

# **Constitution of the Wisconsin Volleyball Coaches Association**

## **Article I**

### NAME

The name of this organization shall be Wisconsin Volleyball Coaches Association (WVCA). This Association is a voluntary organization not organized for profit.

## **Article II**

### PURPOSE

The purpose of the Association shall be:

1. To promote proper attitudes toward the profession by the membership and by the schools and teams represented by the membership.
2. To promote and foster excellence of play and coaching among the schools in Wisconsin high schools.
3. To recommend to higher echelon organizations such policies and rules changes as this organization deems reasonable, appropriate, and timely.
4. To unify and coordinate the efforts of all agencies interested in furthering volleyball and allow all interested parties to have a voice in the development of the sport.
5. To encourage among volleyball coaches a deeper sense of responsibility for the conduct, maintenance, and development to the game of volleyball in accordance with the highest tradition of interscholastic competition.
6. To cooperate with and follow the guidelines set by the National High School Federation and the Wisconsin Interscholastic Athletic Association.
7. To bring to the members the latest of methods and techniques of teaching volleyball.

## **Article III**

### MEMBERSHIP

#### Section 1. Types

- A. There shall be three types of membership in this Association: Regular Membership, Associate Membership, and Honorary Lifetime Membership
- B. Regular Membership - Wisconsin volleyball coaches (Head or Assistant) who are actively engaged in, or directly associated with, coaching middle school or high school volleyball in the state of Wisconsin. The school that the coach or coaches represent must be in good standing with the WIAA.
- C. Associate Membership - Club Coaches/Officials/Others who do not qualify for Regular Membership. Associate members will have the same benefits as a regular member but are not high school/middle school coaches.

- D. Honorary Lifetime Membership - Any past president, past vice president, past secretary, past treasurer, past district representative, or past at-large representative that has served 5 or more years for the Association will receive an honorary lifetime membership. Nominations for retired coaches or persons who have aggressively supported volleyball in the state of Wisconsin will be accepted. The nomination must be in writing and submitted to the President of the Association. The Board of Director's will review each nomination. A 2/3 vote from the Board of Director's is necessary for approval. Honorary lifetime members will have the same benefits as a regular member but shall not have voting privileges.

## Section 2. Admission, Dues, Assessments

- A. Each year, membership forms are to be sent to all coaches who are eligible. Filling out and returning the form to the Secretary with the annual dues (as specified in the By Laws of the WVCA) shall constitute membership. Annual membership extends from September 1 to August 31 of the following year. Any coach who does not become a member of the WVCA will be eliminated from the Member mailing list.
- B. The annual dues for Regular or Associate memberships shall be determined by the Board of Directors and kept in line with the economy. If a member attends the annual coaching clinic the membership dues are included in the cost of the clinic. Coaches not attending the clinic may join the WVCA at any time.
- C. Special assessments shall be voted upon according to the voting procedure in Article III, Section 2.

## Article IV

### ADMINISTRATION

#### Section 1. Officers and Representatives

- A. Election of Officers and Representatives
1. Officers to be elected are the Vice-President, the Secretary, and Treasurer. The Vice-President shall accede to the office of President at the conclusion of the latter's normal tenure of office or as otherwise specified in the Constitution.
  2. The Board of Directors shall be constituted of the Past - President, President, Vice-President, Secretary, Treasurer, two Representatives from each WIAA district (Except District 7 shall have 3 Representatives) and two At-Large Representatives.
  3. The term of office for all officers shall be three years, beginning at the fall annual membership meeting (coaches clinic) at which elections take place and terminating three years thereafter. The elections for these offices will take place on alternating years. Secretary and Treasurer can be re-elected for an unlimited number of terms.

4. The term for all District Representatives and At-Large Representatives shall be unlimited. The District Representatives and At-Large Representatives will be appointed by the Board of Directors. Officers can also be District Representatives.

## B. Duties of the Officers and District Representatives

### 1. The Board of Directors

- a. To act for and represent the WVCA in matters and to execute the policies outlined in this Constitution. Any action of the Board of Directors shall be for the welfare of and sympathetic with the purposes of the WVCA. In acting for the WVCA members, the Board of Directors can vote and pass any measure not requiring a membership vote by this Constitution.
- b. To prepare the Association Membership Annual meeting and the Board of Directors meetings agenda.
- c. To attend a minimum of two WVCA sponsored events in a membership year (Sept. 1 – August 31)

### 2. The Past President

- a. To be an active, voting member of the Board of Directors.
- b. To assist the President in any matters concerning the WVCA.
- c. Attend all Board of Directors and Association Membership Meetings.
- d. The Past President shall assume the duties of the President, if the President is unable fulfill the term.

### 3. The President

- a. To preside over all general and special meetings of this Association.
- b. To direct and oversee all activities of this Association.
- c. The President shall be vested with the authority to appoint a member as chairperson of any standing or special committee of the WVCA.
- d. The president shall call at least two Board of Directors meetings per year in addition to one general meeting. These Board meetings may be held just prior to the general meetings. (Spring Meeting and State Tournament Meeting)
- e. Collect input from membership.
- f. Assist in the operation of the annual clinic and all-star match.
- g. Attend all Board of Directors and Association Membership Meetings.
- h. Voting member of the Board of Directors.

### 4. The Vice President

- a. The Vice President shall assume the duties of the President in any event wherein the President is unable to attend a called meeting.
- b. The Vice President shall chair the Nominating Committee.
- c. Assist the President with projects, surveys, newsletters and other tasks.
- d. Aide in the coordination of any WVCA activities.
- e. Assist in the operation of the annual clinic and all-star match.
- f. Attend all Board of Directors and Association Membership Meetings.
- g. Voting member of the Board of Directors.

5. The Secretary

- a. To take minutes at all general and special meetings of the Association and of the Board of Directors.
- b. To mail copies of the minutes and other correspondence to the membership as directed by the President and/or the Board of Directors.
- c. Keep an updated and accurate database of all members.
- d. Publish all mailings, print labels, and send all bulk mail.
- e. Work closely with the Association President and Committee Chairpersons.
- f. Help in the operation of the annual clinic and all-star match.
- g. Attend all Board of Directors and Association Membership Meetings.
- h. Voting member of the Board of Directors.

6. The Treasurer

- a. To manage the financial affairs and responsibilities of the Association.
- b. Pays bills, collect and deposit all monies.
- c. To maintain a file of the records of all business conducted by this Association and its committees.
- d. Prepare and present an annual treasurer's report.
- e. Help in the operation of the annual clinic and all-star match.
- f. Attend all Board of Directors and Association Membership Meetings.
- g. Voting member of the Board of Directors.

7. District Representatives

- a. To share concerns or ideas from the district they represent.
- b. To observe, evaluate, and gather information on nominated all-state players.
- c. To help and/or chair committees.
- d. Promote the coaches clinic and recruit new members.
- e. Help in the operation of the annual clinic and all-star match.
- f. Attend all Board of Directors and Association Membership Meetings.
- g. Voting member of the Board of Directors.

8. At-Large Representatives

- a. To share concerns or ideas from the membership.
- b. To observe, evaluate, and gather information on nominated all-state players.
- c. To help and/or chair committees.
- d. Promote the coaches clinic and recruit new members.
- e. Help in the operation of the annual clinic and all-star match.
- f. Attend all Board of Directors and Association Membership Meetings.
- g. Voting member of the Board of Directors.

C. Succession of Officers

1. If, for any reason, the President vacates that office prior to the termination of the elected tenure, the President shall be succeeded by the Past President who shall remain in the office of President during the balance of the predecessor's elected tenure.

2. If, for any reason, the Vice President, the Secretary, the Treasurer, District Representative, or At-Large Representative vacates that office prior to the termination of elected tenure, that office shall be filled by President appointment until the next general or special meeting at which time that office shall be filled by election according to Article III Section 2(D).

## Section 2. Voting Rules

- A. At the Annual Membership meeting, each voting member present shall have one vote.
- B. At the Board of Directors meetings, the Past-President, President, Vice-President, Secretary, Treasurer, District Representatives and At-Large Representatives shall have one vote.
- C. The members/Board of Directors present at any meeting shall constitute a quorum at that meeting.
- D. The election of officers shall be determined by a majority vote of a quorum at the Annual Meeting.
- E. Any business, which requires voting action, as determined by this Constitution or by the Board of Directors shall be passed by a majority vote of a quorum.
- F. There shall be a mail vote in the event the gravity of the situation in question merits it. The Board of Directors shall determine whether there shall be a mail vote.
- G. On all mail votes, the entire membership will be sent a ballot. The ballot must present both sides of the issue.

## Section 3. Meetings

There shall be one Association Membership Annual meeting and two Board of Directors meetings. Special meetings shall be held at the discretion of the Board of Directors (called by the President). Notices of these meetings shall be sent out prior to the dates of the meetings.

- A. Association Membership Annual Meeting (Coaches Clinic Meeting)
  1. Call to order by President.
  2. Report of Officers and Board of Directors.
  3. Report of Committees.
  4. Discuss and clarify any rules as necessary.
  5. Election of officers.
  6. Vote on any new business, new rules and/or policies.
  7. Awards and Recognition.
  8. Adjournment

## B. Board of Directors Meetings

1. State Tournament Meeting (Sunday after State Tournament)
  - a. Call to order by President.
  - b. Vote on All-State player teams. (All State Chair Leads)
  - c. Discuss any unfinished or new Association business.
  - d. Formulate any rules that the WVCA wishes to have presented at the WIAA volleyball coaches advisory meeting.
  - e. Set date for Spring Meeting.
  - f. Adjournment.
2. Spring Meeting
  - a. Call to order by President.
  - b. Hear Officer Reports.
  - c. Hear Committee Reports.
  - d. Discuss any unfinished or new Association business.
  - e. Discuss any rule changes that the NFHS and WIAA have passed.
  - f. Adjournment.

## Section 4. Committees

- A. Committees shall be appointed by the President.
- B. Each standing committee shall be composed of a chairperson who is a Board of Directors member and at least two other members.
- C. There shall be five standing committees, as follows:
  1. Coaches Clinic Committee
  2. All-State Committee (Consists of District Reps and At-Large Reps only)
  3. All-Star Game Committee
  4. Publicity Committee
  5. Nominating Committee

## Section 5. Delegates and Representatives

- A. The Board of Directors shall appoint delegates and/or representatives to other special meetings and conventions as needed.
- B. It is suggested that the WVCA President be the representative for the WIAA volleyball coaches advisory meeting.

## **Article V**

### AMENDMENT PROCEDURE

#### Section 1. Amendments

This Constitution may be amended by a  $2/3$  vote of a quorum by the Board of Directors.  
The By Laws may be amended by a similar vote.