

**CONSTITUTION OF THE
NEW YORK STATE ATHLETIC ADMINISTRATORS ASSOCIATION, INC.**

Article I Name

This organization shall be known as the New York State Athletic Administrators Association, Inc.

Article II Objectives

The objectives of this association shall be:

- A. To promote the professional growth and image of interscholastic athletic administrators.
- B. To promote the development and prestige of the NYSAAA which will contribute in cooperation with our state high school athletic association to the continued development and improvement of the interscholastic athletic programs of the state.
- C. To provide an efficient system for exchange of ideas between the National Federation of State High School Associations, the NIAAA, the NYSPHSAA and individual interscholastic athletic administrators.
- D. To preserve and continue to improve the educational nature of interscholastic athletics and the place of these programs in the curricula of schools.

Article III Membership

Section I There shall be five (5) classifications in this Association:

A. Individual

- 1. A person is qualified to become an Individual member of this association with full privileges and benefits, if he/she is employed on a full or part time basis by a school district or state and/or Section athletic office in New York State and has among his/her responsibilities the administration of the interscholastic athletic programs.
- 2. The individual shall agree to comply with this constitution, make application, and submit membership dues to the association.

B. Associate

- 1. An individual or organization is qualified to participate as an NYSAAA member in the meetings and activities specified by the Executive Board providing;
 - a. He/she is employed by an institution, or is a member of an organization which is involved in school administration (e.g. a school principal or superintendent, State Department employee);
 - b. He/she is an instructor in an athletic administration curriculum of an institution of higher education;
 - c. He/she has been an individual member of this Association, but no longer qualifies for that membership classification because of change in employment or job classification.
 - d. An Associate member is not eligible to vote.

C. Retired

- 1. An individual is eligible for retired membership if he/she has been a regular member

of this Association but no longer qualifies for that membership classification because of retirement.

2. The retired member shall agree to comply with the Articles and bylaws of this Association and make application to the Association along with dues.

D. Honorary Lifetime Members

May be bestowed on individuals by the Representative Board. There shall be no dues or voting privileges for such a member.

E. Student Membership

1. A student membership is for anyone enrolled in a college undergraduate or graduate program and is not actively involved in athletic administration.

Section 2 Dues shall be determined by the Executive Board.

Section 3 The membership year shall begin July 1 and end June 30.

Article IV Executive Board

Section 1 The administration of this Association shall be vested in the Executive Board consisting of the officers of the Association, which include the President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer, and NIAAA Liaison (one (1) vote per individual).

Section 2 The Executive Board of this Association shall determine the projects, establish committees, and provide for necessary expenditures.

Section 3 Ex-Officio members shall include:
a. Executive Director of this Association
b. Associate Executive Director of this Association
c. Administrative Assistant

Section 4 A quorum of the Executive Board shall consist of a majority of members.

Article V Representative Board

Section 1 The legislative body of this Association of the Representative Board, which shall consist of:

- a. One delegate from each Chapter;
- b. Members of the Executive Board;
- c. Committee Chairpersons;

Section 2 Ex-Officio
a. One officer of the NYS COA;
b. One representative of the NYSPHSAA;
c. One representative of the NYS Education Department
d. One representative of the NYS School Superintendents Association
e. One representative of the CHSAA

- Section 3 A Chapter shall consist of the following:
- a. The geographic territory and school districts within the boundaries of each of the 11 Sections of the NYSPHSAA;
- Section 4 Delegates to the Representative Board shall be individual members of this Association in good standing who have earned a minimum national certification of CAA (Certified Athletic Administrator) certification.
- Section 5 Each Representative Board member shall have one vote.
- Section 6 A quorum of the Representative Board shall consist of one officer and a majority of members present.

Article VI – Duties and Qualifications of Officers

Section 1 Election of Officers

- a. The Nominating Committee for the election of Vice President shall consist of the immediate Past-President acting as chairperson, and the two most recent and available Past-Presidents prior to him/her.
- b. Process
Each candidate eligible to be elected as the Vice President shall be contacted by the immediate Past-President to assess interest in being considered for the position.

Because the election will take place during the annual conference meeting of the Representative Board:

1. Each interested candidate shall submit a letter expressing their desire to be considered along with their resume and letter of support from their Superintendent.
 2. All eligible and interested candidates shall be scheduled for an interview prior to the Representative Board meeting at the conference.
 3. Each member of the Nominating Committee shall be assigned questions to ask each candidate.
 4. The election will take place during the annual conference Representative Board meeting. The Nominating Committee will present their recommendation for each position to the Representative Board. Background information, will be available if requested.
- c. Qualifications of candidates shall be as follows:
 1. Shall be an individual member of the NYSAAA and the NIAAA;
 2. Shall have primary responsibility in athletic administration;
 3. Shall have the endorsement of their NYS Chapter.
 4. Shall be a member of the Representative Board.
 5. Shall have the endorsement Superintendent.
 6. Shall have attained the level of Certified Athletic Administrator (CAA)
 - d. Officers shall be elected by a majority vote of the Representative Board at their annual conference Representative Board meeting. In the event of a

tie, the President shall cast the deciding ballot.

Section 2 In the event an officer is no longer qualified or able to serve, the Executive Board shall select a replacement to fill the unexpired portion of the term. In the event the officer retires or changes employment within the New York State educational system, the officer has an option of completing his/her term and may continue in their capacity if so elected by the Representative Board.

Section 3 President

- a. Shall be elevated from the office of President-Elect;
- b. Shall preside at all meetings of the Representative Board and the Executive Board;
- c. May call special meetings of the Executive Board when deemed necessary;
- d. Shall appoint committee chairpersons;
- e. May appoint ad hoc committees when deemed necessary.

Section 4 President-Elect

- a. Shall be elevated from the office of Vice President;
- b. Shall become President;
- c. Assume the duties of the President in his/her absence;
- d. Shall work with the President to maintain an ongoing program and smooth transition of office in line with the objectives and programs of the NYSAAA;
- e. Shall assist the President in any matters deemed necessary;

Section 5 Vice President

- a. Shall be elected annually by the Representative Board at the annual Representative Board meeting;
- b. Shall become President-Elect;
- c. Shall assume the duties of President in the absence of both the President, and President-Elect;
- d. Shall work with the President and President-Elect to maintain an ongoing program and smooth transition of office in line with the objectives and programs of his Association;
- e. Shall assist the President in any matters deemed necessary;
- f. Shall serve as the liaison between the Executive Board and the State Committee Chairs.
- g. Shall be responsible for organizing and facilitating Leadership workshops periodically each year for Representative Board Members.

Section 6 Secretary

- a. Shall be elected by the Representative Board at the annual conference meeting during **ODD** years;
- b. Shall be responsible for overseeing that recordings of all proceedings of the Association have taken place;
- c. Shall serve as the liaison between the Executive Board and all Chapter Representatives.
- d. Shall act as a **parliamentarian** for all meetings

- e. Shall report Chapter news and concerns as warranted.

Administrative Assistant Will Serve As Recording Secretary (staff position)

- a. Shall be responsible for attending and recording minutes for the Executive Board and Representative Board meetings as scheduled;
- b. Shall distribute minutes to the Executive Board and Representative Board and Ex-Officio members;
- c. Shall receive a stipend for this position as agreed upon by the Executive Board.

Section 7 Treasurer

- a. Shall be elected by the Representative Board at their annual conference meeting during **EVEN** years;
- b. Shall receive and disburse funds as authorized by the Executive Board;
- c. Shall submit a detailed financial report at all meetings and any other time as requested by the President;
- d. Shall submit an audited financial statement annually and otherwise as directed by the Executive Board;
- e. Shall be bonded.

Section 8 Immediate Past-President

- a. Shall succeed to the office immediately following his/her term of President;
- b. Shall act as an officer of the NYSAAA and as a member of the Executive Board;
- c. Shall act as an immediate advisor to the President and chair the Past-Presidents' meeting at the annual conference;
- d. Shall preside over the Executive Board in the absence of the President, President-Elect, and Vice President;
- e. Shall act as chairperson for the nomination of new officers.

Article VII Committees

Section 1 The committees of the Association shall include: Awards, Membership, Leadership Training, Certification, Hall of Fame Screening and Veteran Athletic Administrators and Mentoring

Section 2 Members shall be selected by their respective Chapters. Chairpersons are appointed by the President.

Article VIII Finances

Section 1 The Executive Board shall have responsibility for the finances of this Association.

Section 2 The fiscal year begins July 1 and ends on June 30.

Article IX Tax Exempt Provisions

Section 1 Restrictive Purposes and Activities Provision
Notwithstanding any other provision of these articles, this organization is

organized exclusively for one or more of the following purposes:

Charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in Section 501(c)(3) of the Internal Revenue Code of 1954.

Section 2 Dissolution Provision

In the event of dissolution, all of the remaining assets and property of this organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended; or to the federal government, or to a state or local government, for a public purpose.

Section 3 Non-Inurement Provision

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Article X **Amendments**

Section 1 The constitution of this Association may be amended by a two-thirds vote of those present at any meeting of the Representative Board at which a quorum is present.

Section 2 Amendments may be submitted only by individual or organizational members or Representative Board members. Such proposed amendments must be submitted to the Secretary of the Association, post-marked not less than 30 days in advance of the next meeting of the Representative Board at which they are to be considered; and proposed amendments shall be distributed by the Secretary to all members of the Representative Board in advance of said meeting.

Section 3 By-Laws consistent with this Constitution may be adopted by the Representative Board with a majority vote at any meeting at which a quorum is present.

Adopted June 30, 1981
Corrected July 22, 1981
Amended March 16, 1984
Amended May 17, 1984

Amended January 1996
Updated Revision July 1996
Updated Revision,,,,,, January 2000
Updated Revision June 2001

Amended & Revised.....April 9, 1986
Amended & Revised.....October 15, 1987
Corrected.....March 13, 1988
Amended & Revised.....October 17, 1988
Updated/Corrected.....August, 2020

Amended & Revised.....Sept. 2004
Revised & Approved,,,,,,March 2011
Amended & Revised...May 2017
Corrected.....September, 2017

01. CONSTITUTION, AMENDMENTS TO BYLAW

- 01.1 The Constitution of this Association may be amended by a two-thirds vote of those present at any meeting of the Representative Board at which a quorum is present.
- 01.2 Amendments may be submitted only by individual or organizational members or Representative Board members. Such proposed amendments must be submitted to the Secretary of this Association, post-marked not less than 30 days in advance of the next meeting of the Representative Board at which they are to be considered; and proposed amendments shall be distributed by the Secretary to all members of the Representative Board in advance of said meeting.
- 01.3 Bylaws inconsistent with this Constitution may be adopted by the Representative Board by a majority vote at any meeting at which a quorum is present.
- 01.4 The Constitution shall be updated as necessary. It will be printed and made available to any NYSAAA member upon request.
- 01.5 Organizational Flowchart (page 2).
- 01.6 Form of Making Motions (page 3).

FORM OF MAKING MOTIONS

(To be used by a Member)

Always address the chair with either Mr. or Madam Chairman; President; Presiding Officer, or Moderator

MAIN MOTION

I move
I move the adoption of this report
I wish to present the following resolution _____ I move its adoption
I move the adoption of the proposition in the letter read.

POST PONE INDEFINITELY

I move to postpone this matter indefinitely.

AMEND

I move to amend the motion by inserting _____ between _____ and _____
I move to amend the motion by adding _____ after _____
I move to amend the motion by striking out _____
I move to amend the motion by striking out _____ and inserting _____
I move to amend by striking out the motion and substituting this motion.
(Read or state substitute motion)

COMMIT - RECOMMIT

I move that this matter be referred to a committee of _____ to be named by _____ with instruction _____

POSTPONE TO A SET TIME

I move that this matter be postponed to _____
I move that this matter be postponed to _____ meeting at (name time) and be made a Special Order of business. (2/3 vote required)

PREVIOUS QUESTION

I call for (or move) the previous question. (2/3 vote)
(Stops debate and orders an immediate vote.)

TABLE

I move that this matter be laid on the table. (No debate)

TAKE FROM THE TABLE

I move that the motion _____ be taken from the table. (No debate)
(Motion made when no business is pending).

APPEAL

I appeal from the decision of the Chair.
(In order only after the chair has made a decision or ruling.)

OBJECTION TO CONSIDERATION OF A QUESTION

I object to the consideration of this question. (2/3 vote)

SUSPEND THE RULES

I move that we suspend the rules for the purpose of _____

WITHDRAW A MOTION

I ask leave to withdraw my motion. (No second required)
(Only maker of motion may ask leave.)

QUESTION OF PRIVILEGE (Personal or General privilege)

I rise to a question of privilege. (State your question)
I rise to a parliamentary inquiry. (State your inquiry)
I rise to a point of order. (State your point)

ORDERS OF THE DAY

I move we return to the orders of the day.

READING PAPERS

I move that the paper be read or re-read.

TO FIX THE TIME TO WHICH TO ADJOURN

I move that when we adjourn, we adjourn to meet _____

ADJOURN

I move that we adjourn. (No debate.)

RESCIND

I move to rescind the action taken which was _____. (2/3 vote)
I give notice that I shall move to rescind _____. (No second required)
at the next meeting. At the next meeting, offer the motion to rescind.)

RECONSIDER

(In order same day or next calendar day motion is made) (Must vote with majority)
I move to reconsider the vote by which was voted. I voted with the majority.
I move to reconsider the vote on the motion _____ and have it entered on the minutes. I voted with the majority.