

FIAAA BOARD OF DIRECTORS MEETING

Policy and Operating Procedure

A. Policy:

As is required by Article IV, Section I, A of the FIAAA Constitution, the Board of Directors shall meet at least once a year.

B. Operating Procedure:

1. The required Board of Director meeting, all other Board of Directors meetings, will be held as per the hotel contract as negotiated by the Executive Director or his/her designee
2. The President will consult with the Executive Director the need for invited guests to attend any Board of Directors meeting.
3. The President will coordinate with Rooming Coordinator in sending the call for the Board of Directors meeting.
4. The President shall preside over this meeting.
5. The agenda for the meeting will be set by the President with the assistance of the Executive Director
6. There shall be copies of the agenda, previous meeting minutes, financial report and any other pertinent documents made available online prior to the meeting
7. The agenda should included, but not limited to, the following:
 - a. Call to order by the President
 - b. Invocation by the Chaplain
 - c. Roll call by the Secretary
 - d. Adoption of the agenda by the President
 - e. Any Board of Directors action that needs to take place prior to proceeding with the meeting (i.e. approval of appointments to open positions), if any, by the President
 - f. Reading and approval of minutes of any previous Board of Directors meetings as presented by the Secretary
 - g. A financial report and acceptance of the report as presented by the Treasurer
 - h. President's Report

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- i. Executive Director's Report
 - j. Special Reports, as necessary, (i.e. LTP or Certification Coordinators, NIAAA/FIAAA Liaison, FHSAA/FIAAA/FACA Leadership Council, etc.)
 - k. Old Business, if any
 - l. Lunch
 - m. Committee meetings
 - September meeting needs approval of chairperson and committee members
 - Chairpersons identify meeting locations
 - Conference Committee may choose to meet prior to official Call to Order
 - Some special committees may need to meet at special times due to conflicts
 - n. Re-assemble after Committee meetings for any special announcements
 - o. Adjournment
 - p. Re-call to Order by the President
 - q. Invocation by Chaplain
 - r. Roll call by Secretary
 - s. Committee Reports by committee chairpersons
 - Report by committee chair is the official motion for acceptance
 - A second is needed before discussion can begin
 - After discussion has been exhausted or there is a "call for the question" then a vote for the approval of the report is taken. Note, some parts of the report may need a special vote taken due to the nature of the item in the report.Amendments and tabling are acceptable.
 - t. New Business, if any
 - u. President's Remarks
 - v. Board Member Remarks, if any
 - w. Announcements
 - x. Adjournment
8. A new board member orientation meeting will take place prior the September meeting, and January meeting if necessary.

FIAAA EXECUTIVE BOARD MEETING

Policy and Operating Procedure

A. Policy:

As is required by Article IV, Section I, D of the FIAAA Constitution, the Executive Board shall meet at least once a year.

B. Operating Procedure:

1. The required Executive Board meeting will be held as per the hotel contract as negotiated by the Executive Director or his/her designee
2. The President will consult with the Executive Director the need for invited guests to attend the Executive Board meeting.
3. The President will coordinate with Rooming Coordinator in sending the call for the Executive Board meeting.
4. The President shall preside over this meeting.
5. The agenda for the meeting will be set by the President with the assistance of the Executive Director
6. There shall be copies of the agenda available to all in attendance
7. The agenda should include, but not limited to, the following:
 - a. Call to order by the President
 - b. Invocation by the Chaplain
 - c. Preview of minutes of the pre-conference and post-conference Board of Directors meetings and the Annual Meeting by the Secretary
 - d. A financial report by the Treasurer
 - e. Preview of the final report of the Annual State Conference by the President, Treasurer and the Executive Director
 - f. Next year's conference report by President-Elect
 - g. Committee Reports, if any, by invited committee chairs
 - h. Review of appointments by President to fill Board of Director vacancies
 - i. Review of current standing and special committees
 - j. Selection of committee chairs for the standing committees
 - k. Naming of the special committees and chairpersons

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- l. Selection of committee members to the standing and special committees
 - m. Development of September Board of Directors meeting agenda
 - n. New business, if any
8. The President and Executive Director will determine the need for additional meetings of the Executive Board.

FIAAA ANNUAL MEETING
Policy and Operating Procedure

A. Policy:

As is required by Article V of the FIAAA Constitution, there shall be an Annual Meeting of this association.

B. Operating Procedure:

1. The annual meeting may be held anytime during the annual state conference. The time will be determined by the conference program set by the President-elect.
2. The President shall preside over this meeting.
3. The agenda for the meeting will be set by the President with the assistance of the Executive Director
4. There shall be copies of the agenda available to all in attendance
5. There shall be minutes of the past Annual Meeting available to all in attendance
6. There shall be copies of a financial report available to all in attendance
7. If there are any proposed bylaw changes to be considered there shall be copies of the current FIAAA Constitution and copies of the proposed amendments available to all in attendance
8. The agenda should included, but not limited to, the following:
 - a. Call to order by the President
 - b. Invocation by the Chaplain
 - c. Reading and approval of minutes of previous year's meeting by the Secretary
 - d. Presentation and approval of the financial report by the Treasurer
 - e. Old business, if any
 - f. Years of service awards by the Awards Committee Chairperson
 - g. Proposed Bylaw changes by the Constitutional Revisions Committee Chairperson, if any
 - h. Remarks by outgoing President and presentation of President's plaque
 - i. Presentation of slate of officers by the Chairperson of the Nominating Committee (current Past President)

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- j. Nominations taken from the floor by the Chairperson of the Nominating Committee (current Past President), if any
- k. Election of new officers
- l. Installation of the new officers with oath given Chairperson of the Nominating Committee (current Past President)
- m. Remarks by new President
- n. New business, if any
- o. Adjournment by new President
- p. Door prize drawing by the Door Prize Committee
- q. 50/50 drawing by the Retired AD's Committee
- r. Announcements

NEW BOARD MEMBER ORIENTATION

Policy and Operating Procedure

A. Policy:

Each new member to the Board of Directors shall be afforded and required to attend a “New Board Member Orientation” meeting conducted by members of the Board of Directors.

B. Operating Procedure:

1. The orientation of new board members should be conducted a minimum of one hour prior to the September Board of Directors meeting.
2. The orientation shall be conducted by the President, the Treasurer and the Executive Director.
3. All first year District Directors and first time At-Large Directors are required to attend.
4. Committee Chairpersons that are not members of the Board of Directors may also be required to attend as directed by the President and/or Executive Director.
5. Items to be discussed are, but not limited to:
 - a. Duties and responsibilities of the position
 - b. Financial issues
 - c. Committee responsibilities
 - d. A time for questions and answers will be provided

COMMITTEE MEETINGS
Policy and Operating Procedure

C. Policy:

Each of the standing committees and any special committees created by the President and/or Board of Directors shall meet during the September and the January Board of Directors meetings and at any other such times as directed by the President and/or Board of Directors or at the discretion of the committee with approval by the Board of Directors.

D. Operating Procedure:

1. The committee will locate and identify an appropriate meeting location.
2. The committee will call the meeting to order in a timely manner.
3. The committee will introduce themselves to one another.
4. The committee will identify the purpose(s) of the committee and review each agenda item to be discussed at that meeting.
5. The committee will assign someone to take accurate minutes so the proceedings can be reported to the Board of Directors at the proper time.
6. The committee will provide all members of the committee an opportunity for input.
7. The committee will keep the committee meeting on task; stick to the agenda.
8. The committee will provide an open agenda period at the end of the meeting to address any pertinent items brought to the meeting by other committees or committee members.
9. The committee chairperson's oral report to the Board of Directors shall be considered as a formal motion for approval needing a second before discussion can ensue. The committee chairperson shall conduct that part of the board meeting. This includes, in part:
 - a. Calling upon anyone who has questions about the committee report
 - b. Maintaining order during his/her presentation
 - c. Keeping the board meeting running smoothly and on task
 - d. Return control of the meeting to the President upon completion of committee report.

10. At the conclusion of the oral report to the board of Directors, the committee will provide a copy of the committee meeting notes to the FIAAA's Secretary for inclusion in the Board of Director meeting minutes.
11. The committee will provide any pertinent information from its report that should be posted on the website to the webmaster.

C. Committee Meeting Agendas

1. Call to order by the committee chairperson.
2. Introduction and roll call of all committee members.
3. Review of all items identified in the FIAAA Handbook pertaining to that specific committee.
4. Elect a vice chair of the committee
5. Appointment of a committee member to record committee discussions and decisions.
6. Discussion and vote if appropriate of all old business; i.e. Any uncompleted items brought forward from previous committee meetings.
7. Discussion and vote on all new topics assigned to the committee by the President and/or the Executive Director for the current meeting.
8. Discussion and vote upon open agenda topics brought to the meeting by individual committee members.
9. Clear-cut method for delivering concise, readable committee meeting report to the FIAAA secretary for inclusion in the minutes.

AWARDS COMMITTEE
Policy and Operating Procedure

A. Policy:

The president will appoint an Awards Committee to be approved by the Board of Directors each year with the primary purpose of administering all of the awards presented by the FIAAA including, but not limited to: Lifetime and Honorary Lifetime Membership, Outstanding Athletic Administrator Award, Meritorious Service Award, Special Service Award, NIAAA State Award of Merit, Mandy Stoll Scholar Athlete Awards, Sportsmanship Awards and retiring board members.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will meet during the September Board of Directors meeting to make any revisions to the Awards Nomination Form.
3. The committee chairperson or his/her designee will coordinate with the FIAAA web master and the members of the Board of Directors for the publication of the revised form, if necessary, following the September Board of Directors meeting.
4. The committee chairperson or his/her designee will coordinate with the Executive Director or his/her designee during the September Board of Directors meeting in seeing that the inventory of plaques is sufficient for the awards that will be given and if not direct the Executive Director or his/her designee to order additional plaques from the appropriate vendor.
5. The committee chairperson, during the September Board of Directors meeting, will outline the award ceremony duties for the committee members.
6. The committee will continually remind the members of the Board of Directors to solicit nominations for all of the awards by the January deadline.
7. The committee will meet during the January Board of Directors meeting to select the winners of all of the awards, except the Mandy Stoll Scholar Athlete and

Sportsmanship awards, from all of the nominations received from the members of the Board of Directors.

8. The committee chairperson, during the January Board of Directors meeting, will inquire who from the Board of Directors will be retiring at the conclusion of the administrative year.
9. The committee chairperson or his/her designee, during the January Board of Directors meeting, will coordinate with Conference Committee in securing a photographer for the awards ceremony.
10. The committee chairperson or his/her designee, during the January Board of Directors meeting, will coordinate with the FIAAA webmaster and the Public Relations Committee in announcing and publicizing the winners of all of the awards, except for the Mandy Stoll Scholar Athlete and Sportsmanship awards.
11. Immediately following the January Board of Directors meeting, the committee will coordinate with the Executive Director or his/her designee to see that all of the plates for the plaques and the blazer and ring for the Outstanding Athletic Administrator Award winner have been ordered with the appropriate vendors.
12. Immediately following the January Board of Directors meeting, the committee will coordinate with the Conference Committee that all printed information for the awards program have been acquired and proofed.
13. Immediately following the January Board of Directors meeting, the committee chairperson or his/her designee will communicate with each of the award winners, except for the Mandy Stoll Scholar Athlete and Sportsmanship awards, inviting them and their guests to attend the annual awards program at the Annual State Conference in May and providing for an appropriate RSVP deadline. A presenter for each award will be identified at this time and may be the nominator or the choice of the recipient.
14. The committee chairperson or his/her designee will coordinate with the chairperson of the Past Presidents Advisory Committee or his/her designee in presenting and/or securing nominations for the NIAAA/NFHS awards.
15. Prior to the awards banquet, the committee will arrange for the reserved seating for the award winners and their guests; providing them with appropriate name

plates and awards program, as well as programs for all attendees of the banquet and meet each of the award winners and their guest one half-hour before the banquet for photos.

16. The committee chairperson or his/her designee will coordinate with the chairs of the Higher Education and Sportsmanship committee, or their designees, for the presentation of the Mandy Stoll Scholar Athlete and Sportsmanship awards.
17. The committee chairperson or his/her designee will coordinate with the President for the presentation of FIAAA and NIAAA Years of Service awards during the Annual Meeting.

AUDITING COMMITTEE
Policy and Operating Procedure

A. Policy:

The president will appoint an Auditing Committee to be approved by the Board of Directors each year with the President-Elect serving as the chairperson for the purpose of reviewing and auditing the financial accounts of the association.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. A formal audit by a Certified Public Accountant is not required.
3. The annual audit of the FIAAA financial accounts will be conducted by the committee during the September Board of Directors meeting.
4. The committee will review the financial accounts during the January and pre-conference Board of Directors meetings.
5. A final annual report of the audited financial accounts will be provided at the Annual Meeting held during the annual state conference.

CONFERENCE COMMITTEE
Policy and Operating Procedure

A. Policy:

The president will appoint a Conference Committee to be approved by the Board of Directors each year with the President-Elect serving as the chairperson with the primary purpose of planning and carrying out the Annual State Conference.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee chairperson with guidance of the Executive Director and members of the Executive Board will create, but not limited to, additional conference sub-committees; Door Prize, Hospitality and Silent Auction committees.
3. The committee will meet at each of the regular Board of Director meetings and will give a progress report concerning the conference.
4. The committee chairperson will identify a number of coordinators, but not limited to; Audio/Visual, Awards Banquet, CAA Exam, Exhibit Room, Hotel Rooming, Leadership Training, Meal Function, Meeting Room, Registration, Special Events and Vendor coordinator. The committee chairperson and the individual coordinator will determine the number additional personnel needed to carry-out the functions of each of the coordinator positions.
5. The committee will present at the September Board of Directors meeting a preliminary conference program agenda to include, but not limited to, potential speakers, general session topics, and break-out sessions, as well as a preliminary budget of income and expenses associated with the conference to include, but not limited to, the conference gift(s), meal functions, special audio/visual needs, registration fees and donations expected.
6. The committee will present at the January Board of Directors meeting a finalized conference program agenda and a final conference budget.

7. The committee will coordinate with the Awards Committee to prepare final program agendas for the overall conference and awards banquet in preparation for final proofing and printing.
8. The committee chairperson should be in direct contact with the Executive Director, the Executive Board and the appropriate conference committee coordinators to insure the preparations are finalized six (6) weeks prior to the conference.
9. The attached check-list may be used by the committee chairperson or his/her designee in preparing for the conference.

FIAAA ANNUAL CONFERENCE CHECKLIST

- | | |
|---|----------------------------|
| _____ Hotel Contract | _____ Banquet Food Order |
| _____ All Meal Functions | _____ Conference Gift |
| _____ Registration Items | _____ Pins |
| _____ Comp Room List | _____ Conference Program |
| _____ Award Plaques | _____ President's Award |
| _____ Mandy Stoll Plaque Engraving | _____ Mandy Stoll Video |
| _____ Audio-Visual Equipment | _____ State Award of Merit |
| _____ Awards Program | _____ Banquet Program |
| _____ CAA Exam | _____ LTC courses |
| _____ AD of year ring and jacket | _____ Member Info |
| _____ Packet Inserts (NIAAA and others) | _____ Banners |
| _____ Annual meeting agendas | _____ Spouses Gift |
| _____ Signs (Corporate) | _____ Evaluation sheets |
| _____ Photographer | _____ BBQ |
| _____ Past Presidents reception | _____ Golf Tournament |
| _____ Golf Balls and Trophies | _____ Strip Tickets |
| _____ Name badges | _____ Registration items |
| _____ ROTC and national anthem | _____ Head table |
| _____ Reserved table for guest's | _____ Master of Ceremony |
| _____ Hospitality room | _____ Door prizes |
| _____ Mandy Stoll silent auction | _____ Vendors list |

CONSTITUTIONAL REVISIONS COMMITTEE

Policy and Operating Procedure

C. Policy:

The president will appoint a Constitutional Revisions to be approved by the Board of Directors each year with the primary purpose of reviewing the FIAAA Constitution for possible amendments.

D. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will meet during the September Board of Directors meeting and review the current constitution and entertain any proposed amendments to the constitution.
3. The committee chairperson or his/her designee will advise the Board of Directors during the committee report at the September Board of Directors meeting of possible amendments to be brought for consideration at the January Board of Directors meeting.
4. Between the time of the September and January Board of Director meetings the committee will prepare the proposed amendments to be offered for consideration.
5. The committee will meet during the January Board of Directors meeting to finalize the proposed amendments and offer them to the Board of Directors for board endorsement.
6. The committee chairperson or his/her designee will coordinate with the FIAAA web master and the Public Relations committee to see that the proposed amendments are publicized using the appropriate media outlets.
7. The committee will provide to the delegates attending the Annual Meeting copies of the current constitution and copies of the proposed amendments.
8. The committee chairperson will present the proposed amendments to the delegates attending the Annual Meeting for debate and possible adoption by a simple majority of the delegates in attendance at the Annual Meeting.

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9. Upon the adoption of any amendments, the committee will prepare a ~~strike~~ ~~through~~ and underline version of the constitution for dissemination to the FIAAA membership and to be used for a period of one year showing the changes.
10. The committee chairperson or his/her designee will coordinate with the FIAAA web master to see that the revised constitution is posted on the FIAAA website.

CORPORATE SPONSORSHIP COMMITTEE

Policy and Operating Procedure

A. Policy:

The president will appoint a Corporate Sponsorship Committee to be approved by the Board of Directors each year with the primary purpose of administering the FIAAA Corporate Sponsorship program.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will develop an ongoing, multi-level program and draft the necessary letters of solicitation.
3. The committee will meet during the September Board of Directors meeting to evaluate the program; reviewing each sponsor's commitment, payments and renewal, if appropriate. If necessary, the committee will prepare to recruit new sponsors for possible growth of the program or replacement of sponsors choosing not to re-new their sponsorship.
4. The committee chairperson or his/her designee will send invoices to each sponsor prior to the January Board of Directors and provide a report of the sponsors who were sent invoices.
5. The committee chairperson or his/her designee will coordinate with the Treasurer to determine which sponsors have paid their sponsorship for the year and provide a report at the pre-conference Board of Directors meeting.

HIGHER EDUCATION COMMITTEE

Policy and Operating Procedure

A. Policy:

The president will appoint a Higher Education Committee to be approved by the Board of Directors each year with the primary purpose of administering the Mandy Stoll Scholar/Athlete Scholarship program.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will develop and/or review the qualifications, requirements and application form to be used to administer the scholarship program at the September Board of Directors meeting.
3. The committee will solicit from each FHSAA member school one female and one male nominee whose application form will be submitted the appropriate District Director for the school.
4. The committee will meet following the pre-conference Board of Directors meeting to select the winners of the annual scholarship and report the names to the treasurer so that checks can be prepared.
5. The chairperson of the committee will announce and present the scholarship checks to a school representative or District Director during the Awards Banquet held at the annual state conference.
6. The chairperson of the committee will provide the names and schools of the individual winners to the Public Relations Committee so that press releases can be sent to the appropriate media outlet.
7. The chairperson of the committee will provide the names and schools of the individual winners to the FIAAA web master for posting on the FIAAA web site.

MEMBERSHIP COMMITTEE
Policy and Operating Procedure

A. Policy:

The president will appoint a Membership Committee to be approved by the Board of Directors each year with the primary purpose of developing a plan for the recruitment of members.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will meet at such times as directed by the President.
3. The committee should work closely with Past Presidents Advisory Committee and the At-Large Director for Retired Athletic Administrators.

MEMBER SERVICES COMMITTEE

Policy and Operating Procedure

A. Policy:

The president will appoint a Member Services Committee to be approved by the Board of Directors each year with the primary purpose of developing and administering a program to provide services for the membership.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will meet at such times as directed by the President.
3. The committee should work closely with Past Presidents Advisory Committee and the At-Large Director for Retired Athletic Administrators.

NOMINATING COMMITTEE
Policy and Operating Procedure

A. Policy:

The president will appoint a Nominating Committee to be approved by the Board of Directors each year, chaired by the Past President and with the primary purpose of naming a slate of executive officers to be presented at the Annual Meeting.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will be made up primarily of, but not limited to, active FIAAA Past Presidents.
3. The committee will meet during the September Board of Directors meeting to discuss and identify possible candidates for the executive officer positions.
4. During the time period between the September and January Board of Directors meetings the committee chairperson or his/her designee will consult with the possible candidates, including those individuals who might be asked to continue in the same office for an additional term, to determine their interest in serving as one of the executive officers.
5. The committee will meet during the January Board of Directors meeting to finalize the slate of executive officers to be presented to the Board of Directors for endorsement as the slate to be presented at the Annual Meeting.
6. The committee chairperson or his/her designee will coordinate with the FIAAA web master and the Public Relations Committee to see that the slate of executive officers is publicized through the appropriate media outlets.
7. At the Annual Meeting, the committee chairperson or his/her designee will present the slate of executive officers, open the floor additional nominations, and conduct the election of the executive officers.
8. Following the election of the executive officers, the newly elected officers will assemble and be sworn in by the committee chairperson or his/her designee using

the following oath of office to be read by the committee chairperson or his/her designee and attested to by each newly elected officer with a simple “**I DO**”:

DO YOU PROMISE TO UPHOLD THE DUTIES OF THE OFFICE FOR WHICH YOU HAVE BEEN ELECTED, TO THE BEST OF YOUR ABILITY AND UP TO THE STANDARDS REQUIRED BY THE FLORIDA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION, SO HELP YOU GOD?

*Response by officers: “**I DO**”*

HAVING SO VOWED YOUR ALLEGIANCE AND DEDICATION, I NOW OFFICIALLY PROCLAIM YOU OFFICERS OF THE FIAAA.

PAST PRESIDENTS ADVISORY COMMITTEE

Policy and Operating Procedure

A. Policy:

The president will appoint a Past Presidents Advisory Committee to be approved by the Board of Directors each year with an active Past President serving as the chairperson for the purpose of serving in an advisory capacity for any purpose that may benefit the FIAAA.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will meet at each of the September and January Board of Directors meetings.
3. The committee chairperson will coordinate with Conference Committee in setting aside a time and location for the Past Presidents Meeting to be held during the Annual State Conference.
4. The committee chairperson will plan the agenda for the Past Presidents meeting
5. The committee chairperson will see that each Past President and their spouse, or significant other, has two tickets for the reception held during the Past Presidents meeting.
6. The committee chairperson will insure that the Past President football is brought to the meeting and is signed by the latest Past President.
7. The committee chairperson will coordinate with the Awards Committee chairperson to acquire any nominations submitted for the NIAAA/NFHS awards to include in the discussion with the Past Presidents for the selection nominees for the NIAAA/NFHS awards.

PROFESSIONAL GROWTH COMMITTEE

Policy and Operating Procedure

A. Policy:

The president will appoint a Professional Growth Committee to be approved by the Board of Directors each year with the primary administering the NIAAA Leadership Training and Certification programs.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee, with the assistance of the NIAAA State Leadership Training Program Coordinator(s), will review the NIAAA Leader Training Course needs for, but not limited to, the annual FHSAA Compliance Seminar and FIAAA annual state conference at the September and January Board of Directors meetings each year and make a report of the same.
3. The committee, with the assistance of the NIAAA State Certification Program Coordinator(s), will review the NIAAA Certification and CAA Exam needs for, but not limited to, the annual FHSAA Compliance Seminar and FIAAA annual state conference at the September and January Board of Directors meetings each year and make a report of the same.
4. The committee will develop a registration form of the courses that will be presented at the FHSAA Compliance Seminar and FIAAA annual state conference and present the same to the FIAAA web master for posting on the FIAAA web site.
5. The committee will coordinate with the FHSAA and FIAAA Conference Committee the needs for presenting the leadership training courses and administering the CAA Exam at the FHSAA Compliance Seminar and FIAAA annual state conference, respectively.

PUBLIC RELATIONS COMMITTEE

Policy and Operating Procedure

E. Policy:

The president will appoint a Public Relations Committee to be approved by the Board of Directors each year for the purpose of communicating the events and achievements of the association and its members through the various media outlets as well as the World Wide Web.

F. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. Identify the major media sources such as, but not limited to; newspaper, magazine, radio, television media outlets in Florida.
3. Identify the webmasters of the appropriate websites such as, but not limited to; the FIAAA, the FHSAA, the NIAAA, the NFHS and the FACA websites.
4. Create sample press releases for, but not limited to:
 - a. Announcing meeting and conference dates
 - b. Announcing availability of the various awards nomination forms with time table and due dates
 - c. Announcing the nominees and winners of the various awards
 - d. Announcing the newly elected officers
 - e. Announcing proposed amendments to the FIAAA Constitution
 - f. Providing a synopsis of the events of meetings and conferences
5. Send press releases, with appropriate pictures, to the various identified media outlets and identified web sites for immediate release.
6. Create sample letters to immediate supervisors thanking them for allowing the various members of the Board of Directors to serve on the Board of Directors.

REVIEW COMMITTEE
Policy and Operating Procedure

A. Policy:

The president will appoint a Review Committee to be approved by the Board of Directors each year with the primary purpose of reviewing and making recommendations by and to the FHSAA Athletic Director Advisory Committee and the FIAAA Board of Directors, as well as the FHSAA/FIAAA/FACA Leadership Council.

B. Operating Procedure:

1. The president will appoint the committee with guidance of the Executive Director and members of the Executive Board by the conclusion of the August Executive Board meeting.
2. The committee will review the report and recommendations of the FHSAA Athletic Director Advisory Committee at the September and January Board of Directors meetings each year and present a report of the same to the FIAAA Board of Directors.
3. The committee will deliver a report and recommendations of the FIAAA Board of Directors to the FHSAA Athletic Director Advisory Committee.
4. The committee will review the report and recommendations of the FHSAA/FIAAA/FACA Leadership Council at the September and January Board of Directors meetings each year and present a report of the same to the FIAAA Board of Directors.
5. The committee will deliver a report and recommendations of the FIAAA Board of Directors to the FHSAA/FIAAA/FACA Leadership Council.

ABSENCES FROM MEETINGS AND CONFERENCES

Policy and Operating Procedure

A. Policy:

Attendance at meetings and conferences is essential, however the Board of Directors recognizes the unavoidable circumstances may require absences from meetings and conferences and the Board will seek to accommodate such absences.

B. Operating Procedure:

1. A board member is obligated to correspond with the President in an appropriate fashion if it becomes necessary to miss a meeting or conference
2. If after reservations for rooming have been made, and the board member is unable to attend, he/she must contact the President and the designee who handles room reservations to cancel their room and make the President aware of their absence.
3. If this is cancelation is not done, the board member will be responsible for the cost of his/her room.
4. The President should be made aware of the reason for the absence from a meeting or the conference.
5. Continuous absences from meetings or conferences may result in the President requesting the Board to replace the board member.

BOARD OF DIRECTOR ROOMING AND MEAL NEEDS

Policy and Operating Procedure

A. Policy:

In as much as the Executive Board and Board of Directors are required to attend called meetings, the Board of Director authorizes that such rooming and meal needs will covered by the FIAAA treasury for, but not limited to, the Executive Board meeting, the September and January Board of Director meetings.

B. Operating Procedure:

1. The Executive Director or Treasurer or other designated individual will serve as the Rooming Coordinator for meetings authorized by the Board of Directors.
2. The Rooming Coordinator will coordinate with the President in sending a call for the necessary meeting as specified in the hotel contract as negotiated by the Executive Director.
3. Rooming expenses for one or two nights will be covered for any board member who shares a room with another board member (of the same sex).
4. Board members who choose not to share a room with another board member (of the same sex) will reimburse the FIAAA treasury for one half of the cost (plus any applicable taxes) of the room.
5. Board members who request to share a room but can not be accommodated with a room mate will not have to bear the full cost of the room.
6. The Rooming Coordinator will coordinate with the President and the Executive Director as the meal needs for the meetings.
7. The Rooming Coordinator will coordinate with the appropriate hotel staff personnel in making the necessary rooming and meal needs as per the hotel contract as negotiated by the Executive Director.
8. Once the final arrangements have been made by the Rooming Coordinator with the hotel, any board member who fails to notify the President and the Rooming Coordinator of their non-attendance in a timely fashion (24 hours for room and 72 hours for meals, prior to the meeting) may be responsible for all costs incurred by the FIAAA from the hotel.

9. The Rooming Coordinator, if not the Treasurer, will provide a full report of all rooming assignment and meal needs of the meeting to the Treasurer for the necessary collections from board members, if necessary.
10. The Rooming Coordinator, if not the Treasurer, will coordinate with the Treasurer with the review of the final bill presented by the hotel.
11. The Rooming Coordinator will make any other such reports to the Board of Directors as requested by the President, Executive Director or Board of Directors.

DISTRICT DIRECTOR ELECTIONS

Policy and Operating Procedure

A. Policy:

The election of District Directors will take place biennially with odd districts being elected during odd years and even districts being elected during even years.

B. Operating Procedure:

1. “Declaration of Candidacy” forms will be made available to athletic administrators by February 1st of each year and will be due no later than February 15th.
2. Initial balloting will take place during the first full week of March each year with run-off balloting, if necessary, to follow during the next full week of March.
3. A candidate must receive a majority of the votes cast to be elected.
4. In the event no candidate receives a majority of the votes cast, the two candidates receiving the most votes will be in a run-off election.
5. Balloting will be conducted electronically via e-mail to all of the school athletic directors of each district.
6. Balloting will be conducted by an Executive Board member assigned to each FHSAA section.
7. Announcement of winning candidates will be made during the 3rd full week of March.
8. Newly elected District Directors will take office at post-conference Board of Directors meeting held during the annual state conference.

DIVERSITY IN LEADERSHIP
Policy and Operating Procedure

A. Policy:

The FIAAA recognizes the diversity of its membership and believes that it is best served by a diverse leadership. Accordingly, this association shall promote diversity of representation within its Board of Directors.

B. Operating Procedure:

1. The President shall actively solicit and encourage eligible individuals from under-represented groups to seek election to the Board of Directors
2. The President shall actively seek out and recommend to the Board of Directors eligible individuals from under-represented groups for appointment to fill At-Large Director positions and vacancies in board of director positions whenever such vacancies occur.
3. All written materials for nominations and elections prepared by this association will include the following statement: “The FIAAA values and seeks a diverse leadership.”

FINANCIAL RECORD KEEPING AND REPORTS

Policy and Operating Procedure

A. Policy:

Records of all annual financial transactions will be kept by the treasurer and subject to reporting and audit upon request by the Board of Directors.

B. Operating Procedure:

1. Financial transactions will be kept electronically on one of the FIAAA purchased computers using an accounting software program such as Quicken, or an equivalent software program.
2. Multiple Accounts will be tracked, as necessary, using a single checking account.
3. The checking account will have a minimum of two signatories, the Treasurer and the Executive Director, with only one signature required.
4. The financial records will be audited on annual basis by the FIAAA Auditing Committee.
5. All financial records will be kept for a minimum of seven (7) years at which time they will be disposed of in an appropriate manner.
6. A financial report will be given at each Board of Directors meeting and at the Annual Meeting each year.

MEETINGS

Policy and Operating Procedure

A. Policy:

As per the FIAAA Constitution, there shall be various meetings held in the course of the FIAAA administrative year.

B. Operating Procedure:

1. There will be four types of meeting groups; FIAAA members, FIAAA Board of Directors, FIAAA Committees, FIAAA Executive Board.
2. The FIAAA general membership will meet once a year at the Annual Meeting held during the Annual State Conference.
3. The FIAAA Board of Directors will meet four (4) times a year as follows:
 - a. A “special” meeting will be held immediately following the adjournment of the Annual State Conference.
 - b. A “regular” meeting will be held during the month of September.
 - c. A “regular” meeting will be held during the month of January.
 - d. A “special” meeting will be held the day prior to opening of the Annual State Conference.
 - e. The President may call additional “special” meetings upon approval of the Executive Director and/or Executive Board
 - f. The difference between a “regular” and “special” meeting is that during a “regular” meeting all standing committees will likewise meet.
4. The FIAAA Committees (standing and special) will meet during each of the “regular” meetings of the Board of Directors and will present a report for final action by the Board of Directors. The FIAAA Committees can meet at other such times as authorized by the Board of Directors or the Executive Board.
5. The FIAAA Executive Board will meet at least once a year during the month of August but can meet at other such times as upon request of the President and authorized by the Executive Director.

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6. The President will preside over and set the agenda for all meetings except for FIAAA Committee meetings which will be presided over and the agenda set by the committee chairperson.
7. All FIAAA meetings will meet in the “sunshine” with minutes being kept by the FIAAA Secretary or a designated committee member in the case of committee meetings.
8. All minutes of meetings, except committee meetings, must be proofed and approved by the Board of Directors prior to publication.

PRINTED MATERIAL
Policy and Operating Procedure

A. Policy:

All printed materials for dissemination to FIAAA must be proofed for accuracy and centrally controlled for distribution.

B. Operating Procedure:

1. Printed materials including, but not limited to, membership benefits flyers, conference information flyers, annual conference programs, conference strip tickets and annual awards Programs, must be proofed by the originator, the Executive Director and a minimum of three other members of the Board of Directors.
2. All final printed materials must be shipped to the Executive Director or his/her designee who will examine the material to insure that the correct amount of the printed material has been delivered as well as the accuracy of the printed material before it is distributed.
3. The Executive Director or his/her designee who receives the material will submit the packing slip(s) and invoice, if any, to the treasurer upon verification of the accuracy of the shipment for payment.
4. The Executive Director or his/her designee will distribute the material to appropriate individual(s) for dissemination.

TRAVEL AND MEETING EXPENSES

Policy and Operating Procedure

G. Policy:

Standard and reasonable expenses for mandatory or special travel on the part of any member of the Board of Directors will be considered for reimbursement by this association.

H. Operating Procedure:

1. Board of Director Meetings:

- a. One-way mileage to Executive Board meetings will be reimbursed at the discretion of the board member.
- b. One-way mileage to the September and January Board of Directors meetings will be reimbursed at the discretion of the board member.
- c. Mileage will be computed via the shortest route from the board member's school, office or home to the site of the Board of Directors meeting.
- d. A maximum of the current IRS mileage rate will be used to determine the amount of reimbursement.
- e. Toll expenses will not be reimbursed.
- f. Each board member will have the right to request all or part of the mileage reimbursement or designate all or part of the mileage reimbursement to, but not limited to, the Mandy Stoll Scholarship account and/or the Leadership Training account.
- g. Housing expenses for one or two nights will be provided to board members based on double occupancy.
- h. Board members wishing to room alone or with a spouse or guest will reimburse this association one-half of the rooming expenses (plus applicable taxes).
- i. Board members wishing a roommate will not be charged the full rate if a roommate can not be found to accommodate those wishes.

2. Special Travel:

- a. Transportation, housing and meals will be reimbursed from travel to, but not limited to, NIAAA Section, State Leadership Training Coordinator, and State Certification Coordinator meetings.
- b. Transportation, housing and meals will be reimbursed from travel to, but not limited to, pre-approved and pre-arranged special committee meetings.
- c. A maximum of the current IRS mileage rate will be used to determine the amount of reimbursement when using a private vehicle as the most economical mode of transportation.
- d. When car rental is the most economical mode of transportation, the rental fee and gasoline costs will be reimbursed as per submitted receipts.
- e. Sharing rooming expenses is encouraged.
- f. Toll expenses will be reimbursed as per submitted receipts.
- g. Actual meal expenses, as per submitted receipts, not exceeding the current IRS Standard Meal Expense Allowance rates.
- h. Meal expenses will not be reimbursed when attendance registration or housing accommodations include meals.
- i. Parking, taxi and shuttle expenses will be reimbursed as per submitted receipts.
- j. A Travel Expense Voucher must be submitted, including all pertinent receipts.

3. Executive Director

- a. Transportation, housing and registration will be reimbursed for attendance at, but not limited to, the FIAAA Annual State Conference, the NIAAA Annual Executive Directors Summer Meeting and the NIAAA Annual Conference for Directors of Athletics.
- b. Transportation, housing and meals will be reimbursed from travel to, but not limited to, FHSAA Board of Director Meetings, FHSAA special meetings and FACA clinics, when invited to attend.

- c. A maximum of the current IRS mileage rate will be used to determine the amount of reimbursement when using a private vehicle as the most economical mode of transportation.
- d. When car rental is the most economical mode of transportation, the rental fee and gasoline costs will be reimbursed as per submitted receipts.
- e. Toll expenses will be reimbursed as per submitted receipts.
- f. Actual meal expenses, as per submitted receipts, not exceeding the current IRS Standard Meal Expense Allowance rates.
- g. Meal expenses will not be reimbursed when attendance registration or housing accommodations include meals.
- h. Parking, taxi and shuttle expenses will be reimbursed as per submitted receipts.
- i. A Travel Expense Voucher must be submitted, including all pertinent receipts.

NATIONAL CONFERENCE
SECTION 3 AND STATE DOOR PRIZES
Policy and Operating Procedure

A. Policy:

The FIAAA will present door prizes during Section 3 and NIAAA Annual meetings held during the annual national conference.

B. Operating Procedure:

1. The Executive Director or his/her designee will request during the September Board of Directors meeting the securing of door prizes to be presented during the Section 3 and NIAAA Annual meetings held at the annual national conference.
2. The President or one of the official delegates attending the annual national conference will present the appropriate door prize at each of the Section 3 and NIAAA Annual meetings.

NATIONAL CONFERENCE HOST COMMITTEE

Policy and Operating Procedure

A. Policy:

The FIAAA President will appoint a special National Conference Host Committee for years when the NIAAA national conference is held in Florida.

B. Operating Procedure:

1. The President will appoint a chair or co-chairs for a National Conference Host Committee at the Executive Board Meeting held one year prior to year in which Florida will be the site of the NIAAA National Conference for approval by the Board of Directors during the September Board of Directors Meeting.
2. The National Conference Host Committee Chair or Co-Chairs will announce and solicit interested individuals for the committee or sub-committees to be identified, if any, at the September Board of Directors meeting.
3. The National Conference Host Committee Chair or Co-Chairs, the President or the Executive Director will deliver the “national conference call” during the Awards Banquet at the National Conference the year prior to the conference being held in Florida.
4. The National Conference Host Committee Chair or Co-Chairs will present a report of the progress of the National Conference Host Committee at each subsequent Board of Directors meeting through the FIAAA Annual Conference Pre-Conference Board of Directors meeting immediately following the National Conference for which the committee served as well as at the FIAAA Annual Meeting immediately preceding and following the National Conference for which the committee served.
5. The National Conference Host Committee and/or sub-committees, if any, will meet at such times as directed by the National Conference Host Committee Chair or Co-Chairs with the approval the Board of Directors or the Executive Director in the event of emergency situations.
6. The National Conference Host Committee Chair or Co-Chairs will develop and present a budget of income and expenses for the committee and sub-committees,

if any, for approval during the January Board of Directors of the year in which the National Conference will be held in Florida.

7. All income and expenses for the National Conference Host Committee will be held in a special National Conference Account monitored by the FIAAA Treasurer.
8. At the direction of the Board of Directors, funds from the FIAAA General Account or FIAAA Contingency Account can be used to supplement the National Conference Account.
9. Following the final report of the National Conference Host Committee if there is a positive fund balance in the National Conference Account those funds will continue to be held in the National Conference Account for subsequent national conferences held in Florida. If there is a negative fund balance, the fund will be “zeroed out” by using funds from the FIAAA Contingency Account and/or FIAAA General Account.

EXECUTIVE BOARD EMPOWERMENT

Policy and Operating Procedure

A. Policy:

The Executive Board shall be empowered with reviewing, revising and adopting new policies and operating procedures.

B. Operating Procedure:

1. With the guidance of the Executive Director, the Executive Board will periodically review the current Policies and Operating Procedures for possible revisions or adoption of new policies and operating procedures.