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Article I. Name and Purpose

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

II. 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

I. Section I. School Membership. All forensic coaches of any school, in Wisconsin or surrounding states' 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.

II. 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. Hall of Fame inductees are granted free lifetime status.

Article III. Dues

I. Section I. Association Dues. There shall be an annual fee. The Treasurer must receive application with payment or requisition by the deadline declared in the ~~by-Laws~~ bylaws 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~~ bylaws to be eligible to participate in the MLFA State Tournament.

Article IV. ~~Board of Directors~~ Executive Board

I. Section I. Definition. The MLFA ~~Board of Directors~~ Executive Board shall consist of the following: President, President-Elect, Past President, Treasurer, Secretary, Small School Representative, State Tournament Director, Historian, Technology Chair Coordinator and all the chairs of standing committees.

A. 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, not including the President and/or President-Elect and/or the Past President, who must be present. The President shall call a meeting whenever she/he deems necessary.

B. This committee shall set the date for meetings of the membership and set the agendas for all meetings.

II. Section II. Responsibilities of Officers.

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

B. 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, **Spring Meeting**, and the election of officers.

C. The Past-President shall become a resource to the President **and develop the tournament schedule for the next season.**

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

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

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

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

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

I. The Technology Coordinator shall be responsible for the updating of the website and acting liaison between the designer of the **tournament** scheduling program and the organization according to policies and procedures stated in the ~~By Laws~~ **bylaws** and in accordance with the job description agreed upon by the Executive ~~Committee~~ **Board** for this position. The Technology Coordinator will facilitate the Communication Committee.

III. Section III. Selection and Terms of Office.

A. 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.

B. 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.

C. The President shall nominate the State Tournament Director, Historian, and the Technology Coordinator, subject to approval by the ~~Board of Directors~~ **Executive Board**.

D. The President shall appoint standing Committee Chairs to the Board of Directors for one year terms.

IV. 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.

V. 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.

VI. 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.

A. 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 sState tTournament. **Infractions from all tournaments will be collected by the Category Committee.**

B. 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, **tshirt coordinator**, site coordinators, other coordinators and other volunteers.

C. 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.

D. 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.

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

F. **The Policy and Procedures Committee shall oversee the update of the constitution and bylaws, annually review the safety plan for meets, and determine the best means of communicating special education needs based on IDEA.**

G. **The T-Shirt Committee shall oversee the design, order, sales, and timely reporting of t-shirt expenses and profit as a means of fundraising for MLFA.**

H. **The Mentorship Committee shall provide mentors for all new coaches with less than two years experience and existing coaches requesting one. Regional representatives will be appointed by the Mentorship Committee to ensure that mentors are local to their assigned mentees.**

I. 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

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

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

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

IV. Section IV. The quorum of this organization for each meeting shall be the number present after two weeks notice of said meeting has been duly posted.

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

Article VI. By Laws Bylaws

I-Section I. Adoption and Amendment. The ~~By Laws~~ **bylaws** of the MLFA may be adopted or amended by a majority vote of member schools present of the legislative body at any ~~duly posted regular or special~~ meeting.

II-Section II. Publication. ~~By Laws~~ **bylaws** shall be duly posted for the membership.

Article VII. Constitutional Amendment Procedures

I-Section I. Adoption and Amendment. Amendments to articles of this constitution may be made if proposed at a general meeting and passed by a 2/3 vote of the member schools present. Proposed changes to the constitution must be submitted **one month prior to the Fall and Spring Meetings** ~~in advance prior to the President's posting of~~ to be included with the announced the business meeting agenda.

Article VIII. Ratification

I-Section I. 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

Affirmed: October, 2004

Amended: January, 2009

Affirmed: March 2009

Amended: May 9, 2009

Affirmed: October, 2009

Amended: November, 2013

Affirmed: January, 2014

Amended: April 12, 2015 to be voted at October 2015 Fall Meeting Committee Members:

Melissa Krahn, Denise Kegley, Barbara Hallman

Proposed: September 6, 2018 to be voted on at the October 13, 2018 Fall Meeting. Ad Hoc Committee: Pam Cullen (President), Nikki Prelesnik (President-Elect), Melissa Rickey (Secretary).