

MITCA



Michigan Interscholastic Track Coaches Association

Association By-Laws

January, 2007

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Article I

Mission Statement

The purpose of this organization shall be to promote the sports of Cross Country and Track and Field and to educate both student-athletes and coaches in the state of Michigan.

Purpose and Offices

Section 1. Purpose of this organization

1. To encourage participation in Track & Field and Cross Country at the senior high school, and middle school levels.
2. To promote the highest possible ethical standards in Track & Field and Cross- Country coaching.
3. To conduct an annual statewide Track & Field Clinic, and Cross Country Clinic
4. To study proposed rule changes and make recommendations to the Michigan High School Athletic Association (MHSAA).

Section 2. Offices

The registered office of the organization is that of the presiding Treasurer. The organization may also have an office or offices in such other places as the Executive Board may from time to time designate.

ARTICLE II

Membership

Section 1. Eligibility

Track & Field and Cross Country coaches and any others who subscribe to and practice the principles and purposes set forth in these by-laws are eligible for membership in the organization.

Section 2. Members

Members shall be the persons who make up the corporation. No stock shall be issued; membership shall be on a year-to-year basis. Attending a MITCA clinic (completed registration form and payment of the clinic fee) makes one a MITCA member and secures membership through the following Track and Field and Cross Country seasons. In lieu of clinic attendance, payment of a membership fee makes one a MITCA member. Payment of a membership fee must be received by the Treasurer before May 1 to be considered a member during the current Track and Field season, and before October 1 to be considered a member during the current Cross Country season.

Section 3. Rights of Members

All members shall have the privilege of voting at all business meetings of the organization, and receive all publications of the organization. Active members are eligible for all MITCA awards and election to office according to the Rules and Regulations set forth by the Executive Board.

Article III

Meetings

Section 1. Annual Meeting

Two annual business meetings will be held. One meeting will be held in conjunction with the Cross Country Clinic and one in conjunction with the Track & Field Clinic. Only matters pertaining to Cross Country will be voted upon at the Cross Country Clinic business meeting. Matters pertaining to Track and Field, organization changes and election of officers will occur during the Track and Field Clinic business meeting

Section 2. Member Voting

1. Each member shall be entitled to one vote at each annual business meeting. No proxies shall be allowed.
2. On matters pertaining to the internal operation of MITCA, a member majority vote, in clinic attendance, will carry the question.
3. On all other matters, a member vote of 70% or more, in clinic attendance, shall qualify an action to proceed to the next level.

Section 3. Special Meetings

Special meetings may be called by a majority vote of the Executive Board with the request made to the Secretary for mailing of the notice at least Ten (10) days prior to the annual meeting. Mailings shall include e-mail and/or correspondences sent via the postal service.

Article IV

Executive Board

Section 1. Operation

MITCA members shall delegate, through an Executive Board, the responsibility of executing the association mission statement.

Section 2. Meetings

The Executive Board shall meet at times directed by the President, but at least twice a year. The President shall send a meeting agenda to all Executive Board members.

Section 3. Place of meeting

All meetings shall be held at a place or places within the state of Michigan as selected by the Executive Board.

Section 4. Membership

The Executive Board shall consist of the following officers, elected by MITCA members:

1. Positions voted upon every year:
 - a. President
 - b. First Vice-President
 - c. Second Vice President
 - d. Secretary
2. Positions voted upon every four years beginning in 2000
 - a. Treasurer
 - b. Newsletter Editor
 - c. Public Relations/Historian
3. Positions voted upon every four years beginning in 2002
 - a. Clinic/Education Coordinator
 - b. Political Action Representative
 - c. Technology Officer

The Administrative Board shall consist of:

1. The Executive Board
2. Track & Field Committee Chairperson and Committee
3. Cross Country Chairperson and Committee
4. Midwest Meet of Champions Chairperson
5. Mideast Meet of Champions Chairperson
6. Academic All-State Chairperson and Committee
7. Middle School Chairperson and Committee.

The Administrative Board will serve under the direction of the Executive Board.

Article V

Officers

Section 1. Election

Officers shall be elected at the Track and Field annual business meeting for a term of four years with the option of being re-elected:

1. Secretary - for a term of four years with the progression towards Presidency. Elected by the membership with a minimum of two and maximum of three candidates on the ballot.
2. Treasurer
3. Newsletter Editor
4. Public Relations/Historian
5. Clinic/Education Coordinator
6. Political Action Representative
7. Technology Officer

Section 2. Installation of Officers

Officers shall be installed at the time of the Track and Field Clinic. In the event of resignation or incapacity of any officer, the vacancy shall be filled by a majority vote of the Executive Board until the next Track and Field Clinic business meeting.

Section 3. Duties of Officers

The officers shall carry on the day-to-day business of the association per the By-Laws Addendum.

Article VI

Committees

Section 1. Committee Leadership

The newly elected President shall appoint the following committee chairpersons and members annually.

The appointed committee chairpersons:

1. Track & Field Committee Chairperson and Committee
2. Cross Country Chairperson And Committee
3. Middle School Chairperson and Committee
4. Midwest Meet of Champions Chairperson
5. Mideast Meet of Champions Chairperson
6. Academic All-State Chairperson

Section 2. Duties

The chairpersons shall be advisors to the President and to the Executive Board. As advisors, the chairpersons shall not have a vote on the Executive Board nor shall they officially speak for the corporation without clearing such actions with the President and or Executive Board.

Track & Field Chairperson

1. Will be in charge of the Track & Field committee representing each division with two members. Committee member terms will not exceed three consecutive years. If a committee member's school division changes during their term, the committee composition does not change.
2. Shall contact their members to attend meetings and one annual meeting of MITCA track committee to discuss matters pertaining to Michigan high school men's and women's Track & Field, as well as all decisions of the MITCA Track & Field committee.
3. Shall advise the Executive Board on all matters pertaining to Track & Field as well as all decisions of the MITCA Track & Field committee.
4. Shall aid, organize, and solicit in preparing door prizes for the annual Track & Field clinic.
5. Shall serve in any other capacity deemed necessary by the President.

Cross Country Chairperson

1. Will be in charge of the Cross Country committee representing each division with two members. Committee member terms will not exceed three consecutive years. If a committee member's school division changes during their term, the committee composition does not change.
2. Shall contact their members to attend meetings and one annual meeting of MITCA Cross Country committee to discuss matters pertaining to Michigan high school men's and women's Cross Country as well as all decisions of the MITCA Cross Country committee.
3. Shall advise the Executive Board on all matters pertaining to Cross Country as well as all decisions of the MITCA Cross Country committee.
4. Shall organize and solicit in preparing door prizes for the annual Cross Country clinic.
5. Shall serve in any other capacity deemed necessary by the President.

Midwest / Mideast Meet of Champions Chairpersons

1. Shall coordinate Michigan's involvement in the above meets.
2. Shall oversee a committee selected by them to carry out the meet arrangements.
3. Shall receive approval of the current President and Treasurer for final arrangements.

Middle School Cross Country and Track & Field Chairperson

1. Will be in charge of the Middle School committee representing each division with two members. Committee member terms will not exceed three consecutive years. If a committee member's school division changes during their term, the committee composition does not change.
2. Shall contact their members to attend meetings and one annual meeting of MITCA Middle School Cross Country and Track & Field committee to discuss matters pertaining to Michigan Middle Schools Cross Country and Track & Field as well as all decisions of the MITCA Middle School Cross Country and Track committee.
3. Shall advise the Executive Board on all matters pertaining to Middle School Cross Country and Track & Field as well as all decision of the MITCA Cross Country and Track & Field committee.
4. Shall serve in any other capacity deemed necessary by the President.

Academic All-State

1. Will be in charge of the Cross Country and Track & Field academic All-State committee representing each division, not to exceed eight (8) members. This committee is to have representation of men and women who are actively coaching in Cross Country and Track & Field at the high school levels.
2. Shall advise the Executive Board on all matters pertaining to academic All- State in high school Cross Country and Track & Field as well as all decisions of the MITCA Cross Country and Track & Field academic All-State committee.
3. Shall prepare and present MITCA's recommendations for academic All-State changes at a special MITCA meeting before the Executive Committee.
4. Shall present the academic awards at the annual Cross Country and Track & Field clinics.
5. Shall serve in any other capacity deemed necessary by the President.

Article VII

Clinics

Section 1. Annual Clinics

The corporation shall sponsor two clinics annually. A Cross Country clinic will be held in the fall after the Cross Country season and a Track & Field clinic will be held in January of each year.

Cross Country Clinic

1. Presentations by selected speakers on topics related to the sport of Cross Country.
2. A business meeting of the general membership may include reports by the Executive Board, special committee reports, and discussion and voting on recommendations for possible rule changes for Cross Country.
3. A banquet for award presentation of MITCA Cross Country appropriate awards.

Track & Field Clinic

1. Presentation by selected speakers on topics related to the sport of Track & Field.
2. A business meeting that will include reports by Executive Board members, special committee reports, election of officers, and discuss and vote on recommendations for possible rule changes for Track and Field
3. A banquet for
 - a. award presentation of MITCA Track & Field appropriate awards
 - b. installation of officers

Article VIII

Amendments to the By-Laws

Section 1. Amendments

Any amendments to the by-laws must adhere to the following procedures:

1. Proposed amendment given in writing to the MITCA Secretary.
2. A majority vote of membership in attendance at the Track and Field Clinic business meeting is necessary for ratification.

Article IX

General Provisions

Section 1. Books and Records

The books, accounts, and records of the corporation, except as otherwise required by the laws of the State of Michigan, may be kept within or outside of the State of Michigan, at such a place or places as may from time to time be designated by the by-laws or by resolution of the Administrative Board

Section 2. Bank Business Transactions

The Treasurer and a designee from the Executive Board shall be empowered to sign all instruments and documents necessary to transact banking business with any bank designated by the Executive Board as an official depository of the corporation including making deposits, loans, and cashing checks or drafts.

Section 3. Notice

Notice required to be given under the provisions of these by-laws shall not be construed to mean personal notice, but may be given by e-mail or in writing via the US Postal Service, addressed to such member, Administrative Board, or Executive Officer. Any member, Administrative Board, or Executive Office may waive, in writing, any notice as required to be given, or can so waiver notice by attending any such meeting.

By-Law Addendum

The following job descriptions are not formally part of the By-Laws and so changes to these descriptions do not require a majority MITCA membership vote.

President

1. Shall have control over all matters pertaining to MITCA including all communications under the auspices of MITCA.
2. Shall serve as Chairperson of the Executive Board.
3. Shall call meetings of the Administrative / Executive Board when necessary.
4. Shall call special Association meetings if deemed necessary.
5. Shall serve as the annual Track & Field Clinic Chairperson, responsible for the planning and conducting of the annual Track & Field clinic and business meeting, and clinic notes.
6. Shall meet with the MHSAA Track & Field/Cross-Country Rules Committees at their annual meeting of the MHSAA.
7. Attend and speak at MHSAA meetings if necessary, or obtain someone to speak in his/her place.
8. Attend or appoint a designee to attend the following meetings:

Jan	TF&XC site selection, MHSAA TF Rules Meeting, MHSAA Assoc. Pres Mtg, MHSAA (as T&F rep) Out of state T&F clinics (optional)
Mar	MHSAA Rep. Council Meeting (if needed)
Apr	NF Leadership Conf. (optional)
May	MHSAA Rep Council Meeting (if needed)
Jul	MIAAA Summer Workshop
Dec	MHSAA Rep Council Meeting (if needed)

First Vice-President

1. Shall assume the duties of the President in case of absence or incapacitation.
2. Shall be responsible for the distribution of All-State Certificates during office term at the Track and Field Finals (spring) and at the Cross Country (fall) finals.
3. Shall serve in any other capacity deemed necessary by the President.

Second Vice-President

1. Shall serve as the annual Cross Country Clinic Chairperson, responsible for the planning and conducting of the annual Track & Field clinic and business meeting, and clinic notes.
2. Shall serve in any other capacity deemed necessary by the President

Secretary

1. Shall take the minutes for all Association meetings and be responsible for their publication and mailings, to be mailed no later than ten (10) days prior to the executive meeting. These mailings will be to the executive board members, committee chairpersons, and past presidents for the last five (5) years.
2. Shall assist the Technology Officer with Coach of the Year affairs for T&F and CC.
3. Shall be responsible for MITCA correspondence as deemed necessary by the President.
4. Shall serve in any other capacity deemed necessary by the President.

The following three positions (Treasurer, PR-Historian, and Newsletter) will be voted on every four years beginning in 2000

Treasurer

1. Collect all dues for MITCA.
2. Conduct all financial business of the Association, keep accurate books of all transactions; keep all backup materials of transactions (i.e. receipts), issue checks within an appropriate time.
3. Coordinate pre-registration and registration for the annual clinics.
4. Enforce the budget for the Midwest and Mideast Meets.
5. Provide information and secure a liability policy for MITCA and the events of MITCA.
6. Prepare and distribute to all Executive Board members, a list of all MITCA members. This list shall include their school and home phone numbers, fax numbers, mail addresses, and e-mail addresses
7. Shall be responsible for the purchases and distribution of all membership identification, and any other tickets, badges, etc that are needed for the annual clinics
8. Shall send a post card to all past members that did not attend clinics in an effort to increase membership.

Public Relations/Historian

1. Shall be responsible to write news releases to all principals and superintendents of home school districts of those persons who have been nominated or are receiving MITCA awards
2. Shall collect all MHSAA Cross Country, Track & Field regional and state final results and MITCA Team Meet results to be made available to AP/UP newspaper associations.
3. Secure pictures and information for production and distribution to the media:
 - a. All nominees of awards at the clinics
 - b. Top athletes at the Cross Country Finals
 - c. Ms and Mr. Cross Country and Ms and Mr. Track and Field
 - d. Dream Team members of Cross Country and Track and Field
4. Keep records on the following:
 - Coach of the Year
 - Grant/Averill Awards
 - Sweeney/Ambrose Awards
 - Newsletters
 - Assistant Coach of the Year
 - Finish Line Awards
 - Clinic Notes (including separate handouts)
 - Questionnaires
 - Dream Teams
 - Mr/Ms XC, TF
 - Past Presidents
 - Academic All-State
 - Arpino Awards
 - MITCA All-State lists
 - Committee Chairs
 - Midwest/Mideast Meet Managers, results

5. Shall serve in any other capacity deemed necessary by the President.

Newsletter Editor

1. Shall publish the Association newsletter, including the following contents:

- a) Sept 15
 - Cross Country Regional Assignments
 - Cross Country Clinic Brochure
 - List of questions from XC Committee
 - Cross Country Academic All-State form
 - Track and Field Summer track results
 - Track and Field Academic All-State lists
 - b) Nov 15 – Nov 30
 - Cross Country State Final Results, Team and All-State Individual lists
 - Track and Field Clinic Info
 - List of questions from TF Committee
 - Cross Country Coach of the Year results
 - USATF and MITCA Indoor schedules
 - Cross Country Academic All-State lists
 - c) Feb 15th – Feb 28th
 - Track and Field Coach of the Year results
 - Track and Field Team State Meet Information
 - Dream Team Info
 - USATF Summer Schedule
 - XC Academic All-State lists
 - d) Jun 15th – June 30th
 - Track and Field State Final Results
 - Track and Field MITCA Team Results
 - Track and Field Dream Team
 - e) Each newsletter should include the following:
 - Information on the latest news from MHSAA covering all areas
 - Junior High Information page - Junior High Chairperson
 - Letter from Track and Cross Chairperson
 - Training tips from MITCA
 - Presidents Letter – President
 - Ads
 - USATF Information – Historian
 - Graphics that lend to a pleasing newsletter
2. Shall solicit vendors for tables at annual clinics, ad space in newsletter, notes, and clinic brochures
 3. Shall assign vendor booths at all clinics.
 4. Shall serve in any other capacity deemed necessary by the President

The following three positions will be voted on every four years beginning 2002

Clinic/Education Coordinator

1. Act as a liaison officer to the USATF organization
2. Provide an article for each newsletter regarding USATF
3. Clinic Assistant - Shall help with securing hotel and speakers at the annual clinics as per instruction of the clinic chairperson.
4. Attend out-state clinics for the purpose of meeting with regional organizations and evaluation of potential MITCA clinicians.
5. Attend the USATF National Convention for the purpose of furthering MITCA's relationship with the USATF. The Clinic/Education Coordinator will select one other member of the Executive Board with whom to attend the convention.
6. Select, order, and keep inventory of clothing for the executive board and committee
7. Shall serve in any other capacity as deemed necessary by the president.

Technology Officer

1. Maintain MITCA Web Site having a domain name of www.mitca.org with information consistent with the organization's purposes.
2. Actively seek information to be posted on the site.
3. New information posted to site within one week of any Executive Board meeting, Clinic, or pertinent meet information (such as Academic All-State, Dream Teams).
4. Attend MITCA Exec Board meetings.
5. Assist committee members with technology questions.
6. Attend and work at XC and T&F Clinics
 - a. Help with production of registration badges
 - b. If desired by Clinic Chair, produce clinic notes on CD
 - c. Manage speaker AV needs
7. Develop MITCA Web Site as technologies and resources permit

Political Action Representative

1. Must be able to work well with other people
2. Must represent MITCA interests
3. Attend meetings
 - MITCA Exec Board meetings
 - MHSAA T&F/XC Rules and Regulations Committee
 - T&F/XC Site Selection Committee
 - Atom Clinic
 - MHSAA Rep Council Meetings as needed (4/yr, as needed)
 - MIAAA meetings as needed
4. Prepare written proposals for all meetings attended
5. Prepare written summative reports for all meetings attended
6. Attend and work at XC and T&F Clinics
7. Attend MHSAA XC Final Meet
8. Attend MITCA Team State Meet (of choice)
9. Attend MHSAA T&F Final Meet (of choice)
10. Organize and make arrangements for the MITCA Team Championships as long as it is not a MHSAA event.
11. Shall serve in any other capacity as deemed necessary by the president.