



Bylaws

Greater Miami Athletic Conference

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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 Administrative Director of the Division of Athletics, Activities and Accreditation 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. The Committee shall meet in August, January and May, for the 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 the 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 Support Specialist, 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 Administrative Director of the Division of Athletics, Activities and Accreditation.
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 requested 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 and assist with hearings involving violations of GMAC Bylaws and GMAC Policies.
 - f. Serve as liaison between the GMAC, GMACOA, Administrative Director of the Division of Athletics, Activities and Accreditation, 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 championships 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 as directed by the Administrative Director of the Division of Athletics, Activities and Accreditation.

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 May to recommend a slate of officers for the GMAC Executive Committee. The Executive Secretary shall provide the Executive Committee slate of officers at the August meeting. The Executive Secretary shall provide the member schools a copy of the nominating committee recommendations in a timely manner prior to the August general session. Voting shall take place during the August 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 on the second vote shall be declared elected. In the event of an additional tie vote, 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 August meeting of the GMAC.

Article 8 – Meetings

1. There shall be general meetings of the GMAC: within fifteen days of the opening of school. 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. Attendance 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 purpose 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 schedule 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 member 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 Administrative Director of the Division of Athletics, Activities and Accreditation, Executive Secretary GMAC and the GMAC Business Manager Assistant.

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. The Executive Committee may recommend the waiving of the fees based upon the financial status of the GMAC.

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>GIRLS</u> | <u>BOYS</u> |
|-------------------|-------------------|
| • Badminton | • Badminton |
| • Basketball | • Basketball |
| • Bowling | • Baseball |
| • Cross Country | • Bowling |
| • Flag Football | • Cross Country |
| • Golf | • Football |
| • Lacrosse | • Lacrosse |
| • Soccer | • Golf |
| • Softball | • Soccer |
| • Swimming | • Swimming |
| • Tennis | • Tennis |
| • Track and Field | • Track and Field |
| • Volleyball | • Volleyball |
| • Water Polo | • 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 addressed on a case by case basis handled by the Executive Committee.

Note 1: A “full” schedule is defined as the minimum number of contests by sport, that must be played by schools, as stipulated in FHSAA policy,

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/invitationals, 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 conflicts 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**).

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

Article 13 – Rules for Conduct of Personnel

1. It is the responsibility of the principal, athletic director, and all athletic personnel to familiarize themselves with School Board Policies and the Policies and Bylaws of the FHSAA and GMAC.

2. 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.

3. Failure to respond to written requests made by the GMAC may subject the offending school to a fine of \$50.00 for each violation.

4. 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.

5. Additional penalties may be levied as specified under the Superintendent’s Directive and the *GMAC Policy on Disqualifications (Ejections)*.

Article 14 – 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 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 general meeting.

C. Fifteen (15) days prior to the general meeting in August, proposals will be sent to each member school for review. Voting on amendments will be held at the general meeting in August, 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 must be 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 15 – Rules for Conducting a Meeting

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 minutes
- 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).