

**Illinois Athletic  
Directors Association  
CONSTITUTION  
AND  
BY-LAWS**

**Updated July 1, 2008**

# *Illinois Athletic Directors Association* **CONSTITUTION AND BY-LAWS**

## **ARTICLE I: NAME, INCORPORATION, SEAL**

### **SECTION 1: NAME OF ORGANIZATION**

The name of the organization shall be: Illinois Athletic Directors Association.

### **SECTION 2: INCORPORATION**

This organization is a Not-For-Profit corporation of Illinois

### **SECTION 3: SEAL**

The seal of this organization shall be the outline of the state of Illinois bearing the initials I.A.D.A. and the words Athletic Directors Association surrounding it.



## **ARTICLE II: PURPOSE**

### **SECTION 1: PURPOSE**

- A. To improve athletic understanding and relationship throughout the high schools and junior high schools of the state and nation.
- B. To foster a closer working relationship with the Illinois High School Association, the National Federation of State High School Associations, the National Interscholastic Athletic Administrators Association and other organizations working for state and national athletic progress.
- C. To foster high standards of professional proficiency among all members.
- D. To develop greater unity, uniformity, and fellowship among all members.
- E. To improve the articulation of interscholastic athletics in the total educational program.
- F. To provide an opportunity for exchange of ideas concerning mutual problems and practices.
- G. To foster recommendation for a national system of rule stability as it pertains to rules and regulation of equipment.

## **ARTICLE III: MEMBERSHIP AND DUES**

### **SECTION 1- MEMBERSHIP**

Active membership shall be limited to all athletic administrators, assistant athletic administrators, and boys and/or girls athletic coordinators of the senior and junior high schools of Illinois.

### **SECTION 2- HONORARY MEMBERSHIP**

- A. Five-year membership in the I.A.D.A. and then leaving the position for advancement or retirement entitles the individual to an honorary non-voting membership.
- B. Past presidents of the I.A.D.A. will, upon completing their term of office, receive a lifetime membership. Past presidents who remain active as athletic administrators, shall retain voting privileges.
- C. The executive board may vote honorary memberships. There will be no fee or voting privileges granted to these members.

### **SECTION 3- DUES**

Annual dues shall be determined by the executive board at the conclusion of the state conference for the future school year. Membership dues will be paid or renewed starting September 1 and last until August 31. Paid membership is required for attendance at the state conference.

### **SECTION 4- VOTING**

Only active members of the I.A.D.A. shall be eligible to vote.

## **ARTICLE IV: OFFICERS**

### **SECTION 1- ELECTED OFFICERS**

The elected officers shall be:

- A. President
- B. President-elect
- C. Secretary
- D. Treasurer
- E. Immediate past president.

### **SECTION 2- DUTIES OF THE PRESIDENT**

The president shall preside at all meetings of the I.A.D.A. as chief executive officer. The president shall have the power to appoint special committees and call special meetings. The president shall serve a one-year term.

### **SECTION 3- DUTIES OF THE PRESIDENT-ELECT**

The president-elect shall work with the executive board on matters relative to planning activities for his/her term of 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 on the auditing committee. The president-elect shall serve as liaison to the Illinois High School Association Athletic Administrators Advisory Committee. The president-elect shall serve as a delegate to the representative assembly of the National Interscholastic Athletic Administrators Association. The president-elect shall succeed the president after serving a one-year term 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 executive board. The immediate past president shall serve as a non-voting member of the I.H.S.A. board of directors. The immediate past president shall serve on the auditing committee.

### **SECTION 5- DUTIES OF THE SECRETARY**

The secretary shall be the chief correspondence officer responsible for records and proceedings, issuing of ballots, notices, publications, reports, and other items necessary for proper operation of the I.A.D.A. The secretary shall conduct meetings in the absence of the president and president-elect. The secretary shall serve as chairperson of the auditing committee. The secretary shall serve as a delegate to the to the Representative Assembly of the National Interscholastic Athletic Administrators Association. The secretary shall serve a three-year term to be staggered with the position of Treasurer.

### **SECTION 6- DUTIES OF THE TREASURER**

The treasurer shall be the chief financial officer responsible for the receipt and disbursement of funds as authorized by the executive board. The treasurer shall submit a financial report as routine order of business at all I.A.D.A. meetings. The treasurer shall submit a yearly financial statement at the state conference, which shall be subject to auditing by the auditing committee. The treasurer shall serve a three- year term.

### **SECTION 7- UNEXPIRED TERMS OF OFFICERS**

If an officer is unable to complete his/her term for any reason the president-elect shall appoint a replacement to serve until the next state conference.

## **ARTICLE V: EXECUTIVE BOARD**

### **SECTION 1- MEMBERSHIP**

- A. The executive board shall consist of awards chairperson, historian, membership chairperson, journal editor, public relations chairperson, hall of fame chairperson, NIAAA liaison, retired members liaison, business manager, leadership training coordinator, mentoring coordinator, website coordinator and state certification program coordinator.
- B. These members will serve three (3) year terms and will be nominated by the membership at the district/sectional meetings.
- C. The position of Strategic Plan Coordinator will be appointed to the executive board as needed.
- D. The board also includes division liaisons from each legislative division.
- E. If any executive board position or division liaison position is vacated the officers shall appoint a replacement to complete the term (ARTICE IV: Section 7 – Unexpired Terms of Officers.)
- F. Appointed positions and division liaisons may be re-elected.
- G. If a legislative division is not represented on the executive board by more than the division liaison, an at-large member for that division shall be appointed by the officers for a one (1) term year. At-large members may be re-appointed each year.
- H. Elections shall be conducted for executive board and division liaison positions at the annual spring IADA State Conference according to the following schedule:
  - a. In 2007 and each third year thereafter divisions 3, 5, and 6, secretary, awards chairperson, historian, membership chair, and business manager.
  - b. In 2008 and each third year thereafter divisions 1 and 4, treasurer, hall of fame chair, NIAAA chair, leadership training coordinator, mentoring coordinator and website coordinator.
  - c. In 2009 and each third year thereafter, divisions 2, 7, journal editor, public relations chair, retired members' liaison and state certification program coordinator.

### **SECTION 2- VOTING**

All members of the executive board, with the exception of the president, shall have one vote on all legislative matters. The president shall vote only in the case of ties.

### **SECTION 3- LEGISLATIVE ACTION**

The executive board shall act on all matters pertaining to membership and legislation in accordance to the constitution.

### **SECTION 4- QUORUM**

A quorum shall consist of two-thirds of the membership of the executive board and any action taken shall be based on a simple majority vote of those present

## **ARTICLE VI: MEETINGS**

### **SECTION 1- REGULAR MEETINGS**

To be decided by the executive board. Historically, meetings are held at the summer retreat, October, January and on the final day of the state conference.

### **SECTION 2- SPECIAL MEETINGS**

Shall be called at such other times as directed by the president.

## **ARTICLE VII: COMMITTEES**

### **SECTION 1- NOMINATING COMMITTEE**

The IADA nominating committee shall consist of the seven (7) division liaisons with the president-elect chairing the committee. The president-elect shall vote only in the case of a tie. If a division liaison is slated for an office, one of his/her district representatives shall be on the committee.

### **SECTION 2- AUDITING COMMITTEE**

The auditing committee shall consist of the president-elect, immediate past president, membership chairperson, one member at-large, and the secretary who shall chair the committee. They shall have completed the audit by the conclusion of the state conference.

### **SECTION 3- PUBLIC RELATIONS COMMITTEE**

The public relations chairperson shall be responsible for promoting a positive image of the individual members of the organization and the accomplishments of the organization. An additional three (3) members may be appointed by the chairperson to assist the chairperson as needed.

### **SECTION 4- STATE CONFERENCE COMMITTEE**

The executive board shall approve a state conference committee that shall include the state conference chairperson who will chair the committee. They shall serve one-year terms and may be re-appointed.

### **SECTION 5- AWARDS COMMITTEE**

The awards chairperson shall be responsible for all I.A.D.A. awards. An additional five (5) members may be appointed by the chairperson to assist as needed. They shall serve one year terms and may be re-appointed.

### **SECTION 6- MEMBERSHIP COMMITTEE**

- A. The 21 district representatives shall serve as a committee on membership. They will be responsible for solicitation of membership and renewals as well as new members. They shall serve two year terms and may be re-appointed.
- B. District representatives from even numbered districts shall be elected in even number years and district representatives from odd numbered districts shall be elected in odd numbered years.

**SECTION 7- HISTORIAN COMMITTEE**

The historian is responsible for keeping permanent records and historical data pertaining to the I.A.D.A. an additional five (5) members may be appointed by the historian to form a committee as needed. They shall serve a one-year term and may be re-appointed.

**SECTION 8- I.H.S.A. ADVISORY COMMITTEE**

The executive board shall select members to serve on all I.H.S.A. committees as requested by the I.H.S.A.

**SECTION 9- SPECIAL COMMITTEES**

The executive board shall form and select members to serve on special committees as it deems necessary.

**SECTION 10- HALL OF FAME COMMITTEE**

There shall be a hall of fame committee that operates under the direction of the hall of fame chairperson who will follow the guidelines listed in the IADA operations manual.

**SECTION 11- LEADERSHIP TRAINING COORDINATOR**

The leadership training coordinator shall be responsible for the coordination of all NIAAA Leadership Training classes/workshops. This individual shall be responsible for the coordination of leadership training classes at the IADA summer retreat and the IADA state convention. This individual will work closely with the NIAAA Liaison and the Business Manager to assist in the coordination of the Leadership Training programs. The leadership training coordinator must be certified to teach LTC courses.

**SECTION 12 – MENTORING COORDINATOR**

The mentoring coordinator will assign new athletic directors and athletic directors asking for assistance, a mentor from a pool of athletic directors who successfully completed LTC 505.

**SECTION 13- WEBSITE COORDINATOR**

The website coordinator shall oversee all aspects of the IADA website and will be responsible maintain the accuracy of the records on the IADA site. The website coordinator shall assist all members with website needs and concerns.

**SECTION 14- CERTIFICATION PROGRAM COORDINATOR**

The certification program coordinator shall oversee all aspects of the Leadership Training Certification program for the members of the IADA. This will include keeping accurate records of courses that the members have taken and certification that they have received and coordinating this list with the NIAAA. The person will work in tandem with the LTC Coordinator.

## **ARTICLE VIII: ELECTIONS AT THE STATE CONFERENCE**

### **SECTION 1 - NOMINATION OF SLATE OF OFFICERS**

The nominating committee shall present the slate of officers at the state conference.

### **SECTION 2 – AMENDMENTS**

Amendments to the by-laws shall be by referendum vote of active members.

### **SECTION 3 – ADOPTION**

Adoption to amendments shall be by simple majority of voting members at any regular or special meeting or by a simple majority of all active members through written ballot.

### **SECTION 4 – REFERENDUM**

All amendments may be proposed by the executive committee or by a petition of thirty (30) active members to the executive committee at least thirty (30) days prior to the state conference

## **ARTICLE IX – Powers not specifically designated**

### **SECTION 1 – EMERGENCY MEETING**

In the event of an emergency, the president may call a special meeting or he may poll the active membership by mail.

### **SECTION 2 – FILLING VACANCIES**

The executive board shall have the power to fill vacancies created on the board or take any necessary action in the interests of the association in accordance with the association