

Constitution:

New Mexico Track and Cross Country Coaches Association

Name and Purpose:

The organization shall be the New Mexico Track and Cross Country Coaches' Association (NMTCCCA). Its purpose shall be to promote, educate, and improve the quality of track and field and cross-country at the interscholastic level in the state of New Mexico.

Article I. Membership

Membership of the NMTCCCA shall be in conjunction with the New Mexico High School Coaches Association (NMHSCA) and will consist of two categories as follows:

Section 1. Full membership shall be open to all high school and junior high track and field and/or cross-country coaches in the state of New Mexico.

Section 2. Associate membership shall be open to all persons who are interested in the welfare of track and field and cross-country. Associate members would consist of but not be limited to, age group coaches, track official, retired coaches, and school administrators.

Article II. Membership Dues

Section 1. Membership dues will be levied to all sections of members equally. Each member is to pay a fee of \$15.00 per year. In addition all members will be required to be a member of the NMHSCA. The yearly dues will grant membership from May 31 of one year to May 31 of the following year. Full membership dues shall be paid to the Executive Secretary of the NMHSCA (currently Bobby Gibbs, NMHSCA, PO Box 3065, Albuquerque, New Mexico 87109).

Section 2. Membership dues of the current president shall be paid for from the NMTCCCA operating budget.

Article III. Benefits of Membership

Membership shall be granted the following:

Section 1. Full Membership

- Right to attend general meetings.
- Eligibility for election of office or appointment to committees.
- Right to vote on all matters presented to membership for vote.
- Copies of all NMTCCCA newsletters and notices.

Section 2. Associate Membership

- Right to attend general meetings.

- Right to vote on all matters presented to membership for vote.
- Copies of all NMTCCCA newsletters and notices.

Article IV. Executive Board

The board is the decision making body of the NMTCCCA and shall serve as its agent in all matters pertaining to track and field and cross-country. A minimum of five members must be present and voting to serve as a quorum. The board may elect to bring matters related to track and field or cross-country to the general membership for approval if so desired. The general membership of the NMTCCCA will be the sole decision making body for changes in the constitution.

Section 1. The board shall consist of a president, president elect, secretary/treasurer, immediate past-president, clinic director, and five regional representatives for the following regions of the state: northwest, northeast, southwest, southeast, and central. In addition, the executive board shall have non-voting members from the following constituents: NMHSCA (either the executive director of the NMHSCA or his designee), one additional member assigned by the current president.

Section 2. The terms of office for all executive board members shall be for two years. Election of the officers and regional representatives will take place at the NMTCCCA general session of the Winter Clinic. The general body of the NMTCCCA will make nominations. All nominees must be present at the time of the election.

Section 3. The term of office for all executive board members will be elected on a rotating basis. The Northwest, Central, and Southeast representatives along with the president-elect will be elected during even years. The Northeast, Southwest, and secretary will be elected during odd years.

Section 4. All nominated individuals have the right to decline their nomination if so desired.

Section 5. Any executive board member who leaves the coaching profession or is unwilling or unable to serve his/her full term shall be replaced at the discretion of the executive board.

Section 6. Any executive board member who moves from his/her region may be replaced at the discretion of the executive board.

Article V: Duties of Officers

Section 1. All executive board members shall:

Serve as role models in the profession as far as professionalism, sportsmanship, and character.

Section 2. The president shall:

Preside at all meetings of the general membership.

Call to order and preside at all meetings of the executive board.

Appoint and oversee special committees deemed necessary by the executive board.

Serve or assign a designee to serve as a member of any active committee.

Serve as or appoint an editor for the New Mexico Track and Cross Country Coaches Association semi-annual newsletter.

Maintain correspondence with all members of the association.

Appoint persons to fill vacancies, which occurs on the executive board.

Be responsible for the total program of the NMTCCCA and use measures within his/her power to assure its maximum benefits to all NMTCCCA members.

Furnish to all executive members and make available upon request to all members an updated copy of the constitution.

Section 3. The president-elect shall:

Serve on the executive board and attend all meetings.

Assume the duties of the president when the president is unable to fulfill the duties of his/her office.

Coordinate and oversee the awards committee of which each executive board member will serve as a voting member.

Assume additional duties assigned to him/her by the executive board.

Serve as the assistant to the clinic director and aid in the organization of the annual coaching clinic.

Section 4. The secretary shall:

Serve on the executive board and attend all meetings.

Record all minutes from executive board and general session meetings.

Keep an up to date file of past minutes from the executive board and general session meetings.

Work in conjunction with the NMHSCA and the clinic director to maintain an up to date list of membership.

Accept money paid into the NMTCCCA for membership and forward those fees to Executive Director of the NMHSCA.

Section 5. The clinic director shall:

Serve on the executive board and attend all meetings.
Be responsible for the planning and operation of the annual coaching clinic in January or February of each year.
Assist both the Executive Director of the NMHSCA and the secretary in compiling an up to date list of current members.

Section 6. The regional representatives shall:

Serve on the executive board and attend all meetings.
Serve as a liaison between the executive board and the constituents of their particular region for all matters relative to the NMTCCCA.

Section 7. The historian shall:

Fulfill duties as assigned by the president.
Compile records of the history of the NMTCCCA.
Compile records of the history of the track & field and cross country within the state.

Section 8. The committee chairs shall:

Fulfill committee duties as assigned by the president.
Keep the president abreast of all matter relative to the committee.

Article VI: Definition of Active Committees

A committee shall be any group or individual assigned to work on a task relative to fulfilling the purpose of the NMTCCCA.

Section 1. Current active committees are:

The All-Star Harrier Team which names and awards the top New Mexico senior-class cross country runners in each classification.
The Marilyn Sepulveda Invitational Track Meet, which hosts and showcases the top New Mexico track and field athletes through the sponsoring and running of an invitational track and field meet.
The Awards Committee which names Coaches of the Year for both track and field and cross country for each classifications and work in conjunction with the Executive Director of the NMTCCCA and the NMHSCA on related awards.

Article VII: Meetings

Section 1. Executive Board meetings will be held at the onset of the NMTCCCA and the NMHSCA annual clinic, to be scheduled by the president.

Section 2. General session Meeting will be open to all members and will

be held during the course of the NMTCCCA and the NMHSCA annual clinic, to be scheduled by the president in conjunction with the clinic director.

Article VIII: Newsletter

The official publication of the New Mexico Track and Cross Country Coaches' Association will be the *NMTCCCA Newsletter*. This newsletter will be made available to the members of the NMTCCCA and to other interested parties at the discretion of the executive board. A subscription rate can be charged at the expense of copies, postage, and handling for the publication requested through mailing.

Article IX: Financial Funds

Section 1. Deficit spending shall never be allowed. The president or executive board can approve no dispersing of funds if the account balance is below \$500.00.

Section 2. Request for funds must be only for items that serve the purpose as stated in this document. Spending can be approved through the following methods:

Spending of less than \$250.00 can be approved by a majority vote of the president, past-president, and president elect. The request must be made in writing to the current president at least 30 days prior to dispersion date.

Spending of greater than \$250.00 must be approved by a majority vote of the executive board. The request must be made in writing to the current president or made in person by a member of the requesting party at an executive board meeting. If approved the executive board will notify the requesting party of possible dispersion date.

Spending of all clinics related items, speakers, and accommodations could be done at the discretion of the clinic director. A financial report must be presented to the president within 30 days of the conclusion of the clinic.

Section 3. When approved the president of the NMTCCCA will request in writing payment to be made out of the NMTCCCA account to the Executive Director of the NMHSCA.

Article X: Constitutional Amendments

Section 1. Any proposed amendments to the constitution shall be submitted for review by a member to an executive board member prior to the bi-annual executive board meetings. That amendment bylaw will then

be posted in a prominent place 24 hours prior to the following (6 months later) bi-annual general session. All proposed amendment bylaws would be brought to the attention of the general body of membership by an executive board member at the time of "new business" discussions of the general session.

Section 2. Proposed amendment to the constitution will be approved by an affirmative vote of the majority of members at the bi-annual general session. Approved changes will go into effect immediately.

Article XI: Grievances

Section 1. Any current member shall have the right to appeal a decision, action, or policy made by the membership, executive board. All appeals must be made in writing to an executive board member prior to the bi-annual executive board meetings.