

## **DIVISION 1**

### **1.000 IESA CONSTITUTION**

#### **1.100 NAME AND OBJECTIVES**

- 1.110** This Association shall be known as the Illinois Elementary School Association (IESA). The Association shall be registered with the State of Illinois as a not-for-profit corporation.
- 1.120** This Association through the employment of the instrumentalities hereinafter established shall:
- regulate all of the interscholastic activities in which its member schools may engage; and
  - perform such other functions related to interscholastic activities as may from time to time be approved and adopted by the Board of Directors.
- 1.130** In the performance of these functions, the ultimate educational objectives of the Association are:
- to elevate standards of sportsmanship;
  - to encourage the growth of responsible citizenship; and
  - to encourage academic excellence.

#### **1.200 MEMBERSHIP**

##### **1.210 Public Elementary Attendance Centers**

Any public elementary attendance center housing grades five through eight or any combination thereof, may become a member of this Association provided:

- the school is supported by public taxation;
- this Constitution and By-Laws have been adopted by the Board of Education or Board of Directors of the petitioning school as the code governing its interscholastic activities in which it is participating in IESA state-conducted tournaments or contests;
- the school is recognized by the Illinois State Board of Education;
- the governing body shall designate the principal as the attendance center representative to the IESA;
- application for membership must be approved and adopted by the governing body of the school district and signed by its president and secretary, and the principal; and
- each member school shall pay such dues and fees as are required by this Constitution.

##### **1.220 Non-Public Elementary Attendance Centers**

Any non-public elementary attendance center housing grades five through eight or any combination thereof, may become a member of this Association provided:

- this Constitution and By-Laws have been adopted by the governing body for the petitioning school for its interscholastic activities;
- the school is recognized by the Illinois State Board of Education;
- the governing body shall designate the principal as the attendance center representative to the IESA;
- application for membership must be approved and adopted by the governing body of the school district and signed by its president and secretary, and the attendance center representative; and
- each member school shall pay such dues and fees as are required by this Constitution.

##### **1.230 Elementary Attendance Centers Governed by the State of Illinois**

Any elementary attendance center governed by the State of Illinois housing students in grades five through eight, or any combination thereof, may become a member of this Association provided:

- this Constitution and By-Laws have been adopted by the governing body for the petitioning school for its interscholastic activities;
- the school is recognized by the Illinois State Board of Education;
- the governing body shall designate the principal as the attendance center representative to the IESA;
- the application for membership must be approved and adopted by the governing body of the school district and signed by its president and secretary, and the attendance center representative; and
- each member school shall pay such dues and fees as are required by this Constitution.

- 1.240** The Board of Directors shall rule upon the membership petition of any elementary attendance center if there is a question on meeting the requirements of membership as stated herein. Schools that are not eligible to receive recognized status from the Illinois State Board of Education shall petition the IESA Board of Directors for membership by completing the membership form available on the IESA website.

##### **1.250 Certificate of Membership**

Upon meeting the requirements of membership in this Association, the Association shall cause a certificate of membership to be issued to each member.

When there is more than one member school in the same school district, the membership division for all schools in that district shall be determined by the location of the district office. The IESA office shall be notified of any change in the location of the district office or member schools.

## **1.300 BOARD OF DIRECTORS; REQUIRED DIVISION MEETINGS**

### **1.310 Authority**

The administrative authority of this Association shall be vested in a Board of Directors.

### **1.320 Membership**

The Board of Directors shall be composed of a like number of members as there are membership divisions. For the 2023-24 school year, members shall be elected from Divisions A, E, L, M, and N. For the 2024-25 school year, members shall be elected from Divisions B, D, F, H, and J. For the 2025-26 school year, members shall be elected from Divisions C, G, I, K, and O.

Persons serving on the Board of Directors must be elementary school administrators with a valid administrative certificate who hold the position of superintendent, assistant superintendent, principal, or assistant principal from a member school in their respective membership divisions.

### **1.330 Nominations**

Not later than November 1, the Board of Directors shall cause to be electronically mailed to the representative of each member school in each division in which a Board of Directors' member is to be elected, a letter requesting a nomination from among the administrators in that division for membership to the Board of Directors and indicating the incumbent member of the Board. Nominations must be in the office of the Association by November 10. Persons nominated must meet the criteria detailed in section 1.320 of the Constitution.

The Executive Director shall tally the nominations. The two administrators from each membership division receiving the highest number of nominations, including ties, who accept such nomination shall be declared the nominees and placed on the election ballot with the incumbent. If there is no incumbent, then the three administrators with the highest number of nominations, including ties, who accept the nomination shall be placed on the final ballot.

### **1.340 Election**

Not later than November 11, the Board of Directors shall cause to be electronically mailed to the representative of each member school in each division in which an election is to be held, a ballot on which are the names of the nominees. Each principal shall mark the ballot in the regular manner, voting for one of the nominees. This ballot shall be submitted to the office of the Association by November 20. All voting will be conducted online.

The President shall appoint a committee of three tellers who shall meet before the annual January meeting and canvass the ballots. They shall then certify to the Board of Directors the results of the balloting, and the Board shall declare the individual in each membership division receiving the higher number of votes to have been elected. In case of a tie vote in any membership division, the tie votes shall go back to that membership division to be voted on again.

### **1.350 Term of Office**

Members of the Board of Directors shall be elected for three years and shall take office at the conclusion of the January regular meeting of the Board following their election. They shall serve until their successor is elected; until they cease to be an elementary school administrator in the Division from which they were elected, or until they tender their resignation from the IESA Board, and it is accepted by the Board of Directors.

### **1.360 Vacancies**

In case of vacancy, the President shall appoint an administrator who meets the criteria established in section 1.320 of the Constitution from a member school in the division in which the vacancy occurs to serve until the time of the regular election in that division.

### **1.370 Board of Director Meetings**

The Board of Directors shall meet in September, January, April, and June of each year on a date to be determined by the Board. The time and place of the meeting shall be determined by its members. Special meetings may be called by the President and must be called upon written request of any five members of the Board. A conference call when a quorum is present shall constitute a special meeting.

In case an elected member of the Board of Directors cannot attend a regularly scheduled Board of Directors meeting, that member may appoint another administrator from the membership division to attend and represent the division in his/her absence. The substitute shall have full voting privileges at the meeting, except for personnel matters. The Executive Director must be notified prior to the meeting should this occur.

### **1.371 Required Division Meeting Attendance**

Member schools are required to attend one of the Division Meetings that are held online each year. At least one representative from each member school will be required to login and watch the presentation. Several presentations will be held each fall. Schools can also meet the Division Meeting requirement by attending the meeting that is held in conjunction with the athletic director workshop sponsored by the IESA. Feeder schools which do not enter any IESA sponsored activities are exempt from the division meeting requirement. Schools that only enter the IESA for speech or scholastic bowl can receive credit for attending a Division Meeting if a representative of that school attends the IESA sponsored workshop for that activity.

Failure to comply with this requirement will result in probation for one year. A school that fails to attend a Division Meeting for two consecutive years will have their membership suspended for a period of one year beginning on January 1 following the school's second consecutive non-compliance with this requirement. During the suspension, the school is not eligible to participate in any IESA state series activity. To be reinstated, a school would need to attend a Division Meeting the school year after the second consecutive missed meeting. That meeting will be held at the IESA office. A school that is facing suspension for failure to attend a Division Meeting for two consecutive years may elect to pay a \$500.00 fine and attend a Division Meeting held at the IESA office to avoid being placed on the one-year suspension.

## **1.400 POWERS AND DUTIES OF THE BOARD OF DIRECTORS & ADMINISTRATIVE STAFF**

### **1.410 Quorum**

A majority of the Board of Directors shall constitute a quorum. When a vote is taken upon any matter pending before the Board, a quorum being present, a majority of the votes of the members of the Board voting on the matter shall determine the outcome thereof. On roll-call votes, the motion-maker shall be called first, the person seconding the motion shall be called second, followed by membership divisions of the person making the second, with the President being called last.

### **1.420 Authority**

The members of the Board of Directors of the Illinois Elementary School Association are hereby authorized to interpret the Constitution and By-Laws and to exercise all the powers and duties expressed or implied in this Constitution and By-Laws based on its reasonable belief, understanding or knowledge of the circumstances, and to act as an administrative board in the interpretation of and final decision on all questions and appeals arising from the directing of interscholastic activities of member schools.

#### Emergency Governance Provisions

There may be emergencies that arise which require the Board of Directors to act expeditiously. The Board of Directors actions will attempt to balance the interests of the member schools against the circumstances of an emergency as defined below. In addition to actions, the Board may also adopt emergency bylaws to address any urgent situations it deems appropriate.

A "Major Emergency" means a major national, state or local emergency caused by a natural disaster, health crisis, terrorist, or other significant event resulting in serious disruption in normal life over multiple days or an extended period of time.

"Necessary emergency action" means action that is deemed by the Board of Directors to be necessary to be taken by such body immediately, under circumstances in which it is not reasonable to wait until normal conditions have returned. All necessary emergency actions taken by the Board of Directors pursuant to the Constitution and By-Laws shall be deemed duly authorized and approved.

During an emergency situation, the Board may deem it necessary to act inconsistently with current bylaws.

When an Appeals Panel conducts a hearing under the provisions of By-Law 5.050, such panel shall have the authority to make a final decision without further action by the Board of Directors.

#### **1.430 Provide Employees**

The Board of Directors shall conduct all business of the Association, shall be empowered to employ an Executive Director with such assistants as may be found necessary to carry on the affairs of the Association, and to provide office facilities, by rental, purchase, or other means, and other employees for the proper conduct of the business of the Association.

#### **1.440 Authority of the Executive Director**

The Executive Director shall have the authority to decide and rule on all matters concerning eligibility, protests, by-laws or rules. The Executive Director may modify the effect or penalty for violation of or non-compliance with any by-law or rule if the circumstances causing the student or school to be ineligible or otherwise in violation of or non-compliance with the by-law or rule are determined, after full investigation:

1. to have been completely beyond the control of all of the following:
  - a. the student
  - b. the student's parent/guardian
  - c. the school
2. or where the ineligibility or violation has been caused exclusively by a clerical or administrative error.

Rulings and decisions of the Executive Director may be appealed in accordance with the Constitution and By-Laws of the Association.

#### **1.450 Duties of the Executive Director**

The Executive Director shall:

- keep a register of the post office address of each member and of each of the members of the Board of Directors and furnish copies to each member annually;
- keep the actual minutes of the meetings of the Board of Directors;
- see that all notices are duly given with the provisions of the By-Laws or as required by law;
- be the custodian of the corporate records and of the corporate seal of the Association provided by the Board of Directors and see that the seal of the Association is affixed to all necessary documents;
- collect all membership fees and dues from all members as provided in these By-Laws;
- prepare and issue certificates of membership in this Association to all qualified members;
- be responsible for the collection of all entry fees and all monies due from any source or purpose to the Association and keep proper books of account therefore;
- shall furnish a bond, the amount of which shall be determined by the Board of Directors, premium on which shall be paid by the Association;
- in general perform all duties incident to the office of Executive Director and such other duties as from time to time may be assigned by the President or the Board of Directors.

#### **1.460 Authority of the Associate Executive Director and Assistant Executive Directors:**

The Associate Executive Director, in the absence of the Executive Director, shall have the authority to make decisions in matters covered by the Constitution and By-Laws when a decision is required by a member school. In the absence of the Executive Director and the Associate Executive Director, the Assistant Executive Directors shall have the authority to make decisions in matters covered by the Constitution and By-Laws when a decision is required by a member school. Each administrator shall have the authority to decide and rule on all matters pertaining to eligibility, protests, and compliance with the Constitution, By-Laws, and rules of this Association for those activities in which they have primary responsibility. They may impose such penalty as may be allowed or prescribed by the IESA Constitution, By-Laws, sports rule, or other regulation adopted by the Board of Directors for those activities in which they have primary responsibility. Rulings and decisions of these administrators may be appealed in accordance with the Constitution and By-Laws of the Association.

#### **1.470 Duties of the Associate Executive Director and Assistant Executive Directors:**

- work with and be responsible to the Executive Director of the Association;
- be regularly involved with both member and nonmember schools;
- in general, perform all duties related to the responsibilities of these positions and such other duties as from time to time may be assigned by the Executive Director, the President, or the Board of Directors.

#### **1.480 Statewide Interscholastic Activities**

The Board of Directors shall have sole authority, subject to the provisions of the Constitution and By-Laws, to organize and conduct statewide interscholastic activities among the members of this Association and may by resolution provide the conditions upon which any member school may participate therein. The Board may call upon specialists from the various activity areas for such technical or other advice and assistance as may seem necessary. The expenses of such specialists incurred in activities ordered by the Board of Directors shall be paid by the Association.

#### **1.490 Division of Member Schools**

The members of this Association shall be divided into fifteen (15) membership divisions by the Board of Directors. The divisions shall follow county lines and shall consist of compact and adjacent territories and shall be equalized as nearly as possible as to the number of members to provide for equal representation.

The Executive Director will review the composition of the divisions and submit findings to the Board of Directors by January 2027 and every 5 years thereafter, or earlier if deemed necessary. The Board of Directors shall review the compositions of the existent Divisions and, if deemed necessary or advisable, shall redistrict the State effective on July 1. The number of divisions may be changed if deemed necessary.

#### **Illustration for Section 1.440**

***The following are provided for illustrative purposes only and are neither binding nor to be construed as having the effect of the By-laws or Constitution of this organization. In the event of a conflict, whether actual or believed, between an illustration contained in this section and any by-law or constitutional provision then in effect, the by-law or constitutional provision, as interpreted by the Board of Directors pursuant to Section 1.420 of the Constitution of this organization, shall control.***

**Q.** Are appeals of decisions made by the administrative staff permitted?

**A.** Yes. The provisions of Division 5 of the By-Laws outline such an appeal procedure.

**Q.** What is a clerical or administrative error?

**A.** An inadvertent or unintentional error or omission that results in technical, rather than substantive, noncompliance with these by-laws. The failure to comply with any affirmative requirement of these by-laws shall not be deemed a clerical or administrative error.

### **1.500 OFFICERS**

#### **1.510 Officers of Board of Directors**

The officers of the Board of Directors shall be President, Vice-President, and Secretary/Treasurer all of whom shall be elected by and among the members of the Board of Directors at the January meeting. The offices of Secretary and Treasurer may be held by one board member.

#### **1.520 Term of Office**

Officers shall be elected annually by the Board of Directors at the meeting during which the ballots from the election of members of the Board of Directors are canvassed and after new members have been seated. Officers shall be eligible to succeed themselves provided they continue to be members of the Board of Directors. When a vacancy in one of the officer positions occurs, the members of the Board shall elect a replacement for the vacant position.

#### **1.530 President**

The President shall perform the duties which regularly devolve upon the position of President. The President shall appoint members to the Finance Committee and Staff Relations committees.

#### **1.540 Vice-President**

The Vice-President shall perform the duties which regularly devolve upon the position of Vice-President and shall serve as Parliamentarian for all meetings of the Board of Directors.

#### **1.550 Secretary**

The Secretary shall be responsible for the minutes of all board meetings and shall be responsible for all official communications on behalf of the Board as may be required by law or required to carry out the business affairs of the Association.

#### **1.560 Treasurer**

The Treasurer shall perform the duties which regularly devolve upon the position of Treasurer. The Treasurer shall also serve as the chair of the Finance Committee.

The Treasurer shall furnish a bond, the amount of which shall be determined by the Board of Directors, premium on which shall be paid by the Association.

The Treasurer shall be responsible for all funds of the Association and shall present an annual budget to the Board of Directors.

The Treasurer's accounts shall be audited annually at the close of each fiscal year and before the September meeting of the Board of Directors by an auditing firm selected by the Board of Directors.

## **1.600 FINANCIAL STRUCTURE AND MANAGEMENT**

### **1.610 Fiscal Year**

The fiscal year of the Association shall be from July 1 to June 30.

### **1.620 Dues and Assessments**

The Board of Directors shall be authorized to establish, collect, and levy annual dues and entry fees, and such other penalties and assessments upon all schools for membership and participation in the activities of the Association.

Such dues, fees, and assessments shall be determined by the Board to meet the annual budget approved for the operation of the Association.

### **1.630 Date of Payment of Dues and Entry Fees**

The annual school membership dues shall be paid by the postmarked date of Monday of Week 49 as listed on the IESA standardized calendar. The membership year shall be from the date received until the membership dues entry deadline during the following June.

The Board of Directors shall establish entry fee deadlines for each activity sponsored by the Association. No entry fees for activities will be accepted until membership dues are paid. No school will be permitted to participate in an interscholastic activity until entry fees are paid through the office of the Association.

Entry deadlines, late entry deadlines, and penalty fees shall be listed for each activity in the By-Laws. [Section 5.000]

### **1.640 Compensation**

The Board of Directors shall have authority to approve the expenses of the directors, committee members, and such other persons as deemed necessary for attendance at meetings, or such other purposes as directed by the Board.

## **1.700 ADVISORY COMMITTEES**

### **1.710 Organization**

A member of the IESA administrative staff shall chair the Advisory Committees as non-voting members and appoint members reflecting statewide participation on each committee as much as possible as follows:

- Athletic Directors (Members as needed)
- Baseball (6 Coaches, 1 Administrator, 1 Official)
- Basketball (8 Coaches, 1 Administrator, 1 Official)
- Bowling (Members as needed)
- Cheerleading (6 Coaches, 1 Administrator, 1 Official)
- Chess (Members as needed)
- Citizenship & Sportsmanship (8 representatives)
- Cross-Country (6 Coaches, 1 Administrator)
- Emerging Sports (Members as needed)
- Golf (Members as needed)
- Speech (6 Coaches, 1 Administrator)
- Music (6 Directors, 1 Administrator)
- Scholastic Bowl (6 Coaches, 1 Administrator, 1 Moderator)
- Softball (6 Coaches, 1 Administrator, 1 Official)
- Track and Field (8 Coaches, 1 Administrator, 1 Official)
- Volleyball (6 Coaches, 1 Administrator, 1 Official)
- Wrestling (6 Coaches, 1 Administrator, 1 Official)
- Officials (1 Official from each sport plus 1 Administrator)

### **1.720 Duties and Authority of Advisory Committees**

Each appointed coach shall be currently coaching in the activity. Each coach shall serve a maximum term of four years in succession. Each coach should have his or her administrator's approval to serve on the committee and to attend meetings.

Each appointed administrator shall serve for four years in succession. The administrator's school must be involved in the activity of the appointment.

Each appointed official shall serve for four years and shall be licensed with the Illinois High School Association in the respective athletic activity. The Scholastic Bowl moderator who serves on the Scholastic Bowl advisory committee shall

serve for four years.

Each appointed coach, administrator, and official shall have a voting privilege on the committee.

Advisory committee members must resign if their school no longer participates in the activity or if they are not coaching in the activity. The chair shall appoint a replacement to complete a term upon resignation.

Persons interested in serving on the Advisory Committees should complete the form available on the IESA website.

#### **1.800 BOARD COMMITTEES**

The standing Board Committees shall be as follows and meet at least once annually:

- Finance (4 Board members)
- Staff Relations (4 Board members)

Board members serving on these committees shall be appointed by the President of the Board of Directors.

#### **1.900 AMENDMENTS**

Proposals to amend the Constitution and By-Laws shall be submitted by the administrator of any member school provided they are filed with the Executive Director of the Association not less than twenty (20) days before consideration by the Board of Directors. Proposals may also be submitted by chairs of the Standing Committees through committee recommendations and by the IESA Administrative staff.

All proposed amendments to the Constitution and By-Laws and all other proposed changes of a permanent character shall be referred to the Board of Directors for final action.

Each amendment to the Constitution and By-Laws shall become effective on the following July 1 unless otherwise specified by the Board of Directors.

Changes not covered within the existing Constitution and By-Laws shall be covered by procedures in Roberts' Rules of Order.