|  |
| --- |
| **FLORIDA ATHLETIC COACHES ASSOCIATION** |
|  |
| **Constitution and By-Laws** |
| **Updated – June 20, 2018** |
|  |

|  |
| --- |
|  |

**ARTICLE I – NAME**

The Name of this organization shall be the Florida Athletic Coaches Association, Inc. (a corporation not for profit).

**ARTICLE II – PURPOSE**

Sec. 1 – To help maintain the highest standards in the coaching profession, and to work for the continuous improvement of the athletic activities in the high schools of Florida to the end that such activities shall be part of, and the contribute toward, the entire educational program of the State of Florida.

Sec. 2 – To cooperate in every way possible with the Florida High School Athletic Association and the Florida Department of Education in the promotion of a broad and wholesome athletic program in the high schools of the State.

Sec. 3 – To establish and maintain high standards of ethics and sportsmanship among players, coaches, and spectators involved in the high school athletic program; to safeguard physical, moral, and mental welfare of high school students engaged in the athletic program; and to protect the program and the students engaged therein from exploitation.

Sec. 4 – To promote and maintain the program of continuous education of participants and the community at large in the value of interscholastic athletic competition as a component of the State’s educational program.

Sec. 5 – To provide a forum and opportunity for the discussion and continuing education of those charged with responsibility for high school athletic activities in the methods and techniques thereof, and the conduct workshops and forums concerning the same.

Sec. 6 – To promote and maintain the traditional values of individual initiative in response to challenge of sacrifice and dedication, and of teamwork in the achievement of desirable goals that have characterized high school athletic activities.

Sec. 7 – To represent and bring before the Florida High School Athletic Association and the Florida Department of Education, the needs, wishes and interests of this organization.

**ARTICLE III – MEMBERSHIP**

Sec. 1 – There shall be two classes of membership, i.e., Active and Allied.

Sec. 2 – Active: only such high school athletic coaches, athletic directors, athletic business managers, athletic trainers, and other county approved or school-supplemented (salaried) interscholastic athletic personnel shall be eligible.

Sec. 3 – Allied: only such coaches shall be eligible who are actively engaged in or directly associated with intercollegiate athletic coaching in Florida’s community colleges, four year colleges, or universities; any former Active member who is interested in the interscholastic athletic program and the welfare of this organization; college students who are juniors or seniors with an athletic related course of study or interest; and team physicians.

Sec. 4 – The membership year of the Organization shall begin with the summer clinic.

Sec. 5 – Membership in the Association shall be suspended at the end of the fiscal and membership year, which are one and the same. Suspension shall be lifted with the payment of annual dues.

Sec. 6 – A member may be suspended and/or dismissed from the membership for any offense deemed valid by the Board of Directors. The procedure for dismissal shall be as follows:

1. The charges must be in written form and in the hands of the Executive Director seven days prior to the next Board of Directors meeting.
2. The Executive Committee shall review the case and, if the committee adjudges there are grounds for a case, then the case will be brought before the Board of Directors at the next meeting.

Sec. 7 – Any membership may be suspended by a two-thirds vote of the Board of Directors. The suspended member may appeal directly to the Executive Committee for reinstatement at their next regular meeting.

**ARTICLE IV – DUES**

Sec. 1 – The annual membership dues shall be set by the Board of Directors.

**ARTICLE V – MEETINGS**

Sec. 1 – There shall be one (1) general meeting each year at the specific sport-coaching clinic.

Sec. 2 – There shall be one (1) District general meeting each year, i.e., a fall meeting in August or September.

Sec. 3 – District and/or State-level meetings of FACA membership may be called by the President or the District Director, in the best interest of the Association.

Sec. 4 – A quorum shall consist of Active registrants present at the meeting, due notice having been given in writing one week prior to the meeting date.

**ARTICLE VI – VOTING**

Sec. 1 – Current active members shall be entitled to vote on all questions submitted to the membership by the Board of Directors for a decision.

Sec. 2 – The FACA Board of Directors shall determine the method of voting.

**ARTICLE VII – OFFICERS**

Sec. 1 – The officers of this association shall be:

1. President
2. First Vice-President
3. Second Vice-President
4. Third Vice-President
5. Immediate Past President

Sec. 2 – These Officers shall serve as the Executive Committee.

Sec. 3 – The term of office shall be for one year.  
Sec. 4 – A member may serve as President for only one term.

Sec. 5 – Vice-Presidents shall ascend to the next higher office at the Summer Coaching Clinic.

Sec. 6 – Active members in good standing may apply for the office of Third Vice-President.

Sec. 7 – Applications for the Third Vice-President will be forwarded to the Executive Director Postmarked no later than thirty days prior to the Winter meeting of the FACA Board of Directors. The Executive Committee, composed of the Officers, shall examine and screen the list of nominees and, as the Nominating Committee, shall place the name of one person in nomination at the Winter meeting of the Board of Directors. Qualified applicants may be nominated from the floor. The office of Third Vice-President shall be rotated among the four regions of the State (Region 1: Districts 1-2-3-4-5-6; Region 2: Districts 7-8-9-10-11-12; Region 3: Districts 13-14-15-16-17-18; and Region 4: Districts 19-20-21-22-23-24). The results of the election shall be announced prior to June 1.

Sec. 8 – The Executive Director shall be appointed by the Board of Directors for three-year terms after serving the first full year on a one-year appointment.

Sec. 9 – It shall be the duty of the Executive Director to:

1. Supervise the Association’s official files
2. Maintain a roster of members
3. Send notices of meetings
4. Serve as custodian of all finances of the Association
5. Grant membership cards
6. Be custodian of Association property

Sec. 10 – The Executive Director shall exercise all the powers and duties expressed or implied in this Constitution and By-Laws.

Sec. 11 – The Executive Committee shall handle contractual negotiations with the Executive Director and other Association employees, subject to approval by the Board of Directors. A signed contract shall be in effect between the two parties, renewable each year at the Winter Board of Directors meeting.

Sec. 12 – The Executive Committee shall have direct supervision of the central office of the Association. The Executive Director shall have the option of establishing his office in the State of Florida at the location of his choice, with the approval of the Board of Directors.

Sec. 13 – The Executive Director shall serve as an ex-officio member of the Executive Committee.

**ARTICLE VIII – DUTIES OF OFFICERS**

Sec. 1 – President: It shall be the duty of the President to preside at all meetings, to appoint all committees as dictated by the By-Laws, and to perform the other executive duties which pertain to said office.

Sec. 2 – Vice-President: The Vice-President shall be in charge of the meetings in the absence of the President. The Vice-Presidents shall assist the District Directors in their respective areas whenever possible in handling the affairs of the Association. The Vice-Presidents shall represent the Association in the absence of the President in any official function. The order of this representation shall be the First Vice-President, Second Vice-President, and Third Vice-President.

Sec. 3 – Immediate Past-President: It shall be the duty of the Immediate Past-President to advise and counsel with the President and the Board of Directors, coordinate the Fall District general meeting business and agenda, and serve as a consultant to other allied organizations.

**ARTICLE IX – DIRECTORS AND THEIR DUTIES**

Sec. 1 – There shall be one Director elected to the Board of Directors from each of the established number of districts. The Executive Committee, with the approval of the Board of Directors, may increase or decrease the number of districts.

Sec. 2 – Two Directors-at-Large will be appointed by the Executive Committee to serve on the FACA Board of Directors. Directors-at-Large will serve two-year terms with alternate year appointments. All active Past Presidents of the FACA will remain on the Board of Directors as voting members.

Sec. 3 – The District Directors shall serve for a term of two-years. Elections shall be held at the Fall District meetings. Directors from the odd-numbered Districts shall be elected on the odd-numbered years, with the Directors from the even-numbered Districts being elected on the even-numbered years. When the number of Districts is increased or decreased, the procedure for reorganization will be determined by the Board of Directors. Elections shall be held with the winner receiving a majority of the member votes, cast at the Fall district meetings.

Sec. 4 – The FACA Women’s Representative shall be appointed by the Executive Committee to serve on the FACA Board of Directors for a period of two years.

Sec. 5 – It shall be the duty of each District Director to attend to any business of the Association in his District under the direction of the President, Vice-President or Executive Director. Such duties as conducting District meetings, nomination of All-Star candidates, membership drives, etc. are his/her responsibility. He/she shall promote the interest of the Association in his District in every way possible. He/she shall make recommendations (and receive ideas and suggestions from members) to the Board of Directors which will reflect the interest and opinions of members from his/her District.

Sec. 6 – The District Director shall organize and conduct educational and informational programs which involve coaches and student athletes in community youth activities.

Sec. 7 – A District Director may be relieved of his or her office should that person fail to perform his or her regular or assigned duties due to extended illness or neglect. Action shall be taken upon receipt of any of the following: 1) The receipt of written complaint from ten or more members in the respective District by the Executive Director, to be forwarded to the Executive Committee for study; 2) a written report of possible neglect of duties by a District Director, to be sent by the Executive Director to the Executive Committee; or 3) a written complaint filed with the Executive Director by other members of the Board of Directors, to be forwarded to Executive Committee. The procedure is as follows:

1. The District Director will be notified in writing by registered mail from the President with a request for a written explanation (if any) for the failure to perform the regular or assigned duties. A written reply must be received within fifteen (15) calendar days.
2. The President shall submit copies of the District Directors reply (if any) and any other relevant information he or she may request from the Executive Director to other members of the Executive Committee, and poll them as to their choice of further action, i.e., 1) Hearing after suspension; 2) hearing without suspension; or 3) exoneration. Failure to reply within (15) days shall result in immediate dismissal.
3. A written report of Executive Committee action will be sent to the full Board of Directors and, to the plaintiff(s).
4. If needed, the District Director could be invited by registered letter to appear at a hearing before the President, at which time the other Board members would serve as a Hearing Board (a majority of the membership present constitutes a quorum). A two-thirds vote by secret ballot of the Board members present is required for the removal from office. The results of the vote will be announced immediately. The District Director will be informed by certified mail of the results of the vote.
5. Should a District Director fail to attend a board meeting or fail to conduct the Fall District Meeting, he/she is to respond to the Executive Director within fifteen (15) days as to why he/she failed to fulfill his/her required duties. If there is no response, he/she shall be removed from the Board of Directors. In the event the District Director misses a second meeting, automatic expulsion will occur unless waived by the Executive Committee.

**ARTICLE X – EXECUTIVE COMMITTEE AND ITS DUTIES**

Sec. 1 – The Executive Committee shall consist of the President, three Vice-Presidents and the Immediate Past President.

Sec. 2 – The Executive Committee shall:

1. Serve as the FACA Nominating Committee and, as such, screen and evaluate applications for Third Vice-President.
2. Assist and counsel the President in initiating new programs.
3. Fill any vacancies on the Board of Directors, pending confirmation by the Board of Directors at the next meeting.
4. Be responsible for a plan of annual evaluation of all Association programs.
5. Serve as an agency to hear appeals from members.
6. Have the contractual powers for the employment of the Executive Director and any other association employee.
7. Meet in late summer and in winter and on call on the President.
8. Work with companion organization and fill any vacant positions and/or offices required by the bylaws of any affiliated organization.

**ARTICLE XI – BOARD OF DIRECTORS**

Sec. 1 – The Board of Directors shall consist of the President, three Vice-Presidents, Immediate Past President, the District Directors, the FACA Women’s Representative, two at-large members to be appointed by the Executive Committee, Active Past Presidents, and a member of the Florida Department of Education and the Immediate Past President of the FIAAA as ex-officio members.

Sec. 2 – The Board of Directors shall have complete control of all the affairs, funds and property of the Association between meetings.

Sec. 3 – The members present at a State or District General Meeting may, by a two-thirds vote, disagree with any action taken by the Board of Directors. The Board of Directors will then re-evaluate their decision. If, after further study and evaluation, the matter is passed by the Board of Directors, it becomes effective without the consent of the membership.

Sec. 4 – A group of members who desire to submit complaints, needs or suggestions shall present such business to the Board of Directors via the proper channels. These channels, in order, include: A) communicate in writing with the Executive Director; B) work through the District Director; C) request an appearance in person before the Board of Directors.

Sec. 5 – A member or a group of members with complaints, needs, suggestions or requests shall follow due process as determined by this Association. These matters will be evaluated by the Board of Directors. A course of action may be chosen to implement any suggestions or ideas or change which will benefit the organization.

Sec. 6 – The Board of Directors shall have a minimum of two (2) regular meetings each year, one of which must be held during the Summer Clinic. Special or General Committees may meet during the interim between the Board meetings if authorized by the President.

Sec. 7 – The Board of Directors shall appoint a Parliamentarian. It shall be the duty of the Parliamentarian to assist the President in conducting all meetings according to Roberts’ Rules of Order, and to assist in the interpretation of The Constitution and By-Laws.

**ARTICLE XII – COMMITTEES**

Sec. 1 – Standing Committees shall be appointed by The President as follows:

1. General Committees
   1. Awards
   2. Public and Professional Relations
   3. Finance and Budget
   4. All-Star Games
   5. In-Service Training Program
   6. Constitution and By-Laws Revision
   7. Special Projects
   8. Nominating
   9. Membership
   10. Promotional

Sec. 2 – Sports Committee Chairmen shall be appointed by the Executive Committee for each of the following:

1. Football
2. Boys Basketball
3. Girls Basketball
4. Track
5. Baseball
6. Wrestling
7. Swimming
8. Volleyball
9. Tennis
10. Softball
11. Golf
12. Soccer
13. Weightlifting
14. Cross Country
15. Athletic Director
16. Bowling
17. Cheerleading
18. Flag Football
19. Lacrosse

Sec. 3 – The President shall have the power to appoint any other committees he deems necessary.

**ARTICLE XIII – AWARDS**

Sec. 1 – The Awards Committee will meet at a time designated by the Board of Directors to select the recipient of the awards.

Sec. 2 – The award categories include:

1. Life Membership
2. Meritorious Service
3. Distinguished Service
4. Hall of Fame
5. Professional Service
6. President’s Award
7. Outstanding Assistant Coach
8. Other awards deemed necessary by the Board of Directors

Sec. 3 – The Awards committee will make selections based on criteria which must be available to the membership prior to the end of nominations.

**ARTICLE XIV – ORDER OF BUSINESS**

Sec. 1 – Regular meetings shall have the following order of business:

1. Call to order
2. Approval of minutes of previous meeting
3. Report of Executive Committees on interim meetings
4. Report of General Committees
5. Old Business
6. New Business
7. Assessment and Evaluation of Current Status of Association
8. Adjournment

**ARTICLE XV – AMENDMENTS**

Sec. 1 – All proposed amendments shall be submitted in writing to the Executive Director at least thirty (30) days prior to the winter meeting of the Board of Directors. The Executive Director shall make copies of all proposed amendments available to the Board of Directors for study at least ten (10) days prior to the meeting.

Sec. 2 – Any proposed amendment, along with the recommendation of the Board of Directors shall be read and receive a two-third majority vote of the members present at the Fall District general meetings in order to be passed on to the Board of Directors for consideration.

Corrected 6/25/2015