

CONSTITUTION AND BYLAWS OF THE NCFCA

ARTICLE I

Articles of Agreement

NAME: The name of the association is the North Carolina Football Coaches Association.

PURPOSE: The NCFCA is a non-profit association created for the educational benefit of coaches. The NCFCA is to maintain the highest possible standards in football and the profession of coaching football; to provide a forum for the discussion and study of all matters pertaining to football and coaching; to make the game as safe and entertaining as possible through the rules of play; to exchange freely information on coaching methods and techniques; and to promote good fellowship and social contacts within the association.

ASSOCIATION OFFICE: The site of the headquarters of the association shall be the Greensboro office of the North Carolina Coaches Association.

AMENDMENTS: The Constitution and Bylaws may be amended only after the following:

1. Submission – All proposed amendments shall be submitted in writing to a member of the Board of Directors.
2. Adoption – The proposed amendment, together with the opinion of the Board of Directors, shall be read at the annual business meeting of the association, and a two-thirds majority of the members voting in person shall be necessary for the adoption of the said amendment.

ARTICLE II

Board of Directors

Section 1. Composition and election: The Board of Directors shall consist of the officers and sixteen (16) other Active members of the organization elected by the voting membership at the annual meeting. Each of the eight (8) districts shall be represented on the Board of Directors by at least two (2) members.

Section 2. Eligibility: To be eligible as a Director, a coach must be an Active member in good standing.

Section 3. Duties: The Board of Directors shall have complete control and management of the association's affairs, funds, and property and shall have and exercise all the powers possessed by the association itself as far as such delegation of authority is not inconsistent with the laws of the NCCA. The Directors shall exercise their duties in a manner consistent with the purposes of this association, keeping in mind this association is not organized for profit.

Section 4. Officers of the Board: The president of the NCFCA shall be the chairman of the Board of Directors. The first vice-president shall be the vice-chairman of the Board of Directors.

Section 5. Vacancies: Any vacancy on the Board of Directors occurring between annual elections as a result of death, incapacity, resignation, or other such causes, may be filled by a majority of the directors present at a properly constituted meeting of the Board.

Section 6. Meetings: The Board shall meet at least twice a year at a time and place to be designated by the president at least thirty (30) days before such meeting is to take place. Special meetings of the Board of Directors shall be held at any time of place on call by the president at least five (5) days before such a meeting. Special meetings of the Board of Directors may be held at any time without notice providing all directors are present or have waived notice thereof.

Section 7. Proxy voting: Any director not present at a meeting will be permitted to vote by proxy by filing notice of such desire with the president before the meeting and designating who shall hold the proxy.

Section 8: Quorum: A majority of the directors shall constitute a quorum at any meeting of the board. A majority of the quorum present shall decide any action or matter brought before the meeting.

ARTICLE III Officers

Section 1. Composition: Officers shall be elected from the Active head coaches or Honorary members of the association as follows: President, First Vice-President, Second Vice-President, and Third Vice-President who shall serve as Secretary-Treasurer. The terms of the original board members shall expire two years from the date of original installation. Thereafter all board members shall serve four-year terms.

Section 2. Eligibility: To be eligible as an officer, a member must be in good standing of the organization.

Section 3. Term of Office: The term of office shall be for one year or the period between annual meetings except, for the secretary whose term shall be determined by the Board of Directors.

Section 4. Nominations shall be made by the Nominating Committee at the annual meeting. Other nominations may be made by any voting member.

Section 5. Duties:

- (a) President. The president shall, when present, preside at all meetings of the Board of Directors and at all meetings of the membership and shall perform such other duties as the Board of Directors may, from time to

- time designate. He shall be the chief executive officer of the association and chairman of the Board of Directors.
- (b) Vice-Presidents. The First Vice-President shall assume the duties of the president in the absence or incapacitation of the president. The Second Vice-President assumes the duties of the First Vice-President in the absence or incapacitation of the First Vice-President. The Third Vice-President assumes the duties of the Second Vice-President in the absence or incapacitation of the Second Vice-President.
- (c) Secretary. The secretary shall be the chief administrative and fiscal officer of the association and together with the president, unless some other person is specifically authorized by the Board of Directors, shall sign all deeds, leases, contracts, and/or other instruments to be executed on behalf of the association. He shall have the care and custody of the funds of the association and shall have and exercise under the supervision of the Board of Directors all the powers and duties commonly incident to his office.
1. keep the minutes of all meetings of the association and of the Board of Directors
 2. read, if requested, such minutes
 3. mail out all notices for meetings of the association or the Board of Directors
 4. keep accurate account and collect all application fees, dues, and charges due from members
 5. perform such other duties as may be required of him by the Bylaws, the President, or the Board of Directors
 6. have charge of all receipts and monies of the association
 7. deposit them in the name of the association in a bank approved by the Board of Directors
 8. disburse funds as ordered or authorized by the Board of Directors
 9. keep regular accounts of receipts and disbursements
 10. submit his record when requested
 11. give an itemized statement at regular meetings of the association
 12. sign checks and withdrawal slips in behalf of the association upon any and all of its bank accounts, and the same shall be honored on his signature alone
 13. upon dissolution of the organization, ensure that all remaining assets are donated to the North Carolina Coaches Association to be used for educational purposes.

ARTICLE IV Membership

Section 1. Composition: There shall be four classes of membership – Active, Allied, Honorary, and Thirty (30) Year.

- (a) Active. Interscholastic coaches from schools who are recognized by the NCHSAA , and who belong to the NCCA, and who actively engaged in (or directly associated with) the profession of football coaching in the public

schools and who are otherwise acceptable to the organization shall be eligible for Active membership. Each Active member shall have the privilege of one vote.

- (b) Allied. Any individual who is or has been associated with football coaching at any institution of learning or established professional teams may be eligible for Allied membership regardless of whether at the same time he may be actively engaged in coaching. Members who have been active in or associated with football coaching in such institutions but who are no longer active or associated are eligible for Allied membership. Men directly connected with the coaching profession, but not coaching, may be eligible for Allied membership. Allied members are not eligible to vote.
- (c) Honorary. Honorary membership may be conferred on any person who has contributed to the advancement of football and shall come only through the endorsement of the Board of Directors. A custom will be established that will make the immediate past president, if in good standing, an Honorary member. Honorary members have the same privileges as Active members.
- (d) Thirty (30) Year Members. Any football coach who has been a member of the NCCA for thirty (30) years shall be made an Honorary member.

Section 2. Dues: The new-member fee and the annual membership fee, Active and Allied classification, shall be determined by the Board of Directors. Honorary members shall pay no dues. Thirty (30) year members who are no longer active in coaching shall pay no dues.

Section 3. Cancellation: A membership may be cancelled by the Board of Directors on a two-thirds vote of the directors present and after a cause for cancellation has been presented by a director.

Section 4. Voting power: Active, Honorary, and Thirty (30) year members shall be entitled to vote upon all questions submitted to the membership for decision. Allied members will not be entitled to vote upon such questions.

ARTICLE V Election

The election of officers and directors shall be at the annual meeting and under the direction of the president.

ARTICLE VI Nominating Committee

Section 1. Composition: The Nominating Committee shall consist of one member from each district and shall be appointed by the president.

Section 2. Duties: The Nominating Committee shall prepare a list of candidates for each elective office and shall present it to the membership at the annual meeting for adoption. Other nominations may be made by any voting member present.

ARTICLE VII
Meetings

Section 1. Time and place: The annual meeting of the association shall be held at a time and place set by the Board of Directors.

Section 2. Quorum: The quorum shall consist of one-tenth of the association's Active members.

- a. meeting called to order
- b. reading or disposal of any unapproved minutes
- c. report of Board of Directors
- d. reports by committees
- e. unfinished business
- f. new business
- g. adjournment

ARTICLE VIII
Committees

Section 1. Appointment: Members of the committees are to be appointed by the president.

Section 2. Composition: Any member in good standing may be selected for a committee.

Section 3. The president shall appoint such committees as he deems necessary.

ARTICLE IX
NCFCA Districts

The association shall be divided into the eight (8) districts used by the NCHSAA.

ARTICLE X
Fiscal Year

The fiscal year of the association shall end with the thirty-first (31) day of December.

Adopted: Business Meeting of NCFCA July 1990.

Executive Secretary
NCFCA