

The Constitution of the Middle Level Forensic Association of Wisconsin

(Formerly the Wisconsin Forensic Coaches' Association - Middle Level)

Article I. Name and Purpose

Section I. The name of this organization shall be the Middle Level Forensic Association (MLFA) of Wisconsin.

Section II. The purpose of this organization shall be to promote middle level interscholastic forensics in Wisconsin by sanctioning invitational tournaments and festivals and hosting an MLFA State Tournament. The MLFA shall maintain standards and practices that apply to all events sanctioned by the organization.

Article II. Membership

Section I. School Membership. All forensic coaches of any school, in Wisconsin or surrounding state school, which includes grades 6, 7 or 8, shall be eligible for membership. Upon payment of the annual dues, all the forensic coaches of the school receive membership standing. Each school will be allowed one vote in the legislative body.

Section II. Affiliate Membership. Upon payment of annual dues, any person at least 18 years old and not enrolled in a K-12 program may become an affiliate member. An affiliate member may serve in an executive board position. Affiliate members have a voice but may not vote in the legislative body.

Article III. Dues

There shall be an annual fee. The Treasurer must receive application with payment or requisition by the deadline declared in the by-Laws to receive membership communications. After that deadline, members must pay dues plus an additional late fee, to be included in member communication. All dues and fees must be paid by the late registration date established in the By-Laws to be eligible to participate in the MLFA State Tournament.

Article IV. Board of Directors

Section I. Definition. The MLFA Board of Directors shall consist of the following: President, President-Elect, Past-President, Treasurer, Secretary, Small School Representative, Tournament Director, Historian, and the chairs of standing committees. This group shall have the authority to act on behalf of the MLFA on matters demanding immediate attention. The quorum for board meetings shall be a minimum of at least three members. The President shall call a meeting whenever she/he deems necessary. This committee shall set the date for meetings of the membership and set the agendas for all meetings.

Section II. Responsibilities of Officers.

The **President** shall preside at all meetings and shall chair the Board of Directors. The President shall appoint committee chairpersons and be an ex-officio member of all committees.

The **President-Elect** shall assume the duties of the President in her/his absence. The President-Elect shall assist the President and become an ex-officio member of all committees, as needed. The President-Elect shall coordinate the Fall Workshop and the election of officers.

The **Past-President** shall become a resource to the President and serve as a liaison to the Wisconsin Forensics Coaches' Association, arranging an informal meeting with the WFCA President and Past-President during the summer. The Past President shall be responsible for updating the constitution and by-laws, as well as coordinating the process of selecting middle level award recipients. The Past President shall be responsible for creating, updating, and distributing the calendar of MLFA sanctioned events.

The **Treasurer** shall handle all financial matters of the organization, collect dues, submit a report at each meeting, and oversee the audit in even numbered years.

The **Secretary** shall record and distribute the minutes of all meetings. The Secretary shall coordinate and distribute all informational mailings of the organization.

The **Small School Representative** shall represent the interests of small schools in the MLFA at meetings of the Board of Directors.

The **State Tournament Director** shall schedule and coordinate the State Tournament according to policies and procedures stated in the By-Laws and in accordance with the job description agreed upon by the Executive Committee for this position.

The **Historian** shall assemble and maintain such records as to chronicle the history and past practice of the MLFA, including the years as WFCA- Middle Level. The Historian shall advise the Executive Board on such matters and their relation to present business.

Section III. Selection and Terms of Office. The President-Elect shall be elected by the membership at the spring meeting for a one-year term. The President-Elect shall become President in the second year and Past-President in the third year of service. The Secretary, the Treasurer, and the Small School Representative shall be elected by the membership at the spring meeting to two-year terms of service. Election of the Treasurer shall be held in even numbered years. Election of the Secretary shall take place in odd numbered years. Election of the Small School Representative shall take place in the odd numbered years. The President shall nominate the State Tournament Director and the Historian, subject to approval by the Board of Directors. The President shall appoint standing committee chairs to the Board of Directors for one-year terms.

Section IV. Eligibility. Any regular member shall be eligible for nomination and service as President-Elect, Treasurer, and Secretary. The Small School Representative shall be a coach from a school registering no more than three judges at any tournament in the preceding season.

Section V. Incomplete Term. In the event an officer cannot complete his/her term the President shall appoint a replacement for the remainder of the term. In the event the President-Elect cannot complete her/his term, an election for both President and

President-Elect shall be held at the spring meeting.

Section VI. Standing Committees. The standing committees shall each consist of a chairperson appointed by the President and members appointed by the chair of each committee. Each committee shall represent at least three different schools.

The **Category Committee** shall propose to the membership category revisions, rule changes, updates to categories that change annually, and assist the State Tournament Director with pertinent category specific materials needed for the state tournament.

The **State Tournament Committee** plans and implements the State Tournament under the direction of the State Tournament Director. The committee consists of the Tournament Director, various coordinators, and other volunteers.

The **Tournament Practices and Procedures Committee** makes recommendations on effective tournament practice, State Tournament qualifying procedures, and the operation of the State Tournament. Members of this committee assist tournament and festival directors if needed, and advise tournament and festival directors in resolving complaints and considering disqualifications. **Finally, the Tournament Practices and Procedure committee assists with the operation of the State Tournament and tabulation of awards.**

The **Judges' Standards and Training Committee** shall oversee judging procedures and ethical standards. Additionally, the committee will develop judges' training materials and periodically update the judges training video and support materials.

The Communication Committee will facilitate and support the communication of the association with its members and will include the Secretary, the Webmaster, and other members to coordinate communication and communication technology.

Other committees may be appointed by the President as needed. Chairs of ad hoc committees will have voice but not vote at the Board of Directors.

Article V. Meetings

Section I. The MLFA of Wisconsin shall hold annual membership meetings in the fall and spring.

Section II. The Board of Directors may call special meetings **of the membership with a minimum of two week notice.**

Section III. The Board of Directors shall determine the dates of all meetings and direct the Secretary to notify all members of said meeting.

Section IV. The quorum of this organization for each meeting shall be the number present after three weeks notice of said meeting has been distributed to all members.

Section V. Robert's Rules of Order shall govern all situations not specifically governed by this constitution.

Article VI. By-Laws

Section I. Adoption and Amendment. The By-Laws of the MLFA may be adopted or amended by a majority vote of members of the legislative body at any regular or special meeting.

Section II. Publication. By-Laws shall be published for the membership through an adequate medium.

Article VII. Constitutional Amendment Procedures

Amendments to articles of this constitution may be made if proposed at a general meeting and passed by a 2/3 vote of the membership present. Proposed changes to the constitution must be submitted in advance to the President to be included with the announced agenda prior to any business meeting.

Article VIII. Ratification

This constitution became law when ratified by $\frac{3}{4}$ of the forensic coaches at the April 27, 2002 general meeting in West Bend, Wisconsin.

Amended: May 1, 2004

Oct., 2004

*Affirmed: March 2009

May 9, 2009

October, 2009

January, 2014