

WYOMING COACHES' ASSOCIATION HALL OF FAME CONSTITUTION & BY-LAWS



JUNE 2017

CONSTITUTION OF THE WYOMING COACHES' ASSOCIATION HALL OF FAME COMMITTEE

ARTICLE I – NAME

1. This organization shall be known as the “Wyoming Coaches’ Association Hall of Fame Committee”.
2. The “Wyoming Coaches’ Association Hall of Fame Committee” is an affiliate member of the Wyoming Coaches’ Association.

ARTICLE II – PURPOSE

1. The purpose of this organization is to honor Wyoming coaches that have done an outstanding job in their respective coaching responsibilities, as well as other duties in the field of athletics and have distinguished themselves, their school(s), and community(s) in an exemplary manner.

ARTICLE III – MEMBERSHIP

1. The membership of this association shall belong to the Wyoming Coaches’ Association or be retired from coaching.
2. The membership of this organization will be composed of retired or active coaches that have met the qualifying criteria established.

ARTICLE IV – BOARD OF DIRECTORS

1. The administrative authority shall be vested in the Wyoming Coaches’ Association Hall of Fame Committee Board of Directors.
2. The Board of Directors shall have complete control and management of the affairs, funds and property of the Wyoming Coaches’ Association Hall of Fame Committee.

ARTICLE V – OFFICERS

1. The Executive Officers of the Wyoming Coaches’ Association Hall of Fame Committee Board of Directors shall be referred to as the Executive Committee and shall consist of the following:
 - a. President
 - b. President-Elect
 - c. Secretary/Treasurer
 - d. Past-President
2. Other board members shall consist of:
 - a. Nine additional people who are members of the Wyoming Coaches’ Association Hall of Fame Committee.
 - b. The Wyoming Coaches’ Association President (or his/her designee); WCA Executive Secretary/Treasurer/Treasurer; WCA JH/MS Hall of Fame Rep; and the WHSAA Liaison will serve as ex-officio board members.

ARTICLE VI – TERM OF OFFICE

1. The term of the President, President-Elect, Secretary/Treasurer, and the Past-President shall be two years.
2. The elected officers shall assume their duties immediately following the summer meeting.
3. The term for all Hall of Fame Board members shall be six years, with the option to serve a second six year term. Board members who were serving prior to July 15th, 2015 are grandfathered in and are not subject to term limits.

ARTICLE VII – ELECTIONS

1. The election of officers, the selection of chairperson, organizing committees, and the filling of vacancies shall occur at the spring meeting.
2. Vacancies in any office except the Presidency shall be filled by appointment of the President until the next spring meeting. In case of a vacancy in the Presidency, the President-Elect shall become President. Another President-Elect shall then be elected at the next regular meeting.

ARTICLE VIII – MEETINGS

1. There shall be two regularly scheduled Board of Directors meetings throughout the course of the year. The first meeting will be held no later than the last Sunday of March. The final meeting will be held the day following the Hall of Fame Banquet.
2. The time and place of the meetings shall be determined by the President and announced at least one week in advance.
3. Special meetings may be called by the President as deemed necessary and/or when five Board Members request a special meeting.

ARTICLE IX – ORDER OF BUSINESS

1. The usual order of business shall be as follows using Robert's Rules of Order.
 - a. Call to order by the President.
 - b. Reading and disposal of unfinished business.
 - c. Reports of officers.
 - d. New business.
 - e. Elections (if necessary).
 - f. Adjournment.

ARTICLE X – AMENDMENTS

1. The Constitution may be amended by a two-thirds majority vote of the Board of Directors.
2. A mail ballot may be used when necessary.

BY-LAWS OF THE WYOMING COACHES' ASSOCIATION HALL OF FAME COMMITTEE

ARTICLE I – GENERAL

1. Official business may be transacted only when a majority of the board members are present.
2. Replacing board members shall be the responsibility of the serving board members.
3. The Wyoming Coaches' Association Hall of Fame Committee's qualifying criteria is part of the By-Laws.

ARTICLE II – DUTIES OF OFFICERS

1. Office of the President
 - a. The President shall preside at all general meetings of the Board of Directors and shall have the power to call special meetings at a time and place of his/her choosing.
 - b. The President shall cause an agenda to be made, notifying members of the Board of Directors at least one week in advance stating the purpose of the meeting.
 - c. The President shall cause the books of the Treasurer to be audited once each year at the end of his/her regular term. If the office becomes vacant for other reasons the books shall be audited before the new appointee assumes office.
 - d. The President shall be an ex-officio member of all committees.
2. Office of the President-Elect
 - a. The President-Elect shall preside at all general meetings of the Board of Directors in the absence of the President. The President –Elect or their designee may be responsible for all communications.
 - b. The President-Elect and Secretary/Treasurer shall review the activities and minutes of their year in office and submit appropriate items for By-Laws at the regular spring meeting.
 - c. The President-Elect (or designee with computer capability) will be in charge of correspondence pertaining to:
 - i. Hall of Fame applicants, Hall of Fame inductees, Distinguished Service recipients, UW Hall of Fame/Kiosk information , awards vendor(s), and appropriate press outlets.
3. Office of the Secretary/Treasurer
 - a. The Secretary/Treasurer shall keep an accurate record of all proceedings of the organization and such records as may be necessary.
 - b. The Secretary/Treasurer shall conduct the official correspondence of the organization.
 - c. The Secretary/Treasurer shall receive and expend the funds of the organization as directed by the Board.
 - d. All checks and savings of the organization must have the signature of the Secretary/Treasurer for valid transactions.
 - e. A financial report shall be made at each regular meeting.
4. Office of Past-President
 - a. The Past-President shall hold a position on the Executive Committee of the Wyoming Coaches' Association Hall of Fame Board of Directors. The President-elect, the Secretary/Treasurer, and the 1st Vice President shall complete the Executive Committee.
5. Committee Chairpersons
 - a. The Committee Chairperson shall preside at all meetings held by his/her respective group.
 - b. The Committee Chairperson shall keep or cause to be kept an accurate record of the minutes of each meeting and report those minutes to the Secretary/Treasurer within one week following the meeting.

ARTICLE III – AMENDMENTS

1. The By-Laws may be amended by a simple majority of the members present.

WYOMING COACHES' ASSOCIATION HALL OF FAME
SIXTH EDITION MARCH 2013

The deadline for application is March 1 of each year.

Applications can be filled out on the Wyoming Coaches' Association website (www.wcaonline.net)

HIGH SCHOOL DIVISION

A candidate must be or have been a Wyoming Coaches' Association member in good standings with that association and has accumulated a minimum of **three hundred and fifty (350) points** from the criteria to be admitted into the Hall of Fame:

- **Two hundred (200) pts. must be in years of service**
- **One hundred (100) pts. must be in success**
- **Fifty (50) pts. must be honors and professional service**

Eighty percent (80%) of an individual's points in each category must be earned in Wyoming service.

SERVICE (200 POINTS)

1. Head Coach – High School Head Coach -- **Ten (10) points per year.**
2. Assistant Coaching & Trainer – High School -- **Five (5) points per year.**
3. Athletic Director – High School -- **Five (5) points per year.**
4. Assistant Athletic Director – High School -- **Two and one-half (2-1/2) points per year.**
5. Junior High/Middle School Coach/Athletic Director -- **Five (5) points per year - maximum of five twenty-five (25) points.**

NOTE: A person cannot accumulate more than **ten (10) points** in any one school year for Wyoming Coaches' Association **SERVICE**. A person who is not a head coach in any sport can accumulate only **five (5) points** per year. (Individual services/opportunities provided by the Wyoming High School Activities Association **will not** count toward service point totals {i.e. setting up tournaments, courses, or meets}).

SUCCESS (100 Points)

1. State Championships -- **Twenty (20) points each team championship.**
 2. State Runner-Up -- **Fifteen (15) points each team runner-up.**
 3. Regional Championship -- **Ten (10) points for each team championship**
 4. Conference or District Championship -- **Five (5) points for each team championship.**
 5. Bonus -- **An undefeated year merits five (5) additional points.**
 6. Co-Champions -- Each will receive the maximum points allowed at achievement level where the tie existed.
- NOTE:** Only High School Varsity Team records and only the highest achievements may be counted in any one year. Assistant Coaches will be granted one-half of all the points allotted their head coach for success.

PROFESSIONAL HONORS & SERVICE (50 Points)

Wyoming Coaches Association (WCA) Honors & Service:

- 1) Hold office(s) on WCA Executive Committee – President, President-Elect, Past-President, Secretary, Treasurer, Executive Secretary – **Five (5) points each year.**
- 2) Serve on WCA Board of Directors – **Two (2) points for each year.**
- 3) Liaison between Wyoming Coaches Association Board of Directors and the Wyoming Interscholastic Athletic Administrators Association – **Two (2) points each year.**
- 4) Wyoming Coaches Association Coach/Assistant Coach of the Year – **Fifteen (15) points.**
- 5) Head Coach for any Wyoming Coaches Association approved All-Star Basketball game (Wyoming Coaches Foundation All-Stars, North-South Shrine Bowl Game, Wyoming vs Montana All-Star Basketball Games)– **Ten (10) points.**
- 6) Assistant/Associate Coach for any Wyoming Coaches Association approved All-Star game (as listed above) – **Five (5) points.**

Wyoming Interscholastic Athletic Administrators Association Honors & Service:

- 1) Hold office in WIAAA – President, President-Elect, Past-President, Secretary, and Treasurer – **Five (5) points per year.**
- 2) Awarded WIAAA Athletic Director of the Year – **Fifteen (15) points.**

National High School Athletic Coaches Association Honors & Service:

- 1) National Sports Coach*/Athletic Director of the Year – **Twenty-five (25) points.**
- 2) Regional Finalist Sports Coach/Athletic Director of the Year – **Twenty (20) points.**
- 3) Office in the National High School Athletic Coaches Association – Member of Board of Directors, President, First Vice President, Second Vice President, Third Vice President, Past-President, National Sports Representative, Region 7 Director – **Ten (10) points each year.**

**Only the highest level of coaching (non-accumulative) will be counted each year from the National Coach of the Year program.*

APPEAL: Any coaching assignments or honors not mentioned above may be considered by the Wyoming Coaches Association Hall of Fame Board of Directors for point value upon a written appeal by the applicant.

COLLEGE DIVISION

A candidate must be or have been a Wyoming Coaches' Association member in good standings with that association and has accumulated a minimum of **three hundred and fifty (350) points** from the criteria to be admitted into the Hall of Fame:

- **Two hundred (200) pts. must be in years of service**
- **One hundred (100) pts. must be in success**
- **Fifty (50) pts. must be honors and professional service.**

Eighty percent (80%) of an individual's points in each category must be earned in Wyoming service.

SERVICE (200 Points):

1. Head Coach -- any National Collegiate Athletic Association or National Junior College Athletic Association recognized sport -- **Ten (10) points per year.**
2. Assistant Coaching/Athletic Trainer -- any National Collegiate Athletic Association or National Junior College Athletic Association recognized sport -- **Five (5) points per year.**
3. Athletic Director - **Five (5) points per year.**
4. Assistant Athletic Director - **Two and one-half (2-1/2) points per year.**

NOTE: A person cannot accumulate more than **ten (10) points** in any one school year for service. A person that is not a head coach in any sport can accumulate only **five (5) points per year.**

SUCCESS (100 Points)

1. National team championship -- **Thirty (30) points.**
2. Team place in the top four (4) at national level tournament/playoffs -- **Twenty-five (25) points.**
3. Regional team championship/top sixteen (16) teams recognized -- **Twenty (20) points.**
4. Conference team championship recognized -- **Fifteen (15) points.**
5. Bonus - **An undefeated year merits five (5) additional points.**
6. Point Award - Only the highest level of team achievement will be counted each year.
7. Co-Champions - Each will receive the maximum points allowed at achievement level where the tie existed.

NOTE: Only National Collegiate Athletic Association or National Junior College Athletic Association records and only the highest achievements may be counted. Assistant Coaches will be granted **one-half** of all the points allotted their head coach for success.

NOTE: Football will be awarded similar points with a similar finish on the UP Poll/AP Poll. A Bowl invitation will receive **ten (10) additional points.** Assistant coaches will be **granted one-half (1/2) of all the points** allotted their head coach for success.

PROFESSIONAL HONORS AND SERVICE (50 Points)

1. Office in the Regional structure of your sport -- **Five (5) points.**
2. Office in the National structure of your sport -- **Ten (10) points.**
3. Serve on a National committee in your sport -- **Maximum of two (2) points per year.**
4. Conference Coach of the Year -- **Ten (10) points.**
5. Regional Coach of the Year -- **Fifteen (15) points.**

6. National Coach of the Year -- **Twenty-Five (25) points**. Points will be awarded to coaches only when recognized by the body governing their sport.
7. Serve as Head Coach for any group of All-Stars that are recognized by the National Collegiate Athletic Association or National Junior College Athletic Association -- **Ten (10) points**.
8. Serve as an Assistant Coach for any group of All-Stars that are recognized by the National Collegiate Athletic Association or National Junior College Athletic Association -- **Five (5) points**.

NOTE: A person cannot accumulate more than **ten (10) points** in any one school year for service. A person that is not a head coach in any sport can accumulate only **five (5) points** per year.

NOTE: The Wyoming Coaches' Association Hall of Fame Board of Directors may, at their discretion, **induct or refuse to induct** a person into the Hall of Fame with or without that person obtaining the necessary points, due to unusual circumstances.

****APPEAL:** Any coaching assignments or honors other than those mentioned **may** be considered by the Wyoming Coaches' Association Hall of Fame Board of Directors for point value upon a written appeal by the applicant.

WCA HALL OF FAME INFORMATION SHEET

NAME _____

ADDRESS _____

E-MAIL _____

HOME PHONE _____ CELL PHONE _____

(Previously on page 25)

OTHER INFORMATION/ITEMS NEEDED:

- Please send a \$100.00 refundable* check made out to the WCA/HOF for the Kiosk Club which helps pay to have a biography placed on the KIOSK in the Hall of Fame Room at the University of Wyoming Field House and on the WCA website (www.wcaonline.net) Please mail this check to:

Wendy Schuler
200 Liberty Avenue
Evanston, WY 82930

**If an applicant does not meet the necessary requirements, the WCA/HOF will refund the \$100.00 fee.*

WYOMING COACHES' HALL OF FAME - APPLICATION

Please check if you are currently retired from coaching.

Enter the total points from each category as indicated on the following pages:

SERVICE POINTS	
SUCCESS POINTS	
PROFESSIONAL HONORS & SERVICE POINTS	
GRAND TOTAL	

I declare and affirm that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signed _____ Date _____

WYOMING COACHES’ ASSOCIATION SERVICE (200 Points)

List your years of service chronologically (i.e.: 80-81, 81-82.....98-99) with the highest position held and sport. All candidates must have minimum of twenty (20) years of service.

SCHOOL YEAR	POSITION HELD	POINTS

TOTAL SERVICE POINTS

You must be able to furnish documentation of any and all points if requested by the Board of Directors.

WYOMING COACHES' ASSOCIATION SUCCESS (100 Points)

List the highest achievement level for each year from conference, district championships, regional championships, runner-up state championships, or state championships. Include the year, sport and school. List years chronologically.

SCHOOL YEAR	ACHIEVEMENTS	POINTS

TOTAL ACHIEVEMENT POINTS

You must be able to furnish documentation of any and all points if requested by the Board of Directors.

WYOMING COACHES' ASSOCIATION PROFESSIONAL HONORS AND SERVICE (50 Points)

SCHOOL YEAR	PROFESSIONAL HONORS & SERVICE	POINTS

TOTAL PROFESSIONAL HONORS & SERVICE POINTS

You must be able to furnish documentation of any and all points if requested by the Board of Directors.