

# **Constitution and By Laws of the Georgia Forensic Coaches' Association**

## **ARTICLE I**

### **PURPOSE**

The purpose of the organization shall be to foster, promote and regulate forensic activities in the State of Georgia.

## **ARTICLE II**

### **MEMBERSHIP**

Section 1. Qualifications. Any person officially in a sponsoring or coaching capacity with high school debate or forensic activities in the State of Georgia shall be eligible to become a member of the association. Any such individual shall become a member with their school upon satisfying the dues requirements of the association.

Section 2. Dues. The dues of the association shall be established each year at the annual meeting of the members of the association.

Section 3. Vote. Each member in the association shall have one vote, provided, however, that all members who are associated or affiliated with the same school or institution shall collectively only have one vote.

## **ARTICLE III**

### **MEETINGS**

Section 1. Meetings. The bi-annual meetings of the association shall be held each August and each April at a site to be determined by the Executive Committee of the association or at such other time and place designated by the Executive Committee.

Section 2. Special Meetings. Special meetings shall be held at such place and time as shall be designated in the notice of said meetings, upon call of the Executive Committee of the association.

Section 3. Notices. Notices of all meetings shall be given either personally, by email, by mail, by telephone, not less than ten (10) days nor more than ninety (90) days before the meeting, to each member of the record in good standing. If mailed or emailed, such notice shall be directed to each member at his address as it appears upon the records of the association unless s/he shall have provided the Secretary of the association with a written request, prior to the mailing of such notice, that notices intended for her/him be mailed to some other address, in which case it shall be mailed to the address so designated.

Section 4. Quorum. A quorum at all meetings of the members of the association shall consist of members of record in good standing, which represent not fewer than fifty-one percent (51%) of the schools or institutions who have affiliated or associated individuals as members of the association, and a majority of the primary and secondary officers of the Executive Committee. Action may be taken on behalf of the association by a majority vote of the members present and entitled to vote at any duly constituted meetings.

Section 6. Records. All recorded meeting minutes will be made available to all members in good standing with the organization no more than ten (10) days following an annual, special or executive meeting by the Secretary.

## ARTICLE IV

### OFFICERS

Section 1. Number. The primary officers of the association shall be a President, a Vice President, a Secretary and a Treasurer. The secondary officers of the association shall be a Member-At-Large from each of areas, as determined by the Executive Committee prior to elections. In addition, there may be such other subordinate officers, as the association may deem advisable from time to time. No multiple offices may be held simultaneously by the same person, or persons representing the same school.

Section 2. Term of Office. Each officer shall serve for the ensuing year or until her/his successors shall have been elected and qualified, or until her/his death, resignation, or removal. Primary officers are limited to two consecutive terms in each office. The term begins July 1 of each year.

Section 3. Removal. Any officer may be removed from office at any time by the affirmative vote of two-thirds of the members of the association present and entitled to vote at any duly constituted meeting.

Section 4. Vacancies. Any vacancy in any office resulting from any cause may be filled for the unexpired portion of the term thereof by the Executive Committee or the association by vote at any duly constituted meeting.

Section 5. Executive Committee. The executive committee shall consist of the four primary officers of the association and all secondary members elected At-Large. The Executive Committee shall have and may exercise all powers of the association in the management and direction of its affairs when members of the association are not meeting.

- (a) Action. A majority of the members of the Executive Committee may determine its action by vote of the full membership of the Executive Committee. Any proposed changes to the constitution and/or by laws must be set forth for vote to all members in good standing of the association at any duly constituted meeting.
- (b) Meetings. Meetings of the Executive Committee shall be held at such times and places at the call of the President or any two members of the primary officers by written, email, telephone or personal notice duly given or served to each member of the Executive Committee by not less than ten (10) days before a meeting. A meeting of the Executive Committee may be held without notice if all members of the Executive Committee are present.
- (c) Qualification. All members of the Executive Committee must be at least twenty-two (22) years of age, a resident of the state of Georgia, be officially in a sponsoring or coaching position with a Georgia high school forensics program, and in good standing with the association. Any member-elect who does not meet these qualifications by the start of their term, will be disqualified from their elected office.

Section 6. Committees. The association, by resolution or resolutions duly adopted, may appoint such committee as it may deem appropriate, or the Executive Committee, by resolution or resolutions duly adopted, may appoint such committees, as it may deem appropriate. Such committees shall have the powers and authority conferred upon them by the association or the Executive Committee, as the case may be.

Section 7. Powers and Duties of Officers. The primary and secondary officers of the association shall each have such powers and duties as generally pertain to her/his respective office, as well as such powers and duties as from time to time may be conferred by the association.

- (a) The President shall be the chief executive officer of the association, shall preside at all meetings of the members and of the Executive Committee, and shall have general supervision of the association. S/he shall perform all duties usually incumbent upon the chief executive officers of a corporation and such as may be required of him by the association. S/he shall publicize a monthly newsletter to be sent to all members in good standing with the organization via the Secretary.

- (b) The Vice President shall exercise the functions of the President during the absence or disability of the President. The Vice President shall be responsible for dispensing any and all area qualification and state tournament trophies, plaques, medals, and/or certifications awarded on behalf of the association. The Vice President shall work with all elected secondary officers in planning and running area qualification tournaments for the state tournaments, as set forth by the Executive Committee, as well as keep records of and validate all qualified participants from each area in the state tournaments
- (c) The Secretary shall perform such duties as are incident to her/his office including recording minutes of all meetings, sending appropriate communications to the membership (including the President's monthly newsletter). The Secretary shall serve as historian, whose responsibilities shall include keeping records of state championship titles and all association-elected coaching awards.
- (d) The Treasurer shall perform duties as are incident to her/his office (i.e. collect dues and disburse funds). The Treasurer will maintain official financial records.
- (e) Members At Large shall work with the Vice-President in planning and running their area qualification tournament for the state tournaments, as set forth by the Executive Committee, including validation of qualified participants, and dispensing area awards. Members At Large shall perform any and all duties as may be delegated to them by the Executive Committee.
- (f) Other subordinate officers appointed by the association shall exercise such powers and perform such duties as may be delegated to them by the resolution appointing them, or by subsequent resolutions adopted by the association from time to time.
- (g) In case of the disability of any officer of the association, the Executive Committee may temporarily delegate those duties to any other member of the organization, including members of the Executive Committee, by a vote of all other members of the Executive Committee.

Section 8. Expenses of Officers. All officers of the association and anyone else authorized by the Executive Committee to represent the association in any capacity shall be reimbursed for out-of-pocket expenses by the association, upon proper accounting of such expenses to the Treasurer.

## **ARTICLE V**

### **AMENDMENTS**

The constitution and by-laws of the association shall be subject to alteration, amendment or repeal, and any new provision may be made by the affirmative vote of not less than two-thirds of the members of the association entitled to vote at any annual or special meeting of the association. All amendments shall be attached in the following section for written record.