



WVBCA Constitution and Bylaws

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WEST VIRGINIA SCHOOL BASEBALL COACHES ASSOCIATION **Founded 1992**

Revised January, 2024

ARTICLE I – Name

This organization shall be known as the West Virginia High School Baseball Coaches Association. After this referred to as the WVBCA.

ARTICLE II – Purpose

The purpose of the organization shall be:

1. To unify all baseball coaches in the State of WV.
2. To promote high school baseball.
3. To create and maintain an official line of communication with the WVSSAC.
1. To foster higher standards of professionalism and ethics.
2. To maintain a strong relationship with national, state and local organizations of baseball.

ARTICLE III – Membership

Section I

There shall be two classes of membership: Active and Affiliated. In order to be eligible for any awards, one must be a member of the WVBCA.

1. Active membership will consist of all head and assistant baseball coaches actively engaged in the high school/middle school program within that school district who are employed by the local Board of Education.
2. Affiliated membership will consist of all college coaches, summer coaches, non-coaching personnel, including retired members of the association.

Section II



All members shall have the privilege of attending all functions of the association. Members will have the privilege of holding office, voting on items of concern to the association, being selected for honors, awards etc., and participating in business meetings.

Section III

All members of the WVBCA shall pay annual dues as determined by the Board of Directors. The year will run from January 1 to December 31. Retired coaches may pay a one time \$25 fee for membership.

ARTICLE IV – Officers

Section I

The officers of this organization shall consist of five (5) positions: President, Vice-President, Secretary, and Treasurer. All members of the association are eligible but first must have served as a member of the Board of Directors. The three (3) presidential officers shall be elected by a majority vote of the Board of Directors with their term to begin with the Board of Director's meeting at the State Clinic and concluding with Board of Director's meeting at the following State Clinic. There shall be no monetary compensation for any officer position.

Section II

The President shall preside over all meetings with the authority to call any special meetings he deems necessary. He shall be a liaison between the association and the National Associations (ABCA and BCA). His position in office shall be for a 1 or 2 year term before moving to the position of Past President.

Section III

The Vice-President shall be an appointed position by the Executive Board. They will preside over all regular and special meetings in the absence of the President. His position in office shall be for a 1 or 2 year term, dependent upon the term of the president. At the Board of Director's meeting at the state clinic, he takes over as the President.

Section IV

The Secretary shall be an appointed position by the Executive Board. He shall keep an accurate record of the minutes for all Board of Director's meetings, Executive Board meetings and any special meetings as called by the President. He shall work with the Treasurer to keep an accurate record of the business matters of the association through the minutes of all meetings. His job performance shall be reviewed annually prior to



November 1st by the three (3) elected officers and the Past President. If he is not to be retained in the position for the following year, he shall be notified by January 1st.

Section V

The Treasurer shall be an appointed position by the Executive Board. He shall be responsible for all money matters concerning the organization, including membership dues, disbursements, and shall keep accurate records of all business matters that take place within the organization. He shall work closely with the President. His job performance shall be reviewed annually prior to November 1st by the three (3) elected officers and the Past President. If he is not to be retained in the position for the following year, he shall be notified by January 1st.

Section VI

In the event that the President cannot complete his term of office, the Vice-President shall fill the office and the Vice-President will fill the position of Vice-President. An election will be held at a Board of Director's meeting by the Secretary to fill the 2nd Vice-President's seat from the Board of Directors. In the event the Vice-President cannot complete his term, the Secretary will conduct an election as mentioned above to fill his position. In the event the Treasurer cannot complete his term, the Secretary will conduct an election as mentioned above to fill his position. In the event the Secretary cannot complete his term, an election will be held at a Board of Director's meeting by the President to elect his replacement. This replacement would be for the remainder of the vacated term and may continue into the original term of said officer.

ARTICLE V – Executive Board

Section I

The Executive Board shall consist of the Officers, the Past President and the seven (7) appointed positions: Business Manager, Historian, Poll Director, Public Information Director/Web Site Coordinator, and North/South Coordinator. The Past President shall serve as an ex-officio member of the Executive Board for a one year term. All terms in office shall begin with the Board of Director's meeting following the State Clinic and end with Board of Director's meeting at the State Clinic. All positions shall be reviewed annually on their job performance prior to November 1st by the three (3) elected officers and the Past President. Any person not to be retained in their position for the following year shall be notified by December 1.

Section II

The Consultant position requires the person to have served as President of the WVBCA. This person shall serve as liaison between this organization and the WVSSAC. There shall be no monetary compensation for this position.



Section III

The Business Manager shall work with the Treasurer on financial matters of the WVBCA. He will solicit sponsors for the association and will be an integral part in all contracts involving the association. There shall be no monetary compensation for this position.

Section IV

The Historian shall assist the Secretary with the documentation of past records and the history of the association. There shall be no monetary compensation for this position.

Section V

The Poll Director shall be responsible for the State Poll. A yearly stipend may be offered and reviewed by the Officers each year.

Section VI

The Public Information Director/Website Coordinator shall work with the Officers to disseminate pertinent association information and to update and design the association's website. There shall be no monetary compensation for this.

Section VII

The North/South Coordinator shall work with the Board of Directors establishing and running the North/South. He will work directly with the Vice-President on the North/South Game. There shall be no monetary compensation for this position.

Section VIII

In the event that any of the seven (7) appointed positions to the Executive Board cannot complete his term in office, an election will be held at a Board of Director's meeting by the Secretary to fill the appointed vacant seat from the Board of Directors for the remainder of the term.

Section VIII

No executive board member will pay membership dues during their time on the board.

ARTICLE VI – Board of Directors

Section I

The Board of Directors shall consist of the 11 member Executive Board as well as 1 representatives from each of the following Regions: I, II, III, IV. All terms in office shall



begin with the Board of Director's meeting at the State Clinic and end with Board of Director's meeting at the State Clinic the following year.

PRESIDENT
VICE PRESIDENT
TREASURER
SECRETARY
PAST PRESIDENT
BUSINESS MANAGER
HISTORIAN
PUBLIC RELATIONS
POLL DIRECTOR
NORTH/SOUTH Coordinator
CONSULTANT: Former HOFer/President
Region Representatives:
Region I
Region II
Region III
Region IV

Section II

The Region Representatives shall be selected by the board of directors prior to the state clinic. In the event that any Region Rep cannot complete his term in office, his region shall appoint an alternate rep to complete the term on the Board of Directors.

Section III

The Board of Directors shall comprise the governing body, shall follow the adopted Constitution, shall transact the official business of the organization, and abide by and adopt necessary by-laws in carrying out the official business of the association. The Board of Directors shall rule on any matters not covered by the Constitution.

ARTICLE VII – Amendments

Section I

Proposed amendments to the constitution may be brought to any Board of Director's meeting in the form of a motion with a second before discussion. The motioned amendment shall not be voted on until it is read at a second meeting with any further discussion. The constitution shall be amended and the Board of Directors may determine recommendations of amendments with final passage determined by at least



two-thirds vote of the members of the Board of Directors voting. The balloting shall be conducted by mail or at the regular meeting. An Emergency Amendment may be passed at a first reading only with 100% affirmative vote of the Board.

ARTICLE VIII – Meetings

Section I

The WV High School Baseball Coaches Association shall meet one (1) time per year at the association's annual state clinic.

Section II

The Board of Directors will meet at least four (2) times per year. One (1) fall meeting will be held in September or October. The other meeting will be held at the conclusion of the Senior North/South Game. Each member of the Board of Directors must attend the scheduled meetings, or he may be replaced with a majority vote of the Board. An alternate may attend a Board of Director's meeting to satisfy the Board of Directors' attendance obligation with prior approval from the president.

Section III

The President may call special meetings of the Officers, Executive Board, or Board of Directors as he deems necessary.

BY-LAWS

This document shall be reviewed for revisions at the fall meeting each year by the Executive Board.

ARTICLE I – Board of Directors

Section I

President duties include, but are not limited to:

1. Set the agenda and preside over all meetings with the authority to call any special meetings he deems necessary
2. Serve as liaison between the OHSBCA and the BCA/ABCA
3. Serve as Chairman of the scholarship committee
4. Serve as Chairman of the Academic All Ohio committee

Section II

Vice-President duties include, but are not limited to:



1. Serve as director of the State Clinic and North/South Game
2. Preside at all regular and special meetings in the absence of the President

Section III

Secretary duties include, but are not limited to:

1. Responsible for the keeping an accurate record of the minutes for all Board of Director's meetings, Executive Board meetings and any special meetings as called by the President and distributing those minutes to the appropriate board at the following meeting
2. Work with the Treasurer to keep an accurate record of the financial business matters of the association through the minutes of all meetings
3. Oversee printed materials such as programs for the State Clinic and North/South Game
4. Update and distribute Executive Board directory and pass on to the Website Coordinator

Section IV

Treasurer duties include, but are not limited to:

1. Responsible for all money matters concerning the organization; including membership dues, sponsor accounts, all-star series money, all disbursements and the filing of any appropriate paperwork with government agencies such as the IRS
2. Responsible for keeping accurate records of all business matters that take place within the organization working closely with the President
3. He shall provide a financial report of all WVBCA activities in conjunction with any officer's duty functions at the conclusion of such activity as the State Clinic, the Clinic Exhibit Hall, and the Senior North/South game.
4. He shall work closely with the Business Manager in preparation of sponsor contracts and the financial matters involving any sponsors
5. He shall provide a financial report to the Board of Directors at the fall meeting, State Clinic meeting and Senior North/South game meeting
6. He shall provide a financial report for the fall officer's meeting and work with the officers in preparing a budget for the upcoming year

Section V

Past President duties include, but are not limited to:



1. Coordinate the Hall of Fame selection with nomination forms, voting, contacting inductees, and gathering information for clinic program
2. Work with VP regarding inductee speaker times at clinic, number attending banquet, hotel accommodations, greet inductees prior to banquet
3. Oversee ordering of Hall of Fame plaques with Public Information Director
4. Oversee ordering of Hall of Fame rings
5. Update information and notify Past President's and Hall of Famers of state clinic banquet and reception
6. Oversee Past President's and Hall of Famer's reception
7. Work with President on banquet script, seating chart and set up

Section VI

Consultant duties include, but are not limited to:

1. Serve as an advisor to the Executive Board regarding baseball matters with our districts throughout the state, the WVSSAC, the BCA and the ABCA maintaining good relations
2. Present items from the WVBCA Executive Board to the WVSSAC

Section VIII

Business Manager duties include, but are not limited to:

1. He shall report to the officers of the association
2. Responsible for solicitation and the development of business contracts with sponsors for the association
3. He shall work closely with the Treasurer regarding all financial matters involving any sponsors and in the preparation of sponsor contracts which must be approved by the Executive Board and signed by the Business Manager, Treasurer and President
4. He shall be an integral part in all contracts involving the association working with each officer's duty functions in preparation of such activities as the State Clinic, and the Senior North/South Game

Section IX

Historian duties include, but are not limited to:

1. Organize and compile the WVBCA calendar and pass on to the Website Coordinator
2. Take photos of all WVBCA events and pass on to the Website Coordinator



3. Research, update and compile rosters on Hall of Fame nominees, past Hall of Fame members and Past Presidents for meetings and Website Coordinator
4. Oversee the WVBCA Hall of Fame trophy case and the plaques displayed
5. Maintain records and copies of state clinic programs, All-State player and coaches lists, state poll lists, Senior North/South rosters, player of the year lists
6. Maintain copies of previous and current constitution and by-laws of the WVBCA
7. Proofread documents and website information providing updates as necessary
8. Maintain contact records for Hall of Fame rings
9. Maintain contact records for President gavels

Section X

Poll Director duties include, but are not limited to:

1. Update poll voter's information with the Website Coordinator
2. Update Division drop down menu on website according to WVBCA membership for schools
3. Coordinate the voting for the poll tabulating weekly results and notify media each week
4. Work with region reps in securing poll voters for each district
5. Oversee the ordering of awards for the state poll champ and coach of the year to be presented at the State Clinic

Section XI

Public Information Director duties include, but are not limited to:

1. Oversee ordering of awards and certificates for the State Clinic
2. Send Player of the Year letters to respective coaches in September in preparation for the fall Board of Director's meeting
3. Assist VP with ordering of Senior North/South certificates and plaque holders
4. Oversee that all awards are presented or mailed to recipients
5. Assist VP with ordering banquet programs, table markers for Hall of Fame banquet at State Clinic
6. Compile state champion info for state clinic program
7. Assist the presidents with the purchase of the Board of Director's gifts
8. Assist the VP with the purchase of State Clinic speaker gifts and association gifts
9. Assist the VP with the purchase of items to sell at Senior All-Star Series and clinic
10. Oversee the reporting of events to the media including Collegiate Baseball Magazine, BCA Publications and ABCA Publications and pass on to Website Coordinator
11. Work directly with our website provider on updates and changes within the system
12. Coordinate updates for the website with each member of the Board of Directors



13. Report any outdated information to the President which has not been updated by the appropriate Board of Director in a timely manner
14. Serve as an advisor to the Board of Directors on new information that may be posted on the website to make it more user friendly to coaches, players, parents and general public
15. Assist with any video needs during the State Clinic and Hall of Fame banquet

Section XII

All-Star series Coordinator duties include, but are not limited to:

1. Work directly with the Executive Board providing all necessary and specific financial information regarding the All-Star Games
2. Oversee the selection of coaches and players for the All-Star Games.
3. Coordinates the dates and logistics of the All-Star Games
4. Work with the 2nd Vice-President in coordination the Senior and Underclass All-Star Games.

Section IV

Region Representatives duties include, but are not limited to:

1. Serve as liaison between their district association and the WVBCA Board of Directors
2. At certain times attend the WVSSAC Board of Control meeting as our representative
3. Work with Poll Director to identify association members from their region
4. Work with VP to select their district's coaches and players for North/South Game
5. Collect information from their district for the web site
6. Work with Poll Director to secure state poll voters from their region
7. Keep updated records to be passed on to the next elected region rep from your region

ARTICLE II – Awards & Functions

Section I – Hall of Fame

The West Virginia Baseball Coaches Association Hall of Fame will honor WV high school varsity baseball coaches and others for outstanding contributions to the development of WV high school baseball. The person must be nominated and approved by the Board of Directors of the WVBCA. The main criteria for nomination of a coach is that he must accumulate ninety (90) or more points, or be given special consideration by the Board of Directors for outstanding contributions to WV high school baseball. All points must be earned through coaching in WV. An active baseball coach



must have a minimum of 20 years of coaching baseball in WV. A retired coach may be considered with less than the minimum of 20 years of coaching. Nominees may appear on the Hall of Fame list (if not selected) for three (3) consecutive years. At the conclusion of this time period, these nominees must be re-nominated. The Past President shall attempt to contact a nominee's nominating person upon expiration of the 3 year nomination period. If the nomination is not re-submitted prior to Dec. 1, the nomination shall be removed from the nomination list. The Board of Directors will vote for five (5) or less nominees. The top four vote totals and anybody with seventy-five percent (75%) of the vote totals of those board members present shall be elected to the Hall of Fame. Nominations may be made at any time, but the deadline each year is September 1. The selection voting will take place during the fall Board of Director's meeting. The induction will take place at the State Clinic banquet. The Past President will coordinate the selection, induction information to the inductees' family and news media, and send congratulatory letters to the inductees. The inductees and their families will be guests of the WVBCA at the clinic banquet. As of the fall of 2023, the Hall of Fame's location is at GoMart Ballpark in Charleston, WV.

Section II – Coaches Awards

The Service and Victory Awards will be given to association member coaches at the State Clinic each year. The Victory Award will go to coaches who have accumulated 100, 200, 300 etc. varsity baseball victories during their coaching career.

Section IV – State Poll

The State Baseball Poll shall be under the direction of the Poll Director to tabulate ballots and report the results each week to the news media and the WVBCA website. Guidelines include:

1. Poll Director will break down team voting by district, division and membership.
2. The Poll Director will send the ballots to the coaches prior to each week.
3. The Poll shall consist of five (5) weeks beginning with the third week of the season with the sixth ballot.
4. Plaques shall be presented to the coaches and teams who finish first in the last (5th) poll. These awards will be given during the state clinic banquet.
7. Coach and Player of the Year Awards shall be presented during the State Clinic banquet.
8. Poll Director will present reports to the board at the fall Board of Director's meeting and the Senior North/South meeting concerning the operation of the Poll.

Section V –North/South Game



The Senior North/South All-Star game is under the directorship of the Vice President and takes place the day after the State Tournament in June of each year. The North/South Coordinator will work with the Vice-President.

Guidelines include:

1. Selection of the top graduating seniors and 2 coaches.
2. The region representation is to be determined by a format based on the number of membership schools in each of the four divisions in each district.
3. The player fee is to be determined by the Board of Directors each year.
4. Awards shall be presented to each of the North/South Game Players and Coaches.
5. The VP and All-Star Series Coordinator will present a financial report in cooperation with the treasurer to the Board of Directors at the fall meeting.

Section VI – State Clinic

The State Clinic is under the directorship of the Vice-President and takes place over a weekend in January each year. Guidelines include:

1. Clinic fee to all attending coaches and interested persons to be determined by the Board of Directors
2. Organization of the clinic speakers, agenda, registration, district meetings, overnight accommodations, complimentary attendee gifts and speaker gifts
3. Past President shall be in charge of the Hall of Fame banquet
4. President shall be in charge of the Awards

ARTICLE III – Communication

Section I

The communication information shall be under the direction of the Website Coordinator and disseminated via the WVBCA Website and various other media outlets. Guidelines include:

1. Updating the website at the conclusion of each function and meeting of the WVBCA with meeting minutes, officer's reports, awards, important dates and deadlines.
2. Work with the Public Information Director to publish baseball news through the website.
3. Work with the region reps to obtain their district information on new coaches, field improvements, college signings/MLB drafts, league champions, outstanding player/coach accomplishments, local camps and clinics.



ARTICLE IV – National Clinics

Section I – ABCA

The OHSBCA shall be represented in attendance at the annual American Baseball Coaches Association clinic for college and high school coaches as long as funds are available and approved by the Board of Directors at the fall Board of Director's meeting. Priority shall be given to this clinic with representatives filled prior to filling the representative positions to the BCA for the purpose of securing clinic speakers and sponsors. Representatives may attend with travel and rooming accommodations covered by the OHSBCA. If funds are available.

Section II – BCA

The OHSBCA shall be represented in attendance at the annual Baseball Coaches Association clinic for high school coaches as long as funds are available and approved by the Board of Directors at the fall Board of Director's meeting. Representatives may attend with travel and rooming accommodations covered by the OHSBCA. If funds are available.

Section III – Other State Clinics

The WVBCA shall work with other state association clinics in providing speakers, but it will be the responsibility of that association to provide for rooming, and food if appropriate. The WVBCA will not provide any funds for members of the Board of Directors to attend other clinics as speakers or attendees.