



## **Constitution of the Monticello Empire League of the Sac-Joaquin Section of the California Interscholastic Federation**

### **ARTICLE I: NAME AND PURPOSE**

- Section I: This organization shall be known as the Monticello Empire League Administration of the Sac-Joaquin Section of the California Interscholastic Federation.
- Section II: The Monticello Empire League is a nonprofit public benefit organization and is not organized for private gain of any person. Section III: The purpose of this organization is:
- A. To direct, coordinate and control board approved athletic and other activities.
  - B. To assume the responsibilities for administration and supervision of all activities concerned.
  - C. To cultivate and foster, by observations of good standards of sportsmanship and exchange of ideas, more cordial and friendly relations among schools
  - D. No part of the activities of Monticello Empire League shall consist of carrying on propaganda or otherwise attempting to influence legislation. The Monticello Empire League shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office
  - E. The Monticello Empire League's property is irrevocably dedicated to charitable purposes and no part of this organization shall ever inure to the benefit of any director, officer or private citizen.

### **ARTICLE II: MEMBERSHIP**

- Section I: The Monticello Empire League membership will include those schools identified to be in the league by the Sac-Joaquin Section of the California Interscholastic Federation.
- Section II: The Monticello Empire League will consist of seven (7) schools beginning in the school year 2024-2025.

### **ARTICLE III: REPRESENTATION**

- Section I: Each school shall be represented by the principal, or his/her representative, and the athletic director(s). Each school shall have one (1) vote. All representatives and athletic directors shall have the right to bring motions to the floor, make seconds, and to take part in discussions and debates. All votes will be cast by the principal or his/her administrative representative.

Section II: A new school will be permitted to vote at the first league meeting after it has been assigned by the Board of Managers of the SacJoaquin Section of the California Interscholastic Federation.

#### **ARTICLE IV: MEETINGS**

Section I: The Board of Managers shall have 4 meetings annually. Meeting one (1) will be held approximately 2 weeks after the last league school opens.

Meeting 2,3, and 4 will be held approximately one week before the Sac Joaquin Section Board of Mangers meeting. The agenda for each meeting will be in the office of the principals at least one week prior to each meeting.

Section II: Special meetings may be called by the president with the consent Of the majority of the schools. The schools must receive notification of the agenda to be considered at the meeting and the information should be received one week prior to the meeting.

Section III: The athletic directors shall meet monthly, and at least one week prior to the MEL Board of Managers meetings. The purpose of the athletic directors' meeting is to address issues relating to the athletic programs and policies. The agenda for each meeting will be sent to the ADs approximately one week prior to each meeting.

#### **ARTICLE V: OFFICERS**

Section I: The officers of the Monticello Empire League shall be the president and vice-president. These officers shall be filled by either principals or vice-principals. A commissioner shall be appointed who would assume the duties of secretary-treasurer and such duties as may be determined by the Board of Managers.

Section II: At the spring meeting of each even number year, the league shall elect a president and vice-president who will serve a 2-year term. The president and vice-president elect shall be from different school districts.

Section III: The president shall be the representative of the league to the Board of Managers of the Sac-Joaquin Section of the California Interscholastic Federation, unless the league elects someone other than the president as representative.

Section IV: Standing Committee-Athletics: There shall be a standing committee formed for each recognized sport consisting of all varsity coaches in this particular sport and chaired by the athletic director in charge of the sport.

#### **ARTICLE VI: LEAGUE DUTIES**

Section I: League Commissioner

1. To prepare agendas for all of the MEL meetings
2. Take minutes at all MEL meetings and post on the league web site.
3. Chair all meetings of the Athletic Directors
4. To interpret league and section by-laws.
5. To attend Sac-Joaquin Section Board of Managers and Commissioners meetings.
6. To have approved schedules distributed to schools.
7. To keep the constitution/by-laws updated.

8. To purchase, all league awards, banners, medals, and supplies necessary for the operation of the league.
9. To distribute all league awards/medals to each Sport Coordinator prior to the completion of the sport's season.
10. Deal with all ejections. Keep a yearly list of ejected players with sports.
11. To file Federal and St tax exempt forms yearly in October/November
12. To perform other duties as requested, to include but not limited to issuing checks, preparing budgets, maintaining a league checking account, issuing invoices for league dues, collection of league dues and league tournament gate proceeds after expenses.

Section II: AD in Charge of Sport

1. Call/Chair Pre and Post- season meetings with head coaches
2. Take minutes at Pre and Post- season meetings. Distribute copies of minutes to all Athletic Directors head coaches of that sport and to the League Commissioner.
3. Review League bylaws and Specific sports Section & League bylaws yearly with coaches
4. Bring any suggested changes to sport bylaws to Athletic Council
5. Create/present the yearly schedule for approval
6. Keep updated league standings
7. Organize the League Tournament w/ host site, meet or tournament director and/or head coach's assistance. This includes completing the final MEL financial reports.
8. Send final standings to Commissioner
9. Send all League recipient names to Commissioner
10. Other Duties as Assigned by Board of Managers or Commissioner.

## **ARTICLE VII: DISSOLUTION**

Section I: Upon the dissolution or winding up of the Monticello Empire League, the assets shall be distributed, in equal parts, to the Monticello Empire League member schools provided that the school(s) are exempt under Internal revenue Code 501(c) (3).

Section II: In the event that one of more member schools are not operating exclusively for exempt purpose under IRC 501 (c) (3) their share of assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for social welfare purposes, and which has established its tax-exempt status under the Internal Revenue Code Section 501(c)(3)

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