

FLORIDA INTERSCHOLASTIC  
ATHLETIC ADMINISTRATORS ASSOCIATION  
CONSTITUTION

(as revised May 2017)

**FLORIDA INTERSCHOLASTIC  
ATHLETIC ADMINISTRATORS ASSOCIATION**

**ARTICLE I**

**SECTION I NAME**

The name of this organization shall be the Florida Interscholastic Athletic Administrators Association.

**ARTICLE II**

**SECTION I OBJECTIVES**

- A. To improve the appreciation of athletics and relationships therein, throughout the high schools in Florida.
- B. To foster a closer working relationship with the Florida High School Athletic Association.
- C. To foster higher standards of professional proficiency and ethics within athletics.
- D. To develop greater unity, uniformity, and fellowship among all members.
- E. To improve the image of interscholastic athletics in the total educational program.
- F. To offer solutions to mutual problems and exchange ideas for the enhancement of athletic programs.
- G. To have equal voting representation in the NIAAA.
- H. To promote athletics as an integral part of the total educational process.

**ARTICLE III**

**SECTION I MEMBERSHIP**

There shall be four classifications of membership in this Association.

- A. Regular
  - 1. Regular membership shall be open to all persons involved in the administration of interscholastic athletic programs (boys and/or girls) in Florida, regardless of race, sex and religion.
- B. Retired

1. Retired membership is open to any retired person who has been a regular member of this association.
2. Retired members will receive all benefits and services accorded a regular member, including opportunities to serve on the FIAAA Board of Directors and on FIAAA committees.
3. The retired member shall agree to comply with the constitution of the organization, make application and submit membership dues.

#### C. Lifetime

1. Lifetime Membership may be awarded to regular and retired members through vote by the Board of Directors. There shall be no membership fee for lifetime membership.
2. Lifetime members will receive all benefits and services accorded a regular member, including opportunities to serve on the FIAAA Board of Directors and on FIAAA committees.
3. The lifetime member shall agree to comply with the constitution of the organization.

#### D. Honorary

1. Honorary membership may be awarded through vote by the Board of Directors. There shall be no membership fee nor will there be voting privileges for honorary memberships.

## SECTION II MEMBERSHIP DUES

The amount of dues for regular and retired members shall be determined annually by the Board of Directors. The membership year shall run from July 1 to June 30.

## ARTICLE IV

### SECTION I BOARD OF DIRECTORS

#### A. Composition

The Board of Directors shall be composed of all duly elected and approved officers and board members. Each shall have one vote on all legislative matters. The Board of Directors shall hold at least one meeting per year.

#### B. Legislative Action

The Board of Directors shall act on all matters pertaining to membership and legislation in accordance with the Constitution.

#### C. Quorum

A quorum shall consist of two-thirds of the membership of the named Board of Directors. Any action taken shall be based on a simple majority vote.

#### D. Executive Board

The Executive Board shall consist of the following officers: President, President-Elect, Past President, Secretary, Treasurer, Chaplain, and Historian. Officers of the Executive Board shall be elected to a one year term. The Executive Director will serve as an ex officio, non-voting member of the Executive Board. The Executive Board shall meet at least once a year at such time and place as designated by the President. The President reserves the right to invite other such members of the Board to attend any meeting of the Executive Board.

#### E. District Directors

1. The District Directors shall be composed of one representative from each of the designated geographic districts.
2. The District Directors shall be selected by members within their district and will take office at the next annual state conference meeting.
3. At Large Directors may be appointed by the President and approved by the Board of Directors.
4. The odd districts shall elect their Director on odd years for two-year terms. Even districts shall elect their Directors on even years for two-terms.
5. In the event that a vacancy occurs in a District Director position, the President will appoint an individual from among the athletic administrators in that district to complete the unexpired term.

#### F. President

The President shall preside at all meeting of the Association as the Chief Executive Officer. He/she shall be responsible for carrying out all duties of the President so listed in the FIAAA Handbook.

#### G. President-Elect

The President-Elect shall assume the duties of the President in his/her absence or inability to act. He/she shall succeed the President after serving one year as President-Elect. He/she shall be responsible for carrying out all duties of the President-Elect so listed in the FIAAA Handbook.

#### H. Past President

The Past President shall be the most immediate Past President. The Past President shall assume the duties of the President-Elect in his/her absence or inability to act. He/she shall be responsible for carrying out all duties of the Past President so listed in the FIAAA Handbook.

#### I. Secretary

The Secretary shall be the chief corresponding officer responsible for all records and proceedings of the Association. He/she shall be responsible for carrying out all duties of the Secretary so listed in the FIAAA Handbook.

J. Treasurer

The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds as authorized by the Board of Directors. He/she shall be responsible for carrying out all duties of the Treasurer so listed in the FIAAA Handbook.

K. Chaplain

The Chaplain shall be responsible for spiritual leadership in the FIAAA. He/she shall be responsible for carrying out the duties of the Chaplain so listed in the FIAAA Handbook.

L. Historian

The Historian shall be responsible for organizing and maintaining accurate records of the FIAAA, past and present. He/she shall be responsible of carrying out all duties of the Historian so listed in the FIAAA Handbook.

M. NIAAA-FIAAA Liaison (2015-2018)

The NIAAA-FIAAA Liaison shall serve a three year term. The Liaison shall be appointed by the President and approved by the Board of Directors. The Liaison must be a member of the NIAAA and the FIAAA. The Liaison will act on behalf of the FIAAA at National, Sectional, and State meetings.

N. The Executive Director shall be an ex officio member of the Board of Directors without voting privileges. The Executive Director will serve as advisor, liaison and visionary leader for FIAAA on all matters pertaining to the operation of the Association. The Executive Director will be selected by the Board of Directors and evaluated on an annual basis by the Board of Directors. In addition, if elected or appointed to another Board of Director's position then the Executive Director would still not have voting privileges.

## **ARTICLE V**

### **SECTION I ANNUAL MEETING**

- A. There shall be an Annual Meeting of the association.
- B. The Annual Meeting shall take place at the Annual State Conference or at such date, time, and place as determined by the Board of Directors.

## ARTICLE VI

### SECTION I COMMITTEES

#### A. Nominating Committee

The President shall appoint the Nominating Committee for the election of officers. The slate should be prepared and ready for vote at the Annual Meeting. The Past President shall serve as chairperson for this committee.

#### B. Auditing Committee

The Auditing Committee shall consist of the President-Elect, Secretary, Treasurer, and other such members of the Board as appointed by the President. The Committee shall have completed the annual audit by the annual meeting. The President-Elect shall call the meeting and serve as chairperson.

#### C. Membership Services Committee

The President shall appoint the Membership Services Committee and a chairperson. The Committee shall have as its function to:

1. Recruit retired AD's, as well as middle/junior high school and private school AD's that are not members of the FHSAA for FIAAA membership, and
2. Review, revise and publish the FIAAA code of ethics and membership benefits to the membership, and
3. Develop a plan to aid and assist FIAAA/NIAAA members in need, coordinating such plan with the NIAAA NEN (National Emergency Network) representatives from Florida.

#### D. Public Relations Committee

The President shall appoint a Committee to be responsible for publicity:

1. To carry on public relations of the Association utilizing newspapers, radio, magazines, and television.
2. To keep the membership and public informed on all important matters concerning the FIAAA.
3. All publicity matters concerning the FIAAA shall be directed to this committee.
4. To publicize outstanding achievements of this Association and its membership.

#### E. Conference Committee

The President-Elect shall be chairperson of this committee. The President-Elect and the President shall select members of this committee. The duty of the Committee is to coordinate the State Conference.

#### F. Higher Education Committee

The President shall appoint a committee to deal with matters pertaining to higher education.

1. Maintain closer working relations with colleges and universities on all items of joint interest.
2. Inform the teacher preparation agencies of problems and needs that exist in athletic administration.
3. Administer the Mandy Stoll Scholar/Athlete Award.

#### G. Constitutional Revisions Committee

The President shall appoint a committee to review the Constitution and recommend amendments at the Annual Meeting.

#### H. Awards Committee

1. A committee shall be appointed by the President to review and recommend action on all awards.
2. Awards presentations will be made at the Annual State Conference (exception may be approved by the Board of Directors).
3. Awards may consist of:

Lifetime Membership

Honorary Membership

Dr. Clarence Noe Outstanding Athletic Administrator

Special Awards

- a) Dorothy Brunson Special Service Award (non-members)
- b) Meritorious Service (members)
- c) Mandy Stoll Scholar/Athlete Award
- d) NIAAA State Award of Merit
- e) Frank Kovaleski Professional Development Award Nominee

#### I. Past Presidents Advisory Committee

The President shall appoint a committee of Past Presidents to serve in an advisory capacity for any purpose that may benefit the FIAAA, including, but not limited to, making recommendations for NIAAA and NFHS awards.

#### J. Review Committee

The President shall appoint a committee and chairperson of a Review Committee. The purpose of this committee is to review and report on the actions of the FHSAA Board of Directors, Athletic Directors Advisory Committee and Leadership Council and make recommendations to the FIAAA Board. The members of this committee shall consist of the FIAAA directors that are members of the FHSAA Board of Directors, Athletic Directors Advisory Committee and Leadership Council.

K. Professional Growth Committee

The President will appoint a Professional Growth Committee which will oversee the professional development of the membership, which will include, but not be limited to, the NIAAA Leadership Training Program and NIAAA Certification Program. The appointed NIAAA State LTP Coordinator(s) and the NIAAA State Certification Coordinator(s) will serve on this committee. The President will appoint the chair for this committee.

L. Corporate Sponsorship Committee

The President will appoint a Corporate Sponsorship Committee that will oversee the association's corporate sponsorship program, which could include, but not be limited to, the development of a multi-tiered program and the solicitation of sponsors. The president will appoint the chair of this committee.

M. FIAAA Hall of Fame Committee

The President will appoint a Hall of Fame Committee and chairperson that will develop, implement and oversee the association's FIAAA Hall of Fame. The committee membership shall not be limited to current FIAAA directors; however, the chairperson shall be a current member of the FIAAA Board of Directors.

N. Mentorship Committee.

The President will appoint a Mentorship Committee and chairperson that will develop, implement and oversee a Mentorship Program of the association. The committee shall, in cooperation with the District Directors and the FHSAA, identify athletic administrators that could benefit from the Mentorship Program.

O. Sportsmanship Committee.

The President will appoint a Sportsmanship Committee and chairperson that will develop, implement and oversee a Sportsmanship Program of the association, which could include, but not limited to, a recognition program of deserving schools and/or student athletes and/or coaches.

## ARTICLE VII

### SECTION I ELECTIONS

Election of officers shall be held at the Annual Meeting each year. Each member shall have one vote for the election of the Officers.



## SECTION II PREPARATION OF THE BALLOT

The Nominating Committee shall prepare the ballot for the Annual Meeting.

## SECTION III NOMINATIONS FROM THE FLOOR

The President shall permit nominations from the floor for any office prior to the voting.

## SECTION IV NEW OFFICERS

New officers shall take office at the conclusion of the Annual Meeting Induction Ceremonies.

## SECTION V TRANSFER OF OFFICES

Transfer of officers and offices should be made as orderly as possible. Incoming Officers shall receive in writing on the day of induction, all current business and records of that office.

# ARTICLE VIII

## SECTION I NATIONAL AFFILIATION

### A. Voting Delegates

Voting delegates at the National Conference shall be the most recent Past President and/or President available to serve. The "alternate" delegates shall be selected in the same manner.

# ARTICLE IX

## SECTION I AMENDMENT TO CONSTITUTION AND BY-LAWS

- A. Amendment to the Constitution and By-Laws shall be by simple majority vote of the members present at the Annual Meeting.
- B. All Amendments may be proposed by the Board of Directors or by Petition of thirty (30) active members to the Board of Directors at least thirty (30) days prior to a regular meeting of the Board.

## **ARTICLE X**

### **SECTION I EMERGENCY SITUATIONS**

In the event of an emergency, the President may call a special meeting of the Board or he/she may poll the membership by mail. The Board of Directors shall have the power to fill vacancies created on the Board or take any necessary action in the interest of the Association in accordance with the Constitution and By-Laws of the Association.

## **ARTICLE XI**

### **SECTION I FISCAL YEAR**

The fiscal year of the Association shall be July 1 to June 30.