

Illinois High School Scholastic Bowl
Coaches Association
Constitution

I. Membership

- A. Anybody can become a member of IHSSBCA by paying the annual fee set by the Steering Committee.
- B. Voting members are current coaches, former coaches, and liaisons. A coach is anyone recognized by a high school in Illinois as a team coach. Members who consider themselves coaches but were not recognized as such by a school can appeal to the Chair, who will present the request for a vote to the Steering Committee, to be considered a current or former coach.
- C. All members receive the newsletter, may receive discounts at some Association events, and are welcome at our Annual Meeting.

II. Organization

- A. The elected officers are the Chair, Secretary, Treasurer, and Ombudsman, all of whom are members of the Steering Committee. The Chair is responsible for setting agendas and overseeing overall operations and should be considered the Spokesperson for the Association. The Secretary is responsible for taking and reporting meeting minutes and for ensuring that meeting policies are followed. The Treasurer is responsible for deposits and expenditures and keeping records thereof, including budget summaries which appear in the Association Newsletter at least once each year. The Ombudsman is responsible for assisting the Chair and ensuring that concerns raised by members are addressed.
- B. The elected officers serve two-year terms. Elections for Chair and Secretary are in even-numbered years, and elections for Treasurer and Ombudsman are in odd-numbered years. Such elections take place at the IHSSBCA Annual Meetings in February. At each Annual Meeting, the Chair shall ask who is interested in holding the positions up for election that year. Uncontested elections are handled by voice vote. Contested elections in odd-numbered years are run by the Chair, and contested elections in even-numbered years are run by the Ombudsman. If the person who is supposed to oversee a contested election is a candidate, then the candidates should mutually select another member of the Steering Committee to oversee the election. In a contested election, each candidate is allowed to email the Steering Committee in advance, hand out a single page of supporting material at the meeting, and speak on his/her own behalf immediately before the vote for up to three minutes. In those elections, voting takes place by secret ballot, and the winner is the candidate with the most votes, even if it is not a majority. Ties are broken by the decision of the person running the election.
- C. The Steering Committee includes three Liaisons—two high school students and one full-time college student. The Liaisons submit their applications to the Chair for the upcoming season in the Spring and are elected by the Steering Committee. Steering Committee Members who have coached or played with a candidate for Liaison are recused from voting. Liaisons must become members once elected, and they serve one- year terms without term limits.
- D. Other positions, including membership in the Steering Committee, are appointed by the Chair. Positions include Regional Representatives from each of the seven IHSA Board Divisions, leaders of IHSSBCA Projects, and At-Large Members. Such appointments can be rejected by a majority of members present at any quarterly meeting, and any member present can ask that such a vote be taken. The Chair can also remove people from unelected positions, though such decisions can also be overridden by a majority vote of the Steering Committee. The Steering Committee can also remove people from unelected positions by a two-thirds vote.

- E. If an elected officer or Student Liaison is not fulfilling his or her duties in an acceptable manner or is unable to continue for personal reasons, that officer can be removed in three possible ways. The first is by request of the officer in question, and the second is by unanimous agreement of the other three elected officers. In such cases, the Chair will choose who fills the position until a vote can be taken at the next quarterly Steering Committee Meeting. If the Chair is the person who is removed, then the Ombudsman will select the person to fill the opening. The third method to remove an officer is by two-thirds vote at any quarterly Steering Committee Meeting. In the case of a vote, there immediately will follow an election by the Steering Committee to fill the position. The election shall be headed by the first person on the list of Chair, Ombudsman, Secretary, and Treasurer who is still a member in good standing of the Steering Committee and is not running in the election.

III. Meetings

- A. IHSSBCA has one Annual Meeting, generally in February, open to all members. The Association has three other meetings throughout the year open to the Steering Committee and other people as invited by the Chair.
- B. Though the Constitution can only be amended as explained in Article IV, all other policies of the Association can be set or altered by a majority vote of all voting members present at a meeting or responding via email, with such votes overseen by the Chair, who has the right to break ties. That vote must be at a meeting announced at least two weeks in advance or by email vote, with at least half of the Steering Committee voting.
- C. The exact date, place, and time of the Annual Meeting will be announced in advance in the IHSSBCA newsletter and on the website.
- D. Meeting minutes should be approved by the Chair and appear in the next Newsletter. Any controversies with meeting minutes should be addressed at the next meeting.

IV. Amendments

Amendments to this Constitution must be proposed by contacting the Chair at least thirty days prior to the IHSSBCA Annual Meeting. The Chair can propose amendments by contacting the Steering Committee at least thirty days prior to the Annual Meeting. Amendments can be proposed by any member. They must be approved by at least two-thirds of the voters at the Annual Meeting.