

Washington State Coaches Association

OPERATING MANUAL 2008



WSCA OPERATING MANUAL

WASHINGTON STATE COACHES ASSOCIATION

The intent of the operating manual is to provide guidelines to assist the WSCA executive board and ISA representatives in fulfilling the objectives of the WSCA constitution.

This manual does not replace any portion or section of the WSCA constitution. Additions and deletions can and will be made whenever the President, the Executive Board and/or an approved ISA representative feels that it is necessary.



WASHINGTON STATE COACHES ASSOCIATION

CONSTITUTION

Article I

NAME

Section 1: This organization shall be known as the WASHINGTON STATE COACHES ASSOCIATION and may be referred to as the WSCA.

Article II

OBJECTIVES

Section 1.: To promote the understanding of the athlete as he/she relates to coaches, athletics, and the schools of Washington State.

Section 2: To endeavor to meet the needs of all WIAA sports by aiding the Individual Sport Associations, the ISA's.

Section 3: To secure a representative membership of coaches in the hope of developing better communication among schools, coaches, and athletes.

Section 4: To promote good fellowship and social contacts among coaches.

Section 5: The WSCA is registered as a non-profit organization with Washington state and the federal government.

Article III

MEMBERSHIP

Section 1: Individual Membership

- A. Active Members: Only such coaches who are or will be actively engaged in (or directly associated with) the profession of coaching athletics in the state of Washington shall be eligible for active membership. Each active member shall have the privilege of one (1) vote.
- B. Associate Members: Any individual who has an interest in coaching and presently is inactive as a coach may be eligible for associate membership.
- C. Honorary Members: Candidates for honorary membership first shall be approved by a majority vote of the WSCA executive board and second be approved by a majority vote of the active members at the annual meeting. Any person who has retired from coaching, but who has contributed over a great number of years to the advancement of athletics shall be eligible for honorary membership. The retiring past president of the WSCA shall automatically become an honorary member. Honorary membership carries the privilege of one vote.

Section 2: Individual Sport Association (ISA) Membership:

- A. Any group of coaches representing the WIAA sport in the state of Washington may petition the WSCA Executive Board for admission as an ISA. That admission will be granted when the following conditions have been met:
1. The members of the ISA are also members of the WSCA.
 2. The ISA has a constitution and officers on file with the secretary of the WSCA.
 3. The ISA is prepared to provide a current, detailed financial report of all incomes and expenditures with the WSCA no less than once per year.
 4. The Objectives of the ISA shall not conflict with the objectives of the WSCA.
 5. The WSCA Executive Board gives majority approval.

- B. There shall be only one recognized ISA for each WIAA recognized sport.
- C. The president of the ISA will be the sports representative for that particular sport unless a designee has been approved by the WSCA Executive Board.
- D. In order to have an ISA clinic(s) and/or All-Star contests the ISA must adhere to the proper guidelines set forth in the operating manual.
- E. The ISA president shall notify the WSCA secretary or president of all meetings (dates, times, places) prior to the meetings taking place.

Article IV
DUES

- Section 1: The annual dues for the active and associate members shall be determined by a two-thirds vote of the Executive Board.
- Section 2: The Executive Board shall have complete control of the association affairs, funds, and property. They shall exercise all of the powers possessed by the association itself, insofar as such delegation of authority is consistent with the duties and objectives of the articles and by-laws of this constitution.
- Section 3: Honorary members shall pay no dues.

Article V
EXECUTIVE BOARD

- Section 1: The Executive Board shall consist of the past president, president, the officers listed in article VI and six three year board members.
- Section 2: The Executive Board shall have complete control of the association affairs, funds and property. They shall exercise all of the powers possessed by the association itself, insofar as such delegation of authority is consistent with the duties and objective of the articles and by-laws of this constitution.
- Section 3: The President of the association shall be the chairman of the executive board. The President and secretary shall have discretionary power to carry on the daily business of the association. They will keep the executive board apprised of the activities.
- Section 4: Any vacancy in the executive board shall be filled by the president and confirmed by a simple majority of the executive board.
- Section 5: The Executive Board will meet at least three (3) times a year at a time and place to be determined by the president. The president shall notify the executive board a minimum of fifteen (15) days prior to the meeting date.
- Section 6: Any board member not present at a meeting will be permitted to vote by proxy by notifying the secretary, in writing, of such desire. The proxy will terminate at the adjournment of that meeting.
- Section 7: At any meeting of the executive board, five or more members shall constitute a quorum. A majority vote is necessary to decide any action brought before the meeting.

Article VI
Officers

- Section 1: The officers of the association shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, Clinic Chairman, Magazine Chairman and WIAA Legislative Chairman.
- Section 2: The President shall preside at all meetings, shall call meetings of the executive board, shall call all general membership meetings and assign duties and responsibilities to member of the executive board.
- Section 3: The First Vice-President shall assist the president and perform all of the duties of the president in his/her absence. He/she shall succeed the president for any reason that the president cannot fulfill the term of office.
- Section 4: The Secretary shall keep the records and minutes of the association and shall carry on the correspondence of the association. He/she shall keep an accounting of all ISA current constitutions and officers.
- Section 5: The Treasurer shall keep an account of all association funds and shall submit a report of funds at the annual meeting. He/she shall keep an accounting of all ISA funds.
- Section 6: The Magazine Chairman, Clinic Chairman and the WIAA Legislative Chairman will have duties assigned by the President.

Article VII
Nominating Committee(s)

- Section 1: A nominating committee shall consist of three (3) members appointed by the president at the annual meeting.
- Section 2: The nominating committee shall prepare a list of candidates for each elective office and shall present it at the annual meeting for vote by the membership. Any WSCA member in attendance at the annual meeting can make additional nominations at that time.

Article VIII
Election of Executive Board and Officers

- Section 1: **Past President** – The retiring president shall become the past president.
a. The past president may serves a term of up two (2) years on the executive board.
- Section 2: **President** – The First Vice-President and the Second Vice-President shall be the candidates for the president.
a. The president is chosen by a majority vote of the executive board at the annual summer meeting on even numbered years.
b. The president serves a term of two years on the Executive Board.
c. In the case where both vice presidents choose not to run for the office of president, then any other member of the executive board may run for the position. The president shall be chosen by majority vote of the Executive Board.
- Section 3: **First Vice-President** – The two three(3) year board members who are in their third year of their term on even numbered years shall be candidates for the first vice-presidency.
a. The first vice-president is chosen by a majority vote of the executive board at the annual summer meeting on even numbered years.
b. The first vice-president serves a term of two (2) years on the executive board.

- Section 4: **Second Vice-President** – The two three (3) year board member who are in their third year of their term on odd numbered years shall be candidates for the second vice-president.
- a. The second vice-president is chosen by a majority vote of the executive board at the annual summer meeting on odd numbered years.
 - c. The second vice-president serves a term of one year on the executive board.
- Section 5: **Secretary, Treasurer, Clinic Chairman, and Magazine Editor** – this position shall be appointed by the president and approved by a majority vote of the executive board.
- a. Each position serves an indefinite term of office.
 - b. These positions shall be “re-appointed” upon the election of a new president. The current officers may be re-appointed to their existing positions.
- Section 6: **Three Year Board Members** – any active member of the association is a candidate for this position.
- A. Two three-year board members are chosen by a majority vote of the membership at the annual summer meeting.
 - A. Three-year board members serve a term of three years on the executive board.

Article IX

Association Year and Meetings

- Section 1: The association year shall close August 31st and begin Sept. 1st.
- Section 2: The annual meeting shall be held at the same time as the summer convention with the time and place to be set by the executive board.
- Section 3: All meetings will be conducted by the Robert’s Rules of Order or accepted business organization rules and regulations.
- Section 4: The President shall preside at all WSCA meetings. In the absence of the President, the First Vice-President, the Second Vice-President, the Secretary, and then the treasurer shall preside in order of their listing in the absence of the President.
- Section 5: New officers shall take office on Sept. 1st and be recognized for such office at the first board meeting after the summer election.

Article X

Inspection of Books and Records

- Section 1: All books, papers and document of every kind and description belonging to the association shall be open to the inspection of all member of the association.

Article XI

Amendments

- Section 1: All proposed amendments shall be submitted in writing to the secretary of the association.
- Section 2: Proposed amendments shall be published in the magazine and the WSCA webpage no later than three months prior to its adoption and voted upon by the general membership at the annual meeting or by online voting.
- A. A two-thirds majority of the membership present at the meeting shall be necessary for adoption of the amendment.
 - B. When online voting is used, 50% of the membership must vote, with a 51% majority necessary for adoption of the amendment.

- C. When a combination of voting at the general membership meeting and online voting is used, the following requirements shall be necessary for adoption of the amendment.
 - i. A two-thirds majority of the membership present shall be required.
 - ii. Fifty percent of the membership not in attendance shall vote online, with a fifty-one percent majority required.