

# **REGION III GENERAL BYLAWS**

**Last Revised: November 2025 -**

**Adopted: January 2023**



## **ARTICLE 1: NAME**

This organization shall be known as Region III of the Alaska Schools Activities Association, otherwise known as ASAA.

ASAA Region III geographically encompasses 3A and 4A schools in the South Central Region of the State of Alaska inclusive of Kodiak Island, and exclusive of the Municipality of Anchorage (with the exception of 3A private schools located within the Municipality). Region III member schools include the following: ACS, Colony, Grace, Homer, Houston, Kenai, Kodiak, Nikiski, Palmer, Redington, Seward, Soldotna, and Wasilla.

## **ARTICLE II: PURPOSE**

The overarching goal of ASAA Region III is to provide a safe and positive experience for our student athletes who choose to participate in high school athletics and activities. Region III shall provide guidance regarding interscholastic athletics and activities toward this goal by meeting quarterly and addressing concerns brought to it by member schools or ASAA. Policies supporting this goal will be created to provide a structure within which member schools will run their individual programs.

## **ARTICLE III: MEMBERSHIP**

High schools located within the defined geographical boundary as stated in Article I.

### **Section 1: Eligibility**

- A. Any state approved secondary school may become a member of Region III by assignment of ASAA and approved by the current Region III schools. Schools may become active members by payment of the annual dues. Membership implies recognition of the authority of the Association and full compliance with its rules.

- B. Dues structure:

1-300 Students \$500  
301-600 Students \$750  
601+ Students \$1,000

This fee will be added to the annual awards invoices; should a member school become delinquent on these payments, their teams will compete in all contracted events, but all contests will be reflected on their season record as forfeits until all invoices are closed.

## **Section 2: Regional Placement**

- A. The regional placement of schools shall be determined and reviewed annually by the ASAA Board of Directors with consideration for school size and location being the determining factors. The Board of Directors will then transmit its decisions to Region III.
- B. Region III includes the following 13 schools as full paying members: Anchorage Christian School, Colony High School, Grace Christian School, Homer High School, Houston Jr./Sr. High School, Kenai Central High School, Kodiak High School, Nikiski Jr./Sr. High School, Palmer High School, Seward High School, Redington Jr./Sr. High School, Soldotna High School, Wasilla High School
- C. Region III recognizes schools as participants in certain contests. They are non-voting members. They will be assessed an awards fee to share the cost of the awards ordered.

## **Section 3: Powers and Duties of the Region III Association**

ASAA Region III shall:

- A. Determine the time and place of its meetings in accordance with Article V of these bylaws.
- B. Require 51% of the member schools to be present in order to constitute a quorum.
- C. Have general oversight of all interscholastic activities of the member schools and shall enforce the Conference Bylaws.
- D. Have authority to schedule activities between other ASAA schools in all regions and to determine suitable awards for winners of contests sponsored by Region III.
- E. Have authority to amend these bylaws as specified in Article VI.

## **ARTICLE IV: EXECUTIVE BOARD OFFICERS AND DUTIES**

### **Section 1: Membership of Executive Board**

- A. The Executive Board shall consist of the President, the Secretary-Treasurer, and the Region III Representative to ASAA.

## **Section 2:      Qualifications of Board Members**

- A. Members of the Executive Board shall be elected from the official representatives of the member schools.

## **Section 3:      Duties and Privileges of the President**

- A. The President shall be elected by the member schools biannually at the regular Spring Meeting on even-numbered years.
- B. The President shall chair all regular and special meetings of the general membership and the Executive Board.
- C. The President shall serve as the alternative to the ASAA Rep. and shall represent or appoint a member of Region III at ASAA Board meetings.
- D. The President shall have the authority to appoint a Region III member to vacancies on the Executive Board until a vote of the general membership can take place at the next regularly scheduled meeting.
- E. The President shall serve as the authority to call special meetings of the Executive Board for the purpose of interpreting bylaws or resolving conflicts.
- F. A honorarium of \$2,000 will be paid to the president at the Fall general meeting.

## **Section 4:      Duties and Privileges of the Secretary-Treasurer**

- A. The Secretary-Treasurer shall be elected by member schools biannually during the regular Spring Meeting on odd-numbered years.
- B. The Secretary-Treasurer shall keep minutes of all regular and special meetings of the Region III Association and Executive Board.
- C. The Secretary-Treasurer shall carry out the financial duties spelled out in Article VIII of these bylaws.
- D. The Secretary Treasurer shall provide updated copies of the bylaws to all member schools following the adoption of any amendments or additions to them.
- E. The Secretary-Treasurer shall carry out all other duties as assigned by the President.

- F. A honorarium of \$3,000 will be paid to the Secretary-Treasurer at the Fall general meeting.

#### **Section 5: Duties and Privileges of the ASAA Representative**

- A. The region shall elect one member to serve on the Executive Board of ASAA for a two-year term during a scheduled meeting before the end of the term on even numbered years and seated at the next regular ASAA Meeting.
- B. If the ASAA Rep. moves from the region, resigns, or is otherwise disqualified, a new representative shall be elected by the Region to complete the unexpired term. The vacancy may be filled by appointment of the President until the election can be held.
- C. A honorarium of \$2,000 will be paid to the ASAA Region Representative at the Fall general meeting.
- D. Travel related Expenses for the ASAA representative to attend ASAA meetings will be covered by the region. These expenses may include hotel, rental car, parking, and food. The region representative will present an anticipated budget for ASAA related expenses annually at the fall general membership meeting in September. The region representative will be provided a credit card to be used for approved expenses.

#### **Section 6: Powers and Duties of the Executive Board**

- A. The Executive Board shall constitute the administrative body of the organization, and follow the ASAA Constitution and bylaws.
- B. Two-thirds majority of the Executive Board membership is required for all executive decisions. Before making any executive decision, every attempt shall be made to contact all three board members for their input.
- C. The Executive Board shall interpret bylaws and render decisions which do not address specific situations for which guidance is requested. The Executive Board will bring back to the Region III members those decisions for review at the next meeting.
- D. The Executive Board shall have the power to make investigations relative to violations of its rules.
- E. The Executive Board shall rule on all protests and determine the penalties, not otherwise specified, for violations of the provisions of the bylaws.

- F. The Executive Board shall have the authority to call special meetings of the Region III Association.
- G. All Executive Board Officers shall retain their voting privileges if they are the sole representatives of their school at the regular region meeting.

## **Section 7 – Suspension of Bylaws**

- A. In the event of declared Federal or State Emergencies, these Bylaws may be suspended for a defined period of time based on the emergency which period of time will be decided by the Region Board of Directors. The suspension of Bylaws shall be approved by a simple majority vote of the Region Members or, when circumstances require, the suspension of Bylaws shall be ratified by a simple majority vote of the Region Members.

## **ARTICLE V: MEETINGS**

### **Section 1: Regular Meetings**

- A. The Region III Association shall hold a minimum of four meetings each school year at a site and date to be determined previously by the president.
- B. The following agenda items will occur at these specific meetings:
  - a. Tournament sites and dates will be selected and reviewed annually at the regularly scheduled winter meeting.
  - b. Scheduling of interscholastic contests and activities for the following school year shall be conducted surrounding the regularly scheduled winter meeting.
- C. Review of bylaws will occur at each meeting using the following schedule:
  - a. Fall September Meeting- Review winter bylaws (Wrestling, Hockey, Basketball, Basketball cheer and Nordic Ski).
  - b. Winter January Meeting- Review Spring bylaws (Softball, Baseball, Soccer, Track and Field).
  - c. Spring April Meeting- Review Fall bylaws (XC Running, Football, Football Cheer, Volleyball, Tennis, Swim & Dive).
- D. Meetings will occur in person unless weather conditions or circumstances out of our control merit a zoom meeting.
- E. Member schools are required to attend regularly scheduled region meetings or have a designated representative with sufficient knowledge of the agenda items. Designee will assume voting privileges.

## **Section 2: Special Meetings**

- A. A special meeting of the ASAA Region III may be called by the Executive Board. These meetings may be held remotely.

## **Section 3: Submission of Agenda Items**

- A. Suggested agenda items must be submitted to the secretary by members of the Region at least one week prior to a regularly scheduled meeting.
- B. Proposed amendments to the bylaws will be presented by article, section, and paragraphs and written in full and must be submitted to the secretary at least one week prior to a regularly scheduled meeting.

## **Section 4: Agenda**

- A. The secretary shall notify each member school of the time, place, and agenda for each of the regular meetings no less than one week prior to the meeting date.

## **Section 5: Action Limitations**

- A. Action shall not be taken on items not included on the official action agenda. All agenda items added at the meeting will be discussion only.

## **Section 6: Publication of Minutes**

- A. Official minutes of the regular meetings of the Region III Association will be sent to all member schools by the secretary within 45 days following the meeting.

# **ARTICLE VI: AMENDMENT OF BYLAWS**

## **Section 1: Amendments**

- A. Amendments to these bylaws shall be made by a majority affirmation vote of the membership at a regular meeting, provided the proposed amendment has been distributed to member schools no less than thirty days in advance of the meeting.
- B. Amendments to bylaws may not be voted on unless they have been distributed to the general membership at least 30 days in advance of the next meeting.
- C. Amendments to bylaws shall become effective immediately following their adoption, unless otherwise indicated.

# **ARTICLE VII: LOCAL CONTROL**

## **Section 1: Official Representative**

- A. The official representative of each member school shall be the principal of that school unless otherwise designated by the superintendent or chief school administrator. A verbal statement to that effect by the representative is sufficient.

## **Section 2: Regional Activities**

Region III will administer its own activities provided they are not in conflict with the provisions of the ASAA Executive Board.

## **Section 3: Inquiries**

- A. A school may request a Regional Executive Board Inquiry into rule violations by presenting a written request to the secretary.

## **Section 4: Securing Officials**

- A. The host school must secure officials certified by ASAA to officiate all contests.

## **Section 5: Contractual Agreements**

- A. Interscholastic competition and activities shall be bound by contracts between the schools involved. Violations of contracts shall be dealt with in accordance with ASAA regulations.

# **ARTICLE VIII: FINANCE**

## **Section 1: Establishment of General Fund**

- A. The Secretary-Treasurer shall be authorized to maintain a general account entitled "Region III Alaska School Activities Association Fund." At the discretion of the Executive Board, a portion of these funds may be deposited in interest-bearing accounts. All income earned from interest bearing deposits shall accrue to the General Fund.

## **Section 2: Accounting Procedures**

- A. The Secretary-Treasurer shall be responsible for maintaining individual entries showing the monies earned, deposited, and disbursed. A report to the Region III Association shall be made at each meeting.

## **Section 3: Dissolution of the Organization**

- A. Upon dissolution, remaining assets shall be used exclusively for section 501(c)(3) exempt purposes.

## **ARTICLE IX: REGION III CONFERENCE TOURNAMENTS**

### **Section 1: Frequency, Dates, and Locations**

- A. Region III Conference Tournaments shall be held at sites predetermined by the Region III membership on a rotational basis for each activity. A ten-year rotational plan shall be maintained to show the order of rotation. The condition of the facility and location of other tournaments held at the same time will be taken into account when determining site locations.

### **Section 2: Tournament Board of Control**

- A. A tournament Board of Control shall be chosen for each Region III sponsored tournament that shall consist of three individuals with sufficient knowledge of that sport to render fair decisions if necessary. It is recommended that one individual be an Administrator/Athletic Director of next year's host school.
- B. Should a Head Coach believe that there was a failure to follow Region III's bylaws, policies, and/or procedures during a tournament, the coach will complete the Region III Coach's Appeal Form and submit it to the Tournament Director or Head Referee immediately following the game/incident.
- C. Appeals will only be taken into consideration if there is a failure to follow Region III bylaws, policies, and/or procedures. Subjective situations cannot be appealed.
- D. Appeals will be reviewed by the tournament Board of Control; the Board of Control's decision is final.

### **Section 3: Tournament Director**

- A. The host school shall be responsible for designating a Tournament Director who shall be responsible for the overall coordination of the tournament.

### **Section 4: Tournament Regulations**

- A. Regulations and procedures for each Region III sponsored tournament shall be followed in accordance with the bylaws set forth for each sport or activity.

### **Section 5: Media**

- A. The host school is responsible for contacting newspapers and radio stations of contracted game dates and times and is responsible for sending game results to all local newspapers of teams involved as well as the Anchorage Daily News.

## **ARTICLE X: TOURNAMENT BYLAWS**

Region III will maintain bylaws for each individual sport which will include sport-specific Tournament Bylaws.

## **ARTICLE XII: SPECIAL AWARDS**

### **Section 1: Scholar-Athlete Award**

- A. Region III will honor students at member schools at end of the school year who meet the following criteria:
  - a. Participated in and completed one or more varsity sport seasons during the calendar year.
  - b. Earned a 3.70 GPA minimum for previous three quarters.
- B. The Secretary/Treasurer will be responsible for ordering scholar-athlete pins and distributing them to the member schools.

### **Section 2: Distinguished Service Award**

- A. Region III will honor retiring coaches and athletic directors who have met one of the following criteria:
  - a. Coached at high school level for at least fifteen years in Alaska and ten years in Region III.
  - b. Combination of coaching and athletic administration for at least fifteen years in Alaska and ten years in Region III.
- B. Any member of Region III may nominate a potential recipient for this award.

### **Section 3: ASAA Gold Lifetime Pass**

- A. Each spring meeting the Region III will nominate at least one person who will be recommended to the ASAA Board to receive a Gold Life-Time pass, nominations will be former coaches and members of the Region III.

Adopted 1/24/23