

IOWA HIGH SCHOOL  
ATHLETIC DIRECTORS ASSOCIATION

CONSTITUTION  
and  
BY-LAWS



Ratified March 28, 2022

## **CONSTITUTION AND BY-LAWS**

### **IOWA HIGH SCHOOL ATHLETIC DIRECTORS ASSOCIATION**

The Iowa High School Athletic Directors Association is the state organization within the National Interscholastic Athletic Administrators Association. The NIAAA strives to preserve, enhance, and promote the educational values of interscholastic athletics through the professional development of its members in the areas of education, leadership, and service at all levels. The NIAAA's commitment to leadership programs, resources and services support the athletic administrator's efforts in providing quality athletic participation opportunities for students. The NIAAA promotes a positive working relationship with state athletic administrators and state and national athletic/activity associations in addition to developing strategic alliances with other education-based agencies.

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#### **ARTICLE I - Name and Seal**

Section 1  
Iowa High School Athletic Directors Association

Section 2  
The seal of the Association shall be the outline of the State of Iowa bearing the initials IHSADA and the words "Iowa High School Athletic Directors Association," both components contained in a circular format.

#### **ARTICLE II – Purpose**

Section 1  
**Mission Statement**  
The IHSADA is committed to preserving, enhancing and promoting education-based athletics through the professional development of interscholastic athletic administrators.

**Vision Statement**  
The IHSADA is committed to being a professional, educated, motivated, member-driven organization providing quality leadership, mentorship, and service for the Iowa Athletic Director.

**Core Values Statement**

1. Educational and Equitable Opportunities
2. Professional Integrity and Accountability
3. Mentorship-Guidance Opportunities
4. Support of IHSAA & IGHSAA
5. Enhance Professional Growth
6. Service Driven
7. Progressive & Proactive Organization

## **ARTICLE III - Membership and Dues**

### Section 1 – Membership

1. Active membership shall be individuals who maintain membership in the IHSADA. This includes, but is not limited to, working members and retired members who maintain membership either yearly or with a lifetime membership.
2. Working membership is a person who currently serves in Iowa Schools as a MS/JH or HS athletic administrator. In order to run for an elected Executive Board position, it is preferred that one should have served and completed the District Chairs and/or has served as an AD for a minimum of five years.
3. Associate Membership – may be offered at a reduced rate established by the Executive Board. A partial registration fee for the State Convention, as determined by the Executive Board, shall be granted to Associate Members.
4. Honorary memberships may be granted by the Board. There will be no fee nor will there be voting privileges assigned to honorary membership.
5. Membership fees will be established by the Executive Board.

### Section 2 – Dues

Annual dues shall be set by the Executive Board each year and are payable at any time during the school year. Members are obligated to join the National Interscholastic Athletic Administrators Association and the Iowa High School Athletic Directors Association due to dual membership remittance.

### Section 3 – Voting

1. Only active members will be eligible to cast a vote.
2. If a member is voted into a position while they are a working member in the association, but in the event no longer employed by a school district, he/she can fulfill their term. Once their term is complete, the association will elect a new member for the position. (Voted on and approved, 1-15-20).

## **ARTICLE IV - Executive Board**

### Section 1 – Executive Board

1. Officers shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Historian, and immediate Past President. These offices shall have voting privileges. The Vice-President shall be the President-elect and automatically move into the presidency. The Second Vice-President shall automatically move into the First Vice-President's position.
2. The membership shall elect the Second Vice-President every year to serve a four year term through immediate Past President. The membership will elect a Secretary and Treasurer in an every other two-year cycle rotation format. The term of office for the Secretary and Treasurer will be for four years. In the event a Secretary or Treasurer leaves their position early, the Executive Board will appoint an Interim to complete the current term.
3. The office of Historian shall be appointed by the President.

### Section 2 – Duties of the Executive Director

1. The Executive Director is the sole employee of the Executive Board of the IHSADA.
2. The Executive Director of the Iowa High School Athletic Directors Association is a part-time, non-voting, independent contracted position, held by an individual committed to the development of the goals established by the IHSADA Board. This person shall meet the prerequisites listed within a contract to be held by the President of the IHSADA.
3. The Executive Director shall serve as a contact person for the IHSADA, help the organization maintain continuity, develop alliances with other organizations and support the overall mission.
4. The Executive Director shall attend State, Regional and National meetings as determined by the Executive Board.
  - A. The Executive Director's role shall include assisting the Executive Board as determined by their contract in the areas of: organizing, fundraising, leading, advising and marketing the IHSADA.
  - B. The contract shall be 2-years in length with annual reviews of performance and compensation.

### Section 3 - Duties of the President

1. The President shall call and preside at all meetings of the association as the Chief Executive Officer. He/she shall have power to appoint and define duties of special committees.
2. Write quarterly articles for the newsletter.

3. Represent the IHSADA before organizations and entities on issues related to association events.
4. Maintain communication with organizations financially connected with the IHSADA.

#### Section 4 - Duties of the First Vice-President

1. The First Vice-President shall assume the duties of the President in his/her absence. He/she shall serve as co-chairperson for the State Convention in that year.
2. The First Vice President shall maintain contact with the Conference Representatives on a periodic basis.
3. Assist the president in developing and drafting issues and proposals for Board presentation.
4. Lead searches for members to fill open standing elected and appointed positions.

#### Section 5 - Duties of the Second Vice-President

1. The Second Vice-President shall preside at any meeting of the association in the absence of the President and First Vice- President. He/she shall serve as co-chairperson for the State Convention in that year.
2. The primary duty of the Second Vice President will be the organization of the Annual State Convention to be held in late March.

#### Section 6 - Duties of the Secretary

1. The Secretary shall be the chief correspondence officer responsible for all records and proceedings of the association.
2. He/she shall be responsible for notices, publication, reports, and items necessary for proper operation of the association.
3. He/she shall be responsible for all documents at the State Convention.
4. It shall be his/her responsibility to maintain an up-to-date copy of the Constitution and By-laws of the Association.

#### Section 7 - Duties of the Treasurer

1. The Treasurer shall be the chief financial officer responsible for receipt and disbursement of funds as authorized by the Executive Board.
2. Accurate records are to be kept subject to annual audit by the Auditing Committee.
3. A financial report shall be given as routine order of business at all executive committee meetings and the annual state convention.
4. The Treasurer shall file the proper tax form each year as well as an audit to meet Federal Regulations.

#### Section 8 - Duties of the Historian

1. The Historian shall archive and maintain digital chronological records, memoirs, biographies, and material of such nature as deemed of historical significance to the association. The Historian shall also serve as the Chairperson of the Awards committee.
2. To secure and maintain a file of pictures of all past and present officers, directors, and State A.D. of the Year recipients.
3. In addition, a photo of any other noteworthy individuals that have made unusually significant contributions to our Association and profession shall be filed.
4. It shall also be the duty of the Historian to file an annual summary of Association activities and events in a chronological order of the historical records of the Association.
5. This annual summary is to be submitted to the immediate past president at the first Board meeting of the year.
6. Provide a historical perspective in the decision-making process regarding Association issues.

### **ARTICLE V - Executive Committee and District Directors**

#### Section 1 – Membership

The Executive Committee shall be composed of the immediate past president and all duly elected and appointed state officers, district junior and senior directors, and junior high representatives. Each has one vote on all legislative matters. Liaisons from the IGHS AU and IHSAA are members of the Executive Committee but are not allowed to vote.

## Section 2 - Legislative Action

The Executive Committee shall act on all matters pertaining to business activities of the organization.

## Section 3 – Quorum

A quorum shall consist of two thirds of the membership of the Executive Committee and any action taken shall be based on simple majority vote.

## Section 4 - Duties of the Past President

1. To ensure continuity during governance transitions and organizational change.
2. To help ensure the appropriate succession of Officers and Directors.
3. To support the Executive Director and Executive Committee in his/her role.
4. To provide continuity to the organization by providing historical context for decision-making and revising issues and objectives.

## Section 5 - Duties of the Assistant Historian

1. Collaborate with Historian on Executive Board.
2. Voting member of Awards Committee.
3. Compile years of Service Awards and order certificates and frames.
4. Help coordinate Awards program at state convention.

## Section 6 - Duties of the Business Manager

1. Maintains communication and cooperative relationships with vendors.
2. Prepares and reports to Board through periodical and annual review.
3. Explores opportunities to add value to association accomplishments.

## Section 7 - Duties of the Leadership Training Institute (LTI) Coordinator

1. Attend state and national leadership meetings.
2. Develop and support initiatives to attain additional knowledge and perspective of the AD's role.
3. Arrange courses leading to professional development and national certification.
4. Procure instructors to teach education-based athletic courses.

## Section 8 - Duties of the NIAAA Liaison

1. Communicate with State Awards Chair regarding all national awards: Kovaleski Award, Distinguished Service Award, NFHS Citation, State Award of Merit, Hall of Fame, etc.
2. Select male & female scholarship/essay winners & contact information of state winners in the section
3. Attend the spring section meeting. Prepare written minutes of section meetings and distribute to state leadership.
4. Membership Commendation - Post electronic banner provided on state website.
5. Display ads provided by NIAAA in newsletters, on websites, in programs.
6. Attend State Liaison & Executive Director meeting at the National Athletic Directors Conference.
7. Communicates periodically with state President, Executive Director to review coordination of their roles and LTI and Certification Program coordinators roles.

## Section 9 - Duties of the Retired AD Liaison

1. Recognizing the experience and types and numbers of benefits of retirees' contributions.
2. Emeritus/Emerita candidates, role, and responsibilities, set policies and guidelines on years of active service & membership, and contributions.
3. Post information about history, activities and events on social media related to retirees.
4. Serve as honorary members of committees or create special events to take advantage of their years of serving your organization.

## Section 10 - Duties of the Social Media Director/Website Coordinator

1. Design, generate, manage, and maintain social media platforms and profiles to integrate overall marketing plan.
2. Execute and publish social media strategy through research, messaging, and audience identification to

maintain online reputation of the association.

3. Collaborate with committees to build meaningful connections, develop aspects that would improve content and increase interaction of community and association membership.

#### Section 11 - Duties of the Evaluator Approval Co-Coordinator

1. To assist in the development, support and credibility of Activities Directors in the area of evaluation.
2. To enhance the Activities Directors position offering professional training and advice regarding coaching, mentoring and feed- back.
3. To develop increased longevity within the Activities Administrators profession.

#### Section 12 - Duties of the Mentoring Coordinator

1. To provide a base of knowledge and information for the new Activities Director.
2. To assist in the development and provide a support system for new Activities Directors.
3. To ease the transition of new Activities Directors offering professional experience and advice.
4. To develop increased longevity within the Activities Administrators profession.
5. To identify potential future IHSADA leaders from among the new Activities Directors.

#### Section 13 - Duties of the Newsletter Editor

1. Shall publish the newsletter on a quarterly basis.
2. Effectively collect and consolidate inputs of Association information and format the newsletter for publication.
3. Provide the newsletter files to the webmaster for the website.

#### Section 14 – Duties of the Diversity, Equity, Inclusion, and Belonging Coordinator

1. Assist in the development of DEIB educational training programs.
2. Provide professional development related to diversity, equity, inclusion, and belonging for the IHSADA membership.
3. Create an inclusive environment in which all members thrive.
4. Intentional recruitment and retention of athletic administrators from diverse backgrounds.

#### Section 15 - Duties of the IGHSAU Liaison

1. Supports and approves policy changes proposed by the IGHSAU administrative staff to the IHSADA.
2. Facilitates and disseminates relevant information/action taken by the IGHSAU Board to the IHSADA.
3. Fosters collaborative working relationships and advocates for the IHSADA regarding staff, the Executive Director, the IGHSAU Board of Directors and other IGHSAU committees.
4. Transmit non-confidential information, questions, and feedback between the IGHSAU and the IHSADA Board.

#### Section 16 - Duties of the IHSAA Liaison

1. Facilitates and disseminates relevant information/action taken by the IHSAA Board to the IHSADA.
2. Maintains general supervision over athletic contests of member schools and interprets Association rules.
3. The IHSAA employees run the organization on a day-to-day basis, the Board of Control acts on matters brought forward by the IHSAA. Schedules, pairings, rulings, eligibility, etc.

#### Section 17 - Duties of the District Directors

1. The Directors shall serve as the representatives of their respective districts. They shall assist the officers in conducting the business affairs of the association. Jointly, they shall be responsible for arranging the fall district meeting of their respective districts.
2. The following guidelines will be used to determine the Job Description of the “other” District Officers.
  - A. Progression of District Officers: The office of District Secretary shall be elected at the Fall District meetings and will assume their official duties after the IHSADA State Convention the following spring. The current President shall assume the Junior Director position after the IHSADA State Convention. The current Junior Director shall assume the Senior Director position after the IHSADA State Convention.
  - B. Job Descriptions of the District Officers
    - i. **District Senior Director**
      - a. Representative of District to IHSADA, IHSAA, AND IGHSAU.
      - b. Responsible for District A.D. of the Year Selection Procedure and reporting to the

- Historians.
  - c. Makes sure the organization of the district fall meeting takes place.
  - d. Liaison between IHSADA Executive Board and District.
  - e. Will appoint an A.D. to fulfill any vacancy that may occur in the district officers' positions.
- ii. District Junior Director**
- a. Assist State Treasurer in District membership.
  - b. Assist District President in arranging the Fall Meeting agenda
  - c. Representative of District to IHSADA, IHSAA, IGHS AU.
  - d. Assist District Senior Director.
  - e. Assumes the office of District Senior Director after IHSADA State Convention.
- iii. President**
- a. Coordinates the activities of the District.
  - b. Conducts the Fall District Meeting.
  - c. Responsible for counting ballots at Fall Meeting.
  - d. Coordinates planning for Fall District Meeting (sets date, secures site, plans program, secures speakers, secures sponsors, in- forms membership, etc.)
  - e. Assumes office of District Junior Director after IHSADA State Convention.
- iv. Secretary**
- a. Elected at the start of Fall District Meeting.
  - b. Keep minutes of Fall District Meetings.
  - c. Distributes copies of minutes to President, Junior Director, Senior Director and IHSADA Newsletter Editor.
  - d. Responsible for arranging registration at the fall meeting to include name tags and membership assistance to the junior director.

#### **ARTICLE VI - Meetings**

##### Section 1 - State Convention

The State Convention date and site shall be set by the Executive Committee.

##### Section 2 - District Meetings

District meetings shall be held each fall. The elected Directors of each district shall be responsible for planning and administering District meetings.

##### Section 3 - Executive Committee

The Executive Committee meeting may be called by the President or at the request of two-thirds (2/3) of the members of the Executive Board.

#### **ARTICLE VII – Committees**

##### Section 1 - Nominating Committee

1. The Nominating Committee shall be chaired by the First Vice-President. In addition, the committee shall consist of the President, Secretary, and Junior Directors of each of the five Districts.
2. It shall be the duty of the Nominating Committee to select a slate of candidates and secure the written consent of the nominees who will serve if elected. There shall be at least two nominees for each office in the slate of officers selected by the Nominating Committee.

##### Section 2 - Auditing Committee

The Auditing Committee will consist of the President, First Vice-President, and Secretary. They shall review the annual audit by the January meeting.

##### Section 3 - Membership Committee

The Membership Committee shall be composed of the Senior and Junior Directors of the five (5) districts as well as the Conference Representatives. The main function of this committee is to recruit and retain membership and contact potential members in their districts. (non-meeting committee)

#### Section 4 - Public Relations/Welfare Committee

1. The Public Relations Committee shall be responsible for publicity of the IHSADA.
2. Carry on public relations of the association utilizing newsletters, social media, newspapers, radio, magazines, and television coverage.
3. To keep membership and public informed on all important matters.
4. To receive all publicity and information that shall be directed to this committee.
5. To publicize outstanding achievements of the association and its membership.
6. The Welfare Committee's powers are to be of a professional advisory nature.
7. Serve as the official grievance committee representative.

#### Section 5 – Professional Development Committee

1. The Professional Development Committee shall attempt to serve and fulfill educational advancements of members.
2. Assist the State Convention committee in selection and procurement of a sound program.
3. Conduct professional development in areas of need.

#### Section 6 - Awards Committee

The Historian shall serve as the chairperson of the awards committee. The Senior District Directors shall serve on this committee. The committee will select recipients based on the guidelines established by the Executive Committee.

### **ARTICLE VIII - Elections and Appointments**

#### Section I - Annual Election

1. The membership shall elect the Second Vice-President every year to serve a four year term through immediate Past President. The membership will elect a Secretary and Treasurer in an every other two-year cycle rotation format. The term of office for the Secretary and Treasurer will be for four years. In the event a Secretary or Treasurer leaves their position early, the Executive Board will appoint an Interim to complete the current term.

#### Section 2 - Preparation of Ballot

Preparation of the Official Ballot shall be the responsibility of the Secretary.

#### Section 3 - Nominations from the Floor

Nominations from the floor will be accepted for any office open for election. Before placing a person in nomination, the proposer must first secure the permission and consent of the nominee who will serve if elected.

#### Section 4 - Issuing of Ballot

The balloting shall be done at the state convention business meeting.

#### Section 5 - Transfer of Offices

Transfer of offices should be made as orderly as possible. Incoming officers should be advised of the current business of that office in writing, submitted with all records during the first Executive Committee meeting following the State Convention.

#### Section 6 - Junior High Director

A Junior High Director shall be appointed and serve a two-year term.

### **ARTICLE IX - Constitutional Review**

#### Section I - Constitutional Purpose

The Constitution of the Iowa High School Athletic Directors Association has been developed to best serve the purposes of this organization.

#### Section 2 – Amendments

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

#### Section 3 – Adoption

Adoption of amendments shall be by simple majority of voting members at any meeting.

#### Section 4 – Referendum

All amendments may be proposed by the Executive Committee or by petition of fifteen active members to the Executive Committee at least thirty (30) days prior to any regular meeting.

#### Section 5 – Emergency

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

### **ARTICLE X - Requirement of I.R.S.**

#### Section 1 - Inurement of Income

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered.

#### Section 2 - Legislative or Political Activities

No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

#### Section 3 - Operational Limitations

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (c) (6) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

#### Section 4 - Dissolution Clause

Upon the dissolution of the organization, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

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