agenda item for the Area Meetings held throughout the state each spring.

The Representative Assembly will meet at a time designated by the League's Board of Directors to deliberate and vote on any amendments that have been presented for their consideration. The Representative Assembly will have (1) an open forum for people to voice their concerns or support for an amendment, (2) a caucus of the Assembly members, (3) a report to the Assembly from each caucus group, and (4) a vote on the amendments presented to the Assembly.

The Board of Directors may approve any amendment submitted outside the above-referenced timelines as an emergency amendment if 2/3 of the members of the Board of Directors approve the submission.

215.03 Sponsors of Proposals

Proposed amendments and resolutions may be submitted:

1. By the designated school representatives of five (5) or more schools;

2. By any district or region committee;
3. By the Board of Directors;
4. By action of the Representative Assembly; or
5. By the officers of each activity association (Minnesota State High School Athletic Directors Association; Minnesota State High School Coaches Association; Minnesota State High School Coaches Association for Girls Sports; Minnesota Music Educators; Communication and Theater Association of Minnesota).

215.04 Effective Date

All amendments and resolutions approved by the Assembly become effective, unless otherwise specified, on August 1.

215.05 Emergency Amendment Procedure

In case of an emergency, the Board of Directors may, at its discretion, submit to the members of the Representative Assembly an amendment to the General Bylaws or the Activity Bylaws for approval by mail. A two-third (2/3) favorable vote, assuming a quorum, shall be required for passage of such an amendment. If passed, the amendment is effective immediately but only until the next regular meeting of said Assembly at which time the amendment shall be resubmitted for action by the Assembly.