

IATC CONSTITUTION

By-Laws Iowa Association of Track Coaches (revised – June 7, 2014)

Article I NAME AND OBJECTIVES

The name of this organization shall be "Iowa Association of Track Coaches".

Its objectives shall be:

- 1 - To promote Track & Field and Cross Country throughout the state of Iowa, both in the school setting and in the public eye.
- 2 - To provide a sounding board for new ideas and needed changes in our sport(s), and to work through proper channels to aid in the implementation of these ideas and changes.
- 3 - To promote a harmonious working relationship between:
 - a. The coaches in all parts of the state and levels of competition.
 - b. The administration in Iowa schools and their coaches.
 - c. The IHSAA, the IGHSAU, the coaches and the cross country and track and field community in the state of Iowa.
- 4 - To provide services to the coaches and athletes in the state which bring an air of dignity to the sport. These include, but are not limited to: All-State Teams, Coach-of-the-Year Awards, Hall of Fame inductions, and 25-year coaching Awards.
- 5 - To encourage growth and development in all aspects of our sport(s) for all coaches and athletes.
- 6 - To provide current sources of information and clinics and whenever possible the IATC should involve itself in the planning and conducting of clinics.

Article II MEMBERSHIP

Active members (voting members) shall include, upon payment of annual dues:

- 1 - Athletic directors of high school and junior high schools.
- 2 - Superintendents, principals, and assistant principals of high schools and junior high schools, and elementary schools.
- 3 - Head and assistant, track and field and cross country coaches of high schools, junior high/middle schools, elementary schools, and colleges/universities.
- 4 - Registered Iowa track and field and cross country officials, and track and field and cross country fans.
- 5 - Sponsorship Membership (non-voting).
- 6 - Honorary life memberships and Hall of Fame members (non-voting).

Article III MEMBERSHIP DUES

- 1 - The annual dues for membership in the IATC shall be set by the executive committee at the June Meeting based upon the boy's track and field classification.
- 2 - Membership shall extend from September 1 to September 1 of the following year. Dues are to be mailed to the Treasurer.

Article IV OFFICERS: EXECUTIVE COMMITTEE: Election - Powers - Duties

- 1 - The elected officers of the IATC shall be the President, the First Vice President and the Second Vice President. The Executive Committee will also consist of a Secretary, a Treasurer or a Secretary/Treasurer of the IATC. There will also be the chairperson(s) of any standing committees and any chairperson(s) of any committee as assigned by the President, regional representatives (representing boy's and girl's track and field and/or Cross Country) from each of the five state regions. An effort should be made to gain representation from various sizes of schools, but this is not mandatory.
- 2 - The Second Vice President shall be selected by ballot of the membership at the Iowa Track Coaches Clinic, in the fall of the election year, or by mail, or by e-mail ballot of its membership postmarked by and/or received four (4) days prior to the Iowa Track Coaches Clinic of the election year, and shall assume the duties and responsibilities of the office following the Hall of Fame Banquet of said year.
- 3 - Nominations for the position of Second Vice President will be made prior to and before the closing of the November Executive Committee meeting. Names placed in nomination will be from members of the Area Representatives and from those having served in that position for a minimum of two years.
- 4 - The previously elected Second Vice President will automatically succeed the First Vice President following the Hall of Fame Banquet of said year.
- 5 - The previously elected First Vice President will automatically succeed the President at this time following the Hall of Fame Banquet of said year.
- 6 - The term of these offices shall be two years.

Article IV OFFICERS: EXECUTIVE COMMITTEE: Election - Powers - Duties (continued)

- 7 - The Secretary and the Treasurer or Secretary/Treasurer and the Regional Representatives shall be appointed by the President with the majority approval of the Executive Committee present, and shall hold their positions for two years, or longer, unless they choose to resign, or the Executive Committee chooses to dismiss them due to neglect of their duties or change in status. This dismissal and replacement shall take place at a regular scheduled meeting.
- 8 - All standing committee chairperson(s) position(s) shall also be re-appointed or replaced at this time.

Article V Duties, Responsibilities, and Powers of the Executive Committee are as follows:

President:

- 1 - Shall preside at all regular and special meetings of the IATC.
- 2 - Appoint members to the Executive Committee as specified by these by-laws.
- 3 - Appoint committees as specified by the by-laws, by vote of the Executive Committee or by request of the membership.
- 4 - Serve as a committee chairperson and/or an ex-officio member of any or all committees as deemed necessary.
- 5 - Shall or by appointee represent the IATC as a member of the IHSAA Track and Field Advisory Committee.
- 6 - Shall or by appointee promote and provide a bi-yearly newsletter to the membership for the purpose of communication, including but not limited to past and current IATC related events.
- 7 - Shall or by appointee represent the IATC at all state, inter-state and national meetings of which the IATC is being represented.

First Vice President:

- 1 - Shall preside at any IATC function in the absence or inability of the President to fulfill those duties.
- 2 - Shall assist the President in all the prescribed duties.

Second Vice President:

- 1 - Shall preside at any IATC function in the absence or inability of the President or First Vice President to fulfill those duties.
- 2 - Shall assist the President and First Vice President in all the prescribed duties.
- 3 - Shall be responsible for the biannual publication of the IATC newsletter.

Secretary:

- 1 - Shall record the minutes of all regular and special meetings of the IATC.
- 2 - Shall assume any duties which may be assigned or delegated by the president or the Executive Committee.
- 3 - Shall keep a complete record of membership.

Treasurer:

- 1 - Shall pay all regular bills of the IATC and may be authorized by the President to pay any special bills incurred by the IATC or any of its members acting directly for the IATC.
- 2 - Shall keep a complete record of all receipts and expenditures for the IATC.
- 3 - Shall provide an annual report to the executive committee at the fall meeting. The report will cover all receipts and expenditures for the IATC for one full year from each fall executive meeting date.

Secretary/Treasurer:

- 1 - The appointed positions of secretary and treasurer may be filled jointly by one person.
- 2 - That person will assume all the heretofore written duties and responsibilities of those positions.

Regional Representatives:

- 1 - Shall fulfill their duties as members of the Executive Committee.
- 2 - Shall act as representatives of their respective regions in membership and other IATC activities.
- 3 - May fill the role of a standing committee chairperson and yet maintain their status as a Regional Representative.

Article VI Standing Committees and Chairperson(s) Duties Responsibilities and Guidelines:

Academic All-State Chairperson(s)

- 1 - Establish and maintain the criteria for earning the award that are consistent, fair, challenging and meaningful.
- 2 - The criteria and changes of that criterion must be approved by the Executive Committee.
- 3 - Promote to all track and field, and cross country programs throughout the state.
- 4 - Provide a certificate to the award recipient, and a certificate to the recipient's high school upon request.
- 5 - Provide a list of award recipients to the executive committee, the Website Chairperson, and the Media Chairperson.

All-Star Meet Chairperson(s)

- 1 - Promote the Senior All-Star meet throughout the Track and Field programs statewide.
- 2 - Provide meet information to the media chairperson for statewide distribution.
- 3 - Select the All-Star meet coaches.
- 4 - Provide the means for Track and Field athletes to submit application to the All-Star team.
- 5 - Coordinate housing, food, uniforms, awards, meet workers, facilities, and other meet required activities with the chairperson(s) of the competing state associations.
- 6 - Create sub-committees as needed for proper and quality meet management.

All-State Team Selection Chairperson(s):

- 1 - Gather the final and official results from the boy's and the girl's track & field and cross country state meets.
- 2 - Award All-State Awards for Cross Country by:
 - a - The Top ten (10) in each class
 - b - The Top ten (10) from all classes combined are designated "Elite All-State".
- 3 - Award All-State Awards for Track and Field by:
 - a - The top two place winners (2) in each event and in each class.
 - b - The top four (4) in each event in all classes combined are designated "Elite All-State".
- 4 - Make available the all-state teams for the Executive Committee, the Media Chairperson and the Website Chairperson.
 - a - Cross Country for the Fall Executive Committee meeting.
 - b - Track and Field for the Spring Executive Committee meeting.

Hall of Fame Banquet Committee Chairperson(s):

- 1 - Arrange for the banquet facility with the Iowa Track Coaches Clinic director and the facility manager.
- 2 - Make known the Time, Date and Cost of the banquet.
- 3 - Coordinate banquet reservations with the Iowa Track Coaches Clinic director
- 4 - Meet all required deadlines for the banquet.
- 5 - Coordinate table arrangements with the facility manager.
- 6 - Arrange for the printing of, sale of and the collection of banquet tickets.
- 7 - Arrange for the printing of and placement of the individual place programs for the banquet.

Hall of Fame Committee Chairperson(s):

- 1 - Set candidate criteria.
- 2 - Develop, design, implement and maintain the means by which application to the Hall of Fame is made.
- 3 - Screen the candidate applications and list of those that are Hall of Fame worthy.
- 4 - Construct a biography of each candidate to be presented during the Hall of Fame voting for Hall of Fame Committee members, Past Presidents and those designated by the Hall of Fame Chairperson(s) for voting prior to the spring meeting.
- 5 - Prepare a formal presentation for the Hall of Fame induction ceremony.
- 6 - Keep accurate files of the Hall of Fame Inductees, and future inductees and nominees.
- 7 - Communicate with the inductee and family as to the Date, Time and Place of the induction ceremony.
- 8 - Coordinate the ceremony and all parts of the ceremony with the Hall of Fame Banquet Chairperson.
- 9 - Communicate the ordering of the Hall of Fame plaque(s) with the Media and Plaque Chairperson.
- 10 - Provide updated information and ensure timely update of the Hall of Fame data at the Iowa Hall of Pride.

Article VI Standing Committees and Chairperson(s) Duties Responsibilities and Guidelines: (continued)

Junior High/Middle School Award Chairperson(s):

- 1 - Establish and maintain the criteria for earning the award.
- 2 - The criteria and changes in those criteria must be approved by the Executive Committee.
- 3 - Promote to all track and field, and cross country programs throughout the state.
- 4 - Ask for and collect nominations and biographies for all those nominated.
- 5 - Prepare a list of nominees, with biographies, to the Executive Committee for voting or selection.
- 6 - The voting for or the selection of the award recipient(s) will be taken at the Fall and Spring Executive meeting.
- 7 - One award per sport, per gender maybe granted if such is warranted by size of the nomination list or as decided by the Executive Committee.
- 8 - The award does not need to be present each year.

Junior High/Middle School State-Wide Meets Chairperson(s):

- 1 - Establish and maintain the Junior High/Middle School State-Wide Meets. Here after named:
(Cross Country) The Washburn Classic
(Track and Field) The Mike Henderson Junior High/Middle School Track and Field Meet
- 2 - Coordinate all aspects of the meet(s).
- 3 - Create sub-committees as needed for proper and quality meet management.

Media and Plaques Chairperson(s):

- 1 - Collect and distribute media-worthy IATC related information, activities and function to the statewide media.
- 2 - Media worthy materials include, but not limited to: All-State Teams, Academic All-State, Coaches of the Year, Hall of Fame Inductees, Clinics, and IATC and IATO Sponsored Events.
- 3 - Coordinate the purchase of and the production of award plaques with the approval of the appropriate chairperson.
- 4 - Coordinate all award plaque activities and purchases with the secretary and the treasurer or the secretary/treasurer.

Mentoring Chairperson(s): (presently suspended until such time as warranted)

- 1 - Promote the Mentoring for all new Track and Field and Cross Country coaches statewide.
- 2 - Provide information to each new coach as to the volunteer mentoring coaches in their area of the state.
- 3 - Provide a list of volunteer mentoring coaches to the IATC Website chairperson for posting on the website.
- 4 - Maintain and update a list of 1st year coaches on an annual basis.
- 5 - Prepare maintain and distribute information and all materials necessary to the mentoring program.

State Cross Country Rankings Chairperson(s):

- 1 - Prepare and submit for the approval of the Executive Committee the means by which the "Rankings" are produced.
- 2 - Prepare the rankings for submission and distribution to the state's media and the IATC Website chairperson.
- 3 - Submit and distribute to the state's media and the IATC Website chairperson by each Wednesday throughout the season.
- 4 - The submission and distribution to the state's media and the IATC Website chairperson by the means each requests.

True Team Track and Field Chairperson(s): (presently suspended until such time as warranted)

- 1 - Establish, maintain and coordinate the meet date and time schedule with the IHSAA & IGHSAU.
- 2 - Coordinate all aspects of the meet jointly with the IHSAA & IGHSAU.
- 3 - Promote True Team Track and Field and meets throughout the state.
- 4 - Maintain a list of all True Team Track and Field meets held throughout the state.
- 5 - Submit an updated listing of True Team meets to the IATC Website chairperson for posting.

Twenty-five (25) Year Coaching Award Chairperson(s):

- 1 - Coordinate all aspects of the 25 year coaching awards jointly with the IHSAA & IGHSAU.
- 2 - Coordinate distribution of the 25 year coaching awards at each of the State Track and Field Meets.
- 3 - Communicate the ordering of the 25 year coaching award plaques with the Media and Plaque Chairperson.
- 4 - Maintain a list of the 25 year coaching awards recipients.
- 5 - Provide a list of award recipients to the executive committee, the Website Chairperson, and the Media Chairperson.

Website Chairperson(s):

- 1 - Provide a means of communication for the IATC & IATO through the use of the Internet.
- 2 - Maintain the site by providing the most recent and updated information available to the membership.
- 3 - Promote Internet sponsorship.
- 4 - Responsible for all updates for the IATC and IATO website within the approval of the Executive Committee.

Article VII COMMITTEES - Elected and Appointed

EXECUTIVE COMMITTEE:

- 1 - The Executive Committee shall consist of the President, the First Vice President, the Second Vice President, the Secretary, the Treasurer, or Secretary/Treasurer, Regional Representatives, Standing Committee Chairpersons.
- 2 - It shall conduct the business of the IATC at and between the regular scheduled meetings.
 - a - Items for the consideration of the Executive Committee may be placed on the agenda by any Executive Committee member or any other member of the IATC.
 - b - These shall be handled at the November, December, or June Meetings of the IATC or at any Specially Called Meeting for this purpose.
- 3 - It shall be the function of the Executive Committee to determine the Regional and State Coaches of the Year for the IATC within the guidelines of the IATC in Boys and Girls Cross Country in the fall and Boys and Girls Track & Field in the spring.
- 4 - It shall also certify the athletes for All-State and Academic All-State honors in Cross Country and Track & Field.
- 5 - It shall determine the final selection of awards and honors as determined by the IATC.
- 6 - It shall assist the Hall of Fame Banquet Chairperson with arrangements for the Hall of Fame Banquet and Awards Ceremony
- 7 - It shall assist the President in forming other committees as deemed desirable by the IATC for liaison with the IHSAA and IGHSAA in matters concerning the sports of Cross Country and Track & Field in Iowa.
- 8 - It shall and will support and promote the membership of the Iowa Association of Track Officials (IATO) as active members if the IATC and allow for their individual identity
- 9 - It shall promote membership in the IATC and attempt to serve the IATC membership in areas, which will promote and improve the sports of Cross Country and Track & Field in the State of Iowa.
- 10 - It shall promote publicity of the activities of the IATC as deemed necessary to the IATC membership.
- 11 - It shall make available to the membership the actions taken by the Executive Committee and make itself available to the membership for future actions and policy changes.
- 12 - It shall give final approval to the reports of the Secretary, the Treasurer or the Secretary/Treasurer and all other actions taken by the Officers and Committees of the IATC.

Article VIII ORDER OR BUSINESS

The usual order of business shall be as follows:

Call to order by the President

Reading and disposal of any unapproved minutes

Treasurer's report

Report of Standing Committees

Report of Additional Committees

Coaches of the Year Award Selection

Unfinished Business

New Business and Resolutions

Words for the Good of the Association

Adjournment

Article IX ASSOCIATION FINANCES

- 1 - The Treasurer or Secretary/Treasurer shall have authority to draw on the treasury for the following purposes:
 - a - Payment of necessary operating expenses.
 - b - To defray personal expenses and expenses of other officers in their travel to regular or special meetings of or for the IATC.
 - c - Payment of any other IATC obligation authorized by the Executive Committee.
- 2 - The Executive Committee has the power to approve or reject any proposed usage of association funds.

Article X MEETINGS

- 1 - Regular meetings shall be held at least twice a year.
- 2 - The spring meeting will be held on the first weekend after the Boys' State Track & Field Meet.
- 3 - The fall meeting will be held on the first weekend after the State Cross Country Meet.
- 4 - Additional meetings may be called by the President and/or the Executive Committee as needed.
- 5 - The President and/or Executive Committee shall determine the date, time and place of the meetings

Article XI AMENDMENTS

Amendments to or revisions of these by-laws may be made by a three-fourths vote of all members present at any regular meeting of the association.

Article XII QUORUM

A quorum shall consist of the active members present if due notice has been given for the meeting.

Article XIII HALL OF FAME

- 1 - The IATC will sponsor a Hall of Fame annually.
- 2 - The IATC Hall of Fame Committee will be composed of IATC Members as determined by the Hall of Fame Committee and not to exceed a total of Ten (10) IATC members.
- 3 - The committee will meet prior to the spring executive committee meeting to select candidates for voting by the Hall of Fame Committee, Past Presidents and those designated by the Hall of Fame Chairperson.
- 4 - Induction will be held at the annual Hall of Fame banquet.

Article XIV CROSS COUNTRY AND TRACK & FIELD COACHES OF THE YEAR

- 1 – One (1) State Coach of the Year will be selected for each class and gender.
- 2 - In all the class, five (5) Regional Coaches of the Year will be selected on an at-large basis.
- 3 - All recipients will be chosen by vote of those present at the Fall and Spring IATC meeting and by the Executive Committee.
- 4 - All recipients of awards in Cross Country and Track and Field shall be members of the IATC for the current year.
- 5 - A person who wins the State Award will not be eligible for the regional at-large coaching award for just completed season.
- 6 - The Coach of the Year awards may from time to time be named for outstanding CC or T&F coaches that have retired from that sport. Criteria for the award:
 - a - Have been or is a IATC member.
 - b - A member of the IATC "Hall of Fame".
 - c - A proven coaching record or an outstanding contribution to the IATC.
 - d - The award will be gender/class/sport specific.

Article XV ALL-STATE TEAMS

Boy's and Girls' Cross Country

- 1 - Honor with "All-State" Award certificates for Cross Country by:
 - a - The Top ten (10) place winners in each class from the State Cross Country Meet.
 - b - Determined by the State Cross Country Meet results.
- 2 - Honor with "Elite All-State" Award certificates for Cross Country by:
 - a - The Top ten (10) place winners from all classes combined from the State Cross Country Meet
 - b - Determined by the State Cross Country Meet results.

Boy's and Girls' Track & Field

- 1 - Honor with All-State Awards for Track and Field by:
 - a - The top two(2) place winners, and ties, in each event and in each class from the State Track and Field Meet
 - b - Determined by the State Track and Field Meet results.
- 2 - Honor with "Elite All-State" Award certificates for Track and Field by:
 - a - The best four(4), and ties, in each event and in all classes combined from the State Track and Field Meet
 - b - Determined by the State Track and Field Meet results.