

WYOMING COACHES' ASSOCIATION

HALL OF FAME CONSTITUTION



JULY 2011

CONSTITUTION OF THE WYOMING COACHES' ASSOCIATION HALL OF FAME COMMITTEE

ARTICLE I – NAME

1. This organization shall be known as the “Wyoming Coaches Association Hall of Fame Committee”.
2. The “Wyoming Coaches Association Hall of Fame Committee” is an affiliate member of the Wyoming Coaches Association.

ARTICLE II – PURPOSE

1. The purpose of this organization is to honor Wyoming coaches that have done an outstanding job in their respective coaching responsibilities, as well as other duties in the field of athletics and have distinguished themselves, their school(s), and community(s) in an exemplary manner.

ARTICLE III – MEMBERSHIP

1. The membership of this association shall belong to the Wyoming Coaches Association or be retired from coaching.
2. The membership of this organization will be composed of retired or active coaches that have met the qualifying criteria established.

ARTICLE IV – BOARD OF DIRECTORS

1. The administrative authority shall be vested in the Wyoming Coaches' Association Hall of Fame Committee Board of Directors.
2. The Board of Directors shall have complete control and management of the affairs, funds and property of the Wyoming Coaches' Association Hall of Fame Committee.

ARTICLE V – OFFICERS

1. The officers of the Wyoming Coaches' Association Hall of Fame Committee Board of Directors shall consist of the following:
 - a. President
 - b. President-Elect
 - c. Secretary/Treasurer
2. Other board members shall consist of:
 - a. Past President
 - b. Nine additional people who are members of the Wyoming Coaches' Association Hall of Fame Committee.
 - c. The Wyoming Coaches' Association President and Executive Secretary will serve as ex-officio board members.

ARTICLE VI – TERM OF OFFICE

1. The term of the President, President-Elect, Secretary/Treasurer and Past President is two years.
2. The elected officers shall assume their duties immediately following the summer meeting.

ARTICLE VII – ELECTIONS

1. The election of officers, the selection of chairperson, organizing committees, and the filling of vacancies shall occur at the spring meeting.
2. Vacancies in any office except the Presidency shall be filled by appointment of the President until the next spring meeting. In case of a vacancy in the Presidency, the President-Elect shall become President. Another President-Elect shall then be elected at the next regular meeting.

ARTICLE VIII – MEETINGS

1. There shall be two regularly scheduled Board of Directors meetings throughout the course of the year. The first meeting will be held no later than the last Sunday of March. The final meeting will be held the day following the Hall of Fame Banquet.
2. The time and place of the meetings shall be determined by the President and announced at least one week in advance.
3. Special meetings may be called by the President as deemed necessary and/or when five Board Members request a special meeting.

ARTICLE IX – ORDER OF BUSINESS

1. The usual order of business shall be as follows using Robert's Rules of Order.
 - a. Call to order by the President.
 - b. Reading and disposal of unfinished business.
 - c. Reports of officers.
 - d. New business.
 - e. Elections (if necessary).
 - f. Adjournment.

ARTICLE X – AMENDMENTS

1. The constitution may be amended by a two-thirds majority vote of the Board of Directors.
2. A mail ballot may be used when necessary.

BY-LAWS OF THE WYOMING COACHES' ASSOCIATION HALL OF FAME COMMITTEE

ARTICLE I – GENERAL

1. Official business may be transacted only when a majority of the board members are present.
2. Replacing board members shall be the responsibility of the serving board members.
3. The Wyoming Coaches' Association Hall of Fame Committee's qualifying criteria is part of the By-Laws.

ARTICLE II – DUTIES OF OFFICERS

1. Office of the President
 - a. The President shall preside at all general meetings of the Board of Directors and shall have the power to call special meetings at a time and place of his/her choosing.
 - b. The President shall cause an agenda to be made, notifying members of the Board of Directors at least one week in advance stating the purpose of the meeting.
 - c. The President shall cause the books of the Treasurer to be audited once each year at the end of his/her regular term. If the office becomes vacant for other reasons the books shall be audited before the new appointee assumes office.
 - d. The President shall be an ex-officio member of all committees.
2. Office of the President-Elect
 - a. The President-Elect shall preside at all general meetings of the Board of Directors in the absence of the President. The President –Elect or their designee may be responsible for all communications.
 - b. The President-Elect and Secretary/Treasurer shall review the activities and minutes of their year in office and submit appropriate items for By-Laws at the regular spring meeting.
 - c. The President-Elect (or designee with computer capability) will be in charge of correspondence pertaining to:
 - i. Hall of Fame applicants, Hall of Fame inductees, Distinguished Service recipients, UW Hall of Fame/Kiosk information , awards vendor(s), and appropriate press outlets.
3. Office of the Secretary/Treasurer
 - a. The Secretary/Treasurer shall keep an accurate record of all proceedings of the organization and such records as may be necessary.
 - b. The Secretary/Treasurer shall conduct the official correspondence of the organization.
 - c. The Secretary/Treasurer shall receive and expend the funds of the organization as directed by the Board.
 - d. All checks and savings of the organization must have the signature of the Secretary/Treasurer for valid transactions.

- e. A financial report shall be made at each regular meeting.
- 4. Committee Chairpersons
 - a. The Committee Chairperson shall preside at all meetings held by his/her respective group.
 - b. The Committee Chairperson shall keep or cause to be kept an accurate record of the minutes of each meeting and report those minutes to the Secretary/Treasurer within one week following the meeting.

ARTICLE III – AMENDMENTS

- 1. The By-Laws may be amended by a simple majority of the members present.