

**CONSTITUTION
of the
MISSOURI BASKETBALL COACHES ASSOCIATION**

established October, 1993

Article 1 - Name

The name of this organization shall be the Missouri Basketball Coaches Association, organized as a corporation.

Article II - Purpose

Section 1 Promote basketball in the state of Missouri

Section 2 Work and cooperate with other organizations and associations in the promotion of basketball.

Article III - Membership

Section 1 There shall be three classes of membership. The classes shall be Active, Advocate, and Lifetime.

Section 2 **Active** membership includes school faculty members in Missouri who are actively engaged as basketball coaches and/or those actively engaged as members of the MBCA board.

Section 3 **Advocate** membership is available to

- 1) college students who plan to pursue career in coaching,
- 2) basketball referees, radio, television, and news media personnel,
- 3) retired coaches at any level
- 4) patrons and supporters of the MBCA

Section 4 **Lifetime** membership
Retired members who enter their 6th year of membership as a Advocate Member receive Lifetime Membership.

Section 5 Membership dues shall be determined by the Board of Directors. The dues may be adjusted by a two-thirds vote of the Board of Directors effective August 1 of any year.

Article IV - Voting

Section 1 Each Active member shall be allowed one vote.

Section 2 Voting shall be by either voice or ballot.

Article V - Association Officers

Section 1 Elected officers of this Association shall serve for two-year terms. The President, President Elect, Vice President, Secretary, and Treasurer may serve consecutive terms in the same office.

Section 2 Elective officers shall be President, President Elect, Vice President, Secretary, and Treasurer.

Section 3 Presidential candidates must have been either an officer or a member of the Board of Directors at some time.

Section 4 Election shall be conducted by the President at the annual meeting.

Article VI - Duties of Officers

Section 1 The President shall preside at all meetings of the organization, appoint necessary committees, perform designated executive duties as might be prescribed by the Board of Directors, and attend Board of Directors meetings, over which he/she shall also preside.

Section 2 The President Elect shall preside at all meetings of the organization and of the Board of Directors in those cases where the President is unable to attend. He/she will attend all meetings of the Board of Directors. He/she is to serve as an assistant to the President in every possible way.

Section 3 The Vice President shall preside at all meetings at the organization and of the Board of Directors in those cases where the President and the President Elect are unable to attend. He/she will attend all meetings of the Board of Directors.

Section 4 The Secretary shall:

- A. Keep and publish official minutes of all Executive Committee meetings.
- B. Keep and publish official minutes of all Board of Directors meetings.
- C. Keep an official membership roll.
- D. Perform other duties as directed by the President.

Section 5 The Treasurer shall:

- A. Maintain banking records and sign checks for organization.
- B. Oversee the development and observation of the organization's financial policies.
- C. Work with the President, Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis

- D. Be knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed.
- E. Present the annual budget to the board for approval
- F. Perform other duties as directed by the President.

Section 6

The Executive Director shall:

- A. Be selected by two-thirds vote of the Board of Directors.
- B. Serve a term of office shall be for one year starting June 1 of each year. The term of office shall be considered renewed unless notice of dismissal is given by the Executive Board on or before May 15 of a given year. In such an event, the Executive Director shall transfer all correspondence and records to his successor on or before July 1.
- C. Be the Chief Officer and shall have the power to act, as they deem necessary in matters pertaining to the MBCA when a situation not covered in the constitution or by-laws develops.
- D. May enter into discussion at all meetings, but is not empowered to vote on any issue.
- E. Have the following duties:
 - 1. Organize meetings
 - 2. Notify members of all regular meetings and be empowered to call special meetings pertaining to matters that they feel cannot be handled electronically.
 - 3. Organize the following association events:
 - MBCA Coaching Clinic
 - Norm Stewart Classic
 - Hall of Fame Inductions
 - Academic All-State Banquet
 - Missouri Challenge
- F. Solicit sponsorships for the Association and Association sponsored events.
- G. Have charge of necessary printing and publications of the association.
- H. Consult with the President to appoint committees or administrative assistants whenever it becomes necessary to properly conduct the affairs of the Association. Appointed personnel must currently, or have been in the past involved in coaching basketball and a member.
- I. Arrange for payment of any personnel that they might delegate to handle

Association money and/or secretarial duties (must be approved by the Executive Board). Appointed personnel must currently, or have been in the past involved in coaching basketball and a member.

J. May purchase, in the name of the MBCA, all necessary clerical supplies for proper functioning of the MBCA. The amount of money disbursed for this purpose shall not be limited, but the Executive Director is encouraged to be cognizant in the current balance in the MBCA fund.

K. Shall receive a salary equivalent to \$700.00 per month, an expense stipend of \$3600.00 a year, and receive 15% of all sponsorship money brought into the Association.

L. Shall control all expenditures for conduction affairs of the Association.

Section 7 The Assistant Executive Director shall:

A. Be selected by two-thirds vote of the Board of Directors.

B. Serve a term of office shall for one year starting June 1 of each year. The term of office shall be considered renewed unless notice of dismissal is given by the Executive Board on or before May 15 of a given year. In such an event, the Executive Director shall transfer all correspondence and records to his successor on or before July 1.

C. Shall be the work in association with the Executive Director and shall have the power to act, as they deem necessary in matters pertaining to the Association when a situation not covered in the constitution or by-laws develops.

D. Enter into discussion at all meetings, but is not empowered to vote on any issue.

E. Have the following duties:

1. Collect, manage, maintain membership records.
2. Manage Constant Contact account, communication with membership.
3. Assist in organization/operation of the following association events:
 - * MBCA Coaching Clinic (registration, event management)
 - * Norm Stewart Classic
 - * Hall of Fame Inductions
 - * Academic All-State Banquet
 - * Missouri Challenge

F. Solicit sponsorships for the Association and Association sponsored events.

G. May purchase, in the name of the Association, all necessary clerical supplies for proper functioning of the Association. The amount of money disbursed for this purpose shall not be limited, but the Executive Director is encouraged to be cognizant in the current balance in the Association fund.

H. Receive a salary equivalent to \$500.00 per month, expenses that relate to duties of the MBCA to be reimbursed, and when involved with securing sponsorship brought into the MBCA receive a percentage to be determined with the Executive Director and the MBCA board.

Article VII - The Board of Directors

- Section 1** The business affairs of this organization shall be managed by the Executive Board which shall consist of the Executive Director, Assistant Executive Director, President, President Elect, Vice President, Immediate Past President, Secretary, Treasurer, and at-large delegates selected from the membership.
- Section 2** For organizational purposes the state of Missouri will be divided into districts corresponding to the same districts as designated by the MSHSAA. Each District shall elect two delegates to the Board of Directors from any of the classifications, with each District electing only their representatives. One delegate must be a boys/mens coach and one delegate must be a girls/womens coach. It shall be the duty of Board of Directors to decide the rotation basis for the election of delegates and the length of their terms. At-large delegates shall be appointed by the Board of Directors and should consist of one junior high coach, one college coach, one junior college coach, on private school coach, clinic coordinators, and Missouri Challenge coordinators. Additional delegates will include webmaster and social media director.
- Section 3** Should a director move into another district, he/she shall continue in office until his/her terms expire.
- Section 4** Should a member of the board leave the coaching profession, his/her term on the board shall be reviewed and when necessary will be filled by the President, naming a qualified member of the MBCA from the district/area where the vacancy occurred. All selections will be approved by the board.
- Section 5** Should the immediate past president for any reason become ineligible to serve in the next eligible past president shall fill that vacancy.

- Section 6** A quorum shall consist of the Active members present if due notice has been given for the meeting.
- Section 7** The Board of Directors shall appoint an Executive Secretary on a one-year basis. A stipend shall be paid to this individual each year and the amount shall be determined by the Board. The duties of the Executive Secretary shall be determined by the Board and reviewed each year.
- Section 8** The Board of Directors shall appoint an Assistant Executive Secretary on a one-year basis when deemed necessary. A stipend shall be paid to this individual each year and the amount shall be determined by the Board. The duties of the Executive Secretary and Assistant shall be determined by the Board and reviewed each year.

Article VIII - Election

- Section 1** Nominations shall be made by a MBCA Executive Committee, which shall submit the slate of officers to be voted upon. Additional nominations from the floor will always be accepted.
- Section 2** The election shall be under the direction of the current president.
- Section 3** The candidate who received the plurality of the votes cast for any office shall be declared elected. In case the winner cannot serve, the runner-up shall be declared elected. If neither can serve, the MBCA Executive Committee shall appoint a qualified person to the position.

Article IX - Meetings

- Section 1** There shall be at least two (2) meetings per year of the Board of Directors, as determined by the President. The President is empowered to call other meetings of the membership.
- Section 2** A quorum shall consist of the active members present if due notice has been given for the meeting.
- Section 3** Order of business:
- A. Call to order by the President
 - B. Reading and disposal of any unapproved minutes
 - C. Report of committee chairman
 - D. Report of Board of Directors
 - E. Unfinished business

- F. New business
- G. Adjournment

Article X - the Constitution

Section 1 The Constitution shall be read at the formation meeting of the association and adoption by a vote of the members present with the approval changes recommended by the group present.

Section 2 Proposed changes in the Constitution may be made at any regular meeting. The proposed amendment may be put on the ballot by the positive vote of the simple majority of the active members present at the meeting. A two-thirds majority of the ballots returned are needed for passage of the amendment.