

# WVADA Constitution

## ARTICLE I – NAME

**Section 1.** The name of the organization shall be the West Virginia Athletic Directors Association, Inc.

## ARTICLE II – PURPOSE

**Section 1.** As athletic directors, faculty managers and/or principals administrating athletic programs we are eager to provide an organization capable of solving problems common to all associated only with athletics. If we, as athletic administrators, are to serve educational ends, such ends must be wisely developed and administered as a vital and effective part of education

**Section 2.** The purpose of this organization shall be:

- A To foster higher standards of professional proficiency and ethics.
- B To improve athletic understanding and relationship throughout the State of West Virginia.
- C To establish closer working relationships with related professional groups.
- D To promote greater unity and fellowship among all members.
- E To emphasize the image and value of athletics as part of the total educational process.
- F To cooperate with the administrative head of the school in the organization, supervision and administration of the interscholastic athletic program.
- G To work in cooperation with the National Federation of State High School Associations. The West Virginia State Board of education, the West Virginia Secondary Schools Activities Commission, and the West Virginia Secondary Schools Principals Association to promote athletic activities within West Virginia.
- H To work to alleviate the financial crisis facing the operation of high school athletics in the State of West Virginia.

## ARTICLE III. – ORGANIZATION

**Section 1.** Membership shall be open to all persons having the primary responsibility for directing, administrating, or coordinating the interscholastic program. Retired athletic directors shall be welcome to remain a part of the membership.

**Section 2.** Active members whose dues are paid and who are in good standing shall have full privilege of voting membership.

**Section 3.** Retired athletic directors shall be welcome to remain an active part of the membership. They shall have full voting privilege at all meetings and the right to hold office in the organization.

**Section 4.** Honorary membership may be voted by the Board of Directors as they set fit. There will be no fee or will there be voting privileges assigned this membership.

**Section 5. Dues**

- A The annual membership fee shall be an amount set annually by the Board of Directors.
- B The Board of Directors shall determine the centralized handling accounting, and distribution of funds.

**Section 6. Officers**

- A The officers of this organization shall be a President, President-Elect, and Secretary/Treasurer and Immediate Past-President.
- B The Board of Directors shall consist of the elected officers: President, President-Elect, and Secretary/Treasurer, and one representative from each of the five (5) regions (as illustrated on the enclosed map) plus three (3) at-large members with not more than one at-large representative from any one region, one (1) retired athletic director, the immediate Past President, and the Executive Director. The President shall serve as Chairman of the Board of Directors.

**ARTICLE IV. – TERMS AND DUTIES OF THE OFFICERS**

**Section 1. President**

- A Election- the President-Elect shall succeed to the office of President in order to retain organizational stability.
- B Term- the president shall serve a two-year term and shall not be eligible for re-election.

- C Duties- the President shall preside at all meetings of the Association as the Chief Executive Officer. He shall have the power to appoint special committees for the purpose of improving the Association.
- D Term expiration- upon completion of his/her term, the president shall serve in an advisory capacity as Past President for two years. During this time the Past-President shall serve as an appointed member to the WVSSAC Board of Appeals.

## **Section 2. President-Elect**

- A Nomination-Candidates for President-Elect will be nominated by a special committee consisting of three individuals appointed by the President. Nominations of the search committee will be subject to the approval of the Board of Directors. Nominations will also be taken from the floor of a regular business meeting.
- B The President-Elect shall be elected by a majority of the voting members present at the Regular Annual Meeting.
- C Term- The term of the President-elect shall correspond to that of the President.
- D Duties- The President-elect shall perform the duties of the President in his absence or inability to act. The President-Elect shall become President after the President completes his/her term.

## **Section 3. Secretary/Treasurer**

- A Nomination- Candidates for the Secretary/Treasurer may be nominated by special committee and from the floor of the Regular Annual Meeting.
- B Election and Term- After being elected by a majority of the voting members present at the Regular Annual Meeting for an initial term of two years, the Secretary/Treasurer shall remain in office upon a majority vote of the voting members present at the regular Annual Meeting.
- C Duties- The Secretary/Treasurer shall be the chief corresponding officer responsible for all records and proceedings of the Association. He shall be the chief financial officer responsible for the receipt and disbursement of funds as authorized by the Board of Directors. A financial report shall be given as routine order of business at all open meetings. He shall conduct meetings in the absence of the President and President-Elect

#### **Section 4. Executive Director**

- A. Nomination-Candidates for the Executive Director will be nominated by and approved by the Board of Directors.
- B. Term-The Executive Director will serve at the will and pleasure of the President and Board of Directors of the WVADA.
- C. Duties-The Executive Director will serve as an advisor to the President and the Board of Directors. He will assist in planning, organizing and promoting the Annual Conference developing fundraising activities; increasing membership and serve as liaison to the NIAAA.

#### **Section 5. Regional Representatives**

- A Election- Regional Representatives shall be elected by their regional membership present at the Regular Annual Meeting during the year that the representatives term expires. If an agreement cannot be reached by said region, the President shall appoint a representative from those names submitted by that region.
- B Term- each regional representative's term will be three years in accordance with the following sequence: Regional Annual Meeting with Region I being elected in 2007-10-13-16; Regions II and III will be elected in 2008-11-14-17; Regions IV and V will be elected in 2009-12-15-18. This sequence will continue beyond the above dates by order of the Board of Directors or by passage of a resolution to continue the sequence by the membership at a Regular Annual meeting.

#### **Section 6. Delegates at Large**

- A Appointments- Delegates at Large shall be appointed by the President.
- B Term- the terms of the Delegates at Large shall run concurrently with that of the President.

#### **Section 7. Retired Delegate**

- A Appointment- The Retired Delegates at Large shall be appointed by the president for a two-year term. He shall have full voting privileges and will be eligible to hold an executive office.

- B Term- The term of the Retired Delegates at Large shall run concurrently with that of the President.

### **Section 8. Board of Directors**

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

### **Section 9. Absences**

If a representative is absent from two successive meetings without permission granted by the president, such representative shall be replaced by the executive Committee.

### **Section 10. Term Transition**

Newly elected or appointed officers shall take office at the conclusion of the Regular Annual Meeting.

### **Section 11. Vacancies**

If any office is vacated the President with the approval of the Board of Directors shall appoint a replacement to complete the term of said officer.

## **ARTICLE V- MEETINGS**

### **Section 1.**

To be decided by the Board of Directors and shall be held at the least one a year and to be called "The Regular Annual Meeting."

### **Section 2.**

Board of Directors meetings shall be called by the President. Notice of at least one week should be given all members as to time, date, place, and agenda.

### **Section 3.**

Committees may meet as often as deemed necessary to administer their business. Meetings shall be called by the committee chair. Notice of at least one week should be given all committee members as to time, place, date, and agenda.

### **Section 4.**

A quorum shall consist of the active members present, due notice having been given of the meetings.

### **Section 5.**

All meetings conducted shall utilize Robert's Rules of Order for parliamentary procedure.

## **ARTICLE VI- COMMITTEES**

### **Section 1.**

Committees shall be appointed as needed by the President for the good of the organization.

### **Section 2.**

The Board of Directors will select a Nomination Committee of three members; with will include the President to chair the committee.

## **ARTICLE VII- ELECTIONS AND APPOINTMENTS**

### **Section 1.**

All regular elections shall be held at the Regular Annual Meeting on odd numbered years as part of the regular business.

### **Section 2.**

The Secretary/Treasurer shall prepare the ballot with names submitted by he Nomination Committee and shall serve as Chair of the Tabulating Committee.

### **Section 3.**

Nominations to the proposed ballot may also be made from the floor by any member in good standing.

### **Section 4.**

Ballots will be issued only to voting members in good standing.

### **Section 5.**

In the event of and emergency, the President may call a special meeting, or he/she may poll the active 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 interests of the Association in accordance with the constitution and by-laws of the Association.

## **ARTICLE VIII –AMENDMENTS**

### **Section 1.**

Amendments to the Constitution shall be by referendum vote of the members.

### **Section 2.**

Adoption of 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 3.**

All amendments may be proposed by the Board of Directors or by a petition of an active member to the Board of Directors at least thirty (30) days prior to the Regular Annual Meeting.

## **ARTICLE IX- DISSOLUTION**

### **Section 1.**

If at any time this organization shall be dissolved, the total assets shall be assigned to the West Virginia Schools Athletic Coaches Association. If the WVSACA is not active at this time, the Board of Directors shall decide how to distribute the remaining assets.