

ARTICLE 1: NAME

- 1.1 The name of the association shall be the Louisiana High School Athletic Association (hereinafter referred to as LHSAA).
- 1.2 The LHSAA is a member in good standing of the National Federation of State High School Associations (hereinafter referred to as NFHS), and all rules of the NFHS and/or the LHSAA must be observed by all member schools.
- 1.3 The place in this state where the principal place of business and principal office of the Association is to be located is East Baton Rouge Parish.

ARTICLE 2: PURPOSE

- 2.1 This Association is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes as the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, and including the following:
 - 1. To promote, regulate, and direct the interscholastic athletic activities of Louisiana high schools that are members of the Association.
 - 2. To assist, advise, and aid schools in organizing and conducting interscholastic sports.
 - 3. To protect members of the association by preparing and enforcing eligibility rules that will equalize and stimulate wholesome competition.
 - 4. To prevent the exploitation of member schools' programs by special interest groups.
 - 5. To preserve the game for the boys and girls and not sacrifice the boys and girls to the game.
 - 6. To promote the spirit of sportsmanship and fair play in all athletic contests.
 - 7. Any other activity, which is legal for a 501(c)(3) organization to do.
- 2.2 No part of the net earnings of the Association shall insure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Article. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities no permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contribution to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- 2.3 The association is vitally interested in the welfare of every boy and girl participating in its athletic contests. It is for the protection of their interests that the association operates.
- 2.4 Member schools are prohibited from hosting or participating in any interscholastic athletic event at any facility that practices discrimination in that individual event.
- 2.5 Standing committees of the LHSAA are:
 - Executive
 - School Relations
 - Hardship
 - District

ARTICLE 3: MEMBERSHIP

3.1 ELIGIBLE SCHOOLS

- 3.1.1 The membership of the association shall consist of Louisiana high schools that sign an application for membership, agree to conform to the rules and regulations of this association, and pay membership dues according to their classification as adopted by the membership.
- 3.1.2 In matters pertaining to the athletic affairs of a school, the principal is responsible to this association. All official relations with the school shall be through the principal. The member school principal shall be officially recognized by the LHSAA as the individual who is registered with the association on the LHSAA Membership Renewal Form as submitted annually by the school.

Constitution

3.1.3 It shall be a school's responsibility to educate its student-athletes, coaches and other appropriate persons on all LHSAA rules, including eligibility rules along with potential penalty rulings that could affect them. Additionally, a school shall be required to monitor its compliance with all LHSAA Constitutional rules and By-laws.

3.1.4 Membership in the LHSAA in accordance of the above rules shall be available to both public and non-public schools.

3.2 APPLICATION

3.2.1 A non-member school desiring membership in the LHSAA shall make written application and shall supply the Executive Director's office with all requested information. To become a member of the LHSAA, the school applying for membership shall:

1. Be recognized and approved through the Louisiana State Department of Education (*hereinafter referred to as DOE*)
2. Provide the Executive Committee with a true and accurate accounting of its student enrollment in all grade levels
3. Have its principal sign an agreement to abide by all LHSAA rules and regulations
4. Have a minimum of 75 **actual** students in the school in grades 9-12. This enrollment shall be based on the school's enrollment as of October 1 as **verified** to the DOE of the school year in which the application is to be considered.

3.2.2 Before a school can be admitted as a member of the LHSAA, its application shall be approved by a majority vote of the Executive Committee. The school will be classified according to its enrollment. A school's application for LHSAA membership shall only be considered by the LHSAA Executive Committee during the week of the association's annual convention. A school shall not be allowed to join the LHSAA at any other time. If accepted, the school's membership shall not become effective until July 1 of the next school year. A new school joining the LHSAA shall also be governed by the following requirements:

1. The school shall be admitted into the LHSAA on a **one**-year conditional basis. During the conditional period, the school is subject to having its membership revoked if it is penalized for a flagrant rule violation or three other rule violations during the conditional period.
2. Any school applying for membership shall have its administrators, head coaches, athletic director, school board members, and superintendent or his designee attend a compulsory meeting conducted by LHSAA officials to fully review and explain all eligibility rules and regulations of the association. Any administrator, head coaches, or athletic director who does not attend the compulsory meeting or who accepts one of the listed positions at the school during the **one** year probation period shall be required to attend an LHSAA Handbook Certification class or enroll, complete, and pass the LHSAA/NFHS Online Fundamentals of Coaching Course.
3. All written contracts, schedules, and agreements to participate in an invitational tournament which shall also serve as a contract in all sports shall be signed by the school principal during this conditional period.
4. Upon being accepted for membership, a school shall pay dues based on its current year's classification.
5. An applying school may participate in athletics but is ineligible for championship honors until accepted.
6. During the conditional period, the school shall not be considered for championship honors in any branch of athletics.

3.3 MEMBERSHIP RENEWAL

3.3.1 Every school that was a member of the LHSAA the previous school year shall be required to complete and return a signed LHSAA Membership Renewal Form to the LHSAA office no later than **September** 15 of each school year. Failure to timely comply with this rule shall result in the school being fined \$100 and ruled ineligible for championship honors in all sports until the fine is paid and the renewal form is properly filed.

3.3.2 Membership dues for each school year are due **September** 15. Schools failing to pay membership dues by this date shall not be considered for championship honors in any branch of athletics until dues and a ten (10) percent penalty are paid.

3.3.3 If a school fails to renew its membership by the end of the school year, it shall be considered as having allowed its membership to lapse and shall not be permitted to rejoin the association until the next date when membership dues are to be paid.

3.4 WITHDRAWAL

3.4.1 If a school withdraws from the association, it shall not be permitted to rejoin for a period of one year from the date of withdrawal.

3.5 DISSOLUTION

3.5.1 Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the parish in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 4: EXECUTIVE COMMITTEE

4.1 The Executive Committee shall serve as the board of directors of the LHSAA.

4.2 COMPOSITION

REPRESENTING	NUMBER	TERM	METHOD OF SELECTION	RESTRICTIONS (Refer To)
LHSAA Classification (5A, 4A, 3A, 2A, 1A, B and C)	14 (2 per class)	2 years	Elected in class meeting during annual meeting on alternating years	4.3.1
LHSAA At-Large (any classification)	2	2 years	Appointed by the Executive Committee on alternating years	4.3.2.1
	1	2 years	Appointed by the Executive Committee on even years	4.3.2.2
LHSAA Non-Public Schools (any classification)	1	2 years	Appointed by the Executive Committee on even years	4.3.2.3
State Department of Education	1	2 years	Appointed by State Superintendent of Education on even years	N/A
State School Boards' Association	1	2 years	Appointed by President of state school boards' association on even years	N/A
State Superintendents' Association	1	2 years	Appointed by President of the state superintendents' association on even years	N/A
Louisiana High School Coaches' Association (LHSCA)	2	Not to exceed 2 years	Appointed by LHSCA	4.3.2.4
Louisiana High School Athletic Directors' Association (LHSADA)	1	2 years	Appointed by LHSADA	4.3.2.5
Past President of the LHSAA	1	1 year	Automatic - Past President of LHSAA	N/A

4.3 MEMBERSHIP RESTRICTIONS

4.3.1 Must be a member school principal; one member must represent the top half of the districts and one member must represent the bottom half of the districts in each class. In classifications with an uneven number of basic districts, for Executive Committee representation purposes, the upper half of the class shall consist of a minority of the districts and the lower half of the class shall consist of a majority of the districts. This numbering system shall be as follows:

<u># of Districts in a Class</u>	<u># of Districts in Upper Half</u>	<u># of Districts in Lower Half</u>
9	1-4	5-9
11	1-5	6-11
13	1-6	7-13
15	1-7	8-15

4.3.2 At Large Members:

1. Must be a member school principal from a minority race; one member must represent the top half of the districts and one member must represent the bottom half of the districts from the class in which he/she serves.
2. Must be a member school principal of the female gender. Shall represent the classification of her school.
3. Must be a member school principal of a non-public school.
4. Must be a member of the LHSCA Executive Council.
5. Must be a member of the LHSADA Executive Committee and must be working in an athletic supervisory capacity at the parish level, a school athletic director with no coaching responsibilities, or a school athletic director with coaching responsibilities who has been an elected LHSADA officer for four or more years. After serving one two-year term, this member may not succeed himself/herself for at least one calendar year from the date his/her term expires.

4.3.3 Executive Committee members are limited to serving three consecutive full two-year terms. Any individual who has exhausted his/her three consecutive terms on the Executive Committee shall be required to remain off of the Committee for one calendar year from the date his/her third term expires.

4.3.4 The unexpired term of any Executive Committee member changing classification shall be completed for the year by that member, and the association shall elect a new member at the next annual meeting.

Constitution

- 4.3.5 In cases of death, resignation, leave of absence, or sabbatical leave, as an elected member, an at-large member, or non-public school member of the Executive Committee, the President shall appoint a member school principal from the appropriate category to fill the vacancy for the remainder of the unexpired term.
- 4.3.6 Fifty percent (**50%**) of the Executive Committee members shall constitute a quorum for the transaction of business.
- 4.4 **POWERS**
- 4.4.1 Fill vacancies by appointing officers to serve until the next LHSAA annual meeting.
- 4.4.2 Act for the association on all matters during the interim of its annual meeting and meet as often as it is deemed necessary.
- 4.4.3 Rule on problems affecting one classification through a sub-committee consisting of Executive Committee members of that class, the association's President, and, if necessary, additional Committee members representing other classifications appointed by the President, in order to constitute a quorum. **The decision of the Executive Committee is final.**
- 4.4.4 Make special rules to effect the spirit of fair play and good sportsmanship. Any rules or changes in the Constitution or By-laws made by the Executive Committee after the January annual meeting must be submitted to the membership for ratification at the next annual meeting. The actions of the officers and directors of the LHSAA for the **2010-2011** calendar year are hereby ratified and adopted.
- 4.4.5 Regulate all financial expenditures.
- 4.4.6 Constitute a board of appeals which shall consider complaints, appeals filed on the decision(s) of the Executive Director and interpret the Constitution and By-laws of the association. **The decision of the Executive Committee is final.** *Exception: Decisions by the Hardship Committee shall be final in hardship cases.*
- 4.4.7 An appeal to the Executive Committee shall be made, and the school notified, at least 24 hours before an appeal can be heard by the Executive Committee.
- 4.4.8 An appeal on a decision(s) of the Executive Director may be made to the Executive Committee, whose decision shall be final. An appeal to the Executive Committee shall be made in writing within 15 days from the date of the ruling.
- 4.4.9 No member of the Executive Committee shall serve on the Committee if a case involves his/her school or parish.
- 4.4.10 Consider written charges against a school violating association rules. The school shall be notified before charges can be considered and penalties assessed.
- 4.4.11 Members of the Executive Committee shall serve without compensation, except for reimbursement of expenses incurred while performing necessary duties as a committee member.
- 4.4.12 The LHSAA shall pay the Executive Director's, **three** Executive Committee members', and Assistant Executive Directors' expenses to attend annual convention of the NFHS each year. The rate shall be the IRS allowable rate per mile to and from the airport, tourist class round-trip airfare, single hotel accommodations, and up to \$50 per day expenses.
- 4.5 **OFFICERS**
- 4.5.1 Elective officers of the association shall be a President and Vice President and shall be elected annually from the Executive Committee members by the association at its annual meeting. Officers of the LHSAA shall serve as officers of the Executive Committee.
- 4.5.2 **President:** The association President shall serve no more than three years and should have served one year on the Executive Committee before holding office. The duties of the President include:
 1. Preside at association meetings and all Executive Committee meetings.
 2. Call special meetings of the association and Executive Committee.
 3. Appoint a committee annually from the membership at-large to review the audit at the annual meeting and report its findings to the association at that time.
- 4.5.3 **Vice President:** The Vice President shall preside in the absence of the President and act for him/her.
- 4.5.4 **Past President:** The past President shall act as the presiding member when both the President and Vice President are unable to preside at a meeting of the Executive Committee. If he/she is unable to preside at the meeting, the Executive Committee shall appoint a committee member to preside at the meeting.

- 4.5.5 Secretary-Treasurer:** The Executive Director the Secretary-Treasurer and shall be bonded. The duties of the Secretary-Treasurer include:
1. Collect and disperse the association's revenues.
 2. Maintain a complete set of accounting revenues. Accounting records shall be maintained in accordance with generally accepted accounting principles in the United States of America as applicable to non-profit organizations. The records shall be audited by an independent auditing firm employed by the Executive Committee.
 3. The auditing firm shall be selected from the Louisiana Legislative Auditor's approved listing of audit firms doing business in Louisiana. The auditing firm shall conduct the audit in accordance with auditing standards generally accepted in the United States of America as applicable to non-profit organizations.
 4. Each year, the Secretary-Treasurer shall forward a copy of the LHSAA audit report as presented by the firm engaged to audit the LHSAA to the Executive Committee at least 30 days prior to its January meeting. The reporting package shall include the independent accountant's report, the financial statements reported on, notes to the financial statements, any supplemental schedules, and any management letter reporting issues related to the internal control structure of the association and/or compliance with applicable laws and regulations.
 5. Make a copy of the audit available to all association members.
 6. Each year after the membership approves the audit at the January meeting, the Executive Director shall provide a copy of the LHSAA's most current audit to all individuals and organizations on its distribution list including the Office of the Louisiana Legislative Auditor, for information purposes.
 7. Sign all LHSAA checks. All LHSAA checks shall be countersigned by one of the three Assistant Executive Directors.
 8. Employ a business manager to assist in the maintaining of the accounting records.

ARTICLE 5: ADMINISTRATION

5.1 EXECUTIVE DIRECTOR

- 5.1.1** The Executive Committee shall employ an Executive Director with an administrative background and an interest in, and knowledge of, high school athletics. He/she may be appointed for a contractual term of four years. He/she shall be responsible to the Executive Committee in the performance of duties delegated to him/her by the Committee.
- 5.1.2** The Executive Director of the LHSAA shall have five years experience as a school principal, ten years experience as a school faculty coach, seven and one-half years experience as a school faculty coach and principal, or three years experience as an assistant to the Executive Director.
- 5.1.3** Extension of the contractual agreement with the LHSAA shall be contingent upon a satisfactory yearly performance review conducted by the Executive Committee.
- 5.1.4** The duties of the Executive Director include:
1. Keep proper records and files on matters pertaining to the association.
 2. Make rulings regarding eligibility whenever requested.
 3. Interpret and enforce the association rules, prescribing penalties for infractions of the rules.
 4. Promote a high level of sportsmanship among schools, athletes, and the general public.
 5. Direct and assist with the planning and supervising of district play, state playoffs, and tournaments.
 6. Serve as advisory officer to the Executive Committee.
 7. Update handbook annually.
 8. Investigate written complaints against member schools and report findings to affected schools.
- 5.1.5** A verbal opinion or statement by the Executive Director or his staff is not official. In order to receive an official ruling on any matter, it shall be presented in writing to the Executive Director.

5.2 ASSISTANT EXECUTIVE DIRECTOR(S)

- 5.2.1** The LHSAA Executive Director may employ three Assistant Executive Directors. One of the three Assistant Executive Directors shall countersign all LHSAA checks.
- 5.2.2** The Assistant Executive Director(s) may be appointed for a term to coincide but not to exceed that of the Executive Director's term. Extension of the contractual agreement with the LHSAA shall be based upon a satisfactory yearly performance review conducted by the Executive Director and the results of the performance review shall be reported to and received by the Executive Committee. The Executive Director shall set the salary of the Assistant Executive Director(s) with the Finance Committee's oversight.
- 5.2.3** Assistant Executive Directors of the LHSAA shall have three years experience as a school principal, seven years experience as a school faculty coach, or five years experience as a school principal and faculty coach.

5.2.4 The Executive Director shall define the duties of the Assistant Executive Director(s).

5.3 **VACANCIES**

5.3.1 If a vacancy occurs on the LHSAA administrative staff, anyone interested in applying for that position, if serving on the Executive Committee at the time, shall resign from the Committee prior to submitting an application to the LHSAA.

5.3.2 If a vacancy occurs on the LHSAA administrative staff, the following process will be followed:

1. The LHSAA shall advertise to fill this vacancy for a period of four weeks.
2. The LHSAA shall compose a cover letter and application form to be used.
3. If the vacancy being filled is for the position of Executive Director, the President shall appoint a sub-committee from the Executive Committee to review and screen applications. The Executive Committee shall interview the applicants for the Executive Director's position recommended by the screening sub-committee and shall hire an Executive Director after the interview process is completed.

ARTICLE 6: DISTRICT AFFAIRS

6.1 The district committee is composed of all principals of the district, one of whom shall serve as chairperson. The Executive Director shall be notified in writing of the name of the chairperson by May 30 of each year. ***Districts that fail to name a district chairperson by the May 30 deadline shall be notified by the Executive Director or his/her designee that the district shall have 20 days to comply or the Executive Director or his/her designee shall name the school principal who shall serve as the district chairperson.***

6.2 **DUTIES AND RESTRICTIONS**

6.2.1 Led by its chairperson, the district committee shall conduct all district business.

6.2.2 District meetings to schedule district games in baseball, basketball, football, soccer, softball, and volleyball shall be announced in writing by the chairperson to all members at least ten days prior to the meeting.

6.2.3 Member schools shall declare in writing, at the scheduling meeting, their intentions to compete for district honors. Teams participating for district honors also agree to abide by all legally adopted district By-laws, rules, schedules, and minutes.

6.2.4 District By-laws, rules, schedules, and minutes are binding when adopted and signed by a majority of the member principals of a district. (District By-laws and rules may not supersede LHSAA rules.) The district chairperson is responsible for providing each member school within the district a copy of the By-laws, rules, minutes, and schedules. The chairperson shall maintain district files containing copies of all legally adopted By-laws, rules, minutes, and schedules.

6.2.5 District committees do not have the power to establish financial agreements between district member schools. All financial agreements, other than admission prices, should be determined by the two schools involved after the district has established a schedule.

6.2.6 Each district in basketball, baseball, soccer, softball, and volleyball shall determine the method used to select its **automatic qualifying teams**.

6.2.7 District chairpersons shall report the automatic qualifiers in their respective districts. He/she shall also report the following information on the teams eligible for wild-card positions: (District chairpersons and district certification forms may be obtained on the LHSAA website)

1. District won-lost record, not including district playoff games.
2. Won-lost record against schools in same classification/division, not including district playoff games.
3. Overall won-lost record (*all games played in regular season*) not including district playoff games.

6.2.8 The district committee is empowered to certify the **automatic qualifying teams** in all sports to represent the district or may name a three-member certification committee to certify these teams. Failure of the district committee or the certification committee to name **automatic qualifying teams** in a district by the given date (*as established for each classification*) shall void the representative of that district. If the **automatic qualifying teams** elect not to play, the district committee or the certification committee may select the next team in line, or select teams in order of district standings, until one is found to represent that district in the playoffs.

6.2.9 Teams certified by the district shall notify the LHSAA by the established deadline for the naming of the representatives. If a school has automatically qualified from a district for the state playoffs and fails to report this information to the LHSAA

within the deadline for reporting district qualifiers to the state playoffs/tournament in that sport, it shall be assessed a \$100 fine. The school shall be in compliance with this rule if its place in the district is reported by the district chairperson.

- 6.2.10 District chairpersons in football shall report the district standings, district records, overall records, and game scores of all teams in the district to the LHSAA prior to the Sunday following the tenth playing date. If two or more teams are tied for first or second place in football, refer to the By-laws Article 15 "Football" addressing district play.
- 6.2.11 If a school must drop a sport, its scheduled games become null and void and none of its games shall count for or against any team for championship honors. A game canceled by mutual agreement shall not be counted for or against a school for district honors unless approved by the district committee.
- 6.2.12 Failure of a district member to play a scheduled district game, in any sport, shall be considered a forfeit subject to approval of the district committee. Before a district game forfeit can become official, it shall be approved by a simple majority vote of the district's principals. All principals in the district shall be afforded an opportunity to participate in this decision. In order for a district contest to be forfeited, (in cases in which the officials do not declare the contest a forfeit), the district chairperson shall poll the principals of all the district schools. If a simple majority votes for the contest to be a forfeit, then the contest shall stand as a forfeit. If a simple majority votes that the contest shall not be a forfeit, then the contest shall be rescheduled and played or declared a no contest.

6.3 APPEAL OF DISTRICT COMMITTEE'S DECISION

- 6.3.1 Any school shall be permitted to appeal a district committee's decision to the Executive Director and/or the Executive Committee. The deadline for such appeal is 24 hours after the deadline for naming the district champions.
- 6.3.2 In appeals involving a possible violation of association rules and regulations by a school that has been certified as **an automatic qualifying** team, the 24-hour deadline shall not apply.
- 6.3.3 In compiling a state playoff bracket in a sport, if a school plays an ineligible student and the violation is reported before the final regular season playing date, the Executive Director shall take the following action:
 - 1. Rule a forfeit for each contest in which the ineligible student participated.
 - 2. Notify the district chairperson of the forfeits in order for him/her to determine if necessary adjustments must be made in certifying the state playoff qualifying teams from the district if the forfeits involve district contests.
 - 3. After being notified by the district chairperson, make the necessary adjustments in placing teams from the district on the bracket in that classification.
- 6.3.4 In compiling a state playoff bracket in a sport, if a school plays an ineligible student and the violation is reported after the final regular season playing date and before the first playoff game, the shall take the following action:
 - 1. Rule a forfeit for each contest in which the ineligible student participated.
 - 2. If district forfeits result in the team failing to qualify for the playoffs in the place that it won after district play, remove the team from the state playoffs and do not replace the team on the bracket.
 - 3. Rule a "bye" in the position that the team occupied on the bracket.
 - 4. Charge the team that was scheduled to play the forfeiting team in the first playoff round with a "home game" if the team was scheduled to play at home or with an "away game" if the team was scheduled to travel.

ARTICLE 7: BUSINESS MEETINGS OF THE ASSOCIATION

7.1 GENERAL

- 7.1.1 LHSAA meetings shall be held at a time and place designated by the Executive Committee.
- 7.1.2 Special meetings may be called by the association President and must be called within 60 calendar days upon the written request of at least 50 percent of the member schools. If at least 50 percent of the membership has not supported, in writing, the initial request officially submitted to the LHSAA to call a special meeting, the request will be declared null and void.
- 7.1.3 Each member school principal shall represent his/her school at LHSAA meetings. Voting at the annual meeting is restricted to high school principals. ***In the absence of the principal due to an emergency that has been approved by the Executive Committee, the principal may appoint a voting designee. The designee shall be an Assistant Principal who meets the requirements of a full-time administrator as listed in Rule 3.3.2 on Page 43 or the school's designated Athletic Director who meets Rule 3.3.4 on Page 42. The principal shall notify the LHSAA in writing no later than 24 hours prior to the annual business meeting so credentials can be assigned and presented before entering the voting area.*** Voting representatives shall be given identification for fulfilling the duties of member schools.

Constitution

- 7.1.4 In order to conduct official business in a class meeting, a quorum of at least 25 percent of the principals of that classification shall be present at the meeting.
- 7.1.5 In order to conduct official business in a general business meeting of the association, a quorum of at least 25 percent of the member principals must be present at the meeting.
- 7.2 **ANNUAL MEETING**
- 7.2.1 The LHSAA annual meeting shall be scheduled in January and the last session shall end on a Friday. *Note: The 2013 annual meeting shall be held January 23-25 the Crowne Plaza in Baton Rouge.*
- 7.2.2 A member school principal may submit to the LHSAA written proposals for consideration at his/her class meeting or the general business session of the annual meeting no later than November 15 each year. Only proposals timely submitted shall be presented at class meetings or at the general business session of the annual meeting.
- 7.2.3 In order for a motion to be considered, the principal proposing a rule change shall be present to represent his/her motion, otherwise it shall be tabled until the next annual meeting.
- 7.2.4 The Executive Director and Executive Committee shall meet after November 15 each year and arrange the agenda for each class meeting and the general business session, adding to the agenda any proposals of the Executive Director or the Committee.
- 7.2.5 The LHSAA shall make available a copy of the annual meeting agenda to each member school at least 15 days prior to the date of the annual meeting.
- 7.2.6 All proposals passed at the annual meeting become effective July 1 of the current year unless an effective date is specified in the proposal.
- 7.2.7 The Executive Committee shall decide if matters concern one class, one division, or the entire association.
- 7.2.8 Classifications shall hold individual class meetings during the annual meeting. Any matter pertaining to one classification shall be addressed in its class meeting preceding the general business session. Class meeting reports shall be submitted by the chairperson of each classification.
- 7.2.9 Matters pertaining to the association as a whole shall be voted on by members present at the general business session.
- 7.2.10 A school changing its classification in September of the year in which the annual meeting is held will be allowed to participate and vote in its new classification at the annual meeting.
- 7.3 Robert's Rules of Order, Revised, shall be used as the authority on questions of procedure not specifically stated in the LHSAA Constitution and By-laws.
- 7.4 The LHSAA Constitution and By-laws may be amended by a simple majority vote of the delegates present and voting at any regular or special meeting. Other business coming before the general assembly shall be decided by majority vote.
- 7.4.1 Any rule pertaining to eligibility shall be tabled for one year before it can be considered, unless this rule is suspended by a two-thirds vote.

ARTICLE 8: CLASSIFICATION

8.1 PURPOSE

- 8.1.1 Membership classification shall be applied for administration and competition purposes. A school may not participate in a classification below that mandated by its enrollment.
- 8.1.2 The official titles of the LHSAA classifications shall be Class 5A, Class 4A, Class 3A, Class 2A, Class 1A, Class B, and Class C.

8.2 CHANGES

- 8.2.1 Classification and districting shall be changed in even years to become effective in odd years. *Note: The 2012-2013 school year is a classification and districting year.*

8.2.2 Changes in classification and districting shall be made at regular two-year intervals.

8.3 ENROLLMENT CALCULATION

8.3.1 In a classification year, a school's classification shall be based on its total enrollment in grades 9-12 as of October 1 of the current school year as **verified to the DOE. The Executive Director or his/her designee shall secure the enrollment numbers from the DOE. School enrollments reported to the DOE shall be considered official for classification purposes.**

8.3.2 A school's classification enrollment shall include all students in grades 9-10-11-12. Each student shall be counted as one (1), regardless of the percentage of hours enrolled.

8.3.3 For students enrolled in a special program approved by the local educational authority that may be assigned to another school for all or a portion of the day, the student shall be counted at the school where the student's permanent records are on file. A member school may petition the LHSAA Executive Committee for special consideration for a reduction in enrollment numbers when that school has a unique situation that could affect the enrollment numbers enough to impact classifications. The member school shall submit a written request to the LHSAA by 9:00 AM on the day before the first classification meeting in a classification year to be considered for special considerations. The member school principal shall be in attendance and prepared to address the Executive Committee on the day of the first classification meeting. The Executive Committee shall have the authority to set aside all rules or parts of rules to address a member school's petition.

8.3.4 For schools with **less than four (4) grades**, the enrollment figure shall be increased by **1.40 for each grade that does not exist at the school.**

8.3.5 Figures shall be doubled for all-boy or all-girl schools.

8.4 UNCLASSIFIED SCHOOLS

8.4.1 A school that has been declared an unclassified school because it failed to meet classification requirements shall:

1. Be allowed to remain a member of the LHSAA.
2. Be required to pay membership dues for the classification in which its enrollment causes it to be placed.
3. Not be placed in a district in any sport.
4. Be ineligible for championship honors in all sports.
5. Comply with LHSAA Constitutional rules and By-laws.
6. Be allowed to participate in the legislative processes of the association, excluding the classification meetings held in conjunction with the annual meeting.
7. Be allowed to return to classified status the next classification year if it adheres to all of the classification requirements that accompany the classification process.

8.5 ENROLLMENT CORRECTIONS

8.5.1 **No requests for corrections shall be accepted by the Executive Committee once the DOE has certified the enrollment numbers and the numbers have been received by the Executive Director or his/her designee.**

8.6 EXECUTIVE DIRECTOR'S CLASSIFICATION RESPONSIBILITIES

8.6.1 The Executive Director and his/her staff shall meet in even years to classify and district schools.

8.6.2 The Executive Director's duties include the following:

1. Conduct hearings to classify and district schools.
2. Verify the classification enrollments of all schools.
3. Divide classifications.
4. Place schools in proper classifications.
5. Schedule classification meetings after noon on the day of the first meeting.
6. Adopt a final plan for the division of schools, subject to approval of the Executive Committee.
7. Consider schools' requests to compete in certain districts (*baseball, basketball, football, outdoor track and field, softball, and volleyball*).
8. Place schools in districts in baseball, basketball, football, outdoor track and field, and softball, subject to approval of the Executive Committee.
9. Number districts within classifications, subject to approval of the Executive Committee.
10. Adopt a final plan for the districting of schools, subject to approval of the Executive Committee.
11. Adopt a final classification plan, subject to approval of the Executive Committee.

Constitution

8.7 CLASSIFICATION CRITERIA

8.7.1 Once classified, a school **may** compete for championship honors in the classification **one higher than that** based on its October 1st enrollment that is certified to the LHSAA under the guidelines of Article 8.3 - Enrollment Calculation. ***If a school chooses to compete for championship honors in the classification one higher, it must do so in all sports. The declaration shall apply for the two-year classification intervals.***

8.7.2 Divisions involving two or more classifications may be created by the Executive Committee to provide competition in certain sports. The Executive Committee shall place schools in districts on an annual basis if necessary.

8.7.3 Schools that compete in football shall be classified every two years according to the one-fifth principle for each class. Non-football schools, below the lowest Class 2A school, shall be classified according to the one-half principle.

8.7.4 **Schools Competing in Football:**

1. Football schools shall be divided into five equal or nearly equal classes.
2. Counting to achieve equal fifths shall begin with the highest and end with the lowest football school enrollment.
3. Schools with equal enrollment that form the lower dividing line in a classification shall play in the higher classification.
4. In a classification year a school which was a non-football school the preceding year but desires to participate in varsity football the coming season shall notify the Executive Director in writing by October 15 of that year.
5. If a school fails to timely declare to participate in the sport of varsity football, it shall not be allowed to participate in the sport of football at any level for the first year and at the varsity level during the second year of the new classification school years. The school shall not be considered a football school for classification purposes.
6. A school officially declaring in writing to field a varsity football team for the first time shall be required to post a \$10,000 bond with the LHSAA prior to being classified a football school. The bond shall remain in effect for the first two years that the school fields a varsity football team and shall be distributed to schools with signed contracts, should the school cancel the scheduled varsity game(s) for any reason. The school shall determine how the bond money will be distributed to the school(s) affected by the cancellation of a scheduled game.

8.7.5 **Non-Football Schools below Class 2A:**

1. Classes B and C coed schools shall be divided into two equal or nearly equal classes. Afterwards, Classes B and C all-girl schools shall be placed in the appropriate classes according to their enrollments.
2. Counting coed schools with enrollments that are lower than the lowest Class 2A school shall begin with the highest and end with the lowest non-football school enrollment.
3. Schools with equal enrollment that form the lower dividing line in a classification shall play in the higher classification.

8.7.6 **Non-Football (includes all-girl) Schools above Class 1A:** Non-football schools (including all-girl schools) with higher enrollments than the largest Class 1A school shall be classified according to their enrollments after football schools have been divided.

8.8 MEETINGS

8.8.1 All meetings shall be conducted in open session. ***A total of three meetings may be held to classify and district schools.***

8.8.2 **First Meeting:**

1. The Executive Director shall set a date, time, and place after the **first** Monday in **November**.
2. Schools' enrollments shall be verified, and classes **and divisions** shall be divided according to the LHSAA Constitution.
3. ***A committee appointed by the President of the Executive Committee shall be present at this meeting to verify the division of schools, place the schools that opt to play up in divisions to the proper division, and hear appeals on classification matters.***

8.8.3 **Second Meeting:**

1. ***After the first meeting, the Executive Director and his/her staff shall send out a proposed districting plan to member schools.***
2. ***Member schools will have five days to make a written response/recommendation to voice their approval or state their concerns to the Executive Director regarding the proposed districting plan. After considering the written responses/recommendations, the Executive Director and his/her staff shall evaluate and revise the districting plan, if necessary and feasible, and shall send out a second districting plan.***
3. The Executive Director shall set a date, time, and place for the second meeting to occur approximately two weeks after the first meeting.

4. School principals shall be allowed to attend the meeting and address the Executive Director and his staff *to voice their approval of the plan or appeal the placement of his/her school in the second proposed plan. Executive Committee members shall not be in attendance except in his/her capacity as a member school principal.*
5. *After hearing oral presentations and/or reviewing written responses/recommendations to the proposed plan, the Executive Director and his/her staff shall evaluate and revise the districting plan, if necessary and feasible.*
6. *After the second meeting, the Executive Director and his/her staff shall send out a proposed districting plan to member schools. The plan that is sent to the schools at this time will be the plan that will be submitted to the Executive Committee at the third meeting for possible final adoption.*

8.8.4 Third Meeting:

1. The Executive Director shall set the date, time, and place to occur approximately two weeks after the second meeting.
2. *At the third meeting, a principal shall have an opportunity to appeal the placement of his/her school in the districting plan to the Executive Committee if that principal has submitted a written request to appear before the Executive Committee. The written request shall be received and processed by the Executive Director's office at least 48 hours prior to the meeting date.*
3. *Once everyone is given the opportunity to be heard, the Executive Committee shall possess the authority to revise the districting plan, if necessary and feasible, and certify the entire districting plan.*

8.9 FINAL PLAN

8.9.1 Upon final approval by the Executive Committee of the division and districting of schools, the plan shall become final and the Executive Committee shall not meet again to address districting matters unless two-thirds of the Committee members make written requests to meet again. Unless it is placed on the agenda of the annual meeting by the Executive Committee, the classification plan shall not require either ratification or rejection by the association's membership. If a vote on the classification and districting plan is required, the plan shall be presented to the membership at the next LHSAA annual meeting.

8.10 CONSOLIDATION OF SCHOOLS

- 8.10.1** School consolidation occurs when two or more member schools merge to form one school.
- 8.10.2** If two or more schools consolidate and one school is an LHSAA member in good standing, the newly formed school, upon payment of dues, shall become a member and be eligible for championship honors.
- 8.10.3** If a school(s) in a lower classification(s) consolidates with a school(s) in a higher classification, the consolidated school shall compete in all LHSAA sports in the classification of the highest classified school at the time of the consolidation. The consolidated school shall fulfill all schedules and contracts of the school in the highest classification in all sports. When the consolidated school begins official operations as one school, all schedules and contracts of the school(s) in the lower classification(s) shall become null and void in all sports.
- 8.10.4** If two or more non-football schools are consolidated before the beginning of a school year and their enrollment causes them to be placed in a higher classification, they shall be moved to that classification and placed in a district immediately.
- 8.10.5** If schools consolidate during a sports season and the consolidation is not addressed in the Constitution, the Executive Committee shall have full power to allow the schools involved to complete the schedule(s) of the school(s) before the consolidation.

8.11 CREATION OF NEW SCHOOLS

- 8.11.1** When a school system creates a new high school that affects the enrollment of students from an existing LHSAA school(s), the classification status of the LHSAA school(s) shall be addressed as follows:
1. If a new school is officially created by a school system after the school classification and districting plan has been finalized by the Executive Committee, the enrollment of the LHSAA school shall be the same as reported to the LHSAA on its official LHSAA Classification Enrollment Form for the classification year.
 2. If a new school is officially created by a school system and the new school is scheduled to open the same school year or the next school year before the school classification and districting plan has been finalized by the Executive Committee, the Committee shall:
 - A. Allow the LHSAA school(s) to subtract the exact number of students in grades 9-12 that will attend the new school(s) from its classification enrollment as reported to the LHSAA on the LHSAA Classification Enrollment Form.
 - B. Place the LHSAA school(s) using its adjusted enrollment in the proper classification(s) without changing classification divisions in adherence to the one-fifth or one-half principle.

Constitution

- C. Prior to the school classification and districting plan being finalized by the Executive Committee, require the LHSAA school(s) to present a signed statement by the school system superintendent verifying the exact number of students, grades 9-12, that will be taken from the respective LHSAA school(s) and assigned to the new school.
- D. Require the LHSAA school(s) principal(s) to appear before the Executive Committee at one of the classification hearings to request the Executive Committee accept its adjusted enrollment.
- E. Require the LHSAA school(s) to be represented by the school system superintendent or assistant superintendent when it appears before the Executive Committee to have the Committee accept its adjusted classification enrollment.
- F. Possess the authority to refuse to accept the LHSAA school's adjusted enrollment if it does not adhere to the applicable rules contained in this article.

8.11.2 The Executive Committee shall possess the authority to make any ruling(s) it deems necessary to resolve a situation not covered under Rule 8.11. This rule shall take precedence over any rule or parts of rules that conflict with this rule.

ARTICLE 9: FINANCES

9.1 FINANCING METHODS

9.1.1 Membership dues (applies to all schools)

<u>CLASS</u>	<u>DUES</u>
5A	\$1050
4A	\$900
3A	\$750
2A	\$600
1A	\$450
B	\$375
C	\$300

9.1.2 Football Jamborees (all levels of play): 10 percent of gross ticket receipts **after** payment of officials' fees and **before** other deductions **to be paid within 30 calendar days of the event.**

9.1.3 Football Playoff Games (bi-district through semi-finals): 10 percent of gross ticket receipts **before** payment of officials' fees and other deductions **to be paid within 30 calendar days of the event.**

9.1.4 Jamborees: In the sports of baseball, boys' and girls' basketball, boys' and girls' soccer, softball, and volleyball (all levels of play): \$50 non-refundable sanctioning fee.

9.1.5 Basketball Invitational Tournaments (all levels of play): 5 percent of gross ticket receipts **after** payment of officials' fees and **before** other deductions **to be paid within 30 calendar days of the event.**

9.1.6 Basketball Playoffs (bi-district through quarterfinals): 5 percent of gross ticket receipts **before** payment of officials' fees and other deductions **to be paid within 30 calendar days of the event.**

9.1.7 Soccer Playoffs (bi-district through finals): 5 percent of gross ticket receipts **before** payment of officials' fees and other deductions **to be paid within 30 calendar days of the event.**

9.1.8 Entry Fees for Other State Championship Events (Fees are payable by school check to the LHSAA)

<u>SPORT</u>	<u>FEE</u>	<u>PAID</u>
Bowling	\$30 per team	State Playoffs
Cross Country	\$10 per person	State Meet
Golf (Boys)	\$10 per person	Regional Tournament
Golf (Girls)	\$10 per person	Regional Tournament
Gymnastics	\$15 per person	State Meet
Soccer	\$26 per team	Bi-district Round
Swimming	\$15 per person	State Meet
Tennis	\$15 per person	Regional Meet
Wrestling	\$15 per person	State Tournament

9.2 OTHER FINANCES

9.2.1 Building Dues: Beginning January 2010, a new school joining the association shall be required to pay \$1,500 in building dues. Building dues are due September 1 and are delinquent after November 1. Schools failing to pay building fund dues by this date shall pay a ten percent penalty. **A school may pay its dues in one payment or annually over a three-year period.*

9.2.2 LHSAA/LHSCA Pass Processing Fee

1. A \$5.00 per card fee shall be assessed each school for each LHSAA/LHSCA card issued.
2. Each school shall be billed the total amount of the assessment once the number of cards issued it is determined.

9.2.3 Lifetime Catastrophic Insurance: Member schools are no longer required to purchase lifetime catastrophic medical insurance through the LHSAA; however, the association strongly recommends that schools secure adequate insurance for their student-athletes.

ARTICLE 10: PLAYING RULES FOR HIGH SCHOOL ATHLETICS

10.1 Unless otherwise adopted, the rules governing the various high school sports, as published by the NFHS, shall be the rules governing high school athletics in Louisiana. These rules are known as the National Alliance Rules.

10.2 The following contest rules have been adopted by the membership for sports competition in the LHSAA:

SPORT

- Baseball
- Basketball (Boys & Girls)
- Bowling (Boys & Girls)
- Cross Country (Boys & Girls)
- Football
- Golf (Boys & Girls)
- Gymnastics (Boys & Girls)
- Soccer (Boys & Girls)
- Softball (Girls)
- Swimming (Boys & Girls)
- Tennis (Boys & Girls)
- Track & Field (Boys & Girls)
(Indoor & Outdoor)
- Volleyball (Girls)
- Wrestling

CONTEST RULES

- NFHS Baseball Rules
- NFHS Basketball Rules
- United States Bowling Congress Rules
- NFHS Cross Country Rules
- NFHS Football Rules
- United States Golf Association (USGA) Rules
- United States of America Gymnastics (USAG) Rules
- NFHS Soccer Rules
- NFHS Fast-Pitch Softball Rules
- NFHS Swimming Rules
- United States Tennis Association (USTA) Rules
- NFHS Track & Field Rules

- NFHS Volleyball Rules
- NFHS Wrestling Rules

10.3 WAIVER OF RULES

10.3.1 School representatives shall not, even by mutual agreement, waive or modify any part of the contest rules specified in this article or any applicable LHSAA rules.

10.3.2 Contest officials shall not waive or modify any part of the contest rules adopted by the LHSAA nor any LHSAA Constitutional rules or By-laws.

LHSAA By-Laws

1. Eligibility
2. Recruiting
3. Administration, Sportsmanship, Coaching and Supervising
4. Sports Seasons
5. Penalty Code
6. Athletic Contests
7. Awards
8. Contest Officiating
9. Athletics and Instructional Time
10. Baseball
11. Basketball
12. Bowling
13. Cross Country
14. Football
15. Golf
16. Gymnastics
17. Powerlifting Pilot Program
18. Soccer
19. Softball
20. Swimming
21. Tennis
22. Track and Field, Indoor
23. Track and Field, Outdoor
24. Volleyball
25. Wrestling