

CONSTITUTION
OF THE
ALASKA STATE DDF COACHES ASSOCIATION

ARTICLE I. NAME AND PURPOSE

SECTION 1. Name

The name of the organization shall be The Alaska State DDF Coaches Association (ASDCA).

SECTION 2. Purpose

The purpose of this organization shall be to promote the interests of interscholastic drama, debate and forensics (DDF) in Alaska.

ARTICLE II. MEMBERSHIP

Membership in this organization shall consist of these types: school membership and associate membership.

SECTION 1. School Membership

Any Alaska senior high school which participates in interscholastic DDF competition and is a member in good standing of the Alaska State Activities Association (ASAA) shall be eligible for membership and shall be allowed one vote in the legislative body. All member schools' coaches shall be allowed voice in the legislative body.

SECTION 2. Associate Membership

Any person representing an organization formally connected to or interested in interscholastic debate in Alaska shall be eligible for membership and shall be allowed voice but no vote in the legislative body. Associates may include but are not limited to DDF Sponsor organizations, ASAA and tournament hosting organizations.

SECTION 3. Membership Status

All members shall be entitled to attend ASDCA functions and receive all materials and mailings of the Association. School Membership may be revoked if a school is not in good standing with ASAA. Association Membership will be revoked when an organization has severed its connection with the activity.

ARTICLE III. OFFICERS

This organization shall have the following officers: President, Past-President, Secretary, and Rules Chair and those officers shall comprise the Executive Board.

SECTION 1. President

The President shall preside at all general and special meetings, including the State Coaches' Meeting, and shall be the chairperson of the Executive Committee. The President shall have the authority to appoint committee chairs (with the exception of Rules Chair) and shall become an ex-officio member of all committees. After completing the term of office, the President shall become the Past-President.

SECTION 2. Past-President

The Past-President shall revise and make available the Association documents, serve on the Rules Committee, coordinate the revision of DDF Rules with ASAA and serve as Chair of the State Grievance Board.

SECTION 3. Secretary

The Secretary shall maintain and publish a membership directory, record, transcribe, and distribute the minutes of all meetings and shall issue meeting announcements. Minutes should be distributed to all members and ASAA. The Secretary will also make Association documents available to all members as needed.

SECTION 4. Rules Chair

The Rules Chair shall preside at Rules Committee meetings.

SECTION 5. Term of Office

The term of office for all officers shall be two years, beginning after the election. The election of President will be held in odd years and the election of Secretary and Rules Chair in even years. Appropriate officer elections shall be held every year at the conclusion of the State Coaches' Meeting.

SECTION 6. Eligibility

Any coach or assistant coach whose school holds a voting membership shall be eligible to hold an elected position.

SECTION 7. Succession and Resignation

In the event that an Executive Board Member wishes to resign his/her position, a written statement shall be sent to the Executive Board. Within two weeks of receiving the letter, the Executive Board will appoint a member to temporarily assume the duties of the person who resigned, until an election can be held at the next State Coaches' Meeting.

ARTICLE IV. MEETINGS

SECTION 1. Annual Meeting (State Coaches' Meeting)

The Association shall hold an annual business meeting on the last day of the State Tournament. This Section constitutes three weeks notice to the membership.

SECTION 2. Quorum

The quorum for each meeting of the ASDCA shall be the members present after three weeks notice of said meeting has been given.

SECTION 3. Executive Committee Meetings

The Executive Committee shall meet as necessary to maintain the business of the Association.

SECTION 4. Rules Committee Meetings

The Rules Committee shall meet as called by the Rules Chair and/or at the direction of the Executive Committee.

SECTION 5. Special Meetings

Special meetings of the association may be called by the President with the majority consent of the Executive Committee.

SECTION 6. Meeting Dates

The Executive Board shall determine the dates of all meetings and direct the Secretary to notify all members of said meetings, three weeks prior to the

meetings with the exception of the State Coaches' Meeting which shall always be held on the last day of the State Tournament.

ARTICLE V. COMMITTEES

The ASDCA shall have the following standing committees: Executive, Rules and Outreach.

SECTION 1. Executive

The Executive Committee shall consist of the four officers and the chairpersons of the standing committees. The Executive Committee shall have the authority to act on behalf of the Association on matters demanding immediate attention. The quorum for meetings shall be four individuals. The President shall call meetings of the executive committee when deemed necessary. One principal activity of the ASDCA Executive Committee shall be to assist the hosting organization in the planning and coordination of State Tournament.

SECTION 2. Rules

The Rules Committee shall consist of a chairperson, elected by the membership, and one member from each Activities Region appointed by the Rules Chair. Two other members of the committee will be the State Tournament Host and the Past-President. The committee shall research tournament practices and procedures, suggest modifications to standing rules within the activity and be responsible for implementing changes to the DDF Handbook voted on by the membership.

SECTION 3. Outreach

The Outreach Committee shall consist of a chairperson appointed by the President and one member from each of the Activities Regions in the State appointed by the Outreach Chair. The committee shall provide information, services and programs to encourage and support new coaches and the development of new programs at non-member schools. The committee will also accept nominations for officer elections and shall determine a Coach of the Year annually.

SECTION 4. Committee Diversity

In an effort to encourage participation from a wide variety of coaches, each Chair should make an effort to appoint members who are not already serving on other committees. This may not always be possible in small Regions.

ARTICLE VI. RULES OF LAW

Situations not specified by the ASDCA Handbook (Bylaws and Constitution) shall be adjudicated by the Executive Board, which will use *Robert's Rule of Order*, newly revised edition as a guide. The association can overrule an Executive Board decision with a 2/3 vote at a general meeting.

ARTICLE VII. AMENDMENT PROCEDURES

The Constitution and Bylaws may be amended at any regular meeting of the ASDCA by 2/3 vote, of eligible members present and voting.

ARTICLE VIII. COACHING ETHICS

SECTION 1. Coaches Code of Conduct

Coaches are expected to conduct themselves in a professional manner including, but not limited to: refraining from illegal activities, behaving in a harassing and/or intimidating manner, and any other morally reprehensible behaviors as deemed by the association, in the context of ASDCA activities, meeting, and tournaments; pending appropriate sanctioning from the Executive Board and shall require competitors to abide by the DDF Code of Conduct and ASAA Code of Conduct.

SECTION 2. DDF Code of Conduct

A. No DDF Competitor shall engage in behavior that violates his/her school's nor ASAA's code of conduct for athletes and/or participants in extra-curricular activities.

These behaviors will include, but are not limited to:

1. Possessing, consuming or using alcohol or tobacco in any form.
2. Possessing, using, buying, selling any controlled substance.
3. Possessing or storing a dangerous weapon or weapon facsimile.
4. Overt acts of harassment.
5. Violation of eligibility requirements.
6. Violation of rules of competition and conduct outlined in the DDF Handbook.

B. Suspicion of conduct violation should be submitted to the State Grievance Committee in the case of a violation at State Tournament, who will meet with the student and the student's coach to determine whether a violation has occurred and what sanctions, if any, should be taken, or directly to the student's coach and Activities Principal during the regular season.

ARTICLE IX. RATIFICATION

This constitution was originally ratified at the April 29, 2006, State Coaches' Meeting in Anchorage, Alaska.

ALASKA STATE DDF COACH'S ASSOCIATION

BYLAWS

ARTICLE A. STATE TOURNAMENT PRACTICES AND PROCEDURES

SECTION 1. Tournament Administration

The State Tournament will be administered by the Tournament Host in accordance with the ASAA DDF Handbook.

SECTION 2. Tournament Host

The State Tournament Host is ultimately selected by ASAA. Recommendations for the Tournament Host will be submitted to ASAA by the Executive Committee.

SECTION 3. State Tournament Date

The date will be selected in accordance with a schedule determined by ASAA. Member Schools will select from available dates and submit their choice to the Executive Committee. The Executive Committee will submit up to three choices to ASAA in order of preference. ASAA will select the tournament date from these choices.

ARTICLE B. COACH OF THE YEAR AWARD

The Outreach Committee shall solicit and receive officer and Coach of the Year nominations. The committee shall then determine the Coach of the Year following procedures outlined in the by-laws. Officer nominations may be accepted up to one hour prior to the State Coaches' Meeting and will be announced at the State Coaches' Meeting just prior to the election. The chair shall have the discretion to appoint a substitute when a conflict of interest involving an applicant or nominee exists.

SECTION 1. Coach of the Year Award

A. Annual Award

Each year, the ASDCA shall bestow upon a worthy recipient, a Coach of the Year Award.

B. Selection Process

1. Each Member School may nominate one coach for the honor. Nominations will be sent to the Outreach Committee with State Tournament Entry documents. Nominations must be sent at least one week prior to the competition.
2. The Outreach Committee shall select three (3) nominees to be placed on a ballot for general membership voting at the State Tournament based on criteria below.
3. At the State Tournament registration desk, coaches shall receive a ballot containing the top three nominees.
4. Coaches (one per school) shall cast their ballots on the first day of State Tournament.
5. The Outreach Committee shall be responsible for tallying the votes.
6. The Coach of the Year Award shall be presented at the State Tournament Awards Ceremony.

7. The Outreach Committee shall issue a press release to the coach's hometown, principal and superintendent.
8. No coach shall be eligible to receive the award more than once in a three-year period of time.

C. Selection Criteria

The Outreach Committee will select the three candidates according to the following criteria:

1. The coach must be a member in good standing of the ASDCA
2. The coach exhibits a strong commitment to the educational value of DDF.
3. The coach exhibits a strong commitment to students of all levels and backgrounds.
4. The coach exhibits a strong commitment to the ASDCA organization and the ideals that it serves to promote.
5. The coach demonstrates a willingness to lend assistance to other competitors, coaches, and tournament hosts and directors.
6. The coach's team has demonstrated reasonable success in ASDCA sanctioned tournaments.
7. The coach's team members demonstrate sportsmanship, decorum and appropriate choice and use of materials.
8. The coach's team members distinguish themselves in competition, attitude, and conduct.