

**ARIZONA INTERSCHOLASTIC ATHLETIC ADMINISTRATION ASSOCIATION**  
**CONSTITUTION AND BY-LAWS**

(Revised 09/12/06)

**ARTICLE I - NAME**

**ARIZONA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION**

**ARTICLE II - PURPOSE**

This constitution and by-laws is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the constitution and by-laws shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code) if the organization shall be:

1. To promote the educational aspects of interscholastic athletics within the total educational program.
2. To assist and cooperate with the Arizona Interscholastic Association in carrying out its objectives.
3. To foster high standards of professional proficiency and ethics.
4. To promote public relations and sportsmanship among schools.
5. To provide for an exchange of ideas and understanding of the administration of high school athletics.
6. To promote good will and fellowship among the athletic directors of the State of Arizona.
7. To encourage and promote athletic programs that will provide the widest possible participation, while maintaining the highest possible standards.

## **ARTICLE III - MEMBERSHIP AND DUES**

### **Section I - Membership**

1. Active membership shall be open to all school Athletic Directors, Assistant Directors, and/or Athletic Coordinators in the schools that compete in athletics (Grades 6-12).
2. Associate Membership shall be limited to:
  - a. School administrators (Grades 6-12).
  - b. Former active members who were members of the Arizona High School Athletic Administrator's Association, but who are no longer eligible to be an active member, may maintain associate membership at a designated membership fee.
3. Retired Athletic Directors may maintain membership at one-half the active membership dues.
4. Honorary memberships may be granted by the Board of Directors. There will be neither dues nor voting privileges assigned for honorary memberships.

### **Section 2 - Dues**

Annual dues shall be set by the Board of Directors each year and shall be payable during the school year.

### **Section 3 - Application for Membership**

Application for membership shall be made to the Treasurer and shall be considered active immediately upon receipt of the dues. All memberships expire June 30 of each year.

### **Section 4 - Voting**

Only active members will be eligible to cast a vote and hold office.

## **ARTICLE IV - BOARD OF DIRECTORS**

## **Section 1 - Membership**

The Board of Directors shall be composed of all duly elected and appointed officers and five representatives selected as follows:

1A Conference	1
2A Conference	1
3A Conference	1
4A Conference	1
5A Conference	1

Each representative will have one vote on all legislative matters. The conference representatives will have one-year terms of office and can be reappointed at the September meeting by the Board of Directors.

## **Section 2 - Ex-Officio Members**

The Executive Director of the Arizona Interscholastic Association and/or his/her representative shall be an ex-officio member.

## **Section 3 - Legislative Action**

The Board of Directors shall act on all matters pertaining to the business activities of the organization.

## **Section 4 - Quorum**

A quorum shall consist of two-thirds of the membership of the Board of Directors and any action taken shall be based on a simple majority vote. The President may obtain telephone/written proxy votes for emergency business meetings.

# **ARTICLE V - OFFICERS**

## **Section 1 - Elected Officers**

The elected officers shall be a President, President-Elect, Secretary, Treasurer and Immediate Past President.

## **Section 2 - Duties of the President**

The President shall prepare the agenda, provide notices of meetings, with

date, time, and agenda, and preside at all meetings of the Arizona Interscholastic Athletic Administrators Association as Chief Executive Officer. The President shall have the power to appoint all committee chairpersons, special committees and call special meetings. The President shall serve a one-year term. The President shall be empowered to delegate any duties he/she deems necessary with approval of the Board of Directors.

### **Section 3 - Duties of the President-Elect**

The President-Elect shall work with the Board of Directors on matters relative to planning the activities for his/her term in office. The President-Elect shall assume the duties of the President in his/her absence or in his/her inability to act. The President-Elect shall serve as Chairperson of the Annual AIAAA Conference and Nominating Committees. The President-Elect shall succeed the President after serving one year as President-Elect.

### **Section 4 - Duties of the Immediate Past President**

The Immediate Past President shall act as an advisor to the President and the Board of Directors. The Immediate Past President shall serve as a member of the Nominating Committee.

### **Section 5 - Duties of the Executive Director**

The AIAAA Executive Director shall assist the President-Elect in planning the annual conference. S/he shall also serve as secretary and be responsible for most of the correspondence. The Executive Director shall also assist with the vendors and coordinate information as needed. The Executive Director shall receive a salary of \$600 per year to be paid in September annually after the conference.

### **Section 6 - Duties of the Secretary**

The Secretary shall be chief corresponding officer responsible for records and proceedings, issuing of ballots, minutes of meetings, publications, reports and other items necessary for proper operation of the Arizona Interscholastic Athletic Administrators Association. The Secretary shall conduct meetings in the absence of the President and President-Elect. The Secretary shall serve a two-year term and is eligible for re-election.

### **Section 7 - Duties of the Treasurer**

The treasurer shall be the chief financial officer responsible for the receipt and disbursement of funds as authorized by the Board of Directors. The Treasurer shall submit a financial report as a routine order of business at

all Arizona Interscholastic Athletic Administrators Association meetings. The Treasurer shall collect dues and submit lists of the total membership to the Secretary and maintain membership lists. Financial records are to be audited yearly. The Treasurer shall serve a two-year term and is eligible for re-election.

### **Section 8 - Duties of the AIA Executive Board Representative**

The Executive Board representative shall serve one (3) year term to correspond with the AIA. Nominations are open to all AIAAA members. The chairperson of the Nominating Committee will solicit nominations.

### **Section 9 - NIAAA Liaison**

The job description and duties are specified by the NIAAA. Each State athletic administrators association, which holds organizational membership in the Association shall select one person from its members to serve as their liaison (corresponding secretary) to the NIAAA for the purpose of coordinating all communication between the Association and his/her state athletic association.

### **Section 9 – Un-expired Terms of Officers**

If, for any reason, an officer is unable to complete his/her term, for any reason, the President shall appoint a replacement to serve until the next Annual AIAAA Conference.

## **BY-LAWS**

### **ARTICLE I – By-Laws Purpose**

The by-laws of the Arizona Interscholastic Athletic Administrators Association have been developed to best serve the purpose of the organization.

### **Article II –Meetings**

#### **Section 1 - Board of Directors**

1. Meeting of the Board of Directors may be called by the President or at the request of two-thirds of the members of the Board of Directors. Notice of at least two weeks shall be given all members as to time, date, place and agenda. There should be a minimum of three meeting per year.
2. Emergency Business: In the absence of a meeting, emergency business may be conducted by polling, faxing, telephoning, e-mailing or by mail to all

members of the Board of Directors. The President shall make an attempt to contact all members by telephone. Passage of such items will require a two-thirds vote.

3. Regular attendance is required. Absences of more than 2 meetings per Year will be reviewed by the Board of Directors and may result in rotation off the board.

## **Section 2 - Annual Meeting**

1. There shall be at least one annual membership meeting for members at large. This meeting will be held at the annual AIAAA Conference.

2. This Annual meeting may also be an in-service program organized by the Board of Directors.

3. A quorum of one-fourth of the voting membership is required to conduct business of this Association.

## **Section 3 - Elections**

Elections shall be a part of the annual meeting.

### **ARTICLE III-ORDER OF BUSINESS**

The order of business of the AIAAA shall be:

1. Roll Call
2. Reading and adoption of the minutes
3. Reading and adoption of the Treasurer's Report
4. Report of Officers
5. Report of Committees
6. Unfinished Business
7. New Business
8. Adjournment

### **ARTICLE IV-PARLIAMENTARY PROCEDURE**

Robert's Rules of Order shall be observed.

### **ARTICLE V-AWARDS**

The following awards may be awarded each year to AIAAA and NIAAA members at the Annual AIAAA Conference.

1. NIAAA State Award of Merit
2. NIAAA Distinguished Service Award for Athletic Administrators in the field
3. NIAAA Distinguished Service Award for people outside Athletic Administration
4. NIAAA Award for 10, 15, 20, and 25 years of service
5. AIAAA Distinguished Service Award to people outside Athletic Administration
6. AIAAA Athletic Director of the Year Award for each conference (1A-5A)
7. AIAAA Award for 5, 10, 15, 20, and 25 years of service
8. Hall of Fame
9. Other related awards to be presented at the Annual Awards Luncheon to include:
  - AIA Women's Leadership Award
  - AIA Skip Bryant Award
  - AAPHERD Athletic Director of the Year Award
  - Nike AWA Athletic Director of the Year Award

## **ARTICLE VI - COMMITTEES**

### **Section 1 - Nominating Committee**

The Nominating Committee shall consist of the Board of Directors with the Chairperson being the Past President of the Arizona Interscholastic Athletic Administrators Association.

It shall be the duty of the Nominating Committee to select a slate of candidates and secure the consent of the nominees that they will serve, if elected. In preparing a slate of candidates for office, the candidate for President-Elect shall not be from the same conference as the current President-Elect.

### **Section 2 – Leadership Training Committee**

The LTC Coordinator shall be responsible for planning for LTC Courses each year. The Coordinator will:

- a. Order books as needed for courses offered.

- b. Keep track of athletic directors who take courses.
- c. Attend national meetings as needed.

### **Section 3 - Newsletter/Public Relations Committee**

The President shall appoint the chairperson of this committee who will select committee members as needed. This committee shall:

- a. Carry on public relations of the association utilizing newspapers, radio, magazines and television coverage.
- b. Keep the membership and public informed on all-important matters.
- c. Receive all publicity and information that shall be directed to this committee.
- d. Publicize outstanding achievements of the association and its membership.
- e. Be responsible for photos, editing and printing the newsletter.
- f. Maintain the AIAAA link on the AIA website.

Newsletter/Public Relations Committee shall serve a one-year term and may be reappointed.

### **Section 4 - Awards Committee**

The President shall appoint the chairperson of this committee who shall select committee members as needed. They shall be responsible for all Arizona Interscholastic Athletic Administrators Association awards and all national awards. The Awards Committee shall serve a one-year term and may be reappointed.

### **Section 5 - Annual AIAAA Conference Committee**

The President-Elect shall serve as chairperson of this committee and will select committee members as needed.

### **Section 6 - Historical Committee**

The President shall appoint a chairperson of this committee who will select

committee members as needed. They shall be responsible for keeping permanent records and historical data pertaining to the Arizona Interscholastic Athletic Administrators Association.

### **Section 7- Sponsorship Committee**

The President shall appoint a chairperson of this committee. The Executive Board and Sponsorship Committee Chairperson will select committee members as needed. The Committee shall be responsible for accruing funds that shall be used to benefit the mission and goals of the AIAAA.

The Sponsorship Committee term shall be one year and the members may be re-appointed.

### **Section 8 - Special Committees**

The Board of Directors shall form and select members to serve on special committees as it deems necessary.

## **ARTICLE VII - ELECTIONS AND APPOINTMENTS**

### **Section 1 - Elections**

All regular elections shall be held at the Annual AIAAA meeting as a part of the regular business.

### **Section 2 - Preparation of Ballot**

The Secretary shall prepare the ballot with names submitted by the Nominating Committee, and he/she shall also be the chairperson of the Tabulating Committee. The Tabulating Committee shall consist of three members of the Association present at the Annual Meeting as selected by Secretary.

### **Section 3 - Nomination of Slate of Officers**

The Nominating Committee shall present the slate of officers at the Annual AIAAA Conference.

### **Section 4 - Nominations from the Floor**

Nominations from the Floor will be accepted from any active member for any office open for election. Before placing a person in nomination, the

nominator must first secure the permission and consent of the nominee, in writing that he/she will serve if elected.

### **Section 5 - Issuing the Ballot**

- a. Election by voice vote may be used.
- b. The Secretary may issue ballots to all paid members present at the Annual AIAAA Conference. The balloting shall be conducted at the business meeting.

### **Section 6 - New Officers**

The President shall install new Officers as the last order of business at the Annual AIAAA Conference. All newly elected officers are to take office as of the date of election to office.

### **Section 7 - Transfer of Offices**

Transfer of Offices should be made as orderly as possible. Incoming officers will be advised of the current business of that office in writing, submitted with all records during the first Board of Directors Meeting following the Business Meeting of AIAAA.

### **Section 8 - Presidential Appointments**

The President shall appoint such committee chairpersons as needed. He/she shall make appointments to fill Board of Directors vacancies as may occur with the approval of the Board of Directors.

## **ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION**

### **Section 1 - Proposals of Amendments**

Amendments may be proposed by the Board of Directors or by referendum or by petition of 15% of the active members to the President with a minimum of two weeks prior to the Annual AIAAA Conference.

### **Section 2 - Adoption of Amendments**

Adoption of Amendments shall be made by simple majority of active members by voice or ballot at any regular or special meeting or by a simple majority of all active members through a written ballot.

**ARTICLE IX - RATIFICATION OF THE CONSTITUTION**

This Constitution must be ratified by a majority vote of all active members by voice or by ballot and shall take effect upon the election of interim officers.

Know all people by those present: That the undersigned Secretary of the Association known as the Arizona Interscholastic Athletic Administrators Association does hereby certify that the above and foregoing By-Laws were duly revised by the members of said Association as of the 10th day of September 2002, and that they do now constitute the By-Laws of said Association.

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
**Secretary**

