

WISTCA Constitution & By-laws

Article I

NAME: The name of the organization shall be the Wisconsin Track Coaches Association (WISTCA).

Article II

PURPOSE: The purpose of this association shall be:

- 1) To promote and foster track and field athletics in Wisconsin high schools.
- 2) To help resolve mutual problems of track coaches and provide opportunities for professional growth and fellowship.
- 3) To always function within the framework of the State High School Coaches Federation.
- 4) To endeavor to achieve and maintain the highest possible standards in track and field coaching and officiating.
- 5) To strive for good public relations and communications so as to promote and publicize the sport.
- 6) To study proposed rule changes and make recommendations to the appropriate state committee.
- 7) To support student-athletes through yearly scholarships, if sufficient funds are available.

Article III

Membership in this organization shall be open to all track and field coaches, heads or assistants of the WIAA affiliated schools. People who do not qualify for regular membership shall be eligible for associate membership. Associate members shall receive all publications but shall not have the privilege of voting. Annual membership extends from clinic to clinic, or February to February. Annual dues for regular or associate membership are \$20.00 and are included in the clinic fee. Coaches not attending the clinic may join the WISTCA at anytime through the association website. . Memberships paid prior to March 1st will be eligible for membership to The United States Track and Cross Country Coaches Association(USTFCCCA). Memberships paid after September 1st are applicable for the following year..

Article IV

OFFICERS:

The officers of this organization shall be the President, President-Elect, Secretary-Treasurer, District and Gender Equity, Middle School Representative, and Minority Representatives. There will be seven District Reps, one for each of the WIAA districts. They shall serve a term of two years. All elections will be held at the Business Meeting in conjunction with the annual clinic. The President-Elect position, and Districts 1, 3, 5, and 7 will conduct elections in the even numbered years. Districts 2, 4, 6, and the Gender Rep will conduct elections in the odd numbered years. The President shall appoint the Secretary and the Clinic Registrar/Treasurer. Upon the expiration of the President's two-year term in office, or in the event the President is unable to fulfill his term in office, the President-Elect will automatically assume the Presidency.

EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the officers, the immediate Past President and the chairpersons of the standing committees. A majority of the Executive Committee shall constitute a quorum. The Executive Committee, by majority vote, shall have authority to act for the association and shall serve as a nominating committee for elections. Additional nominations may be made from the floor at the Annual Business Meeting.

Article V

The annual meeting of the association shall be held on the Friday evening of the WISTCA clinic. The purpose of this meeting will be to share and gather information. The Executive Committee will meet in the fall of each year: 1) to draw up resolutions regarding track and field that involves matters to be considered by the Track Coaches' Association, and 2) to transact normal business of the association. The Executive Committee has the power to call meetings at any time to discuss business including amendments.

Amendments: Amendments to or revisions of this constitution may be made by a majority of the members present and voting at any meeting duly called by the Executive Committee.

Article VI

WISTCA is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article VII

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Officers Duties

President:

- A) Preside at all WISTCA business and organization meetings. (Clinic, Clinic Evaluation, Summer and Fall).
 - a. Set dates, time and site. Prepare accommodations and make any necessary reservations.
 - b. Develop agenda
- B) Select seven Officers to serve on the WIAA Track and Field Advisory Committee.
 - a. Set date, time and site of WIAA Track and Field Advisory Committee Agenda Construction Meeting (Aug).
 - b. Communicate Agenda to track and field representative at WIAA two weeks in advance of the Advisory Committee Meeting.
 - c. Attend and preside at WIAA Track and Field Advisory Committee Meeting in Stevens Point (Sept).
- C) Assist Secretary in the publication of two newsletters for membership - late spring and late fall.
- D) Monitor operations of WISTCA. Assist other officers, reps, awards chairperson and clinic committee where needed.
- E) Collect input from membership. Pursue goals of membership and act in the best interests of the membership.
- F) Distribute All-State and Conference Team Championship Certificates. Order when certificate supply gets low.
- G) Assist in the operation of the annual clinic.
- H) Solicit door prizes for the annual clinic.
- I) When the association deems necessary, the President will attend the National Convention and the Mid-West Region Meeting.

President-Elect:

- A) Compile yearly All-State Team. Construct decorative poster of All-State Team for view at the clinic.
- B) Run ballot to select male and female Athletes-of-the-Year. Communicate results to Awards Chairperson.
- C) Attend all business and organizational meetings and assist the President with projects, surveys, newsletters and other tasks.
- D) Aide in the coordination of any WISTCA activities.
- E) Assist in the operation of the yearly clinic.
- F) Solicit door prizes for clinic.

Secretary:

- A) Take notes at all meetings, process them, and send them to all officers and executive committee members.
- B) Serve as webmaster for the association and promote association activities using appropriate means of electronic communication.
- C) Work closely with the association president and clinic director to coordinate meetings and events.

Treasurer:

- A) Pay bills and collect and deposit all monies and keep accurate account of all receipts and other banking transactions.
- B) Present all appropriate information and documents to a Certified Public Accountant for the purposes of filing yearly taxes.
- C) Prepare and present an annual treasurer's report.

District Reps:

- A) Serve a two-year term with the option for re-election.
- B) Attend all business and organizational meeting to discuss and develop association policy.
- C) Responsible for District Coach-of-the-Year selection. Collect nominees and make selection of coaches. Send choices to Awards Chairperson. Collect biographical information and make presentation at the District caucus meeting during the annual business meeting.
- D) Run district caucus at clinic to share and collect information from district coaches.
- E) Help in the operation of the annual clinic.
- F) Solicit door prizes for the clinic.
- G) Promote the clinic and recruit new members.
- H) Send newsworthy items to the President or Secretary for publication in the association website.
- I) Serve on sub-committees within the association.

Gender Rep:

- A) Attend all business and organizational meetings to discuss and develop association policies.
- B) Collect information and concerns regarding gender equity and bring them to the attention of the association.
- C) Assist in the operations of the annual clinic.
- D) Solicit door prizes for the clinic.
- E) Serve on sub-committees within the association.

Minority Rep:

- A) Attend all business and organizational meetings to discuss and develop association policies.
- B) Collect information and concerns regarding minority issues and bring them to the attention of the association.
- C) Assist in the operations of the annual clinic.
- D) Solicit door prizes for the clinic.
- E) Serve on sub-committees within the association.

Middle School Rep:

- A) Attend all business and organizational meeting to discuss and develop association policies.
- B) Collect information and concerns regarding middle school issues and bring them to the attention of the association.
- C) Assist in the operations of the annual clinic.
- D) Solicit door prizes for the clinic.
- E) Serve on sub-committees within the association.

If any of the Officers or Executive Committee members are unable to complete their term, the President will appoint someone to complete the remaining time of the term.