

# **AGQBA BYLAWS**

## **ARKANSAS GOVERNOR'S QUIZ BOWL ASSOCIATION**

**(Revised July 2015)**

### **ARTICLE I - Membership**

#### **Section 1. Eligibility**

All schools who are members of AAA are eligible for membership in AGQBA.

#### **Section 2. Individual Membership and Voting Privilege**

The deadline for a normal registration fee will be a registration and payment postmarked on or before October 1. A postmarked registration and payment from October 2 through October 15 will result in a \$25 per team late fee being assessed. No registrations will be accepted after the postmark deadline of October 15. No purchase orders will be accepted; checks only. Any unpaid fees will result in that school's ineligibility to participate in any AGQBA tournaments. Registration applications will be sent out in May for the following school year. Registration applications will also be sent out in August for that school year. The registration forms will also be available on the website: [www.arquizbowl.org](http://www.arquizbowl.org).

#### **Section 3. AGQBA Year**

The AGQBA official "year" of membership will extend from July 1 through June 30.

### **ARTICLE II – Executive Board**

#### **Section 1. Executive Board Composition**

- All executive board members will be senior high or junior high coaches. Retired or former AGQBA members may be Emeritus members of the board upon the nomination of the president and approval by the board. Emeritus members will be ex-officio members of the board.
- Upon approval by the Board, Emeritus members who are contacted to perform specific duties may be paid a stipend.
- All members shall represent different school districts unless positions remain unfilled, in which case the President may fill the vacancy with any eligible AGQBA member regardless of his/her school district.

#### **Section 2. Terms**

##### **Use the following 3 year rotation for elections:**

- Year 1 (2016, 2019, 2022, etc.)—North Central, Arch Ford, Crowley's Ridge, Great Rivers, Southeast, at large positions: 2, 5, 8
- Year 2 (2017, 2020, 2023, etc.)—Ozarks Unlimited, Western, DeQueen-Mena, Arkansas River, South Central, at large positions: 1, 4, 7
- Year 3 (2018, 2021, 2024, etc.)—Northwest, Northeast, Wilbur Mills, Dawson, Southwest, Pulaski County, at large positions: 3 and 6

### **Section 3. Duties**

**The Executive Board of the AGQBA shall have the authority to do the following:**

- Designate Standing Committees: AGQBA Camp, Awards and Recognition, Communications, Elections, Finance, and Rules and Procedures.
- Make rules and assign responsibilities to all standing and special committees.
- Develop ways and means of cooperation between professional associations whose aims are in accord with the purposes of this organization.
- Make an annual report of the activities of the AGQBA. This report will cover a fiscal year of July 1 through June 30.
- Collect membership dues.
- Expend funds of the AGQBA.
- Make and revise the annual budget.
- Set staff salaries and board stipends.
- Schedule meetings of the AGQBA.
- Carry out and enforce the rules governing membership in the AGQBA.
- Make all necessary rules and regulations to carry out the purposes of the AGQBA.
- Authorize an association communiqué in order to keep all members informed.
- Provide services such as publications, conferences, research, individual counseling, and other services in accord with the purposes of the AGQBA.
- Remove Board members who miss more than one-half of the regularly scheduled meetings in any 12-month period or miss four consecutive meetings. The State Director will send a letter of notification after the third absence. A written appeal may be made to the Board if there are extenuating circumstances.
- Use the newest edition of Robert's Rules of Order as a guideline for parliamentary procedure.
- Define a majority vote as the majority of the Board members present.
- Discuss only any procedure or rule change proposed at a meeting when such procedure or rule change is not a part of the set Agenda. Voting on such procedure or rule change will occur at the next scheduled Board meeting.
- Establish Ad-Hoc committees as needed.
- Vote by e-mail when President determines action is necessary with vote to be reaffirmed at the next Board meeting.
- Employ and discharge staff.

### **Section 4. AGQBA State Director – employed by the Executive Board**

- One-year (August 1-July 31) hired position with the option to offer a two year contract.
- Qualifications will be as determined by the Board for the benefit of AGQBA.
- Will be paid a consultant's fee as contracted by year.
- Job duties to include the following:
  - Works with Regional Coordinators to ensure that dates have been set for fall coaches' meetings.

- Receive all sets of questions for tournaments; see that they are read for potential errors, grammar; copy them and distribute to sites; organize the return of these sets after tournaments.
- Develop on disk (and paper) updated membership rosters yearly for both Junior High members and Senior High members. Have both school and home contact information in label format.
- In conjunction with the President and the Treasurer, negotiate with AETN on specific needs for the State Finals Tournament, website information, news releases, and payment to AETN for their production costs from existing legislated monies.
- With the Finance Committee, establish a method of regular communication with key legislators to deal with Quiz Bowl activities, accomplishments, and needs.
- Work with the Board and the AGQBA Camp Committee to maintain a camp for AGQBA players to attend.
- Serve as a resource for Judge and Moderator training and/or be able to suggest others who can also serve in this capacity.
- Along with other Executive Board members speak to groups about the needs of Quiz Bowl in the state.
- Keep Co-op G/T Supervisors regularly informed about what is happening in AGQBA and solicit their help in making contacts and relaying information.
- Work to develop sources of publicity for Quiz Bowl teams and AGQBA to demonstrate how beneficial this is for children and how much is learned.
- Handle all general mail-outs.
- In conjunction with the Board Secretary, archive all records and keep a copy of final tournament brackets and list of winners. All other tournament records may be destroyed one year after the end of the fiscal year.
- Coordinate Board meeting schedules, arrange meeting sites, and attend all board meetings and retreats.
- Coordinate junior high finals, senior high state tournament and state finals.
- Maintain a question database.
- Work with the Election Committee on conducting elections.
- Serve as a liaison with AAA and other sanctioning agencies.
- Receive authorization for purchases over the amount of \$350.00.
- Give prompt attention to mail, reimbursement forms, etc.
- Other duties as assigned by the Executive Board.

### **ARTICLE 3. Positions of the Executive Board**

#### **Section 1. Classification Coordinators**

- Serve a one-year term.
- Nominated by the President and confirmed by the Executive Board.
- One (1) coordinator per classification.
- Duties will include the following:
  - Assist AGQBA activities for their classification.
  - Assist the Senior High Coordinator and the Junior High Coordinator.

- Meet the site hosts in respective classification at the site host meetings.

## **Section 2. Regional (Geographic Area) Coordinator**

- Serve a three-year term.
- One elected from each of the 15 educational cooperatives and one elected from Pulaski County.
- Duties will include the following:
  - The primary link of communication between the Executive Board and the coaches in the region from which they were elected.
  - Conduct pre-season meetings with area coaches.
  - Distribute practice questions and handbook additions to area coaches.

## **Section 3. Questions Chairperson**

- Serve a one-year term
- Must have directed at least one regional/invitation tournament
- Nominated by the President and confirmed by the Executive Board
- Duties to include:
  - Negotiate with question companies for all questions.
  - Bring question bids to the Board for consideration.
  - Present a question category mix to prospective question writers using the following mix:
    - ❖ 10 History/Geo/Gov't/Econ (Social Sciences)
    - ❖ 10 Science
    - ❖ 10 Lang/Lit
    - ❖ 10 Mathematics
    - ❖ 3 – 5 Fine Arts
    - ❖ 3 – 5 Phil/Myth/Religion
    - ❖ 3 – 5 Current events/Sports/Pop culture
  - All bids submitted should include a sample of 10 questions per category for the toss up bid, 10 sample bonus, and 10 lightning round categories with questions and answers for those respective bids.

## **Section 4. Parliamentarian**

- Serve a one-year term.
- Nominated by the President and confirmed by the Executive Board.
- Duties to include:
  - Advise the Executive Board on parliamentary matters.
  - Work with members of the Executive Board to keep policies of the Board and the handbook updated.
  - Establish a Constitution and By-Laws Ad-Hoc Committee and serve as its chair.
  - Provide training to board members as needed in parliamentary procedure in the event of his/her absence.

### **Section 5. Nominating Chairperson**

- Serve a one-year term.
- Nominated by the president and confirmed by the Executive Board.
- Present a slate of Executive Committee officers for approval by the Executive Board.

### **Section 6. Newsletter Editor/Communications Director**

- Serve a one-year term.
- Nominated by the President and confirmed by the Executive Board.
- Duties will include the following:
  - Help maintain current information on website.
  - Along with the State Director, organize news releases concerning all AGQBA activities.
  - Attend functions for publicity purposes (i.e., acquire photographs, match information, etc.).
  - Act as liaison between AGQBA and local and state news agencies.

### **Section 7. Historian**

- Serve a one-year term.
- Nominated by the President and confirmed by the Executive Board.
- Duties will include the following:
  - Collect and compile information pertaining to AGQBA history.
  - Store materials and present information in a digital format.
  - Keep the website history link updated.

### **Section 8. Junior High Tournament Coordinator**

- The Coordinator will be nominated by the President and approved by the board.
- Nominated by the President and confirmed by the Executive Board.
- Duties will include the following:
  - Make sure that all site hosts are aware of their responsibilities.
  - Coordinate junior high site host meetings.
  - Receive/collate all communication from the tournaments and submit them to the director.
  - Send a list/documentation of teams advancing to the president in a timely manner.
  - Establish a tournament timeline including registration and all forms to be completed/returned.
  - Notify teams (including wild card teams) that will be advancing of their status.

### **Section 9. Senior High Tournament Coordinator**

- The Coordinator will be nominated by the President and approved by the board.
- Nominated by the President and confirmed by the Executive Board.
- Duties will include the following:
  - Make sure that all site hosts are aware of their responsibilities.
  - Coordinate senior high site host meetings.

- Receive/collate all communication from the tournaments and submit them to the director.
- Send a list/documentation of teams advancing to the president in a timely manner.
- Establish a tournament timeline including registration and all forms to be completed/returned.
- Notify teams (including wildcard teams) that will be advancing of their status.

## **ARTICLE IV – Positions of Executive Committee**

### **Section 1. President**

- Serve a one-year term.
- Must have been President-elect the previous year.
- Duties will include the following:
  - Preside over AGQBA Board meetings.
  - Be a liaison with the Arkansas Department of Education in conjunction with the State Director.
  - Be a liaison with the Arkansas Activities Association in conjunction with the State Director.
  - Responsible for AGQBA activities.
  - Appoint all committee chairpersons.
  - Nominate Board members for all positions (those stated in the job descriptions) not elected by the Board.
  - Be one of the three authorized signees on AGQBA checks.

### **Section 2. President-elect**

- Serve a one-year term.
- Must have been a member of the Executive Board for one year and have one year left to serve.
- Must have directed at least one regional/invitational tournament.
- Duties will include the following:
  - Preside over Executive Board meetings when the president is absent.
  - Act as general director of all senior high tournaments in the absence of anyone nominated for that position.
  - Act as chairperson for rules and procedures committee.
  - Shall assume the position of President should that vacancy occur.

### **Section 3. Vice-president (Membership Chairperson)**

- Serve a one-year term.
- Must have been a member of the Executive Board for one year.
- Duties will include the following:
  - Work with the State Director in recruiting new members.
  - Serve as a member of the election committee and coordinate all elections of Executive Board members.
  - Act as general director of junior high tournaments in the absence of anyone nominated for that position.

- Serve as Membership Chairperson.
- Work with the director to make sure that all membership rosters are up-to-date.
- Maintain host rotation/conference updates.

#### **Section 4. Secretary**

- Serve a one-year term.
- Must have been a member of the Executive Board for one year.
- Duties will include the following:
  - Keep accurate minutes of all Executive Board meetings.
  - Maintain all Executive Board records.
  - Maintain all information connected with the Arkansas Activities Association or other sanctioning agencies.
  - Finalize the Annual Report.
  - Maintain incorporation papers.

#### **Section 5. Treasurer**

- Serve a one-year term.
- Must have been a member of the Executive Board for one year.
- Duties will include the following:
  - Maintain records of all AGQBA monies.
  - Report all financial records to the Executive Board.
  - Act as a fiscal agent for AGQBA as directed by the Executive Board.
  - Run all monies through agencies approved by the Board.
  - File an annual financial statement by June 30 with the Executive Committee.
  - Be one of the three authorized signees on AGQBA checks.
  - Present proposed budget to be voted on in August.

#### **Section 6. Finance Chairperson**

- Serve a one-year term.
- Must be a member of the Executive Board.
- Nominated by the President and confirmed by the Executive Board.
- Duties will include the following:
  - Develop ideas for fund raising if needed.
  - Maintain records of and contact with potential donors, grants, etc.
  - Chair, maintain contact, and share records with finance committee members.
  - Be one of the three authorized signees on AGQBA checks.
  - Work with the State Director to communicate with legislators on quiz bowl issues.

## **ARTICLE V. Standing Committees**

Standing committees may be established by the Executive Board. Chairs will be recommended by the President and approved by the Executive Board. Standing committees should consist of at least 3 members including the chair and shall serve for one year. Chairs do not have to be members of the Executive Board but should be AGQBA members or Emeritus board members. All AGQBA members and Emeritus members are eligible for committee membership.

### **Section 1. AGQBA Camp Committee**

- The AGQBA Camp Committee Chair will serve as the AGQBA Senior High Camp Director and the AGQBA Camp Committee Co-Chair will serve as the AGQBA Junior High Camp Director.
- The committee will develop and present a plan and dates for the AGQBA Camp programs to the Executive Board by the August board meeting.
- Job Description of the Camp Directors shall include:
  - Formalize site and date for AGQBA Camp with approval of Executive Board.
  - Develop application to be sent to the State Director for dissemination by September 1.
  - Set up guidelines for selection of camp participants with approval of Executive Board.
  - Develop program for participants.
  - Select camp presenters/assistants and materials and/or books.
  - Develop a camp evaluation instrument for team members and coaches.
  - Present a report of camp attendance, evaluation, budget, and suggestions for change to the Executive Board by the June board meeting.
  - Attend board meetings at the request of the Executive Board or President.
  - Establish appropriate camp awards with approval of the Board.
  - The Camp Director may be paid a stipend as determined by the Board.

### **Section 2. Awards and Recognition Committee**

- Establish guidelines, procedures, and awards for All-Tournament teams with approval of the Board.
- Establish criteria, develop applications, and present nominees for “Friends of Quiz Bowl” and submit to the Board by March.
- Offer recommendations for trophies, medallions, and other awards to be given by AGQBA.

### **Section 3. Communications Committee**

- Assist with information to be placed on the webpage
- Develop press releases.

### **Section 4. Finance Committee**

The chairperson will be the Treasure.



### **Section 5. Elections Committee**

- The Chair will select at least one other member to serve along with the Vice-President.
- Develop/Publicize a list of candidates and proposals after the board accepts the recommendations of the Nominating and Rules and Procedures Committees.
- Work with State Director to develop ballots for elections.
- Count ballots and report results to the Board by the July board retreat.

### **Section 6. Rules and Procedures Committee**

The chairperson will be the President-Elect.

## **ARTICLE VI. Vacancies**

Appointments made to fill vacated board positions will be for the remainder of that year, after which time said position will be up for election at the next scheduled election and the person elected will then serve the remainder of the unexpired term as per the position election schedule.

## **ARTICLE VII – Meetings**

### **Section 1. Executive Board Meetings**

- The Executive Board will also serve as the Board of Directors for the corporation, AGQBA, Incorporated.
- One Executive Board meeting per year will be designated as the Board of Directors meeting for the Corporation.

### **Section 2. Executive Committee Meetings**

The committee will evaluate the State Director's performance at the Board of Directors meeting for the Corporation.

## **ARTICLE VIII - Rules changes**

Rules changes must be submitted to the AGQBA Board by March 15 by one of the two methods outlined in the Constitution (Article IX). The membership will vote on rule changes by May 15. Rule changes accepted by a vote of the membership will go into effect immediately.

## **ARTICLE IX - Sanctions and Appeals**

### **Section 1. Sanctions**

Following the receipt of responses to these letters of inquiry, the Board may recommend one of the following actions:

- Suspension from further tournament play.
- Probation for a period determined by the Board.
- Fines
- Referral to AAA or other entities.

- Loss of membership privileges.

Schools receiving any of these sanctions will be contacted by the State Director via a letter to the superintendent with copies to the principal and coach prior to the next competition season.

## **Section 2. Sanctions for Other Violations**

Schools committing other violations will be sent letters of warning with the stipulation that if the violation is repeated, such action will be considered flagrant and subject to those sanctions as determined by the Board including but not limited to suspension from further tournament play, probation for a period determined by the Board, fines, referral to AAA or other entities, or loss of membership privileges.

## **Section 3. Probation**

Member schools that do not show up at Regional or State Competitions without appropriate notification will be placed on probation for the next year. Should the school violate that probation, they will not be allowed to compete in that level of competition the following year.

## **Section 4. Flagrant Violations**

Schools may be sanctioned for flagrant violations which may include the following:

- Arriving at tournament play without the AAA eligibility form or any means to procure the form before play begins.
- Failure to notify site host of non-attendance at tournament.
- Failure to bring a judge.
- Registered and/or attempted to play more than 12 team members.
- Obvious cheating.
- Violation of probation.
- Repeated violations as documented by the Board.

Schools committing flagrant violations will be sent letters of inquiry requesting reasons for violations and/or opportunities for explanations.

## **Section 5. Other Violations**

Schools may be sanctioned for other violations which may include the following:

- Misconduct or otherwise rude behavior on the part of a team member, coach, or others accompanying the team (may become a flagrant violation depending upon the decision of the Board).
- Arriving late for competition.
- Failure to provide site host with a typed registration form.
- Failure to provide a scorekeeper.
- Failure to provide a working buzzer system.

If one of these violations is deemed “flagrant” by the Board, the school(s) will be sent letters of inquiry requesting reasons for violation and/or opportunities for explanations.

**Section 6. Appeals**

Tournament appeals will be made to the Tournament Director whose decision will be considered final and will not be taken above this level. The Tournament Director may consult any Board member present at the site before rendering a final decision. All appeals concerning rules, procedures, scheduling, dates of play, team composition, location of play, etc., shall be submitted to the Executive Committee within two (2) weeks of the occurrence and will be ruled on by the Executive Committee of the AGQBA. All decisions by the Executive Committee will be considered final and cannot be taken to any other organization or association.