



Bylaws

GREATER MIAMI ATHLETIC CONFERENCE
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BYLAWS

GREATER MIAMI ATHLETIC CONFERENCE

Article 1 – Name

This organization shall be known as the Greater Miami Athletic Conference (GMAC).

Article 2 – Aim

The aim of this Conference, in cooperation with the Florida High School Athletic Association (FHSAA), shall be to protect the interest of the high schools belonging to the Conference, to promote pure, amateur sports, and to foster such other activities as the organization may decide to sponsor.

Article 3 – Membership

1. Any public high school within the confines of Miami-Dade County which is a member of the FHSAA may become a member by two-thirds vote of the member schools.

Note:

The Greater Miami Athletic Conference (GMAC) was formed following the dissolution of the Gold Coast Conference, of which Christopher Columbus High School was a member. Afforded an option, Christopher Columbus High School was “grandfathered” into the GMAC. Other non-public schools shall not be permitted to become members of the GMAC.

2. Applicants for membership in the GMAC must first be screened by the Executive Committee, which will make its recommendations to the GMAC.
3. Any member school may withdraw from the GMAC at its own request, provided formal notice by its principal, in writing, is given at the regular meeting in May. Withdrawal shall become effective at the close of the school year. The withdrawing school shall forfeit all rights to monies remaining in the GMAC treasury.



4. The GMAC may be dissolved by a vote of two-thirds of the member schools. The record of the GMAC shall be divided by the Executive Committee of the GMAC as deemed pertinent to the best interest of member schools.

Article 4 – Officers and Their Duties

1. **The President:** The President of the GMAC shall be an eligible principal or athletic director who has served on the Executive Committee of the GMAC of a member school. The duties of the President shall be to:
 - a. Preside over all meetings of the GMAC and of the Executive Committee.
 - b. Perform all other duties pertaining to her/his office.
 - c. Convene a special meeting of the principals and athletics directors.
 - d. Convene a special meeting of the Executive Committee when deemed necessary.
 - e. Convene a special meeting of the GMAC upon written request by principal(s) of the member school(s).
2. **The Vice Presidents:** There shall be two Vice Presidents, each of whom shall be an eligible principal or athletic director who has served on the Executive Committee of the GMAC. The Vice President who has served the longest continuous term shall be the First Vice President, and the other Vice President shall be the Second Vice President. The First Vice President shall act as President and shall serve as President in the event that the President is unable to perform his/her duties. The Second Vice President shall serve as President in the event that neither the President nor First Vice President is unable to perform their duties. Each Vice President shall be a member of the Executive Committee.
3. **The Immediate Past President:** The Immediate Past President shall serve for a term of two years. In the event a vacancy occurs by means of non-succession to the office by the outgoing President or for some other reason, this position will be filled by the most recent past President who is an eligible member of the GMAC. The immediate past President shall be a member of the Executive Committee.
4. **The Executive Secretary:** The Executive Secretary shall be the executive officer of the GMAC. He/she shall be a non-voting, ex-officio member of the Executive Committee.



Article 5 – The Executive Committee and its Duties

1. The Executive Committee shall consist of the following: President, the First Vice President, the Second Vice President, the Immediate Past President, two delegated principals, two delegated athletic directors, and the FHSAA representative(s) who serves on the Board of Directors of the FHSAA, if no person serves in this capacity then the President shall have the authority subject to the approval by the Executive Committee to appoint a member to serve this position, four “members at large”, and the current representative of the secondary principals’ group who meets regularly with the Superintendent of Schools. The Administrator of the Division of Athletics/Activities and the GMAC Executive Secretary shall serve as non-voting, ex-officio members. Two members from the same school may not serve on the Executive Committee at the same time, except under extenuating circumstances.

2. The Executive Committee shall meet at least two weeks prior to each general meeting of the GMAC to establish an agenda and to formulate recommendations. The Committee shall also meet whenever deemed by the President, the Committee itself, or the GMAC. Additionally, the Committee shall meet once every month, August - May, for purpose of hearing appeals of rules violations charges and to conduct regular business.

3. The Duties of the Executive Committee shall be to:
 - a. Establish a procedure to determine championships.
 - b. Transact such business as the GMAC may direct.
 - c. Exercise all powers and duties implied and stated in the Bylaws and Policies.
 - d. Convene as a hearing committee in event that a protest that arises which is not covered by the rulings of the GMAC, the Greater Miami Athletic Conference Officials Association (GMACOA) or the FHSAA.
 - e. Declare the winner of a disputed game not resolved by the rulings of the FHSAA.
 - f. Act as a court of appeal on all GMAC matters.
 - g. Approve all necessary expenditures of money within the approved budget of the GMAC.
 - h. Call upon the Executive Secretary to perform any specific act or duty for the welfare of the GMAC.



- i. Appoint any committee it deems necessary.
- j. Consider proposed amendments to the Bylaws and Policies. Review these proposals and submit them, with or without recommendation, to the membership for consideration and/or vote.
- k. Review and approve presidential recommendations for the appointment of four “member-at-large” positions to the Executive Committee.

Article 6 – The Executive Secretary

- 1. The Executive Secretary (Instructional Supervisor, GMAC) shall be directly responsible to the President of the GMAC and to the Executive Committee for job assignment.
- 2. The Executive Secretary’s performance shall be reviewed annually by the Administrator of the Division of Athletics/Activities & Accreditation which will make its recommendations to the Superintendent of Schools.
- 3. The Executive Secretary shall have decision-making responsibilities relative to the supervision of the high school athletic programs as prescribed in the Bylaws and Policies of the GMAC.
- 4. Duties of the Executive Secretary shall be:
 - a. Manage and direct the affairs of the GMAC.
 - b. Perform such other duties as directed by the GMAC Executive Committee.
 - c. Review the Bylaws with the members of the Executive Committee during the first meeting of the new school year. Provide member schools with the Bylaws at the first annual session.
 - d. Conduct sport scheduling meetings and resolve scheduling conflicts. Maintain accurate, updated Master Schedules for all sports, for the purpose of assignment of officials, and to comply with media request for game information.
 - e. Conduct inquiries investigations and assist with hearings involving violations of GMAC Bylaws and/or Miami-Dade County Public School Board Policies.



- f. Serve as liaison between the GMAC, GMACOA, Administrator of the Division of Athletics/Activities & Accreditation, Miami-Dade County Public School Board, and members of the Board of Directors of the FHSAA.
- g. Serve as official interpreter of the Bylaws and Policies of the GMAC, assist with interpretations of the Bylaws and Policies of the FHSAA when requested to do so by the Commissioner of the FHSAA.
- h. Plan and prepare agendas, issue necessary forms and materials, take and process minutes and proposals of all meetings of the Executive Committee, the GMAC, and all sports groups.
- i. Receive, disburse and keep accurate records of all funds of the GMAC and GMACOA; purchase necessary supplies and equipment and pay the bills of the GMAC.
- j. Establish dates, times, sites and manage and/or coordinate all championship sponsored by the GMAC.
- k. Establish and implement procedures for keeping standings and records in all sports for determination of GMAC tournament format.
- l. Represent the GMAC on the District Athletic Advisory Committee.
- m. Attend, as a liaison representative of the GMAC, regular meetings of the Board of Directors of the FHSAA, the annual meeting of the athletic directors' group of the Florida Athletic Coaches Association (FACA), the Florida Interscholastic Athletic Administrators Association (FIAAA) and the National Interscholastic Athletic Administrators Association (NIAAA) and any other meetings directed by the Executive Committee.
- n. Appoint and Supervise the Commissioner of Officials for the GMACOA.
 - 1. Manage and direct the affairs of the GMACOA and its subsidiary associations.
 - 2. Perform such other duties as directed by the GMACOA Board of Directors.
 - 3. Establish procedures for receiving game conduct and management forms from game officials. Evaluate contest management by school personnel and behavioral attitudes and actions of athletic personnel and spectators based on submitted reports. Collaborate



with the director of athletics and the FHSAA in the enforcement of the GMAC Policy on Disqualifications (Ejections).

4. Plan and prepare agendas, issue necessary forms and materials, take and process minutes and proposals of all meetings of the GMACOA Board of Directors and its subsidiary associations.
5. Meet regularly with game officials and/or their representatives to collaborate efforts in providing an efficient officiating program.
6. Supervise the recruitment training and registration of game officials; develop and implement evaluation procedures; appoint, supervise, and evaluate the performance of clinicians and booking commissioners; assign game officials to all GMAC championship contest.
7. Negotiate with the various officials' group on behalf of the GMACOA and its subsidiary associations; assist with interpretations of the FHSAA and the various sports rulings of the National Federation of State High School Association when requested to do so by the Commissioner of the FHSAA.
8. Interpret and enforce all ruling of the GMACOA and its subsidiary Associations; assist with interpretations of the FHSAA and the various sports rulings of the National Federation of State High School Association when requested to do so by the Commissioner of the FHSAA.
9. Serve as Secretary of the GMACOA Board of Directors in an ex-officio capacity.
10. Annually appoint to the GMACOA Board of Directors and eligible official's representative for a term not to exceed three years.
11. Select and organize the nomination of the Executive Board.

Article 7 – Elections and Vacancies

1. A nominating committee will convene during the month of April to recommend a slate of officers for the GMAC Executive Committee. The Executive Secretary shall provide the Executive Committee slate of officers at the May meeting. The Executive Secretary shall provide the member schools a copy of the nominating committee recommendations in a timely manner prior to the May general session. Voting shall



take place during the May GMAC general session meeting at that time nominations from the floor will be accepted.

2. Nominations will be made for President, Second Vice President, Principal – North, and Director of Athletics – South, in odd numbered years. Nominations will be made for First Vice President, Director of Athletics – North, and Principal – South in even numbered years. A majority of the votes cast shall be required for election. If no majority prevails, a second vote shall be conducted with the names of the two persons who received the greatest number of votes and another vote shall be taken on them only. The person receiving the majority of the votes cast of the second vote shall be declared elected. In the event of an additional tie vote for, the Executive Committee by a majority vote shall elect the officer.
3. The President shall have the authority, subject to approval by the Executive Committee, to appoint a member to the Executive Committee to fill a vacancy until such time as a properly executed annual election according to GMAC Bylaws can be held. All appointees must meet all requirements specified for membership on the Committee. Vacancies in the positions of President and Vice President (in the event that the specified succession policy is unable to be implemented) shall be filled by action of the Executive Committee. All regulations for eligibility for these positions shall be enforced.
4. All officers (excluding the Executive Secretary) shall be elected for two-year terms. They shall be eligible to succeed themselves only once; however, any time served to complete an unexpired term shall not be counted in determining the eligibility to hold office for two full terms of two years each.
5. To be eligible for the office of President or Vice President, a person must have previous experience as a member of the Executive Committee.
6. All newly elected officers shall assume their duties following installation at the general May meeting of the GMAC.

Article 8 – Meetings

1. There shall be three general meetings of the GMAC: within fifteen days of the opening of school; within fifteen days of January 1st; and within fifteen days of May 1st. The Executive Secretary shall submit an agenda with action items identified, to all GMAC Conference members one week prior to all meetings.
2. All GMAC meetings shall be held on school dates.



3. Attendances at general meetings of the GMAC are mandatory for Principals/Principals' Designee and Athletic Directors/Athletic Directors' designee.
4. At general meetings, each school shall have two votes; one shall be that of the principal/designee; the other shall be that of the athletic director/designee.
5. Any GMAC representative may participate in discussion or debate and make or second motions.
6. Meetings called for purposes of scheduling sports contests cannot be "official" unless the Executive Secretary or designee is in attendance. All scheduling requires the attendance of a representative from each member school. (The representative must be present during the business portion of the meeting and during the scheduling process). Schools that schedules a sport and then fails to participate must notify the Executive Secretary, the FHSAA and the affected schools in writing.
7. More than one sports-scheduling meeting should not be held on the same date unless they are scheduled for different times on that date.
8. In order for any GMAC meeting to be "official", such meeting must have prior approval of the President or the Executive Secretary. The notice of such meeting must come from the GMAC office or sport chairperson with the approval of the GMAC office.
9. Individual sports meetings may be called when deemed necessary by the Executive Secretary, or by the sport chairperson with approval of the GMAC office. (A special group meeting may not be requested by a chairperson unless a majority of the persons within that group indicate support for the meeting). A chairperson within each group shall be appointed annually by the Executive Secretary. The GMAC shall annually publish a list of all appointed sports chairpersons.
10. When proposals from any officially scheduled GMAC sports meeting are submitted to the Executive Secretary for proper disposition, the following conditions are required if Executive Committee action is desired:
 - A. The proposal must be clearly stated.
 - B. The names of the persons who made the motion and the second to the motion must be indicated.
 - C. The actual vote count on the proposal must be indicated.



11. All members schools must be represented at all official scheduled GMAC meetings. (Exceptions: If a meeting is called for a limited group or if a meeting is called relating to a particular sport and a school does not field a team in that sport.
12. A special meeting may be called by the President upon written request by principals.
13. A simple majority of the voting representatives of the member schools shall constitute a quorum for the legal transaction of business.
14. If a school fails to send a designated representative to any general GMAC scheduled meeting, that school shall be assessed a penalty of fifty (\$50.00) for each violation. The fine shall be paid to the GMAC within ten (10) working days.
15. If a member school is not duly represented at any officially scheduled GMAC meetings that school shall be fined a sum of fifty (\$50.00) for each violation. The fine shall be paid to the GMAC within ten (10) working days.
16. Failure to pay the “non-attendance fine” will result in loss of voting privileges and member schools will be notified in writing of this occurrence. Further sanctions will be imposed if the non-payment is not rectified. Sanctions could include but not limited to, loss of conference privileges, loss of participation, rights in the GMAC tournament, etc. Notification of the loss of voting rights, other privileges and participation in championship events shall sent in writing to the offending school
17. Attendance of non-GMAC personnel at sports scheduling meetings is strictly prohibited.
18. A quorum for the transaction of business at an Executive Committee meeting shall be those members present but not fewer that seven (7).

Article 9 – Financial

1. There shall be three (3) possible co-signers for all checks to be written. Each check must be signed by two persons. The three (3) persons, or co-signers, shall be the Executive Secretary, the GMAC office secretary, the GMAC President.
2. Profits from any ticket sales at GMAC Championship contests shall be the property of the GMAC. The GMAC shall incur all expenses from Championships.



Article 10 – Dues and Fees

1. The application fee for admission into the GMAC shall be twenty five (\$25.00) dollars. Voting rights may not be exercised until the application fee has been paid and the school is officially accepted into the conference.
2. Annual dues for each member school shall be three hundred dollars (\$300.00). Schools not having a senior class shall pay fifty dollars (\$50.00). Dues shall be payable on/or before the first (1st) of October each year. The Executive Committee may recommend the waiving of the annual dues yearly based upon the financial status of the GMAC.
3. The penalty for non-payment of annual dues by October 1st will be fifty dollars (\$50.00).

Article 11 – Activities

1. All athletic activities among member schools of the GMAC shall be governed by the regulations as set forth by the Florida High School Athletic Association, the Miami-Dade County School Board, and the Greater Miami Athletic Conference.
2. All varsity and junior varsity sports sanctioned by the FHSAA and/or the GMAC must follow the intents and purposes of all Bylaws of the FHSAA and the Bylaws, and Policies of the GMAC. Even though a GMAC sanctioned sport is not sanctioned by the FHSAA, the rulings and policies of the FHSAA shall be followed.
3. The GMAC shall sponsor the following sports:

<u>Female</u>	<u>Male</u>
Badminton	Badminton
Basketball	Basketball
Bowling	Baseball
Cross Country	Bowling
Golf	Cross Country
Soccer	Football
Softball	Golf
Swimming	Soccer
Tennis	Swimming
Track and Field	Tennis
Volleyball	Track and Field
Water Polo	Volleyball
	Water Polo
	Wrestling



- 4. In order to be eligible for a championship in any sport, the member school must compete in a full GMAC schedule in that sport. Exceptions shall be case handled by the Executive Committee.

Note 1: A “full” schedule means that the minimum number of contests required by rulings of the various sports must be played by all schools.

Note 2: With Executive Committee approval, when a school begins a GMAC sanctioned sport for the first time (or following the absence of the sport for several years), sub-varsity competition only with “open” scheduling and ineligibility for a championship may be permitted for one year only. In all other cases schools may enter into sub-varsity competition only in addition to varsity competition.

- 5. Arrangement of tournaments/invitational, out of county games or the reserving of dates for non-district games prior to the annual GMAC scheduling meeting for sports is to be reported to and subject to the approval of the Executive Secretary of the GMAC.
- 6. All scheduling problems shall be handled by the Executive Secretary of the GMAC.
- 7. Consideration of sports for GMAC sponsorship;
 - A. For a new sport to be considered for GMAC sponsorship, 2/3 of the member schools must participate in the sport with a full team.
 - B. Cancellation of a sport from GMAC sponsorship will occur when participation in a sport falls below 30%.

Article 12 – Illegal Contests

- 1. Interscholastic Contests: Any play between organized varsity, junior varsity, or 9th grade squads of different schools is hereby defined as an interscholastic contest or game and shall be subject to all regulations pertaining to such games. (Note: Practice games, exhibition games, non-contract games and scrimmage games are strictly prohibited.)
- 2. Practice Game(s): There is no such thing as “non-contract games”, “practice games”, “exhibition games”, or “scrimmage games” involving member schools in which the rules are to be waived by the participating parties, whether between A-



squads, B-squads, or whatever other label given to teams. **Such Games Are Strictly Prohibited.** (Note: Non-contract games, practice games, exhibition games and scrimmage games under any condition are strictly prohibited. All such games or sessions shall be on an intra-squad basis. **NON-SQUAD MEMBERS MAY NOT PARTICIPATE**).

4. Violations. Any school found in violation of Article 12 will incur fines and/or penalties imposed by the FHSAA and GMAC.

Article 13 – Rules for Conduct of Personnel and Guidelines for Conducting Investigations of Violations of the Rules and Policies of the GMAC, the School Board of Miami-Dade County and the FHSAA

1. It is the responsibility of the principal, athletic director, and all athletic personnel to familiarize themselves with School Board Rules and the Policies and Bylaws of the FHSAA and GMAC.
2. Any member school filing a complaint over the eligibility of a student(s) or actions of another member school shall submit in writing a full statement of the facts, over the signature of its principal, to the Executive Secretary. The Executive Secretary shall transmit a copy of the statement to the principal of the school against which a complaint has been made. The Executive Secretary shall determine if alleged violations of the GMAC shall be investigated.

Article 14 – Recruiting

1. General Principles
 - A. Recruitment of students or attempted recruitment of students for athletic purposes, regardless of their residence, is a gross violation of the spirit and philosophy of these Bylaws and is expressly forbidden. Recruiting is the use of undue influence and/or special inducement by anyone associated with a school in an attempt to encourage a prospective student to attend or remain at that school for the purpose of participating in interscholastic athletics. A GMAC member school is responsible for any such action committed by any person associated with the school, including the principal, assistant principals, the athletic director, coaches, teachers, any other staff members or employees, students, parents or any organization, such as booster clubs, having connection to the school. A member school is also responsible for any violation committed by any person acting at the direction of the school or anyone associated with the school.



- B. Participation by a student in non-school competition (i.e., AAU, American Legion, club settings, etc;) as a member of a team that is affiliated with any school other than the school which the student attends, or attended the prior year, followed by a transfer to the affiliated school, shall be considered prima facie evidence of recruiting by the school to which that student enrolled or that the student enrolled in that school in whole or in part for athletic reasons. Unless the prima facie evidence of recruiting or that the student enrolled in the new school in whole or in part for athletic reasons is disproved by the school and the student to the satisfaction of the Executive Secretary, GMAC, the student shall be ineligible to represent that school in interscholastic competition for a period of 365 consecutive days from the date of his/her enrollment in that school. A team affiliated with a school is one that is organized by and/or coached by any member of the coaching staff at, or any other person affiliated with that school; and/or on which the majority of the members of the team (participants in practice and/or competition) are students who attend that school.

2. Undue Influence

- A. The use of undue influence, which is the use of direct or indirect communication by anyone associated with a school with a prospective student-athlete in an attempt to solicit or encourage the enrollment of a prospective student-athlete in that school is prohibited. Additionally, no one associated with a school may request any third party to solicit or encourage the enrollment of a prospective student-athlete in that school, for in that case the third party also becomes associated with that school.
- B. Undue influence includes, but is not limited to:
 - 1. Initiating or arranging telephone, E-mail, telegram or other written contact such as questionnaires, cards or letters, with a prospective student-athlete or member of his/her family for the purpose and intent of soliciting or encouraging the enrollment of the student in a school.
 - 2. Visiting or entertaining a prospective student-athlete or member of his/her family for the purpose and intent of soliciting or encouraging the enrollment of the student in a school.
 - 3. Providing transportation to a prospective student-athlete or member of his/her family to visit a school or meet with anyone associated with a school for the purpose and intent of soliciting or encouraging the enrollment of the student in that school.



4. Attending grade school, junior high or middle school games for the purpose of evaluating and recruiting specific prospective student-athletes.
5. Requesting booster club members, students, parents or alumni from a school to discuss the merits of the school's athletic program with a prospective student-athlete or member of his/her family by phone, in person or through letters or other written communication.
6. Any other contact with a prospective student-athlete or member of his/her family for the purpose and intent of soliciting or encouraging the enrollment of the student in a school.
7. No member school and no one acting on behalf of any member school may give any speech or give any slide, film or tape presentation or distribute any written material, including advertisements in newspapers, magazines or other publications, which states or implies that a GMAC member school's athletic program is better than the athletic program of any other GMAC member school or that it would be more advantageous for any prospective student-athlete to participate in athletics at that GMAC member school as opposed to any other school.
8. When a student at a junior high, middle school or other high school, or the parent(s) or guardian(s) of that student contacts a coach about attending the coach's school, the coach must immediately refer the student, parent(s) or guardian(s) to the principal or other appropriate school personnel, who have the responsibility of seeking and processing prospective students.

3. Special Inducement

- A. A student-athlete may not receive or be offered any enumerations of any kind or receive or be offered any special inducement of any kind which is not made available to all students who enroll in or apply to a school.
- B. Special inducements include, but are not limited to:
 1. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular school or summer school by any person associated with the school.



2. Offer or acceptance of room, board, textbooks, or clothing or financial allotment for textbooks and clothing.
3. Offer or acceptance of pay for work that is not performed of that is excess of the amount regularly paid for such service.
4. Offer or acceptance of free transportation by any person associated with a school.
5. Offer or acceptance of a residence with any person associated with a school.
6. Offer or acceptance of any privilege not afforded to non-athletes.
7. Offer or acceptance of free or reduced rent for parents or guardians.
8. Offer or acceptance of payment of moving expenses of parents or guardians or assistance with the moving of parents of guardians.
9. Offer or acceptance of employment or parent(s) or guardian(s) in order to entice the family to mo to a certain community if any person associated with the school makes the offer.
10. Offer or acceptance of help in securing a college athletic scholarship.

4. Procedures for reporting recruiting violations

- A. When there is a reported incident of alleged recruiting of athletes the persons in receipt of the allegation shall report this information to his/her athletic director immediately. The athletic director, in turn, will gather available data and present the same to his/her principal.

In light of the restrictions imposed by the Family Rights and Privacy Act, any information regarding the recruiting of an athlete will not be shared with personnel outside the school site.

- B. The principal receiving the recruiting allegations will follow the procedures listed below.
1. Inform the Administratqt of Athletics and the Executive"Ugetgct { of the charges in writing.
 2. Schedule a meeting within five (5) working days with the principal and athletic director of the school against whom the charges has



been filed. At this meeting, every attempt will be made to resolve the problem.

3. Inform the Administrator of Athletics and the Executive Secretary of the results of the meeting between the principals and athletic directors in writing, signed by both principals, within ten (10) working days.
 4. If the problem is not resolved, the Administrator or Executive Secretary shall conduct a meeting with principals and athletic directors in a further effort to resolve the problem, within ten (10) working days.
 5. If no decision is agreed upon, a formal complaint will be filed with the Executive Secretary for resolution of the matter.
 6. The Executive Secretary will render a decision and report the findings, decisions and rulings to the Executive Committee and the FHSAA.
5. Guidelines for GMAC Involvement Regarding Violations or Allegations of Violations.
- A. The Executive Secretary may as the situation warrants, initiate investigations of possible violations of FHSAA and/or GMAC Bylaws and Policies.
 - B. A formal complaint filed according to Article 14 of the GMAC Bylaws.
 - C. Receipt of a letter of complaint by a game official regarding flagrant, unsportsmanlike conduct on the part of GMAC athletic personnel.
 - D. Allegations, in writing, regarding misconduct of GMAC athletic personnel previously disciplined by the GMAC for similar or related acts.
 - E. Other situations which may need clarification and/or action for the betterment of member schools. This may include investigation of recruitment allegations where no official complaint has been filed.
 - F. Investigations of violations of FHSAA and/or School Board of Miami-Dade County rulings will be conducted in collaboration with the Commissioner of the FHSAA and/or the Administrator of the Department of School Athletics.



6. Procedures for Acting Upon Complaints
 - A. Upon receipt of any complaint, in writing, by a principal, athletic director, coach of appropriate outside agency, the Executive Secretary shall acknowledge receipt thereof, in writing within five (5) working days. The subject of any complaint and the involved principal shall be informed at the same time of the nature of the complaint.
 - B. The Executive Secretary shall conduct a preliminary inquiry to determine if there is cause for further action
 - C. If there is cause for further action, the Executive Secretary shall conduct an investigation into the matter.
 - D. In conducting an investigation, the Executive Secretary shall have the authority to compel the presence for examination or the written statement of any employee or student subject to the authority of the GMAC, and to request the cooperation of persons not subject to School Board or GMAC authority. He/she may, if circumstances warrant, conduct an investigation, taking written statements and summarizing oral statements from any person having knowledge of the alleged violation.
 - E. Upon completion of his/her investigation, he/she shall within a reasonable period of time from receipt of the complaint, make a written finding of fact and a determination of disciplinary action and/or penalty.
 - F. A written report of the complaint and findings as well as action taken shall be issued to the "Executive Committee, the "Administratqct of Athletics and the Superintendent of Schools.

7. Appeals Process
 - A. A decision of the Executive Secretary following the conclusion of an investigation or a hearing may be appealed upon written request to the review of the Executive Committee convened within twenty (20) working days.

Note: Monetary penalty and written documentation must accompany the request for an appeal.
 - B. Decisions of the Executive Committee including appeal hearings on decisions of the Executive Secretary may be appealed to the



administrative authority of the Miami-Dade County Public Schools by addressing a request for a formal hearing to the Superintendent or his/her designee. The results of this hearing shall be binding upon all parties.

Article 15 – Discipline and Penalties

1. All disciplinary action shall be handled by the Executive Secretary and/or the Executive Committee.
2. Types of Penalties
 - A. Exclusion from consideration for individual honors or team championships for one or more years. (May be levied against athletes, specific sports, schools or persons subject to school or GMAC authority).
 - B. Reprimand. (May be applied against athletes, specific sports, school or persons subject to school or GMAC authority).
 - C. Fine of \$50.00 to \$1000.00 may be levied against schools. Coaches or other GMAC personnel may be assessed for costs incurred during investigations and/or proceedings. Failure to pay a fine within thirty (30) working days may result in a loss of privileges and exclusion from championship events.
 - D. Forfeiture of athletic contests.
 - E. Administrative probation, not to exceed one year, may be applied against schools, specific sport, players, coaches or other GMAC personnel.
 - F. Restrictive probation not to exceed three years (no non-district out of county contests, no classics or tournaments in or out of county/state).
 - G. Recommendation for dismissal to appropriate authority from position of athletic responsibility or membership. (May be applied respectively against athletic personnel, principals or schools).
3. Any member school which fails to abide by the decisions of the Executive Secretary, and/or the Executive Committee in case of appeal, or which fails to accept the decision in good faith, shall be subject to penalties in addition to those previously assessed.



4. Failure to respond to written requests made by the GMAC shall subject the offending school to a fine of \$50.00 for each violation.
5. Refusal or failure of any person subject to the authority of the GMAC to observe and enforce the rules and policies of its governing bodies shall subject that person to the penalties listed above.
6. Additional penalties may be levied as specified under the Superintendent's Directive and the *GMAC Policy on Disqualifications (Ejections)*.

Article 16 – Amendments

1. Amendment of the Bylaws
 - A. Proposals shall be submitted to the Executive Secretary, GMAC no later than December 1st of each year. The Secretary shall submit all proposals to the Executive Committee for consideration at its regular meeting.
 - B. At least two weeks prior to the general January meeting of the GMAC, the Executive Secretary, and GMAC shall issue to each voting member all proposals which have been approved for submission to the membership by the Executive Committee. The proposals may be discussed at the January meeting.
 - C. Fifteen (15) days prior to the general meeting in May, proposals will be sent to each member school for review. Voting on amendments will be held at the general meeting in May, an amendment which receives a majority of votes cast shall be declared passed (a majority of the voting membership of the GMAC must be present at such meeting for any action to be considered official).
2. Amendment of the Policies
 - A. The Policies may be amended by a majority vote at any general meeting of the GMAC, provided the proposals for amendment are presented to the Executive Secretary, and/or the Executive Committee at least five (5) working days prior to the meeting at which the proposal is to be considered. (A majority of the voting membership of the GMAC present at such a meeting for any action to be considered official).
 - B. The Executive Committee, upon a majority vote, may set aside a Policy and/or establish a temporary rule in emergency situations that



shall stand only until the next general meeting of the GMAC, at which time the change may be made available to all voting members.

- C. Amendment by Bylaws or Policies may be proposed by the Executive Committee and approved by the voting membership of the GMAC at any meeting if the Executive Committee deems such action necessary. Advance notice of such amendments must be made available to all voting members.

Article 17 – Rules for Conduct

1. Robert's Rules of Order (Revised) shall prevail unless otherwise specified.
2. The order of business at all general meetings shall be:
 - A. Roll Call
 - B. Reading of the previous meetings
 - C. Report of the Treasurer
 - D. Report of Committees
 - E. Old Business
 - F. New Business
 - G. Adjournment
3. All group reports shall appear on the agenda of the next general meeting as Old Business.
4. Limits on Reconsideration
 - A. Any amendment which is adopted as provided by this article may not be reconsidered for appeal until one year from the approval for submission by the Executive Committee.
 - B. Any proposed amendment which is rejected by the Executive Committee or which is submitted by it to the membership and fails to receive a majority vote for adoption may not be reconsidered for submission to the Executive Committee for one year. (Note: The provisions of paragraphs A and B of this section on reconsideration shall not apply if one-third of the membership requests that an amendment be resubmitted before the lapse of one year, or if the Executive Committee, by two-thirds majority, orders its re-submission).