INDIANA COACHES OF GIRLS SPORTS ASSOCIATION
CONSTITUTION AND BY-LAWS
REVIEWED MARCH 2006

ARTICLE I

The name of the organization shall be the INDIANA COACHES OF GIRLS SPORTS ASSOCIATION. It shall be a nonprofit organization serving the coaches of the State of Indiana.

ARTICLE II

Purposes and Objectives

A. To promote, protect, and improve the mutual interests of coaches and directors of girls athletics in Indiana.

B. To serve as an advisory group for its members for the development of existing and new girls athletic programs.

C. To serve as an educational medium for its members through the Association's involvement with the Indiana High School Athletic Association (IHSAA), principals, athletic directors, officiating organizations, rules committees, local coaches associations, and other related organizations for the betterment of girls athletics.

D. To develop, foster, and maintain standards for professional proficiency and ethics.

E. To make available to its members special resource materials, publications, newsletters, conferences, and coaching clinics in order to improve the talents and skills of its coaches and athletic directors.

F. To coordinate the activities of the coaches of all girls secondary school athletic programs by offering the Association as an educational resource.

G. To encourage mutual understanding, cooperation and assistance between members of the Association and other individuals and organizations directly and indirectly involved in the promotion of high school girls athletics.

H. To cooperate with and assist other organizations having purposes or objectives in whole or in part similar to those of the Association.

ARTICLE III

Section 1 - Membership

a. Membership shall be open to all coaches, and administrators (retired or active) of girls athletics.

b. Members shall be entitled to all voting responsibilities, to hold office, to attend meetings, and participate in the management of the organization.

c. Annual dues for active members shall be established by the Board.

Section 2 - Associate Membership

a. Non-voting associate membership shall be available to all persons interested in the development of girls sports.

b. Annual dues for associate members shall be established by the Board.

c. College student associate membership dues shall be established by the Board.

d. Life-time membership for Past Presidents: Life-time memberships will be given to past ICGSA Presidents at the end of their term of presidency.

e. In addition, at the discretion of the Executive Board, a lifetime membership may be given to any Person who has served the ICGSA with distinction.

ARTICLE IV

Elections

Section 1 - Board of Directors

a. The Board members shall consist of three (3) representatives from each of the five (5) IHSAA districts and the President and the Past President. The representatives shall be elected by the members of their respective districts by majority vote of those members present at the Spring Conference.

b. Each district shall hold their election of representatives at the annual Spring Conference.

c. One representative from each district shall be elected every year for a three (3) year term. A representative may not serve more than two (2) consecutive terms.

d. The election is an open slate election.

e. If a board member moves out of his/her district, he/she must resign that position within his/her district. When a vacancy occurs on the board, the president shall, with board approval, appoint a replacement to fulfill the remainder of the term.

f. Replacement of inactive Board members:

1. A Board member shall be replaced if he/she fails to fulfill his/her duties.

2. If the president or Executive Board feels there should be a replacement, it must be presented in writing to the Executive Board and to the Board member. The Board member should be allowed a response.

3. The replacement shall be the person receiving the second highest number of votes in the particular district, or by appointment by the Board of Directors.

Section 2 - Election of the Board Officers

a. The Board will elect from within the active ICGSA membership a President who has served at least one prior full term on the board. The President shall serve a one year term and the President shall serve no more than two consecutive terms. The presidential election will be held at the February board meeting. The elected president moves into the presidency annually at the conclusion of the Spring Conference. The immediate Past President shall serve a one year term beginning with the conclusion of the Spring Conference.

b. The board will elect from within the Board the Officers for First Vice President, Second Vice-President, Secretary, and Treasurer by majority vote of the Board. The First Vice President, Second Vice President, Secretary and Treasurer will serve a one year term and elections will be held at the first board meeting following the Spring Conference.

ARTICLE V

Duties of Officers and Auxiliary Chairpersons

Section 1 - Duties of the President

a. To notify the board of all meetings and make appropriate arrangements.

b. To preside at all Board meetings and all general Association meetings.

c. To appoint the chairpersons of the sports committees with Board recommendations and approval.

d. To appoint a Newsletter Chairperson, a Mailing Chairperson, a Membership Chairperson, an Awards Chairperson, an Academic All-State Chairperson, a Conference Registration Chairperson, and a Web Page Chairperson with Board recommendation and approval.

e. To call special meetings of the Board as he/she seems necessary.

f. To write the year's goal worksheet during the first fall meeting, with Board approval.

g. To be responsible for the coordination of the annual Spring Conference.

h. Keep an accurate record of business transactions to be forwarded to the next President.

i. To oversee the administration of the handbook.

Section 2 - Duties of the First Vice President

a. To assume all duties of the President in his/her absence.

b. To perform other duties as designated by the President and/or the Executive Board (as explained in the handbook).

c. Oversee Membership drive by consulting with the President and Membership Chairperson.

Section 3 - Duties of the Second Vice President

a. Oversee the function of the Sport Committees.

b. To work with the chairpersons of appointed committees.

Section 4 - Duties of the Secretary

a. To record and mail the minutes of all general and executive board meeting and proceedings of the association to the president for approval and distribution.

b. To carry on and answer all correspondence.

c. To aid in the assembly of mailings, dealing with association business.

d. The position of executive secretary will be added to the structure of the organization if one is deemed necessary by the board.

1. This shall be a paid position and the amount and method of payment shall be established by the board at the first board meeting of each year.

2. Reimbursement to the executive secretary shall be made for postage, phone, mileage and miscellaneous expenses.

3. The duties of the executive secretary shall be the same as for the secretaries duties found in Article 5, Section 4, (a-d).

Section 5 - Duties of the Treasurer

a. To receive and deposit dues from membership, as well as other monies.

b. To keep records of all other financial transactions.

c. To pay all bills.

d. To submit a financial report to each board meeting and at the Spring Conference.

e. Shall file Federal and State tax forms before November 15 of each year.

f. Shall pay the annual bulk mailing fee by January 1 of each year.

g. Shall prepare and present at the September board meeting a Proposed Annual Budget.

Section 6 - Duties of the Immediate Past President

a. Act in an advisor role to the ICGSA Officers and Executive Board.

b. Serve on the Presidential Selection Committee.

Section 7 - Duties of the Newsletter Chairperson

a. To assemble and distribute association Newsletters announcing clinics, conferences, ratings polls, all state teams, all state academic teams, coaches awards, etc., sponsored by the association, when directed by the board.

Section 8 - Duties of the Mailing Chairperson

a. To make arrangements for a bulk mailing permit, to coordinate all bulk mailings from the sports coordinators, president and newsletter chairperson.

Section 9 - Duties of the Membership Chairperson

a. To keep an accurate membership record.

b. To collect membership dues and forward dues money to the treasurer.

c. To mail membership renewal notices at the beginning of each school year.

d. To provide mailing labels as directed by the President.

Section 10 - Duties of the Awards Chairperson

a. To coordinate the nominations, selections, and awards annually for the Marian Archer Award and Service Award.

b. To coordinate the nominations, elections of Area/District and State Coach of the Year and distribution of certificates in each IHSAA sanctioned girls sport.

c. To work closely with sports chairpersons in the selection and distribution of certificates to All-State members in each IHSAA sanctioned girls sport.

d. To work closely with the Academic All-State Chairperson in the selection and distribution of certificates to Academic All- State members in each IHSAA sanctioned girls sport.

e. To order all plaques, certificates, and other awards presented.

Section 11 - Duties of the Exhibitors Chairperson

a. Send out invitations to companies and/or corporations to sponsor, exhibit, or advertise at the annual Spring Conference.

b. To coordinate and work with the exhibitors and corporate sponsors during the annual Spring Conference.

Section 12 – Duties of the Academic All-State Chairperson

a. To compute the nomination forms that meet ALL the criteria for Academic All-State honors in each of the sanctioned IHSAA sanctioned girls sports.

b. To mail copies of each of the Academic All-State teams to the Awards Chairperson for the preparation of Academic All-State certificates to be mailed to the coaches.

c. To release copies of each of the Academic All-State teams to the major media, ICGSA web site, and the IHSAA Sports Information Director.

Section 13 – Duties of the Conference Registration Chairperson

a. To receive all conference registrations for the current year. Keep an accurate record of the registrations, and send all checks/money to the treasurer.

b. To coordinate the duties of the registration committee at the registration booth at the conference.

c. To work with the Membership Chairperson the preparation of name tags for the Conference Registrants, Speakers, Exhibitors, Sports Committees and Chairs, Executive and Auxiliary Board.

d. To prepare registration lists to be used at the conference registration booth as well the door prize slips and special 10, 7, and 3 year drawing slips to be used for conference drawings.

Section 14 – Duties of the Web Page Chairperson

a. To coordinate all web page information with our web page administrator.

b. To keep the web page information current.

c. To coordinate receiving sports committee's information from the sports chairs by the first of each month.

d. To serve as web master in answering questions directed to the ICGSA via web site e-mail.

e. To meet periodically with the ICGSA administrator to implement new ideas and services.

Section 15 - Duties of the Board of Directors

a. The representatives of each district shall organize and conduct meetings for their district.

b. Representatives shall act as a membership committee to recruit members in their district.

c. The Board of Directors will meet when necessary.

d. To serve on committees when asked and assume responsibilities as asked by the President.

ARTICLE VI

Election of Sports Committees

Section 1 - Elections

a. Each member shall serve a three-year term staggering the year of the election and may not serve more than two (2) consecutive terms.

1. District I and V - election in 1993 and every third year thereafter.

2. District III - elected to a two-year term in 1992, a three-year term in 1994, and every three years thereafter.

3. District II and IV - elected to a three-year term in 1992 and every three years thereafter.

b. The term of service shall begin at the time of his/her election.

c. The chairman of each committee may be retained in that capacity following his/her expiration of the two (2) consecutive committee terms. The term of service by the committee chairperson need not be limited.

d. The slate shall be chosen in each district by the Executive Board representative(s) with input from the present sports committee with provision made for a write-in.

e. Voting shall be conducted by each sport committee chairperson in a sports specific meeting at the conference.

f. Provisions will be made for coaches of multiple sports to vote for each sports committee.

g. Replacement of inactive members:

1. A committee member shall be replaced if he/she fails to fulfill his/her duties.

2. If a sport committee feels there should be a replacement of a member, it must be provided in writing to the Executive Board and to the committee member. The committee member should be allowed a response.

3. The replacement shall be the person receiving the second highest number of votes in the particular district, or by appointment by the Board of Directors.

h. Appointment of committee members not in the district.

1. If after elections of sport committees at the annual conference there is still a vacancy in a district, because no candidates wished to be on the ballot for that sport and after every attempt has been exhausted to fill the vacancy with someone from that district; the President with approval of the Executive Board may appoint a member from another district to fill out the sports committee.

2. The appointed committee member would serve until the next election for the sports committees in that district.

Section 2 - Function of Committees and Committee Members

a. To make recommendation for improving the sport on both the local and state level to the ICGSA Board of Directors either directly or via the vice-president.

b. To attend their district meetings and present a summary of their committees recommendations and action taken at the state level to implement these recommendations.

c. To attend the annual ICGSA Spring Conference to meet with coaches of their sport to determine the needs and recommendations of the coaches.

d. To meet at the conclusion of the tourney series in their sport area to wrap up their committee's work for the year.

e. To attend all meetings called by the chairman of their committee.

f. To attend any meetings in their district when directed by their chairman that they do so.

g. To be aware of current, statewide problem areas within their sport.

h. To aid with voting procedures when it becomes necessary to poll the coaches in their sport.

i. To assist the board with workshops and clinics in their sport.

j. To assist with the hospitality room at the state tournament in their sport.

k. To keep coaches in their district informed of all recommendations and/or changes in their sport.

l. To take an active leadership roll in their sport within their district as well as throughout the state.

m. To attend state rules interpretation meetings and conduct coaches meetings the same night if necessary.

n. To coordinate with the Awards Chairperson the selection of the Area/District and State Coaches of the Year as well as the All State teams in their sport.

Section 3 - Function of Committee Chairperson

a. To assume a leadership role on their committee.

b. To call committee meetings well in advance and notify each member in writing of the meeting

c. To notify the Coordinator of Sports Committees (the Second Vice President) of the meetings and to submit a copy of proceedings after the meeting.

d. To handle all "Top" lists, state ratings state ranking, etc. for his/her sport and submit this information to all coaches as well as the news media.

e. To meet with the representatives from the corresponding men's sport association and coordinate proposals for the future of that sport.

f. To submit these proposals and recommendations to the ICGSA Board of Directors.

g. To prepare and give an annual report to the ICGSA Board of Directors.

ARTICLE VII

Section 4 - Eligibility of Members Who Change Positions

a. The sport committee members may serve out their term as long as they remain within the public or parochial school system and within their original district where elected.

ARTICLE VIII

Section 1 - Board Members

a. Reimbursement to board members shall be made for postage, phone, mileage and miscellaneous expenses.

b. An accurate record of expenses is to be kept by the board member and submitted to the treasurer.

Section 2 - Committee Members

a. Reimbursement to committee members shall be made for postage, phone, mileage and miscellaneous expenses.

b. An accurate record of expenses is to be kept by the committee member and submitted to the treasurer.

ARTICLE IX

Section 1 - District Meeting

a. Each district is required to hold a meeting each year at the Annual Spring Conference.

b. The members of each district may hold as many district meetings as they seem necessary.

Section 2 - State Meetings

a. One annual meeting for all members will be held at the Annual Spring Conference.

b. The Board will be responsible for other meetings, clinics and workshops held throughout the state.

ARTICLE X

Section 1 - Constitutional Amendments

a. Any proposed amendments can be submitted, in writing, to an Executive Board Member prior to any regular or called meeting of the board.

b. The proposed amendment, together with opinion of the board, shall be presented to the general membership.

c. Adoption of proposed amendments shall be determined by a majority of members present constituting a quorum.

d. By-Laws of the association may be adopted, amended, or repealed by a majority vote of members present constituting a quorum, if at a meeting, or by a majority of the votes cast, if by mail ballot.

ARTICLE XI

Awards

a. The coach of state championship teams of sports that culminate in an IHSAA State Championship shall be recognized at the annual Spring Conference.

b. An individual who has served girls sports in an outstanding manner will be recognized by the association in the form of a ring by Herff Jones and a plaque awarded at the annual Spring Conference. (Phyllis L. Tubbs Service Award).

c. The Association will provide nominations for the Marian Archer Memorial Award, given annually by the Archer family.

d. The Association will recognize a "District Coach of the Year" award from the sports of basketball, cross country, golf, gymnastics, soccer, softball, swimming, tennis, and track in each district; and a certificate will be mailed.

e. The Association will recognize an "Area Coach of the Year" award from the class sport of volleyball in each of the classes in the North and South areas, and a certificate will be mailed.

f. The Association will recognize a "State Coach of the Year" from each applicable sport, and a certificate will be mailed. (Class sports will recognize a "State Coach of the Year" in each class.)

g. Twenty-year and thirty-year coaches will receive an award at the annual Spring Conference.

h. The retiring President, retiring Board members, retiring Auxiliary Board members, and Sports Chairpersons will be recognized in the form of a plaque at the annual Spring Conference.

i. A certificate will be provided for all First team members of the sports All-State Teams and all Academic All-State Teams.

j. The Association will award annually at the Spring Conference the Carmen Moreschini/ICGSA Scholarship to a coach.

k. Criteria for the above awards are included in executive board policy.

ARTICLE XII

Local Coaches Association

Section 1 - Affiliation With the State Association

a. Local coaches association shall affiliate with and be recognized by the state association.

b. The purpose of affiliation shall be:

1. The coordination of efforts of local associations throughout the state.

2. To give aid and direction to local associations when needed and possible.

3. To assume that local associations do not, through their singularity, detract from the effectiveness of the state association.

c. No local association shall adopt a constitution, develop philosophy or design objectives which are contrary to those of the state association.

Section 2 - Process of Affiliation

a. Upon organization, local associations shall send a copy of their constitution and by-laws to the secretary of the state association.

b. Upon the election of officers, the name of the officers and their positions shall be sent to the secretary of the state association. A new list shall be sent subsequent to each election of officers.

c. The secretary of the state association shall acknowledge receiving the constitution, by-laws and names of officers of local associations. The acknowledgment shall be sent to the president of the local association.

ARTICLE XIII

Said Association is organized exclusively for 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 of 1954, or the corresponding provision of any future U.S. Internal Revenue Law.

ARTICLE XIV

No part of the new earnings of the association shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the association shall be authorized an empowered to pay reasonable compensation for services rendered and to make payments, and distribution in furtherance of the purposes set forth in Article XII hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate on, or take part in any political campaign on behalf of any member for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law; or (b) by an association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

ARTICLE XV

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.