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## **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, and associate 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 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 will result in loss of membership.

### **ARTICLE III – OFFICERS**

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

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#### 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 notify membership of all meetings at least three weeks prior to the meeting, process rules changes or proposals for presentation at meetings, create meeting agenda, and bring copies of agenda to meetings. At the WSDT, the President shall communicate with that season's tournament hosts regarding the following year's calendar and will set the tentative calendar. The President shall solicit and receive scholarship, Hall of Fame, and Coach of the Year nominations.

#### 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 their duties. and shall issue meeting announcements. Meeting announcements should be distributed three weeks prior to a given meeting. The president elect shall organize the spring and fall general meetings, including any required food items for the meetings and coordinating building permits/space reservations with host sites. The President-elect will organize the executive committee meetings in the spring, summer, and fall which includes any required restaurant reservations and/or lodging accommodations and communicating the reservations or accommodations to the executive committee. After completing the term of office, the President-elect shall become the President.

#### SECTION III – JUDGING STANDARDS AND ETHICS CHAIR

The Judging Standards and Ethics Chair shall appoint two additional members to the Judging Standards and Ethics Committee and oversee the Committee in the completion of their duties outlined in Article VI. The Judging Standards and Ethics Chair is also an automatic member of the Tournament Practices and Procedures Committee.

#### SECTION IV – SECRETARY

The Secretary shall record, transcribe, and distribute the minutes of all meetings. 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 shall keep a history of the WDCA and make the history available to members.

#### 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 the WSDT. The Treasurer shall deposit WSDT registration fees collected, compensate the WSDT Director, and pay any other WDCA expenses within three weeks of receiving any fees or invoices. The Treasurer shall be responsible for the procurement, and disbursement of the official Association Ballot.

#### SECTION VI – TERM OF OFFICE

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The term of office for the President, President-elect, and Judging Standards and Ethics Chair 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 VIII – SUCCESSION AND RESIGNATION

In the event that an Executive Board Member wishes to resign their 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. Committee chairs who are elected may be removed by a majority vote of the Executive Board.

### 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 AND VOTING

The quorum for each meeting of the WDCA shall be the members present after three weeks notice of said meeting has been given. Only a coach from a member school may cast a vote on that school's behalf. Voting by proxy is not permitted.

#### 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 finalize novice policy argument limitations. The Executive Board shall determine the dates of all meetings.

#### SECTION IV – SPECIAL MEETINGS

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

### ARTICLE V – DUES/FEES

Annual dues shall be determined by the membership for school, individual, and associate 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

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## 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, Judging Standards and Ethics, Media Communications, New Coaches/Novice Packet/Middle School, Tournament Practices and Procedures/Handbook, and Belonging.

### 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 and determine scholarship winners, Hall of Fame inductees, and Coach of the Year recipients through the process outlined in the Standing Rules. 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.

### SECTION II – JUDGING STANDARDS AND ETHICS

The Judging Standards and Ethics Committee shall consist of a chairperson, an elected position, and two members appointed by the chairperson. The committee shall research judging standards and debate ethics and be responsible for ongoing judge education.

### SECTION III – 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. 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. The Media Communications Committee will oversee the WDCA website and social media. This includes website updates, monitoring required renewal fees for website and email list service, communicating fees to the Treasurer, updating annual calendar to include links to tournament registration sites, and posting meeting minutes and state results packets.

### SECTION IV – NEW COACHES/NOVICE PACKET/MIDDLE SCHOOL

The committee shall consist of a chairperson, appointed by the President, and at least two members appointed by the chairperson. The committee shall provide service and programs to encourage and support new coaches, research and produce the Novice Packet for use in novice policy debates, and provide support to middle school programs

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and coaches. The Novice policy argument limitation materials shall be released in its entirety no later than September 1.

#### SECTION V – 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 the Judging Standards and Ethics chair and the Tournament Host, as selected by the Executive committee. 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. The committee shall also create and update a handbook for coaches and tournament directors.

#### Section VI Belonging

The Belonging committee shall consist of a chairperson, appointed by the WDCA election process, and any WDCA coach and/or judge who wishes to join the committee. The committee shall provide resources to sanctioned tournaments on best practices to ensure that the WDCA Harassment and Discrimination Policy is upheld. The Chairperson, with consent of the WSDT Director and WDCA President, shall appoint Belonging Ombuds for the WSDT.

### 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, provided the rule change is submitted in writing to the President and is published at least two weeks before a business or special meeting. The President shall publish all submitted proposals via at least two different appropriate means which could include but are not limited to the WDCA Website or via email. Rule changes not submitted by the deadline may be discussed but not voted upon.

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## ARTICLE IX –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 –CODE OF CONDUCT

Coaches, tournament directors, and volunteers 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. The WDCA Executive Board, upon receipt of a report alleging such behaviors, shall conduct an investigation. Thereafter, they shall determine appropriate consequences for such behavior up to and including banning persons from WDCA sanctioned events. In the event a person is banned, this fact will be published to the membership. A  $\frac{2}{3}$  vote of the membership at a meeting may overturn such a ban.

### SECTION III – DEBATERS' CODE OF CONDUCT

- A. No debater shall engage in behavior that violates Their 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.

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