

# WASHINGTON STATE CROSS COUNTRY COACHES ASSOCIATION

## CONSTITUTION

*Approved by vote of WSCCCA members Feb 2024, effective July 1, 2024*

### **Article I**

#### **Name**

- Section 1: This organization shall be known as the Washington State Cross Country Coaches Association and shall be referred to as the WSCCCA.
- Section 2: This Individual Sports Association (ISA) shall be a branch of the Washington State Coaches Association (WSCA).

### **Article II**

#### **Objectives**

- Section 1: To develop a healthy lifestyle and lifelong involvement in fitness and sport.
- Section 2: To promote understanding of the cross country athlete as they relate to coaches, athletes, and schools.
- Section 3: To endeavor to meet the needs of all cross country programs by aiding individual cross country coaches.
- Section 4: To secure a representative membership of cross country coaches with the goal of developing better communication among schools, coaches, and athletes.
- Section 5: To promote good fellowship and social contacts among coaches.
- Section 6: The WSCCCA will operate as a non-profit organization (501 c 3).

### **Article III**

#### **Membership**

- Section 1: **Individual Membership**
- A. Active Members – Only such cross country coaches who are or will be actively engaged in (or directly associated with) the profession of coaching cross country athletes in the State of Washington shall be eligible for active membership. Each

active member shall have the privilege of one vote. Active membership is a privilege which requires dues to be paid to the Washington State Coaches Association.

- B. Honorary Members – Candidates for honorary membership first shall be approved by a majority vote of the WSCCCA Executive Board. Any person who has retired from coaching, but who contributed over a great number of years to the advancement of cross country shall be eligible for honorary membership. The retiring past-president of the WSCCCA shall automatically become an honorary member. Honorary membership carries the privilege of one vote. The past-president may also serve as a member of the Service Board of the WSCCCA.

Section 2: **Cross Country as an Individual Sport Association (ISA)**

- A. Any group of coaches representing a WIAA sport in the state of Washington may petition the WSCA executive board for admission as an ISA.
- B. There shall be only one recognized ISA per each WIAA sport. The Washington State Cross Country Coaches Association (WSCCCA) shall be the ISA for cross country running in Washington State.
- C. The president of the WSCCCA will be the sports representative for that particular sport unless a designee has been approved by the WSCCCA executive board. It shall be the representative's responsibility to secure a board replacement should he/she be unable to attend a meeting.
- D. In order to have clinics and/or an all-star competition, the WSCCCA must adhere to the proper guidelines set forth by the WSCA.
- E. The WSCCCA president shall notify the WSCA secretary or president of all meetings (dates, times and places) prior to the meetings taking place.
- F. The WSCCCA has recognized ISA membership status with the WSCA.

**Article IV**

**Dues**

Section 1: The annual dues for the active and associate members shall be determined by a two-thirds vote of the WSCA executive board.

Section 2: The WSCA executive board will determine with which national coaching associations (if any) the WSCA and its ISA's shall become affiliated.

Section 3: Honorary members shall pay no dues.

## Article V

### Executive Board

- Section 1: The elected officers of the WSCCCA executive board shall be president, vice-president, secretary, and treasurer.
- Section 2: The officers of the executive board (President, Vice President, Secretary, & Treasurer) may appoint from 1-3 persons to hold “at large” positions on the executive board, to fulfill additional duties as assigned by the board. These duties may include, but are not limited to: Fund raising, scholarships, website/communications, and event organization.
- A. Terms shall run concurrently with elected board members, lasting two years from the year of their appointment.
- B. At large members will have the same voting rights and responsibilities as the elected members of the executive board.
- Section 2: The president shall preside at all meetings, call meetings of the executive board, call all general membership meetings, and assign duties and responsibilities to members of the executive board.
- Section 3: The vice-president shall assist the president and perform all of the duties of 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.
- Section 5: The treasurer shall keep an account of all association funds and shall submit a report of all funds at the annual WSCA and WSCCCA meetings. He/she shall keep an accounting of all WSCCCA funds.
- Section 6: The executive board shall have 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 7: The president of the WSCCCA shall be the chairman of the executive board. The president - and the vice-president in the absence of the president - shall have discretionary power to carry on the daily business of the association. They will keep the executive board apprised of these activities.
- Section 8: Any vacancy in the executive board shall be filled by the president and confirmed by a simple majority of the executive board.

Section 9: The executive board will meet at least three times a year at a time and place to be determined by the president. The president shall notify the membership of these meetings.

Section 10: At any meeting of the executive board, three or more members shall constitute a quorum. A majority vote is necessary to decide any action brought before the meeting.

## **Article VI**

### **Election of Executive Board Officers**

Section 1: The president will be selected from among current Executive Board members during even numbered years during the Winter Executive Board meeting. Should there be no winter meeting for any reason, the election would take place at the next Executive Board Meeting.

Section 2: The vice-president, secretary, and treasurer will be selected from among current Executive Board officers, At-Large, and/or Advisory Board members.

Section 3: President (elected in odd numbered calendar years)

A. The president is chosen by a majority vote of the active members of the Executive Board.

B. The president serves a term of two years on the Executive Board and may stand for reelection.

Section 4: Vice-President (elected in even numbered calendar years)

A. The vice-president is chosen by a majority vote of the active members of the Association.

B. The vice-president serves a term of two years on the Executive Board and may stand for reelection.

Section 5: Secretary and Treasurer (elected in even numbered calendar years)

A. These positions are chosen by a majority vote of the active members of the Association.

B. The secretary and treasurer serve terms of two years each and may stand for reelection.

Section 6: Past President The retiring president will become the past president and may serve for up to two additional years on the Executive Board.

## **Article VII**

### **Advisory Board**

- Section 1: The Advisory Board will serve in an advisory capacity to the Executive Board. Advisory board members will facilitate communication between the executive board and individual members across the state.
- Section 2: The WSCCCA Advisory Board members will carry out duties assigned by the Executive Board.
- Section 3: Two advisory board members shall be elected from each district that competes in cross country as a sport. Elections will be held between January and March of even numbered years, with Advisory board members taking office on July 1. The executive board may choose to add an additional advisory board member in districts where there are other unique circumstances.
- Section 4: One advisory board position will be elected to represent ambulatory and wheelchair athletes.
- Section 5: Advisory board members shall serve terms of two years. Advisory Board members must be an active coach at the time of their election.
- Section 6: The executive board shall appoint candidates to fill advisory board positions that become vacant due to resignation or other means.

## **Article VIII**

### **Service Board**

- Section 1: The Service Board may consist of the Past President, Scholarship Coordinator, the East-West All-Star Race Coordinator, the Hall of Fame Coordinator, Medical Advisor, Scholarship Fundraising Coordinator, Website Coordinator, and other positions deemed necessary by the advisory board.
- Section 2: The WSCCCA Service Board members will carry out duties assigned by the Executive Board.
- Section 3: Hall of Fame Coordinator. The Hall of Fame Coordinator shall chair a committee of two to four Hall of Fame coaches to be in charge of responsibilities related to the Hall of Fame including collection of Hall of Fame nominations, communication with Hall of Fame Inductees to gather their biographical information, photos, and coordinate their attendance at the Hall of Fame Banquet.
- Section 4: The Website Coordinator, a member of the Service Board, will handle responsibilities directly related to monitoring and maintaining the website. The WSCCCA shall be

responsible for maintaining an informational website dedicated to promoting the sport of cross country running in Washington State.

Section 5: The Scholarship Coordinator shall be responsible for collection of all scholarship applications and any other duties related to the collection of scholarship applications.

A. The scholarship coordinator shall be responsible for all publicity, announcements, and communication regarding the East-West All Star Scholarships.

B. The Scholarship Coordinator shall serve on the Scholarship Selection Committee.

Section 6: The Scholarship Fund Raising Coordinator shall be responsible for keeping track of all income related to the scholarship fund and any other related duties assigned by the Executive Board.

A. Scholarship Fund Raising Coordinator shall be responsible for seeking additional funding for the scholarship fund.

B. Scholarship Fund Raising Coordinator may serve on the Scholarship Selection Committee.

Section 7 Medical Advisor

A. The Medical Advisor shall be a professional in the Medical Profession.

B. They shall serve in advisory capacity to assist the WSCCCA with any issues where medical expertise is desired.

C. They may make regular contributions to the WSCCCA newsletter.

Section 8: Members may vote with the Executive Board on issues directly related to their service board position.

## **Article IX**

### **Association Year and Meetings**

Section 1: The association year shall begin September 1 and close August 31.

Section 2: An annual meeting shall be held where awards and honors are presented and association business is conducted.

Section 3: The president shall preside at all WSCCCA meetings. In the absence of the president, the vice-president, the secretary, and then the treasurer shall preside in order of their listing above in case of absence of the presiding officer before them.

Section 4: New officers shall take office on July 1 following elections.

## **Article X**

### **Inspection of Books and Records**

- Section 1: All books, papers and documents of every kind and description belonging to the WSCCCA shall be open to inspection of all members of the association.
- Section 2: The association website, [www.wsccca.com](http://www.wsccca.com) and the newsletters of the WSCCCA shall be the official voices of the association.

## **Article XI**

### **Amendments**

- Section 1: All proposed amendments to this constitution shall be submitted in writing to the secretary of the WSCCCA.
- Section 2: Proposed amendments shall be published and distributed in the WSCCCA newsletter no later than three months prior to their proposed adoption and voted upon by the general membership. Voting shall be by online ballot.

## **Article XII**

### **Hall of Fame**

- Section 1: Hall of Fame nominees must be cross country coaches who have made a significant contribution to the sport of cross country.
- Section 2: Hall of Fame inductees will be recognized at the annual Hall of Fame Banquet in conjunction with the WSTFCA/WSCCCA convention.
- Section 3: Hall of Fame candidates may be nominated by anyone, using the WSCCCA Hall of Fame Nominating form. That form shall be available on the WSCCCA website, [wsccca.com/](http://wsccca.com/)
- Section 4: Hall of Fame candidates shall be in good standing with the WIAA and WSCCCA.
- Section 5: The WSCCCA will maintain a Hall of Fame Gallery on their website and link it to the websites of the WIAA and WSCA.
- Section 6: Hall of Fame candidates will be selected annually by the WSCCCA Executive Board and Hall of Fame Committee.