

Chapter 5 of the NYSAAA
BYLAWS
(aka Constitution)

ARTICLE I

Name: This organization shall be known as the Chapter 5 Athletic Administrators Association.

ARTICLE II

Objectives:

Section 1. The objective of the organization shall be:

- a. Promoting the Professional growth and image of interscholastic athletic administrators;
- b. Promoting the development and prestige of chapter athletic administrators' organizations which will contribute, in cooperation with their local high school associations, to the interscholastic athletic program of each school.
- c. Providing an efficient system for the exchange of ideas between the National Interscholastic Athletic Administrators Association and the NYSAAA and individual athletic administrators; and
- d. Preserving the educational nature of interscholastic athletics and the place of these programs in the curricula of every school in New York State.

ARTICLE III

Membership:

Section 1. Membership shall consist primarily of active and retired Athletic Administrators in good standing in Chapter 5.

ARTICLE IV

Officers: (All officers must be Chapter 5 and NYSAAA paid active members)

Section 1. The voting members of the Executive Committee shall be a President, President-elect, Immediate Past President, Secretary, Treasurer/Membership Chair, Resolutions Chair, Awards Chair, Professional Development Chair, Publications Chair, Certification Chair, Leadership Training Chair, State Chapter Representative, Hall of Fame Chair, and League Representatives. In voting situations, any person who holds multiple titles is only able to vote once.

Section 2. The non-voting advisory officers of this organization shall be: any NYSAAA Executive Board member(s) and/or past NYSAAA and/or NIAAA past presidents residing within the Chapter.

Section 3. Each officer (voting and non-voting) shall be an active Chapter 5 member in good standing.

Section 4. All officers shall take office on July 1st of each year following their election and shall serve for a term of two years or until their successors shall be duly elected.

Section 5. The duties of the Executive Officers shall be as follows:

- a. **The President** shall be chief executive officer of this organization, shall preside over all meetings of this organization and shall appoint committee chairpersons on an annual basis. The President shall also appoint any committee chairpersons as needed if one is not able to complete their term.
- b. **The President-elect**, in the absence of the President, shall preside at all meetings and shall perform such duties as may be assigned to him/her by the President.
- c. **The Secretary** shall be responsible for correspondence, keeping the attendance and minutes of the meetings of the organization, and keeping track of the term lengths of officers and committee chairs.
- d. **The Treasurer/Membership Chair** shall be responsible for receiving all funds paid to the organization, shall deposit such funds in the organization's official depositories and shall disburse such funds. They shall receive prior approval in writing from the President for all checks written above \$500.00. The accounts and books shall at all times be open to inspection by the President. The treasurer will keep records of all memberships.

ARTICLE V State Representative (Must be Chapter 5 and NYSAAA paid active members)

- a. **The State Chapter 5 Representative** shall represent the Chapter at all NYSAAA Representative Board meetings or any other meeting assigned by the President.

ARTICLE VI Committee Chairpeople (All Chairpeople must be Chapter 5 and NYSAAA paid active members)

- a. **The Awards Chairperson** will seek out on an annual basis quality nominations for all Chapter and State level awards. He/she will distribute in a timely manner the criteria for each award and the process for determining the winners. The slate of qualified nominees in each award category shall be presented and voted on by the paid membership present at the annual Fall meeting. A winner of the Athletic Administrator of the year must receive a minimum of 40% of the votes cast or a run-off will be held between the top two nominees. The final results will be announced in a timely fashion.
- b. **The Resolutions Chairperson** will work with the NYSAAA Resolutions chairperson and craft resolutions to emphasize both state and local initiatives and philosophical positions.
- c. **The Professional Development Chairperson** will work with the President to develop all workshops for the Chapter 5 members as well as assisting other members of the Executive Committee in developing agendas and topics for all meetings.
- d. **The Certification Chairperson** will work with the Leadership Training Chairperson and individual members toward increasing one's NIAAA Certification level.
- e. **The Leadership Training Chairperson** will keep members informed of Leadership Training opportunities throughout the state as well as facilitating workshop(s) within Chapter 5.
- f. **League Chairperson** – There will be one league chairperson from each Section V league. This person will serve as liaison from the organization to the league and vice-versa.
- g. **The Publications Chairperson** will promote the organization by developing newsletters, press releases, social media posts, or any other methods to highlight professional development days and other Chapter 5 news.
- h. **The Hall of Fame Chairperson** will promote and solicit nominations from the Chapter for both the NYSAAA Hall of Fame and the Hall of Honor.

ARTICLE VII

Nominating and Elections

Section 1. The election of officers shall be held at the annual spring meeting of the organization. Additional voting will be held at the annual fall meeting as needed.

Section 2. The nominating committee (the President, President Elect and Immediate Past President) shall present a slate of candidates to be voted on at the annual Spring meeting. All paid members present at the spring meeting will have the opportunity to vote.

ARTICLE VIII

Rules of Order

Section 1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws.

ARTICLE IX

Section 1. Any amendment of the bylaws may be adapted by a two thirds (2/3) vote of the members present at any meeting of this organization.

Section 2. Fiscal and membership year begins July 1st.

Approved: 10/15/09

Updated and approved 10/5/17