

## WDCA CONSTITUTIONAL BYLAWS

### **ARTICLE I – NAME AND PURPOSE**

#### SECTION I – NAME

The name of the organization shall be the Wisconsin Debate Coaches' Association (WDCA).

#### SECTION II – PURPOSE

The purpose of this organization shall be to promote the interests of interscholastic debate in Wisconsin by assisting in the regulation and improvement of tournaments and by serving as a forum for the airing of opinions relative to these tournaments.

### **ARTICLE II – MEMBERSHIP**

Membership in this organization shall consist of these types: school membership, individual membership, associate membership, and honorary membership.

#### SECTION I – SCHOOL MEMBERSHIP

Any Wisconsin senior high school, junior high school, or middle school, which participates in interscholastic debate, shall be eligible for membership and shall be allowed one vote in the legislative body. All member schools' coaches shall be allowed voice in the legislative body.

#### SECTION II – INDIVIDUAL MEMBERSHIP

Any person connected to or interested in interscholastic debate in Wisconsin shall be eligible for membership and shall be allowed voice but no vote in the legislative body.

#### SECTION III – ASSOCIATE MEMBERSHIP

Any component of a post-secondary institution in Wisconsin is eligible for membership and shall be allowed voice but no vote in the legislative body.

#### SECTION IV – MEMBERSHIP STATUS

All members, except honorary members, shall receive membership standing upon payment of annual dues. All members shall be entitled to attend WDCA functions and receive all materials and mailings of the Association. Failure to pay required dues and fees for three consecutive years will result in loss of membership.

### **ARTICLE III – OFFICERS**

This organization shall have the following officers: President, President-elect, Past-President, Secretary, and Treasurer, and those five officers shall comprise the Executive Board.

#### SECTION I – PRESIDENT

The President shall preside at all general and special meetings and shall be the chairperson of the Executive Committee. The President shall have the authority to appoint committee chairs and shall become an ex-officio member of all committees. The President shall conduct the fall workshop. After completing the term of office, the President shall become the Past-President.

#### SECTION II – PRESIDENT-ELECT

The President-elect shall assume the duties of the President in case of the absence of the President. The President-elect shall assist the President in his/her duties. The president elect shall organize the spring and fall general meetings. After completing the term of office, the President-elect shall become the President.

#### SECTION III – PAST-PRESIDENT

The Past-President shall serve as the chairperson of the Awards and Nominations Committee and actively seek nominations for the WDCA Hall of Fame, WDCA Coach of the Year and the WDCA Scholarship. The Past-President shall appoint and oversee the webmaster for the WDCA website.

#### SECTION IV – SECRETARY

The Secretary shall record, transcribe, and distribute the minutes of all meetings and shall issue meeting announcements. Meeting announcements should be distributed three weeks prior to a given meeting. The Secretary shall maintain and publish a membership directory, revise and make available the Bylaws and Standing Rules, and aid the President with standard correspondence. The Secretary is the chair of the handbook committee.

#### SECTION V – TREASURER

The Treasurer shall handle financial matters, including dues paid and current membership. The Treasurer shall provide a list of non-paying members three weeks prior to regular meetings and WSDT. The Treasurer shall be responsible for the procurement, and disbursement of the official Association Ballot.

#### SECTION VI – TERM OF OFFICE

The term of office for the President, President-elect, and Past-President shall be one year, beginning after the election. The term of office for the Secretary and Treasurer will be two years, beginning after their election. The election for Secretary will occur in odd years, and the election for Treasurer will occur in even years. Appropriate officer elections shall be held each year at the Spring Meeting.

#### SECTION VII – ELIGIBILITY

Any coach or assistant coach, as indicated on the registration form, whose school holds a voting membership shall be eligible to hold an elected position.

**SECTION IV – SUCCESSION AND RESIGNATION**

In the event that an Executive Board Member wishes to resign his/her position, a written statement shall be sent to the Executive Board. Best practice is that the statement is received at least a month prior to the next regular meeting. The statement will be read to the membership at the next regular meeting. Within two weeks of receiving the letter, the Executive Board will appoint a member to temporarily assume the duties of the person whom resigned, until an election can be held at the next regular meeting.

**ARTICLE IV – MEETINGS****SECTION I – ANNUAL MEETINGS**

The Association shall hold semi-annual business meetings in the spring and in the fall.

**SECTION II – QUORUM**

The quorum for each meeting of the WDCA shall be the members present after three weeks notice of said meeting has been given.

**SECTION III – EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet a minimum of three times annually: before the fall meeting, before the spring meeting, and prior to August 15 to set the novice limited topics, to be provided to the membership prior to September 1.

**SECTION IV – SPECIAL MEETINGS**

Special meetings of the association may be called by the President with the majority consent of the Executive Committee.

**SECTION V – SUCCESSION AND RESIGNATION**

The Executive Board shall determine the dates of all meetings and direct the Secretary to notify all members of said meetings, three weeks prior to the meetings.

**ARTICLE V – DUES/FEES**

Annual dues shall be determined by the membership for school, individual, and associate members. There shall be no dues for honorary members. Collection protocol shall be at the discretion of the Executive Committee.

**SECTION I – SPECIAL FEES**

Special fees may be levied by a majority vote of all school members

**SECTION II – COLLECTION**

All dues and fees shall be sent to the Treasurer.

## ARTICLE VI – COMMITTEES

The WDCA shall have the following standing committees: Executive, Awards and Nominations, Handbook, History, Judging Standards and Ethics, Media Communications, Middle School, New Coaches, Novice Packet, and Tournament Practices and Procedures.

### SECTION I – EXECUTIVE

The Executive Committee shall consist of the five officers and the chairpersons of the standing committees. The Executive Board, consisting of the five officers, shall have the authority to act on behalf of the Association on matters demanding immediate attention. The Executive Board will also choose the site for WSDT each year. The quorum for meetings shall be three officers. The President shall call meetings of the executive committee when deemed necessary. One principal activity of the WDCA Executive Committee shall be to facilitate the planning and operation of the annual Wisconsin State Debate Tournament. Individual student participants compete at tournaments sanctioned but not operated by the WDCA in order to qualify for the state tournament. Divisions sanctioned by WDCA for tournaments are outlined in the Standing Rules.

### SECTION II – AWARDS AND NOMINATIONS

The Awards and Nominations Committee shall be chaired by the Past-President and consist of at least two other WDCA members. The committee shall determine scholarship winners, Hall of Fame inductees, and Coach of the Year recipients through the process outlined in Standing Rules Article D.

### SECTION III – HISTORY

The History Committee shall consist of a chairperson, appointed by the President, and other members appointed by the chair. The committee shall keep a history of the WDCA, make available the history to members.

### SECTION IV – JUDGING STANDARDS AND ETHICS

The Judging Standards and Ethics Committee shall consist of a chairperson, appointed by the President, and two members appointed by the chairperson. The committee shall research judging standards and debate ethics and be responsible for ongoing judge education. The committee shall administer the Ethics Grievance Procedure as outlined in Standing Rules Article B Section IV.

### SECTION V – MEDIA COMMUNICATIONS

The Media Communications Committee shall consist of a chairperson, appointed by the President, and other members appointed by the chair, including the webmaster. The committee shall publicize debate and the WDCA to the general public and may publish a newsletter for the association. The committee shall issue press releases and notify school administrators of significant team or coach accomplishments such as Wisconsin State Debate Tournament 1st-3rd place winners, officer elections, Hall of Fame winners, scholarship winners, and the Coach of the Year winner.

**SECTION VI – MIDDLE SCHOOL**

The Middle School Committee shall consist of a chairperson, appointed by the President, and two members appointed by the chair. The committee shall provide support to middle school programs and coaches.

**SECTION VII – NEW COACHES**

The New Coaches Committee shall consist of a chairperson, appointed by the President, and two members appointed by the chair. The committee shall provide services and programs to encourage and support new coaches.

**SECTION VIII – TOURNAMENT PRACTICES AND PROCEDURES**

The Tournament Practices and Procedures Committee shall consist of a chairperson, appointed by the President, who serves as Tournament Director of the Wisconsin State Debate Tournament. The committee also consists of an Operations Director and another member appointed by the President. A fourth member of the committee might be the Tournament Host, as selected by the Executive Board. The committee shall research tournament practices and procedures and be responsible for providing support to members on tournament operations. The committee shall assist the state Tournament Director in the administration of the Wisconsin State Debate Tournament.

**SECTION IX – NOVICE PACKET**

The Novice Packet Committee shall consist of a chairperson, appointed by the President, and at least two members appointed by the chairperson. The committee shall research and produce the Novice Packet for use in policy debates.

**ARTICLE VII – RULES OF LAW**

Situations not specified by the WDCA Handbook (Bylaws and Standing Rules) shall be adjudicated by the Executive Board, which will use *Robert's Rule of Order*, newly revised edition as a guide. The association can overrule an executive board decision with a 2/3 vote at a general meeting.

**ARTICLE VIII – AMENDMENT PROCEDURES****SECTION I – BYLAWS**

These bylaws may be amended at any regular meeting of the WDCA by 2/3 vote, of eligible members present and voting providing that the exact wording of the amendment has been submitted in writing at the previous regular meeting. In recognition that the WDCA meetings occur only twice a year, written notice of proposed bylaw changes must be fairly given to the entire membership at the call to the next regular meeting, issued by the Secretary, three weeks prior to a given meeting.

**SECTION II – STANDING RULES**

Procedural guidelines outside of these Bylaws are Standing Rules. Standing Rules can be amended by a simple majority at one meeting, without prior notice.

## **ARTICLE IX – COACHING ETHICS**

### **SECTION I – RECRUITMENT**

If students are recruited by a coach from another program, a letter of such recruiting attempt should be sent to the WDCA Executive Committee and to the recruiting school's principal.

### **SECTION II – COACHES' CODE OF CONDUCT**

Coaches are expected to conduct themselves in a professional manner including, but not limited to: refraining from illegal activities, behaving in a harassing and/or intimidating manner, and any other morally reprehensible behaviors as deemed by the association, in the context of WDCA activities, meeting, and tournaments; pending appropriate sanctioning from the Executive Board.

### **SECTION III – DEBATERS' CODE OF CONDUCT**

- A. No debater shall engage in behavior that violates his/her school's code of conduct for athletes and/or participants in extra-curricular activities. These behaviors will include, but are not limited to:
1. Possessing, consuming or using alcohol or tobacco in any form.
  2. Possessing, using, buying, selling any controlled substance.
  3. Possessing or storing a dangerous weapon or weapon facsimile.
  4. Overt acts of sexual harassment.
- B. Upon determination by at least one coach and the tournament director that a violation has occurred, the accused student will be prevented from further participation in that day's tournament including awards. All pertinent information and documentation will then be sent to the Ethics Committee Chairperson for review and further action.
- C. In addition to the student's school punishment, the WDCA Executive Committee may suspend the student from participation in a set number of WDCA tournaments and/or the WSDT.

## **ARTICLE IX – COACHING ETHICS**

This constitution was originally ratified by  $\frac{3}{4}$  of the debate coaches at the April 5, 1968 general meeting in Madison, Wisconsin.