

**SOUTHWEST JUNIOR COLLEGE
FOOTBALL CONFERENCE
NJCAA Region XIV, V, II**

**2023-24
CONSTITUTION and BY-LAWS**

CONFERENCE OFFICERS

President: Dr. Kevin Fegan, Navarro College

Vice-President: Dr. Jason Morrison, Trinity Valley CC

Secretary/Treasurer: Dr. Tim Drain, Tyler Junior College

Revised: May 2023

SOUTHWEST JUNIOR COLLEGE FOOTBALL CONFERENCE

CONSTITUTION

ARTICLE I - Name

The name of this organization is the Southwest Junior College Football Conference.

ARTICLE II - Object

The object of the Conference is to regulate and control football competition in the institutions represented.

ARTICLE III - Members

Section 1. Members are as follows: Blinn College, Brenham; Cisco College, Cisco; Kilgore College, Kilgore; Navarro College, Corsicana; New Mexico Military, Roswell, New Mexico, Northeastern Oklahoma A&M College, Miami; Oklahoma, Trinity Valley Community College, Athens; and Tyler Junior College, Tyler.

Section 2. New Members may be admitted only by a two-thirds vote of the Conference members represented in regular session.

Section 3. The proposed resignation of any member of the Conference must be sent to the president who will immediately refer it to the Conference for action.

ARTICLE IV - Dues and Assessments

Section 1. The annual dues shall be six hundred dollars (\$600) for each member, payable on or before February 1 of each year.

Section 2. All expenses incurred during the year, over and above the amount received in dues, shall be assumed equally by the member institutions.

Section 3. Any member failing to pay dues or assessments may be suspended from the Conference.

Section 4. No member shall be allowed to vote at a meeting unless dues and assessments have been paid in full.

ARTICLE V - Officers and Committees

Section 1. The officers of the Conference shall be the president, vice president, and a secretary-treasurer. The officers and the immediate past president shall constitute the Executive Committee of the Conference.

Section 2. The President and Vice President of the Conference shall be elected by a majority vote of the member present at the regular meeting and shall hold office for two years.

Section 3. The President shall appoint the Secretary-Treasurer of the Conference.

Section 4. The President and the Vice-President must be currently serving as President at one of the SWJCFC member schools. The Secretary-Treasurer may consist of any administrator, including Athletic Director, at a SWJCFC member school.

ARTICLE VI - Duties of Officers and Committees

Section 1. The president shall preside at all meetings of the Conference, appoint all committees, authorize all bills, supervise the business of the Conference between regular meetings and other special meetings when, in his/her judgment, they may be necessary. He/She shall send certificates of awards to members of the All-Conference team.

Section 2. In the absence or disability of the president, the vice-president shall perform the duties of the president.

Section 3. The secretary-treasurer of the Conference shall serve as recording secretary and shall receive and file all records required in the By-Laws. He/She shall serve as treasurer of the Conference, pay all accounts when approved by the president, and shall submit a financial report at each regular meeting. He/She shall mail a copy of the minutes of meetings to each member of the Conference within fifteen days after each meeting.

ARTICLE VII - Governance

Member schools shall be governed by the Constitution and By-Laws of the Conference in all Conference games.

ARTICLE VIII - Meetings

There shall be at least one regular meeting annually. The time and place will be designated by the Conference president. Coaches will meet as close as possible to the date of the last Conference game to select the All-Conference team and to draw up recommendations for presentation at the annual meeting. Special meetings may be called by the Conference president.

ARTICLE IX - Representation

Section 1. At all meetings of the Conference, one official delegate, who shall be the chief administrative officer or his designee, shall represent each member institution.

Section 2. A quorum shall consist of official delegates from a simple majority of the total conference membership.

ARTICLE X - Warning, Probation, Suspension and Expulsion

Section 1. The Conference may, by two-thirds vote, issue a written warning, place on probation, suspend, or expel any member institution following recommendation by the Executive Committee for violation of the rules of the organization. The member institution against which the charge is made shall not vote. The Conference, in addition to the issuing of a written warning, placing on probation, suspension or expulsion of a member institution, may also issue a written warning, place on probation, or bar the coach of said institution from further coaching or participation in any activity of the Conference. Grounds for written warnings, probation, suspension or expulsion are:

- a) The employment of a debarred or suspended coach.
- b) Playing of a debarred or suspended player.
- c) Failure to play a scheduled Conference game unless the party at fault pays forfeiture.
- d) Disobeying any rule of the Conference.

Section 2. No suspended, expelled or former member institution shall be reinstated to Conference membership without full payment of all money due the Conference at the time of expulsion or suspension.

Section 3. No member institution shall engage in any athletic contest with an expelled member institution.

Section 4. All charges of violation against a member institution or a coach or both must be filed in writing with the president and he(/she) will, within a 24-hour period, notify in writing the member institution of the nature of the charge, the name of the individual or institution making the charges, and date, time and location of the hearing. The Executive Committee shall hear the case at the earliest possible date. Following the presentation of evidence, the Committee will recommend in writing appropriate action at the next meeting of the Conference. If sanctions are levied against the institution accused of a violation, the institution's president will receive, in writing the following:

- a) The assessed sanctions.
- b) Standards of evaluation used in arriving at this decision.
- c) Reasons for the Decision.

ARTICLE XI - Amendments

No addition, alteration, or amendment shall be made to the Constitution except at a regular meeting and by vote of two-thirds of the member represented at the meeting. At least thirty days notice of any proposed change must be given in writing to the president and to each member before it can be acted upon. Changes in the Constitution may be acted upon at any meeting without thirty days notice if such notice is waived by all members of the Conference.

BY-LAWS

ARTICLE I - Amendments

Amendments or changes may be made in the By-Laws at any time by a two-thirds vote of the members present, providing two weeks prior notice is given in writing. This advance notice may be waived by the unanimous consent of all members of the Conference.

ARTICLE II - Playing Rules

The playing rules of all Conference games shall be the official rules of the National Collegiate Athletic Association.

ARTICLE III - List of Players

Each member of the SWJCFC Conference will adhere to NJCAA procedures relating to Electronic Certification of the Eligibility Roster as stated in the NJCAA By-Laws.

ARTICLE IV – Sportsmanship

A basic principle of NJCAA and SWJCFC athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following section applies to athletic events involving NJCAA and SWJCFC member institutions.

It is the responsibility for each member institution director of athletics, and football coaches to read, understand and adhere to the Sportsmanship Rule, Article XVIII of the NJCAA By--Laws.

Article V - Conference Games

Section 1. The Conference Championship shall be awarded on a percentage basis of Conference wins and losses.

Section 2. All certified players may be suited out for home and road games.

Section 3. There will be a five hundred dollar (\$500.00) forfeiture in case of nonperformance unless the school forfeiting discontinues football. In the event a team fails to appear for a game, a five hundred-dollar (\$500.00) fine shall be levied against the team failing to appear.

Section 4. Conference games on or before October 15th shall begin at 7pm unless mutually agreed upon by both Presidents. All games after October 15th shall begin at 1pm unless mutually agreed upon by both Presidents. The Conference schedule will be reversed each year on a home and home basis.

Section 5. All visiting uniformed bands, drill teams, and their sponsors shall be admitted free. Half-time shows lasting more than a total of 30 minutes (15 minutes for each school) require special arrangements between the two schools with all parties to be notified.

Section 6. The president of the Conference shall appoint an official Assignor for the designation of officials for all Conference games. The Assignor shall appoint officials from lists submitted and approved by Conference coaches. Should a crew of officials be unacceptable, that nominating coach shall nominate another crew. Each member of the officiating crew must be listed and a master schedule of games assigned shall be sent to all coaches before the season begins. No deletions shall be made after the publication of the master schedule. Paid chain crews are optional with each school. Eight officials will be assigned to each Conference game.

Section 7. No complimentary passes are to be issued to players of visiting teams.

Section 8. The president of the Conference shall be empowered to present twenty (20) complimentary passes to the president of each member institution. Such complimentary passes can be used for admissions at the play-off games.

Section 9. Emergency medical service will be available at each Conference game.

Section 10. Security personnel are to be present at all games.

ARTICLE VI - Training

Section 1. There shall be no spring tryouts of high school athletes. For the spring period, tryouts are defined as those where any piece of protective equipment is used.

Section 2 The SWJCFC football conference schedule/season will not begin until at least the second (2nd) NJCAA allowable weekend. Member colleges can play non-conference games on the first allowable NJCAA weekend. The reporting date is August 1 each year. The first scholarship aid, from any source, shall be given no earlier than the evening meal before the first official practice or the evening meal prior to the opening of the college-owned housing for non-athletes.

Fall practice is defined as: *Any workout by football players that is planned, supervised, or observed by any member of the college coaching staff.*

ARTICLE VII - Student Assistance

Section 1. Member schools may grant aid as follows:

- a) Not more than the equivalent of thirty (30) full scholarships consisting of the cost of board, room, tuition, fees, and books for nine (9) months shall be provided from institutional funds. Funds not used during the nine-month period may be used for scholarship assistance during the following Summer School period to assist eligible students who were enrolled at your institution in the previous Fall and/or Spring terms. As per NJCAA rules, a school that has not exceeded their allowable National Letter of Intent for an academic year can offer summer scholarship aid to an incoming freshman athlete who will play at their institution the next fall semester. All athletes who are receiving an athletic scholarship for summer school must be

- on an NLI, as per NJCAA rules. Summer scholarships cannot be used to establish academic eligibility for the upcoming Fall semester
- b) Any aid given by an organization shall be given through the school and shall be considered as institutional funds.
- c) Institutional funds are defined as those funds over which the institution has control, such as TPEG and OTAG, and local funds; but excluding federal financial aid.
- d) A student who qualifies for a Pell Grant or other non-institutional, non-athletic aid must use these funds as part of this scholarship. The total amount received is not to exceed the basic need as determined by the Pell Grant program
- e) A student athlete is not eligible to receive a scholarship or TPEG if he is not a high school graduate or GED recipient.

Section 2. No food or lodging shall be provided free to football players after the last day of the spring semester until the evening preceding the beginning of fall practice, or the evening meal prior to the opening of college-owned housing for non-athletes, unless the student is receiving room and board as a summer scholarship.

Section 3. No scholarship aid may be given to students, who, at the beginning of the semester, are not eligible to represent the member school during the semester. This rule applies to all terms offered by the institution.

ARTICLE VIII - Rules of Eligibility

Section 1. The eligibility rules of the Conference shall be the eligibility rules of the National Junior College Athletic Association.

Section 2. The SWJCFC will follow the NJCAA definition of a transfer.

Section 3. SWJCFC institutions may certify up to 15 out of state players with the exception of NMMI who is not limited on out of state players. Out-of-state player is a player who does not meet the residency requirements of the state. The residence of a student is determined by the rules of the Constitution in Section IV (The Coordinating Board for Texas and the equivalent in Oklahoma), which has nothing to do with the high school from which the student-athlete graduated. Only the Registrars of the colleges determine residency, and such is not to be decided by Coaches or Presidents.

ARTICLE IX – TIE BREAKER

Section 1. The team with the best win-loss record in conference play will be seeded first, second best record will be seeded second, third best record will be seeded third, and the fourth best record, will be seeded fourth.

Section 2. In the event of a two-way tie, the winner of the game played between the two

shall be the higher seed.

Section 3. If here teams tie for any seed, the tie breaker will be as follows:

- a. If one team has defeated the other two teams in conference play, the winning team will receive the highest seed.
- b. The next seed will be determined by #2 above.
- c. If three teams have split their games, then a point system shall be applied as follows:
 - (1) Each team shall receive points on the games played between the schools tied. Points are awarded equal to the point spread in each game. Plus points are awarded the winning team and negative points to the losing team. A maximum of 17 points shall be awarded in any one game.
 - (2) The school with the highest point total shall be awarded the highest seed. If two schools are tied in points, the school winning between the two shall be awarded the highest seed. If a tie exists in points between all three schools, a coin flip shall determine seeding.

Example:

Team A defeats Team B, 14-10

Team B defeats Team C, 8-7

Team C defeats Team A, 24-0

Points Totals:

Team A $(+4) + (-17) = -13$

Team B $(+1) + (-4) = -3$

Team C $(-1) + (+17) = +16$

Ranking:

Team C, highest seed

Team B, next seed

Team A, lowest seed

Section 4. If four or more teams are tied for any seed, the tie breaker will be as follows:

- a. Conference records of the tied teams played against each other will determine seed.
- b. Section 2 and Section 3 above will determine ties between schools with the best records.