CONSTITUTION

ARTICLE 1: NAME

1.1 The name of the Association shall be the Louisiana High School Athletic Association, Inc. (hereinafter referred to as LHSAA). LHSAA is a private, non-profit corporation.

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 Association's principal place of business and principal office shall be located in East Baton Rouge Parish.

ARTICLE 2: PURPOSE

2.1 **Mission Statement:**
The mission of the Louisiana High School Athletic Association (LHSAA) is to regulate and administer interscholastic competition in a fair and equitable manner while promoting the values of participation in athletics as an integral part of the student's educational experience. The LHSAA represents its member's schools by recognizing and promoting academics, the safety of participants, competition, sportsmanship and life-long values as the foundation of Louisiana athletics.

2.2 **Core Values:**
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. Participation in school athletics is a privilege, not a right, for student-athletes that meet educational and citizenship standards.
2. Promote and educate our membership, coaches, parents and interested parties that "FUN" is the primary reason student-athletes participate.
3. Protect and uphold academic priorities in alignment with our membership's educational standards.
4. Provide exemplary athletic oversight through timely, fair, consistent and impartial regulatory rulings.
5. Assist, advise and aid schools in organizing and administrating interscholastic sports.
6. Operate with transparency that generates trust and with strict fiscal accountability.
7. Prevent the exploitation of member schools programs by special interest groups.
8. Preserve, promote and support the development of character, integrity, sportsmanship and unity.

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 this 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. Not with- standing any other provisions of these articles, the Association shall not carry on any other activities not 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.

2.5 Standing committees of the LHSAA are:

Executive	School Relations	Executive Director Evaluation
Hardship	District	Strategic Planning

ARTICLE 3: MEMBERSHIP

3.1 The membership of the Association shall consist of Louisiana high schools that annually sign an LHSAA Membership Renewal Application, agree to conform to the rules and regulations of the Association, and pay membership dues according to their classification as adopted by the membership.

3.2 In matters pertaining to the athletic affairs of a school, the principal is responsible to the 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 submitted annually by the school.

3.3 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 bylaws.

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

3.5 **APPLICATION**

3.5.1 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 LDE)
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. Single gender schools shall have a minimum of 38 students in grades 9-12. This enrollment shall be based on the school's October 1 enrollment as verified to the LDE in the school year in which the application is to be considered.

3.5.2 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. Applications for membership shall only be considered by the Executive Committee during the summer Executive Committee meeting. A school shall not be allowed to join the LHSAA at any other time. A school shall be classified according to its enrollment. If accepted, a 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. A school shall be admitted into the LHSAA on a one-year conditional basis. During the conditional period, a school is subject to having its membership revoked if it is penalized for a flagrant rule violation or three other rule violations.
2. Any school applying for membership shall have its administrators, athletic director, and head coaches, attend a compulsory meeting conducted by LHSAA officials that fully reviews and explains all eligibility rules and regulations of the Association. Any administrator, athletic director, or head coaches 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 complete the online 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 ***and/or student(s)*** may participate in athletics but is ineligible for championship honors until accepted.
6. During the conditional period, a school ***and/or student(s)*** shall not be considered for championship honors in any branch of athletics.
Exception: A school will not be considered for championship honors in football until the next reclassification cycle.

3.6 MEMBERSHIP RENEWAL

3.6.1 Every school that was a member of the LHSAA the previous school year shall be required to complete and ***submit*** an LHSAA Membership Renewal Form to the LHSAA office no later than September 15 of each school year. ***The link to the membership renewal form can be found on the LHSAA Member Site.*** 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.

3.6.2 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. ***Dues can either be paid online or by check. Online payments can be accessed by visiting the LHSAA online payment site.*** ACT 476 of the Louisiana Legislature Regular Session of 2014 requires the LHSAA to provide for third party arbitration. In January 2015, LHSAA member schools ratified the arbitration rule passed by the Executive Committee in July 2014 which required that a reserve fund of $100,000 be set aside each year to fund LHSAA costs associated with third party arbitration. Every year the administration is to assign an arbitration assessment to each member school on an equal basis regardless of school size to allow for the reserve fund to begin each school year with $100,000. The money shall be held in a restricted account and can only be used for expenses related to third party arbitration. ***The assessment for the 2017-18 school year shall be $9.07 per school.***

3.6.3 If a school withdraws from the Association or allows its membership to lapse by failing to renew its membership by the end of the school year, it shall not be permitted to rejoin the Association for a period of one calendar year.

3.7 SPECIAL MEMBERSHIP SITUATIONS

3.7.1 A new public school formed from an existing LHSAA member public school that wishes to remain a member of the LHSAA shall make written application and supply the Executive Director's office with all requested information. The following shall be the process for approval of the school's membership:
1. The school's application shall be considered at the next regular scheduled summer meeting of the Executive Committee and must receive a majority vote of the Committee to be approved. If approved, the newly formed school's membership shall be effective immediately.
2. The newly formed school shall compete in the classification of the existing LHSAA school and shall be eligible for championship honors upon acceptance of its membership.

3. For its membership application to be accepted, the newly formed school must agree in writing to assume any outstanding financial obligations owed by the existing LHSAA member school and to honor any contracts the school may have.
4. Upon being accepted, the school shall pay dues based on its current year's classification. It shall not be required to pay the building dues established in Rule 9.2.1 in this article.
5. The administrators, athletic director, and head coaches of the school shall be required to complete the online LHSAA Handbook Certification class to fully review and study all eligibility rules and regulations of the Association.
6. The eligibility of the student-athletes of the newly formed school shall be as follows:

a. Any student residing inside the attendance zone of the newly formed school, who has been in attendance at the existing school for at least the preceding calendar year, shall be immediately eligible at the newly formed school.

b. Any student residing outside the attendance zone of the newly formed school, but who has been attending the existing school for at least the preceding calendar year, prior to the newly formed school's admittance in the LHSAA, shall be immediately eligible. Otherwise, the student shall be ineligible until he/she has attended the newly formed school for one calendar year from the date of enrollment in that school.

c. Any student who has been in attendance at the existing LHSAA school, who chooses to transfer from the newly formed school shall be immediately eligible at the school he/she first attends in his/her home attendance zone provided he/she has never attended an LHSAA school in that zone. In the latter case, if he/she has attended an LHSAA school in his/her home attendance zone, he/she shall be immediately eligible only at the LHSAA school he/she had first attended in his/her home attendance zone.

d. Rule 1.12.2(4) shall not apply to the newly formed school; in regard to Rule 1.12.2(4), the newly formed school shall not be considered a new school.

3.7.2 The Executive Committee shall have the authority to approve the formation of cooperative athletic teams between two or more public high schools, neither of which shall have a grade configuration containing all four high school grades and one of which shall be a current LHSAA member school, under the following conditions:

1. The schools are located on the same campus.
2. The schools shall be limited to students in grades 9-12 only.
3. The combined enrollment of all schools participating in the cooperative team, calculated using the rules found in
Article 8, Classification, shall be used to determine the cooperative team's classification;
4. The participating schools shall establish a cooperative membership agreement that shall not exceed three years total.
5. The governing boards of all schools participating in the agreement shall jointly make application to the LHSAA Executive Committee for approval of the cooperative membership agreement.
6. The cooperative membership agreement shall include:

a. Written approval from the district(s) in which the cooperative team is a member and/or in which the cooperative team will participate or, in the event the cooperative team will not be affiliated with a district, written approval from a minimum of seven schools in the cooperative team's classification.

b. A statement signed by all principals of all schools in the cooperative agreement that the name under which the cooperative team will compete shall be the name of the LHSAA member school that is a part of the cooperative team.

c. A statement signed by all principals of all schools in the cooperative agreement designating the name of the principal who will be responsible to the Association for all official business, including who will be the voting representative at all LHSAA meetings.

d. A statement expressing the reasons for the formation of the cooperative team.

e. Written assurance that the cooperative team will not limit participation opportunities for students in any of the cooperating schools.

3.8 **DISSOLUTION** - 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 (two 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
Louisiana High School Officials Association (LHSOA)	***1***	***2 year***	***Appointed by the LHSOA***	***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:

# of Districts in a Class	# of Districts in Upper Half	# of Districts in Lower Half
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.

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 classifications shall be completed for the year by that member, and the Association shall elect a new member at the next annual meeting.

4.3.5 In cases of death, resignation, leave of absence, or sabbatical leave as an elected member, an at-large member, or a 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.

4.3.7 Members of the Executive Committee shall serve without compensation except for reimbursement of expenses incurred while performing necessary duties as a committee member.

4.3.8 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.

4.4 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.

4.4.4 Make special rules to effect the spirit of fair play and good sportsmanship. Any rules or changes in the Constitution or Bylaws 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 ***2016-17*** calendar year are hereby ratified and adopted.

4.4.5 Regulate all financial expenditures. The Executive Committee shall be authorized to collect annual dues as provided in this constitution and levy fees and such other assessments on all schools participating in any sanctioned interscholastic athletics as shall be adequate to meet the total expenses involved in the conduct of such activity and such proportionate share of overhead as deemed necessary. Such dues and assessments shall be considered current funds of the Association and shall be used by the Executive Committee in financing various activities of the Association. The Executive Committee shall determine all necessary expenditures of money in conducting the affairs of the Association.

4.4.6 Constitute a board of appeals which shall consider complaints or appeals filed on the decision(s) of the Executive Director and interpret the Constitution and Bylaws of the Association. When such appeals are heard, it is the Committee's duty to determine whether the Executive Director correctly found the facts; determine whether the Executive Director correctly interpreted the Constitution and/or Bylaws of the Association and if not, make its own interpretation determine whether the Executive Director correctly applied the Constitutional and/or Bylaw provisions to the facts of the case.

1. To consider an appeal, the request must be made in writing within 15 days from the date of the ruling.
2. At least 24-hours' notice shall be given to the school prior to its appeal being heard by the Committee
3. No member of the Executive Committee shall serve on the Committee if a case involves his/her school or parish. The decision of the Executive Committee is final. Executive Committee's decision on a ruling regarding eligibility will become final 15 days after the ruling unless, within those 15 days, the school applies for third party arbitration. When a school applies for third party arbitration, the Executive Committee's decision will remain in effect until such time as the arbitrator's decision is rendered.

4.4.7 Only that portion of an Executive Committee's decision determining whether a student is eligible or ineligible may be submitted to a third party arbitrator. New information shall not be permitted to be introduced to the arbitrator that was not presented to the Executive Committee at the time of their decision. The only issue to be submitted to the arbitrator is whether the LHSAA correctly applied its rules on eligibility in the case being arbitrated. Any decision or issue involving the Executive Committee's decision as to a penalty for a school playing an ineligible student is not referable to the third party arbitrator.

4.4.8 The provisions of LHSAA's Constitution dealing with third party arbitration and the provision of any LHSAA Bylaw providing third party arbitration shall be in effect only while ACT 476 of the Louisiana Legislature, Regular Session of 2014, is law. Upon repeal of said act, or a court ruling that it is unconstitutional or otherwise invalid, or not applicable to LHSAA and/or its member schools, all provisions of the LHSAA Constitution and Bylaws dealing with third party arbitration shall cease to be in effect. Any student declared eligible by third party arbitration while ACT 476 is law shall be honored and shall not be deemed as participating as an ineligible student-athlete.

4.4.9 Consider written charges against a school violating Association rules. The school shall be notified before charges can be considered and penalties assessed.

4.4.10 ***Any new position, removal of a position or change of a title or position of an employee are required to have approval of the executive committee by a simple majority.***

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's 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. Shall sign with the Executive Director all expenditure contracts for facility agreements and/or service contracts that exceed a term greater than one year and/or a dollar value that exceeds $20,000. The contract shall also be reviewed by the LHSAA's legal counsel.

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 shall serve as 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 records. 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 for information purposes.
7. Sign all LHSAA checks. All LHSAA checks shall be countersigned by one of the Assistant Executive Directors.
8. Employ a business manager to assist in the maintaining of the accounting records.

4.6 EXECUTIVE COMMITTEE MEETINGS

The meetings of the Executive Committee shall be open to the media and public unless the Committee votes to close the meetings. The Executive Director or his/her assistant shall give appropriate notice of the meetings to the media that have expressed interest in attending LHSAA meetings in a manner in which he/she deems appropriate.

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 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's 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 playoff 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/her 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 four Assistant Executive Directors.

5.2.2 The Assistant Executive Director(s) may be appointed for a term to coincide with 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 faculty coach, or five years' experience as a school principal and faculty coach or any applicable experience approved by the Executive Director and Executive Committee.

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 bylaws, rules, schedules, and minutes. ***This declaration must be made in order for schools to be eligible for consideration on the playoff brackets.***

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

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 If a school must drop a sport, its scheduled games become null and void ***if the season has not started*** and none of its games shall count for or against any team for championship honors. ***If the team drops the sport after the season starts, all results up to the point of dropping remain as wins and/or losses and included in power rankings. The remaining scheduled contests shall be counted as forfeitures unless a school requests, in writing, to remove that game from their playing schedule to schedule another contest.***

6.2.11 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 appeals shall be at the time designated under the wildcard selection rule of each sport.
In appeals involving a possible violation of Association rules and regulations by a school that has been certified as an automatic qualifying team, the deadline shall not apply.

6.3.2 In compiling a state playoff bracket in a sport, if a school plays an ineligible student and the violation is reported more than 10 days before the final regular season playing date, the Executive Director MAY 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.

6.3.3 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 Executive Director MAY 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's 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. An approved emergency may include, but is not limited to, death, illness, medical and/or health related issues in the immediate family (proof may be required) and unavoidable extenuating circumstances (full explanation shall be required). School-related business and travel to other professional organizational meetings shall not qualify as an approved emergency. The designee shall be an assistant principal who meets the requirements of a full-time administrator as listed in Section 3, Rule 3.3.1 or the school's designated athletic director who meets the requirements in Rule 3.3.1.3 and 3.3.1.4 and meet the following additional criteria:

a. Be a current, registered member of the LHSADA.
b. Have a minimum of five years high school coaching and/or athletic director experience.
c. Be in compliance with Rule 3.1.5, LHSAA Handbook Certification, including renewal.
d. In addition to these requirements, it is strongly recommended that every athletic director attend the LHSADA annual conference and work toward completion of the national certification through the National Interscholastic Athletic Administration Association (NIAAA).

7.1.3.1 A school that does not participate in a sport shall not have voting rights on legislation dealing with that sport.

7.1.3.2 A school shall have voting rights on legislation regarding playoffs only in the arena in which they compete – select or non-select.

7.1.4 To receive approval of a voting designee, the principal shall submit a Request for Approval by the Executive Committee found on the LHSAA website to the LHSAA at least 24 hours prior to the annual business meeting. If approved, credentials shall be assigned and presented before entering the voting area. Voting representatives shall be given identification for fulfilling the duties of member schools.

7.1.5 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.

7.1.6 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 2018 annual meeting shall be held January 24-26 at the Crowne Plaza in Baton Rouge.***

7.2.2 A member school principal may submit written proposals to the LHSAA 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 class as a result of reclassification shall be allowed to participate and vote in its new classification at the annual meeting in a reclassification school year.

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 Bylaws.

7.4 **Procedures to Amend**

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.***

7.4.2 ***To amend the Constitution, it shall take a two-thirds (2/3) vote of the members of the membership who are present and vote at the Annual Meeting, at which a quorum is present.***

7.5 Any regular or special meeting of the LHSAA shall be open to the press and public, unless the Executive Committee votes to close the meeting to the press and public. However, all principals of LHSAA member schools shall be entitled to attend any regular or special meeting of the Association.

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 2017-18 school year is not 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 October 1 total enrollment in grades 9-12 of the current school year as reported to the LDE. Schools shall enter their October 1 enrollment figures as submitted to the LDE on the LHSAA Members' Only website. School enrollments reported on the LHSAA Members' Only website 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 A student 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 shall be counted at the school where the student's permanent records are on file. A member school may petition the 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. In order for the petition to be considered, 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. 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. However, the 7th and 8th grade students added to the 2016 classification enrollment numbers under the note of Rule 1.20.1 shall not be included in the figure that is doubled.

8.3.6 Schools that report inaccurate and/or false enrollment information shall be penalized under the provisions of Rule 5.11.12 of Section 5-Penalty Code.

8.4 **UNCLASSIFIED SCHOOLS** - 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 bylaws.
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** - No requests for corrections shall be accepted by the Executive Committee once the LDE 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 meetings 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, and volleyball 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.

8.7 CLASSIFICATION CRITERIA

8.7.1 Once classified, a school may choose to compete for championship honors in any classification higher than that based on its October 1 enrollment certified to the LHSAA under the guidelines of Article 8.3-Enrollment Calculation. If a school chooses to compete for championship honors in any higher classification, it must do so in all sports. The declaration shall apply for the two-year classification intervals. The school shall make a written request to play in a higher classification no later than 12:00 noon on the day of the first classification meeting.

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 lowest and end with the highest football school enrollment.
3. Schools with equal enrollment that form the dividing line in a classification shall play in the lower 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 Executive Director 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 lowest and end with the highest non-football school enrollment.
3. Schools with equal enrollment that form the dividing line in a classification shall play in the lower 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 CLASSIFICATION MEETINGS

8.8.1 All classification meetings shall be open to the press and public unless the Executive Committee votes to close the meeting to the press and public. All classification meetings shall be at all times open to the principals, athletic directors and coaches of all member schools. 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 schools that opt to play up in classification and/or division in the proper classification and/or 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 (5) 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/her 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** - 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.
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 meetings 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)

CLASS	DUES
5A	$1050
4A	$900
3A	$750
2A	$600
1A	$450
B	$375
C	$300

9.1.2 **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.

9.1.3 **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.

9.1.4 **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.

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

SPORT	FEE	PAID
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
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**: 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**: $5.00 per card fee shall be assessed each school for each LHSAA/LHSCA card issued.

9.2.3 **Insurance:** Member schools are no longer required to purchase lifetime catastrophic medical insurance through the LHSAA; however, the Association strongly recommends that students who participate in interscholastic athletic competition be adequately insured for all accidents, injuries, and emergencies and that medical aid is immediately available at all contests.

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	CONTEST RULES
Baseball	NFHS Baseball Rules
Basketball (Boys & Girls)	NFHS Basketball Rules
Bowling (Boys & Girls)	United States Bowling Congress Rules
Cross Country (Boys & Girls)	NFHS Cross Country Rules
Football	NFHS Football Rules
Golf (Boys & Girls)	United States Golf Association (USGA) Rules
Gymnastics (Boys & Girls)	United States of America Gymnastics (USAG) Rules
Powerlifting (Boys & Girls)	Technical Rules of the La. High School Powerlifting Association
Soccer (Boys & Girls)	NFHS Soccer Rules
Softball (Girls)	NFHS Fast-Pitch Softball Rules
Swimming (Boys & Girls)	NFHS Swimming Rules
Tennis (Boys & Girls)	United States Tennis Association (USTA) Rules
Track & Field (Boys & Girls) - Indoor/Outdoor	NFHS Track & Field Rules
Volleyball (Girls)	NFHS Volleyball Rules
Wrestling	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 bylaws.