SECTION B

CCCWBCA Constitution

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California Community College
Women’s Basketball Coaches Association
Constitution

ARTICLE I - NAME OF THE ORGANIZATION

The name of the organization shall be the California Community College Women’s Basketball Coaches Association (hereafter referred to as CCCWBCA). The CCCWBCA shall be a non-profit organization.

ARTICLE II - PURPOSES AND OBJECTIVES

Section I To develop within the coaches of our organization a deep sense of responsibility for maintaining and conducting athletics at the highest possible standards.

Section II To provide the opportunity for coaches of women’s basketball at community colleges throughout the state to join in a common effort for the improvement of programs for our athletes and to develop a unified voice for communicating our needs.

Section III To advocate fair competition and sportsmanship in our basketball players, on and off the court.

Section IV To improve the level of play and to work toward the improvement of techniques and playing conditions.

Section V To work closely with the California Association of Community Colleges - Commission on Athletics for the achievement of these objectives.

ARTICLE III - MEMBERSHIP OF THE ASSOCIATION

Section I Composition: There shall be five types of memberships: (1) Active, (2) Associate, (3) Emeritus, (4) Corporate, and (5) Honorary.

A. ACTIVE: Any member of the women’s basketball coaching staff of any accredited California community college may become an Active member of the Association upon payment of the annual dues. Active members will be the voting members of the Association. Active members will be entitled to free admission to regional and state basketball tournaments, and a Coaches Directory. Active members may vote on all business matters.

Voting privileges for the All-State team are described in the Constitution Article V, Section II, and the By-Laws Article VII, Section II.

B. ASSOCIATE: Any individual may become an Associate member of the Association. Such membership requires the payment of annual dues but does not include the right to vote. Associate members will be entitled to free admission to regional and state basketball tournaments and a Coaches Directory.
C. EMERITUS: Any former California community college women's basketball coach or former CCCWBCA member may become an Emeritus member of the Association. Such membership requires the payment of annual dues as specified in the By-Laws but does not include the right to vote. Emeritus members will be entitled to free admission to regional and state basketball tournaments and a Coaches Directory.

D. CORPORATE: Any company may become a Corporate member of the Association. Such membership requires payment of annual dues as specified in the By-Laws. Corporate members will be entitled to free admission to regional and state basketball tournaments, a copy of the Sophomore Profile booklet, and a Coaches Directory.

E. HONORARY: Honorary membership shall be conferred upon any individual who has demonstrated vital interest in, or made a valuable contribution to, California community college women’s basketball. Such a person shall be nominated by the Executive Board and appointed by a majority of the Association membership. Honorary membership shall be for life and will carry an exemption of all fees and dues. Honorary members shall have full rights and privileges with the exception of voting. A lifetime pass to regional and state basketball tournaments shall be issued to all honorary members.

F. Membership, other than Honorary, shall extend from the end of one State Tournament to the completion of the next State Tournament.

ARTICLE IV - ORGANIZATION

The CCCWBCA will be representative of all the athletic conferences in the state. There shall be elected: (1) Officers of the Executive Board, (2) Conference/Division Representatives, and (3) a CCCAA Representative for women’s basketball.

Section I State Officers shall be made of the following: (1) Past-President, (2) President, (3) President-Elect, (4) Secretary, (5) Treasurer, (6) Historian/Directory Coordinator, (7) Assistant Coaches Representative

Section II Conference/Division Representatives shall be CCCWBCA members who will be elected by their conference/division to be a representative and spokesperson for their conference/division.

Section III A CCCAA Representative shall be appointed by the CCCAA Management Council with input from the CCCWBCA President.

Section IV The Executive Board of the CCCWBCA shall be:
1) State Officers
2) Conference/Division Representatives
3) CCCAA Representative
4) Hall of Fame Chairperson
5) State Publicist/Statistician
6) Showcase Coordinator, and a Showcase Coordinator Elect (The Showcase Coordinator Elect shall be a non-voting member.)

Section V In the case of a vacancy in the office of President, the President-Elect will move up. In the case of a vacancy in other offices, the President will appoint a successor with approval by polling the Executive Board.
ARTICLE V: COMMITTEES

Section I  Seeding Committees
Members (and alternates) of the North and South Regional Seeding Committees for post-conference play will be head coaches who are Active members of the CCCWBCA elected by their conference/division to serve a two-year term so long as each conference/division has a representative.

Section II  All-State Team Selection Committee
Only head coaches with an Active membership may nominate players for consideration for the All-State team. Each conference/division shall have one elected representative on the All-State Selection Committee elected by their conference/division to serve a two-year term so long as each conference/division has a representative.

Section III  State Tournament Committees
Committees shall be comprised of Active members of the CCCWBCA. Committee membership shall be established at the General Assembly meeting at the State Tournament of the previous year. Committee membership shall be by volunteer or nomination process.

   1) All-State Tournament Selection Committee
   2) T-Shirt Committee
   3) Sophomore Profiles Booklet Committee
   4) Sophomore Showcase Committee
   5) Officials Committee
   6) Hall of Fame Committee
   7) All-State Academic Team Committee
   8) Protest Committee
   9) Coach of the Year Committee

ARTICLE VI: MEETINGS

There shall be one meeting of all members of the CCCWBCA, the General Assembly meeting, at the State Tournament each year. The Executive Board will also meet three times per year - in the fall, at the State Tournament, and in the spring. Special meetings may be called at the discretion of the President.

Each conference/division representative should call an organizational meeting for his/her conference each preseason and post-season.

ARTICLE VII: QUORUM

The active members attending the General Assembly meeting shall constitute a quorum for the transaction of business. Executive Board meetings shall require a majority of the Executive Board for the transaction of business.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Amendments to the Constitution and By-Laws may be made by a majority vote of the members of any regular Executive Board meeting provided the proposed amendment has been made known to the Executive Board and to all active members prior to any Executive Board meeting.
ARTICLE I - DUES

Section I  Head Coach Active members shall pay dues of $200. This membership also includes one (1) Associate Membership for one assistant coach. Assistant Coach Active Memberships Shall be $100. No membership shall be accepted after Feb. 1.

Section II  Associate members shall pay dues of $20.

Section III  Emeritus members shall pay dues of $20.

Section IV  Corporate members shall pay dues of $250.

Section V  Honorary membership shall be free of charge.

Section VI  New fiscal year for the CCCWBCA shall start on July 1.

ARTICLE II - ORGANIZATION

Section I  The General Assembly meeting shall be made up of all CCCWBCA members of the Association. Voting shall be on the basis of one vote per Active member. The Active membership shall elect officers and establish policies of the Association.

Section II  Officers of the Association: The officers of the Association shall be elected from the Active membership list of the Association.

A. The President shall alternate between the Northern and Southern regions of the state.
B. The President-Elect shall be from the opposite region as the President. This officer will serve two years as the President-Elect, followed by two years as the President, and two years as Past-President.
C. The Secretary shall be elected from the Active membership.
D. The Treasurer shall be elected from the Active membership.
E. The Historian shall be elected from the Active membership.
F. The Hall of Fame Coordinator shall be elected from the Active membership.
G. The Assistant Coaches Representative shall be elected by the Executive Board. Nominations shall be taken from each conference and then an election shall take place at the Executive Board meeting at the State Tournament.

Section III  Term of office shall be two years for all elected positions.

Section IV  Nomination of Officers: Any Active member of the Association has the right to place any Active member’s name on the nomination ballot for any officer’s position.

Section V  Election of Officers: The election of officers shall be conducted at the General Assembly meeting held at the State Tournament.
Section VI
Committees shall be established at the General Assembly meeting held at the State Tournament. Committees shall be comprised of Active members of the CCCWBCA.

ARTICLE III - DUTIES OF THE OFFICERS

Section I President
A. Notify the membership, the CCCAA Commissioner’s Office, the CCCAA Sports Management Council Representative, the State Publicist, State Tournament Director and Site Director of the times and places of meetings held at the State Tournament.
B. Organize and preside at the General Assembly meeting held at the State Tournament.
C. Organize, preside over, and distribute agendas for all Executive Board meetings.
D. Supervise the work of the Association.
E. Appoint all committees not otherwise provided for.
F. Represent the Association at CCCAA meetings.
G. Notify the membership of any special meetings called by the President.

Section II President-Elect
A. Preside in the absence of the President.
B. Perform any duties as assigned by the President.

Section III Past-President
A. Participate as a member of the Executive Board.
B. Perform any duties assigned by the President.

Section IV Secretary
A. Keep a permanent record of the proceeding of all meetings.
B. Prepare a resume of the minutes and mail to the membership.

Section V Treasurer
A. Be responsible for mailing membership applications to all potential Association members.
B. Compile the official roster of the membership for use by the officers and other members of the Association.
C. Establish a checking account for the Association.
D. Receive and record all funds for the Association.
E. Make all disbursements approved by the Executive Board.
F. Render a full and accurate financial statement at the meetings held at the State Tournament.
G. Stipends and expenses to be paid within two weeks of the end of the State Tournament include: a) State Statistician - $2,000; b) Directory Assistant - $500; c) Sophomore Profiles Director - $500; d) State Tournament Director - $1,000; e) CCCWBCA President travel expenses associated with representing the CCCWBCA at CCCAA meetings and travel expenses to the State Tournament.

Section VI Historian
A. Collect and maintain records and an orderly file of the history of the CCCWBCA and women’s community college basketball in California.
B. Be responsible for the organization and distribution of the Coaches Directory.
Section VII  
Hall of Fame Coordinator  
A. Inform coaches at the General Assembly meeting at the State Tournament that 
nominations are due by May 1 of that year.  
B. Maintain records of all past and current nominations. Records of current nominees 
shall be kept for three years.  
C. Compile and distribute information on all current nominees at the spring Executive 
Board meeting in May for a vote that will take place at the fall Executive Board 
meeting in October.  
D. Organize and preside over the Hall of Fame vote at the fall Executive Board 
meeting in October.  
E. Inform all nominators of the status of their nominations by Nov. 1.  
F. Type the list of inductees and distribute it to the State Tournament director prior to 
the tournament.  
G. Preside over the Hall of Fame event during State Tournament festivities.  

Section VIII  
Conference Representative  
A. Compile conference results and send them to the RPI Coordinator by the Tuesday 
morning of each week after the start of games.  
B. Represent his/her conference/division at all Executive Board meetings. Notify 
conference/division coaches of all items under consideration on each Executive 
Board Meeting Agenda.  
C. Organize and preside over a conference coaches meeting to be held each 
pre-season and post-season.  
D. Encourage CCCWBCA membership of their conference coaches.  

Section IX  
Assistant Coaches Representative  
A. Coordinate the State Tournament hospitality room.  
B. Organize and run the Banquet of Champions.  
C. Work to increase the role and membership of assistant coaches in the state.  
D. Assist with additional responsibilities as needed.  

Section X  
General Duties: All officers shall transfer all correspondence, records, funds, and all 
other materials pertaining to the office to the successor within a period of 30 days after 
the General Assembly meeting at the State Tournament.  

ARTICLE IV - ORDER OF BUSINESS FOR EXECUTIVE BOARD MEETINGS AND GEN- 
ERAL MEETING:  
1. Minutes  
2. Report of Officers  
3. Report of Executive Board and Committee Reports  
4. Unfinished Business  
5. New Business  
6. Election and Installation of Officers  

ARTICLE V - PARLIAMENTARY AUTHORITY:  
The Parliamentary Authority for this Association shall be Roberts Rules of Order - Revised.
ARTICLE VI - AMENDMENTS

Amendments to the By-Laws may be made by a majority vote of the members of any regular Executive Board meeting provided that the proposed amendment has been made known to the Executive Board and to all Active members prior to any Executive Board meeting.

ARTICLE VII - COMMITTEES

Committees shall be comprised of Active members of the CCCWBCA. Committee membership shall be established at the General Assembly meeting at the State Tournament of the previous year. Committee membership shall be by volunteer or nomination process.

Section I  Seeding Committee
Seeding representatives (or the designated alternate) shall attend the seeding meeting designated by their region. Seeding reps shall remind all conference head coaches of their responsibilities regarding their opportunity for post-conference competition and the necessary forms to complete. Seeding reps shall receive all power rating forms from teams in their conference/division. Seeding reps shall be responsible for updating their conference/division teams necessary seeding forms at the seeding meeting. Seeding reps shall report to their conference head coaches following the seeding meeting. Seeding reps shall follow the seeding meeting procedures as outlined in the State Basketball Guide of the COA Code of Athletics.

Section II  All-State Selection Committee
A. Only head coaches with an Active membership may nominate players for consideration for the All-State team. Each conference/division shall have one elected representative on the All-State Selection Committee.
B. The All-State Selection Committee shall meet prior to the State Tournament.
C. If there is an even number of conferences/divisions, the chairperson shall vote to break ties. The chairperson will cast his/her vote at the same time as the other members. If there is an even number of conferences/divisions, and the chairperson is not from the region (north or south), the chairperson will appoint a representative (by Sept. 30) from that region to vote and break ties only.
D. There shall be 18 All-State selections, six First Team, six Second Team and six Third Team, from each region.
E. All-State selection procedure:
   1. Each conference All-State Selection Committee representative will FAX player order and individual player statistics to the other committee members and All-State Selection Committee chairperson on the Monday prior to the State Tournament.
   2. Committee members shall present the nominees for All-State in rank order from their respective conference. After discussion of all candidates, the committee members shall vote for the All-State team without being bound to the conference rank.
F. All-State voting procedure:
   1. Committee members will speak briefly about players.
   2. Representatives can vote for players in their conference.
   3. All ballots will be collected together and listed on the board by conference.
   4. The top four with the most votes will be on the All-State First Team.
   5. The same procedure will be followed for the final two spots on the All-State First Team.
   6. The Player of the Year will be chosen from this group.
   7. The same procedure will be used for the All-State Second Team.
   8. The same procedure will be used for the All-State Third Team.
   9. If there are an even number of conferences, the chairperson’s vote will break ties. The chairperson will cast his/her vote at the same time as the other members.
   10. If there are an even number of conferences and the chairperson is not from the region (North or South), the chairperson will appoint a representative (by Sept. 30) from that region to vote to break ties only.

Section III State Tournament Committees:
A. All-Tournament Selection Committee
   The committee shall be made up of two Northern representatives and two Southern representatives. The committee shall evaluate players, make tournament team selections, and be responsible for getting the selected players names to the public address announcer upon completion of the championship game.
B. T-Shirt Committee
C. Sophomore Profile Booklet Committee
D. Sophomore Showcase Committee
E. Officials Committee
   Procedures for officials selection are designated in the State Basketball Guide section 18.4.5 and 18.5.4.
F. Hall of Fame Committee
G. All-State Academic Team Committee
H. Protest Committee
I. Coach of the Year Committee
   Active members present at the General Assembly meeting during the State Tournament shall divide into their respective regions for nomination and voting for Coach of the Year for each region. The Past-President and President-Elect shall preside over the meeting of each region. Nominations shall be accepted with discussion of each nominee. Each Active member shall have one vote via secret ballot.
ARTICLE VIII - SPECIAL INTERESTS AND EVENTS

Section I  Sophomore Showcase

A. Only players whose head coaches are Active members of this association may participate in the Sophomore Showcase.

B. The purpose of the Sophomore Showcase is to allow players the chance to play 5-on-5 scrimmages with four-year college and university coaches on hand to evaluate their skills.

C. It is held annually during the State Tournament in a facility near the tournament.

D. The entry fee is $20 per player. Each player must pre-register by using online registration form found at www.cccwbca.org by the deadline - one week prior to the showcase to participate. Payment must be made at the door only. Only officially listed and pre-registered players will be allowed to participate. Players must bring with them a copy of their medical card that is currently on file with their institution.

E. Coaches or colleges cannot pay fees or expenses (or be reimbursed for them) for their participating players. Participating sophomores are responsible for all their expenses (registration, lodging, meals, etc.).

F. The Sophomore Showcase is open to sophomores (who have completed their community college eligibility) who were selected by conference coaches as all-conference first or second team and must be in good standing with their coaches, teams and college at the time of the showcase. Players who have already accepted a scholarship, signed a letter of intent or verbally committed to a college are NOT eligible to participate.

Section II  Hall of Fame Selection

A. All nominations shall be submitted to the Hall of Fame Coordinator by May 1 each spring. Nominations must be made by a current CCCWBCA member. The nominator will present the candidate at the Hall of Fame induction, should the candidate receive the votes necessary for induction, or arrange for a presenter for the induction.

B. Each nomination will remain in the pool of nominees for a period of three years.

C. The Coordinator shall distribute all nominee biographies (via email or web posting) (including new nominations and past nominations remaining in the pool) to the Executive Board at its spring meeting. The Coordinator shall also distribute nominee biographies (via email or web posting) to the general membership by June 1, for general membership input to the Executive Board.

D. At its fall meeting, the Board will select between one (1) and four (4) inductees into the CCCWBCA Hall of Fame using the following procedure…

1. Each nominee in the pool will have their nomination read to the Board by the Coordinator.

2. After all nominees have been presented, the floor will be open for discussion by the Board members on nominees’ pros and/or cons for induction into the Hall of Fame. This discussion shall be conducted by the Association President or meeting chair.
3. a. Following discussion, ballots listing all nominees will be distributed to each Board member. The Board members will then vote for each nominee she/he believes has earned admittance to the Hall of Fame.

b. If the Executive Board meeting is a teleconference, each Board member will vote for each nominee she/he believes has earned admittance to the Hall of Fame via email to both the Hall of Fame Coordinator and Association President by the end of the day of the meeting.

4. a. The Coordinator shall tabulate the ballots and immediately report to the board of the complete ballot results.

b. If the Executive Board meeting is a teleconference, the Coordinator will inform the Board via email, within 24 hours of the end of voting, a complete report of the ballot results.

5. If between one (1) to four (4) candidates receive a vote on at least 70 percent of the ballots cast, then they will be the next class inducted into the CCCWBCA Hall of Fame.

6. If no candidate receives a vote on at least 70 percent of the ballots cast, then the candidate(s) with the highest vote total will be inducted into the CCCWBCA Hall of Fame.

7. If more than four candidates receive a vote on more than 70 percent of the ballots cast, then the four candidates with the highest vote totals will be inducted into the CCCWBCA Hall of Fame. If there is a tie for the fourth position then all tied candidates will be inducted into the Hall of Fame.

E. The Coordinator shall inform all selected candidates of their induction into the CCCWBCA Hall of Fame by November 1.

F. The selected candidates will be inducted into the CCCWBCA Hall of Fame at the Hall of Fame / Banquet of Champions held in March in conjunction with the State Tournament.
Playoff Video Exchange Rules

The following motion was passed unanimously at the General Assembly Meeting of the CCCWBCA in San Diego on March 12, 2005, and amended at subsequent Executive Committee meetings. This ruling supersedes conference by-laws with regard to tape exchange for all playoff rounds.

For the playoffs, tape exchange is mandatory.

1. For the Wednesday opening round games, coaches should communicate and do the best they can to make arrangements to exchange video of each team's previous two games. It is understood with the amount of time to work with that this is nearly impossible. The coaching staffs should work diligently to do the best they can to exchange video.

2. For all subsequent Regional Playoff games it is mandatory that the previous two games played be sent to your opponent immediately after the seeding meeting. The winners of the Wednesday opening round games need to send that game plus their previous game to the next opponent. Teams with a Wednesday bye should have their two previous games ready to send as soon as the Wednesday opening is completed. It is recommended that teams with a Wednesday bye exchange video with the Wednesday opening round winner in person on the Wednesday night provided they go scout the game. The Wednesday opening round winner should have at least their previous game ready to exchange in person and mail their quarterfinal game first thing Thursday morning. (Please see the procedure for sending video below).

3. Immediately following each regional playoff game, the game must be transferred to dvd, web, or other agreed upon format, mailed via email, FedEx, UPS or overnight mail to the address your opposing coach requests. You must send video of that game and the game that preceded it (send video of your team's last two games). Check the box for no signature to be required so the video will be left.

4. If you know you are not going to video your game, it is your responsibility to call and arrange for someone to video the game. If you cannot find someone, you must notify your possible opponents of the situation no less than 48 hours prior to your contest so they can arrange to video the game.

5. There must be communication between opposing State Tournament coaches the Sunday morning following the Regional Final games. Again the two previous games just played should be sent. Those games should be sent on Monday morning following the Regional Finals. Please note: once teams arrive for the State Tournament, no video of games that take place are required to be exchanged.

6. Throughout the video exchange process the tracking numbers need to be emailed or called in to the opposing coach for verification that the video was sent out.

7. If coaches do not perform the above correctly the CCCWBCA President shall immediately email the Athletic Director and President of that college with the hope of rectifying the situation.

Honor System
Other than sending a letter to the Athletic Director and President of colleges we continue to do video exchange during the playoffs on the “honor system.” We will continue to discuss violations and consequences regarding video exchange at our future executive and general assembly meetings.

Rationale
1. We spend too much time tracking down video instead of preparing our teams.
2. There are alliances that create bad blood and question integrity of coaches.
3. NCAA and high schools exchange video all the time. Why are we behind the times?
4. It improves the level of the game to have video to prepare your team.