

CONSTITUTION OF THE MICHIGAN INTERSCHOLASTIC ATHLETIC
ADMINISTRATORS ASSOCIATION

(Approved – March, 2017)

ARTICLE I – NAME, SEAL AND LOGO

Section I – Name

The name of the association shall be Michigan Interscholastic Athletic Administrators Association.

Section II – Seal

The seal of the association shall be the outline of the State of Michigan bearing the initials M.I.A.A.A.

Section III – Logo

The Board of Directors shall have the authority to approve an official MIAAA Logo different from the Official Seal. The Board of Directors shall determine the uses and functions of such Logo.

ARTICLE II – PURPOSE

Section I – Purpose

The purpose of the association shall be to:

- (a) encourage educational agencies to respect the concept that interscholastic athletics is an integral part of the total educational program;
- (b) advance the standard of teaching and leadership in the program of interscholastic athletics;
- (c) cooperate with the Michigan High School Athletic Association in structuring and implementing projects designed to advance the interscholastic programs to secondary schools;
- (d) cooperate with the National Interscholastic Athletic Administrators Association in structuring and implementing projects designed to advance the interscholastic programs to secondary schools;
- (e) improve the programs of interscholastic athletics in the area of membership representation;
- (f) advance professional leadership and competence by mutual problem solving; and
- (g) give support, leadership and service to state and national educational organizations.

Section II – Non-Profit Purpose

This association shall adhere to the provisions in Section 501(c)(3) of the Internal Revenue Code of 1986 with all powers conferred on nonprofit corporations under the laws of the State of Michigan.

ARTICLE III – MEMBERSHIP AND RULES

Section I – Active Membership

Active Membership in the association shall be granted upon payment of dues, to all persons in Michigan who have an officially appointed, direct administrative or supervisory responsibility for interscholastic athletics:

- (a) public and non-public schools;
- (b) league and conference executive directors or secretaries.

Section II – Assistant Membership

Assistant Membership in the association shall be granted upon payment of dues, to all persons in Michigan who are employed in a public or non-public school in the capacity of athletic department administrative assistant or secretary.

Section III – Associate Membership

Associate Membership in the association may be extended to former active members. Associate Membership shall be granted upon payment of dues, to persons interested in future employment as an athletic administrator.

Section IV – Affiliated Organization Membership

Affiliated Organizations may be granted membership in the association by majority vote of the Board of Directors. These organizations may be Profit or Not for Profit groups.

Section V – Honorary Membership

Honorary Membership in the association may be extended to persons deemed worthy of this distinction by the Board of Directors.

Section VI – Life Memberships for Athletic Directors

Life Membership may be granted by a majority vote of the Board of Directors according to the following guidelines:

Eligibility – To be eligible for life membership in MIAAA, a person shall:

- (a) have been a member of the Association for ten (10) years and have retired from athletic administration;

- (b) have been a member of the Association for ten (10) years who may have been relieved of duties for medical disability, or administrative order; or
- (c) have been an active member of another State Association transferring to our Association. That person may receive credit up to five (5) years of the (10) years requirement.

The Board of Directors may, by two-thirds (2/3) majority vote, grant life membership to any deserving former member.

Selection –

- (a) Invitation of life membership shall be extended to the retiring member.
- (b) The proposal for granting life membership shall be acted upon by the Board of Directors.

Life Members shall be:

- (a) exempt from paying annual dues;
- (b) exempt from paying registration fees for all MIAAA-sponsored conferences; and
- (c) given a life membership plaque.

Should a life member return to athletic administration, he/she will regain active membership status with all applicable responsibilities and obligations.

Section VI – Life Memberships for Administrative Assistants

Life Membership may be granted by a majority vote of the Board of Directors according to the following guidelines:

Eligibility – To be eligible for life membership in MIAAA, a person shall:

- (a) have been a member of the Association for ten (10) years and have retired from the athletic administration assistant role;
- (b) have been a member of the Association for ten (10) years who may have been relieved of duties for medical disability, or administrative order; or
- (c) have been an active member of another State Association transferring to our Association. That person may receive credit up to five (5) years of the (10) years requirement.

NOTE through 2024 – 2025 School Year:

Through the 2024-25 school year, Administrative Assistants shall have ten (10) years total experience as an administrative assistant. Administrative Assistants must have an equal number of years of paid membership for which paid memberships has been available (since 2015-16 school year) and the balance of years as an active member in the MIAAA. Active membership is defined by attending either the MIAAA Annual Conference or MIAAA Camp-Mid Conference. Ex: An administrative assistant who retires after the 2016-17 school year would need ten years' active experience as an administrative assistant with two years of paid membership to the MIAAA.

The Board of Directors may, by two-thirds (2/3) majority vote, grant life membership to any deserving former member.

Selection –

- (a) Invitation of life membership shall be extended to the retiring member.
- (b) The proposal for granting life membership shall be acted upon by the Board of Directors.

Life Members shall be:

- (a) exempt from paying annual dues;
- (b) exempt from paying registration fees for all MIAAA-sponsored conferences; and
- (c) given a life membership plaque.

Should a life member return to the role of athletic administration assistant, he/she will regain active membership status with all applicable responsibilities and obligations.

Section VIII – Code of Ethics

All people granted any type of MIAAA memberships will adhere to the MIAAA Code of Ethics. Failure to comply may result in the membership being denied or revoked.

Section IX– Membership Year

The membership year of the Association shall begin July 1 and end June 30.

Section X– Dues

The Board of Directors shall establish dues for active, associate, affiliated memberships. They are payable to the Executive Director at any time during the membership year.

Section XI – Voting

Only active members will be eligible to cast a vote and hold office.

ARTICLE IV – OFFICERS AND REGIONAL REPRESENTATIVES

Section I – President

The President shall preside at all meetings of the Association, Board of Directors and Executive Committee. He/she is responsible for general supervision of all activities of the Association. The President shall appoint committees as herein provided.

The President or their appointee(s) shall represent the Association at meetings approved by the Board of Directors, of the state and national athletic organizations.

The President shall appoint, with consent of the Board of Directors, persons to fill any vacancies that may occur on the Board of Directors. Such appointments shall be for the remainder of the term.

Section II – First Vice-President

The First Vice-President shall automatically succeed to the office of President at the conclusion of the annual meeting. He/she shall act for the President in their absence and shall succeed the President for the remainder of the term in addition to the regular term of office for which the First Vice-President has been elected. The First Vice-President shall act as program chairperson for the Association's Mid-Summer Workshop.

Section III – Second Vice-President

The Second Vice-President shall automatically succeed to the office of First Vice-President at the annual meeting. The Second Vice-President shall act as assistant program chairperson for the Association's Mid-Summer Workshop.

Section IV – Past President

The Past-President shall attend Executive Board and Board of Directors meetings. The Past-President will serve in an advisory roll to the President. He/she will chair the Nominating Committee. At the Mid-Winter Conference, the Past-President will preside at the Past-President's luncheon and present the Past-President's plaque.

Section V – Executive Director

The Executive Director shall be appointed at the annual meeting by the President and the Board of Directors and may succeed him/herself in office if so selected.

The Executive Director shall be bonded to an amount determined annually by the Board of Directors. The Association shall pay the bond premium. (See Appendix A for a list of responsibilities.)

Section VI – Recording Secretary

The Recording Secretary shall keep an accurate record of the minutes of all meetings of the Association and the Board of Directors. The Recording Secretary shall complete the pertinent correspondence as directed by the President and/or the Board of Directors. The Recording Secretary shall distribute the minutes of the meetings to all concerned.

Section VII – Election of Officers

The immediate Past-President serves as the Nominating Committee chairperson. The chairperson selects two (2) additional past-presidents and two (2) active non-officer members to serve on the committee. Of the two (2) active members selected, one (1) will be from regions 1, 2, 3, 4, 5, 6 or 7 and one (1) from regions 8, 9, 10, 11, 12, 13 (the Metro Detroit private and non-public region) or 14 (the Junior High/Middle School region). This committee shall submit a list of nominees for the offices of Second Vice-President and Recording Secretary before the January/ February meeting of the Board of Directors. These nominees must be from the list of Regional Representatives, Committee Chairpersons or Co-Chairpersons and Recording Secretary.

Campaign statements from two candidates for Recording Secretary shall be posted together on a public platform accessible to the MIAAA membership at least 30 days preceding the general election. Electronic balloting shall open at 12 noon one week prior to the general business meeting at the annual conference, and shall remain open until 12 noon on the day of the same said general business meeting. Voting privileges shall be extended only to paid, active members of the MIAAA. Members may choose to opt out of electronic voting in favor of a hard copy ballot. Hard copy ballots may be obtained from the Executive Director or his/her designee at the registration desk at the annual conference at any time during posted registration hours. The Executive Director or his/her designee must receive hard copy ballots no later than 12 noon on the day of the general business meeting at the annual conference. Ballots received after that time shall be considered null and void.

Each of the officers is elected for a term of one year, and shall not succeed him/herself in office except as provided in Section V of this article.

Section VIII – Regional Representatives and Alternate Representatives

Regional Representatives – Twelve (12) Regional Representatives, plus one additional Representative to represent the Metro Detroit private and non-public schools (Region 13) and one additional Representative to represent the Junior High/Middle Schools (Region 14), are to be elected for a two-year term. These Representatives may succeed themselves in office. Regions 1, 3, 5, 7, 9, 11, and 13 Representatives are to be elected in odd numbered years. Regions 2, 4, 6, 8, 10, 12, and 14 Representatives are to be elected in even numbered years. These elections are to take place at the Regional Caucus meeting.

In order to become a candidate for the position of Regional Representative an individual must have been an active member of MIAAA for at least one year prior to the election at the annual meeting (Mid-Winter Conference). Individuals wishing to become a candidate for the position of Regional Representative must notify the President in writing by December 1. The elections will take place at the Regional Caucus meetings. The individual receiving the majority of the absentee votes and the votes cast at the Regional Caucus shall be declared the winner. If no candidate receives the majority of the votes cast, then the two top vote recipients shall contest for the position in a runoff election. The individual then receiving the most votes will be declared the winner. Those active members in attendance at the Caucus of the MIAAA Region selecting the representative and those who have submitted validated absentee ballots shall be considered as eligible to vote. Ballots with the names of the candidates for the office of Regional Representative will be provided at the Caucus for election purposes.

Active members who have middle school as well as high school responsibilities will be allowed to vote in their geographic region as well as in region 14. Additionally, this means that middle school members will be allowed to vote in region 14 as well as in their geographic region. Members geographically located in an odd number region will be allowed to cast one vote each year...one vote in their geographic region and one vote in region 14. Members geographically located in an even number region will be allowed to cast two votes every other year...one vote in their geographic region and one vote in region 14. It will be necessary for these members to submit one of their votes via an absentee ballot.

The Regional Representatives shall be a liaison between the members in their region and the Board of Directors. They shall attend Board of Directors meeting providing ideas and suggestions. They shall hold at least two (2) meeting per year, in their region, designed to encourage and support the purposes outlined in the constitution. They shall act as membership chairpersons for their respective regions and shall collect dues in cooperation with the Executive Director.

They shall assist the officers in conducting the affairs of the Association. They are responsible for the Regional Caucus meetings at the annual meeting.

Alternate Regional Representatives – If there are only two candidates for the position of Regional Representative, the person with the fewer votes shall be declared the Alternate Regional Representative. If more than two candidates, the newly elected Regional Representative shall hold an election of those candidates not voted as Regional Representative. The candidate with the most votes will be declared the Alternate Regional Representative.

Alternate Regional Representatives are to assist the Regional Representatives in conducting the affairs of the region and in recruitment of members. They may be in attendance at Board of Directors meetings but vote only in the absence of the Regional Representative.

Additional Nominations – The Nominating Committee in Article IV, Section VII of this Constitution shall select additional nominees to insure a minimum of two nominees for the position of Regional Representative. The President must be notified of these nominees prior to December 1. The Nominating Committee will complete their nominations before the January/February Board of Directors meeting.

Section IX – Relinquishing Position on Board of Directors

Officer(s) – If by virtue of a change of employment, an officer is no longer in the area of athletic administration, they are no longer eligible to hold office in the MIAAA. If a vacancy occurs in the position of President, the First Vice-President will fill that position. If a vacancy occurs in the position of First Vice-President, the Second Vice-President will fill that position. If a vacancy occurs in the position of Second Vice-President or Recording Secretary, the President, with approval from the Board of Directors, will appoint a Second Vice President or Recording Secretary from the Regional Representatives or Committee Chairs to complete the full term of office.

Regional Representative(s) – If a Regional Representative moves into a new athletic administrative position in the same MIAAA Region, they would continue as Regional Representative or alternate. If they become employed in a new school system in a different MIAAA Region, they no longer are eligible to continue in the position of Regional Representative or Alternate. If by virtue of a change of employment a representative no longer serves in a capacity of athletic administration, they are no longer eligible to hold the position of

Regional Representative or Alternate. In the case of Regional Representative, the Alternate would fill the remainder of the term of office. In the case of Alternate, the President may appoint a region member to fill the remainder of the term or the position would remain unfilled until the next Regional Caucus meeting at which time a new Alternate would be elected.

Section X – Past-Presidents’ Council

The Past-Presidents’ Council shall consist of Past-Presidents with the immediate Past-President serving as chairperson of the Council. This Council shall serve the President and the Board of Directors in an advisory capacity.

ARTICLE V – AWARDS

To be eligible to be considered for an award, the Active member must:

- (a) have been a MIAAA member for five (5) years; and
- (b) submit written verification from current or former employer(s) for years of service as an athletic administrator that exceed years of MIAAA membership.
- (c) submit an application to the awards committee. See Appendix B for application.

ARTICLE VI – GOVERNMENT

Section I – Board of Directors

Administrative control and executive authority of the Association shall be vested in the Board of Directors which shall consist of the President, First Vice-President, Second Vice-President, Immediate Past-President, Recording Secretary, Executive Director, Regional Representatives, and Ex-Officio members as may be provided in the by-laws.

Section II – Executive Committee

The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Immediate Past-President, Recording Secretary and Executive Director (Ex-Officio).

Section III – Meetings

The Board of Directors shall meet bimonthly beginning in September. Additional meetings may be called at the President’s discretion.

Section IV – Duties

It shall be the duty of the Board of Directors to:

- (a) act on all matters pertaining to the activities of the Association;
- (b) approve or disapprove proposed amendments to this Constitution;

(c) enact by-laws; and

(d) grant Life or Honorary membership in this Association.

Section V – Quorum

A quorum is required in order for business to be conducted. Two-thirds (2/3) of the voting members of the Board of Directors present shall constitute a quorum. Any action taken shall be based upon simple majority vote.

Voting members of the Board of Directors shall be those elected members and the Immediate Past-President. Only voting members may present and second motions before the Board of Directors. Ex-Officio members shall not vote and may not present and second motions.

Section VI – Committees

Standing Committees – The President may recommend to the Board of Directors that a committee become a standing committee. A committee becomes a standing committee subject approval from the Board of Directors. The President shall name one of the committee members as chairperson.

President’s Ad-hoc Committees – The President may appoint such ad-hoc committees, as he/she deem necessary to properly carry out the business and program of the Association. These ad-hoc committees shall terminate with the end of the President’s term of office.

Section VII – Absentee Ballots

Absentee balloting shall be conducted as described in Article IV, Section VII.

Section VIII – Rules of Order

Robert’s Rules of Order shall govern all meetings of the Association.

ARTICLE VII – AMENDMENTS AND BY-LAWS

Section I – Procedure for Constitutional Amendments

This Constitution may be amended by an affirmative majority vote of the Association members provided:

- (a) the Board of Directors has approved the proposed amendment;
- (b) the proposed amendment has been submitted to the members in writing, 30 days prior to the vote; and
- (c) the vote is taken either at the annual meeting or by alternate means.

Section II – Procedure for By-law Changes

By-laws of the Association may be adopted, amended, or repealed by a majority affirmative vote of the Board of Directors at a regular meeting where there is a quorum present; or by a majority affirmative vote of the membership at the annual meeting or by an alternate means.

APPENDIX A

Responsibilities of the Executive Director

1. Collect and record all monies for the organization. This includes, but is not limited to:
 - (a) donations
 - (b) dues
 - (c) interest and dividends
 - (d) Mid-Winter Conference and Mid-Summer Workshop registration fees
 - (e) golf outing sponsorships
 - (f) vendor booth fees
 - (g) sales of The Elements of Effective Athletic Administration
 - (h) sales of shirts, hats, and other such items
 - (i) stuffing fees
 - (j) newsletter advertisement fees
 - (k) clell wade directory
 - (l) 50/50 raffle money
 - (m) miscellaneous money
 - (n) corporate sponsorship fees
2. Keep accurate records. Be prepared for an audit.
3. Present a financial report at all meetings. The annual report shall be presented at the Mid-Summer Workshop.
4. Work closely with all committee Chairpersons and Regional Representatives to process all requests for payment of bills, subject to limits of the budget. If a request is made for more than \$50 over their budget, approval must be obtained from the Executive Board.
5. Work closely with the Executive Board. You will meet with the Executive Board prior to each scheduled meeting. It may be necessary to meet with an Executive Board member for special reasons.
6. Make lunch arrangements with a local restaurant for all meeting dates.
7. Work closely with the Convention Committee. This includes planning meetings and may involve an overnight commitment.
8. Work closely with the Mid-Summer Workshop Committee Chairperson. Clarification as to how to purchase and where to purchase items may be necessary.
9. Work closely with the Newsletter Chairperson. Pay the film printing and photo processing bills. Provide the Chairperson with the fiscal report. Assist with designing the registration and dues forms that will be printed in the newsletter.
10. Upon the request of the President, attend various meetings or special projects that may require your presence. (Some examples are being the MIAAA Representative at the Five State Exchange or meeting with designers/printers for special projects.)

11. Attend and be an active participant at the NFHS/NIAAA Conference in December, the MIAAA Mid-Winter Conference in March and the MIAAA Mid-Summer Workshop in July.
12. Manage all bank accounts and investments.
13. Actively promote corporate sponsorship at the gold, silver and bronze levels. This includes negotiating contacts.
14. Represent the MIAAA at the State Executive Directors meetings.
13. Receive a honorarium in an amount to be determined annually by the Board of Directors.